
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE SPECIAL WORKSHOP OF
March 21, 2018**

A Special Workshop of the Big Bear Fire Authority was called to order by Chairman Green at 4:33 p.m., on Wednesday, March 21, 2018, at 41090 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

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

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

Other Member Agencies Present: Shari Strain, Finance Officer, Big Bear City Community Services District

1. DISCUSSION ITEMS

Fiscal Year 2018-2019 Preliminary Draft Budget Discussion

The Fire Authority's Preliminary Draft Consolidated Budget for FY 2018-19 was presented for the Board's review. Senior Finance Officer Holt stated that this is the first combined budget of the member agencies.

Ms. Holt presented a look at recurring costs, and their source for the Fire Authority going forward.

Ms. Mandolini presented the Preliminary Draft Budget. She explained that the largest change in budget expenses is in Salaries and Benefits and is primary a result of bringing all employees to the same pay table and the SBCERA Retirement Plan. In addition, it is linked to the Memorandum of Understanding (MOU) with Labor applied to the period July 1, 2018 through December 31, 2019.

Regarding the Change in Fund Balance, Ms. Mandolini noted that the Projected Fund Balance for June 30, 2018 could change since one of the member agencies is yet to have their audit completed.

**BIG BEAR FIRE AUTHORITY
 DRAFT CONSOLIDATED BUDGET
 2018-2019**

	Operating Fund	AMB Fund	Capital Fund	Mutual Aid Fund	Grant Fund	BFA All Funds
Revenue						
<i>Property Taxes</i>						
CSD Fire P&P Tax	2,023,600					2,023,600
CSD Property Tax	2,392,900					2,392,900
FPD Property Taxes	4,465,200					4,465,200
FPD RDA Residual & Sharing Agreements	575,200					575,200
Total Property Taxes	9,456,900					9,456,900
<i>Service Charges</i>						
Net Ambulance Charges for Services		1,608,900				1,608,900
Ground Emergency Medical Transport		419,000				419,000
Air Ambulance Revenue	447,000					447,000
Other Service Charges	95,820					95,820
Total Service Charges	542,820	2,027,900				2,570,720
<i>Other Revenue</i>						
Net Ambulance Membership Revenue		21,800				21,800
Use of Money & Property	52,850					52,850
Grant Revenue					642,856	642,856
Mutual Aid Reimbursements				442,730		442,730
Total Other Revenue	52,850	21,800		442,730	642,856	1,160,236
Total Revenue	10,052,570	2,049,700		442,730	642,856	13,187,856
Operating Expenses						
Salaries & Benefits	9,381,140	2,396,122				11,777,262
Supplies	149,525	116,000				265,525
Professional Services	538,400	211,000				749,400
Maintenance & Equipment	618,342	79,536				697,878
Utilities	162,700					162,700
Grant Expenses					642,856	642,856
Mutual Aid Expenses				442,730		442,730
Other Expenditures	610,175	74,825				685,000
Total Operating Expenses	11,460,282	2,877,483		442,730	642,856	15,423,352
Capital Expenses						
Ambulance			185,000			185,000
Station Alerting Equipment			100,000			100,000
Repeater			10,000			10,000
Confined Space Tri-Pod			6,000			6,000
Contingency			15,000			15,000
Total Capital Expenses			316,000			316,000
Total Oper. and Capital Expenses	11,460,282	2,877,483	316,000			15,739,352
Total 2018-2019 Use of Fund Balance						(2,551,496)

It was pointed out that on Comparative Analysis chart, the line item amount for the projected FY 2017-18 CSD Leave Payout & OPEB Close-Out needs to be adjusted to \$803,000, based on updated information provided at the last Big Bear City Community Services District (CSD) Board meeting.

A 3-Year Fund Balance Projection based on the assumption of “no new revenues,” was reviewed by Ms. Mandolini.

Ms. Holt presented the proposed Classification and Wage Table. She explained that adjustments to administrative job classifications and wages were made which now ties them to San Bernardino County classifications and wages. This will provide consistency and accountability to these classifications and wages for our Department employees.

Ms. Holt also provided the Board with a chart that will enable the number full-time equivalents (FTEs) by classification to be tracked annually.

A Vehicle Replacement Schedule was presented by Ms. Holt indicating the aging of the Department’s fleet and the anticipated replacements. The engine that the Board had previously authorized staff to begin specifications and pricing on will not be included in the FY 2018-19 Budget.

Ms. Holt presented next steps to complete the consolidation of the member agencies before July 1, 2018.

Discussion ensued.

Director Herrick left the meeting at 4:42 p.m. and returned at 4:43 p.m.

Ms. Holt asked the Board if they believed the Preliminary Draft Budget was ready to present to the Board at its regular Board meeting of April 24, 2018, or if they wanted to look at it one more time at the Special Board Workshop scheduled for April 18, 2018.

The Board responded that unless there were additional substantive changes to the Budget, there was no need for the Special Board Workshop.

Motion by Director Herrick, seconded by Director Caretto to cancel the April 18, 2018 Special Board Workshop.

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

2. ACTION ITEMS

2.1. Financial Consultant and Community Outreach Services

Accept the proposals from CliffordMoss and David Taussig Associates Inc. for assistance with potential preparation of a ballot measure and accompanying activities to implement and fund the Fire Protection Master Plan.

Ms. Holt informed the Board that four proposals were received from potential consultants. All of which focused on either the financial aspect of the request or the communications aspect of the request. Therefore, staff believed it was in the best interest of the Department to contract with two separate agencies. For the financial work David Taussig and Associates is the recommended consultant. For communications work, CliffordMoss is the recommended consultant. These vendors and their capabilities were presented to the Board's Ad Hoc Committee for input on March 13, 2018.

As a member of the Ad Hoc Committee, Director Putz pointed out that the full Board previously approved \$80,000 in the current budget year to do this work. Additionally, there is \$80,000 in the FY 2018-19 budget year that will bring the tax measure to the voters.

Chief Willis presented a timeline that encapsulated a scope of work for both consultants as well as what BBFA staff will accomplish during the time-period referenced. He explained that his initial work with the community will be to reach out to community groups and service organizations to give a 15-minute presentation on the results of the Master Plan study and seek engagement from their members to be part of a community working group to delve deeper into the data to create a Strategic Plan as the desired outcome.

Discussion ensued.

The question was posed as to what David Taussig and Associates could do differently than what the Department's Finance Department has done already.

Ms. Holt responded that are experts at analyzing many different funding options and are experts at layering debt.

Motion by Chairman Green, seconded by Director Putz to accept the proposals from David Taussig & Associates for financial consulting and CliffordMoss for community outreach to complete work for a possible June 2019 tax measure; and authorize the Fire Chief to execute contracts with David Taussig & Associates for financial consulting and CliffordMoss for community outreach on terms agreed to by the Fire Chief and reviewed as to form by legal counsel.

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

ADJOURNMENT

There being no further new business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 6:03 p.m.

Dawn E. Marschinke

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF APRIL 24, 2018