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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
February 6, 2018**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:00 p.m., Tuesday, February 6, 2018, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman Jahn

Board Members Present: 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

Board Members Excused: None

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

**ANNOUNCEMENT**

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
  - Item Deferred
- Community Standards of Response Coverage - Chief Willis
  - Item Deferred

**DIRECTORS' GENERAL ANNOUNCEMENTS**

None.

**PUBLIC COMMUNICATIONS**

None

**CHIEF'S REPORT**

None

**FINANCE OFFICER'S REPORT**

None

**CONSENT CALENDAR**

**FA1. Approval of Minutes for the Regular Meeting of December 12, 2017**

Approved.

**FA2. Approval of Meeting Minutes from the Special Meeting of January 29, 2018**

Approved.

**FA3. Approval of Monthly Activity Reports for November and December 2017**

Received and filed.

**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.

This item was removed from the Consent Calendar for separate discussion.

Motion by Vice Chairman Jahn, seconded by Director Caretto to approve the balance of the Consent Calendar by the following vote:

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**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.

Director Walsh asked for clarification on various points of the policy.

Ms. Holt responded.

Motion by Vice Chairman Jahn; seconded by Director Herrick to approve the Staff recommendation:

Said Motion was approved by the following vote:

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

**PUBLIC HEARINGS**

*Any person may appear and be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.*

None.

**DISCUSSION/ACTION ITEMS**

**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.

Chairman Green nominated: Vice Chairman Jahn, Director Herrick and Director Walsh as well as himself, Chairman Green, to serve as the Administrative Committee for 2018.

Motion by Director Caretto; seconded by Director Herrick to affirm Chairman Green's appointments:

Said nomination was affirmed by the following vote:

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

**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.

Chairman Green nominated: Vice Chairman Jahn, Director Jackowski, Director Walsh and Director Ziegler to serve along with Chairman Green as the Fire Code Appeals Board for 2018.

Motion by Vice Chairman Jahn; seconded by Director Putz to affirm Chairman Green's appointments:

Said nomination was affirmed by the following vote:

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

**FA7. Annual Assignment of Board Representative to CJPIA**

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

Chairman Green appointed Director Caretto as 2018 CJPIA Board Delegate and Director Jackowski as his alternate.

**COMMITTEE REPORTS**

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

Director Herrick reported the meeting was of general information regarding how FY 2017-18 budget will be laid out.

**DIRECTORS' CLOSING COMMENTS**

Director Russo commented that he hopes that anyone that's not sick stays that way.

Director Ziegler stated that he was quite impressed with all the letters the Department received from citizens affected by the Northern California fires in October 2017. Our firefighters must have done one heck of a good job and he is very proud they could help. He wishes he could have done something to help.

Director Walsh observed that on February 7, 2007 we lost Jared Landaker and we have yet to end that war. He also pointed out that as of January 27<sup>th</sup> the "For Sale" sign was still up on the Sugarloaf property and questioned if it had closed escrow yet. Chief Willis responded no, but that we are getting close to wrapping it up. Director Walsh also informed the Board that by way of punishment, the court system assigns people to community service. The Department could access those people for its use. We could set it up like another city he heard about at a conference. They assigned people to scrub paint and clean up all the fire hydrants in their city. Our Department would just have to supervise and pay for materials. It might be worth visiting the idea.

Director Herrick stated that he brought this issue up with Chief Willis previously, regarding the homeless population that seems to be growing in our community and the fire danger associated with the problem. There are no solutions on the horizon yet, but if we keep talking about it and thinking about it, we will come up with something that makes sense.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 6:15p.m.

*Dawn E. Marschinke*

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Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF APRIL 24, 2018