



# Big Bear Lake Fire Protection District

## BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA JUNE 7, 2022 – 4:30 P.M.

### **BOARD OF DIRECTORS**

Board Chair Perri Melnick  
Vice Chair Randall Putz  
Board Member Rick Herrick  
Board Member Alan Lee  
Board Member Bynette Mote

### **STAFF**

Fire Chief Jeff Willis  
Assistant Chief/Fire Marshal Mike Maltby  
District Counsel Stephen Deitsch  
Director of Business Services Kristin Mandolini  
Board Secretary Chardelle Smith

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**NOTICE IS HEREBY GIVEN**, that the Big Bear Lake Fire Protection District will conduct a Regular Meeting on Tuesday June 7, 2022, at 4:30 p.m. This meeting will be held in the Emergency Operations Conference Room at Big Bear Fire Department located at 41090 Big Bear Boulevard, Big Bear Lake, California; said meeting being called pursuant to Section 54953 of the Government Code of the State of California for the purpose of considering the following matters:

### **AGENDA**

#### **OPEN SESSION**

#### **CALL TO ORDER**

#### **MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

**Please Note: The Chair may, at his or her discretion, take items out of order at the meeting in order to facilitate the business of the Board and/or for the convenience of the public.**

#### **ANNOUNCEMENTS & UPCOMING EVENTS**

The Fire Protection District's Administrative Office will be closed:

- Monday, July 5, 2022, in observance of Independence Day and will reopen on Tuesday, July 6, 2022.

#### **PRESENTATIONS** - None

**GENERAL PUBLIC COMMENT:** – *Public comment is permitted at this time only on consent calendar items and other matters not listed on the posted agenda that are within the subject matter jurisdiction of the Fire District. Please note that State law prohibits the Fire District Board from taking any action on items not listed on the agenda. There is a three-minute maximum time limit when addressing the Board during this time period. Public comment on items listed on the posted agenda will be taken at the time each item is called for discussion.*

**CONSENT CALENDAR**

**FP1. Approval of Meeting Minutes from the February 1, 2022, Regular Meeting of the Big Bear Lake Fire Protection District.**

**FP2. Resolution Adopting the Fiscal Year 2022-2023 Appropriations Limit for the Big Bear Lake Fire Protection District.**

Board consideration of adopting Resolution No. FP2022-02 establishing the Appropriations Limit for Fiscal Year 2022-2023 for the Big Bear Lake Fire Protection District in Accordance with Provisions of Division 9 of Title 1 of the California Government Code.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**PUBLIC HEARING**

Any person may appear and be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.

**FP3. Resolution to Adopt the Fiscal Year 2022-2023 Big Bear Lake Fire Protection District Budget**

Board consideration of conducting a public hearing and approving Resolution No. FP2022-01 adopting the Big Bear Lake Fire Protection District Budget for Fiscal Year 2022-2023.

**DISCUSSION/ACTION ITEMS**

None

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 2<sup>nd</sup> day of June, 2022.

  
\_\_\_\_\_  
Chardelle Smith, Board Secretary

*The Big Bear Lake Fire Protection District wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Board Secretary Chardelle Smith at 909/866-7566. Notification 48 hours prior to the meeting will enable the Fire District to make reasonable arrangements to ensure accessibility to this meeting.*

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**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE MEETING OF  
FEBRUARY 1, 2022**

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A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Vice Chair Putz at 4:30 p.m., Tuesday, February 1, 2022, Pursuant to Government Code Section 54953(e)(1)(A), relating to a proclaimed state of emergency and required or recommended social distancing measures, there is no physical location for members of the public to participate.

Board Members Present:

Board Chair Perri Melnick  
Vice Chair Randall Putz  
Director Rick Herrick  
Director Alan Lee  
Director Bynette Mote

Excused: None

Absent: None

Others Present:

Jeff Willis, Fire Chief  
Mike Maltby, Assistant Chief  
Kristin Mandolini, Senior Finance Officer  
Chardelle Smith, Board Secretary

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Mote

**FP1. Findings to Continue Holding Remote/Teleconference Meetings Pursuant to Assembly Bill 361.**

Board to determine and consider findings necessary to continue holding remote/teleconference meetings pursuant to Assembly Bill 361. Currently, the Governor's declaration of a COVID-19 State of Emergency remains in effect. Further, state and local health officials continue to recommend or require social distancing under certain circumstances.

**Action:** Motion by Director Herrick; seconded by Director Mote to continue holding remote/teleconference meetings pursuant to Assembly Bill 361.

Said motion was approved by the following vote:

AYES: Herrick, Mote, Putz, and Melnick  
NOES: Lee  
ABSENT: None  
ABSTAIN: None

### **ANNOUNCEMENTS**

The Fire Protection District's Administrative Office will be closed:

- Monday, February 21, 2022 in observance of Presidents Day and will reopen on Tuesday, February 22, 2022.

### **PRESENTATIONS**

None

### **PUBLIC COMMUNICATIONS**

None

### **CONSENT CALENDAR**

#### **FP2. Approval of Meeting Minutes from the December 7, 2021, Regular Meeting of the Big Bear Lake Fire Protection District.**

Motion by Director Mote, seconded by Director Herrick to approve the Consent Calendar as follows:

AYES: Herrick, Lee, Mote, Putz, and Melnick  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

### **PUBLIC HEARINGS**

None

### **DISCUSSION/ACTION ITEMS**

#### **FP3. FY 2020-2021 Audit Reports for Big Bear Lake Fire Protection District**

Board consideration to receive and file the Lance, Soll & Lunghard, LLP, FY 2020-2021, Big Bear Lake Fire Protection District Audit reports.

**Action:** Motion by Director Herrick; seconded by Director Mote, to receive and file FY 2020-2021 Audit Reports.

AYES: Herrick, Lee, Mote, Putz, and Melnick  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **DIRECTORS COMMENTS**

None

### **ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Vice Chair Putz adjourned the meeting at 4:38 p.m.

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Chardelle Smith  
Board Secretary



## AGENDA REPORT

Item No. FP2

**MEETING DATE:** June 7, 2022

**TO:** Board Chair and Directors of Big Bear Lake Fire Protection District

**FROM:** Kristin Mandolini, Director of Business Services  
Big Bear Fire Authority

**SUBJECT:** **RESOLUTION NO. FP2022-02 ADOPTING THE FISCAL YEAR 2022-2023 APPROPRIATIONS LIMIT FOR BIG BEAR LAKE FIRE PROTECTION DISTRICT**

### **BACKGROUND**

Since the 1979 passage of Proposition 4, legislative bodies of taxing agencies are required to adopt an appropriations limit for their agencies. This required action must comply with Article XIII B of the State Constitution, and Government Code 7901 et seq. The limit specifies the maximum appropriations that may be funded by tax proceeds. The adopted limits are to be adjusted each year by a “change factor” that is tied to growth indicators specified by the State. One indicator is the change in State per capita income. The other is population growth of the City or alternatively, the County. The formula provided by the State calls for conversion of each indicator to a ratio. The two ratios multiplied together produce the factor by which to change the appropriations limit. By applying the change factor to the prior year’s appropriations limit, the new limit is calculated.

### **DISCUSSION**

The appropriations limit established by Resolution No. FP2021-02 for FY 2021-2022 was \$12,315,208. This becomes the basis for the Fiscal Year 2022-2023 appropriations limit in the proposed resolution. The limit to be established by Resolution No. FP2022-02 for FY 2022-2023 is \$13,263,479.

### **RECOMMENDATION:**

It is recommended that the Fire District Board adopt Resolution No. FP2022-02 establishing the appropriations limit for FY 2022-2023.

Attachment A: Price Factor  
Attachment B: Annual Percent Change in Population Minus Exclusions  
Attachment C: Calculation of Appropriations Limit for FY 2022-2023  
Attachment D: Proposed Resolution No. FP2022-02

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

| Per Capita Personal Income |                                      |
|----------------------------|--------------------------------------|
| Fiscal Year<br>(FY)        | Percentage change<br>over prior year |
| 2022-23                    | 7.55                                 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

**2022-23:**

Per Capita Cost of Living Change = 7.55 percent  
 Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio:  $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio:  $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23:  $1.0755 \times 0.997 = 1.0723$

Fiscal Year 2022-23

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022**

| County<br>City   | Percent Change | --- Population Minus Exclusions --- |           | Total<br>Population |
|------------------|----------------|-------------------------------------|-----------|---------------------|
|                  | 2021-2022      | 1-1-21                              | 1-1-22    | 1-1-2022            |
| San Bernardino   |                |                                     |           |                     |
| Adelanto         | -0.58          | 36,569                              | 36,357    | 36,357              |
| Apple Valley     | -0.70          | 76,160                              | 75,628    | 75,628              |
| Barstow          | -0.56          | 24,996                              | 24,855    | 25,202              |
| Big Bear Lake    | -0.26          | 5,054                               | 5,041     | 5,041               |
| Chino            | 1.75           | 86,713                              | 88,228    | 91,998              |
| Chino Hills      | -0.60          | 78,437                              | 77,964    | 77,964              |
| Colton           | -0.44          | 53,853                              | 53,617    | 53,617              |
| Fontana          | 1.39           | 209,889                             | 212,809   | 212,809             |
| Grand Terrace    | -0.68          | 13,131                              | 13,042    | 13,042              |
| Hesperia         | 0.10           | 100,225                             | 100,324   | 100,324             |
| Highland         | -0.65          | 56,915                              | 56,546    | 56,546              |
| Loma Linda       | 0.18           | 25,269                              | 25,314    | 25,349              |
| Montclair        | -0.54          | 38,052                              | 37,846    | 37,846              |
| Needles          | -0.79          | 4,915                               | 4,876     | 4,876               |
| Ontario          | 1.60           | 176,689                             | 179,516   | 179,516             |
| Rancho Cucamonga | 0.00           | 174,484                             | 174,476   | 174,476             |
| Redlands         | -0.48          | 72,933                              | 72,585    | 72,585              |
| Rialto           | -0.09          | 104,050                             | 103,954   | 103,954             |
| San Bernardino   | -0.55          | 220,768                             | 219,544   | 220,840             |
| Twentynine Palms | -0.77          | 15,895                              | 15,772    | 27,685              |
| Upland           | 0.31           | 78,891                              | 79,139    | 79,139              |
| Victorville      | 0.82           | 131,522                             | 132,597   | 136,561             |
| Yucaipa          | -0.61          | 54,830                              | 54,494    | 54,494              |
| Yucca Valley     | -0.15          | 21,846                              | 21,813    | 21,813              |
| Unincorporated   | -0.46          | 292,872                             | 291,532   | 300,003             |
| County Total     | 0.14           | 2,154,958                           | 2,157,869 | 2,187,665           |

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
CALCULATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-23**

|   |                    |   |
|---|--------------------|---|
| <b>APPROPRIATIONS LIMIT 2022-23</b>               |                    | <u><b>FIRE</b></u><br><b>12,315,208</b> |
|   | <u><b>City</b></u> | <u><b>County</b></u>                    |
| Per capita Personal Income (Converted to a ratio) | 1.0755             | 1.0755                                  |
| Population Growth (Converted to a ratio)          | 0.9974             | 1.0014                                  |
| Combined Factor                                   | 1.0727             | 1.0770                                  |
| Factor Applied (Higher of City or County)         |                    | 1.0770                                  |
| <b>APPROPRIATIONS LIMIT 2022-23</b>               |                    | <b>13,263,479</b>                       |

**COMPARISON: APPROPRIATIONS LIMIT VS. PROCEEDS OF TAXES**

|                                       |                    |
|---------------------------------------|--------------------|
|                                       | <u><b>FIRE</b></u> |
| Estimated Proceeds of Taxes 2022-23   | 6,806,133          |
| Capital Projects Excludable (streets) | -                  |
| Total Subject to the Limit            | 6,806,133          |
| <b>APPROPRIATIONS LIMIT 2022-23</b>   | <b>13,263,479</b>  |
| Amount Available from Limit           | 6,457,346          |

**RESOLUTION NO. FP2022-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-2023 FOR BIG BEAR LAKE FIRE PROTECTION DISTRICT IN ACCORDANCE WITH PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE**

WHEREAS, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979, provides that the total annual appropriations subject to limitation of each local government, shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Article; and

WHEREAS, the State legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Proposition 111, the Traffic and Congestion Relief and Spending Limitation Act of 1990 which was authorized on June 5, 1990, modified the calculation method for the limitation; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting. Fifteen (15) days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Section 7902 (a) and 7902.6 of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for the 2021-22 fiscal year; and

WHEREAS, the Board of Big Bear Lake Fire Protection District wishes to establish the appropriations limit for fiscal year 2022-23 for Big Bear Lake Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Big Bear Lake Fire Protection District, as follows:

Section 1. That it is hereby found and determined that the documentation used in the determination of the appropriations limit for Big Bear Lake Fire Protection

District for fiscal year 2022-23 was available to the public in the Finance Division at least fifteen (15) days prior to this date.

Section 2. That the appropriations limit for Big Bear Lake Fire Protection District as established in accordance with Section 7902 (a) and 7902.6 of the California Government Code for fiscal year 2022-2023 is \$13,263,479.

Section 3. That the cost-of-living factor selected was the California per capita personal income factor, which was an increase of 7.55% for 2022-2023.

Section 4. That the population growth factor for 2022-2023 was that of the County of San Bernardino, which grew by 0.14%.

PASSED, APPROVED AND ADOPTED this 7th day of June 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Perri Melnick, Board Chair  
Big Bear Lake Fire Protection District

ATTEST:

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Chardelle Smith, Board Secretary  
Big Bear Lake Fire Protection District

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF BIG BEAR LAKE )

I, Chardelle Smith, Secretary of the Big Bear Lake Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2022-02 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 7th day of June 2022, and that the same was so passed and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Witness my hand and the official seal of said District this 7th day of June 2022.

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Chardelle Smith, Board Secretary  
Big Bear Lake Fire Protection District



## AGENDA REPORT

Item No. FP3

**MEETING DATE:** June 7, 2022

**TO:** Board Chair and Directors of Big Bear Lake Fire Protection District

**FROM:** Kristin Mandolini, Director of Business Services  
Big Bear Fire Authority

**SUBJECT:** **PUBLIC HEARING FOR PROPOSED RESOLUTION NO. FP2022-01 TO ADOPT THE FISCAL YEAR 2022-2023 BIG BEAR LAKE FIRE PROTECTION DISTRICT BUDGET**

### **BACKGROUND**

Big Bear Lake Fire Protection District (FPD) and the Big Bear City Community Services District are member agencies of Big Bear Fire Authority, a Joint Powers Authority (JPA) established to provide emergency services to the City of Big Bear Lake and Big Bear City Community Services District. As a member agency, the property taxes received by the FPD are passed through to the Fire Authority to fund fire department expenses.

### **DISCUSSION & FISCAL IMPACT**

The Fiscal Year 2022-2023 FPD Operating budget is presenting \$6,806,133 in tax pass through to the Fire Authority for appropriated sources and uses.

### **RECOMMENDATION**

Staff recommends the Board conduct a public hearing and approve Resolution No. FP2022-01, adopting the Fire Protection District Budget for Fiscal Year 2022-2023.

ATTACHMENT A: Resolution No. FP2022-01 FY 2022-2023 Budget Adoption

ATTACHMENT B: FY2022-2023 Budget

**RESOLUTION NO. FP2022-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR LAKE FIRE PROTECTION DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2022-2023**

**WHEREAS**, the Big Bear Lake Fire Protection District held a budget meeting and a public hearing on the proposed budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Big Bear Lake Fire Protection District does hereby adopt the approved budget for the Big Bear Lake Fire Protection District; and

**BE IT FURTHER RESOLVED** that the appropriated sources and uses are as follows for the Fiscal Year 2022-2023 budget:

| <b>Fund</b>         | <b>Appropriated Sources</b> | <b>Appropriated Uses</b> |
|---------------------|-----------------------------|--------------------------|
| Fire Operating Fund | 6,806,133                   | 6,806,133                |

PASSED, APPROVED AND ADOPTED this 7th day of June, 2022.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Perri Melnick, Board Chair  
Big Bear Lake Fire Protection District

ATTEST:

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Chardelle Smith, Board Secretary

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Resolution No. FP2022-01

STATE OF CALIFORNIA)  
COUNTY OF SAN BERNARDINO) ss  
CITY OF BIG BEAR LAKE

I, Chardelle Smith, Secretary of the Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2022-01 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 7th day of June 2022, and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Witness my hand and the official seal of said District this 7th day of June 2022.

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Chardelle Smith  
Board Secretary