
**JOINT MEETING OF BIG BEAR FIRE AUTHORITY
BIG BEAR LAKE FIRE PROTECTION DISTRICT AND BIG BEAR CITY
COMMUNITY SERVICES DISTRICT - FIRE
MINUTES FOR THE MEETING OF
April 24, 2018**

A Regular Joint Meeting of the Big Bear Fire Authority, Big Bear City Community Services District and Big Bear Lake Fire Protection District was called to order by Vice Chairman Jahn at 4:00 p.m., and adjourned to Closed Session on Tuesday, April 24, 2018, at 39707 Big Bear Boulevard, Big Bear Lake, California.

PUBLIC FORMUM FOR CLOSED SESSION

None.

At the hour of 5:53, p.m., Board adjourned Closed Session.

OPEN SESSION

The Regular Meeting of the Big Bear Fire Authority was called to order by Vice Chairman Jahn at 6:00 p.m.

Moment of Silence:	Observed
Pledge of Allegiance:	Led by Director Oxandaboure
Board Members Present:	Vice Chairman Bill Jahn Director David Caretto Director Rick Herrick Director Bob Jackowski Director Karyn Oxandaboure Director Randall Putz Director Larry Walsh
Board Members Excused:	Chairman John Green Director John Russo Director Al Ziegler
Others Present:	Jeff Willis, Fire Chief Mike Maltby, Assistant Chief/Fire Marshal Shirley Holt, Senior Finance Officer Dawn Marschinke, Board Secretary Kristin Mandolini, Accountant II

RESULTS OF CLOSED SESSION:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title of Position: Fire Chief

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Unrepresented Employee: Fire Chief

Agency Negotiator: Board Chairman

No reportable action.

ANNOUNCEMENTS

- The Fire Authority's Administrative Office will be closed Monday, May 28, 2018 in observance of Memorial Day and will re-open on Tuesday, May 29, 2018 at 8:00 a.m.
- Big Bear Fire Department and Mercy Air will be co-hosting a Ribbon Cutting ceremony to celebrate the launch of emergency air medical services for the Big Bear Valley, stationed at Big Bear City Airport. This event takes place Saturday, April 28, 2018, 3:00 p.m. – 5:00 p.m. at Big Bear City Airport in the helicopter hangar.

PRESENTATIONS

- Oaths of Office were taken by:
 - Ken Fox, Flight Paramedic
 - Eric Evans, Firefighter/Paramedic
 - David Vega, Firefighter/Paramedic
- Captain Tony Huefner was recognized for 34 Years of Service with the Department.
- 2017 Fire Season video produced by the Los Angeles Regional Training Group was shown, presenting the impact of the 2017 fires in California and other disasters around the nation. The emphasis of the video was on the importance of mutual aid to have a chance of effectively responding to these tragedies.
- A presentation was given by Alex Tardy of the National Oceanic and Atmospheric Administration (NOAA) on Recent and Anticipated Future Weather Conditions and their impact on the Big Bear Valley.

- A presentation was given by Assistant Chief Maltby and Robert Frick of Mercy Air on the successes to-date, with the Emergency Medical Airship as a joint public-private partnership.

DIRECTORS' GENERAL ANNOUNCEMENTS

None

PUBLIC COMMUNICATIONS

None

CHIEF'S REPORT

Chief Willis provided updates on the dry winter season and its impact on the chipping program; shake/shingle roof replacement grants; information technology and Big Bear Valley Community Wildfire Protection Plan.

FINANCE OFFICER'S REPORT

Senior Finance Officer Holt provided 3rd Quarter (March 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. Third Quarter Cash Disbursements were also provided.

Director Walsh asked Staff to find out why the recording for the February Board meeting was not on the website for viewing if cash disbursements shows that it was paid.

Received and filed.

CONSENT CALENDAR

FA1. Approval of Minutes for the Regular Meeting of February 6, 2018

Approved.

FA2. Approval of Meeting Minutes from the Special Workshop of March 21, 2018

Approved.

FA3. Approval of Monthly Activity Reports for January and February 2018

Received and filed.

FA4. Approval to Proceed with Public Noticing of Public Hearing to Adopt Fire Authority Fiscal Year 2018-2019 Budget

Board consideration of authorizing Staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2018-2019 Budget at the next Regular meeting on June 5, 2018 based on the preliminary budget presented to the Board on March 23, 2018.

Approved.

FA5. Approval of the Safety Support Division Job Descriptions and Revised Pay Table

Board consideration of approving a reclassification of Safety Support Division Personnel and authorizing the Fire Chief to increase the Paid Call staff at Big Bear Fire Authority by one Division Chief and one Captain.

Approved.

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

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

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA6. Board Approval of AB 868 Agreement; Approval of Resolution BBFA2018-001 Requesting SBCERA Membership and Assumption of City Safety Plan

Board consideration of approving the Agreement for Transfer of Membership Benefits from CalPERS to SBCERA subject to changes as shall be deemed necessary by legal counsel; and adopt Resolution No. BBFA2018-001 requesting that the SBCERA Board of Retirement consent to members of the Fire Authority's employees in SBCERA and the Assumption of the City of Big Bear Lake's Safety Plan.

Isabel Safie, legal counsel for the Fire Authority presented the transfer agreement and need for the proposed resolution:

RESOLUTION NO. BBFA2018-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, REQUESTING THAT THE BOARD OF RETIREMENT OF THE SAN BERNARDINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION CONSENT TO MEMBERSHIP OF THE AUTHORITY'S EMPLOYEES IN SBCERA AND TO THE AUTHORITY'S ASSUMPTION OF THE CITY SAFETY PLAN

Director Caretto asked if an action or Resolution is required by the Big Bear Lake Fire Protection District Board to release the Safety plan from SBCERA to the Fire Authority.

Ms. Safie Responded.

Motion by Director Caretto; seconded by Director Herrick to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

FA7. Big Bear Fire Authority Authorization to Execute Ambulance Transfer Agreement

Board consideration of approving an Ambulance Transfer Agreement to wholly and completely move Ambulance Services and associated assets and liabilities to the Fire Authority.

Senior Finance Officer Holt presented the need for the Ambulance Transfer Agreement with the intent to transfer services from Big Bear City Community Services District (CSD) to the Fire Authority on June 23, 2018 and explained that the Agreement had already been approved by the CSD Board at their meeting on May 7, 2018.

Motion by Director Caretto; seconded by Director Jackowski, to approve Staff's recommendation, as corrected.

Said Motion was approved by the following vote:

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

FA8. Introduction of Proposed Ordinance BBFA2018-001 of the Board of Directors of Big Bear Fire Authority Authorizing Ambulance Service Fees to be Considered for Adoption at a Public Hearing on June 5, 2018

Board consideration of introducing proposed ordinance BBFA2018-001 that establishes Ambulance Service Fees for Big Bear Fire Authority, waiving the full reading and introduce by reading title only.

Senior Finance Officer Holt explained the purpose of the ordinance. Because the Fire Authority takes over ambulance services from Big Bear City Community Services District – Fire, the Fire Authority is required to establish ambulance fees in accordance with Inland Counties Emergency Medical Authority 2018-2019 established rates.

Motion by Director Putz; seconded by Director Oxandaboure, to introduce and waive first reading and pass to public hearing and second reading at the June 5, 2018 meeting, an ordinance, entitled:

ORDINANCE NO. BBFA2018-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ESTABLISHING AN AMBULANCE
SERVICE FEE SCHEDULE

Board Secretary Marschinke read the title of the ordinance.

Said Motion was approved by the following vote:

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

BIG BEAR CITY COMMUNITY SERVICES DISTRICT – FIRE DISCUSSION ITEMS

CS9. Big Bear City Community Services District Board Approval of Rescission Agreement with Big Bear Lake Professional Firefighters’ Association, IAFF Local 935

Board consideration of approving a Rescission Agreement that rescinds the Memorandum of Understanding between Big Bear City Community Services District and Big Bear City Professional Firefighters’ Association, IAFF Local 935 which governed the work performed by Association members.

Action was pulled from the CSD Agenda for a lack of a quorum; and will be taken up at their May 7, 2018 Board meeting.

BIG BEAR LAKE FIRE PROTECTION DISTRICT DISCUSSION ITEMS

FP10. Big Bear Lake Fire Protection District Board Approval of Rescission Agreement with Big Bear Lake Professional Firefighters’ Association, IAFF Local 935

Board consideration of approving a Rescission Agreement that rescinds the Memorandum of Understanding between Big Bear Lake Fire Protection District and Big Bear Lake Professional Firefighters’ Association, IAFF Local 935 which governed the work performed by Association members.

Motion by Director Caretto; seconded by Director Jackowski, to approve Staff’s recommendation.

Said Motion was approved by the following vote:

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

FP11. Big Bear Lake Fire Protection District Board Authorization to Change the Designation of the Committed Fund Balance to an Unassigned Fund Balance

Board consideration of adopting Resolution No. FP2018-01, approving changing the Capital Fund from Committed to the Unassigned Fund Balance subcategory.

RESOLUTION NO. FP2018-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, CHANGING THE DESIGNATION OF THE COMMITTED FUND BALANCES TO UNASSIGNED FUND BALANCE

Ms. Holt explained that to complete the financial consolidation the committed fund balances will need to be moved to an unassigned category within the general fund.

Discussion ensued.

Director Caretto asked if this was the total of Big Bear Lake Fire Protection District Reserves.

Ms. Holt responded.

Director Caretto asked if there will there be a separate action to move that uncommitted balance to the Fire Authority.

Ms. Holt responded.

Director Herrick asked if once all the funds have been transferred to the Fire Authority, can some funds can be reassigned to specific categories.

Ms. Holt responded.

Motion by Director Caretto; seconded by Director Putz, to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

COMMITTEE REPORTS

A Fire Authority Administrative Committee meeting was held on February 21, 2018, represented by Chairman Green, Director Walsh and Director Herrick.

Director Herrick thanked the Finance staff for the superb job melding the agency budgets together; it was not an easy task.

DIRECTORS' CLOSING COMMENTS

None

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Vice Chairman Jahn adjourned the meeting at 7:41 p.m.

Dawn E. Marschinke

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF JUNE 5, 2018