



Big Bear Lake Fire Protection District

BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA JUNE 4, 2019

Open Session: 5:30 p.m.
Big Bear Lake Civic Center, Hofert Hall
39707 Big Bear Boulevard, Big Bear Lake

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

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

The Fire District's Administrative Office will be closed Thursday, July 4, 2019 in observance of the 4th of July, and will re-open on Monday, July 8, 2019 at 8:00 a.m.

PRESENTATIONS

None.

GENERAL PUBLIC COMMENT: Public comment is permitted only on items not 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.

CONSENT CALENDAR

FP1. Approval of Meeting Minutes from the April 23, 2019 Regular 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. FP2019-02 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

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 2019-20 Big Bear Lake Fire Protection District Budget

Board consideration of conducting a public hearing and approving Resolution No. FP2019-01 adopting the Big Bear Lake Fire Protection District Budget for Fiscal Year 2019-20.

DISCUSSION/ACTION ITEMS

FP4. Resolution Re-Establishing the Time and Location for Board Meetings

Board consideration of adopting Resolution No. FP2019-03 re-establishing the time of its Regular Board Meetings to 4:30 p.m., and the location of all board meetings to Big Bear Fire Authority headquarters, rescinding Resolution No. FP2015-06.

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 30th day of May 2019.



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 MEETING OF
APRIL 23, 2019**

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Caretto at 5:32 p.m., Tuesday, April 23, 2019, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Jahn

Board Members Present: Chairman David Caretto
Vice Chairman Rick Herrick
Director Bill Jahn

Board Members Absent: Director Bob Jackowski
Director Randall Putz

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

ANNOUNCEMENT

The Fire District's Administrative Office will be closed Monday, May 27, 2019 in observance of Memorial Day and will re-open on Tuesday, May 28, 2019 at 8:00 a.m.

PRESENTATIONS

None

PUBLIC COMMUNICATIONS

None

CONSENT CALENDAR

Motion by Vice Chairman, seconded by Director Jahn to approve the Consent Calendar as follows:

FP1. Approval of Meeting Minutes from the October 2, 2018 Regular Meeting of the Big Bear Lake Fire Protection District

FP2. Approval of Meeting Minutes from the February 5, 2019 Regular Meeting of the Big Bear Lake Fire Protection District

FP3. Approval to Proceed with Public Noticing of Public Hearing to Adopt Big Bear Lake Fire Protection District Fiscal Year 2019-2020 Budget

Board consideration of approving preliminary budget and authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2019-2020 Budget at the next regular meeting on June 4, 2019.

Chairman Caretto asked for a modification to Item FP2 minutes under “Board Members Present,” add in parentheses that Director Jackowski “Arrived at 5:32 p.m.” for clarity.

Action: The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None

DISCUSSION/ACTION ITEMS

None

PUBLIC HEARINGS

None

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Caretto adjourned the meeting at 5:34 p.m.

Dawn Marschinke
Board Secretary



AGENDA REPORT

Item No. FP2

MEETING DATE: June 04, 2019

TO: Chairman and Members of the Fire Protection District

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

SUBJECT: **PROPOSED RESOLUTION FP2019-02 ADOPTING THE FISCAL YEAR 2019-20 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. FP2018-03 for FY 2018-19 is \$10,644,093. This becomes the basis for the Fiscal Year 2019-20 appropriations limit in the proposed resolution. The limit to be established by resolution FP2019-02 for FY 2019-20 is \$11,152,881.

RECOMMENDATION:

It is recommended that the Fire District Board adopt resolution FP2019-02 establishing the appropriations limit for FY 2019-20.

Attachment A: Price Factor

Attachment B: Annual Percent Change in Population Minus Exclusions

Attachment C: Calculation of Appropriations Limit for FY 2019-20

Attachment D: Proposed Resolution No. FP2019-02

- 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 2019-20 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2019-20	3.85

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2019-20 appropriation limit.

2019-20:

Per Capita Cost of Living Change = 3.85 percent
Population Change = 0.47 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.85 + 100}{100} = 1.0385$

Population converted to a ratio: $\frac{0.47 + 100}{100} = 1.0047$

Calculation of factor for FY 2019-20: $1.0385 \times 1.0047 = 1.0434$

Fiscal Year 2019-20

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2018 to January 1, 2019 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2018-2019	1-1-18	1-1-19	1-1-2019
San Bernardino				
Adelanto	0.07	34,466	34,489	35,136
Apple Valley	0.79	72,891	73,464	73,464
Barstow	0.20	23,682	23,730	24,150
Big Bear Lake	0.63	5,427	5,461	5,461
Chino	2.43	82,328	84,329	89,829
Chino Hills	1.18	83,379	84,364	84,364
Colton	0.61	54,061	54,391	54,391
Fontana	1.25	209,455	212,078	212,078
Grand Terrace	0.67	12,570	12,654	12,654
Hesperia	1.30	95,127	96,362	96,362
Highland	0.82	55,326	55,778	55,778
Loma Linda	1.41	23,922	24,259	24,335
Montclair	0.87	39,220	39,563	39,563
Needles	0.36	5,067	5,085	5,085
Ontario	2.31	174,244	178,268	178,268
Rancho Cucamonga	0.44	178,619	179,412	179,412
Redlands	0.56	71,441	71,839	71,839
Rialto	0.65	106,582	107,271	107,271
San Bernardino	0.11	217,452	217,695	219,233
Twentynine Palms	1.85	18,502	18,845	28,958
Upland	0.58	78,027	78,481	78,481
Victorville	0.78	122,052	123,010	126,543
Yucaipa	1.01	54,293	54,844	54,844
Yucca Valley	0.66	21,905	22,050	22,050
Unincorporated	0.53	303,177	304,788	312,654
County Total	0.90	2,143,215	2,162,510	2,192,203

*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 2019-20**

APPROPRITATIONS LIMIT 2018-19		<u>FIRE</u> 10,644,093
	<u>City</u>	<u>County</u>
Per capita Personal Income (Converted to a ratio)	1.0385	1.0385
Population Growth (Converted to a ratio)	1.0063	1.0090
Combined Factor	1.0450	1.0478
Factor Applied (Higher of City or County)		1.0478
APPROPRITATIONS LIMIT 2019-20		11,152,881

COMPARISON: APPROPRIATIONS LIMIT VS. PROCEEDS OF TAXES

	<u>FIRE</u>
Estimated Proceeds of Taxes 2019-20	5,506,100
Capital Projects Excludable (streets)	-
Total Subject to the Limit	5,506,100
APPROPRITATIONS LIMIT 2019-20	11,152,881
Amount Available from Limit	5,646,781

RESOLUTION NO. FP2019-XX

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 2019-20 fiscal year; and

WHEREAS, the Board of Big Bear Lake Fire Protection District wishes to establish the appropriations limit for fiscal year 2019-20 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 2019-20 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 2019-20 is \$11,152,881.

Section 3. That the cost of living factor selected was the California per capita personal income factor, which was an increase of 3.85% for 2019-20.

Section 4. That the population growth factor for 2019-20 was that of the City of Big Bear Lake, which grew by 0.63%.

PASSED, APPROVED AND ADOPTED this XXth day of June 2019.

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. FP2019-XX 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 XXth day of June 2019, 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 XXth day of June 2019.

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



AGENDA REPORT

Item No. FP3

MEETING DATE: June 4, 2019

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

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

SUBJECT: **PUBLIC HEARING FOR PROPOSED RESOLUTION FP2019-01
TO ADOPT THE FISCAL YEAR 2019-20 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 2019-20 FPD Operating budget is presenting \$5,506,100 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. FP2019-01, adopting the Fire Protection District Budget for Fiscal Year 2019-20.

ATTACHMENT A: Resolution FP2019-01 FY 2019-20 Budget Adoption

ATTACHMENT B: FY2019-20 Budget

RESOLUTION NO. FP2019-01

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 2019-2020

WHEREAS, the Big Bear Lake Fire Protection District held a budget conference 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 2019-20 budget:

Fund	Appropriated Sources	Appropriated Uses
Fire Operating Fund	5,506,100	5,506,100

PASSED, APPROVED AND ADOPTED this XXth day of June 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

David Caretto, Chairman
Big Bear Lake Fire Protection District

ATTEST:

Dawn Marschinke, Board Secretary

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. FP2019-01 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 XXth day of June 2019, 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 XXth day of June 2019.

Dawn Marschinke
Board Secretary



AGENDA REPORT

Item No. FP4

MEETING DATE: June 4, 2019

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Dawn Marschinke, Board Secretary *DM*

SUBJECT: **RESOLUTION TO RE-ESTABLISH THE TIME AND LOCATION FOR REGULAR BOARD MEETINGS AND RESCIND RESOLUTION NO. FP2015-06**

BACKGROUND

Big Bear Lake Fire Protection District (FPD) last established its Regular Board Meeting time to be 5:30 p.m. on the first Tuesday of February, April, June and October at the October 20, 2015 Board meeting. This was done to align its meeting time to immediately precede the Regular Big Bear Fire Authority Board meetings in consideration of the best use of board member and staff time. The location of all FPD meetings has been consistently held at Big Bear Lake Civic Center, 39707 Big Bear Blvd., Big Bear Lake, CA.

DISCUSSION

Based on a Big Bear Fire Authority Board action on April 17, 2019, staff anticipates that their board will be re-establish their meeting start time to 5:00 p.m. to reduce staff overtime. To reduce meeting costs, it is anticipated that their Principal Governance Office and meeting location will be re-established at Big Bear Fire Authority headquarters, 41090 Big Bear Blvd., Big Bear Lake. Staff is requesting that the regular Fire Protection District Board meetings' start time is revised to begin at 4:30 p.m. and all FPD meetings to be conducted at Big Bear Fire Authority headquarters to continue to be in alignment with the Big Bear Fire Authority Board meetings.

Additionally, in accordance with the Ralph M. Brown Act and Public Resources Code, no such change shall be effective until after a notice of the change is published pursuant to Section 6061 of the Government Code in the principal county.

RECOMMENDATION

Staff recommends that the Fire Board adopt Resolution No. FP2019-03 re-establishing the time of their Regular Board meetings to 4:30 p.m., and the location of all FPD regular, regular adjourned and special board meetings to Big Bear Fire Authority headquarters, 41090 Big Bear Blvd, Big Bear Lake, with no change to meeting dates, rescinding Resolution FP2015-06.

RESOLUTION NO. FP2019-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, RE-ESTABLISHING THE TIME FOR REGULAR BOARD MEETINGS AND PRIMARY LOCATION OF ALL BOARD MEETINGS AND RESCINDING RESOLUTION NO. FP2015-06

WHEREAS, the Big Bear Lake Fire Protection District became a subsidiary of the City of Big Bear Lake on November 28, 1980; and

WHEREAS, the Big Bear Lake Fire Protection District Board of Directors wish to conduct regular meetings to be held on the second Tuesday in February, April, June, and October, at 4:30 p.m.; and

WHEREAS, the Big Bear Lake Fire Protection District Board of Directors wish to set as their primary meeting location and conduct all regular, adjourned regular or special meetings at Big Bear Fire Authority headquarters, 41090 Big Bear Blvd., Big Bear Lake, CA 92315, unless otherwise determined by necessity or by the Board of Directors; and

WHEREAS, in accordance with the Ralph M. Brown Act and Public Resources Code, no such change shall be effective until after a notice of the change is published pursuant to Section 6061 of the Government Code in the principal county; and

WHEREAS, the Board of Directors now deems it reasonable and appropriate to rescind Resolution No. FP2015-06, which had earlier set forth the day and time for regular Board meetings.

NOW, THEREFORE, the Board of Directors of the Big Bear Lake Fire Protection District resolves as follows:

1. The Fire Board hereby rescinds Resolution No. FP2015-06.
2. The days and times for regular Board meetings shall be 4:30 p.m. on the second Tuesday in February, April, June and October.
3. The Board's primary meeting location to conduct all regular, adjourned regular or special meetings shall be Big Bear Fire Authority headquarters, 41090 Big Bear Blvd., Big Bear Lake, CA 92315
4. This Resolution shall take effect after a notice of the change of date and time for regular Board meetings is published in accordance with law.

PASSED, APPROVED AND ADOPTED this XXth day of June, 2019.

AYES:

NOES:

ABSENT:
ABSTAIN:

David Caretto, Chairman

ATTEST:

Dawn E. Marschinke, Board Secretary

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

I, Dawn E. 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. FP2019-03 was duly passed and adopted by the said Board, approved and signed by the Chairperson of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the XXth day of June, 2019 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 XXth day of June, 2019.

Dawn E. Marschinke
Board Secretary