



# Big Bear Lake Fire Protection District

## BIG BEAR LAKE FIRE PROTECTION DISTRICT

Regular Board Meeting of

JUNE 1, 2021

Regular Session 4:30 P.M.

Best Western Big Bear Chateau

42200 Moonridge Rd., Big Bear Lake, CA

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### **BOARD OF DIRECTORS**

Chair Bynette Mote

Vice Chair Alan Lee

Board Member Dave Caretto

Board Member Rick Herrick

Board Member Randall Putz

### **STAFF**

Fire Chief Jeff Willis

Assistant Chief/Fire Marshal Mike Maltby

District Counsel Stephen Deitsch

Senior Finance Officer Kristin Mandolini

Board Secretary Dawn Marschinke

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## **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 on Monday, July 5, 2021, in observance of Independence Day and will reopen on Tuesday, July 6, 2021.

### **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 2, 2021, Regular Meeting of the Big Bear Lake Fire Protection District**

**FP2. Resolution Adopting the Fiscal Year 2021-2022 Appropriations Limit for the Big Bear Lake Fire Protection District.**

Board consideration of adopting Resolution No. FP2021-02 establishing the Appropriations Limit for Fiscal Year 2021-2022 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 2021-2022 Big Bear Lake Fire Protection District Budget**

Board consideration of conducting a public hearing and approving Resolution No. FP2021-01 adopting the Big Bear Lake Fire Protection District Budget for Fiscal Year 2021-2022.

**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 27<sup>th</sup> day of May, 2021.



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Dawn E. Marschinke, 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 Dawn Marschinke 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 2, 2021**

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A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Mote at 4:30 p.m., Tuesday, February 2, 2021 via Teleconference pursuant to Governor Newsom's Executive Orders N-25-20 and N-29-20.

Board Members Present:                      Chair Bynette Mote  
    Vice Chair Alan Lee  
    Director Dave Caretto  
    Director Rick Herrick  
    Director Randall Putz

Others Present:                                      Jeff Willis, Fire Chief  
    Mike Maltby, Assistant Chief  
    Kristin Mandolini, Senior Finance Officer  
    Dawn Marschinke, Board Secretary

Moment of Silence:                                Observed in honor of frontline healthcare workers and first responders.

Pledge of Allegiance:                              Led by Vice Chairman Lee

**ANNOUNCEMENTS**

The Big Bear Fire Authority's Administrative Office will be closed on Monday, February 15, 2021, in observance of Presidents' Day and will reopen on Tuesday, February 16, 2021.

**PRESENTATIONS**

None

**PUBLIC COMMUNICATIONS**

None

**CONSENT CALENDAR**

**FP1. Approval of Meeting Minutes from the October 6, 2020, Regular Meeting of the Big Bear Lake Fire Protection District**

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

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**PUBLIC HEARINGS**

None

**DISCUSSION/ACTION ITEMS**

**FP2. FY 2019-2020 Audit Reports for Big Bear Lake Fire Protection District**

Board consideration to receive and file the Lance, Soll & Lunghard, LLP, FY 2019-2020, Big Bear Lake Fire Protection District Audit reports.

Speaker: Kristin Mandolini, Sr. Finance Officer

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

**Action:** Report was received and filed.

**DIRECTORS COMMENTS**

None

**ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Chairman Mote adjourned the meeting at 4:35 p.m.

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Dawn Marschinke  
Board Secretary



## AGENDA REPORT

Item No. FP2

**MEETING DATE:** June 1, 2021

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

**FROM:** Kristin Mandolini, Senior Finance Officer  
Big Bear Fire Authority

**SUBJECT:** **RESOLUTION NO. FP2021-02 ADOPTING THE FISCAL YEAR 2021-2022 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. FP2020-03 for FY 2020-2021 is \$11,627,994. This becomes the basis for the Fiscal Year 2021-2022 appropriations limit in the proposed resolution. The limit to be established by Resolution No. FP2021-02 for FY 2021-2022 is \$12,315,208.

### **RECOMMENDATION:**

It is recommended that the Fire District Board adopt Resolution No. FP2021-02 establishing the appropriations limit for FY 2021-2022.

Attachment A: Price Factor

Attachment B: Annual Percent Change in Population Minus Exclusions

Attachment C: Calculation of Appropriations Limit for FY 2021-2022

Attachment D: Proposed Resolution No. FP2021-02

- 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 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

**2021-22:**

Per Capita Cost of Living Change = 5.73 percent  
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio:  $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22:  $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2020-2021</b>	<b>1-1-20</b>	<b>1-1-21</b>	<b>1-1-2021</b>
San Bernardino				
Adelanto	0.13	35,102	35,147	35,147
Apple Valley	0.03	74,331	74,350	74,350
Barstow	-0.24	24,097	24,040	24,205
Big Bear Lake	-0.06	5,192	5,189	5,189
Chino	1.41	83,889	85,073	88,184
Chino Hills	-0.22	82,846	82,661	82,661
Colton	0.27	54,051	54,198	54,198
Fontana	1.15	211,519	213,944	213,944
Grand Terrace	-0.07	12,408	12,399	12,399
Hesperia	0.23	95,834	96,053	96,053
Highland	-0.27	55,211	55,060	55,060
Loma Linda	1.31	24,533	24,854	24,895
Montclair	0.25	39,501	39,598	39,598
Needles	-0.54	5,382	5,353	5,353
Ontario	0.67	180,788	182,004	182,004
Rancho Cucamonga	0.05	175,052	175,131	175,131
Redlands	-0.01	71,164	71,154	71,154
Rialto	-0.24	102,813	102,567	102,567
San Bernardino	-0.62	216,384	215,035	216,291
Twentynine Palms	0.09	24,380	24,402	29,967
Upland	-0.33	78,769	78,513	78,513
Victorville	0.61	123,241	123,992	127,170
Yucaipa	-0.07	55,674	55,634	55,634
Yucca Valley	0.11	22,306	22,330	22,330
Unincorporated	-0.20	303,098	302,484	303,912
County Total	0.17	2,157,565	2,161,165	2,175,909

\*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 2021-22**

<b>APPROPRIATIONS LIMIT 2020-21</b>		<u><b>FIRE</b></u> <b>11,627,994</b>
	<u><b>City</b></u>	<u><b>County</b></u>
Per capita Personal Income (Converted to a ratio)	1.0573	1.0573
Population Growth (Converted to a ratio)	0.9994	1.0017
Combined Factor	1.0567	1.0591
Factor Applied (Higher of City or County)		1.0591
<b>APPROPRIATIONS LIMIT 2021-22</b>		<b>12,315,208</b>

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

	<u><b>FIRE</b></u>
Estimated Proceeds of Taxes 2021-22	6,027,938
Capital Projects Excludable (streets)	-
Total Subject to the Limit	6,027,938
<b>APPROPRIATIONS LIMIT 2021-22</b>	<b>12,315,208</b>
Amount Available from Limit	6,287,270



**RESOLUTION NO. FP2021-02**

**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 2021-2022 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 2021-22 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 2021-22 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 2021-2022 is \$12,315,208.

Section 3. That the cost-of-living factor selected was the California per capita personal income factor, which was an increase of 5.73% for 2021-2022.

Section 4. That the population growth factor for 2021-2022 was that of the County of San Bernardino, which grew by 0.17%.

PASSED, APPROVED AND ADOPTED this 1st day of June 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Bynette Mote, Chairman  
Big Bear Lake Fire Protection District

ATTEST:

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Dawn Marschinke, Board Secretary  
Big Bear Lake Fire Protection District

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

I, Dawn E. Marschinke, 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. FP2021-02 was duly passed and adopted by the said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 1st day of June 2021, 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 1st day of June 2021.

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Dawn E. Marschinke, Board Secretary  
Big Bear Lake Fire Protection District



## AGENDA REPORT

Item No. FP3

**MEETING DATE:** June 1, 2021

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

**FROM:** Kristin Mandolini, Senior Finance Officer  
Big Bear Fire Authority

**SUBJECT:** **PUBLIC HEARING FOR PROPOSED RESOLUTION NO. FP2021-01 TO ADOPT THE FISCAL YEAR 2021-2022 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 2021-2022 FPD Operating budget is presenting \$6,027,938 in tax pass through to the Fire Authority for appropriated sources and uses, and a \$400,000 pass through of Developer Impact Fees.

### **RECOMMENDATION**

Staff recommends the Board conduct a public hearing and approve Resolution No. FP2021-01, adopting the Fire Protection District Budget for Fiscal Year 2021-2022.

ATTACHMENT A: Resolution No. FP2021-01 FY 2021-2022 Budget Adoption

ATTACHMENT B: FY2021-2022 Budget

**RESOLUTION NO. FP2021-01**

**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 2021-2022**

**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 2021-2022 budget:

<b>Fund</b>	<b>Appropriated Sources</b>	<b>Appropriated Uses</b>
Fire Operating Fund	6,427,938	6,427,938

PASSED, APPROVED AND ADOPTED this 1st day of June 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Bynette Mote, Chairman  
Big Bear Lake Fire Protection District

ATTEST:

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Dawn E. Marschinke, Board Secretary

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Resolution No. FP2021-01

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

I, Dawn Marschinke, 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. FP2021-01 was duly passed and adopted by the said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 1st day of June 2021, 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 1st day of June 2021.

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Dawn E. Marschinke  
Board Secretary

**FIRE PROTECTION DISTRICT OPERATING FUND****2021-2022 Budget****Revenue**

Property Taxes	6,027,938
Developer Impact Fees - Transfer In from the City of Big Bear Lake	400,000
<b>Total Revenue</b>	<b>6,427,938</b>

**Expenses**

Property Tax Pass Through To Fire Authority	6,027,938
Developer Impact Fees - Transfer to Fire Authority	400,000
<b>Total Expenses</b>	<b>6,427,938</b>

<b>Total Excess Revenue over Expenses</b>	<b>0</b>
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