



**BIG BEAR LAKE FIRE PROTECTION DISTRICT
REGULAR MEETING AGENDA
JUNE 2, 2020**

Open Session: 4:30 p.m.

Meeting is held via Teleconference.

Dial-in number (669) 900-6833 with meeting ID: 841 1510 5593

or Join Zoom Meeting online at <https://us02web.zoom.us/j/84115105593>

BOARD OF DIRECTORS

Chairman David Caretto

Vice Chairman Rick Herrick

Board Member Bob Jackowski

Board Member Bill Jahn

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

The Big Bear Lake Fire Protection District will conduct this meeting pursuant to Governor Newsom's Executive Order N-29-20. The members of the Big Bear Lake Fire Protection District Board and the public shall participate in this meeting via teleconference. The Public may participate in this meeting by dialing dial-in number (669) 900-6833 with meeting ID: 841 1510 5593 or join Zoom Meeting online at <https://us02web.zoom.us/j/84115105593>. This meeting will be recorded. Contact the Board Secretary if you wish to receive a copy of the recording. Public comment may be submitted by email as described below.

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.

ANNOUNCEMENT

None

PRESENTATIONS

None

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 submit comments via email to publicmeetingcomments@bigbearfire.org on or before Monday, June 1, 2020 at 5:00 p.m. Please limit comments to 300 words or less. If your comment is related to a specific Agenda item, please identify the Agenda item in the subject of your email.

CONSENT CALENDAR

FP1. Approval of Meeting Minutes from the April 15, 2019 Special Meeting of the Big Bear Lake Fire Protection District

FP2. Resolution Adopting the Fiscal Year 2019-2020 Appropriations Limit for the Big Bear Lake Fire Protection District.

Board consideration of adopting Resolution No. FP2020-03 Establishing the Appropriations Limit for Fiscal Year 2019-20 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

Consistent with Executive Orders N-25-20 and N-29-20, any person can be heard regarding any item in the budget or regarding the addition of other budget items in the following manner: members of the public may submit comments via email to publicmeetingcomments@bigbearfire.org on or before Monday, June 1, 2020 at 5:00 p.m. Please limit comments to 300 words or less. If your comment is related to a specific Agenda item, please identify the Agenda item in the subject of your email.

FP3. Resolution to Adopt the Fiscal Year 2020-2021 Big Bear Lake Fire Protection District Budget

Board consideration of conducting a public hearing and approving Resolution No. FP2020-02 adopting the Big Bear Lake Fire Protection District Budget for Fiscal Year 2020-2021.

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 28th day of May 2020.

Dawn E. Marschinke

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.

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE SPECIAL MEETING OF
APRIL 15, 2020**

A Special Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Caretto at 4:32 p.m., Wednesday, April 15, 2020 via Teleconference pursuant to Governor Newsom's Executive Order N-29-20 and conducted pursuant to California Government Code Section 54596.

Moment of Silence: Observed

Board Members Present: Chairman David Caretto
Vice Chairman Rick Herrick
Director Bill Jahn
Director Bob Jackowski
Director Randall Putz

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

ANNOUNCEMENTS

The Fire Protection District's Administrative Office is currently closed to the public until further notice due to health and safety concerns caused by COVID-19. Administrative staff remains available to assist customers. Customers should call 909-866-7566 for assistance. Suppression personnel remains fully staffed to respond to all 9-1-1 calls.

The Big Bear Lake Fire Protection District's Administrative Office will be closed Monday, May 25, 2020 in observance of Memorial Day and will re-open on Tuesday, May 26, 2020 at 8:00 a.m.

PRESENTATIONS

None

PUBLIC COMMUNICATIONS

None

CONSENT CALENDAR

Motion by Director Jackowski, seconded by Director Putz to approve the Consent Calendar as follows:

FP1. Approval of Meeting Minutes from the October 1, 2019 Regular Meeting of the Big Bear Lake Fire Protection District

Action: Minutes Approved

AYES: Jackowski, Herrick, Putz, and Caretto
NOES: None
ABSENT: None
ABSTAIN: Jahn

FP2. Adopt the Big Bear Lake Fire Protection District Records Retention Schedule

Board consideration of adopting Resolution FP2020-01 Records Retention Schedule and authorizing destruction of certain records.

Action: Resolution FP2020-01 Approved

AYES: Jackowski, Jahn, Herrick, Putz, and Caretto
NOES: None
ABSENT: None
ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

None

PUBLIC HEARINGS

None

DISCUSSION/ACTION ITEMS

FP3. Approval to Proceed with Public Noticing of Public Hearing to Adopt Big Bear Lake Fire Protection District Fiscal Year 2020-2021 Budget

Board consideration of approving preliminary budget and 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.

Speaker: Fire Chief Jeff Willis

Staff responded to questions from Board members.

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

AYES: Jahn, Herrick, Putz, Jackowski and Caretto
NOES: None
ABSENT: None
ABSTAIN: None

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Caretto adjourned the meeting at 4:44 p.m.

Dawn Marschinke
Board Secretary



AGENDA REPORT

Item No. FP2

MEETING DATE: June 2, 2020

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

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

SUBJECT: **RESOLUTION NO. FP2020-03 ADOPTING THE FISCAL YEAR 2020-2021 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. FP2019-02 for FY 2019-2020 is \$11,152,881. This becomes the basis for the Fiscal Year 2020-21 appropriations limit in the proposed resolution. The limit to be established by Resolution No. FP2020-03 for FY 2020-2021 is \$11,627,994

RECOMMENDATION:

It is recommended that the Fire District Board adopt Resolution No. FP2020-03 establishing the appropriations limit for FY 2020-2021.

Attachment A: Price Factor

Attachment B: Annual Percent Change in Population Minus Exclusions

Attachment C: Calculation of Appropriations Limit for FY 2020-2021

Attachment D: Proposed Resolution No. FP2020-03

- 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 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2019-2020	1-1-19	1-1-20	1-1-2020
San Bernardino				
Adelanto	0.73	34,857	35,113	35,663
Apple Valley	0.34	74,140	74,394	74,394
Barstow	0.13	23,790	23,822	24,268
Big Bear Lake	0.29	5,191	5,206	5,206
Chino	2.18	82,094	83,883	89,109
Chino Hills	0.12	82,310	82,409	82,409
Colton	0.48	53,862	54,118	54,118
Fontana	0.33	212,304	213,000	213,000
Grand Terrace	0.52	12,362	12,426	12,426
Hesperia	0.93	95,509	96,393	96,393
Highland	0.18	55,222	55,323	55,323
Loma Linda	0.53	24,329	24,459	24,535
Montclair	0.10	39,452	39,490	39,490
Needles	-0.78	5,289	5,248	5,248
Ontario	1.32	180,494	182,871	182,871
Rancho Cucamonga	0.18	175,201	175,522	175,522
Redlands	0.36	70,700	70,952	70,952
Rialto	0.21	104,334	104,553	104,553
San Bernardino	0.13	216,104	216,395	217,946
Twentynine Palms	2.55	18,365	18,834	29,258
Upland	0.32	78,564	78,814	78,814
Victorville	0.86	121,109	122,155	126,432
Yucaipa	0.15	55,629	55,712	55,712
Yucca Valley	0.14	22,205	22,236	22,236
Unincorporated	0.32	295,855	296,797	304,659
County Total	0.51	2,139,271	2,150,125	2,180,537

*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 2020-21**

APPROPRIATIONS LIMIT 2020-21		<u>FIRE</u> 11,152,881
	<u>City</u>	<u>County</u>
Per capita Personal Income (Converted to a ratio)	1.0373	1.0373
Population Growth (Converted to a ratio)	1.0029	1.0051
Combined Factor	1.0403	1.0426
Factor Applied (Higher of City or County)		1.0426
APPROPRIATIONS LIMIT 2020-21		11,627,994

COMPARISON: APPROPRIATIONS LIMIT VS. PROCEEDS OF TAXES

	<u>FIRE</u>
Estimated Proceeds of Taxes 2020-21	5,747,034
Capital Projects Excludable (streets)	-
Total Subject to the Limit	5,747,034
APPROPRIATIONS LIMIT 2020-21	11,627,994
Amount Available from Limit	5,880,960

RESOLUTION NO. FP2020-03

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 2019-20 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 2020-21 fiscal year; and

WHEREAS, the Board of Big Bear Lake Fire Protection District wishes to establish the appropriations limit for fiscal year 2020-21 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 2020-2021 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 2020-2021 is \$11,627,994.

Section 3. That the cost of living factor selected was the California per capita personal income factor, which was an increase of 3.73% for 2020-2021.

Section 4. That the population growth factor for 2020-2021 was that of the County of San Bernardino, which grew by 0.51%.

PASSED, APPROVED AND ADOPTED this 2nd day of June, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

David Caretto, Chairman
Big Bear Lake Fire Protection District

ATTEST:

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. FP2020-03 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 2nd day of June, 2020, 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 2nd day of June, 2020.

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



AGENDA REPORT

Item No. FP3

MEETING DATE: June 2, 2020

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

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

SUBJECT: **PUBLIC HEARING FOR PROPOSED RESOLUTION NO. FP2020-02 TO ADOPT THE FISCAL YEAR 2020-21 BIG BEAR LAKE FIRE PROTECTION DISTRICT BUDGET**

BACKGROUND

On July 1, 2018, Big Bear Fire Authority consolidated with the fire departments from Big Bear City Community Service District and Big Bear Lake Fire Protection District (FPD). As a result, the property taxes received by the FPD are passed through to the Fire Authority to fund fire department expenses.

DISCUSSION & FISCAL IMPACT

The FY 2020-2021 FPD Operating budget is presenting \$5,747,034 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. FP2020-02, adopting the Fire Protection District Budget for Fiscal Year 2020-2021.

ATTACHMENT A: Resolution No. FP2020-02 FY 2020-2021 Budget Adoption

ATTACHMENT B: FY2020-2021 Budget

RESOLUTION NO. FP2020-02

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 2020-2021

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 2020-21 budget:

Fund	Appropriated Sources	Appropriated Uses
Fire Operating Fund	5,747.034	5,747,034

PASSED, APPROVED AND ADOPTED this 2nd day of June 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

David Caretto, Chairman
Big Bear Lake Fire Protection District

ATTEST:

Dawn Marschinke, Board Secretary

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Resolution No. FP2020-02

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. FP2020-02 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 2nd day of June 2020, 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 2nd day of June 2020.

Dawn Marschinke
Board Secretary

FIRE PROTECTION DISTRICT OPERATING FUND**2020-2021 Budget****Revenue**

Property Taxes	5,747,034
Total Revenue	5,747,034

Expenses

Property Tax Pass Through To Fire Authority	5,747,034
Total Expenses	5,747,034

Total Excess Revenue over Expenses**0**