
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
December 7, 2021**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Putz at 5:00 p.m., Tuesday, December 7, 2021, 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.

Board Members Present: Chairman Randall Putz
 Vice Chairman John Green
 Director Rick Herrick
 Director Alan Lee
 Director Perri Melnick
 Director Bynette Mote
 Director Karyn Oxandaboure
 Director John Russo
 Director Larry Walsh
 Director Al Ziegler

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief
 Mike Maltby, Assistant Chief/Fire Marshal
 Kristin Mandolini, Director of Business Services
 Chardelle Smith, Board Secretary
 Norman Dykesten, Fire Captain
 Nicholaus Norvell Authority Counsel

OPEN SESSION

CALL TO ORDER

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman Green

ROLL CALL

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

FA1. 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.

Chief Willis opened regarding Board meetings being held via zoom, except the budget workshops which were held at a facility large enough to accommodate the six-foot spacing. Due to poor acoustics, the next meeting was moved to Hofert Hall. Since then, meetings have been moved back to zoom. He mentioned there has been a Covid-19 positive within the department.

Authority Counsel Norvell presented AB 361. He suggested to keep AB 361 findings on the agenda as its own agenda item for the purpose of if the Board meetings are held in person and a Board member or Staff member are in quarantine, they are still able to attend via zoom.

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

Said motion was approved by the following vote:

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

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed:

- Thursday and Friday, December 23 and 24, 2021, in observance of Christmas and will re-open at 8:00 a.m. on Monday, December 27, 2021.
- Thursday and Friday, December 30, and 31, 2021, in observance of New Year's, and will reopen on Monday, January 3, 2022.
- Monday, January 17, 2022 in observance of Martin Luther King Jr. day and will reopen on Tuesday, January 18, 2022.

PRESENTATIONS

1. **Recognition for 5 Years of Service**
 - Facilities and Systems Manager Duane Dickerson

Chief Willis presented the recognition.

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

Director Lee encouraged all to visit OJs Donuts, Starbucks, Union Gas Station, Sunny's Nail Salon, and Puma Karate to support the fundraising efforts for Big Bear Tidal Wave U12 soccer team. The contributions received will assist the team with travel for Commissioner's Cup in Temecula, CA.

GENERAL PUBLIC COMMENT – *Members of the public who wish to comment on topics not included on the agenda or comment on agenda items are invited to provide comments in either of the methods described above.*

None

CHIEF'S REPORT

Chief Willis provided an overview of the Ambulance Operator model, which currently has 12 Ambulance Operators to date. At this time, there is a shortage County-wide for paramedics. With that, the department will be evaluating the program and how to handle this staffing challenge. He reported on the following: purchase of handheld radios through grand funds that have been received and are currently being programmed; Covid-19 cost reimbursement; the significant disruption in supply of certain items for the department including tires, fleet parts, cleaning supplies, EMS supplies, and firefighter PPE.

FINANCE OFFICER'S REPORT

Director of Business Services Mandolini presented the finance report through September 30, 2021.

FIRE AUTHORITY CONSENT CALENDAR (FA5 was pulled for separate consideration)

- FA2. **Approval of Demands – Check Issue Date 07/01/21 through 9/30/21 in the amount of \$2,899,022.65**
- FA3. **Approval of Meeting Minutes from the October 5, 2021 Regular Meeting of the Big Bear Fire Authority.**

FA4. Receive and File Big Bear Fire Department Monthly Activity Report for September 2021.

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA5. Big Bear Fire Authority FY2020-21 Audited Financial Report

Board consideration to accept, receive, and file FY2020-21 Audited Financial Report.

This item was pulled by Director Walsh for further discussion. A brief discussion was held regarding OPEB liability and pension liability.

Action: Motion by Director Herrick, seconded by Director Mote to accept, receive, and file FY2020-21 Audited Financial Reports:

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

PUBLIC HEARING

None

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA6. Fire Authority Board Reorganization - Selection of the Chair and Vice Chair

Chairman Putz called for nominations for Board Chair to serve the ensuing term.

Director Herrick nominated Director Green to serve as Board Chair; seconded by Director Russo.

Director Green was elected to serve as Board Chair by the following vote:

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

Board Chair Green called for nominations for Vice-Chair to serve for the ensuing term.

Director Walsh nominated Director Mote; there was no second.

Director Putz nominated Director Melnick to serve as Vice-Chair; seconded by Director Herrick.

Director Melnick was elected to serve as Vice-Chair by the following vote:

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

FA7. Annual Fire Hazard Abatement Program

Board consideration to terminate the contract with County of San Bernardino Land Use Services and provide Annual Hazard Abatement Program in house.

Chief Willis reviewed the current Annual Hazard Abatement program provided by the County of San Bernardino Land Use Services versus in-house provisions of services. He recommended the Board refer this item to the Administrative Committee for further discussion.

Discussion ensued regarding publicly-owned properties being cited for abatement issues and a cost analysis associated with in-house versus sourcing with the county.

Action: Motion by Director Ziegler; seconded by Vice Chair Melnick to schedule this item to the Administrative Committee for further discussion.

Said Motion was approved by the following vote:

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

NOES: Walsh

ABSENT: None

ABSTAIN: None

FA8. Introduction of Ordinance No. BBFA2021-002 Authorizing Establishing Penalties for Violations of the Fire Code to be Considered for Adoption at a Public Hearing on February 1, 2022.

Board consideration of introducing proposed Ordinance No. BBFA2021-002 that establishes penalties for violations of the fire code for Big Bear Fire Authority, waiving the full reading and introduce by reading title only.

Motioned by Director Oxandaboure to read only.

Assistant Chief/Fire Marshal Maltby provided an overview and need for this Ordinance.

Norvell stated the Ordinance allows the Authority to establish its own firecode citations, a process to administered citations, and appeal process.

Discussion ensued regarding the process of violations, re-inspections, property owner and/or the renter impacts.

Action: Motion by Director Walsh; seconded by Director Russo to approve staff recommendation to introduce and waive first reading and pass to public hearing and second reading at the February 1, 2022, Regular Board meeting, an ordinance, entitled:

ORDINANCE NO. BBFA2021-002

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ESTABLISHING PENALTIES FOR
VIOLATIONS OF THE FIRE CODE

Said Motion was approved by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

FA9. Ladder Truck “Arrow XT Mid Mount Tower”

Board consideration to approve the purchase of the Ladder Truck; to include the approval of Resolution BBFA2021-007; Lease Purchase Terms with Banc of America Public Capital Corp and South Coast Fire Equipment for the Ladder Truck Purchase and documents for the previously approved Brush Engine purchase.

Chief Willis thanked Authority Counsel Norvell and his team’s assistance in securing a municipal advisor. and thanked the Apparatus Spec Committee for developing the ladder truck plans/specs.

Director of Business Services Mandolini stated with the assistance of the municipal advisor, a loan was secured for the ladder truck and brush engine in the amount of \$1.6 million, with a term of 10 years, an interest rate of 1.775%, an annual payment of \$176,000, with the first payment due December 2022.

Discussion ensued regarding the purchase documents.

Action: Motion by Walsh; seconded by Ziegler, to approve Resolution No. BBFA2021-007, execute the Lease Purchase Terms for the Ladder Truck purchase and the Brush Engine purchase.

Said Motion was approved by the following vote:

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

FA10. Potential Establishment of Standing Finance Committee

Board consideration of establishing a Finance Committee or appoint a special purpose Ad-Hoc committee with assignments that are finance centered.

Chief Willis provided the background raised at the October 5, 2021, Regular Board meeting. He reaffirmed it is the Board Chair’s discretion to make committee appointments.

Discussion ensued regarding the potential committee’s scope of work versus the existing administrative committee, committee membership, financial impacts, and current staff assignments.

Action: Motion by Director Herrick; seconded by Director Ziegler, to follow staff recommendation to not facilitate a Finance Committee and find the Administrative Committee to fulfill this responsibility.

Said Motion was approved by the following vote:

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

FA11. 3-Year Fleet Replacement Plan

Board consideration of accelerating the Three-Year Fleet Replacement Schedule.

Chief Willis stated this was a suggestion taken to the Administrative Committee. With accelerating the replacement plan, the vehicles set for year 22/23 would be purchased now. These vehicles are needed within the department and this also goes along with the previous conversation regarding significant delay in receiving the vehicles, upcoming increase in purchase price, and current favorable interest rates. He suggested this be moved to the Administrative Committee for further discussion.

Discussion ensued regarding the timing of interest payments and if non-committee Board members can provide input for Administrative Committee consideration.

Willis and Norvell answered.

Action: Motion by Director Herrick; seconded by Director Ziegler to direct staff schedule this subject to the Administrative Committee for further discussion.

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

FA12. Fire Authority 2022 Meeting Calendar

Board consideration of approving the proposed 2022 Regular Board Meeting Calendar and adding two Budget Workshops on April 20 and May 18, 2022.

Board Secretary Smith presented the proposed 2022 meeting calendar.

A brief discussion ensued regarding frequency of meetings.

Action: Motion by Ziegler; seconded by Director Walsh, to approve the 2022 meeting calendar for the Fire Authority.

Said Motion was approved by the following vote:

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

COMMITTEE REPORTS

A Fire Authority Administrative Committee Meeting was held on November 23, 2021, via zoom, represented by, Director Herrick, Director Mote, and Director Ziegler.

DIRECTORS' CLOSING COMMENTS

Director Ziegler wished everyone a Merry Christmas.

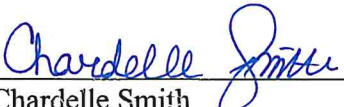
Director Mote wished everyone a Merry Christmas.

Director Herrick wished everyone a Merry Christmas and stated his concern with lake-side vegetation.

Board Chair Green thanked everyone for the vote of confidence as Chair for the ensuing term.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Board Chair Green adjourned the meeting at 8:06 p.m.



Chardelle Smith
Board Secretary

APPROVED AT THE MEETING OF FEBRUARY 1, 2022