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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
APRIL 7, 2020**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 3:30 p.m., Tuesday, April 7, 2020, via Teleconference and adjourned to Closed Session pursuant to Governor Newsom's Executive Order N-29-20.

**PUBLIC FORMUM FOR CLOSED SESSION**

None

At the hour of 4:04, p.m., the Board adjourned Closed Session.

**OPEN SESSION**

The Regular Meeting of the Big Bear Fire Authority was called back to order by Chairman Green at 5:06 p.m.

Board Members Present:

- Chairman John Green
- Vice Chairman David Caretto
- Director Bob Jackowski
- Director Bill Jahn
- Director Rick Herrick
- Director Karyn Oxandaboure
- Director Randall Putz
- 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
- Dawn Marschinke, Board Secretary
- Kristin Mandolini, Senior Finance Officer
- Authority Counsel, Joseph Sanchez

**REPORT ON CLOSED SESSION**

No reportable action.

*residents have been receiving. You, as a Board, are responsible for the fire departments shortcoming and are responsible for a failed proposition intended to fix your mistakes. So, what will become of the scare tactics you told all of us? What will you do to fix the fact that Sugarloaf will now be forgotten and left exposed? What will you say to increased calls for service and response times? How can any of us continue to have faith that YOU, as a Board, did not take any opportunities to address this as a problem and mitigate any costs to voters and resident? You, as a Board, were not interested in addressing the financial issues until you could increase taxes on the residents. The answer is simple, YOU, as a Board, did not care then and you don't care now. I would request that You, as a Board, begin immediately to find alternatives to additional funding for our fire department.*

*I would request that the Board begin the request for proposal (RFP) to contract with the County for our fire services, so as not to continue to punish residents by losing a fire station and keeping the response times consistent public safety guidelines.*

*Should you, as a Board, continue to scare, stall, and evade this issue only furthers the idea the public cannot trust that you are acting in our best interests. The voters have no choice but to continue to ask questions of where our money went and why are we forced to pay for increased property taxes when YOU are our representatives to monitor our fire department's financial position.*

*We are now faced with a more dire public health and financial situation than ever before. The covid-19 pandemic and the ensuing financial burdens we all face are likely to impact everyone in the Big Bear Area. We need to be able to rely on fire department in all its uses to continue to keep us safe. If you, as a Board, refuse to look into other options, there is no possible way residents can trust what you say and what you will do. No one deserves that kind of service from their local government. Please submit an RFP immediately and get our options on the table. Thank you.*

*Sincerely,  
Kristina Nehls  
Sugarloaf*

## **CHIEF'S REPORT**

**Speaker:** Fire Chief Jeff Willis

Chief Willis presented an update on Department preparations regarding COVID-19. He also reported that election results for Measure I will be presented at the June Board meeting. He reported that three hazardous fuel reduction grants applied for, were denied. Therefore, the chipping program will be suspended for the 2020 season. Staff responded to questions from board members.

## **FINANCE OFFICER'S REPORT**

**Speaker:** Senior Finance Officer Kristin Mandolini

The year-to-date Financial report through February 2020 was presented.

Staff responded to questions from board members.

## **CONSENT CALENDAR**

**FA1. Approval of Demands – Check Issue Date 11/01/19 through 02/29/20 in the amount of \$3,355,993.02**

**Action:** Approval of check demands.

**FA2. Approval of Meeting Minutes from the December 3, 2019 Regular Meeting of the Big Bear Fire Authority**

**Action:** Approval of minutes.

**FA3. Approval of Meeting Minutes from the March 24, 2020 Special Meeting of the Big Bear Fire Authority**

**Action:** Removed from Consent Calendar

**FA4. Receive and File Big Bear Fire Department Monthly Activity Reports for November and December 2019.**

**Action:** Received and filed monthly reports

**FA5. Receive and File Big Bear Fire Department Monthly Activity Reports for January and February 2020.**

**Action:** Received and filed monthly reports

**FA6. Acknowledge Receipt of Annual Inspection Report for Certain Educational and Residential Structures**

Board consideration of adopting Resolution No. BBFA2020-002 acknowledging receipt of inspection report and designates January of each year as the designated time for the Board of Directors to receive the annual report for the prior year.

RESOLUTION NO. BBFA2020-002

A RESOLUTION OF THE BOARD OF THE BIG BEAR FIRE AUTHORITY ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE BIG BEAR FIRE AUTHORITY REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

**Action:** Removed from Consent Calendar

**FA7. Adopt the Big Bear Fire Authority Records Retention Schedule**

Board consideration of adopting Resolution BBFA2020-003 Records Retention Schedule and authorizing destruction of certain records.

RESOLUTION NO. BBFA2020-003

A RESOLUTION OF THE BOARD OF THE BIG BEAR FIRE AUTHORITY ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS

**Action:** Approved

**Action:** Motion by Vice Chairman Caretto, seconded by Director Jahn to approve the remainder of the Consent Calendar as follows:

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**FA3. Approval of Meeting Minutes from the March 24, 2020 Special Meeting of the Big Bear Fire Authority**

Staff responded to questions from board members

**Action:** The voting record is corrected to read as follows:

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

Meeting attendance by staff was corrected from Shirley Holt to Kristin Mandolini.

**FA6. Acknowledge Receipt of Annual Inspection Report for Certain Educational and Residential Structures**

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Staff responded to questions from board members.

**Action:** Motion by Director Herrick, seconded by Director Ziegler to approve Items FA3 and FA6 as follows:

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

**PUBLIC HEARINGS**

*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.*

None

**NEW BUSINESS**

**BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS**

**FA8. Annual Assignment of Board Representative to CJPIA**

Board Chairman to appoint a delegate and their alternate(s), annually, authorizing them to act as official representatives of the Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for 2020.

Speaker: Chairman Green

**Action:** Chairman Green appointed Vice Chairman Caretto as 2020 CJPIA Board Delegate and Director Jackowski as his alternate.

**FA9. Approval to Proceed with Public Noticing of Public Hearing to Adopt Fire Authority Fiscal Year 2020-2021 Budget**

Board consideration of authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2020-2021 Budget at the next Regular meeting on June 2, 2020 based on the draft budget presented to the Board.

Speaker: Chief Willis

Chief Willis explained that due to the loss of Measure I, there is a need for deeper cuts than would have been achieved by closing the Sugarloaf Station to achieve a balanced budget. A new operational model is proposed that provides a reduction of paramedic firefighter positions on duty daily from thirteen to nine. This changes the Department's philosophical priorities placing a higher value on fiscal conservancy than that of the firefighting rescue mission. This new operating model creates new non-firefighter/non-safety positions that will function as ambulance operators. This new operating model continues to deliver quality emergency medical service at a reduced cost with ambulance operators. Total personnel on duty daily will be nine safety firefighter paramedics and six non-safety ambulance operators for a total of fifteen personnel on duty daily. This operational model is expected to be achieved within three to five years and will reduce overall department operating cost. An agenda item will be brought to the June Board meeting regarding Request for Proposals to provide service for the Authority jurisdiction.

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

Board members expressed many concerns about the significant budget cuts but are required based on the outcome of Measure I. They affirmed the need to seek Requests for Proposals as a possibility for an alternate service provider.

**Action:** Discussion regarding reserves to be set aside for equipment was referred to the Administrative Committee.

**Action:** Motion by Vice Chairman Caretto; seconded by Director Jackowski approving staff recommendation to publicly notice the intent to adopt the FY 2020-2021 budget.

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

### **COMMITTEE REPORTS**

None

### **DIRECTORS' CLOSING COMMENTS**

Director Jahn asked if it would be beneficial to move the June meeting up to May considering the urgency of items before the Board.

Staff responded.

Director Oxandaboure commented that there were three earthquakes at her location during this meeting.

Director Putz said thank you to everyone and added that he is very sorry to find ourselves in this position.

Director Walsh invited people to look where the Department's money went. It is public information and we are not hiding anything.

Director Ziegler stated that he does not like the idea that the board does not hold meetings once a month. The number of things on the board's plate is too much for meetings that are so spread out.

### **ADJOURNMENT**

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There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 7:07 p.m.

*Dawn E. Marschinke*  
Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF JUNE 2, 2020