
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
June 6, 2017**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Putz at 6:00 p.m., Tuesday, June 6, 2017, at 39707 Big Bear Boulevard, Big Bear Lake, California.

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 Larry Walsh
Director Al Ziegler

Board Members Excused: Director Rick Herrick
Director John Russo

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

ANNOUNCEMENTS

The Fire Authority's Administrative Office will be closed Tuesday, July 4, 2017 in observance of the 4th of July, and will re-open on Wednesday, July 5, 2017 at 8:00 a.m.

California Joint Powers Insurance Authority (CJPIA) Annual Board of Directors meeting will be held on July 19, 2017 at CJPIA's La Palma Campus. Director Caretto will be attending on behalf of Big Bear Fire Authority.

Big Bear Professional Firefighters' Association, Local 935 is hosting a Blood Drive on July 18, 2017, from 10:00 a.m. to 3:00 p.m. at Station 281, 41090 Big Bear Blvd., Big Bear Lake.

PRESENTATIONS

None.

DIRECTORS' GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

CHIEF'S REPORT

None.

FINANCE OFFICER'S REPORT

None.

CONSENT CALENDAR

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

FA1. Approval of Minutes for the April 19, 2017 Board Workshop of Big Bear Fire Authority

Approved with amendment to add Director's Jahn and Herrick to Board Members present at the April 19th Board Workshop.

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

FA2. Approval of Meeting Minutes of the April 25, 2017 Regular Board Meeting of Big Bear Fire Authority

Approved.

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

FA3. Approval of Monthly Activity Reports for March and April 2017

Board consideration of receiving and filing the report.

Received and filed.

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

FA4. Proposed Resolution to Reaffirm the Statement of Investment Policy for Fiscal Year 2017-18

Board consideration of adopting Resolution No. BBFA2017-002 adopting the Statement of Investment Policy for Fiscal Year 2017-18.

RESOLUTION NO. BBFA2017-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2017-18

Approved.

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

FA5. Approval of Fiscal Year 2017-2018 Fire Authority Classification and Wage Table

Board consideration of approving the updated Fiscal Year 2017-18 Classification and Wage Table for Fiscal Year 2017-18.

Approved.

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

FA6. Approval of Adding a Full-Time Equivalent (FTE) Accountant II Position

Board consideration of authorizing the Fire Chief to increase the Administrative staff at Big Bear Fire Authority by one full-time Accountant II position.

Approved.

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

FA7. Approval of Proposed Resolution to Approve Pooling of Self-Insurance for Worker's Compensation

Board consideration of approving Resolution No. BBFA2017-003, authorizing and approving the pooling of self-insurance for the Workers' Compensation program through CJPIA, retroactive to July 1, 2015.

RESOLUTION NO. BBFA2017-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE WORKERS' COMPENSATION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

Approved.

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

FA8. Proposed Resolution to Adopt the Fiscal Year 2017-18 Big Bear Fire Authority Budget

Board consideration of conducting a public hearing and approving Resolution No. BBFA2017-004 adopting the Big Bear Fire Authority Budget for Fiscal Year 2017-18.

Chief Willis thanked the staff for all the hard work that went into developing the budget. He reported that staff presented the Board with a planning calendar with a timeline of the work that is planned for the upcoming year through December 2017. This is the work what will be required to develop the FY 2018-19 budget.

Senior Finance Officer Holt presented a recap of the preliminary budget process and an overview of the Department's final budget being presented for approval. At the March 23, 2017, Administrative Committee meeting the draft budgets for all three agencies were presented for review and discussion. Committee input helped in preparation for the full-Board Budget Workshop held on April 19, 2017. Each agency's revenues and expenses were reviewed at the April 19th meeting (as projected from the current year) with the resulting draft budgets and associated assumptions. A three-year overview of the change of fund balance was also presented. At the April 25, 2017, Regular Board meeting the FY 2017-18 budgets were introduced for all three agencies. There are no changes in the budget presented for approval today from the budget presented at the introduction meeting in April.

Director Walsh pointed out the resolution's Operating Expense figure of \$3,308,618 does not match the Budget Flow-Through Worksheet which shows an operating expense of \$3,037,954.

Ms. Holt asked if the resolution could be amended at this time verbally. When read into the record, the revenue and expenses should correct it.

The Board agreed that it could be amended with the corrected number.

Director Walsh stated that the Transfers Out figure for Big Bear Lake Fire Protection District is now short the exact amount of the first SBCERA payment and questioned if there was some change.

Ms. Holt responded.

Director Walsh stated that the fund balance shows a decrease of \$1,077,000, but looking at the reserves of the Fire Authority, it appears the Authority should expect to end the year with \$1,810,000 in the black rather than in the red, and questioned where he should be looking for the \$1,077,000.

Ms. Holt responded.

At the hour of 6:13 p.m., Chairman Putz opened the public hearing. Hearing no public comment, at the hour of 6:13 p.m., Chairman Putz closed the public hearing.

Director Walsh requested that staff not use yellow on the charts. It is very hard to read such as was used on the Vehicle Replacement Schedule.

Director Caretto expressed his objection to the budget and will vote to abstain rather than vote "no" so that the budget can be passed.

Motion by Director Jahn; seconded by Director Oxandaboure, to conduct a public hearing and adopt resolution BBFA2017-004 with an amendment correcting the figure of \$3,308,618 used for Appropriated Sources and Uses, waiving the second reading, and entitled:

RESOLUTION NO. BBFA2017-004

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, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2017-18

Said Motion did not receive the seven required affirmative votes and was not approved by the following vote:

AYES: Jackowski, Jahn, Oxandaboure, Ziegler, Green and Putz
NOES: Walsh
ABSENT: Herrick and Russo
ABSTAIN: Caretto

Chairman Putz called for a two-minute recess at the hour of 6:20 p.m. for Board members to consult and clarify Board Bylaws and Policies.

Director Jahn made a motion to reconsider the vote on the proposed resolution to adopt the FY 2017-18 Big Bear Fire Authority Budget; seconded by Director Oxandaboure.

Said Motion was approved by the following vote:

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

Motion by Director Jahn to approve and adopt the FY 2017-18 Big Bear Fire Authority Budget with amendments correcting the \$3,308,618 figure used for Appropriated Sources and Uses; seconded by Vice Chairman Green.

Said Motion was approved by the following vote:

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

FA9. Second Reading and Adoption of the 2016 Edition of the California Fire Code with Amendments, Including Penalties, and the 2016 Edition of the California Residential Code, with Amendments

Board consideration of conducting a public hearing and waiving the second reading to adopt Ordinance No. BBFA2017-001, the 2016 Edition of the California Fire Code with amendments, additions, deletions, and exceptions, including penalties and the 2016 Edition of the California Residential Code, along

with certain changes, modifications, amendments, additions, deletions, and exceptions.

At the hour of 6:27 p.m., Chairman Putz opened the public hearing. Hearing no public comment, at the hour of 6:28 p.m., Chairman Putz closed the public hearing.

Motion by Director Caretto; seconded by Director Jahn to read the title and waive the second reading of Ordinance No. BBFA2017-001 to adopt the following Ordinance and read into record by Secretary Marschinke, entitled:

ORDINANCE NO. BBFA2017-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE 2016 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2016 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS THERETO

Said Motion was approved by the following vote:

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

DISCUSSION/ACTION ITEMS

FA10. Fire Chief Performance Evaluation

Board consideration of scheduling an annual performance evaluation of the Fire Chief.

Discussion ensued among Board members regarding the best process to handle the Fire Chief's performance evaluation that Chief Willis recommended to be done in conjunction with the August 1, 2017 Board meeting.

The Board agreed to the following process:

1. Closed Session of the Board for a work performance evaluation shall be held on August 1, 2017 at 4:00 p.m.

2. At least one week prior to the August 1, 2017 evaluation, the Fire Chief shall provide the Board with the following items for consideration during the evaluation:
 - a. List of accomplishments
 - b. Goals accomplished
 - c. Future goals
 - d. Last year's performance evaluation
3. A summary of the outcome from the evaluation will be prepared by the Chairman and sent to all Board members for review and comment in accordance with Brown Act restrictions
4. The Chairman and Vice Chairman will meet with the Fire Chief to present the results of the evaluation

COMMITTEE REPORTS

Fire Authority Administrative Committee meeting held on March 23, 2017, and May 17, 2017, represented by Board Chairman Putz, Vice Chairman Green, Director Walsh and Director Herrick. May 17, 2017 report was corrected to reflect that Director Caretto was present at the meeting.

DIRECTORS' CLOSING COMMENTS

Director Walsh asked people to give a thought to where our soldiers were this Tuesday, 73 years ago.


Director Jackowski thanked staff for all the work they did on the budget.

Director Oxandaboure also thanked the staff for their work on the budget.

Director Jahn thanked Ms. Holt and her staff for the work they did on the budget and while it gives him heartburn to vote on a budget that is out of balance, he understands that we need to have one and hopefully we can correct that in the future.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Putz adjourned the meeting at 6:45 p.m.



Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF AUGUST 1, 2017.