



# Big Bear Fire Authority

## **BIG BEAR FIRE AUTHORITY SPECIAL BOARD MEETING NOTICE & AGENDA JANUARY 29, 2018**

To: Chairman John Green  
Vice Chairman Bill Jahn  
Director David Caretto  
Director Rick Herrick  
Director Bob Jackowski  
Director Karyn Oxandaboure  
Director Randall Putz  
Director John Russo  
Director Larry Walsh  
Director Al Ziegler

Fire Chief Jeff Willis  
Senior Finance Officer Shirley Holt  
Assistant Chief Mike Maltby  
Authority Counsel Jeff Ferre  
Local Media

NOTICE IS HEREBY GIVEN, that a Special Board Meeting of the Big Bear Fire Authority will be held on Monday, January 29, 2018 at 3:00 p.m. This meeting will be held at the Big Bear Fire Department, Station 281 located at 41090 Big Bear Boulevard, Big Bear Lake, CA; said meeting being called pursuant to Section 54956 of the Government Code of the State of California for the purpose of considering the following matters:

### **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.**

#### **PRESENTATIONS**

- Discussion of possible organizational structure and funding models for the Fire Authority, Kathleen Rollings-McDonald, representing the San Bernardino County Local Agency Formation Commission (LAFCO)
- Concept presentation and discussion on Citizens Committee for Effective Fire Response, Chief Willis
- PulsePoint presentation and discussion, Battalion Chief Parham

**GENERAL PUBLIC COMMENT** – Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the Authority. Please note that State law prohibits the Fire Authority 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**

**FA1. Fiscal Year 2017-18 Mid-Year Budget Adjustment**

Board consideration of approving a mid-year budget adjustment for FY 2017-18 to support the new Air Ambulance program and consultant services for activities to implement and fund the Fire Protection Master Plan.

**FA2. Authorization to Submit Request for Proposals for Consultant Services to Assist with Potential Preparation of Ballot Measure and Accompanying Activities to Implement and Fund the Fire Protection Master Plan**

Board consideration of authorizing Staff to issue a Request for Proposals for consulting services to assist the Fire Authority in potential preparation of a ballot measure, outreach and accompanying activities to implement and fund the Fire Protection Master plan.

**ADJOURN**

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 25th day of January, 2018.

*Dawn E. Marschinke*

---

Dawn Marschinke, Board Secretary

*The Big Bear Fire Authority wishes to make all 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 as early as possible prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.*



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA1

**MEETING DATE:** January 29, 2018

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

**FROM:** Jeff Willis, Fire Chief *[Signature]*

**PREPARED BY:** Shirley Holt, Senior Finance Officer *[Signature]*

**SUBJECT:** **FY 2017-18 MID-YEAR BUDGET ADJUSTMENT**

---

## **BACKGROUND**

On June 6, 2017, the Board of the Big Bear Fire Authority approved the Operating Budget for FY 2017-18. Since that time, the Fire Authority has engaged in a contract with Air Methods to provide staffing and facility use in support of air ambulance services for the Big Bear community. The increase in full-time employees (FTE) by two Flight Paramedic positions was approved by the FA Board at their regular meeting on December 18, 2017.

Second, administrative staff has developed a Request for Proposal (RFP) for consulting services related to seeking additional funding from the Big Bear Community to fund improved fire and emergency services in the Big Bear Valley. The RFP is being presented for Board approval at today's, January 29, 2018, special meeting.

## **DISCUSSION**

The FY 2017-18 Air Ambulance Budget (Exhibit A) includes staffing expenses of approximately \$65,000 and support expenses of approximately \$35,000 as outlined in the Air Methods contract. Revenues of approximately \$165,000 support the total expenses of \$100,000.

The response to the RFP for consulting services related to seeking additional funding for fire and emergency services is expected to come back with large upfront expenses that could be up to \$80,000 before fiscal year-end, June 30, 2018.

This proposed budget adjustment was presented to the Fire Authority Administrative Committee on January 17, 2018, for their consideration.

## **RECOMMENDATION**

1. Staff recommends a budget adjustment to the FY 2017-18 Big Bear Fire Authority Operating Budget of \$165,000 increase in revenues and \$100,000 increase in expenses is

recommended by staff to support the Air Methods contract in FY 2017-18. Exhibit A also presents the FY 2018-19 draft budget for the Air Methods contract.

2. Staff recommends a budget adjustment of an \$80,000 increase in Professional Services expenses in FY 2017-18 Big Bear Fire Authority operating budget to anticipate contracting for consulting services related to seeking additional funding for improved Fire and Emergency services in the Big Bear Valley.

**BIG BEAR FIRE AUTHORITY****Air Ambulance**

|   | <b>2017-18<br/>Budget<br/>Adjustment</b> | <b>2018-19<br/>Draft Budget</b> |
|---|--|---------------------------------|
| <b>Revenue</b>                          |  |                                 |
| Clinical Crew - Paramedic Reimbursement | 86,667                                   | 260,000                         |
| Medical Director Fee                    | 10,000                                   | 30,000                          |
| Patient Transport Fees                  | 48,000                                   | 144,000                         |
| ICEMA License                           | 13,000                                   | 13,000                          |
| Facility Lease                          | 3,200                                    | 9,600                           |
| <b>Total Revenue</b>                    | <b>\$ 160,867</b>                        | <b>\$ 456,600</b>               |
| <b>Expenditures</b>                     |  |                                 |
| Program Chief Salary                    | 7,791                                    | 23,373                          |
| Program Chief Benefits                  | 3,719                                    | 11,156                          |
| Flight Paramedic Salaries               | 35,894                                   | 107,682                         |
| Flight Paramedic Benefits               | 22,778                                   | 68,334                          |
| <b>Total Salaries &amp; Benefits</b>    | <b>\$ 70,182</b>                         | <b>\$ 210,545</b>               |
| Basic Materials                         | 13,000                                   | 7,000                           |
| Facility Lease                          | 3,200                                    | 9,600                           |
| Phone/Data                              | 1,200                                    | 3,600                           |
| Insurance                               |  |                                 |
| ICEMA                                   | 13,000                                   | 13,000                          |
| Marketing                               | 4,500                                    | 5,000                           |
| Critical Care Transport                 | -  | 5,000                           |
| <b>Total Other Expenses</b>             | <b>\$ 34,900</b>                         | <b>\$ 43,200</b>                |
| <b>Total Expenditures</b>               | <b>\$ 105,082</b>                        | <b>\$ 253,745</b>               |
| <b>Excess Revenue over Expenses</b>     | <b>\$ 55,785</b>                         | <b>\$ 202,855</b>               |



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA2

**MEETING DATE:** January 29, 2018

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

**FROM:** Jeff Willis, Fire Chief *JW*

**PREPARED BY:** Dawn Marschinke, Administrative Assistant *DM*

**SUBJECT:** **AUTHORIZATION TO SUBMIT REQUEST FOR PROPOSALS  
FOR CONSULTANT SERVICES**

---

## **BACKGROUND**

At the August 23, 2016, Fire Authority Board meeting, the Board authorized the development of a Fire Protection Master Plan for the Department. The purpose of developing the Master Plan was to:

- Provide information about current response and service levels
- Identify decision points requiring changes in service levels
- Identify projected cost and potential funding sources to pay for desired service levels
- Identify indicators involving population growth, number of responses, response reliability, resource distribution, incident specific responses, and other factors that provide trigger points for consideration of increasing coverage areas and service levels

The Fire Protection Master plan was developed by Matrix Consulting Group over the course of a one-year period with the final report and presentation being received by the Board at its August 1, 2017 Board meeting. Within the Fire Protection Master Plan there are a number of key findings and associated recommendations

## **DISCUSSION**

Among the recommendations within the Master Plan, there are several that require additional revenue in order to be accomplished. The Department is now in the process of developing a strategic plan to address the Master Plan recommendations. The Board has indicated their desire to seek consulting services to assist with future funding options that may be available, determine level of community support, and provide other technical or analytical assistance that may be required.

The proposed Request for Proposals for consulting services (Exhibit A) was presented to the Fire Authority Strategic Planning Ad Hoc Committee on December 18, 2017 and again on January

23, 2018, for their consideration, input, and discussion. Staff was directed by the Ad Hoc Committee to place this item on the Board's agenda for discussion and possible Board action

**RECOMMENDATION**

Staff recommends the Board authorize Staff to issue a Request for Proposals for consulting services to assist the Fire Authority in potential preparation of a ballot measure, community outreach, and accompanying activities to implement and fund the Fire Protection Master plan recommendations.



## **BIG BEAR FIRE DEPARTMENT**

*Jeff Willis, Fire Chief*

---

Administration – P. O. Box 2830, 41090 Big Bear Boulevard  
Big Bear Lake, CA 92315-2830  
Phone: 909-866-7566 Fax: 909-866-8288  
Email: fire@bigbearfire.org

### **CONSULTANT SERVICES REQUEST FOR PROPOSAL SPECIAL TAX BALLOT MEASURE, JUNE 2019**

The Big Bear Fire Authority, hereafter referred to as the "Fire Authority" is inviting proposals to provide consulting services to assist the Fire Authority in preparing for a ballot measure to go before the voters in June 2019. The Fire Authority is looking for services to include:

1. Fire Department Structure/Tax Base
2. Public Opinion Research Polling
3. Communications/Public Education Strategy
4. Function as the Project Technical Specialist and advisor in support of the Fire Authority's revenue measure planning from start to finish

#### **The Fire Authority**

The Fire Authority is in Southern California in an area locally referred to as the Big Bear Valley. The Big Bear Valley is located 100 miles east of Los Angeles in the San Bernardino mountains at an elevation of approximately 7,000 ft. It consists of the City of Big Bear Lake and several unincorporated communities in the County of San Bernardino that reside within Big Bear Valley

The Fire Authority is a Joint Powers Authority between Big Bear Lake Fire Protection District and Big Bear City Community Services District and serves the City of Big Bear Lake and surrounding unincorporated County areas of Big Bear City, Sugarloaf, Baldwin Lake, Erwin Lake and Lake Williams. This geographic region covers 256 square miles which covers the State Highway transportation corridors and the ambulance operating area. The community covered has a population of over 25,000 residents. The Fire Authority is governed by a ten-member appointed Board of Directors. The Fire Authority is an all-risk department providing fire suppression, rescue, ambulance service, emergency medical paramedic services and community risk reduction through four full-time staffed fire stations who respond to about 5,000 incidents annually.

#### **Ballot Measure**

The Fire Authority has recently completed a Fire Protection Master Plan. The Fire Protection Master Plan identified a high occurrence of concurrent emergency call



volume affecting system reliability, along with emergency vehicle travel time exceeding 11 minutes to high priority calls. The Fire Protection Master Plan also identified fire demand zone that are underserved in combination with a recommendation to increase daily staffing on (2) Type I fire engines.

The Fire Authority is seeking to increase revenue to offset current operating deficit as well as additional revenue to make system improvement as recommended within the Fire Protection Master Plan

The Fire Authority is ready to move forward and bring a tax measure before the voters and is seeking to receive professional consultant services to improve our chance of success.

Please bid on the following tasks and include the range of fees associated with each.

### **Fire Department Structure/Tax Base**

Big Bear Fire Authority currently receives 100% of its operating revenue as a pass through from its member agencies. The primary sources of revenue come from three sources: ad valorem property tax, 65%; fire protection parcel tax, 17%; and ambulance transport revenue, 18%.

### **Public Opinion Research and Survey**

Recommend wording and conduct **mail** and/or phone **survey to** registered voters to accurately identify voter support to improve emergency response system reliability and acceptable tax increase threshold to support the desired system improvements

Interpret and report results to the Fire Authority along with recommendations for next steps.

### **Assistance with Special Tax Election**

Assist with the preparation of the draft resolution, ballot question, full ballot text and election materials. Function as project technical specialist and advisor in support of the Fire Authority's efforts to gain voter support for a ballot measure.

### **Information Outreach**

Assist the Fire Authority with public informational outreach strategies and voter informational services, including question and answer documents, informational handouts, and other materials.

Guide Fire Authority staff in contacting or responding to voters on the proposed tax measure.

**Other Provisions to be Specified**

Incidental costs incurred for the purchase of voter and property data, maps, travel, and other out-of-pocket expenses.

**Please submit your proposal no later than March 01, 2018 at 5:00 p.m. to:**

Big Bear Fire Authority  
PO Box 2830  
Big Bear Lake, CA 92315  
Attn: Fire Chief Jeff Willis

After review by the Fire Authority Board of Directors we may ask the top candidates to make presentations to the Board outlining their background and professional services so that the Board may make the final decision.

If you have any questions, please feel free to call me at 909-866-7566.

Sincerely,

Jeff Willis  
Fire Chief