
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
June 1, 2021**

A Regular Meeting of the Big Bear Fire Authority was called to order by Vice Chairman Green at 5:00 p.m., Tuesday, June 1, 2021, at 42200 Moonridge Rd., Big Bear Lake, California.

OPEN SESSION

Board Members Present	Vice Chairman John Green Director Rick Herrick Director Alan Lee Director Bynette Mote Director Karyn Oxandaboure Director Randall Putz Director John Russo Director Larry Walsh Director Al Ziegler
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Board Members Absent:	Chairman David Caretto
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Others Present:	Jeff Willis, Fire Chief Assistant Chief/Fire Marshal Mike Maltby Board Secretary Dawn Marschinke Administrative Assistant Chardelle Smith Senior Finance Officer Kristin Mandolini
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OPEN SESSION

CALL TO ORDER

Moment of Silence:	Observed
Pledge of Allegiance:	Led by Director Herrick

ROLL CALL

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed Monday, July 5, 2021, in observance of Independence Day and will reopen on Tuesday, July 6, 2021.

PRESENTATIONS

Vice Chairman Green reordered the agenda placing Recognition of Dawn Marschinke's Retirement at the end of the agenda.

DIRECTORS' GENERAL ANNOUNCEMENTS

None

GENERAL PUBLIC COMMUNICATIONS

None

CHIEF'S REPORT

None

FINANCE OFFICER'S REPORT

Speaker: Kristin Mandolini, Senior Finance Officer

The year-to-date Financial Report through April 2021 was presented.

FIRE AUTHORITY CONSENT CALENDAR

(Items FA2 & FA4 were pulled from the Consent Calendar for separate consideration)

FA1. Approval of Demands – Check Issue Date 03/01/21 through 04/30/21 in the amount of \$2,013,326.00.

FA3. Receive and File Big Bear Fire Department Monthly Activity Reports for March and April 2021.

FA5. Dispatch Services Contract with CONFIRE

Board consideration of authorizing the Fire Chief to enter into a contract with CONFIRE JPA for dispatch services.

Speaker: Chief Jeff Willis

Action: Motion by Director Ziegler, seconded by Director Herrick to approve the Consent as follows:

AYES: Ziegler, Green, Herrick, Lee, Mote, Oxandaboure, Putz, and Russo
NOES: Walsh
ABSENT: Caretto

ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA2. Approval of Meeting Minutes from the May 19, 2021 Special Workshop of the Big Bear Fire Authority.

Director Lee suggested going forward, the minutes should capture more of the discussion between Staff and Directors.

Action: Motion by Director Herrick, seconded by Director Putz to approve Item FA2 Minutes as follows:

AYES: Walsh, Ziegler, Green, Herrick, Lee, Mote, Oxandaboure, Putz, and Russo
NOES: None
ABSENT: Caretto
ABSTAIN: None

FA4. Approval of Classification and Wage Table and FTE Chart for Fiscal Year 2021-2022, Including Revised Job Descriptions.

Board consideration of approving the Classification and Wage Table for Fiscal Year 2021-2022, the corresponding Fire Authority FTE Chart, and revised job descriptions for Accounting Technician, Human Resources Coordinator, Facilities & Systems Manager, and Director of Business Services.

Speaker: Senior Finance Officer Kristin Mandolini

Staff responded to questions from board members. Board members provided comment.

Concerns were expressed regarding missing discussion notes within the May 19 Special Workshop minutes regarding classification and wage table and FTE chart.

The Facilities and System Manager position was questioned. It shows as approved on June 5, 2018, but was thought to be created as a new position.

Senior Finance Officer Mandolini answered.

Comment was made that the administrative committee that was in negotiations discussion between the Firefighters Association and the Department had many lengthy discussions, and this is what was agreed and recommended upon.

Question was asked if the admin staff salary increase were discussed at the administrative committee meetings or only the MOU agreement between the Firefighters Association and the Department.

Vice Chair Green answered.

Action: Motion by Director Oxandaboure, seconded by Director Russo to approve Item FA4 as follows:

AYES: Russo, Ziegler, Green, Herrick, Lee, Mote, Oxandaboure, and Putz
NOES: Walsh
ABSENT: Caretto
ABSTAIN: None

PUBLIC HEARING

FA6. Proposed Resolution No. BBFA2021-002 to Adopt the Fiscal Year 2021-2022 Big Bear Fire Authority Budget

Board consideration of conducting a Public Hearing to approve Resolution No. BBFA2021-002 adopting the Big Bear Fire Authority Budget for Fiscal Year 2021-2022.

Speaker: Senior Finance Officer Kristin Mandolini

Senior Finance Officer Mandolini stated that since the last Budget Workshop on May 19, two changes were made to the budget. Added was the pass through of developer impact fees from the City of Big Bear Lake in the amount of \$400,000, which will be used as down payment funds for the ladder truck. The Departments liability insurance would be increasing by \$30,000, which was incorporated into the budget as well. Mandolini mentioned these changes result in operation surplus of \$488,000, for fiscal year 2021/2022. The capital budget increased to \$720,000 as a result of the additional down payment funds for the ladder truck. To completely fund the capital expenditures, \$231,000 from fund balance will be used, leaving an estimated fund balance at the close of next fiscal year in the amount of approximately \$6.3 million.

Staff responded to questions from board members. Board members provided comment.

Discussion Ensued:

A comment was made that in the past 10 years, the Department has had one budget that didn't use the reserves. The public asked that we live within our means, yet we are still not living within our means at this time. Concerns were expressed regarding pay raises while using reserve funds and if the Department were to continue using reserve funds, could it run out? It was strongly recommended to begin to replenish the Department reserve account and adopt a board policy regarding a balanced budget. Questions were brought up regarding the Ambulance Operator Model, that with more employees on daily staffing, if the level zero draw down is less than the year before.

Chief Willis answered.

Action: At the hour of 5:50 p.m., Vice Chairman Green opened the public hearing. Hearing no public comment, at the hour of 5:50, Chairman Green closed the public hearing.

Action: Motion by Director Herrick; seconded by Director Ziegler, approving staff recommendation to adopt Resolution No. BBFA2021-002 adopting the Fiscal Year 2021-2022 Budget.

AYES:	Putz, Russo, Ziegler, Green, Herrick, Lee, Mote, and Oxandaboure
NOES:	Walsh
ABSENT:	Caretto
ABSTAIN:	None

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA7. Proposed Resolution No. BBFA2021-003 Adopting the 2020 Local Hazard Mitigation Plan Update

Board consideration of approving Resolution No. BBFA2021-003 adopting the 2020 Local Hazard Mitigation Plan update and authorize the Fire Chief to make necessary administrative and operational changes to the plan that are in keeping with the intent of the plan as approved.

Speaker: Chief Jeff Willis

Chief Willis explained this has been an ongoing project and commended Assistant Chief Maltby for all his hard work. For this update, the Department went with a different approach by partnering up with other local agencies. With this plan,

approved by local Governing Board, State Board and ending with FEMA, we can apply for grant funding to mitigate known or potential hazards. Staff responded to questions from board members. Board members provided comment.

Discussion Ensued:

Question was asked if this fiscally impacts the Department besides the time spent putting it together? Some suggestions were to make the charts easier to read as well as errors regarding City of Big Bear Lake and Big Bear City Community Services District. Also missing was if the Dam were to have failure, do we alert Norton Air Force Base?

Chief Willis answered.

Action: Motion by Director Lee; seconded by Director Mote to approve staff recommendation to adopt Resolution No. BBFA2021-003 adopting the 2020 Local Hazard Mitigation Plan Update.

Said motion was approved by the following vote:

AYES: Oxandaboure, Putz, Russo, Walsh, Ziegler, Green, Herrick, Lee, and Mote.

NOES: None

ABSENT: Caretto

ABSTAIN: None

FA8. Contract with American Emergency Products (AEP) to Build Battalion Chief Vehicle

Board consideration of authorizing the Fire Chief to execute bid proposal with AEP to outfit the Battalion Chief command vehicle.

Speaker: Chief Jeff Willis

Chief Willis stated the vehicle is within our possession, but now needs the emergency equipment installed such as lights, sirens, radios, etc. The Department requested bids from multiple agencies; 911 Services, Boise Mobile Equipment, and AEP. AEP came back with the lowest bid based out of Santee, California.

Staff responded to questions from board members. Board members provided comment.

A question was asked if this was still within the approved budgeted amount as well as why AEP was the bid to stand out over the others? One suggestion was to allow the Directors to review all bids received for future bid requests.

Chief Willis answered.

Action: Motion by Vice Director Lee; seconded by Director Oxandaboure to approve staff recommendation to allow the Fire Chief to sign a contract between Big Bear Fire Authority and American Emergency Products.

Said motion was approved by the following vote:

AYES: Mote, Oxandaboure, Putz, Russo, Walsh, Ziegler, Green, Herrick,
and Lee
NOES: None
ABSENT: Caretto
ABSTAIN: None

FA9. Introduction of Ordinance BBFA2021-001 Authorizing Ambulance Service Fee Increase to be Considered for Adoption at a Public Hearing on August 3, 2021

Board consideration of introducing proposed ordinance BBFA2021-001 that increases Ambulance Service Fees for Big Bear Fire Authority, waiving the full reading and introduce by reading title only.

ORDINANCE NO. BBFA2021-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, INCREASING AMBULANCE
SERVICE FEES

Speaker: Senior Finance Officer Kristin Mandolini

Senior Finance Officer Mandolini stated that every year, ICEMA publishes allowable rates for ambulance services, to account for cost-of-service increases. This year the rates increased by 5%.

For the public, it was asked what ICEMA is. ICEMA stands for Inland Counties Emergency Medical Agency. They are the regulating agency for paramedic licensing and ambulance transport for Inyo, Mono and San Bernardino County. Annually, ICEMA provides a cost of EMS services analysis. This is then taken to

the County Board of Supervisors for approval. Once approved, a rate letter is then sent to the local agencies for rate setting approval. ICEMA creates the maximum allowable rate, the local agencies can charge less, but not more.

It was mentioned that the new contracted ambulance billing service is handling the billing portion very well and performance data will be available within eight to nine months of using their services.

Action: Motion by Director Ziegler; seconded by Director Walsh to approve staff recommendation to proceed with public notice of intent to adopt ordinance No. BBFA 2021-001 at the August 3, 2021 Regular Board meeting.

Said motion was approved by the following vote:

AYES:	Lee, Mote, Oxandaboure, Putz, Russo, Walsh, Ziegler, Green, and Herrick
NOES:	None
ABSENT:	Caretto
ABSTAIN:	None

COMMITTEE REPORTS

1. Recognition of Dawn Marschinke's Retirement – 6 Years of Service

Speaker: Chief Jeff Willis

Chief Willis opened with Dawn's starting date of July 1, 2015. She was welcomed and embraced into the newly created organization and came with exceptional admin, clerical, secretary business experience. Dawn's leadership and drive was above and beyond with her community involvement and care for the organization.

Chairman Green stated the organization would not be here today without her help. Dawn's major accomplishments while with the Department were read aloud, like the 2016 SBCERA actuarial study, Maple Lane property purchases, Partnership with Air Methods, Assistance with Fireman's Ball, Measure I, Covid-19 meetings via Zoom and so much more.

Director Ziegler thanked Dawn for always answering his phone calls. He commended her hard work on the Fireman's Ball and thanked her for how wonderful of an evening he had.

Director Putz stated Dawn is one of those people that makes this valley a great place to live. He said she is a very important part of this valley and will be greatly missed. Director Oxandaboure agreed.

On behalf of the Big Bear Fire Authority and Board members, Chairman Green presented Dawn with a certificate of appreciation and a bouquet of flowers.

DIRECTORS' CLOSING COMMENTS

Director Ziegler thanked the Chief and I/T for assistance with his hearing during the meetings. He commented it worked well when the Department Board meetings were held in Hofert Hall. He suggested to point a committee to find a better solution as to where the future Board meetings can be held.

Director Mote suggested for future budget discussions, a budget committee be formed to review and hold more discussion regarding the next fiscal year budget prior to the formal setting of budget approval. Chairman Green agreed.

Director Walsh requested for a report on how complete billing solutions is working and when McFadden, Tritech and Cypheron will be eliminated?

Director Putz commented that it took a lot of effort to merge the different entities into the Fire Department where it stands today and is considered one of the most important organizations. The front-line personnel put themselves on the line every day to keep us safe and save our lives. Those that support the Department are a big help as well, Kristin Mandolini being one of them. The work is admirable and important. Director Putz stated he hopes those within the organization recognize that we have been through a lot and it has taken enormous group effort to get to this point. One important role he thanked, exemplified by Dawn, is the support staff.

Director Lee thanked and acknowledged Dawn. He told Dawn to make sure she has fun in her retirement and wished her the best. He commented on working his entire life in the public sector and having a profound appreciation for the public sector and for what our firefighters do. He mentioned he has been attending a lot of small setting meetings and the public does support our firefighters despite the Measure I failure. He agreed with Director Ziegler that a better meeting location needs to be found. He comments that about 32% of services rendered are for the visitors and questioned how the visitors could pay more to avoid using the reserve funds.

Director Russo agreed with Director Putz comments and told Dawn she will be missed.

Director Green agreed with Director Lee and Director Ziegler, that when we are allowed to meet in person, per Governors rules, to meet at Hofert Hall. He states he too has worked in the public sector and that when it comes to the valley stopping at Division for Big Bear City and Big Bear Lake works, but when it comes to resources like water, sewer, electrical is valley wide. He mentions to the other board members that the future

of medicine is changing rapidly and highly recommends the Board to attend fire conferences, virtual or in person.

CLOSED SESSION PUBLIC COMMUNICATIONS: (Any member of the public is entitled to speak on Closed Session Agenda item. If you wish to address any other items listed on the agenda, you must do so during Open Session.)

CLOSED SESSION

1. Public Employee Performance Evaluation (Government Code §54957)

Title: Fire Chief

REPORT FROM CLOSED SESSION

At the hour of 6:40, p.m., Vice Chairman Green adjourned to Closed Session.

At the hour of 8:17, p.m., Vice Chairman Green adjourned Closed Session.

At the hour of 8:17, p.m., Vice Chairman Green re-opened Regular Session

REPORT ON CLOSED SESSION

No reportable action.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Vice Chairman Green adjourned the meeting at 8:17 p.m.



Chardelle Smith, Acting Board Secretary

APPROVED AT THE MEETING OF AUGUST 3, 2021