



Big Bear Fire Authority

BIG BEAR FIRE AUTHORITY MEETING AGENDA FEBRUARY 6, 2018

ORDER OF BUSINESS:

Regular Session - 6:00 p.m. - Hofert Hall,
39707 Big Bear Blvd., Big Bear Lake, CA 92315

BOARD OF DIRECTORS

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

STAFF

Fire Chief Jeff Willis
Authority Counsel Jeff Ferre
Assistant Chief/Fire Marshal Mike Maltby
Treasurer-Auditor/Controller Shirley Holt
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 to facilitate the business of the Board and/or for the convenience of the public.

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed on Monday, February 19, 2018 in observance of Presidents' day and will reopen on Tuesday, February 20, 2018.

PRESENTATIONS

- National Fire Protection Association (NFPA) Standards – Battalion Chief Harold
- Community Standards of Response Coverage - Chief Willis

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

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.

FIRE AUTHORITY CONSENT CALENDAR

- FA1. Approval of Meeting Minutes from the December 12, 2017 Regular Meeting of Big Bear Fire Authority**
- FA2. Approval of Meeting Minutes from the January 29, 2018 Special Meeting of Big Bear Fire Authority**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Reports for November and December 2017**
- FA4. Adoption of Administrative Instruction Accounts Receivable Collections and Write-Off Policy**

Board consideration of adopting the Administrative Instruction for Accounts Receivable Collections and Write-Off Policy that addresses the financial management of ambulance billing and associated Accounts Receivable.

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.

NEW BUSINESS

- FA5. Appointment of a Standing Administrative Committee**

Board consideration of the Board Chairman selecting four directors, two from each respective district, to serve as the Administrative Committee for a period of one year, beginning February 6, 2018, to assist staff in the development of further consolidation strategies, and the Board approve the appointments by vote.

FA6. Appointment of a Fire Code Appeals Board

Board consideration of the Board Chairman selecting four members from the Fire Authority Board to serve, along with the Chairman, as the Appeals Board, pursuant to Section 108.1 of Ordinance No. BBFA2014-001, and the Board approve the appointments by vote.

FA7. Annual Assignment of Board Representative to CJPIA

Board Chairman to appoint a delegate and their alternate(s), annually, in December, to represent Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for 2018.

COMMITTEE REPORTS

A Fire Authority Administrative Committee meeting held on January 17, 2018, represented by Director Walsh and Director Herrick.

DIRECTORS' CLOSING COMMENTS**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 1st day of February 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 48 hours prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
December 12, 2017**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Putz at 4:30 p.m., and adjourned to Closed Session on Tuesday, December 12, 2017, at 39707 Big Bear Boulevard, Big Bear Lake, California.

PUBLIC FORMUM FOR CLOSED SESSION

None.

At the hour of 5:45, p.m., Board adjourned Closed Session.

OPEN SESSION

The Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Putz at 6:03 p.m.

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman Green

Board Members Present: Chairman Randall Putz
Vice Chairman John Green
Director David Caretto
Director Bob Jackowski
Director Bill Jahn
Director Karyn Oxandaboure
Director John Russo
Director Larry Walsh
Director Al Ziegler

Board Members Excused: Director Rick Herrick

Others Present: Jeff Willis, Fire Chief
Mike Maltby, Assistant Chief/Fire Marshal
Shirley Holt, Senior Finance Officer
Dawn Marschinke, Board Secretary

RESULTS OF CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Representative: Fire Chief

Employee Organizations: Big Bear City Professional Firefighters' Assoc., IAFF, Local 935 and Big Bear Lake Professional Firefighters' Assoc., IAFF, Local 935

No reportable action.

ANNOUNCEMENT

Friday, December 22, Big Bear Professional Firefighters' Association, Local 935, will host its annual shopping spree for kids at Big Bear Lake Kmart beginning at 7:00 a.m.

The Fire Authority's Administrative Office will be closed on the following dates:

- Monday and Tuesday, December 25th and 26th, 2017 in observance of Christmas and will re-open at 8:00 a.m. on Wednesday, December 27th, 2017.
- Monday and Tuesday, January 1st and 2nd, 2018 in observance of New Year's, and will reopen on Wednesday, January 3rd, 2018.
- Monday, January 15th, 2018 in observance of Martin Luther King Jr. day and will reopen on Tuesday, January 16th, 2018.

PRESENTATIONS

None.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Walsh stated that in September 2017, the Administrative Committee meeting had to be canceled, he hoped they would address at that time, the reasonableness of the County's performance in the Weed Abatement program. He expressed his desire that we will address it in the future. Director Walsh clarified that he was not saying that the Department should take it over, but there has to be a better way to do it.

Chairman Putz commented that the Thomas Fire is currently the 5th largest in California history. A personal connection developed when he saw his high school alma mater, the Cate School in Carpinteria, in a Facebook post with Big Bear Fire Engine 282, which was stationed there during the fire. He was very proud to see one of our local engines and crew helping at a place that was very important to him. It was interesting to see his two worlds collide. He expressed his thanks to the firefighters for the assistance they provide.

PUBLIC COMMUNICATIONS

None.

CHIEF'S REPORT

Chief Willis provided updates on the Ambulance Exclusive Operating Area (EOA 20), assumption of the SBCERA contract and the upcoming meeting with LAFCO as part of the strategic planning process.

FINANCE OFFICER'S REPORT

Senior Finance Officer Holt provide October Year-To-Date Financials for the Fire Authority, Big Bear Lake Fire Protection District (FPD) and Big Bear City Community Services District – Fire and Ambulance. First Quarter Cash Disbursements were also provided. Ms. Holt stated that she would do a mid-year budget adjustment when the Department brings in the Air Ambulance program.

CONSENT CALENDAR

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

FA1. Approval of Meeting Minutes from the October 24, 2017 Regular Meeting of Big Bear Fire Authority

Approved.

AYES: Caretto, Green, Jackowski, Jahn, Oxandaboure, Russo, Walsh, Ziegler and Putz

NOES: None

ABSENT: Herrick

ABSTAIN: None

FA2. Approval of Meeting Minutes from the November 7, 2017 Special Meeting of Big Bear Fire Authority

Approved.

AYES: Caretto, Green, Jahn, Oxandaboure, Russo, Walsh, Ziegler and Putz

NOES: None

ABSENT: Herrick
ABSTAIN: Jackowski

FA3. Monthly Activity Reports for October 2017, for Big Bear Fire Department for Receive and File

Board consideration of receiving and filing the report.

Received and filed.

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

FA4. Fire Authority Meeting Calendar for 2018

Board consideration of approving the proposed 2018 Meeting Calendar, which includes the adjournments of the Regular Meeting of April 3 to April 24, 2018; and December 4 to December 11, 2018.

Approved.

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

FA5. Approval of Flight Paramedic Job Description

Board consideration of approving the Flight-Paramedic job description and corresponding salary table.

Approved.

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

FA6. Big Bear Fire Authority FY2016-17 Audited Financial Report

Big Bear Fire Authority Board consideration to accept, receive and file FY2016-17 Audited Financial Report.

Accepted, received and filed.

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

BIG BEAR LAKE FIRE PROTECTION DISTRICT CONSENT CALENDAR

FP7. Big Bear Lake Fire Protection District FY2016-17 Audited Financial Report

Big Bear Lake Fire Protection District Board consideration to accept, receive and file FY16-17 Audited Financial Report.

Accepted, received and filed.

FP8. Approval of Meeting Minutes from the October 24, 2017 Regular Meeting of Big Bear Lake Fire Protection District

Approved.

FP9. Big Bear Lake Fire Protection District Meeting Calendar for 2018

Board consideration of approving the proposed 2018 Meeting Calendar, which includes the adjournments of the Regular Meeting of April 3 to April 24, 2018; and December 4 to December 11, 2018.

Approved.

Motion by Director Jahn, seconded by Director Caretto to approve the Consent Calendar and is approved as follows:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

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.

DISCUSSION/ACTION ITEMS

FA10. Approval to Accept the Memorandum of Understanding and Supporting Exhibits Between Big Bear Fire Authority and Big Bear Professional Firefighters' Association, I.A.F.F. – Local 935

Board consideration of approving the proposed Memorandum of Understanding between Big Bear Professional Firefighters Association and Big Bear Fire Authority with an effective date of July 1, 2018 and an ending date of December 31, 2019.

Director's comments ensued:

Director Jahn thanked the committee members that sat through discussions on both sides. They all worked together well. They had some tough hurdles to get over, but in the end, they came together, and he thanked everyone for that.

Director Caretto echoed Director Jahn's comments, and as Chairman of the Ad Hoc committee, he expressed his appreciation to the Finance staff for the work they put into reviewing the material and to the Labor representatives who prepared a lot of information for all to view. Additionally, he thanked the other Ad Hoc committee members for all their input. He stated that what makes this a good agreement is that nobody was very happy with it. But he believes it is a good start for the next year and a half. It is going to be important to have our employees supportive of the Authority and particularly if/or when we undertake a revenue measure. This agreement goes a long way toward doing that. He appreciates everyone's assistance.

Director Jackowski shared his appreciation to everyone involved in the negotiations. He is pleased that everyone walked away somewhat satisfied and he looks forward to a continued good relationship in the future.

Motion by Director Caretto; seconded by Director Jackowski to approve Staff's recommendation to approve the Memorandum of Understanding between Big Bear Professional Firefighters' Association and Big Bear Fire Authority with the provision that the agency's attorney may make any non-substantive changes required.

Said Motion was approved by the following vote:

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

FIRE AUTHORITY BOARD REORGANIZATION

Selection of the Chairman and Vice-Chairman

Per the Bylaws and Policies of Big Bear Fire Authority, "The Chair shall alternate between Participating Agencies each year, such that the Chair selected for the following year shall not be from the same Participating Agency that provided that Chair for the current year. The Vice-Chair shall also alternate between the Participating Agencies each year, such that the Vice-Chair selected for the following year shall not be from the same Participating Agency that provided the Vice-Chair for the current year."

Vice Chairman Putz called for nominations for a new Chairman to serve for a period of one year.

Director Oxandaboure nominated Vice Chairman Green to serve as Chairman for a period of one year; seconded by Director Russo.

Vice Chairman Green was elected to serve as Chairman for a period of one year by the following vote:

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

Chairman Putz called for nominations for Vice-Chairman to serve for a period of one year.

Director Putz nominated Director Jahn to serve as Vice-Chairman for a period of one year; seconded by Director Caretto.

Director Jahn was elected to serve as Vice-Chairman for a period of one year by the following vote:

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

COMMITTEE REPORTS

Director Putz provided a progress report on the November 20, 2017, Ad Hoc Committee meeting.

DIRECTORS' CLOSING COMMENTS

Vice Chairman Jahn thanked Director Putz for a great job as Chairman over the past year.

Director Russo commented that he is happy to be part of everything getting in on the tail end of the MOU, and to get everything going here.

Director Caretto offered congratulations to Director Putz on a great year as Chairman of the Authority. He wished Merry Christmas to everyone and hopes they have a great holiday.

Chairman Green offered thanks to Director Putz for the long hours put in as Chairman. Many people do not realize how much goes on in the background to make things happen. He believes the current negotiations help to further the process of bringing the agencies together. This is one major step closer to finalization of the merger between the member agencies. Kudos to the negotiating committee and to Labor. He knows Labor had to make sacrifices for a long time to make this happen, and it does not go unnoticed. He appreciates everything contributed on both sides; it is not give everything they wanted to either side. Chairman Green understands the disparity between what happens up here versus down the hill. Perhaps in the future, we can get even closer. Right now, he believes this is the best MOU they could come up with at this time. It does reflect the

Board's appreciation of the work that has been done by this fire department. He wished everyone Merry Christmas and Happy Hanukah.

Director Oxandaboure thanked Director Putz for doing an excellent job during his year of service as Chairman and commented that he will be a hard act to follow. She also thanked the Labor negotiating team, they were very professional with what they presented. She wished them Merry Christmas.

Director Jackowski thanked Director Putz for his hard work, he did a fantastic job as Chairman and everyone else who helped grow this organization. He wished everyone Happy Holidays.

Director Walsh commented to Director Putz that he has a remarkable ability to distill a mutually agreeable finding for all the disparate opinions, positions, desires. Thank you, that was what we needed, and you were there when we needed you. Director Walsh also stated that the Department should quickly post "No Trespassing" signs at the Sugarloaf property that is pending a Department purchase. It has become a dump and dog park. The sooner we reduce our risk, the better. He also thanked the firefighters for the job they do every day.

Director Ziegler thanked Staff and Firefighters and agrees with all the different comments made tonight. He wished everyone a Merry Christmas and Happy New Year.

Director Putz stated that he appreciates everyone's support and help. It was a privilege and honor to serve as the Chairman of the Board for the past year.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Director Putz adjourned the meeting at 6:31 p.m.

Dawn E. Marschinke, Board Secretary

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE SPECIAL BOARD MEETING OF
January 29, 2018**

A Special Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 3:03 p.m., on Monday, January 29, 2018, at 41090 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Ziegler

Board Members Present: Chairman John Green
Vice Chairman Bill Jahn
Director David Caretto
Director Rick Herrick
Director Randall Putz
Director John Russo
Director Larry Walsh
Director Al Ziegler

Board Members Excused: Director Bob Jackowski
Director Karyn Oxandaboure

Staff Present: Jeff Willis, Fire Chief
Shirley Holt, Senior Finance Officer
Dawn Marschinke, Fire Board Secretary
Jamie Gustason, HR/Payroll Coordinator
Brian Parham, Battalion Chief

Other Member Agencies Present: Mary Reeves, General Manager, Big Bear City Community Services District

Vice Chairman Jahn arrived at 3:25 p.m.

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)

Executive Director Kathleen Rollings-McDonald from LAFCO answered questions developed by the Fire Authority's Ad Hoc Strategic Planning Committee, as they may apply to the Fire Authority and member agencies when deciding organizational structures and funding models.

1. What options does the Fire Authority have for governing structures and can the governing structure be by appointment in an expanded district?
 - a. To keep the governing structure as-is, Ms. Rollings-McDonald recommends keeping the Fire Authority as-is; it is a functioning structure. However, to address funding issues, annexation of Big Bear City Community Services District (CSD) into Big Bear Lake Fire Protection District (FPD) is the easiest option. She stated that the Fire Authority does not have the ability to implement special taxes.
 - b. FPD is a subsidiary district of the City. The City Council sits as the Fire District Board. With the expansion, FPD can no longer be a subsidiary district.
 - c. The new Board does not have to be selected by District, but it probably would be.
 - d. FPD could expand to include CSD and potentially Fawnskin. The expanded district would have a choice of a governing structure and the number of board members defined in the expansion plan, and can be either:
 - i. Elected based on districts.
 - ii. Appointed by the Big Bear Lake City Council and the County Board of Supervisors (BOS) based on population within their boundaries, per Health and Safety Code 1.38.37. The BOS controls and makes appointment for all unincorporated areas. CSD can make recommendations, but CSD Board members cannot sit on two boards; therefore, they could not sit on the expanded district board and the CSD Board.
 - iii. Established through special legislation required at the state level to change the appointment process (this process is opposed by CAL LAFCO). Ms. Rollings-McDonald noted that Senator Scott Wilk wrote special legislation for Castaic and Newhall water districts to create a new valley-wide water agency in the Santa Clarita Valley where they defined their own electoral districts and governing board.
 - e. The ground ambulance service would also move to the FPD if CSD is annexed.
2. What are the Fire Authority's options for funding parity?
 - a. Chief Willis stated that ad valorem property tax revenues for CSD are 7.5% and 15.5% for FPD, of the 1% collected. When adding CSD's parcel

tax to their property tax, CSD and FPD come fairly close to equal. Ms. Rollings-McDonald stated that the only way to adjust equity is to change the parcel tax, but the general ad valorem is not going to change.

- b. A blended ad valorem rate across CSD and FPD is not a feasible alternative for funding.
 - c. Parity does not exist with ad valorem property tax. Neither end of the Valley will ever bring in the same amount of money.
 - d. The only way to get close to funding parity is to create a new or added parcel tax which is voted on by registered voters, not property owners. CSD could eliminate the existing parcel tax and create a new tax; or, add a second parcel tax over and above the first. According to Ms. Rollings-McDonald, each member agency would have its own tax measure and would have to support the parcel tax in separate votes for it to pass. Chief Willis stated that the Department's legal counsel advised that the Fire Authority can conduct a parcel tax vote using the existing authorities of its member agencies.
 - e. Ms. Rollings-McDonald recommends a flat parcel tax rather than percentage tax for perceived fairness by constituents. Most flat-rate taxes are the same for each parcel. Owners of multiple parcels can consolidate into one parcel; thereby, paying only one parcel tax rather than a tax on multiple parcels. This levels taxes out so that everyone pays the same tax.
 - f. Revenue and Taxation Code 99 provides that tax money coming from CSD to the Fire Authority will be based on existing cost of service. CSD is obligated to move that parcel tax to the FPD based on the tax code.
 - g. Retirement liability would move to the annexing agency. If San Bernardino County Fire (County Fire) annexed the Fire Authority, the retirement obligations would move to County Fire.
 - h. A parcel tax could be approved in the FPD jurisdiction, then CSD could be annexed. CSD would inherit the parcel tax through annexation if less than 25% of registered voters protest the annexation. If 25%-50% protest, it goes to an election. If greater than 50% protest, the annexation is terminated.
3. What are LAFCO's thoughts on peripheral communities in an expanded district?
- a. LAFCO believes there should be a single fire agency for the Valley as a whole, including Fawnskin. There would be great value in this model.
 - b. If the Fire District desired to expand through annexation of Fawnskin, and San Bernardino County Fire desired instead to annex the Fire District, LAFCO is responsible for evaluating both plans for service equally.
 - c. In 2005-2008, during the County Fire reorganization, County Fire committed to not objecting to the annexation of territory within another independent fire service provider's sphere of influence, although that

commitment has not yet been tested, except for the Baldwin Lake annexation. County Fire did object to that annexation.

- d. LAFCO favors local control for critical services like the fire service.
- e. Arrowbear, Running Springs and Green Valley Lake are a single sphere of influence. LAFCO would not try to bring them into an expanded fire district.

4. How would LAFCO decide which ending structure prevails, e.g. San Bernardino County vs. an expanded fire district.
 - a. LAFCO would evaluate the Authority's plan for service. In that evaluation, LAFCO would make sure they are protecting the community. LAFCO looks at sustainability, growth, disadvantaged services areas. LAFCO can: 1) approve, 2) modify and approve or 3) deny a plan.

Chairman Green called for a break at 4:45 p.m. and called the meeting back to order at 4:55 p.m.

Discussion ensued amongst Board and Staff on how to proceed based on the information provided by Ms. Rollings-McDonald. The Board pondered the question of remaining as the existing Joint Powers Authority or with an expanded district with CSD annexation into the FPD. The Board agreed that appointments to the Board without special legislation will not be considered. Annexation with special legislation would take about one year. A tax measure would take about 1 ½ years.

ACTION: Chief Willis will confirm Fire Authority's ability to conduct a parcel tax vote with special legislation to determine Board structure.

ACTION: Chief Willis will map out the opinions that he has heard from the Board and bring it back to the Ad Hoc Committee for further work.

- Concept presentation and discussion on Citizens' Committee for Effective Fire Response, Chief Willis

Chief Willis presented the origins and need for established standards of cover for communities. He explained a process that has been discussed with the Strategic Planning Ad Hoc Committee of working with leaders in the community to help establish this Department's acceptable standards of response coverage and asked the Board for approval to start this process; ultimately, with the goal of a portion of the community group moving forward to advocate for a tax measure to fund the desired standards of response coverage.

- PulsePoint presentation and discussion, Battalion Chief Parham

Battalion Chief Parham gave a presentation to the Board of a mobile application-based tool that empowers individuals, within covered communities, with the ability to provide life-saving assistance to victims of cardiac arrest. Application users who have indicated they are trained in cardiopulmonary resuscitation (CPR) are notified if someone nearby is having a cardiac emergency and may require CPR and lets them know where the nearest Automated External Defibrillator (AED) is located. The user can then initiate CPR until an EMS team arrives.

Businesses and citizens of the Valley are asked to register their AED equipment with Big Bear Fire Department so that those locations can be added to the PulsePoint application.

This is a national registry and notification system that is being rolled out through ConFire, San Bernardino County's operational area dispatch provider. A community day that includes demonstration to local officials will be announced soon.

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.

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

ADJOURNMENT

There being no further new business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 6:33 p.m.

Dawn E. Marschinke, Board Secretary



INTEROFFICE MEMO

Big Bear Fire Authority

DATE: December 19, 2017

TO: Chairman and Members of the Fire Authority Board

FROM: Jeff Willis, Fire Chief

PREPARED BY: Dawn Marschinke, Administrative Assistant *DEM*

**SUBJECT: FIRE DEPARTMENT MONTHLY ACTIVITY REPORT
NOVEMBER 2017**

1. SERVICE DELIVERY

1.1 Year-to-date Incident by Call Type percentages (see attached report).

1.2 Call Types by Month and Year to Date

		Current Month	Calendar Year to Date
1.1	Fire Calls, Hazardous Conditions, Service Calls	121	1,338
1.2	Rescue/Medical Calls	189	2,754
1.3	Training Class Summary (hours)	566	6,279
1.4	DRC Reviews	0	17
1.5	Plan Check/Fire Letter	6	82
1.6	Shake Shingle Roof Replacement	0	70
1.7	Chipping Requests (Beginning 01/01/17)	1	535
1.8	Trees Removed/Reimbursed thru Grant	11	15
1.9	Hazardous Tree Removal Notice to Proceed	5	53
1.10	1 st Abate Notice/Order	11	93
1.11	2 nd & Final Abate Notice/Order	0	10
1.12	Resolved Tree Abatement Issues	3	42

2. COMMUNITY RELATIONS

2.1 November 4 – Chief Willis attended the Big Bear Realtors Association Cantree fundraiser at Northwoods.

2.2 November 8 - Chief Willis attended a Lighthouse Project fundraiser.

- 2.3 November 24 - Assistant Fire Marshal Bruinsma drove Santa and Mrs. Claus to the Christmas Tree Lighting in Big Bear Lake Village.
- 2.4 November 25 - Assistant Fire Marshal Bruinsma coordinated a tree lighting party at Station 282 with special guest of honor Tessa Taylor flipping the light switch. Cookies and hot cocoa were served, and kids visited with Santa to share their Christmas wishes (see attached Grizzly article).

3. OPERATIONS

- 3.1 Chief Willis, Assistant Chief Maltby, Senior Finance Officer Holt and/or HR/Payroll Coordinator Gustason attended the following meetings during the reporting month:
 - Ad Hoc Meet & Confer Meeting – November 6
 - Mountain Mutual Aid Meeting Executive Board Meeting – November 7
 - Big Bear Fire Authority Special Board Meeting – November 7
 - San Bernardino County Chief's Meeting in Rialto – November 16
 - Ad Hoc Strategic Planning Meeting – November 20
 - Ad Hoc Meet & Confer Meeting – November 21
- 3.2 Battalion Chief Parham attended the following meetings/training during the reporting month:
 - ICEMA Data Committee meeting – November 7
 - ConFire Ops Meeting – November 7
 - EMS Officers meeting – November 8
- 3.3 Battalion Chief Harold attended the following meetings/training during the reporting month:
 - San Bernardino County Training Officers meeting – November 9
 - Crafton Hills College meeting with Directors – November 15

4. HEALTH AND SAFETY

- 4.1 October 30 – November 4 – Assistant Fire Marshal Bruinsma taught a CERT class for 10 new members.
- 4.2 November 3 - Assistant Fire Marshal Bruinsma attended a LifeStream event that recognized fire departments for hosting blood drives throughout 2017. In particular, the Guns & Hoses event where Big Bear Fire Department achieved the biggest one-day donation of participating departments.
- 4.3 November 10, 18 & 24 – Department ambulance provided stand-by coverage for Big Bear High School Football CIF games at Big Bear Middle School.

- 4.4 November 11 – Assistant Fire Marshal Bruinsma coordinated a re-registration meeting for CERT members to maintain their certification with San Bernardino County.
- 4.5 November 15 – Assistant Fire Marshal Bruinsma gave a presentation to the Big Bear Chamber Auxiliary on Knox Boxes.
- 4.6 November 27 – Assistant Fire Marshal Bruinsma held the regular monthly meeting for Big Bear CERT members.
- 4.7 October - The following ad was placed:
 - “Adopt-A-Hydrant” Big Bear Now Magazine Ad (November 2017)

5. PERSONNEL

- 5.1 November 10 – Firefighter/Paramedic Anthony Picciano retired Friday, November 10, 2017.
- 5.2 November 30 – Conducted Flight Paramedic interviews for future helicopter staffing.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 November 13–15 – Assistant Chief Maltby attended California Conference of Arson Investigators. A three-day intensive training on prosecution of arson offenders.
- 6.2 November 21 – Administrative Staff Gustason, Marschinke, Ortega and Voss, attended training put on by CJPIA at Big Bear Department of Water and Power that was focused on positive customer service.
- 6.3 November 28-29 – Assistant Chief Maltby attended CAL OES course in Riverside that was focused on understanding various aspects of domestic terrorism and extremism.

7. STRIKE TEAMS & DUTY COVERAGE FOR FIRE RESPONSE

None.

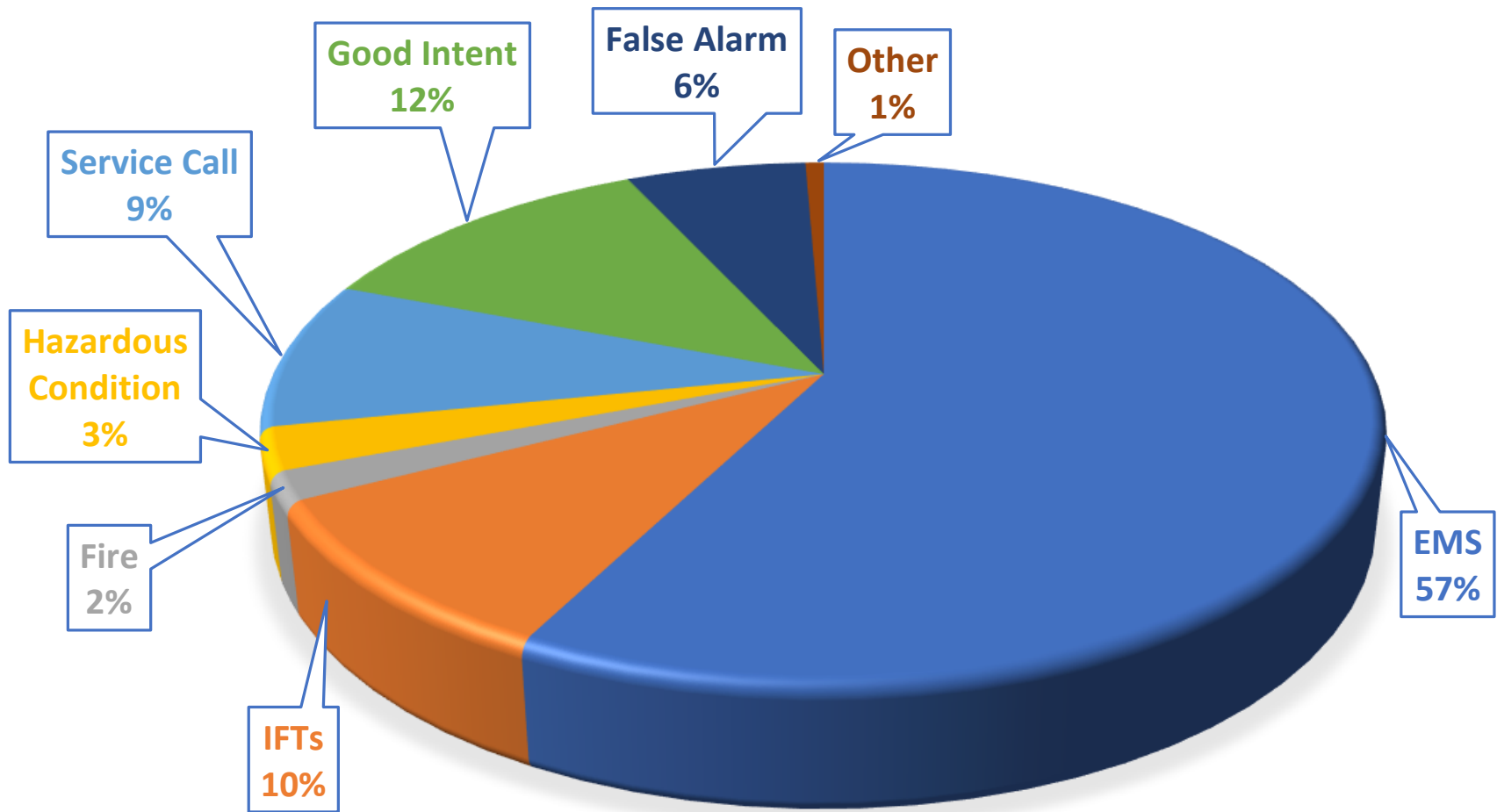
8. MISCELLANEOUS

- 8.1 November 29 – Chief Willis attended a General Managers networking lunch with other Chief Executives from public agencies throughout the Big Bear Valley.

9. CORRESPONDENCE

None.

2017 YTD INCIDENTS BY TYPE



Incident Type Report

11/01/17 - 11/30/17

1 Fire	Count	Est. Prop	Est. Content Loss	Total Est. Loss	% of
118 - Trash or rubbish fire, contained	1	\$3,000.00	\$0.00	\$3,000.00	100.00%
140 - Natural vegetation fire, other	2	\$0.00	\$0.00	\$0.00	0.00%
141 - Forest, woods or wildland fire	1	\$0.00	\$0.00	\$0.00	0.00%
154 - Dumpster or other outside trash receptacle fire	1	\$0.00	\$0.00	\$0.00	0.00%
160 - Special outside fire, other	2	\$0.00	\$0.00	\$500.00	0.00%
Incident Count	7	\$3,000.00	\$0.00	\$3,500.00	100.00%

3 Rescue & Emergency Medical Service Incident	Count
300 - Rescue, EMS incident, other	1
320 - Emergency medical service, other	9
321 - EMS call, excluding vehicle accident with injury	141
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	4
Intrafacility Transfers	30
Incident Count	189

4 Hazardous Condition (No F	Count
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	2
422 - Chemical spill or leak	1
424 - Carbon monoxide incident	1
442 - Overheated motor	1
463 - Vehicle accident, general cleanup	1
Incident Count	7

5 Service Call	Count
500 - Service call, other	1
522 - Water or steam leak	1
531 - Smoke or odor removal	2
550 - Public service assistance, other	12
551 - Assist police or other governmental agency	1
552 - Police matter	4
553 - Public service	8
554 - Assist invalid	8
561 - Unauthorized burning	15
571 - Cover assignment, standby, moveup	1
Incident Count	53

6 Good Intent Call	Count
600 - Good intent call, other	1
611 - Dispatched and cancelled en route	9
611A - Alarm: Dispatched & Cancelled Enroute	10
611E - EMS: Dispatched & Cancelled Enroute	5
611F - Struct Fire: Dispatched & Cancelled Enroute	2
611G - Veg Fire: Dispatched & Cancelled Enroute	1
611T - T/C: Dispatched & Cancelled Enroute	1
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
Incident Count	31

Incident Type Report

11/01/17 - 11/30/17

7 False Alarm & False Call	Count
700 - False alarm or false call, other	9
714 - Central station, malicious false alarm	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	3
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
Incident Count	21

911 - Citizen complaint	2
Incident Count	2
Total Incident Count	310

Training Summary Report

11/01/17 - 11/30/17

COMPANY TRAINING DOCUMENTATION	Duration (hours)
Emergency Ops: Area Familiarization, Fire Prevention, Fire	36
Emergency Ops	66
Emergency Ops: Emergency Ops, Ladders, Technical Res	21
Emergency Ops: Fire Prevention, Fire Pump, Fire Suppre	32
Emergency Ops: Fire Prevention, Fire Suppression	8
Emergency Ops, Technical Rescue	2
Fire Pum: Emergency Ops	4
Fire Suppression: 'Emergency Ops, Fire Suppression, Hose, Hydrants/Streets, Water Supply'	30
Fire Suppression	18
Fire Suppression: Fire Suppression, Forcible Entry, Hose, Ladders	12
Fire Suppression: SCBA	6
Forcible Entry	5
Hose: Emergency Ops, Hose	18
Hose: Fire Prevention, Hose	2
Hose: Fire Suppression, Hose	14
Hose: Hydrants/Streets, Water Supply	18
Ladders: Emergency Ops	3
Physical Fitness	37
SCBA	5
Technical Rescue: Emergency Ops, Pre/Post Incident, US&R	10
Technical Rescuse	46
SCBA	5
TOTAL COMPANY TRAINING DOCUMENTATION	397

EMS TRAINING	Duration (hours)
EMS Assessing the Patient with Major Trauma	2
EMS Crime Scene Awareness	2
EMS Endocrine System Emergencies Advanced	2
EMS Traumatic Head and Brain Injuries Advanced	2
EMS Slishman Traction Splint	78
TOTAL EMS TRAINING	86
EMS TRAINING DOCUMENTATIONS	Duration
Training Documentation Forms	29
TOTAL MISCELLANEOUS TRAINING	29

MISCELLANEOUS TRAINING	Duration
Facility Training Documentaiton	52
RIC Pack and Ric Operations	2
RT-130: Wildland Fire Safety Refresher 2017 Updates	2
TOTAL MISCELLANEOUS TRAINING	52

DRIVER TRAINING	Duration
Training Documentation Forms	2
TOTAL MISCELLANEOUS TRAINING	2

TOTAL TRAINING HOURS	566
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Outlook



NATALIE WILLIAMS/Big Bear Grizzly

Carollers entertain passersby on Pine Knot Avenue in the Village area of Big Bear Lake during the annual tree lighting ceremony Nov. 24.



KATHY PORTIE/Big Bear Grizzly

Visitors gather around the Big Bear City Christmas tree Nov. 25 for the official lighting ceremony.

Holiday aglow in Big Bear Valley



The tree in the Village area of Big Bear Lake is officially illuminated after the tree lighting ceremony Nov. 24.



Brody Brewer, 3, of Victorville goes over his Christmas wish list with Santa and Mrs. Claus during the Big Bear City tree lighting ceremony Nov. 25.



The Mountain Marvelettes opened the Big Bear Lake tree lighting with a variety of Christmas music.



Members of the Big Bear Fire Department pose with honorary tree lighting helper Tessa Taylor, center, prior to the Big Bear City tree lighting ceremony Nov. 25. In the background singer Art Harriman and actor Richard Moll entertain the crowd.

The CAVE

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Big Bear's Premiere Concert Venue

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 <p>Secondhand Serenade AWARD-WINNING 10 YEAR ANNIVERSARY TOUR NOVEMBER 3</p>	 <p>Cinderella's TOM KEIFER #KEIFERRAND NOVEMBER 11</p>	 <p>THE CHAIRMAN AND THE BOARD THE ULTIMATE MOTIF 25 TRIBUTE NOVEMBER 18</p>	 <p>BERLIN NOVEMBER 25</p>	 <p>Timothy B. Schmit OF THE EAGLES DECEMBER 1</p>
 <p>THE EXPENDABLES 12702 - BIG BEAR - AT THE CAVE Pacific DUB December 8th</p>	 <p>ENGLISH THE BEAT December 9</p>	 <p>one drop December 18</p>	 <p>Which One's PINK? A TRIBUTE TO THE MUSIC OF PINK FLOYD December 18</p>	 <p>Air Supply DECEMBER 30 Greatest Hits Live Love is Love All Over the World Every Woman is the World Honey Bee Sweet Dreams Even the Nights Are Better Young Love Fire & Ice</p>



Adopt-A-Hydrant

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**Adopt
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Take Care of Your Hydrant and Keep it Free of Snow this Winter

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www.BigBearFire.org



INTEROFFICE MEMO

Big Bear Fire Authority

DATE: January 22, 2018

TO: Chairman and Members of the Fire Authority Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Dawn Marschinke, Administrative Assistant *DEM*

**SUBJECT: FIRE DEPARTMENT MONTHLY ACTIVITY REPORT
DECEMBER 2017**

1. SERVICE DELIVERY

1.1 Year-to-date Incident by Call Type percentages (see attached report).

1.2 Call Types by Month and Year to Date

		Current Month	Calendar Year to Date
1.1	Fire Calls, Hazardous Conditions, Service Calls	160	1,498
1.2	Rescue/Medical Calls	310	3,066
1.3	Training Class Summary (hours)	265	6,544
1.4	DRC Reviews	7	25
1.5	Plan Check/Fire Letter	12	94
1.6	Shake Shingle Roof Replacement	0	70
1.7	Chipping Requests (Beginning 01/01/17)	0	535
1.8	Trees Removed/Reimbursed thru Grant	5	20
1.9	Hazardous Tree Removal Notice to Proceed	0	53
1.10	1 st Abate Notice/Order	1	94
1.11	2 nd & Final Abate Notice/Order	0	10
1.12	Resolved Tree Abatement Issues	2	44

2. COMMUNITY RELATIONS

2.1 December 7 – Assistant Fire Marshal Bruinsma attended the CERT Christmas Party at First Baptist Church.

- 2.2 December 17-24 – Assistant Fire Marshal Bruinsma escorted friends and family of the Department on Old Red on a ride through the Village with a mini parade to share holiday spirit. On Christmas Eve, the Department had special guest Tessa Taylor and her family onboard. Big Bear Professional Firefighters' Association took a shine to this special little girl who has a great love for the Department. The Association had a custom Jr. Firefighter leather helmet made for her. Chief Willis presented 4-year old Tessa with the helmet on behalf of the Association. Tessa has had challenges very early in life but has not let that be a road block to her in reaching for her dreams. (see attached Grizzly article).
- 2.3 December 22 – In a collaborative effort with the Mom & Dad Project, Big Bear Professional Firefighters' Association's K-Mart Shopping spree was a big hit for 40 children. The Association gave each child \$100 to buy whatever they wanted or needed. Money spent came from fundraising events and community donations (see attached Grizzly article).

3. OPERATIONS

- 3.1 Chief Willis, Assistant Chief Maltby, Senior Finance Officer Holt and/or HR/Payroll Coordinator Gustason and/or Assistant Fire Marshal Bruinsma attended the following meetings during the reporting month:
 - Ad Hoc Meet & Confer Meeting – December 4
 - Big Bear City Community Services District Meeting – December 4
 - Fire Districts Association of California Board Conference Call – December 5
 - City and County Manager's Meeting/TAC-AMR – December 7
 - Big Bear City Community Services District Finance Committee – December 12
 - Big Bear Fire Authority Board Meeting – December 12
 - San Bernardino County Chief's Meeting in San Bernardino – December 14
 - Ad Hoc Committee Strategic Planning Meeting – December 18
 - Big Bear City Community Services District Meeting – December 18
 - Big Bear Lake Planning Commission Meeting – December 20
 - Apple Valley Fire District – December 20
 - Big Bear City Community Services District Meeting – December 27
- 3.2 Battalion Chief Parham attended the following meetings/training during the reporting month:
 - ConFire Ops Meeting – December 5
 - EMS Officers Meeting – December 13
 - ConFire Bi-Weekly Meeting – December 20
- 3.3 Battalion Chief Harold attended the following meeting/training during the reporting month:
 - San Bernardino County Training Officers Meeting – December 14

4. HEALTH AND SAFETY

- 4.1 December 14 – Assistant Fire Marshal Bruinsma attended a Chaplain meeting.
- 4.2 December - The following ads were placed:
 - “Adopt-A-Hydrant” Big Bear Now Magazine Ad (December 2017)
 - “Thank you to the community for the Chipping program” in the Grizzly’s Season’s Greetings Letters to Santa publication (December 2017)

5. PERSONNEL

- 5.1 December 4 – Battalion Chief Harold achieved 15 years of service with Big Bear Fire Department.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 December 5 – HR/Payroll Coordinator Gustason attended a California Fire Safe Council Grant Workshop in Ontario.
- 6.2 December 6 – Some members of the Administrative staff and the Labor’s MOU negotiating team attended a webinar called New Funding Opportunities for Fire Districts that was hosted by California Special Districts Association (CSDA).
- 6.3 December 6, 12 & 13 – Training was provided by IT Coordinator Dickerson to suppression personnel teaching them how to use the EMS software with the new Department I-Pads.

7. STRIKE TEAMS & DUTY COVERAGE FOR FIRE RESPONSE

- 7.1 December 5-17 – Suppression members provided coverage for Station 284 in CAL FIRE’S absence.
- 7.2 December 5-19 – Captain/Paramedic Fonda, Engineer/Paramedic Schlosser, Firefighter/Paramedic Baeskens and Apprentice Firefighter/EMT Dmytriw were on Strike Team assignment for the Thomas Fire in Los Padres National Forest.
- 7.3 December 7-11 – Paid Call Battalion Savage was assigned to Incident Management South Ops Team preposition staging for San Bernardino.
- 7.4 December 8-11 – Paid Call Battalion Chief Smith was assigned to Incident Management South Ops Team preposition staging for San Bernardino.

8. MISCELLANEOUS

- 8.1 December 2 – Big Bear Professional Firefighters' Association coordinated a no-host Christmas party in San Diego for employees and their significant others.
- 8.2 December 7 – HR/Payroll Coordinator Gustason conducted a site visit with FEMA as part of the process for Shake/Shingle roofing grants.
- 8.3 December 13 – The Big Bear Fire Department Family Christmas party was held at Station 281. Kids had the opportunity to visit with Santa as well as decorate their own Christmas cakes. Suppression personnel served the pot-luck dinner.
- 8.4 December 14 – Assistant Chief Maltby attended the San Bernardino County Arson Task Force annual luncheon in Rancho Cucamonga.

9. CORRESPONDENCE

- 9.1 A thank-you card was received from Redwoods Presbyterian Church to express their appreciation for the Department's help in fighting the October fires in Northern California (see attached).
- 9.2 St. Mark Congregation in Santa Rosa, CA sent a note of appreciation to the Department's first responders to the Napa and Sonoma County Fires in October (see attached).
- 9.3 A family in Santa Rosa California sent their thanks for saving their home and for the Department's dedication and compassion during the Northern California wildfires in October (see attached).
- 9.4 Four-year old pre-school children at Marin Primary & Middle School sent a collection of pictures to the Department to express their appreciation for the hard work the Department did in fighting fires in their Northern California community (see attached).
- 9.5 Steele Lane Elementary school students sent cards and pictures they made to thank the Department for their dedication and hard work during the Santa Rosa Fires (see attached).

Incident Type Report

12/01/17 - 12/31/17

1 Fire	Count	Est. Prop	Est. Content Loss	Total Est. Loss	% of
100 - Fire, other	2	\$0.00	\$0.00	\$0.00	0.00%
111 - Building fire	1	\$1,000.00	\$100.00	\$1,100.00	96.49%
113 - Cooking fire, confined to container	1	\$0.00	\$0.00	\$0.00	0.00%
140 - Natural vegetation fire, other	1	\$0.00	\$0.00	\$0.00	0.00%
141 - Forest, woods or wildland fire	2	\$0.00	\$0.00	\$0.00	0.00%
151 - Outside rubbish, trash or waste fire	1	\$0.00	\$0.00	\$0.00	0.00%
154 - Dumpster or other outside trash receptacle fire	5	\$40.00	\$0.00	\$40.00	3.51%
161 - Outside storage fire	1	\$0.00	\$0.00	\$0.00	0.00%
Incident Count	14	\$1,040.00	\$100.00	\$1,140.00	100.00%

3 Rescue & Emergency Medical Service Incident	Count
300 - Rescue, EMS incident, other	3
311 - Medical assist, assist EMS crew	1
320 - Emergency medical service, other	3
321 - EMS call, excluding vehicle accident with injury	256
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	2
Intrafacility Transfers	42
Incident Count	310

5 Service Call	Count
500 - Service call, other	4
520 - Water problem, other	1
521 - Water evacuation	3
522 - Water or steam leak	1
550 - Public service assistance, other	8
551 - Assist police or other governmental agency	1
552 - Police matter	1
553 - Public service	8
554 - Assist invalid	4

4 Hazardous Condition (No F	Count
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	3
424 - Carbon monoxide incident	1
444 - Power line down	1
463 - Vehicle accident, general cleanup	1
Incident Count	7

6 Good Intent Call	Count
600 - Good intent call, other	3
611 - Dispatched and cancelled en route	8
611A - Alarm: Dispatched & Cancelled Enroute	10
611E - EMS: Dispatched & Cancelled Enroute	8
611G - Veg Fire: Dispatched & Cancelled Enroute	1
611O - Other: Dispatched & Cancelled Enroute	1
611T - T/C: Dispatched & Cancelled Enroute	1
611V - Veh Fire: Dispatched & Cancelled Enroute	1
621 - Wrong location	2
622 - No incident found on arrival at dispatch address	8
650 - Steam, other gas mistaken for smoke, other	1

Incident Type Report

12/01/17 - 12/31/17

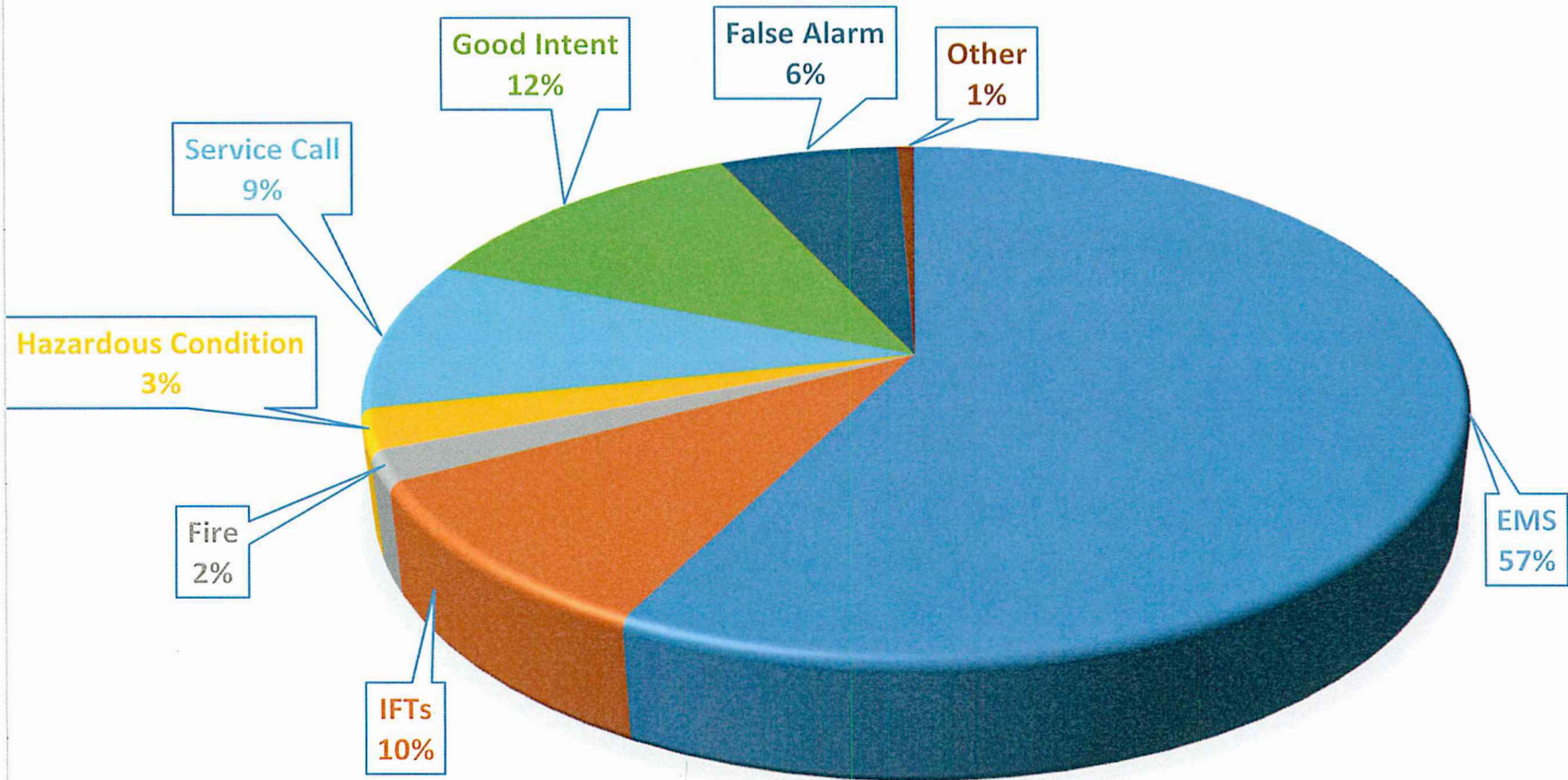
5 Service Call - cont.	Count
561 - Unauthorized burning	24
Incident Count	55

7 False Alarm & False Call	Count
700 - False alarm or false call, other	16
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	7
745 - Alarm system activation, no fire - unintentional	4
746 - Carbon monoxide detector activation, no CO	1
Incident Count	33

6 Good Intent Call - cont.	Count
651 - Smoke scare, odor of smoke	5
652 - Steam, vapor, fog or dust thought to be smoke	2
Incident Count	51

Total Incident Count	470
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2017 YTD INCIDENTS BY TYPE



Training Summary Report

12/01/17 - 12/31/17

COMPANY TRAINING DOCUMENTATION	Duration (hours)
Area Familiarization: Area Familiarization, Hydrants/Streets, Water Supply	4
Emergency Ops	9
Emergency Ops: Fire Suppression	12
Fire Pump	6
Fire Suppression: Emergency Ops, Fire Suppression	5
Fire Suppression: Fire Suppression, Hose	12
Fire Suppression: Fire Suppression, Hose, Ladders	10
Hose: Fire Suppression	12
Hose	5
Hydrants/Streets, Water Supply	4
Ladders	27
Physical Fitness	26
SCBA	9
Technical Rescue	4
TOTAL COMPANY TRAINING DOCUMENTATION	145

MISCELLANEOUS TRAINING	Duration
Facility Training Documentaiton	65
First Responder Operations Level Refresher (MOD #2)	4
TOTAL MISCELLANEOUS TRAINING	69

DRIVER TRAINING	Duration
Driver Training Documentation	5
TOTAL MISCELLANEOUS TRAINING	5

EMS TRAINING	Duration (hours)
EMS Abdominal Trauma Advanced	2
EMS Abdominal Trauma Basic	2
EMS Acute Respiratory Distress Syndrome Advanced	2
EMS Advanced Airways: Intubation and Beyond (2 hours)	2
EMS Airway Management Advanced (2 hours)	2
EMS Airway Management Basic	2
EMS Allergies and Anaphylaxis Advanced	1
EMS Allergies and Anaphylaxis Basic	1
EMS Altered Mental Status Advanced	1
EMS Altitude Emergencies	2
EMS Amputation Injuries Advanced	1
EMS Aquatic Emergencies	2
EMS Assessing the Patient with Major Trauma	2
EMS Asthma Advanced	1
EMS Back Injury Prevention	1
EMS Emergency Response to Terrorism (MOD #4)	2
EMS Patients with Special Challenges	1
EMS Training Documentation	7
EMS Workplace Stress	1
Slishman Traction Splint	12
TOTAL EMS TRAINING	47

TOTAL TRAINING HOURS	265
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Big Bear Fire Department is grateful to the entire Valley for its contributions towards a Firewise and Firesafe community, by creating defensible space utilizing the Curbside Chipping program.

Have a Safe and Magical Holiday Season!



Funding for the valley-wide chipping program is provided through your local Big Bear Fire Department, the City of Big Bear Lake and CAL FIRE State Responsibility Area Fire Prevention Fund.



BigBearFire.org



Big Bear Grizzly

Big Bear Lake (San Bernardino County) California

Tiny firefighter

Tessa Taylor, 4, is a Big Bear Fire Department Jr. Firefighter.



JUDI BOWERS/Big Bear Grizzly

Christmas Eve ride in Village

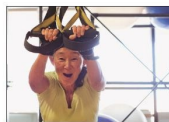
Tessa's love earns her a helmet **Page 4**



SPORTS

Big Bear varsity girls basketball coach turns in his resignation.

Page 15



PRIME TIME LIVING

This Big Bear senior doesn't let retirement slow her down.

Page 17



BUSINESS

Home care assistance takes on a new meaning for senior citizens.

Page 10



6 56525 11111 2

2 On the agenda
5 On the trails
6 Marijuana moves

9 Shopping spree
11 Sheriff's Log
12 Obits

14 Early leaders
23 Grizzly Classifieds
27 Football Contest



JUDI BOWERS/Big Bear Grizzly

The Taylor family, from left, Alyssa, Jan, Tessa, David and Rachael. Tessa and her family were guests on the Christmas engine that traveled through the Village Dec. 24.

Tessa's love earns her a helmet

By Judi Bowers
jbowers.grizzly@gmail.com

Halloween was approaching and Jan Taylor needed to find a costume for her 4-year-old daughter, Tessa. The costume needed to be special to incorporate Tessa's walker into the theme.

Jan was hoping for Wonder Woman. Tessa wanted to be a firefighter. Firefighter it was, and then on Christmas Eve Tessa's costume was completed with something extra.

Big Bear Fire Department presented Tessa with a specially made leather helmet adorned with the same symbol often found on firefighter's helmets worldwide. The helmet also reads Big Bear Fire Jr. Firefighter, and the back brim includes T. Taylor.

It was a special moment, with more than a few tears on Christmas Eve at the fire station. Tessa was the guest of honor on the Christmas fire engine that travels through the Village area of Big Bear Lake to spread holiday cheer. She loves the fire department, and the fire department loves Tessa. "You will always be special to us," said Big Bear Fire Chief Jeff Willis to Tessa.

Tessa suffers from a multiple physical disabilities due to being severely abused at just 3 weeks old. She had multiple skull fractures, rib fractures and more, suffered at the hands of her biological parents. Tessa has had several brain surgeries and was expected to be blind due to damage to her optic nerve.

Tessa's challenges include hydrocephalus, seizures, optic atrophy in both eyes, right homonymous hemianopsia, cortical visual impairment, encephalomalacia, myopia, astigmatism of both eyes, auditory perceptual disorder, global developmental delay, spastic quadriplegic cerebral palsy and epilepsy.

Jan is a single mother to not only Tessa, but three grown children, Rachel, David and Alyssa. Jan adopted David and Rachel, taking them home from the hospital as drug-exposed infants. Jan took in Tessa when she was five months old and adopted her at 16 months. Jan sold her small farm to find a community and place to live more suitable to Tessa's recovery, and moved to Big Bear about a year ago.

On Halloween night, Tessa and her family stopped at the Big Bear Lake Fire Department engine stationed in the Village during trick or treating. She was dressed as a firefighter, complete with turnouts and boots and a plastic fire helmet. Pictures of Big Bear Fire's brush engine, BE281, were affixed to each side of her walker.

Tessa moved on from the engine that night, but members of the fire department couldn't forget her. They began a search for the 4-year-old. They wanted her to be part of the tree lighting ceremony



Tessa Taylor has a special seat on the decorated Big Bear fire engine as it makes its way through the Village area of Big Bear Lake on Christmas Eve. She waved to pedestrians and wished them "Merry Christmas."

at the fire station on Thanksgiving weekend. Several people were involved in the search, according to Dawn Marschinke, Willis' administrative assistant.

The firefighters took it upon themselves to get the special helmet made, which was presented by Willis on Christmas Eve.

Tessa has touched many hearts since moving to Big Bear. According to the website www.holtonsheroes.org, the Taylors' new home needed some modifications to make it more accessible to Tessa's recovery and therapy. Holton's Heroes is a nonprofit organization founded by Eric and Angela Weingrad to help children and their families "turn the corner when their child suffers a life-altering brain injury. Through information, resources and tangible therapy tools our mission is to supply practical assistance to families in need by any means necessary."

Jan reached out to Holton's Heroes in the fall of 2016. The organization teamed up with Robert and Melanie Walker of Bear Valley Builders & Garage Doors. The Big Bear contractor created a custom therapy track and harness system inside the Taylor home.

Jan is quoted on the Holton's Heroes site that tells Tessa's story that Tessa watched other chil-



Hey, you and I have matching badges. Tessa Taylor points to Chief Jeff Willis' badge, which is similar to the badge he pinned on her turnouts.

dren running and playing tag and told her mother "I want to run."

Jan is doing everything she can to ensure that happens for her daughter. And anyone who has witnessed Tessa in her walker — that girl can run.



JUDI BOWERS/Big Bear Grizzly

More than 40 Big Bear youngsters were treated to a shopping spree at Kmart Dec. 22 thanks to the Big Bear Fire Department. Braving 10 degree weather, the kids and firefighters gathered for a photo op before heading in to begin their shopping Dec. 22.

Kids shop with Big Bear firefighters

Kmart was filled with firefighters before the store opened Dec. 22 for the annual Firefighters Shopping Spree. More than 40 Big Bear youngsters were treated on a chilly winter morning.

From toddlers to early teens, the 40 shoppers were paired with a Big Bear firefighter to shop for whatever they wanted. Each child was given \$100 to spend, and most spent it on toys,

games, a few bikes, some clothes and shoes and even a dog bed.

Braving 10 degree weather, the kids and firefighters gathered for a pre-shopping photo and a visit from Santa Claus, who arrived on a fire engine to greet the crowd.

The shopping spree is made possible through fundraising and donations each year. See more photos online at www.bigbeargrizzly.net.



Checking out, Scarlett, 6, left, Evelyn, 7, center, and Ruby, 9, are at the register with their cart full of holiday cheer thanks to the Big Bear Fire Department's annual shopping spree. The three were escorted through Kmart by Jon Bidwell, left, and Chuck Robillard.

Ian, front, and Vincent use the price scanner to help keep track of how much they have spent while Big Bear Firefighter Colin Ortega looks on. Each child was given \$100 to spend as they chose during the annual shopping spree.



Dulce, 4, front left, Roberto, 7, and Brigette, 11, get a photo with Santa along with Big Bear Firefighter Roger LaVoire.

Dearest first responders,

We hope you receive these cards and pictures with understanding of how thankful, appreciative and grateful we are for your hard work and perseverance with supporting the relief efforts due to the wildfires.

We had several families and staff members directly affected by the wildfires as well as the effects we experienced within our local communities. We also had many thoughtful conversations about what our first responders do, and who they are. From our firefighters, to our construction workers, to our police officers, and the “people who make the power stay on” we understand that this was an enormous effort on many agencies.

We have made a collection of cards and pictures to show you how appreciative we are. These cards were made from our pre - k class at Marin Primary & Middle School. Some of them were done with the help of some of our parents and older sibling's during our preschool holiday party.

We really want you to know how appreciative we are for all of your hard work,

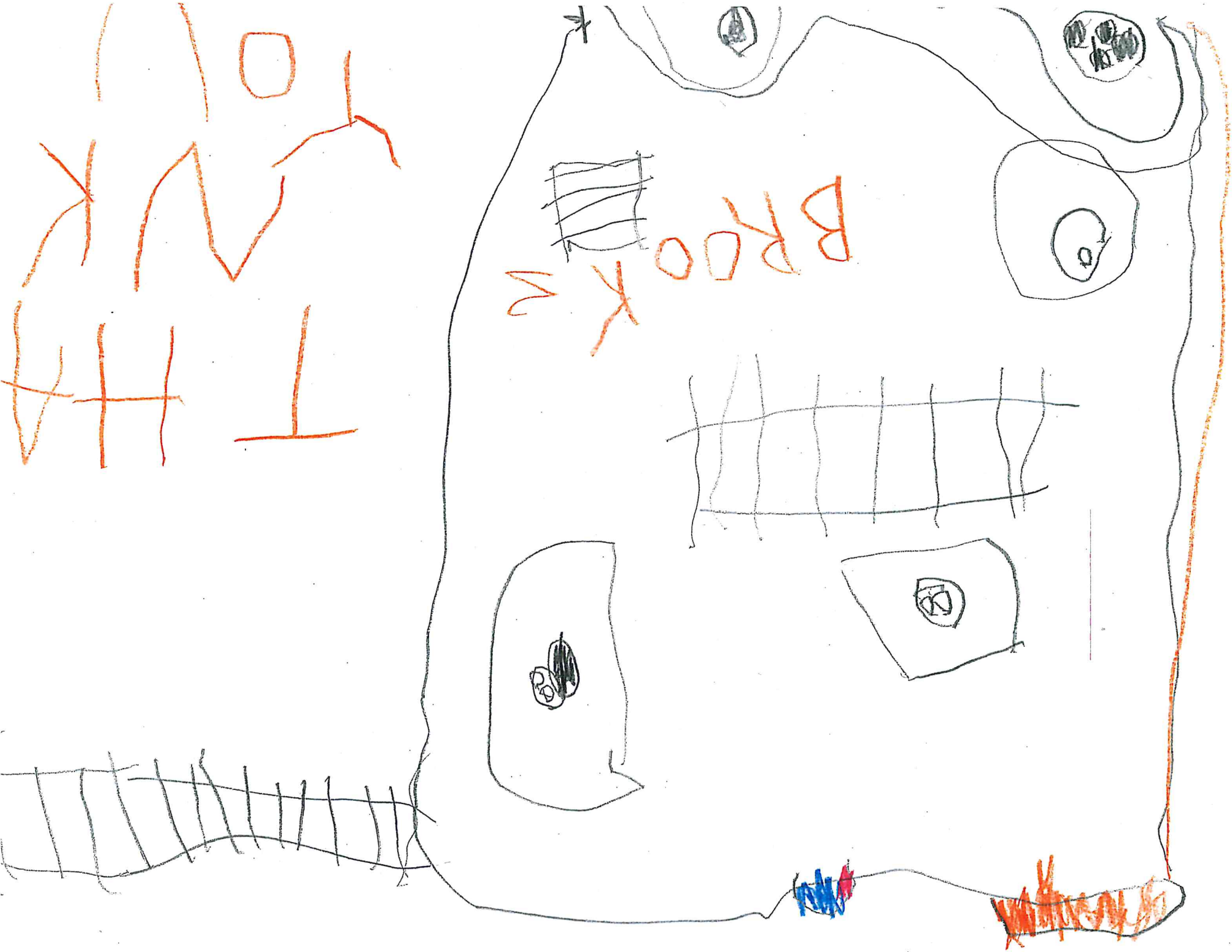
We hope everyone continues to be safe, and get's plenty of rest and has the opportunity to spend time with your family and friends.

With appreciations,

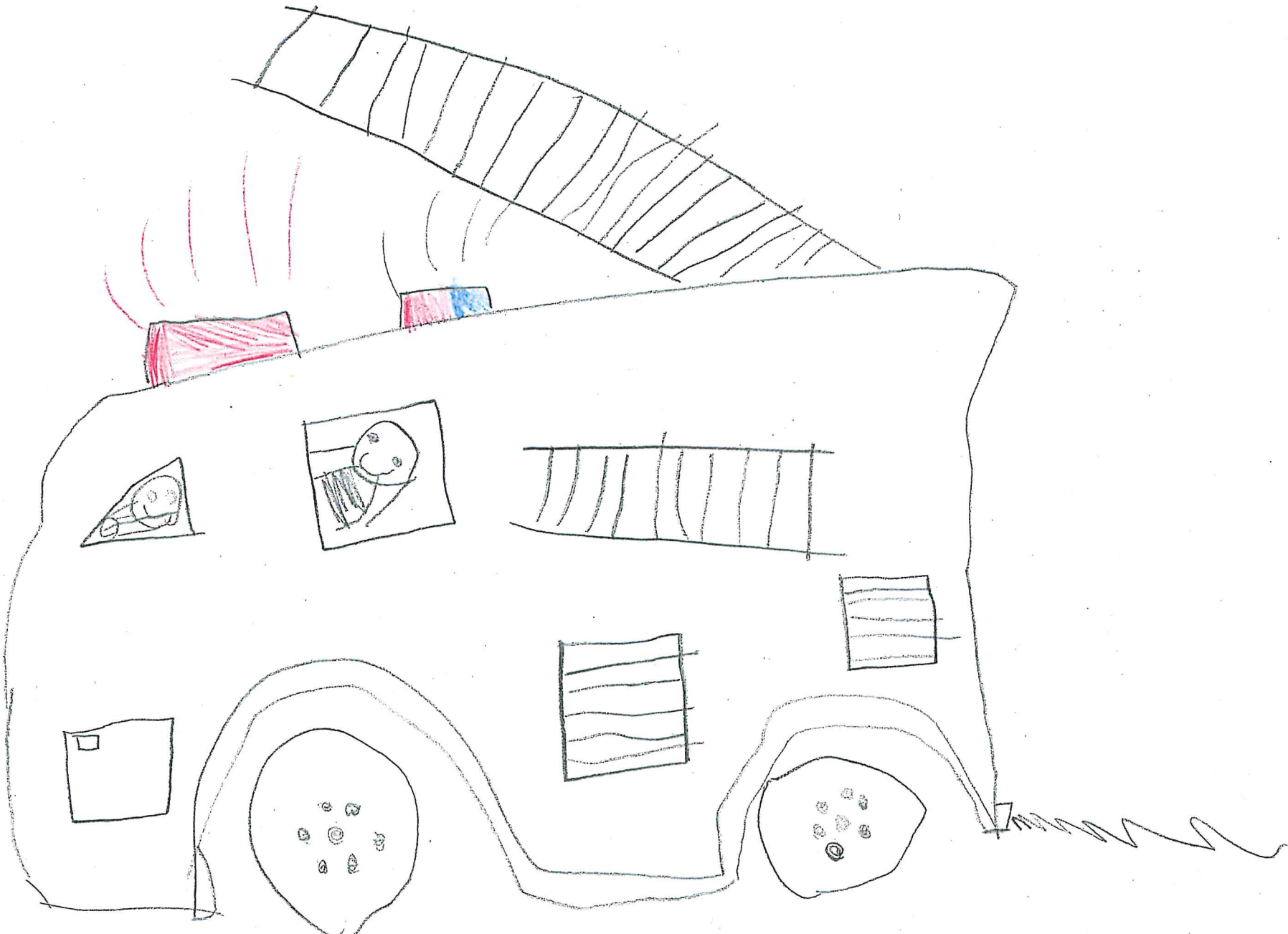
(Barn and Zoo Classroom - 4 year old program)
Marin Primary & Middle School
20 Magnolia Avenue
Larkspur, CA 94939

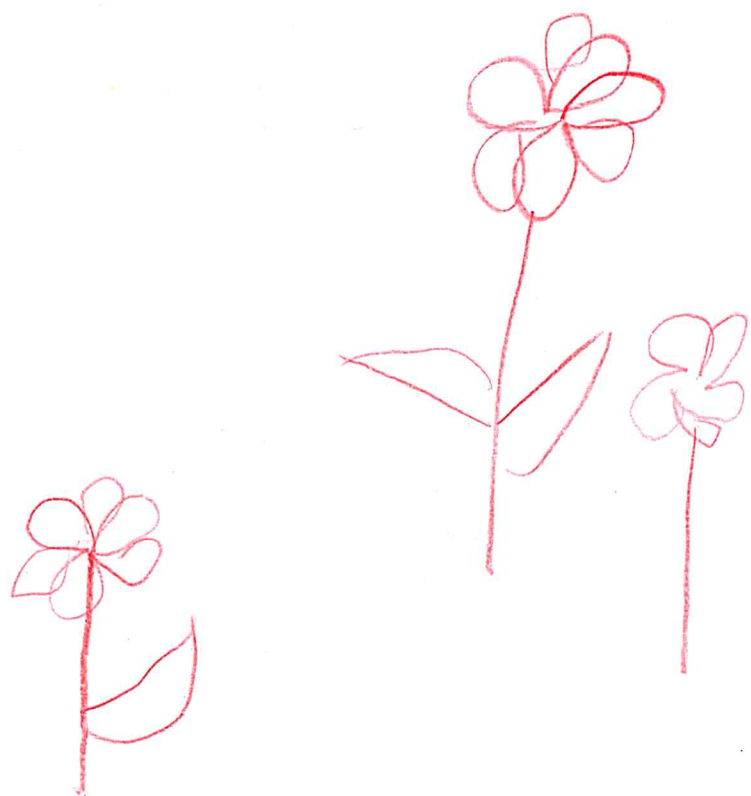
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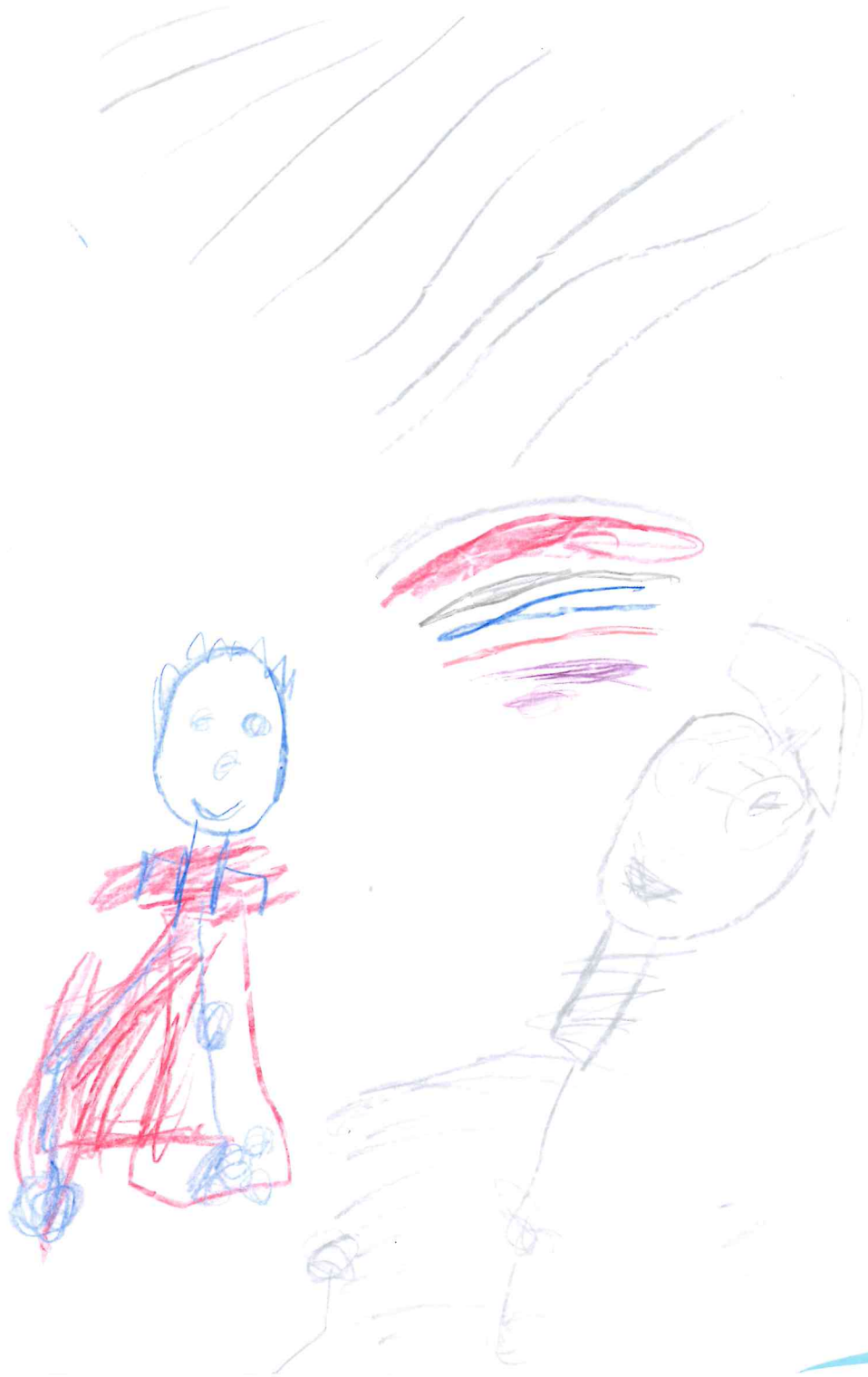
BRONX
K N



THEO THANK YOU







100

100

100

100

100

11/29/17

Thank you for
coming to the
aid of Northern
California, and
for your courage
and resourcefulness -
never stop doing
so.

SAN FRANCISCO CA 941

NOV 2017 FRI 6 L



Big Bear Fire Authority
1170 W. Third Street, Unit 150
San Bernardino, CA 92415-0490

REDWOODS PRESBYTERIAN CHURCH
110 MAGNOLIA AVE.
LARKSPUR, CALIF. 94939



Thank you first
responders!
We are so very
grateful...



Thank You



October 2017
Napa & Sonoma County Fires

**Your relentless fight for our safety
was an incredible gift in this time
of tragedy.**

**We are grateful beyond words ...
for your heroism, bravery,
selflessness, and dedication.**

May God bless you abundantly.

From the depths of our hearts,

***The St. Mark Congregation
4325 Mayette Ave
Santa Rosa, CA 95405***

Thank you First Responders—God Bless You!

Dibi Janina

Clara Panam

Sally Beyer

Sandy Colalough

Blank Murray

Love you guys

Keep going

Susan J. Meyer

Jon Tracy

Ch. Jones

Doreen & Aaron Murray

Pete & Carol Witt

Pastor Dennis Durlach

Nancy & Dietz

Melinda Wrosch

Jeanne Jensen RN

Ken & Julie Voss

Lynnda Veer

Karen Beamer

Quip D...
Parr-r m m o i

Pastor Jim Beyer

Julie Peck

Tom M. Hunt

John Brownlee

Michelle

Serge Fallo

Matthew

Cindy Starnes-Tracy

Mary Faulconer

Marlin & Lewis Bishop

Ruth Maloney

Toy Pat

Beverly Perry

Jenn Hembd

Meryl Gibson

Susan & Morden Schramm

Jo Robinson

Doris Mebler

Stephanie Felherby

Edna McFarlane

Julie Swanson

Danny
Minnial

Kamona C. Rogius
Myra Gray

Jimme Doyle
Valarie Campbell
Kara Seiden

Curt Carleton

Rachel Lynn Karban

Shannon Wagner

Amy Grant
Shirley Moore

Eileen Blaw

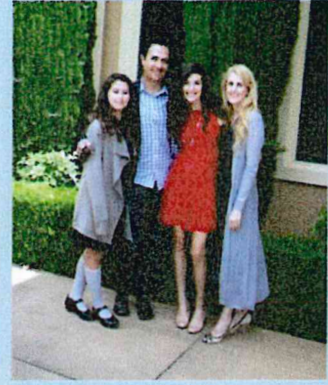
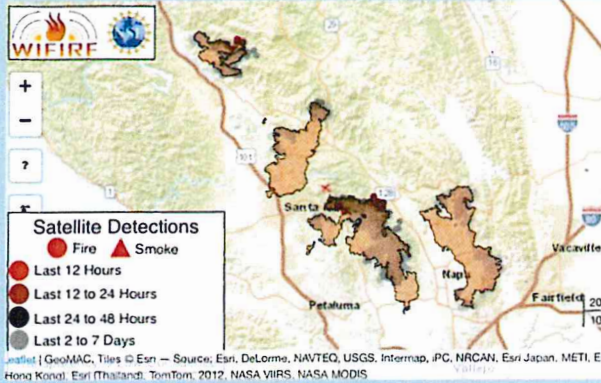
Terry Katzman
Joseph Katzman

Renée Katzman

Patti & Gary Doyle
Zoe Doyle

Nancy Watson ♡

William Tracey
PA



merry christmas

We are forever grateful. Thank you!!!! for saving our home & for your compassion, service, and dedication to our community.

Hello There!

These thank you cards and pictures were made by students at Steele Lane Elementary School. Thank you so much for your dedication and hard work during the Santa Rosa Fires. Our school would not have made it through without your help. Enjoy!

The Steele Lane Vikings

Thank You Firefighter!

For taking out the Fire
and Saving Peoples Life

Thank you- For everything

You have done

Made With Love By,

Andres 

Dear first responder,
Thank you for helping
to save my city of Santa
Rosa from the fires.
from Eileen



Dear First Responder,
Thank you for helping to save
my city of Santa Rosa from the fire



I hope you
from Santa Rosa

work than I grow up when I do not want to

NOOK

KNUTH

Thank

You

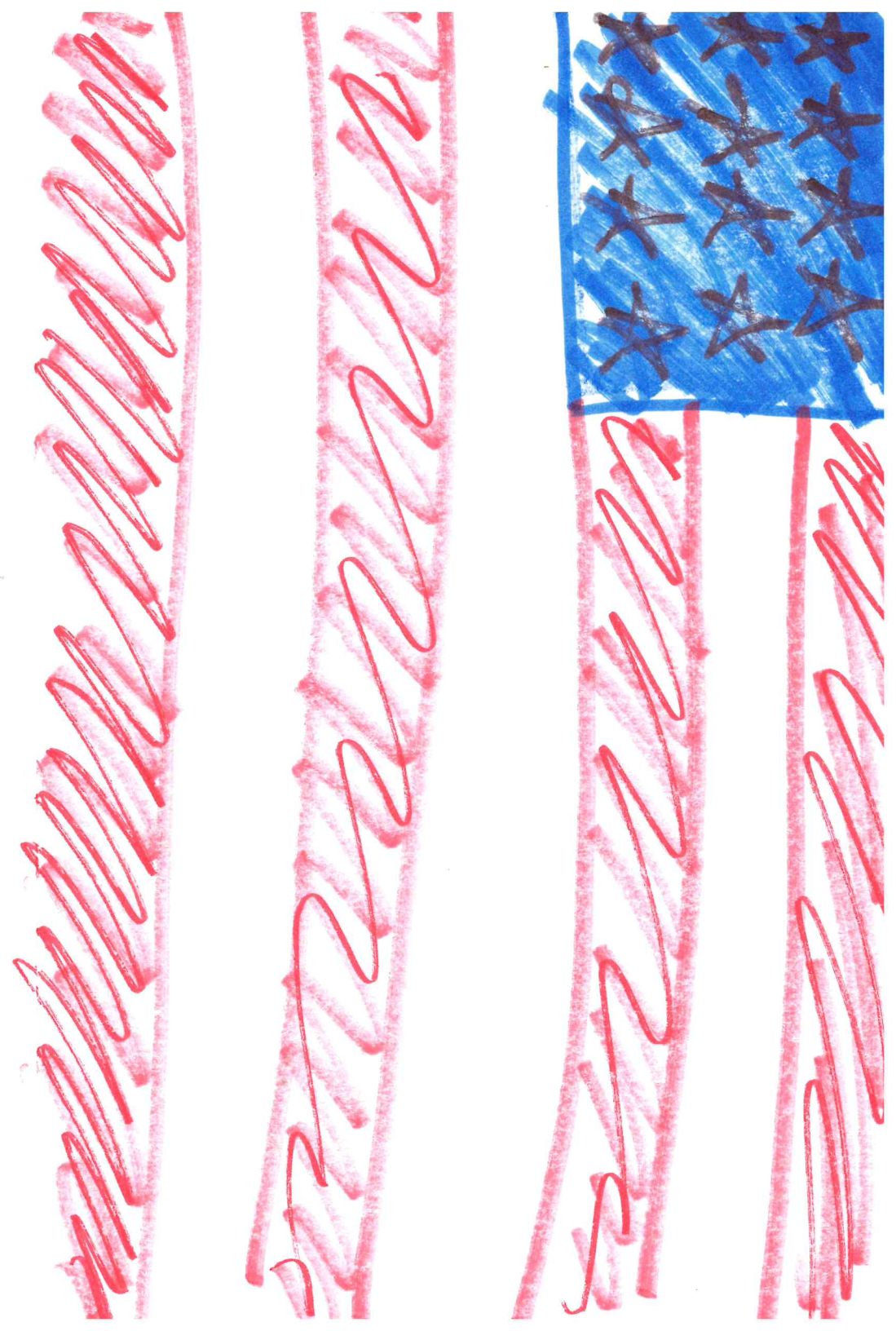
Firefighter



Dear Firefighter,

Thank you for helping
us with the fire. We are really
thankful for your help. We are
all super grateful that you guys
were there to help with the
fire.

Sincerely,
Kelly



Роты h q h h x p h a
B fire

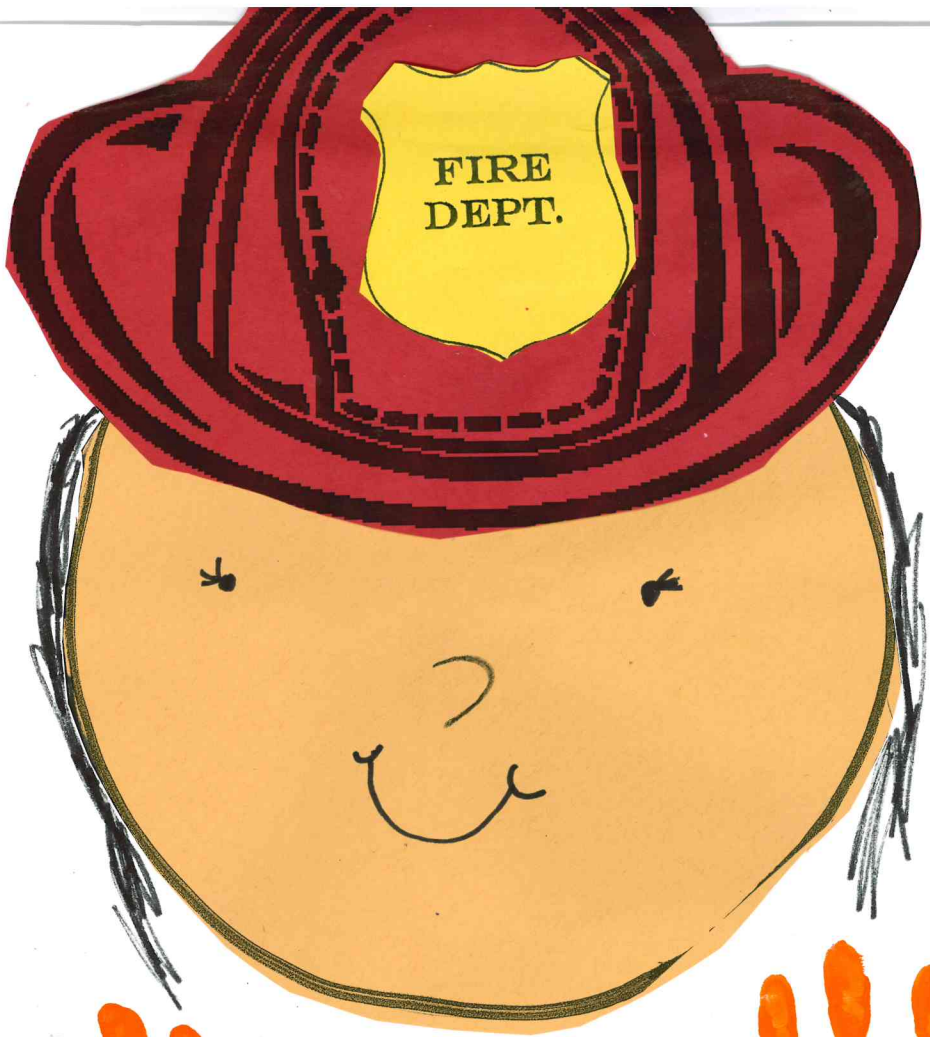


THANK YOU FIRE FIGHT
RSmo.



Eliq No





F
for
Firefighter





BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: February 6, 2018

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Shirley Holt, Senior Finance Officer *SH*

SUBJECT: **ADOPTION OF ADMINISTRATIVE INSTRUCTION
ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE-OFF
POLICY**

BACKGROUND

The financial management of Ambulance Services was transferred to the Fire Authority on July 1, 2016. In the Spring of 2017, ambulance billing also transferred to the Fire Authority. The ambulance billing has an accounts receivable component that requires a written policy related to the collections and write-off of accounts.

DISCUSSION

The Fire Authority's Senior Finance Officer establishes policies and procedures to implement financial internal controls and to provide guidance for the completion of fiscal activities. Annually, the Authority's auditors perform an independent review to test Staff's adherence to the adopted Administrative Instructions. Normal practice is that the Fire Authority's auditors will conduct a pre-audit review in April or May of 2018 in preparation for the FY 2017-18 annual Financial audit. During the pre-audit, it will be required that the Fire Authority has adopted a Financial policy for financial management of ambulance billing and associated accounts receivable. The new Administrative Instructions related to the collections and write-off of accounts are attached for review (Attachment A).

STAFF RECOMMENDATION

Staff recommends the Fire Authority Board review and adopt the attached financial Administrative Instructions.

Attachment A: Accounts Receivable Collections and Write-Off Policy

SH



Big Bear Fire Authority

Administrative Instruction

Number: 2018-01
Page 1 of 3

Issued: 02-06-2018
Revised:

SUBJECT: ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE-OFF POLICY

I. PURPOSE

To establish standard guidelines for the internal control, collection and write-off of accounts receivable. Write-Off policies and procedures contained herein must comply with applicable accounting requirements for federal, state and other regulatory agencies and all Generally Accepted Accounting Principles (GAAP).

II. POLICY

The Big Bear Fire Authority has established policies and procedures recognizing that certain amounts of bad debt will occur when accounts receivables are established. An accounts receivable Business Analyst is responsible for recording accounts receivables timely and accurately, as well as collecting receivables timely including the use of collection agency services.

III. PROCEDURE

1. A system-generated or manual invoice for goods and services shall be billed as soon after the time the goods or services are rendered and when all the required billing information has been collected. Invoices shall include the date of which the invoice was prepared, and shall be mailed, or delivered on the same date stated on the invoice. If a private-pay customer is more than 30 days past due on their accounts receivable based on the invoice date, the collection process must begin.
2. Terms of payment for all private-pay debts to the Fire Authority are net 30 days from the invoice date. Due dates that occur on a holiday shall be advanced to the next business day.
3. All Accounts Receivable activities will be monitored using an Accounts Receivable Aging Report. At the end of each month the Finance Manager will run the aging report and reconcile the report to the Accounts Receivable module and the General Ledger module. The Business Analyst will also use this report to work past-due and delinquent accounts.
4. Accounts with unpaid balances of 1 to 90 days past the due date are considered past due. Private-pay customers will receive a system-generated second invoice in the period of 1 to 30 days past due. At each month-end those private-pay accounts

with no payment and 61 to 90 days past due will be turned over to a professional agency to pursue further collection activity.

5. Customers who provide incorrect billing information at the time of service resulting in the initial billing invoice being returned as undeliverable by the US Postal Service or not providing insurance documentation, shall be turned over to the collection agency immediately if all required billing information cannot be obtained.
6. The Fire Authority is to send a follow up statement once a month to all partially paid past due accounts. The statement should show the following information:
 - Beginning Balance
 - Amounts charged during the month
 - Payments on accounts during the month
 - Ending Balance
 - Due Date
 - Invoice Date
7. If the Fire Authority has received a partial payment, it is the responsibility of the Business Analyst to contact the customer and continue to resolve any unpaid and past due balance. The Business Analyst shall inform the customer in writing or by phone at which time any past due amount will be submitted to the collection agency.
8. Accounts turned over to the Agency for collections will be recorded as bad debt. Accounts submitted to the agency for collections, shall remain with the collection agency and all payments must be made directly to that agency. Agency collection payments to the Fire Authority will be recorded as a reduction to bad debt.

IV. PAYMENT TERMS & DEBT FORGIVENESS

1. The Business Analyst may offer payment terms or debt forgiveness to customers requesting their account not be submitted to the collection agency.

At the request of the customer, payment terms can be agreed upon only by a signed written agreement (Exhibit A). The agreement allows for either four (4) monthly payments for balances not exceeding \$1,000 and six (6) monthly payments for balances exceeding \$1,000. Missed payments will void the payment agreement and will result in the account being submitted to the collection agency without further notice.

2. Hardship considerations are made on a case to case basis by the Senior Finance Officer and Business Analyst once a written application is completed (Exhibit B).

3. If a customer submits a written dispute of the debt, the Fire Authority will have 60 days to evaluate the validity of the dispute. The Fire Authority then has 30 days to reach a decision. A response letter is sent to the customer notifying them of the decision. The Fire Authority will either agree with the customer or continue with debt collection.

JEFF WILLIS
Fire Chief

Date


BIG BEAR FIRE DEPARTMENT
Jeff Willis, Fire Chief

Administration – P. O. Box 2830, 41090 Big Bear Boulevard
 Big Bear Lake, CA 92315-2830
 Business 909/866-7566 • Fax 909/866-8288

Agreement to Pay for Ambulance Services

I agree to pay for the services rendered by Big Bear Fire Department, as indicated below.

Date of Service _____
 Call/Incident # _____
 Patient Name _____
 Address _____
 Phone number _____
 (required)

Agreement Date:

Total Amount:

PAYMENT SCHEDULE

Jan 1	\$
Feb 1	\$
Mar 1	\$
Apr 1	\$

I agree to the above payment schedule. It is understood that if a payment is missed the Big Bear Fire Department reserves the right to transfer the account to a collection agency.

Signed _____ Date _____

Payer Name _____
 (printed)



BIG BEAR FIRE DEPARTMENT
Jeff Willis, Fire Chief

Administration – P. O. Box 2830, 41090 Big Bear Boulevard
 Big Bear Lake, CA 92315-8900
 Business 909/866-7566 • Fax 909/866-8288

**BIG BEAR FIRE DEPARTMENT
 INCOME DECLARATION
 FINANCIAL HARDSHIP DETERMINATION**

Instructions to Patient

Please complete this form, sign it and return it to Big Bear Fire Department, PO Box 2830, Big Bear Lake, CA 92315.

Monthly Income:	Self	Spouse
Wage / Salary	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Pension	\$ _____	\$ _____
Interest Income	\$ _____	\$ _____
Other	\$ _____	\$ _____

Statement of Agreement:

“I am supplying this information to request that Big Bear Fire Department waive collection of all or part of my bill for ambulance services or other deductible/coinsurance amounts in my case due to financial hardship. I also understand that Big Bear Fire Department can and will begin to collect charges should my financial situation improve. I agree to be responsible for any balance remaining after the application of any waiver by Big Bear Fire Department, if any.”

Patient signature: _____ Date: _____



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: February 6, 2018

TO: Honorable Chairman and Members of Big Bear Fire Authority Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Dawn Marschinke, Administrative Assistant *DM*

SUBJECT: **APPOINTMENT OF A STANDING ADMINISTRATIVE COMMITTEE**

BACKGROUND

The Standing Administrative Committee (Committee) is established to assist staff with guidance in a range of policy level discussion items which include the further consolidation strategies. The goal of the Committee is to streamline discussion and facilitate communication by making recommendations for the full Board to consider. Generally, Committee discussion items are either generated and assigned to the Committee by the Board, or at the discretion of the Fire Chief as a form of guidance and communication from his office to the full Board. For 2017, Vice Chairman Green and Director Walsh were chosen to represent the Big Bear City Community Services District Fire Department (CSD). Chairman Putz and Director Herrick were chosen to represent Big Bear Lake Fire Protection District (FPD). The By-laws require a change to the Board Chair each year. The By-laws also indicate that the Board Chair shall appoint the committees. The Committee is reviewed and potentially revised annually based on the new Chair's selection.

DISCUSSION

The Fire Authority is managing the daily affairs of FPD as well as the Fire Department and ambulance operations of CSD. The use of a balanced, four-member committee has proven valuable to the Fire Authority as decisions are made that affect its member agencies. There are several goals contemplated for 2018 in which the Committee will likely be instrumental to adequately address complexities within each goal.

RECOMMENDATION

Staff recommends the Fire Authority Board Chairman appoint four directors, two from each respective member agency. The Fire Authority Board shall affirm the Chairman's appointments by vote.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: February 6, 2018

TO: Honorable Chairman and Members of Big Bear Fire Authority Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Assistant Chief/Fire Marshal *MM*

SUBJECT: **APPOINTMENT OF A FIRE CODE APPEALS BOARD**

BACKGROUND

The California Building Standards Commission has adopted the 2016 California Building Standards Code, including the 2016 California Fire Code. Whenever a new code is adopted by the state, it must also be adopted by the local agency. Local agencies may amend the standard code if the amendments are supported by findings showing that the amendments are necessary because of local climatic, geological, or topographical conditions that exist within that jurisdiction.

In recognition of the Fire Authority Board of Directors' desire to retain local control, the 2016 California Fire Code was amended to include provisions for the establishment of an Appeals Board allowing any Fire Code related conflict to be heard and mitigated at the local level.

DISCUSSION

At the June 6, 2017 Board meeting, the Authority Board adopted ordinance BBFA2017-001, adopting the 2016 California Fire Code with local amendments. Once this ordinance was adopted, the Authority Board was required to establish an Appeals Board. The ordinance states that the Appeals Board shall be comprised of the Chairman of the Authority Board of Directors and four other members of the Fire Authority Board selected by the Board Chairman.

The current 2017 Appeals Board was appointed for a period of one year on December 13, 2016 and includes Chairman Putz, Vice Chairman Green, Directors Herrick, Walsh and Ziegler.

RECOMMENDATION

Staff recommends the Fire Authority Board Chairman appoint by nomination, four Directors to serve along with the Chairman, as the Appeals Board for the period of one year.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: February 6, 2018

TO: Honorable Chairman and Members of Big Bear Fire Authority Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Dawn Marschinke, Administrative Assistant *DEM*

SUBJECT: **ASSIGNMENT OF A FIRE AUTHORITY BOARD MEMBER TO
THE CALIFORNIA JOINT POWERS INSURANCE
AUTHORITY (CJPIA) BOARD FOR 2018**

BACKGROUND

On May 27, 2015, the CJPIA Executive Committee voted unanimously to allow membership to Big Bear Fire Authority. As a member of the CJPIA, a Fire Authority Official shall be assigned as a member of the CJPIA Board. A Board member or staff member shall be assigned as an alternate. As a member of CJPIA this certification is to be completed annually.

DISCUSSION

At the Board meeting of December 13, 2016, Director Caretto was appointed as the Fire Authority Representative on the CJPIA Board for 2017. Chairman Putz was appointed as alternate. The appointments are now up for renewal for 2018

STAFF RECOMMENDATION

Staff recommends the Fire Authority Board Chairman appoint annually, at the February Board meeting, the representative and alternate(s) to the CJPIA Board, authorizing them to act as official representatives of the Fire Authority for 2018.

Attachment A: Certification of Director and Alternate to CJPIA



Attachment A

CERTIFICATION OF DIRECTOR AND ALTERNATE(S)

I hereby certify that as of this date, the Official Minutes and Records of the Board of the Big Bear Fire Authority confirm that the following persons have been appointed to represent the Big Bear Fire Authority, in accordance with the provisions of Article 7 of the California Joint Powers Insurance Authority Joint Powers Agreement.

DIRECTOR (Board Member):

_____	_____	_____
Name	Title	email address

ALTERNATE(S) (one or more, may be Board Member or staff):

_____	_____	_____
Name	Title	email address

_____	_____	_____
Name	Title	email address

_____	_____	_____
Name	Title	email address

_____	_____	_____
Name	Title	email address

Secretary Signature

Big Bear Fire Authority
Agency (please print agency name)

Date

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of January 17, 2018

Staff Notes

CALL TO ORDER

An Administrative Committee meeting of the Big Bear Fire Authority was called to order by Board Director Walsh at 4:30 p.m., Wednesday, January 17, 2018, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Committee Board Members Present: Director Herrick and Director Walsh

Staff Present: Jeff Willis, Fire Chief; Mike Maltby, Assistant Chief; Shirley Holt, Senior Finance Officer; Dawn Marschinke, Board Secretary; Kristin Mandolini, Accountant II

MOMENT OF SILENCE Observed

PLEDGE Director Walsh

PUBLIC COMMUNICATIONS

None.

DISCUSSION ITEMS

1. Review of Proposed Mid-Year Budget Adjustment

Sr. Finance Officer Holt provided the Committee with the proposed mid-year budget adjustment and the proposed FY 2018-19 Draft Budget for the Air Ambulance. The proposed budget adjustment includes an increase in revenue from the Air Ambulance program of approximately \$150,000 and an increase of Air Ambulance Expenses of \$90,000.

An increase of \$80,000 in expenses is being proposed for consultant services related to the Request for Proposal that will go before the Board at the next Board meeting. This will assist with potential ballot measure preparation, outreach and accompanying activities to implement and fund the Fire Protection Master Plan. Ms. Holt requested the Committee support this item as a consent item at the next Board meeting.

The Administrative Committee agreed that this is an appropriate item for the consent calendar.

Accountant II, Mandolini provided the Committee with an update on the FY 2018-19 Draft Budget, in preparation of the Budget Workshop scheduled for March 21, 2018. She noted

that a two-step approach was taken as full-consolidation of the Fire Authority Budget will occur in the new budget year. This required a mapping to historical numbers first, as all agencies will be combined in the future into single line items representing each income and expense category. In addition, Administrative pay tables have been tied to San Bernardino County by title and a pay scale. This provides the Department the ability to move the pay scale as the market moves, based on San Bernardino County peers. This adjustment was necessary to get Administrative staff in market range with their peers, just as suppression personnel were also adjusted to keep in line with their peers.

Discussion ensued about the impact a consultant had on the Apple Valley Fire District tax measure and a possible process for Big Bear Fire Department, should they choose to attempt a similar type of funding structure.

It was noted that the Department is working on transferring the ambulance license from Big Bear City Community Services District to the Fire Authority to be effective July 1, 2018.

Director Walsh recommended that next year, there should be a Public Relations campaign ahead of weed abatement notices going out to get citizens prepared for the notices.

ADJOURNMENT

With no further business to come before the Administrative Committee, Director Walsh adjourned the meeting at 5:43 p.m.

Dawn E. Marschinke, Board Secretary

RECEIVED AT THE MEETING OF FEBRUARY 6, 2018.