



Big Bear Fire Authority

JOINT MEETING OF THE BOARDS OF DIRECTORS

**BIG BEAR FIRE AUTHORITY
BIG BEAR LAKE FIRE PROTECTION DISTRICT
BIG BEAR CITY COMMUNITY SERVICES DISTRICT - FIRE
MEETING AGENDA
APRIL 25, 2017**

ORDER OF BUSINESS:

Closed Session – 4:30 p.m. – Training Room

39707 Big Bear Blvd., Big Bear Lake, CA 92315

Regular Session - 6:00 p.m. - Hofert Hall,

39707 Big Bear Blvd., Big Bear Lake, CA 92315

BOARD OF DIRECTORS

**CHAIRMAN RANDALL PUTZ
VICE CHAIRMAN JOHN GREEN
DIRECTOR DAVID CARETTO
DIRECTOR RICK HERRICK
DIRECTOR BOB JACKOWSKI
DIRECTOR BILL JAHN
DIRECTOR KARYN OXANDABOURE
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

CLOSED SESSION PUBLIC COMMUNICATIONS: (Any member of the public is entitled to speak on Closed Session Agenda items. If you wish to address any other items listed on the Agenda you must do so during Open Session.)

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: APNs 0312-311-16-0000, 0312-0311-17-0000, 0314-271-13-0000, 0314-271-12-0000

Agency Negotiators: Big Bear Fire Authority Fire Chief

Negotiating Parties: Mike Dolan, Diane Williams – Trustee of the Natural Heritage Foundation

Under Negotiation: Price and Terms of Payment

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

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 in order to facilitate the business of the Board and/or for the convenience of the public.

RESULTS OF CLOSED SESSION

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed Monday, May 29, 2017 in observance of Memorial Day and will re-open on Tuesday, May 30, 2017 at 8:00 a.m.

Big Bear Fire Department will be co-hosting a Chamber of Commerce mixer along with Sonora Cantina on July 25, 2017, 5:00 p.m. – 7:00 p.m.

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.

CHIEF'S REPORT

CONSENT CALENDAR (FIRE AUTHORITY BOARD)

- FA1. Approval of Meeting Minutes from the February 7, 2017 Regular Meeting of the Big Bear Fire Authority**
- FA2. Review of Monthly Activity Reports for January and February 2017, for Big Bear Fire Department**

CONSENT CALENDAR (FIRE PROTECTION DISTRICT BOARD)

- FP3. Approval of Meeting Minutes from the February 7, 2017 Regular Meeting of the Big Bear Lake Fire Protection District**

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARING

None.

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

- FA4. 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 and discussion of introducing and waiving first reading to adopt 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, and set a public hearing for second reading and adoption of the ordinance at the Fire Authority meeting of June 6, 2017.

- FP5. Big Bear Lake Fire Protection District Fiscal Year 2017-2018 Preliminary Budget Presentation in Preparation of Public Hearing**

Board consideration of receiving preliminary budget presentation and authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2017-2018 Budget at the next Regular meeting on June 6, 2017.

FP6. Authorization to Proceed to Move Big Bear Lake Fire Protection District (FPD) Employees from SBCERA County Other Safety Pool to the SBCERA County Safety Pool and Authorize Officers or Agents of the City of Big Bear Lake and FPD to Sign All Necessary Documentation

Board consideration of authorizing to move FPD employees from the County Other Safety Pool to the County Safety Pool, and authorize officers or agents of the City of Big Bear Lake and FPD, the authority to initiate and execute any, and all contracting documents necessary to move FPD employees from the Other Safety Pool to the County Safety Pool. The employer required contribution is presented within the draft budget.

CS7. Big Bear City Community Services District Fiscal Year 2017-2018 Preliminary Budget Presentation in Preparation of Public Hearing

Board consideration of receiving preliminary budget presentation and authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2017-2018 Budget at the next Regular meeting on June 5, 2017.

FA8. Fire Authority Fiscal Year 2017-2018 Preliminary Budget Presentation in Preparation of Public Hearing

Board consideration of receiving preliminary budget presentation and authorizing staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2017-2018 Budget at the next Regular meeting on June 6, 2017.

FA9. Fire Authority Authorization Changing the Designation of the Capital Fund from a Committed Fund Balance to an Unassigned Fund Balance

Board consideration of adopting Resolution No. BBFA2017-001, approving changing the Capital Fund from Committed to the Unassigned Fund Balance subcategory and approving the revision of Administrative Instruction Number: 2016-04, Big Bear Fire Authority Reserve Policy.

COMMITTEE REPORTS

Fire Authority Administrative Committee meeting held on February 15, 2017, represented by Board Chairman Putz, Vice Chairman Green, 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 21st day of April, 2017.

Dawn E. Marschinke

Dawn Marschinke, Board Secretary

The Big Bear Fire Authority wishes to make all of 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 AGENDA REPORT

MEETING DATE: April 25, 2017

TO: Honorable Chairman and Members of the Fire Authority Board

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: CHIEF'S REPORT

FIRE SAFE COUNCIL

Staff is currently seeking community members interested in participating in reviving the Big Bear Fire Safe Council. The Fire Safe Council is a community-based organization which works collaboratively with the fire department and other stake holders, such as the Sierra Club, to promote fire safety education and preparedness, with the objective of making the community less vulnerable to catastrophic wildfire. An outreach to enlist community involvement is scheduled along with the Chamber Mixer to be held at Big Bear Fire Department in July.

CHAPLAIN PROGRAM

The Department is assisting with bringing back the Big Bear Fire Chaplain Program. The purpose of the program is to offer assistance to people during time of crisis. The program will be available for all types of crisis; however, in the past it was often used during a loss of life incident. Recruiting for Program Chaplains began in March and there are now six volunteers. The training will start April 20th at the Paradise Training Center, offering one training per month. The Chaplain Program will be overseen by Assistant Fire Marshal Nick Bruinsma. Training will be provided by Chaplain Chris Breyer.

2017 CURBSIDE CHIPPING SEASON

In response to valley-wide needs, Big Bear Fire Department Chipping Services will again provide free curbside chipping service to assist property owners with defensible space on private property. The service will be available beginning June 1, 2017, and will include chipping of branches, small trees and shrub vegetation.

In addition to the Curbside Chipping program, the Department will be offering defensible space workshops throughout the summer season for homeowners and business entities interested in learning about the current defensible space guidelines, best practices, laws and how to prepare their house to better withstand a wildfire. Education will stress the importance of making a home one that a firefighter can effectively defend.

Chief's Report
April 25, 2017

SOCIAL MEDIA

Social Media is a very relevant way to reach members of our community that may or may not actively live in the Big Bear Valley. We hope to create direct communication with the community and provide up to date information on fire department issues through Social Media. We have established Facebook, Twitter and Instagram accounts. The Department activated Facebook in early February, and as of today, we have approximately 550 page likes. We hope to keep growing that number as we continue to post items of interest effecting our community.

FIRE PROTECTION MASTER PLAN UPDATE

Robert Finn from Matrix Consulting is scheduled to meet with the Administrative Committee May 17, 2017, to discuss with the Committee, Department profile information.

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
February 7, 2017**

A Regular Meeting of Big Bear Fire Authority was called to order by Chairman Putz at 6:00 p.m., Tuesday, February 7, 2017, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Walsh

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

Board Members Excused: None

Board Members Absent: None

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

ANNOUNCEMENT

The Fire Authority's Administrative Office will be closed Monday, February 20, 2017 in observance of President's Day and will re-open on Tuesday, February 21, 2017 at 8:00 a.m.

PRESENTATIONS

Legal Counsel Isabel Safie, Best Best & Krieger (BB&K), provided an update on the actuarial study for pension alignment.

Ms. Safie presented existing pension systems and updated current costs with respect to each system and explained how costs might change over time. She provided information on short term and long term and exit costs with the goal of mitigating potential risk and cost. The Board asked questions and received the presentation.

Chief Willis recognized the promotions of the following personnel:

- Kevin Cole, from Apprentice Firefighter/Paramedic to full-time Firefighter Paramedic
- Brandon Medeck, from Apprentice Firefighter/Paramedic to full-time Firefighter Paramedic
- Glenn Schwartzman Jr., from Apprentice Firefighter/Paramedic to full-time Firefighter Paramedic

DIRECTORS' GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

CHIEF'S REPORT

Chief Willis presented an update on the proposed Materials Resource, Recycling and Recovery Park, the acquisition of a large CAT loader through the Federal Equipment Excise Program and the clearing of fire hydrants that were buried in snow.

Chairman Putz asked Chief Willis if he would be attending the next Big Bear Lake City Council meeting on February 13, 2017.

Chief Willis responded.

FINANCE OFFICER'S REPORT

Senior Finance Officer Holt presented the second quarter, December year-to-date, financial reports for the Fire Authority, Big Bear Lake Fire Protection District (FPD), Big Bear City Community Services District Fire (CSD), and Ambulance.

Director Walsh asked Ms. Holt if she anticipated the second half of the year would consume the margin of underfunding and underspending in the Fire Authority.

Ms. Holt responded.

Director Walsh pointed out that the FPD shows good tax revenues, but the CSD does not, inquiring if the two agencies are on different schedules.

Ms. Holt responded.

Director Putz inquired if there are any expectations regarding reduced Cost Recovery charges.

Ms. Holt responded.

Director Herrick asked if there is enough in the budget to cover the expenses of the increased call volume over the last four to five weeks, assuming there will be overtime expenses.

Ms. Holt responded.

CONSENT CALENDAR

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

FA1. Approval of Minutes for the Regular Meeting of December 13, 2016

Approved.

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

FA2. Approval of Monthly Activity Report for December 2016

Received and filed.

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

FA3. Revision of Administrative Committee Meeting Calendar

Board consideration of changing the regular schedule of Administrative Committee meetings from 1:30 p.m., the first Thursday of every month, to the third Wednesday of every month beginning at 4:30 p.m.

Approved.

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

Director Jackowski left the meeting at 6:42 p.m. and did not return.

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

FA4. Consideration of Revising Board Meeting Frequency

Board consideration of adopting a new Board meeting calendar that would increase the frequency with which the Board meets.

Chief Willis explained that through discussion with Board members and subsequent discussion with the Administrative Committee, there was consideration of whether there were enough Board meetings to adequately manage the Authority's business.

The Administrative Committee recommends the Board choose one of two options:

1. Do nothing, utilizing the current schedule of Regular meetings, calling Special meetings as-needed, to handle urgent Fire Authority business.
2. Add additional Regular meetings to the calendar. The Board shall determine when and where additional meetings should be held.

Motion by Director Jahn; seconded by Director Walsh, to approve option #1 of the Administrative Committee recommendation.

Said Motion was approved by the following vote:

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

FA5. Approval of Committee Direction Through Revision of Fire Authority Bylaws and Policies

Board consideration of approving changes to the Bylaws as presented in Exhibit 1 clarifying direction for the Administrative Committee.

Chief Willis stated that this item was brought to the Administrative Committee at the direction of the Board who tasked them to create a policy that clarifies the mechanics of calling a committee meeting and setting the agenda. The Committee discussed the need to ensure committees operate at the direction of the Board and the Board's expressed assignments. The Committee agreed that the Bylaws already define how agendas are created in general, and that modifying paragraph 5.9 to include the expectations of how a committee conducts itself is sufficient to meet the request of the Board.

The Committee recommends to the Board to revise Paragraph 5.9 of the Bylaws adding a new sentence to the end of the paragraph, "Committees shall act at the direction of the Board." Paragraph 8.5 shall also be modified to revise Board signing authority to the current Board Chairman and revise approval date.

Motion by Director Herrick; seconded by Director Oxandaboure, to approve the Administrative Committee recommended changes to the Fire Authority Bylaws as presented.

Discussion ensued with Board members expressing their concerns that the recommended Bylaws amendment did not go far enough to clarify who calls the meeting and sets the agenda and stated concern that an item must come back to the Board more than once, slowing down the process.

Director Herrick explained that this is a standing committee that is held regularly, usually once a month. The agenda of the meeting is based on the Board's wishes. It will prevent the Chairman of the Committee from setting a meeting agenda that is not based on the direction of the Board.

Chairman Putz noted that the Chairman and the Fire Chief would mutually agree to an agenda based on items they have been asked to work on by the Board. If there are no continuing or standing issues, then the meeting would be canceled.

Chief Willis explained that the goal is communication with the Board. There are two pieces of communication he needs: a manner and method for him to communicate to the Board as one, and the Board needs to speak as one to him. He should not be limited as Fire Chief to bring all items to the Board asking them what they think before it is then referred to the Committee. Eventually, items he brings to the Committee should evolve as an agenda item to bring before the Board.

Chairman Putz asked the Committee to focus on the word “act” in the modification request. The Committee will “act” at the direction of the Board, but not take action without approval of the Board. The spirit of this is for the full Board to know what is going on at the Committee level and this modification makes the Committee direction clearer.

Director Green agrees that the Board should not so narrowly define the list of items the Committee can discuss. Things are fluid, and the Chief should be able to bring items to the Committee for discussion within the scope of the Chief’s general responsibilities to the Board.

Director Herrick called for the question.

Said Motion was approved by the following vote:

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

FA6. Process for FY2017/2018 Budget Workshop

Board consideration of determining the method and process for the development and approval of the FY2017/2018 Budget.

Chief Willis stated that this item was brought to the Administrative Committee to request direction whether to present the FY2017/2018 draft budget to the Administrative Committee for discussion, general guidance, and clarification points prior to moving the draft budget to a full Board budget workshop, or should the draft budget bypass the Administrative Committee and go straight to the full Board for a budget workshop.

The Administrative Committee recommends that the Board determine method and process for the development and approval of the FY2017/2018 Budget.

The Board directs the Administrative Committee to function as the Authority's Budget Committee. The full Board will conduct a budget workshop once the draft budget is finalized by the Committee.

FA7. Master Plan Review Process

Board consideration of reviewing the Fire Protection Master Plan at an Administrative Committee workshop followed by a full Board workshop, prior to submission at a Regular Board meeting.

Chief Willis reported that Matrix, the consultant hired by the Department to develop a Fire Protection Master Plan, is in the process of rolling the information gathered into a preliminary findings document which presents a draft profile of the Department. At the Administrative Committee meeting held on January 12, 2017, staff asked the committee what process should be used to develop a working draft document that can be presented at a Board workshop.

Process-wise, staff is seeking direction to make a distinction between preliminary findings and reporting structure to that of a working draft document for full Board consideration within a workshop format.

The Administrative Committee recommends the Board determine if the preliminary Department profile discussion shall be undertaken by the Administrative Committee to create a draft master planning document, or should all discussion documents be taken up by the full Board in workshop format at each step along the way.

Director Caretto indicated that he would like to review the draft document in its raw form, though he has no problem with the Committee helping to prepare the Master Plan draft document.

The Board's direction to staff is to forward the report to all Board members while the Administrative Committee creates the draft Master Plan for presentation to the full Board at a workshop.

COMMITTEE REPORTS

Fire Authority Administrative Committee meeting held on January 12, 2017, represented by Board Chairman Putz, Director Walsh and Director Herrick. Vice Chairman Green was excused.

DIRECTORS' CLOSING COMMENTS

Director Green commented that he was grateful for a little rain instead of snow for a change.

Vice Chairman Herrick welcomed Director Russo.

Director Walsh reported on seminars he took, sponsored by BB&K. He also noted that it was the 10th Anniversary of the death of Jerad Landaker who was killed in action.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Putz adjourned the meeting at 7:34 p.m.

Dawn E. Marschinke, Board Secretary

**INTEROFFICE MEMO****Big Bear Fire Authority**

DATE: February 14, 2017

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
JANUARY 2017**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
1.1	Fire Calls, Hazardous Conditions, Service Calls	183	183
1.2	Rescue/Medical Calls	377	377
1.3	Training Class Summary (hours)	208	208
1.4	DRC Reviews	0	0
1.5	Plan Check/Fire Letter	7	7
1.6	Shake Shingle Roof Replacement	4	4
1.7	Chipping Requests (Beginning 06/01/16)	0	0

2. COMMUNITY RELATIONS

- 2.1 January 12 – The Department sponsored a “Chief for the Day” contest. The winner was treated to a visit with the Chief, a tour of the stations, a special fire training exercise and lunch with the crew at Station 282. The fire training exercise gave the Chief for the Day the opportunity to use a thermal image device to help rescue a fire victim from a smoke (fog) filled room (see attached photos).

3. OPERATIONS

- 3.1 Chief Willis and/or Assistant Chief Maltby and/or Senior Finance Director Holt attended the following meetings during the reporting month:

- Fire District Association of California Teleconference Board Meeting – January 9
- Big Bear Fire Authority Administrative Committee Meeting – January 12
- XBO Zone Coordinator Meeting, Rialto – January 18
- Big Bear Lake City Council Meeting – January 23
- MMA Executive Board Meeting – January 25
- County Chiefs Meeting, Rancho Cucamonga– January 26

3.2 Battalion Chief Harold attended the following meetings/training during the reporting month:

- County Training Officers Meeting – January 12
- Trimester Qualification – January 27
- Meeting with San Bernardino County Sheriff's Office Administration – January 31

3.3 Battalion Chief Parham attended the following meetings/training during the reporting month:

- ICEMA Committee Meeting – January 3
- EMS Officers Board Meeting – January 4
- Image Trend Elite Records Information Systems – January 5
- EMS Officers Meeting – January 11
- County Chiefs' Meeting – January 26

4. HEALTH AND SAFETY

4.1 January – The Department received a front-end loader from the Federal Excess Equipment program, which arrived just in time for January's snow storm and allowed Assistant Fire Marshal Bruinsma to work to keep the station's parking lots cleared for emergency vehicle access. He also worked with CAL FIRE and inmate hand-crews to clear fire hydrants buried under snow along Big Bear Blvd., the Moonridge corridor and Big Bear City area between Division and Sawmill.

4.2 Administrative Assistant Marschinke issued the following press releases:

- January 3 – Big Bear Fire Department Tops Fitness Charts for Fifth Straight Year, Annual Fitness Testing Ranks Local Firefighters at the top (see attached KBHR article).
- January 30 – Winter Storms Bury Fire Hydrants, CAL FIRE Crews and Inmate Hand-Crews Breaking the Ice to Clear Hydrants (see attached KBHR article).

5. PERSONNEL

5.1 January – Jason Dmytriw was promoted from Paid Call Firefighter to Apprentice Firefighter/EMT. He officially begins his position on February 4, 2017 and will be working out of Station 282, on A Shift, MA-282A.

- 5.2 January – Five new Paid Call Firefighters were hired and started orientation training on January 17, 2017. New PCFs include: Austin Ely, Sebastian Jones, Olivia Martinez, Tyler Mathews and Robert Sandin.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 January 9-13 – Assistant Chief Maltby attended Fire Investigation 2A – Criminal and Legal Procedures Training in Rancho Cucamonga.
- 6.2 January 25 – Assistant Chief Maltby attended Use of Force training offered by San Bernardino County Sheriff’s Office.

7. STRIKE TEAMS & DUTY COVERAGE FOR FIRE RESPONSE

None.

8. MISCELLANEOUS

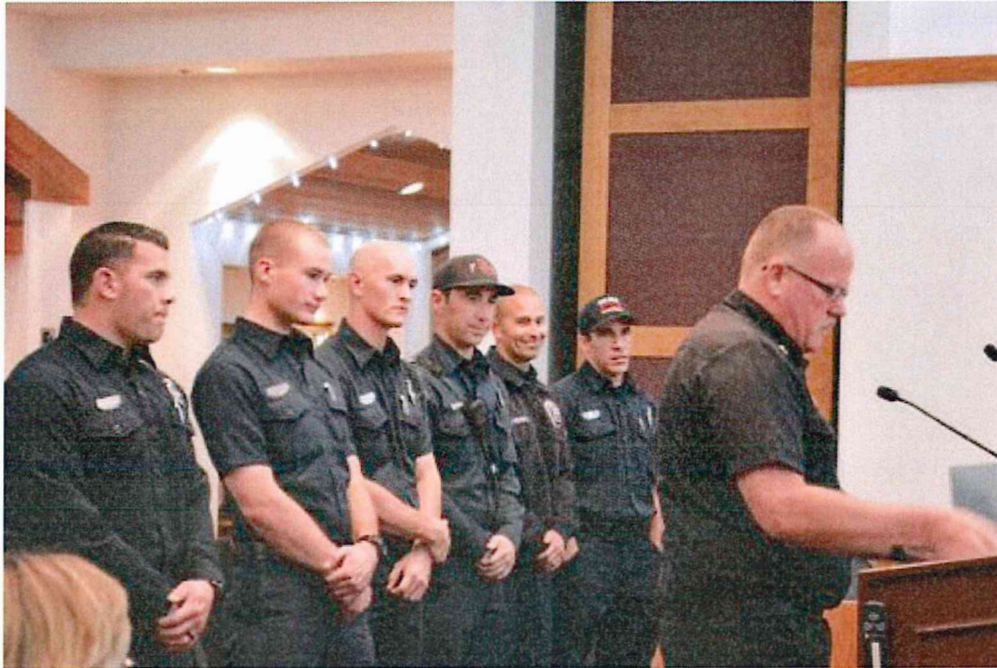
- 8.1 January 12 - Assistant Fire Marshal Bruinsma attended the Government Affairs Committee and Regional Traffic Advisory Committee to discuss issues relevant to transportation and events within the community. Updates from government offices are provided.

9. CORRESPONDENCE

- 9.1 January – Assistant Fire Marshal Bruinsma receive a thank-you note from San Diego YMCA where he gave a first aid class to kids 12 and under.

Annual Fitness Testing Ranks Big Bear Firefighters at the Top For Fifth Straight Year

Posted by [Steve Cassling](#) | Thursday, January 5, 2017 | [Community](#), [Current News](#), [Fire/Safety](#), [Fitness](#) |



Big Bear, CA, January 5, 2017 – Big Bear Fire Department is recognized as the Most Fit Fire Department in 2016. They have achieved this distinction for five years running from Fitness Appraisal, Inc. Once a year, firefighters are put through an intensive physical fitness screening process. An Exercise Physiologist at FAI tests firefighters with an array of physical fitness testing equipment and blood tests. Big Bear Fire Department has surpassed the ideal standard of 1500 points, topping the rankings for 2016 achieving an average performance score of 1690.8.

Each year, FAI determines the Most Fit Fire Department among its clients based on the average Physical Performance Score among all firefighters in each department they test. The ideal standard is 1500. According to the Physiologist at FAI, “This was a stellar year for Big Bear Fire Department. The level of commitment and enthusiasm concerning their performance in the program was at an all-time high.” Big Bear Fire Department’s Chief Willis commented, “I am so proud of our firefighters; they are highly motivated to maintain their personal health and fitness.”

Ten of the Department's firefighters scored above 1,800 points and were recognized for their accomplishments at the December 13, 2016, Big Bear Fire Authority Board meeting. Those recognized include Engineer/Paramedics Jim McDaniel, Jon Bidwell and Brian Lambert who scored above 2,000; Engineer/Paramedics Bobby Whitmore and Brandon Willis, Apprentice Firefighter/Paramedic Kevin Cole and Apprentice Firefighter/EMT Brandon Medeck scored between 1900 and 1999; and Firefighter/Paramedic Picciano, Apprentice Firefighter/EMT Ross Winfield, Captain/Paramedic Luke Wagner and Apprentice Firefighter/EMT Shawn Sutherland scored between 1800 and 1899. Eight firefighters scored between 1500 and 1799.

Following closely on the heels of Big Bear Fire Department's performance ranking are departments from Del Mar and Morongo. Other departments tested include Atascadero, Barstow, Barona, Camp Roberts, Rialto, Ross Valley and Solana Beach, CA, in addition to Prescott, AZ.



BIG BEAR NEWS ▾ ROAD CONDITIONS BIG BEAR WEATHER KBHR MUSIC KBHR INTERVIEWS

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CAL FIRE Hand-Crews Clear Hydrants Buried by Winter Storms

Posted by Steve Cassling | Thursday, February 2, 2017 | Business, Community, Current News, Environment, Fire/Safety, Snow/Weather | ☆☆☆☆☆



Big Bear, CA, February 2, 2017 – Big Bear Fire Department and CAL FIRE have teamed up to clear fire hydrants buried by last week's series of big storms. Beginning, Monday, January 30, 2017, CAL FIRE put hand-crews on the streets of Big Bear Valley helping dig out the hydrants buried under huge berms of ice and snow. These hand-crews, dressed in orange jump suits, are part of the same inmate program CAL FIRE uses to battle wild fires.

Big Bear Fire Department Assistant Fire Marshal Nick Bruinsma stated, "The digging out will begin where road

departments have completed its plowing to ensure hydrants won't be re-buried. Duration of the clearing is unknown and will depend on weather and the crew's ability to clear hydrants."

Plans are to start the clearing on Big Bear Boulevard between Division Drive and Sawmill Drive then work the side streets between those points. After this is complete, other sections of the Big Bear Community will be cleared in a systematic approach.

To prevent the loss of life and property in the event of a fire, it is imperative that the Fire Department be able to gain access to a water supply via a fire hydrant as quickly as possible. Residents and business owners are encouraged to help in this quest by adopting a hydrant and making sure that it is easily accessible throughout the year. To register your adopted hydrant today go to BigBearFire. There is a short application to fill out that allows the fire department to track your efforts and extend their gratitude.

THE LOCAL BUZZ

Black ice exist on some roads "Drive with Care" ; chains in your vehicle.





Thank
you

Nick!

Mohawk Nation



INTEROFFICE MEMO

Big Bear Fire Authority

DATE: March 14, 2017

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
FEBRUARY 2017**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
1.1	Fire Calls, Hazardous Conditions, Service Calls	Not Avail*	183
1.2	Rescue/Medical Calls	Not Avail*	377
1.3	Training Class Summary (hours)	424	632
1.4	DRC Reviews	3	3
1.5	Plan Check/Fire Letter	6	13
1.6	Shake Shingle Roof Replacement	1	5
1.7	Chipping Requests (Beginning 01/01/17)	0	0

*A new computer software system has been implemented this month and reports are not yet available.

2. COMMUNITY RELATIONS

- 2.1 February 7 – Chief Willis attended the memorial service for the son of San Bernardino County Fire Chief Hartwig.
- 2.2 February 16 – Chief Willis and Administrative Assistant Marschinke were judges in a speech contest for high school students co-sponsored by Big Bear’s American Association of University Women (AAUW) club and Big Bear’s Toastmaster’s club, Bearly Speaking.

3. OPERATIONS

3.1 Chief Willis and/or Assistant Chief Maltby and/or Senior Finance Director Holt attended the following meetings during the reporting month:

- Big Bear City Community Services District Meeting – February 6
- Big Bear Lake Fire Protection District Board Meeting – February 7
- Big Bear Fire Authority Board Meeting – February 7
- Homeland Security Grant Program Teleconference Meeting – February 15
- Big Bear Fire Authority Administrative Committee Meeting – February 15
- Big Bear Lake City Council Meeting – February 13
- Mountain Mutual Aid Meeting – February 14
- Big Bear City Community Services District Board Meeting (Parham) – February 21
- Big Bear Lake City Council Meeting – February 27

3.2 Battalion Chief Harold attended the following meetings/training during the reporting month:

- Confire Operations Support Meeting February 8-9
- County Training Officers Meeting – February 9
- EMS Protocol Updates – February 20 and 23
- Firefighter Survival Class – February 27-28

3.3 Battalion Chief Parham attended the following meetings/training during the reporting month:

- EMS Officers Meeting – February 8
- Big Bear City Community Services District Board Meeting – February 21
- ICEMA County Fire Chief's Meeting – February 23
- ICEMA Medical Advisory Committee – February 23

4. HEALTH AND SAFETY

4.1 February – Big Bear Fire Department worked with CAL FIRE and their hand crews to clear fire hydrants buried by winter storms.

4.2 February 6 – Chief Willis attended a meeting with staff representatives from Congressman Cook's and Aguilar's offices to discuss the potential land exchange between the U.S. Forest Service and the County of San Bernardino.

4.3 February 8 – Chief Willis and Mayor Jahn met with Supervisor Ramos to express their concerns regarding discussions that may impact the County of San Bernardino's Exclusive Operating Areas for ambulances.

- 4.4 February 15 – Chief Willis, Assistant Chief Maltby and Assistant Fire Marshal Bruinsma participated in a conference call with the Flood Area Safety Task Force in preparation for a significant pending storm.
- 4.5 February 23 – Administrative Assistant/PIO Marschinke coordinated a workshop in conjunction with PIO Sierra Orr of DWP for Big Bear Valley PIOs. The purpose of the workshop was for agencies to work together to develop a plan to communicate with each other and the media in case of a catastrophic incident.
- 4.6 Administrative Assistant Marschinke issued the following press releases:
 - February 7 – Big Bear Firefighters Fight Cancer, Team Big Bear Fire Annual Climb-A-Thon (see attached press release).
 - February 22 – Planning for Future Fire Services Protection, Your Opinion Matters at Big Bear Fire Department! (see attached KBHR article)
 - Advertisements were placed with The Grizzly and KBHR to encourage community participation in a survey to be utilized for the Fire Protection Master Plan (see attached Grizzly ad).

5. PERSONNEL

- 5.1 February – The Department has hired a new Apprentice Firefighter/Paramedic Matt Sheehan. His first day of work was February 27, training at Station 281. When training is complete, he will be working out of Station 281, A Shift.
- 5.2 February 18 – After 23 years of service with Big Bear Fire Department, Fire Engineer Kelvin McElfish retired.
- 5.3 February 23 – Examination to be eligible to be placed on the promotion list for Fire Engineer was announced. The Written Exam will be June 5, the Oral Board Exam is June 6 and the Practical Exam is June 7, 2017.
- 5.4 February 23 – HR/Payroll Coordinator Gustason began advertising for the Apprentice Firefighter/Paramedic position. Application deadline closes March 23, 2017.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 February 6-10 – Assistant Chief Maltby attended Investigation 2B training in Rancho Cucamonga. This course provided advanced instruction in fire scene investigation, case preparation and courtroom presentation.
- 6.2 February 20-24 – Chief Willis attended S-420 Command training in San Bernardino. This performance based training is designed for Incident Management Team functions during large scale disasters.

7. STRIKE TEAMS & DUTY COVERAGE FOR FIRE RESPONSE

None.

8. MISCELLANEOUS

- 8.1 February 9 - Assistant Fire Marshal Bruinsma attended the Government Affairs Committee and Regional Traffic Advisory Committee to discuss issues relevant to transportation and events within the community. Updates from government offices are provided.
- 8.2 February 14 – At the Big Bear Valley Mountain Mutual Aid meeting, Chief Willis turned over the Presidency to General Manager Paul Marconi, Bear Valley Electric.
- 8.3 February 22 – Board Secretary Marschinke and Administrative Clerk Smith attended a networking lunch with other local agency Board Secretaries.

9. CORRESPONDENCE

- 9.1 February – The Department, in particular A Shift, received a thank you note for getting a person out of their home and to the hospital.
- 9.2 February 13 – A thank you note was received thanking the Department for a plant that was sent on behalf of the Department in remembrance of her husband who passed away.

Incident Type Report

02/01/17 - 02/28/17

Printed 03/09/17

1 Fire	Count	Est. Prop Loss	Est. Content Loss	Total Est. Loss	% of Losses
Residential Structure Fire (111R)	1	\$5,500.00	\$1,500.00	\$7,000.00	100.00%
Incident Count	1	\$5,500.00	\$1,500.00	\$7,000.00	100.00%

3 Rescue & Emergency Medical Service Incident	Count
Medical Aid/TC Cancelled on scn by RP (311C)	1
EMS call, excluding vehicle accident with injury (321)	225
Motor vehicle accident with injuries (322)	4
Vehicle Accident Injury with Extrication (322E)	1
Motor vehicle accident with no injuries. (324)	4
Lock-in (if lock out , use 511) (331)	1
Intrafacility Transfers	
Incident Count	236

5 Service Call	Count
Service Call, other (500)	2
Water problem, other (520)	2
Water evacuation (521)	1
Smoke or odor removal (531)	2
Public service assistance, other (550)	4
Assist police or other governmental agency (551)	1
Public service (553)	3
Assist invalid (554)	7
Unauthorized burning (561)	1
Incident Count	23

7 False Alarm & False Call	Count
False alarm or false call, other (700)	11
System malfunction, other (730)	2
Alarm system sounded due to malfunction (735)	1
Smoke detector activation, no fire - unintentional (743)	3
Detector activation, no fire - unintentional (744)	2
Alarm system activation, no fire - unintentional (745)	2
Incident Count	21

4 Hazardous Condition (No F	Count
Hazardous condition, other (400)	1
Gas leak (natural gas or LPG) (412)	5
Oil or other combustible liquid spill (413)	1
Carbon monoxide incident (424)	1
Electrical wiring/equipment problem, other (440)	2
Power line down (444)	2
Building or structure weakened or collapsed (461)	1
Vehicle accident, general cleanup (463)	2
Incident Count	15

6 Good Intent Call	Count
Good intent call, other (600)	7
Dispatched and cancelled en route (611)	26
Alarm: Dispatched & Cancelled Enroute (611A)	3
EMS: Dispatched & Cancelled Enroute (611E)	1
T/C: Dispatched & Cancelled Enroute (611T)	2
No incident found on arrival at dispatch address (622)	1
HazMat release investigation w/no HazMat (671)	2
Incident Count	42

Not Recorded	21
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Total Incident Count	359
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Contact: Dawn Marschinke
Big Bear Fire Department
41090 Big Bear Blvd.
P.O. Box 2830
Big Bear Lake, Calif. 92315
Phone: 909-866-7566 x224
Email: dmarschinke@bigbearfire.org
Website: www.bigbearfire.org



FOR IMMEDIATE RELEASE

“Big Bear Firefighters Fight Cancer”

Team Big Bear Fire Annual Climb-A-Thon

BIG BEAR, CA/February 7, 2017– Team Big Bear Fire takes the fight to cancer with a marathon climb in the Village of Big Bear Lake. The team will be holding a Climb-A-Thon event in the Village at Pine Knot Ave. & Village Dr., on Saturday, February 18, 2017 at 9 a.m. This event kick-starts their annual fundraising campaign to fight blood cancers. Show your community support and see how hard these firefighters work as they climb the “stair-stepper” machine in full gear for eight solid hours to support this worthy cause.

The Climb-A-Thon is a prelude to prepare firefighters for the near herculean task of climbing 788 vertical feet, in the “Scott Firefighter Stairclimb” in Seattle, Washington on March 12, 2017. Team Big Bear Fire will compete for the 9th straight year, testing their endurance to benefit the Leukemia and Lymphoma Society. Firefighters will climb 69 flights of stairs in Seattle’s tallest building, the Columbia Center Tower, dressed in full gear, including self-contained breathing apparatus (SCBA).

Every dollar counts when someone’s life depends on it. Team Big Bear Fire invites the community to help in the battle against blood cancers by donating to their team. Donations can also be made on the team page at www.llswa.org. Click on “Scott Firefighter Stairclimb” and donate to Team “Big Bear Fire.”

For additional information on this or other fire and life safety topics, please contact the Big Bear Fire Department at www.bigbearfire.org or (909) 866-7566.

Photo Attached: 2016 Team Big Bear Fire Climb-A-Thon

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About Big Bear Fire Department:

Big Bear Fire Authority was formed under a Joint Powers Agreement in 2012 combining Big Bear Lake Fire Protection District and Big Bear City Fire Department, now commonly known as Big Bear Fire Department. Since its inception, the Big Bear Fire Department is committed to providing Big Bear Valley with professional fire, medical and emergency services “Protecting Lives and Property,” with timely response to fire and medical emergencies.



BIG BEAR NEWS ▾ ROAD CONDITIONS BIG BEAR WEATHER

KBHR MUSIC KBHR INTERVIEWS CONTACT US ▾

CAL FIRE Hand-Crews Clear Hydrants Buried by Winter Storms

Posted by Steve Cassling | Thursday, February 2, 2017 | Business, Community, Current News, Environment, Fire/Safety, Snow/Weather |



Big Bear, CA, February 2, 2017 – Big Bear Fire Department and CAL FIRE have teamed up to clear fire hydrants buried by last week’s series of big storms. Beginning, Monday, January 30, 2017, CAL FIRE put hand-crews on

the streets of Big Bear Valley helping dig out the hydrants buried under huge berms of ice and snow.

THE LOCAL BUZZ

KBHR 93.3 and 102.5 for current road and weather conditions



These hand-crews, dressed in orange jump suits, are part of the same inmate program CAL FIRE uses to battle wild fires.

Big Bear Fire Department Assistant Fire Marshal Nick Bruinsma stated, "The digging out will begin where road departments have completed its plowing to ensure hydrants won't be re-buried. Duration of the clearing is unknown and will depend on weather and the crew's ability to clear hydrants."

Plans are to start the clearing on Big Bear Boulevard between Division Drive and Sawmill Drive then work the side streets between those points. After this is complete, other sections of the Big Bear Community will be cleared in a systematic approach.

To prevent the loss of life and property in the event of a fire, it is imperative that the Fire Department be able to gain access to a water supply via a fire hydrant as quickly as possible. Residents and business owners are encouraged to help in this quest by adopting a hydrant and making sure that it is easily accessible throughout the year. To register your adopted hydrant today go to BigBearFire. There is a short application to fill out that allows the fire department to track your efforts and extend their gratitude.

STREAM



California Police Department Carry New Flashlights

SEARCH ...





BIG BEAR NEWS ▾ ROAD CONDITIONS BIG BEAR WEATHER

KBHR MUSIC KBHR INTERVIEWS CONTACT US ▾

Planning For Future Fire Services Protection: Big Bear Fire Wants Your Opinion

Posted by Steve Cassling | Friday, February 24, 2017 | Community, Current News, Fire/Safety |



Big Bear, CA – Big Bear Fire Department is planning for the future. The Department is in the process of conducting a master

planning study to develop a Fire Protection Master Plan for the Big Bear Valley. The study will help the Department and its governing board evaluate the efficiency and effectiveness of current fire services and develop a plan for the future.

THE LOCAL BUZZ

KBHR 93.3 and 102.5 for current road and weather conditions



A survey has been developed for community input as a part of the study process. Fire Chief Jeff Willis invites the community to participate in this important study stating, "Fire Protection Master Planning is an important process that evaluates current service demand levels and quantifies the Department's actual performance in meeting that demand. We desire feedback from the community at-large as to what we are doing well, and what areas require improvement. This information is vital to the process, as it is the community that sets the desired level of service; it is our job to then perform to that standard."

This brief and anonymous survey is open to all community members and can be completed online at [BigBearFire](#). The survey will remain open until 5 p.m., March 10, 2017.

STREAM



California Police Department
Carry New Flashlights

SEARCH ...

SHARE:



RATE:

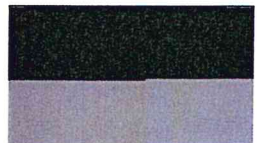


PREVIOUS

Man Follows Girlfriend Over Cliff in Suicide Attempt

NEXT

State Route 18 Scheduled to Close for Work in Crestline



In Brief

Sugarloaf meeting

The Sugarloaf Property Owners Association meets Saturday, Feb. 25, at the Sugarloaf Fire Station in Big Bear City.

Reese Troublefield, general manager of the Big Bear Valley Recreation and Park District, is the guest speaker.

Troublefield will provide an update on parks in the Valley as well as a progress report on Big Bear Alpine Zoo construction.

The meeting is open to the public. There is a question-and-answer session after the presentation. Refreshments are served.

The Sugarloaf Property Owners Association meeting is at 10 a.m. The Sugarloaf Fire Station is on the corner of Maple and Baldwin lanes.



Meet our Women's Health Team!



Gail Shealy NP, PA-C Melissa Bambo RN Dr. Paula Leiby OB/GYN Dr. William White OB/GYN Nichole McGinney Community Educator

The FAMILY HEALTH CENTER is proud to provide comprehensive women's health services to the Big Bear community. If you or someone you know is looking for a team that specializes in women's health, OB care or comprehensive prenatal services - please contact the Family Health Center at: (909) 878-8246.

Quality Healthcare Close to Home

909.878.8246 BVCHD.com



Help Big Bear Fire Department plan for the future.

Complete an online survey to provide your input on fire service protection.

www.bigbearfire.org

For more information, call 909-866-7566



Jacob Walker, right, reacts to placing second for his speech as contest chair Marlene Cain looks on Feb. 16.

Teenagers talk about equality for women

By Natalie Williams
nwilliams.grizzly@gmail.com

Nine high school students vied for the top spot at The Eleanor Stem-Allen Memorial 2017 Speech Contest at Hofert Hall Feb. 16. The topic was "Is it time to pass the Equal Rights Amendment," with answers varying from a simple yes to others suggesting revisions to the amendment, which was originally proposed in 1923. "We always have very provocative topics," contest chair Marlene Cain said.

Logan Petersen came out on top with his assertion that the amendment should be passed, but should include equality for different races and religions, in addition to gender. He opened his speech asking the audience to close their eyes and imagine the world without discrimination of any kind.

"No. 1, I wanted to do something different," Petersen said about his approach to the topic. "As I look at our world, we don't actually have the equal rights for all people. That's what we need to ensure if we want to show the rest of the world that we are a country for all people."

Petersen was inspired to enter the contest while in his high school speech class.

"It means a lot when an organization wants to come and talk to high school students, and they want to show high school students their opinion," Petersen said. "I love that opportunity, and I don't want to take that opportunity for granted, because someone my age doesn't get that opportunity."

Petersen said he enjoys public speaking and thinks opportunities such as this will help him in his future career goals. "I've been feeling the calling to be a pastor, and so along with that, I have to speak in front of people," Petersen said.

Second place went to Jacob Walker, who similarly said that he was for the amendment, as long as it came with some revisions. "Passing the ERA in its original form could cause more problems than it could solve," Walker said in his speech.

Walker's spirited speech addressed the conflict with the first amendment with gender roles in religion, the post World War I context of the Equal Rights Amendment in its original form, and the fact that gender identity is not included in the original amendment.

Third place went to Sarah Bouchard, who addressed issues such as the gender pay gap and the importance of protecting women through a constitutional amendment.

"Legislation can be appealed; legislation can be altered," she said in her speech. Bouchard concluded with a quote from Amelia Earhart: "The only way to do it is to do it."

Petersen, Walker and Bouchard were awarded \$1,500, \$500 and \$300 for their speeches, respectively. Petersen's winning speech was recorded and will represent Big Bear at the state Speech Trek competition on YouTube. The contest was hosted by the American Association of University Women Big Bear Valley branch in partnership with Bearly Speaking Toastmasters.



Participants in the Eleanor Stem-Allen Memorial 2017 Speech Contest from left, Marin Stamer, Danielle Rodriguez, Jacob Walker, Sarah Bouchard, Alejandro Atilano, Logan Petersen, Elena Palacios, Aurora Massé and Nik Swinson, address the audience about what inspired them to enter the contest.

Dear The Chief and all
the hardworking people
in your command.
I want to acknowledge all
the effort put forth on my
behalf that I might in part
succeed, to get me out of
my home + to the hospital.
The only name I have is
But but there were 4 or 5
men with her.
Thank you all

2-13-17

Thank you for the plant. It will
remind me of the great respect
had for all of you.

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
February 7, 2017**

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Putz at 5:00 p.m., Tuesday, February 7, 2017, at 39707 Big Bear Boulevard, Big Bear Lake, California.

PUBLIC FORUM FOR CLOSED SESSION

None.

At the hour of 5:25, p.m., Board adjourned Closed Session.

At the hour of 5:32 p.m., Chairman Putz called Open Session to order.

Moment of Silence:

Pledge of Allegiance: Led by Vice Chairman Herrick

Board Members Present: Chairman Randall Putz
Vice Chairman Rick Herrick
Board Member David Caretto
Board Member Bob Jackowski
Board Member Bill Jahn

Board Members Excused: None

Board Members Absent: None

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

RESULTS OF CLOSED SESSION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/APPEAL

Pursuant to Government Code Section 54957(b)(2)

Position: Fire Fuels Program Supervisor

Chairman Putz reported that the Board considered the appeal and affirmed the termination.

ANNOUNCEMENT

The Fire Protection District's Administrative Office will be closed as follows:

- Monday, February 20, 2017 in observance of President's Day and will re-open on Tuesday, February 21, 2017 at 8:00 a.m.

BOARD MEMBER GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

CONSENT CALENDAR

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

FP1. Approval of Minutes for the Regular Meeting of October 4, 2016

Approved.

AYES: Jahn, Caretto, Jackowski and Putz

NOES: None

ABSENT: None

ABSTAIN: Herrick (absent from October 4, 2016 meeting)

FP2. Approval of Minutes for the Special Meeting of December 21, 2016

Approved.

AYES: Jahn, Caretto, Jackowski, Herrick and Putz

NOES: None

ABSENT: None

ABSTAIN: None

FP3. Approval of Extension of Lease Agreement with Snow Summit, LLC for Use of Fire Protection District Parking Lot.

Board consideration of authorizing the Board Chairman to sign a letter extending the lease between the Fire Protection District and Snow Summit, LLC, authorizing Snow Summit, LLC to use the parking lot located at 42610 Rathbun Drive, Big Bear Lake for the purpose of parking cars through end of the 2016/2017 ski season.

Approved.

AYES: Jahn, Caretto, Jackowski and Putz

NOES: None

ABSENT: None

ABSTAIN: Herrick (conflict of interest)

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

DISCUSSION/ACTION ITEMS

None.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Putz adjourned the meeting at 5:36 p.m.

Dawn Marschinke
Board Secretary



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: April 25, 2017

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

FROM: Jeff Willis, Fire Chief *JW*

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

SUBJECT: **ADOPTION OF THE 2016 EDITION OF THE CALIFORNIA FIRE CODE WITH AMENDMENTS, INCLUDING PENALTIES, AND THE 2013 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, WITH AMENDMENTS**

BACKGROUND

The California Health and Safety Code, Section 17950, mandates the California Building Standards Commission update, adopt and publish the California Codes, Title 24, known as the California Code of Regulations, every three years.

The California Building Standards Commission has adopted the 2016 California Building Standards Code, including the 2016 California Fire Code, which became applicable on January 1, 2017. Each jurisdiction in the State is mandated to adopt the California Code of Regulations, Title 24, and make amendments to the codes that are reasonably necessary because of local climatic, geological or topographical conditions.

DISCUSSION

The 2016 California Fire Code received minor changes from the 2013 version, which in most cases has had a nominal effect on the Authority's Fire Code Ordinance. However, in some cases, the result of these changes has removed the need for local amendments. In addition, staff has taken this opportunity to update the Fire Code Ordinance by adding amendments that were inadvertently omitted from the previous Fire Code Ordinance adoption. A few of the most noteworthy changes are as follows:

- **Adjustments Were Made to The Code Section Numbers**
Overall adjustments were made to the Code Section numbers to coincide with the 2016 California Fire Code.

- **Amendment of Language Regarding Violation Penalties**
The language in the State Code was amended to coincide with the Fire Authority's Administrative Citation Ordinance.
- **Amended Language Regarding the Definition of Fire Code Official**
These amendments to the State Code authorized the Building Code Official within the City of Big Bear Lake to administer certain provisions of the Fire Code regarding plan review and inspections of new construction.
- **Amendments Regarding Fireworks Restrictions**
These amendments to the State Code prohibit the use of fireworks within the Fire Authority jurisdiction, except by permit only.
- **The Deletion of Language Regarding Wood Shake/Shingle Roof Regulations**
This section was removed from the Fire Authority's ordinance due to impending changes in the San Bernardino County's Wood Shake/Shingle Roof ordinance and will be addressed through a separate ordinance at a later date.

RECOMMENDATION

Staff recommends the Fire Authority Board consider and discuss introducing an ordinance and waiving first reading to adopt 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, and set a public hearing for second reading and adoption of the ordinance at the Fire Authority meeting of June 6, 2017.

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

WHEREAS, pursuant to Government Code Section 50022.1 *et seq.* and California Health and Safety Code Section 13869 *et seq.*, the Big Bear Fire Authority (“Authority”) may adopt by reference the 2016 Edition of the California Fire Code and the 2016 Edition of the California Residential Code related to hazardous conditions and materials and fire prevention; and

WHEREAS, Health & Safety Code Section 13145 authorizes the Authority to enforce building standards relating to fire and panic safety; and

WHEREAS, Health & Safety Code Section 17958.5 permits the Authority to make such changes or modifications to the 2016 Edition Fire Code and the 2016 Edition of the Residential Code as are reasonably necessary because of local conditions; and

WHEREAS, Health & Safety Code Section 17958.7 requires that the Authority, before making any changes or modifications pursuant to Section 17958.5, make express findings that such changes or modifications are needed due to local climatic, geological, or topographical conditions; and

WHEREAS, the Board of Directors of the Authority does herewith find that the Authority service area has certain climatic, geological, and topographical features, identified below, that can have a deleterious effect on emergency services such as fire protection and emergency medical services and the modifications and changes herein are reasonably necessary because of such local climatic, geological, and topographical conditions; and

WHEREAS, the Authority desires to adopt various amendments to the 2016 Edition of the California Fire Code and the 2016 Edition of the California Residential Code to mitigate, to the extent possible, said deleterious effects; and

WHEREAS, the Authority held a public hearing on _____, 2017, at which time, all interested persons had the opportunity to appear and be heard on the matter of adopting the Fire Code and Residential Code as amended herein; and

WHEREAS, the Authority published notice of the aforementioned public hearing pursuant to California Government Code Section 6066 on _____, 2017 and _____, 2017; and

WHEREAS, any and all other legal prerequisites relating to the adoption of this Ordinance have occurred.

NOW, THEREFORE, be it ordained by the Board of Directors of the Authority as follows:

The following findings are adopted in reference to the amendments to the 2016 Edition of the California Fire Code and the 2016 Edition of the California Residential Code:

1. **Findings and Adoption of the California Fire Code and California Residential Code.** The Board of Directors of the Authority hereby finds and determines:

(a) That the California Fire Code, 2016 Edition, the California Residential Code, 2016 Edition, are nationally recognized compilations of proposed rules, regulations, and standards of the International Code Council, Inc.

(b) That said California Fire Code, the International Fire Code, and the California Residential Code have been printed and published as a code in book form within the meaning of Government Code Section 50022.2 *et seq.*

(c) That the sections and subsections of said California Fire Code, the International Fire Code, and the California Residential Code may be referred to by the number used in said published compilation preceded by the words "California Fire Code Section," "California Residential Code," "Fire Code Section" or "Subsection" and may also be referred to by additional reference to the Ordinances of the Authority and sections therein pertaining to said California Fire Code, International Fire Code, and California Residential Code.

(d) That Health and Safety Code Section 13869 *et seq.* provides, in pertinent part, that a public agency may make such changes or modifications to the provisions published in the California Building Standards Code and other regulations adopted pursuant to Health and Safety Code Section 17922 as it determines are reasonably necessary because of local climatic, geological, and topographical conditions.

(e) That the additional requirements and standards established herein are needed to properly protect the health, safety, and welfare of the existing and future residents and workers of the Authority. Said requirements and standards are reasonably necessary because of local climatic, geological, and topographical conditions described herein. This finding is based upon the express findings and determinations of the proposed amendments to the codes on file with the California Housing and Community Development Department.

2. **Findings for Amendments.** The Board of Directors of the Authority finds that the requirements set forth here are reasonable and necessary modifications because of the following climatic, geological, or topographical conditions within the unincorporated areas of County of San Bernardino ("County") and the City of Big Bear Lake ("City").

(a) **Climate:**

The jurisdiction is subject to weather patterns such as frequent periods of drought and low humidity which add to the fire danger.

(b) **High Temperature and Winds:**

During the summer months, the dry winds and existing vegetation mix to create a hazardous fuel condition, which has resulted in large-loss vegetation and structure fires. Summer temperatures exceeding 95 degrees and severe “Santa Ana” winds frequently occur and can move a fire quickly throughout areas of the County and City.

(c) **Limited Water Supply:**

Because of weather patterns, the County and City (like other Southern California regions) has experienced a need for water conservation. Due to storage capacities and consumption and a limited amount of rainfall, future water allocation is not fully dependable. While sound management of the water resources is possible, demands and possible critical depletion on an already stressed water supply can most assuredly be predicted. Many areas within the County and City lack water supply by any public entity.

(d) **Topographical:**

Natural slopes of eight percent or greater generally occur throughout the mountain areas of San Bernardino County. In many cases, slopes in the San Bernardino Mountains exceed forty percent. The elevation change caused by the mountains and foothills creates the geological foundation on which communities within San Bernardino County are built and will continue to be built. With much of the populated flatlands already built upon, future growth will occur on steeper slopes and greater contrasts in terrain. All of these topographical conditions have created slower response times of emergency vehicles into the high growth areas, due to the extraordinary terrain changes.

(e) **Geological Concerns with Flooding and Access Routes:**

Road circulation features located throughout the County and City also make the amendments reasonably necessary. Located through the County and City are major roadways, highways, and flood control channels that create barriers and slow response times. Another unique factor, which creates barriers and slow response times, are the multiple canyons located in the County and City. Hills, slopes, street, and storm drain design, accompanied with heavy rainfall causes roadway flooding and landslides and at times, may make an access route impassable. There exists areas in the County and City that naturally have extended emergency response time that exceeds ten minutes. This time extension is due to remote sparse development.

(f) **Seismic Hazards:**

The County and City have within their boundaries potentially active seismic hazards. Seismic activity within the County and City occurs yearly, and a fire potential exists with these active faults. Existing structures and planned new development are at serious risk from these faults.

(g) **Dense Development:**

Highly populated areas exist within the County and City. Structures in close proximity to each other pose an exposure problem, which may cause a fire to spread from one structure to another.

(h) **Administrative:**

The amendment is necessary for non-substantive, administrative purposes.

The findings above are applicable to the amendments set forth in this ordinance as follows:

Code Section	Description	Finding
FIRE CODE		
101.1	Title (amended)	h
104.10	Fire Investigations (amended)	h
104.10.2	Authority as Peace Officers (added)	h
104.12	Cost Recovery (added)	h
104.13	Expenses for Securing an Emergency (added)	h
105.6.5	Carnivals, Fairs, Block Parties, and other Outdoor Assemblage (amended)	a, b, c, d, e, f, g
105.6.32	Open Burning (amended)	a, b, c, d, e, f, g
105.6.32	Exception: Recreational Fires (deleted)	h
108.1	Appeals Board Established (amended)	h
108.3	Qualifications (deleted)	h
108.4 – 108.7	Regarding Hearings (added)	h
109.4	Violation Penalties (amended)	h
109.4.1	Abatement (amended)	h
202	Definitions (amended)	h

305.3	Open-Flame Warning Device (amended)	a, b, c, d, e, f, g
307.1 – 307.2	Regarding Open Fires (amended)	a, b, c, d, e, f, g
307.3	Extinguishment Authority (amended)	h
307.4 – 307.5	Regarding Recreational Fires (deleted)	a, b, c, d, e, f, g
315.7	Outside Storage of Firewood (added)	a, b, c, d, e, f, g
403.12.1	Fire Watch Personnel (amended)	a, b, c, d, e, f, g
503.2.1	Dimensions (amended)	c, d, e, g
503.2.3	Surface (amended)	c, d, e, g
503.4	Obstruction to Fire Apparatus Access Roads (amended)	c, d, e, g
507.1	Required Water Supply (amended)	a, b, c, d, e, f, g
507.3	Fire Flow (amended)	a, b, c, d, e, f, g
507.3.1	Inadequate Fire Flow (added)	a, b, c, d, e, f, g
903.2	Where Required (amended)	a, b, c, d, e, f
903.2.11.7	Buildings 5,000 Square Feet or More in Size (added)	a, b, c, d, e, f, g
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3. **Adoption of the California Fire Code.** The Board of Directors of the Authority hereby adopts with certain amendments, additions, deletions, and exceptions, including penalties in the 2016 Edition of the California Fire Code, with errata, also known as Part 9 of Title 24 of the California Code of Regulations (incorporating the 2015 International Fire Code), and Chapter 1, Appendix Chapter 4, and Appendices B, BB, C, CC, D, H, I & J and Errata, as compiled and published by the International Code Council, and the Authority Standards and Interpretations as approved by the fire code official. The provisions of this California Fire Code, subsequent amendments, California Fire Code Appendices, and the Authority Standards and Interpretations shall be collectively known as the “Authority Fire Code” and shall be applicable in all areas of the Authority within the County and City. One (1) copy of the California Fire Code has been deposited in the office of the Secretary of the Board of Directors of the Authority and shall be at all times maintained by the Secretary for use and examination by the public. From the date on which this ordinance shall take effect, the provisions hereof shall be controlling within the limits of the Authority.

4. **Adoption of the California Residential Code.** The Board of Directors of the Authority hereby adopts the 2016 Edition of the California Residential Code, also known as Part 2.5 of Title 24 of the California Code of Regulations (incorporating the 2015 International Residential Code), as compiled and published by the International Code Council, and the Authority Standards and Interpretations as approved by the fire code official. The provisions of this California Residential Code, subsequent amendments, California Residential Code Appendices, and the Authority Standards and Interpretations shall be applicable in all areas of the Authority.

5. **Amendments to the California Fire Code.** The California Fire Code is amended as follows:

(a) **Chapter 1**

Section 101.1 is amended to read:

101.1 Title. These regulations and adopted standards and interpretations, as approved by the fire code official, shall be known as the “Fire Code of the Big Bear Fire Authority,” hereinafter referred to as, “Big Bear Fire Authority Fire Code, or “this code.”

Section 104.10 is amended to read:

104.10 Fire Investigations. The fire department shall have the authority to investigate the cause, origin, and circumstances of any fire, explosion, release of hazardous materials or other hazardous condition. The fire chief or fire code official shall be responsible to pursue any investigation to its conclusion. Information that could be related to trade secrets or processes shall not be made part of the public record except as directed by a court of law.

Section 104.10.2 is added to read:

104.10.2 Authority as Peace Officers. The Fire Chief is authorized to designate a member, or members, of the department as peace officers pursuant to California Penal Code Sections 830.2(g), 830.37(a) and 836.5(a). The Fire Chief, Fire Marshal and those members designated as investigators by the Fire Chief, shall have the full powers of a peace officer and shall be authorized to conduct investigative detentions, issue criminal citations, and make arrests pursuant to California Penal Code Section 836 for any violation of this code or any referenced or state law, obtain and execute warrants and to seize and take charge of all physical evidence relating to the fire cause or other crime or circumstance being investigated.

Section 104.12 is added to read:

104.12 Cost Recovery. Fire suppression, investigation, plan review, administrative costs, and rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1 and by Department resolution.

Section 104.13 is added to read:

104.13 Expenses for Securing an Emergency. Any person who negligently or intentionally, or in violation of law, causes an emergency response, including, but not limited to, a traffic accident or spill of toxic or flammable or combustible liquids or chemicals, is liable for the costs of securing such emergency, including those costs set out in Health and Safety Code Section 13009 *et seq.* and Government Code Section 53150 *et seq.* Any expense incurred by the fire department for securing such an emergency situation shall constitute a debt of such person and shall be collectible by the Authority in the same manner as in the case of an obligation under contract, express or implied.

Section 105.6.5 is amended to read:

105.6.5 Carnivals, Fairs, Block Parties, and Other Outdoor Assemblage. An operational permit is required to conduct a carnival, fair, block party, race, concert, parade or other similar outdoor assemblage whether, public or private, when in the opinion of the fire code official, a permit and specific conditions are required due to the nature or location of the activity.

Section 105.6.32 is amended to read:

105.6.32 Open Burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.

Delete Exception: Recreational fires.

Section 108.1 is amended to read:

108.1 Appeals Board Established. In order to determine the suitability of alternative materials and types of construction and to provide reasonable interpretations of the provisions of this code, a committee of the Big Bear Fire Authority Board of Directors shall serve as an Appeals Board. The Appeals Board shall be comprised of the Chairman of the Authority Board of Directors and four other members of the Board of Directors selected by the Chairman.

Section 108.3 is deleted.

Section 108.4 to 108.7 is added to read:

108.4 Requests for Hearing. Any person, including the Big Bear Fire Department (“fire department”), desiring a review or interpretation of the Fire Code may file a request with the Secretary of the Board of Directors for a hearing before the Appeals Board of the Big Bear Fire Authority within 15 days after the date such interpretation is rendered or enforcement began. The enforcement to be reviewed is suspended until the determination of the hearing, unless a hazardous condition exists.

108.5 Hearing Procedures. Upon receipt of a request for a hearing before the Appeals Board, the Secretary of the Board of Directors shall fix the time and place of the hearing which

shall be held not less than 10 days nor more than 30 days after the date of the filing of the request for hearing. The Appeals Board shall give written notice of the time and place of the hearing to the initiating party and the fire code official involved. Witnesses may be sworn and evidence produced, and parties may be represented by counsel. The Appeals Board shall keep a record of the proceedings of each hearing and shall issue written findings and a decision within 15 days after the conclusion of the hearing. All such decisions shall be final and shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided.

108.7 Fees and Costs. The fire department involved (whether appellee or appellant) shall act as staff to the Appeals Board or to the Fire Authority Board of Directors, and for that purpose, may determine and set fees to charge an appellant to cover the cost of preparation of the record for appeal. A summary of costs shall be compiled and sent to the appellant after all appeals have been exhausted. Any refund due the appellant shall be returned within 60 days after the summary is sent.

Section 109.4 is amended to read:

109.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements of this code or shall fail to comply with any of the requirements thereof or shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 dollars and/or by imprisonment not exceeding 6 months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. (H&S Code Sections 13145 and 17995).

Section 109.4.1 is amended to read:

109.4.1 Abatement of violation. In addition to the imposition of penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. In the event that a hazardous condition exists, as determined by the fire code official and in accordance with this chapter, the fire code official may give notice to the owner of the property upon which a hazardous condition exists to abate such condition. In the event that abatement is not performed within the time frames granted by such notices or other written documentation, the fire code official may cause abatement to be done in accordance with public nuisance abatement procedures and make the expense of such abatement a lien upon the property at which such condition exists.

(b) **Chapter 2**

Section 202 is amended by adding the following definitions:

All Weather Driving Surface. Unless otherwise defined within other Codes, Rules, Standards or Regulations, the following are considered to be All Weather Driving Surfaces:

- A. Three inch (3") Type II A.C. pavement on four inch (4") crushed aggregate base.
- B. Six inch (6") Type II A.C. pavement on native soil.
- C. Six inch (6") Portland cement concrete pavement on native soil.
- D. Any other surface as determined by the fire code official to meet the intent of this Code.

Barbecue Grill (also known as a barbeque or BBQ). A portable or fixed device, constructed of steel, concrete, clay, or other non-combustible material, for the primary purpose of cooking food over a liquefied petroleum-, natural gas-, or charcoal-fueled fire.

Barbecue Pit. A trench or depression in the ground in which wood or other clean solid fuel is burned to produce a bed of hot coals for the sole purpose of cooking. A barbecue pit having a fuel area greater than 3 feet in width or 2 feet in height shall be considered a bonfire.

Fire Code Official. The Fire Chief or other designated authority charged with the administration and enforcement of the code or a duly authorized representative. Within the jurisdictional boundaries of the City of Big Bear Lake, the Building Code Official of the City of Big Bear Lake shall be authorized to administer and enforce the 2016 California Building Code Standards as found in Title 24 of the California Code of Regulations, including California Building Code Chapters 7, 8, 9, and 10, California Residential Code Chapters 7, 8, 9, and 10, and California Fire Code Volumes 7, 8, 9, and 10, for the purpose of conducting plan reviews and construction inspections of new buildings, additions, repairs, alterations and remodels.

Open Fires. Any outdoor fire, including open burning projects, recreational fires and bonfires, portable outdoor fireplaces, barbecues and barbecue pits, wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

(c) **Chapter 3**

Section 305.3 is amended to read:

305.3 Open-flame Warning Devices. Open-flame warning devices shall not be used along an excavation, road or any other place where the dislodgment of such device may permit the device to roll, fall or slide onto any area or land containing combustible materials.

EXCEPTION: This section shall not apply to public safety personnel acting in the performance of their duties.

Section 307.1 is amended to read:

307.1 General. No person shall kindle, or maintain any fire, or allow any fire to be kindled or maintained on their property unless in accordance with this Code.

Section 307.2 is amended to read:

307.2 Permit Required. When required pursuant to Section 105.6.32, a permit shall be obtained prior to kindling any open fire.

EXCEPTION: Barbecues, portable outdoor fireplaces or fire rings using propane, natural gas or charcoal briquettes.

Section 307.3 is amended to read:

307.3 Extinguishment Authority. The fire code official is authorized to order or cause the extinguishment of any fire that creates or adds to a hazardous condition, creates smoke emissions offensive to occupants of surrounding properties, is conducted without a permit when such a permit is required, or is conducted outside of the parameters set forth in this section or a permit, when required.

Sections 307.4 through 307.5 are deleted.

Section 315.7 is added to read:

315.7 Outside Storage of Firewood. Firewood and combustible material for consumption on the premises shall be neatly stacked free from accumulations of pine needles and other debris. Firewood that is used for private consumption is limited to five (5) cords.

(d) **Chapter 4**

Section 403.12.1 is amended to read:

403.12.1 Fire Watch Personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the fire code official may require, at the expense of the owner, agent or lessee, one or more fire department personnel to perform fire watch duties, as required and to remain on duty during the times such places are open to the public or when such activity is being conducted.

EXCEPTION: The fire code official may require the owner, agent or lessee to provide one or more fire watch personnel.

(e) **Chapter 5**

Section 503.2.1 is amended to read:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315.2 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 14 feet 6 inches (4450.08 mm).

EXCEPTIONS:

1. Driveways of one- and two-family dwellings shall be a minimum of 12 feet in width.
2. Driveways of one- and two-family dwellings exceeding 150 feet in length shall be a minimum of 14 feet in width.
3. Required access road dimensions may be modified when, due to location on property, topography, waterways, nonnegotiable grades or other similar conditions, the fire code official determines that the conditions cannot be met.

Section 503.2.3 is amended to read:

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities. Where road grades do not exceed eight percent (8%), and where serving only one- or two-family dwellings or accessory Group U occupancies, the fire code official may approve roads constructed with approved native materials or gravel compacted to eighty five percent (85%) compaction.

Section 503.4 is amended to read:

503.4 Obstruction of Fire Apparatus Access Roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times. Any condition that serves as an impediment to fire access, or any vehicle or other obstruction to fire access may be removed at the order of the fire code official, with the expense of such removal to be paid by the owner of the roadway, or of said vehicle or obstruction.

Section 507.1 is amended to read:

507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

EXCEPTION: For single one- and two-family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered as an adequate water supply with no additional on-site water source required.

Section 507.3 is amended to read:

507.3 Fire Flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.

EXCEPTION:

1. For single one- and two-family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, the installation of an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered an approved fire flow.
2. No water supply or fire sprinkler system is required for detached Group U occupancies not used for industrial or commercial properties when structures are located 50 feet or farther from the property lines and any dwelling.

Section 507.3.1 is added to read:

507.3.1 Inadequate Fire Flow. In areas which are unable to be provided with required fire flow, buildings shall be provided with an approved NFPA sprinkler system. On-site water storage requirements for occupancies other than Group R, Division 3 may be reduced to a 30-minute minimum sprinkler demand.

(f) **Chapter 9**

Section 903.2 is amended to read:

903.2 Where Required. Approved automatic sprinkler systems in new buildings and structures, including pre-manufactured structures, shall be provided in locations described in Sections 903.2.1 through 903.2.19.

Section 903.2.11.7 is added to read:

903.2.11.7 Building Fire Area 5,000 Square Feet or More in Size. An approved automatic fire sprinkler system shall be provided throughout in all newly constructed buildings and structures of any occupancy group when the gross fire area, as defined in the California Building Code, is equal to or exceeds 5,000 square feet.

1. **EXCEPTIONS:** Detached Group U occupancies accessory to a one- or two-family dwelling that are not used for commercial or industrial purposes.

Section 903.2.11.8 is added to read:

903.2.11.8 Additions to Existing Buildings. When an addition to an existing residential structure results in a structure greater than 5,000 square feet and such addition is 50% or more of the original square footage, the entire structure shall be provided with an automatic sprinkler system.

Section 903.7 is added to read:

903.7 Freeze Protection. All sprinkler systems shall be suitably freeze-protected for climatic conditions as prescribed by the fire code official.

(g) **Chapter 32**

Table 3206.2 is amended as follows:

The portion of Table 3206.2 pertaining to the “High Hazard” Commodity Class is amended to read as follows:

COMMODITY CLASS	SIZE OF HIGH-PILED STORAGE AREA ^a (square feet) (see Sections 3206.2 and 3206.4)	ALL STORAGE AREAS (see Sections 3206, 3207 and 3208) ^b				SOLID-PILED STORAGE, SHELF STORAGE AND PALLETIZED STORAGE (see Section 3207.3)		
		Automatic fire-extinguishing system (see Section 3206.4)	Fire detection system (see Section 3206.5)	Building access (see Section 3206.6)	Smoke and heat removal (see Section 3206.7)	Maximum pile dimension (feet) ^c	Maximum permissible storage height ^d (feet)	Maximum pile volume (cubic feet)
High Hazard	0-400	Not Required ^a	Not Required	Not Required ^e	Not Required	25	10	25,000

(h) **Chapter 49**

Section 4901.3 is added to read:

4901.3 Fire Protection Plan. A Fire Protection Plan (FPP), approved by the fire code official, shall be required for all new developments within declared fire overlay districts. The FPP shall include mitigation measures consistent with the unique problems resulting from the location, topography, geology, flammable vegetation; County fire safety overlay districts (FS1 and FS2) and climate of the proposed site. The FPP shall address water supply, access, building ignition and fire resistance, fire protection systems and equipment, defensible space and vegetation management. The FPP shall be consistent with the San Bernardino Development Code or, at the option of the fire code official, with other nationally recognized standards and good practice.

Section 4906.1 is amended to read:

4906.1 General. Hazardous vegetation and fuels shall be managed to reduce the severity of potential exterior wildfire exposure to buildings and to reduce the risk of fire spreading to buildings in accordance with Section 4906.3.

Section 4906.2 is amended to read:

4906.2 Application. Those areas protected by the Big Bear Fire Authority shall be classified as a *Very High Fire Hazard Severity Zone*.

Section 4906.3 is amended to read:

4906.3 Requirements. It shall be the responsibility of every property owner, occupant, and person in control of any land interest to abate the accumulation of forest fuels around their property, through implementation of the following measures within ten (10) feet of roads and driveways, and within an area surrounding a structure from zero to one hundred (100) feet in the front and rear yards, or to the property lines (whichever is less); and between the structures and side property lines:

- a) Remove all dead, burnable fuels, including but not limited to all pine needles, leaves and branches on roofs, noxious weeds or vegetation, dry grass, logs and snags, grass four inches and higher, pine needles on the ground down to a two-inch depth, and dead branches in bushes and trees. Living or dead trees, and all combustible rubbish, debris, or noxious material that constitutes a fire, health, or safety hazard, or which may endanger or injure neighboring property, or the health, safety, or well-being of persons or property.
- b) Thin dense groups of young trees (less than six inches in diameter) to six to eight-foot spacing, measured trunk to trunk. Removal of any live tree with a diameter of more than twelve inches measured at four and one-half feet above the ground requires approval by the city.
- c) In areas with a continuous canopy, any tree taller than forty-five (45) feet should have its branches trimmed back to the trunk if those branches have any portion lower than twelve (12) to fifteen (15) feet from the ground. A tree shorter than forty-five (45) feet should be trimmed to remove any live or dead branches up one-third of its total height. For non-continuous canopy areas, tree branches shall be pruned to remove limbs located less than 6 feet above the ground surface.

Exception: Deciduous, non-native trees and Spruce trees that have all forest litter removed from underneath the base of the tree, the height of pruning can be reduced by 50%.

A minimum vertical separation between the top of a shrub and the bottom lower branches shall be three (3) times the height of the shrub.

- d) Any branches that have any portions less than ten (10) feet from chimney openings shall be completely trimmed. Branches located within ten (10) feet vertical distance from the roof line that overhang a structure shall be removed.
- e) All litter generated from clearing and trimming shall be properly disposed of within ten (10) days, except that any logs infested with bark beetles shall be treated prior to removal as recommended by the California Department of Forestry or a qualified tree expert.

- f) Stack cut logs or firewood greater than one cord of wood or 128 cubic feet shall be located ten (10) feet away from any structure or shall be covered with a fire resistive structure or fabric. Firewood should be stacked away from the drip line of trees.
- g) All pine needles and leaves shall be removed when within five (5) feet of a structure.

Exception: Up to two (2) inches of non-combustible duff layer (dark layer of decomposing needles and leaves) may remain to prevent soil erosion.

Section 4906.4 is amended to read:

4906.4 Native Brush and Shrubs.

4906.4.1 Requirements for Shrubs on Properties. Juniper shrubs, Spanish Broom, and native brush shall not be planted or maintained within fifteen (15) feet of any building or structure, including, without limitation, any deck or patio. All owners of any real property shall be required to fully comply with this provision by modifying the offending native brush and shrub, which shall be considered a nuisance, from within fifteen (15) feet of any building or structure.

- a) All native brush and shrubs shall be installed and maintained in a manner that minimizes fire risk, including, without limitation, by removing dead branches and twigs at all heights, modifying the lower foliage of branches, and selectively pruning to reduce the density of the plant.
- b) Native brush shall be installed and maintained with horizontal spacing such that the space between two shrubs (horizontally) shall be a minimum of two times the height of the tallest shrub. Individual shrubs or groups of shrubs clumped together shall be modified so that their diameter does not exceed fifteen (15) feet. Groups of shrubs clumped together with a diameter of fifteen (15) feet or less shall be treated as a single plant.
- c) Subsections B, C, and D of this Section shall not apply to an isolated shrub or shrubs that have been heavily modified by thinning and limbing up, nor to activities within the boundaries of a plant conservation easement area that do not, in the opinion of the fire chief, or his or her designee, constitute a fire hazard. In deciding whether such shrub or shrubs constitute a fire hazard, the fire chief, or his or her designee, shall consider: (i) the proximity of the shrub(s) to other buildings or structures; (ii) the types of shrub(s) involved; (iii) the potential threat of the shrub(s) to the public health, welfare and safety; and (iv) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.

- d) Cut and/or thinned vegetation shall be disposed of no later than ten (10) days after cutting.

4906.4.2 Definitions / Administration and Enforcement.

A. For the purposes of this appendix, these following terms shall be defined as follows:

1. **Modify or abate** shall mean any action that physically affects a plant, ranging from pruning or thinning to complete removal (other than the removal of the root ball);
2. **Native brush** shall be defined as Manzanita (*arctostaphylos patula*), Service Berry, Mountain Whitethorn, Sage and Mountain Mahogany (*cercocarpus ledifolius*) (brush form) (commonly known in Big Bear Valley as Ironwood), as well as such other species as the fire chief, or his or her designee, may, from time to time, determine constitutes a fire hazard. In making such a determination, the fire chief shall consider, without limitation, the following: (i) the type of native brush and/or shrub species the fire chief, or his or her designee, is considering adding to the definition of “native brush” and whether such species is threatened or endangered; (ii) the fire, health or safety hazard of such native brush and/or shrub species to the territory of the Authority and the surrounding community; (iii) the ability of the native brush and/or shrub species to damage neighboring property; (iv) the ability of the native brush and/or shrub species to adversely impact the health, safety or welfare of persons and/or property; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare;
3. **“Owner”** means any person, firm, corporation or entity, including without limitation, any homeowner’s association that has any legal or equitable interest in real property, as shown on public records. In the event real property is leased or rented, the lessee or tenant shall be responsible for all obligations imposed on any owner under this chapter;
4. **“Shrubs”** means a woody plant smaller than a tree, usually having multiple permanent stems branching from or near the ground. Shrubs include, without limitation, native brush;
5. **“Vacant lot(s)”** means a parcel(s) of property currently undeveloped or unimproved by any building or structure.

B. The fire chief, or designee, shall enforce the provisions of this chapter with respect to any and all properties as he or she deems necessary for the public health, safety and welfare. In making such a determination, the fire chief, or his or her designee, shall consider: (i) the proximity of the brush and/or shrubs to other buildings or structures; (ii) the types of brush and/or shrubs involved; (iii) the potential threat of the brush and/or shrubs to the public

health, welfare and safety; (iv) the determination of any other public agencies as to the fire danger of the area; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

Any public official or person designated to administer or enforce this chapter shall be authorized to enter upon private property in order to conduct an inspection, post notices, perform abatement/modification, or any other action necessary or convenient to the administration and enforcement of this chapter. In the event a judicial warrant is required, such person or designee shall obtain a warrant pursuant to the California Code of Civil Procedure, Sections 1822.50 et seq.

4906.4.3 Environmental Exemptions. The modification of brush or shrubs, as described in this appendix, shall be exempt from the provisions of this chapter if any or all of the following would occur:

- a) The activities would result in the taking of endangered, rare, or threatened plant or animal species. By way of example, and not by way of limitation, the following species of plant are, as of the date of the ordinance adopting this chapter, not threatened or endangered and are subject to the provisions of this chapter:
 1. The arctostaphylos patula species of Manzanita;
 2. The cercocarpus ledifolius species of Mountain Mahogany (brush form) (commonly known in Big Bear Valley as Ironwood);
 3. Sage species that occur in the Big Bear Valley.
- b) The activities would result in significant erosion and sedimentation of surface waters. The owner of each piece of real property shall, when performing modifications required by this chapter, keep soil disturbance to a minimum, especially on steep slopes. Erosion control techniques such as leaving root balls intact, minimizing use of motorized equipment, and covering exposed disturbed soil areas with mulch or similar materials shall be employed in order to help reduce soil erosion and plant re-growth.

4906.4.4 Exceptions.

- a) Nurseries and other similar agricultural and/or horticultural uses shall be exempt from this chapter, provided the fire chief, or his or her designee, shall have the discretion to enforce the provisions of this chapter with respect to such businesses as he or she deems necessary to promote the public health, safety and welfare as it relates to fire safety and/or the health of the forest. In using his or her discretion, the fire chief, or his or her designee, shall consider: (i) the health of the brush and/or shrubs involved; (ii) whether the brush and/or shrubs pose a risk to the public health, safety or welfare of the community; (iii) the type of brush and/or shrubs involved; (iv) the owner's maintenance activities involving

the brush and/or shrubs; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.

- b) Up to two inches of dead pine needles, leaves and other soils amendments for soil replenishment and forest safety may be permitted, when in the opinion of the fire chief, or his or her designee, they do not constitute a fire hazard. In deciding whether they present a fire hazard, the fire chief, or his or her designee, shall consider:
1. The proximity of the pine needles and leaves to buildings or structures;
 2. The height of the lower branches of shrubbery from the ground;
 3. The condition of the shrubbery, (e.g., free from dead and dying limbs and leaves);
 4. The sectioning of the shrubbery; and
 5. Any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

4906.4.5 Protection of Sensitive Biological Resources.

- A. Should any owner receive a NOTICE TO ABATE form that mandates the modification of native brush or shrubs other than the following shrub species: Juniper, Spanish Broom or native brush species: Manzanita, Service Berry, Mountain Whitethorn, Sage, or Mountain Mahogany and the property falls within the potential sensitive shrub resource area (as set forth in the Authority's official records, and which may be amended from time to time), a sensitive plant survey will be required for the property prior to any abatement activities. If it is unclear whether a particular property falls within the potential sensitive shrub resource area or whether or not sensitive plant surveys are required, the owner must contact the Authority or the City of Big Bear Lake Planning Department. The City's Planning Department or Authority shall provide requesting owners with a list of qualified surveyors, which list may be updated or revised at the discretion of the City or Authority. Ideally, sensitive plant surveys should be conducted between June and August to encompass the blooming periods of those sensitive plants that are the most difficult to detect outside the blooming period; however, the sensitive plant survey can be conducted during other parts of the year (aside from periods when snowfall is covering the ground) if necessary. Upon completion of the survey, the surveyor shall advise the owner as to any known or potential sensitive plants that should be avoided during abatement activities. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning or Fire Departments. The owner shall not conduct any modification without prior written approval of the City or Authority.

All surveys required by this subsection shall be conducted within a reasonable time as determined by the fire chief, or his or her designee.

- B. If any native brush modification is required for more than twenty (20) shrubs and vegetation modification activities cannot be performed outside the nesting season (typical nesting season is March 15 through August 15), a nesting bird survey shall be performed less than one week prior to vegetation modification activities. Should the owner be required to conduct a nesting bird survey, he or she shall contact the Authority or the City of Big Bear Lake Planning Department for a list of qualified nesting bird surveyors, which list may be updated or revised at the discretion of the Fire Authority or the City. Upon completion of the survey, the surveyor shall advise the owner as to any shrub(s) containing nesting birds that should not be modified until the completion of the nesting cycle. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning and/or Fire Departments. The owner shall not conduct any modification without prior written approval of the City or Authority. All surveys required by this subsection shall be conducted within a reasonable time as determined by the fire chief, or his or her designee.
- C. Any owner receiving a NOTICE TO ABATE form (for any number of shrubs) will also receive a pamphlet pertaining to providing protection for nesting birds. The pamphlet will describe the Migratory Bird Treaty Act, and suggest that if vegetation modification will occur during the nesting season (March 15 through August 15), owners need to check for the presence of active bird nests and avoid modification of any vegetation containing an active bird nest (or vegetation within twenty-five (25) feet of the active bird nest) until the young have fledged.

4906.5 Hazardous Trees. The provisions of this chapter shall apply to any live or dead tree which constitutes a fire, health or safety hazard or which may endanger or injure neighboring property, or the health, safety or well-being of persons or property; and it shall be the duty of every owner, occupant and person in control of any land or interest therein to abate.

4906.6 Outdoor Storage and Uses.

1. The outdoor storage of any materials or equipment not accessory to the primary use of the property, including lumber, construction materials, inoperable vehicles, auto parts, household appliances, pipe, drums, machinery, furniture, or trash, which is readily visible from off-site, is prohibited; provided, however, that this paragraph shall not preclude the storage of firewood on the property.
2. No open storage shall be permitted in any required front or side yards adjacent to a street or highway in residential zones.

(i) **Chapter 56**

Section 5601.1.3 is amended to read:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, and use of fireworks is prohibited.

Exception: A permit may be issued by the fire code official in accordance with Section 5608 for the use of fireworks or pyrotechnics for public fireworks display or special effects in motion picture, television, theatrical productions.

Section 5601.1.3.1 is amended to read:

5601.1.3.1 Seizure. The fire code official is authorized to remove or cause to be removed or disposed of in an approved manner, at the expense of the owner, explosives, explosive materials or fireworks offered or exposed for sale, stored, possessed or used in violation of this chapter.

(j) **Chapter 57**

Section 5704.4.9 is added to read:

5704.4.9 Tank Storage Prohibited. Pursuant to this section, the storage of flammable and combustible liquids in outside aboveground unprotected tanks and below grade vaulted tanks shall be prohibited in areas where the fire code official determines that the installation of flammable and combustible aboveground storage tanks or below grade vaulted tanks will create a hazard to occupants and property owners in the area.

(k) **Chapter 80**

NFPA 13D is amended as follows:

Section 6.1.2 is amended to read:

6.1.2 Where stored water is used as the sole source of supply for the sprinkler system, the minimum quantity shall equal the water demand rate times 10 minutes.

Section 6.1.3 is deleted.

(l) **Appendix B**

Section B105.2 of Appendix B is amended to read:

B105.2 Buildings Other than One- and Two-Family Dwellings. The minimum fire flow and flow duration for buildings other than one- and two-family dwellings shall be as specified in Table B105.1.

EXCEPTION: A reduction in required fire flow of up to 50 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2. A reduction in required fire flow of up to 75 percent is allowed for isolated buildings of Group U occupancy, agricultural uses, or other low hazard uses when approved by the fire code official. The resulting fire flow shall not be less than 1,500 gallons per minute (5678 L/min) for the prescribed duration as specified in Table B105.1.

(m)**Appendix C**

Section C103.4 is added to read:

C103.4 Fire Hydrants Available. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements specified in Section C105.1 when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

Section C103.1 is amended to read:

C103.1 Maximum Spacing. The average spacing between fire hydrants shall not exceed 300 feet (91m) in industrial, commercial, and multifamily development, and 600 feet (183m) in all single-family developments. Spacing of fire hydrants along public streets shall also be guided by other County or Authority public works standards.

EXCEPTION: The fire code official is authorized to accept a deficiency of up to ten (10) percent where existing fire hydrants provide all or a portion of the required fire hydrant service.

Table C102.1 is deleted.

6. **Amendments to the California Residential Code.** The California Residential Code is amended as follows:

(a)**Chapter 3**

Section R313.3.1.2 is amended to read:

R313.3.1.2 Required Sprinkler Locations. Sprinklers shall be installed to protect all areas of a dwelling unit.

EXCEPTIONS:

1. Attics, crawl spaces, built-up areas less than five (5) feet in height and normally unoccupied concealed spaces that do not contain fuel-fired appliances, do not require sprinklers. In those areas containing fuel-fired appliances, a sprinkler shall be installed above the appliance.
2. Detached garages, carports with no habitable space above, open attached porches, balconies or stairs, and similar areas.

3. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

Section R313.3.5.2 is amended to read:

R313.3.5.2 Required Capacity.

1. The water supply shall have the capacity to provide the required design flow rate for sprinklers for a minimum of ten (10) minutes regardless of the square footage or number of stories.

2. Where a well system, a water supply tank system, a pump, or a combination thereof is used, the water supply shall serve both domestic and fire sprinkler systems. Any combination of well capacity and tank storage shall be permitted to meet the capacity requirement.

EXCEPTION: Where a residential fire sprinkler system is supplied by a stored water source with an automatically operated means of pressurizing the system other than an electric pump, the water supply may serve the sprinkler system only.

7. **Ordinance Repeals**

That 2013 Fire Code Ordinance No. BBFA2014-001 and any and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

8. **Severability**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

9. **Rights Reserved**

That nothing in this ordinance or in the Authority Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action existing, under any act or ordinance hereby repealed as cited in Section 8 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

10. **Publication and Certification**

The Secretary of the Board of Directors shall certify to the adoption of this ordinance and shall cause a summary thereof to be published at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the Secretary of the Board and within fifteen (15) days of its adoption shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified

copy of the adopted ordinance in the office of the Secretary of the Board, in accordance with California Government Code Section 36933.

11. **CEQA**

The Board of Directors finds that it can be seen with certainty that the adoption of this ordinance will not have a significant effect on the environment and is therefore exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. Authority staff is directed to file a Notice of Exemption within five (5) days of adopting this ordinance.

12. **Effective Date**

This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force thirty (30) days from and after the date of its final passage and adoption.

PASSED, APPROVED, and ADOPTED by the Big Bear Fire Authority Board of Directors at its regular meeting held the __th day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINS:

Randall Putz
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Dawn E. Marschinke
Secretary
Big Bear Fire Authority

REVIEWED AND APPROVED:

Jeffrey F. Ferre
Authority Counsel
Best Best & Krieger, LLP

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Dawn E. Marschinke, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing ordinance, being Ordinance No. BBFA2017-001 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the __th day of June, 2017, and that the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Witness my hand and the official seal of said Authority this __th day of June, 2017.

Dawn E. Marschinke
Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No's. FP5, CS7, FA8

MEETING DATE: April 25, 2017

TO: Joint Meeting Member Agencies

FROM: Jeff Willis, Fire Chief *[Signature]*

PREPARED BY: Shirley Holt, Senior Finance Officer *[Signature]*

SUBJECT: **INTRODUCTION OF FISCAL YEAR 2017-18 PRELIMINARY OPERATING BUDGETS – BIG BEAR FIRE AUTHORITY, BIG BEAR LAKE FIRE PROTECTON DISTRICT, BIG BEAR CITY COMMUNITY SERVICES DISTRICT FIRE AND AMBULANCE**

BACKGROUND

For the prior two fiscal years, the annual budgets and financial statements for the three agencies have been reported to the Board of each agency at their scheduled public meetings. This has been an appropriate practice during the transitional period. At the Fire Authority Board meeting on October 4, 2016, the Fire Authority Board approved a Financial Reporting Schedule as follows:

FINANCAL REPORT	TIMING	DISTRIBUTED TO
Draft Monthly Financials – All Agencies	Email with Monthly Activity Report	All FA Board Members
Monthly Cash Disbursement – All Agencies	Email with Monthly Activity Report	All FA Board Members
Final Monthly Financials YTD – All Agencies	FA Board Meeting – Finance Report	All FA Board Members
Balance Sheet & Other Funds – All Agencies	FA Board Meeting - Quarterly	All FA Board Members
Draft Budgets – All Agencies	FA Board Meeting - Annually	All FA Board Members

DISCUSSION

With the consolidation of the financial operations, the budgets and financial statements are now in a single format and produced upon the same timeline. It is the goal of the Finance Officer to improve transparency and provide timely and consistent financial reporting to all three Boards. Pursuant to that goal, and the Financial Reporting Schedule, the Fiscal Year 2017-18 Preliminary Operating Budgets for all agencies are being introduced for Board review and comment.

RECOMMENDATION

Staff recommends that the member agencies of this joint Board meeting, accept the presentation of the Fiscal Year 2017-18 Preliminary Operating Budgets for Big Bear Lake Fire Protection District, Big Bear City Community Services District- Fire and Ambulance and Big Bear Fire Authority, and authorize public noticing of intent to adopt the proposed budgets.

FIRE PROTECTION DISTRICT OPERATING FUND

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Revenue				
Property Taxes				
Current Secured Taxes	3,788,225	3,806,033	3,806,033	3,896,890
RDA Residual Balance RR09	536,744	379,790	486,735	486,735
RDA Residual Balance RR10	100,287	73,530	73,530	73,530
Current Unsecured Taxes	151,356	202,880	202,880	255,082
Suppl Roll Prtx Current Year	47,944	5,970	11,446	14,635
Unitary Tax	101,990	104,275	104,275	116,709
Prior Year Taxes	2,356	2,820	4,573	4,696
Suppl Roll Prtx Prior Year	19,842	20,400	20,400	8,778
Penalties On Taxes	3,087	5,100	14,964	15,218
RDA Sharing Agreement RR09	96,638	48,320	60,573	60,573
RDA Sharing Agreement RR10	17,442	8,720	8,720	8,720
Homeowners Exemption	42,354	31,180	31,180	13,493
Total Property Taxes	4,908,265	4,689,018	4,825,309	4,955,059
Contribution Revenue				
Admin Suppression Salaries - from BFA	0	58,260	58,260	52,428
Admin Suppression Benefits - from BFA	0	42,750	42,750	44,556
Admin Suppression Salaries - from Amb	806,610	87,390	87,390	78,639
Admin Suppression Benefits - from Amb	0	64,130	64,130	66,837
Gen Suppression Salaries & Benefits from CSD	0	135,600	142,581	160,000
Gen Suppression Salaries & Benefits from Amb	0	0	767,517	765,000
Minimum Staffing Reimbursement	155,998	0	0	0
Mutual Aid Reimbursement	60,535	0	29,972	0
Total Contribution Revenue	1,023,143	388,130	1,192,600	1,167,460
Current Service Charges				
Cost Recovery Revenue	0	100,000	23,261	16,000
Cost Recovery Write Offs	0	0	0	(500)
Workers Comp Reimb	0	0	64,730	65,000
Mutual Aid Revenue	0	5,000	44,957	0
Reimb Costs from CSD (Fund 221)	0	0	0	0
Total Current Services	0	105,000	132,948	80,500
Licenses and Permits				
New Construction Plan	0	0	0	0
Uniform Fire Code Permits	0	0	0	0
Fire Service Fees	0	0	0	0
Emergency Services	0	0	0	0
Total Licenses and Permits	0	0	0	0
Use of Money and Property				
Interest On Bank Deposits	882	2,000	0	1,000
Other Interest	0	0	0	0
Rent Income-Bear Mtn	0	0	0	0
Rent/Options - Cell Tower	0	0	0	0
Change in Fair Market Value	0	0	0	0
Total Use of Money and Property	882	2,000	0	1,000
Subventions and Grants				
Misc awards from Federal Gov	0	0	0	0
Total Subventions and Grants	0	0	0	0
Total Revenues Before Transfers	5,932,290	5,184,148	6,150,857	6,204,019

FIRE PROTECTION DISTRICT OPERATING FUND

2015-16	2016-17	2016-17	2017-18
Actual	Adopted Budget	Projected	Draft Budget

Interfund Transfers

Transfer In-Fire (Fund 221)	0	0	0	0
Transfer In-Reserves	551,312	0	0	0
Transfer In-Fire Supp (335)	0	0	0	0
Total Interfund Transfers	551,312	0	0	0

Total Revenue	6,931,773	5,184,148	6,150,857	6,204,019
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Expenditures

Salaries

Salaries	1,369,998	1,295,789	1,284,699	1,901,595
Salaries - Workers Comp	(28,133)	0	154,655	158,383
FLSA Pay	0	105,820	0	0
Wages Part-Time-PCF	0	0	0	0
Wages Part-Time-PCF (Fund 221)	0	0	0	0
Salaries (Fund 221)	0	0	0	0
Salaries - Retirement	8,426	0	0	0
Wages Part-Time-PCF	0	0	0	0
Training Pay	0	0	0	0
Salary Adj to Funded Amt	0	0	(12,065)	(37,000)
Total Salaries	1,350,291	1,401,609	1,427,288	2,022,978

Overtime & Other Pay

Overtime	505,505	270,000	637,740	675,000
Overtime - Staff Event	0	90,000	90,000	35,000
Holiday Pay	0	5,278	0	0
Paramedic Pay	0	90,000	108,000	144,000
Uniform Allowance	0	7,800	7,800	11,400
OT Additional Staff Operations	0	0	0	0
Salaries - Overtime (Fund 221)	0	0	0	0
OT Special Event/Project	0	0	0	0
OT Training Staffing Event	0	0	0	0
OT Recall Holdover	0	0	0	0
Total Other Pay	505,505	463,078	843,540	865,400

Contribution Expense

Gen Suppression Salaries & Benefits - to BFA	0	0	0	0
Gen Suppression Salaries & Benefits - to FPD	0	103,000	0	0
Gen Suppression Salaries & Benefits - to CSD	0	292,490	172,354	145,500
Total Contribution Expense	0	395,490	172,354	145,500

Benefits - Employer Paid

Medical Insurance	0	257,678	249,779	259,126
Dental Insurance	0	20,227	21,748	26,352
Vision Insurance	0	4,425	4,284	6,449
Life Insurance	0	1,200	1,470	1,500
SBCERA Expense	0	922,565	1,042,156	1,031,864
Health Retirement Savings	0	70,000	100,000	100,000
Medicare ER	0	21,802	0	27,573
Direct Benefits - Cafeteria	0	21,432	0	21,693
Survivor	0	62	0	0
FICA ER	0	0	0	0
Direct Benefits	0	0	0	0
Direct Benefits (Fund 221)	0	0	0	0
Direct Benefits - Cafeteria (Fund 221)	0	0	0	0
Total Benefits Employer Paid	0	1,319,391	1,419,437	1,474,558

Other Payroll Expense

Workers Compensation Insurance	0	207,404	170,000	225,000
Workers Comp Tail Claims	0	0	82,306	80,000

FIRE PROTECTION DISTRICT OPERATING FUND

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Unemployment Claims	0	0	5,031	11,000
Shared Labor	0	0	0	0
Total Other Payroll Expense	0	207,404	257,337	316,000

Benefit Accruals

Total Benefit Accruals	0	49,333	0	0
Total Salaries and Benefits	1,855,796	3,836,305	4,119,956	4,824,436

Professional Services

Professional Services	0	6,500	13,041	7,000
Professional Services - Legal	0	25,000	48,824	30,000
General Support Services CBBL	0	39,600	39,600	31,200
IT Support Services	0	0	0	0
Total Professional Services	0	71,100	101,464	68,200

Other Expenditures

Share of Fire Authority Expense	0	830,388	830,388	850,000
Share of Ambulance Expense	0	315,403	315,403	171,300
Insurance - Property	0	0	0	25,000
Insurance - Liability	0	80,691	80,691	105,000
Rents and Leases	0	6,800	0	0
Board Stipend and Meeting Expenses	0	3,000	6,000	10,400
Property Tax Collect Charges	0	30,000	8,260	10,000
Travel-Conferences and Meeting	0	0	0	0
Authority Reserves Contrib	0	0	0	0
Share of Fire District Admins	0	0	0	0
Authority Capital Exp	0	0	0	0
Administration Overhead	0	0	0	0
Federal Grant Expenditures	0	0	0	0
Total Other Expenditures	0	1,266,282	1,240,742	1,171,700

Total Expenditures	6,747,676	5,173,687	5,462,163	6,064,336
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Excess Revenue over Expenses - Before Transfers	184,097	10,460	688,694	139,683
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Interfund Transfers

Transfer Out - Chipping Program	0	50,000	50,000	50,000
Transfer Out-Hazardous Mitigation	0	0	0	20,500
Transfer Out - Safety Pool Transfer	0	0	0	593,846
Transfer Out-Cap Project (325)	0	0	0	0
Transfer Out-HUFI (994)	0	0	0	0
Transfer Out-Dist Admin (221)	0	0	0	0
Total Interfund Transfers	0	50,000	50,000	664,346

Excess Revenue over Expenses - After Transfers	184,097	(39,540)	638,694	(524,663)
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COMMUNITY SERVICES DISTRICT FIRE FUND

	2015-16 Adopted Budget	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Revenue				
Property Taxes				
Fire P & P Tax	1,916,036	1,888,934	1,916,036	1,952,441
Property Tax	2,136,719	2,125,490	2,136,719	2,198,684
Total Property Taxes	4,052,755	4,014,424	4,052,755	4,151,125
Contribution Revenue				
Admin Suppression Salaries - from BFA	0	0	94,310	100,000
Admin Suppression Benefits - from BFA	0	0	57,627	60,000
CSD Suppression Salaries - from Amb	0	209,280	343,192	300,000
CSD Suppression Benefits - from Amb	0	0	0	50,000
Gen Suppression Salaries & Benefits - from FPD	0	0	172,354	145,500
Total Contribution Revenue	0	209,280	667,484	655,500
Current Service Charges				
Cost Recovery Fees	0	100,000	16,438	16,000
Cost Recovery Write-Offs	0	0	(369)	(600)
Workers Comp Reimb	0	0	0	0
Other Income	0	0	0	0
Parcel Tax Collection from BFA	18,600	0	0	0
General Services - BFA	35,009	0	0	0
IT Fees from BFA	16,350	0	0	0
Liability Insurance Fees from BFA	80,000	0	0	0
Reimburse Admin Personnel Expense	258,038	0	0	0
Mutual Aid Revenue	0	0	(48)	0
Total Current Services	407,997	100,000	16,022	15,400
Use of Money and Property				
Rent Income-Baldwin Lake	0	15,600	2,600	0
Total Use of Money and Property	0	15,600	2,600	0
Total Revenue	4,460,752	4,339,304	4,738,860	4,822,025
Expenses				
Salaries				
Salaries	493,045	1,352,460	1,226,862	1,329,154
Salaries - Workers Comp	0	0	0	0
Salary Adj to Funded Amt	0	0	(13,279)	0
Total Salaries	493,045	1,352,460	1,213,583	1,329,154
Overtime & Other Pay				
Overtime	227,955	247,960	576,409	550,000
Paramedic Pay	0	126,000	126,000	117,000
Uniform Allowance	0	8,400	16,800	16,800
Total Other Pay	227,955	382,360	719,209	683,800
Contribution Expense				
Gen Suppression Salaries & Benefits - to BFA	0	0	13,012	1,000
Gen Suppression Salaries & Benefits - to FPD	0	0	142,581	160,000
Salaries Suppression - Amb	0	0	0	0
Benefits Suppression - Amb	0	0	0	0
Total Contribution Expense	0	0	155,593	161,000

COMMUNITY SERVICES DISTRICT FIRE FUND

	2015-16 Adopted Budget	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Benefits - Employer Paid				
Medical Insurance	946,382	473,195	484,171	269,914
Retiree Medical Insurance	0	0	0	245,358
Dental Insurance	0	30,474	14,350	24,337
Vision Insurance	0	3,812	2,090	3,647
Life Insurance	0	0	0	0
PERS Expense - Retirement	0	545,224	465,002	264,577
PERS UAL	0	0	198,000	257,445
OPEB Expense	0	58,425	0	72,673
FICA ER	0	92,185	95,536	92,227
Medicare ER	0	21,559	25,509	26,318
Total Benefits Employer Paid	946,382	1,224,875	1,284,658	1,256,497
Other Payroll Expense				
Workers Compensation Insurance	99,825	39,677	40,000	45,000
Workers Comp Tail Claims	0	0	0	0
Unemployment Claims	0	0	0	0
ACWA Membership	0	0	0	4,000
Shared Labor	0	0	0	0
Total Other Benefits	99,825	39,677	40,000	49,000
Total Salaries and Benefits	2,524,314	2,999,372	3,413,042	3,479,451
Professional Services				
Professional Services	0	5,000	14,676	16,600
Professional Services - Legal	0	15,000	2,289	25,000
General Support Services - CSD	0	5,000	5,000	31,200
Total Professional Services	0	25,000	21,965	72,800
Other Expenditures				
Share of Fire Authority Expense	1,185,034	830,389	830,389	850,000
Share of Ambulance Expense	0	315,403	315,403	171,300
Insurance - Liability	80,000	16,942	41,892	65,000
Board Stipend and Expenses	0	3,000	0	1,500
Property Tax Collection Charges	0	30,000	30,000	0
Reimburse - Street Lighting	38,000	38,000	38,000	38,000
Baldwin Lake Contrib	0	13,000	0	0
Loan Agreements - CalPERS	123,314	123,310	123,314	123,310
Fire Operating Services - Other	0	0	0	0
Authority Reserves Contrib	80,968	0	0	0
Share of Fire District Admins	129,019	0	0	0
Authority Capital Exp	140,338	0	0	0
CSD Facility & Land Use Agreements	25,500	0	0	0
Total Other Services and Charges	1,802,173	1,370,044	1,378,998	1,249,110
Total Expenses	4,326,487	4,394,416	4,814,005	4,801,361
Excess Revenues over Expenses	134,265	(55,112)	(75,145)	20,663

COMMUNITY SERVICES DISTRICT AMBULANCE FUND

	2015-16 Budget	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Revenue				
Current Service Charges				
Ambulance Charges for Services (From Audit)	4,665,097	4,510,000	4,572,000	4,510,000
Contractual Allowance	(2,332,549)	(2,195,520)	(2,286,000)	(2,255,000)
Bad Debt	0	(608,000)	(594,360)	(586,300)
Write-Offs	0	0	(21,488)	(21,197)
Contribution CSD Fire	0	315,403	315,403	171,300
Contribution FPD	0	315,403	315,403	171,300
IGT	0	0	0	90,000
Ground Emergency Medical Transport	199,500	571,000	268,506	472,000
Total Services Charges	2,532,049	2,908,286	2,569,464	2,552,103
Other Revenue				
Ambulance Membership Program	62,500	71,800	73,503	71,800
Ambulance Membership Write-Off	0	0	(32,462)	(50,000)
Cost Recovery Fees	16,000	0	0	0
Other Income	0	0	0	0
CSD General Services - BFA	35,009	0	0	0
CSD IT Fees	16,350	0	0	0
CSD Liability Insurance - BFA	80,000	0	0	0
Reimb Admin Personnel Expense	258,038	0	0	0
Total Other Revenue	467,897	71,800	41,041	21,800
Total Revenue	2,999,946	2,980,086	2,610,505	2,573,903
Expenses				
Salaries and Benefits				
Salaries	657,709	193,400	195,394	202,742
Salaries - Workers Comp	0	0	0	0
Salary Adj to Funded Amt	0	0	0	0
Total Salaries	657,709	193,400	195,394	202,742
Overtime & Other Pay				
Overtime	154,406	0	32,351	25,000
Paramedic Pay	0	0	7,200	9,000
Uniform Allowance	0	0	600	600
Holiday Pay	0	0	0	0
Training Pay	0	0	0	0
Total Other Pay	154,406	0	40,151	34,600
Contribution Expense				
Admin Suppression Salaries - to BFA	0	84,870	84,870	83,275
Admin Suppression Salaries - to FPD	0	87,390	87,390	78,639
Admin Suppression Benefits - to BFA	0	21,530	21,530	15,243
Admin Suppression Benefits - to FPD	0	64,130	64,130	66,837
Gen Suppression Salaries & Benefits - to BFA	0	586,300	489,105	510,000
Gen Suppression Salaries & Benefits - to FPD	537,000	610,500	767,517	765,000
CSD Suppression - Salaries	0	423,570	253,027	300,000
CSD Suppression - Benefits	0	181,530	90,166	50,000
Benefits - FPD Suppression	0	0	0	0
Benefits - BFA Suppression	0	0	0	0
Total Contribution Expense	537,000	2,059,820	1,857,735	1,868,994
Benefits - Employer Paid				
Medical Insurance	390,056	53,620	40,240	38,350

COMMUNITY SERVICES DISTRICT AMBULANCE FUND

	2015-16 Budget	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Dental Insurance	0	4,060	1,762	3,330
Vision Insurance	0	480	265	489
Life Insurance	0	0	0	0
PERS Expense - Retirement	0	58,730	40,752	37,381
OPEB Expense	0	7,790	7,790	7,790
FICA ER	0	11,990	10,862	9,500
Medicare ER	0	2,800	3,139	3,140
Total Benefits Employer Paid	390,056	139,470	104,809	99,979
Other Payroll Expense				
Workers Compensation Insurance	99,825	0	0	0
Workers Comp Tail Claims	0	0	0	0
Unemployment Claims	0	0	0	0
Shared Labor	0	0	0	0
Total Other Benefits	99,825	0	0	0
Total Salaries and Benefits	1,838,996	2,392,690	2,198,088	2,206,315
Supplies				
Fuel	46,000	46,000	30,322	32,000
Medical Supplies	0	51,600	68,367	68,000
Total Supplies	46,000	97,600	98,689	100,000
Professional Services				
Contractual Services	0	127,090	111,387	191,652
IT Support Services	0	10,900	0	0
Total Professional Services	0	137,990	111,387	191,652
Maintenance and Equipment				
Fleet Maintenance	0	47,000	56,062	47,000
Maintenance - Med Equipment	0	23,500	5,109	3,500
Software/Other Preipherals	0	4,540	2,827	5,436
Total Maintenance and Equipment	0	75,040	63,998	55,936
Other Expenditures				
Insurance - Liability	80,000	67,766	67,766	0
Other Expenditures	0	5,000	19,374	20,000
Ambulance Operating - Other	90,000	204,000	0	0
Bad Debt	0	0	0	0
Authority Reserves Contrib	80,968	0	0	0
Share of Fire Authority exp	(345,225)	0	0	0
Share of Fire District Admins	129,019	0	0	0
Authority Capital Exp	115,338	0	0	0
Total Other Expenditures	150,100	276,766	87,140	20,000
Total Expenditures	2,035,096	2,980,086	2,559,302	2,573,903
Excess Revenues over Expenses	964,850	0	51,203	(0)

BIG BEAR FIRE AUTHORITY OPERATING FUND

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Revenue				
Contribution Revenue				
Operating Contribution - FPD	837,469	830,389	830,389	850,000
Operating Contribution - CSD	839,809	830,389	830,389	850,000
Admin Suppression Salaries - from Amb	0	84,870	84,770	83,275
Admin Suppression Benefits - from Amb	0	21,530	21,530	15,243
Gen Suppression Salaries & Benefits - from CSD	0	0	0	0
Gen Suppression Salaries & Benefits - from Amb	0	1,471,900	490,000	510,000
Suppression Admin Salaries - from Amb	0	0	0	0
Suppression Admin Benefits - from Amb	0	0	0	0
Reimb from FPD - BBFA Costs	0	0	0	0
Reimb from CSD - BBFA Costs	0	0	0	0
FPD Share of CSD Paid Costs	0	0	0	0
CSD Share of FPD Paid Costs	0	0	0	0
Admin Personnel Contribution - CSD	129,019	0	0	0
Admin Personnel Contribution - CSD	129,019	0	0	0
Admin Personnel Contribution - FPD	258,038	0	0	0
Ambulance Revenue - Operating	236,743	0	0	0
Ambulance Revenue - Fuel	245	0	0	0
Operating Contribution	2,241	0	0	0
Operating Contribution - Amb	573,001	0	0	0
Total Contribution Revenue	3,005,584	3,239,078	2,257,078	2,308,518

Current Services Charges

Workers Comp Reimb	0	0	0	0
Inspections Reports and Misc	6,776	6,000	8,000	8,000
Licenses and Permits	2,840	1,000	2,000	3,000
Public Training	0	10,000	3,000	3,500
EMT Class Revenue	14,295	0	0	0
Plan Review	12,926	10,000	13,500	15,500
Hazardous Mitigation Reimbursement	0	0	0	0
Total Current Service Charges	36,837	27,000	26,500	30,000

Use of Money and Property

Interest on Bank Deposits	2,140	1,000	400	500
Rent Income - Bear Mtn	3,750	3,750	3,750	3,750
Rent Income - Baldwin Lake	12,984	15,600	15,600	15,678
Rent/Options - Cell Tower	22,406	20,190	20,190	21,286
Donations	825	0	0	0
Reimbursed Special Event	3,629	2,000	2,000	1,000
Transfers In - For Reserves	1,426,495	116,775	116,775	0
Transfer for Contingency	0	0	0	0
Reserve Contribution - CSD	713,248	0	0	0
Reserve Contribution - FPD	713,247	0	0	0
Mutual Aid Response Reimb	0	0	0	0
Total Use of Money and Property	1,472,231	159,315	158,715	42,214

Total Revenue	5,510,189	3,425,393	2,442,293	2,380,732
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Expenditures

Salaries

Salaries	699,517	1,071,886	1,026,157	1,164,825
Salaries - Workers Comp	0	0	0	0
Salary Adj to Funded Amt - Grants	(129,159)	(117,710)	(117,710)	(92,400)
Total Salaries	570,358	954,176	908,447	1,072,425

Overtime & Other Pay

Overtime	96,243	70,000	84,785	70,000
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BIG BEAR FIRE AUTHORITY OPERATING FUND

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Total Other Pay	96,243	70,000	84,785	70,000

Contribution Expense

Admin Suppression Salaries - to Amb	333,047	0	0	0
Admin Suppression Salaries - to FPD	199,219	58,260	58,260	52,428
Admin Suppression Benefits - to FPD	0	42,750	42,750	44,556
Admin Suppression Salaries - to CSD	164,028	74,090	94,310	100,000
Admin Suppression Benefits - to CSD	0	56,080	57,627	60,000
Total Contribution Expense	696,294	231,180	252,947	256,984

Benefits - Employer Paid

Medical Insurance	172,684	227,966	129,081	132,011
Dental Insurance	11,467	17,280	14,775	18,033
Vision Insurance	1,823	2,770	2,413	2,943
Life/AD&D/Disability Insurance	7,099	11,350	10,573	13,906
Disability Insurance	0	0	0	0
401a ER Match	64,521	125,190	112,789	125,654
Medicare ER	11,413	16,120	16,307	16,745
SUI Insurance	12,332	5,200	9,359	13,678
Total Benefits Employer Paid	281,340	405,876	295,297	322,971

Other Payroll Expense

Workers Compensation Insurance	0	1,093	1,093	41,811
Workers Comp Tail Claims	0	0	0	0
Unemployment Claims	0	0	0	0
Shared Labor	0	0	0	0
Total Other Payroll Expense	0	1,093	1,093	41,811

Benefit Accruals

Holiday Pay	0	30,000	0	0
Training Pay	0	25,000	0	0
Vacation Leave Earned	0	18,000	0	0
Sick Leave Earned	0	23,700	0	0
Comp Time Earned	0	10,000	0	0
Personal Leave Earned	0	4,000	0	0
Total Benefit Accruals	0	110,700	0	0

Total Salaries and Benefits	1,644,235	1,773,025	1,542,568	1,764,190
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Supplies

Basic Materials	4,835	9,000	3,101	2,400
Clothing and Personal Equipment	42,273	54,600	31,054	53,025
Ambulance Other	0	0	0	0
Fuel	47,511	75,000	30,476	35,000
General Household	28,529	28,000	27,462	30,000
Medical Supplies	45,159	5,000	6,624	10,200
Office Supplies	15,941	16,000	10,627	10,500
Postage	3,522	3,500	3,323	3,900
Printing	1,145	5,420	818	1,200
Total Supplies	188,914	196,520	113,484	146,225

Professional Services

Contractual Services	266,993	167,290	90,635	186,401
Interagency Property Tax Collection	18,600	60,000	0	0
Professional Services	94,979	125,000	87,142	64,500
Professional Services - Legal	49,685	65,000	21,049	40,000
IT Support Services	32,700	21,800	0	0

BIG BEAR FIRE AUTHORITY OPERATING FUND

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected	2017-18 Draft Budget
Recruitment	14,780	30,000	16,265	25,000
Interagency Admin Personnel	0	0	0	0
Interagency General Support	0	0	0	0
Total Professional Services	477,737	469,090	215,092	315,901

Maintenance and Equipment

Fleet Maintenance	220,213	266,100	166,100	166,100
Equipment Rotation	18,517	45,000	28,173	45,000
Machinery and Equipment	17,276	15,000	11,909	25,189
Ambulance Purchase-Loan	0	24,910	24,910	24,910
Maint - Buildings and Grounds	41,269	50,500	34,974	40,500
Maintenance Equipment	63,340	37,100	36,686	35,100
Communications - Radio	7,118	10,000	13,219	12,000
Software/Other Peripheral	17,592	31,000	15,612	53,043
Total Maintenance and Equipment	385,325	479,610	331,583	401,842

Utilities

Data Telephone Lines	56,411	55,800	48,172	48,200
Utilities - Electric	54,006	53,110	55,900	56,000
Utilities - Gas	27,777	30,200	27,192	28,200
Utilities - Water	10,875	11,000	9,143	9,400
Total Utilities	149,069	150,110	140,406	141,800

Other Expenditures

CSD Facility & Land Use Agreement	6,177	28,500	28,500	28,500
Advertising	2,570	5,000	5,000	12,000
Community Promotion	3,318	3,000	2,773	6,000
Education & Training	43,962	69,500	50,790	68,500
Insurance	79,971	3,093	12,554	46,775
Other Expenditures	5,134	2,500	2,588	2,500
Memberships and Dues	3,346	5,000	5,736	7,400
Public Training	4,661	4,500	1,234	1,000
Publications	2,458	4,000	2,100	2,500
Rents and Leases - 284	30,000	35,000	40,555	31,056
Admin Travel	17,416	15,000	12,725	15,451
Board & Admin Meetings	19,995	27,150	11,218	9,249
Board Stipends and Expenses	0	6,450	19,733	27,800
Bank Fees	8,014	6,570	13,476	11,000
Total Other Expenditures	227,022	215,263	208,983	269,731
Total Expenditures	3,697,733	3,308,618	2,552,116	3,039,689

Excess Revenue over Expenses - Operations	1,812,456	116,775	(109,823)	(658,957)
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Use of Reserve Funds	(116,775)	(116,775)	(170,000)
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Land Purchase			(250,000)
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Total Increase/(Decrease) in Fund Balance	0	(226,598)	(1,078,957)
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**COMBINED BUDGETS
FLOW THROUGH WORKSHEET
FY 2017 - 2018**

	Fire Authority	Fire Protection	CSD Fire	CSD Ambulance
Operating Revenue	2,380,732	6,204,019	4,822,025	2,573,903
Operating Expenses	3,039,689	5,043,036	3,780,061	2,573,903
Revenue Less Expenses	(658,957)	1,160,983	1,041,963	(0)
Ambulance Services		(171,300)	(171,300)	
Fire Authority Operations		(850,000)	(850,000)	
Excess Rev over Exp	(658,957)	139,683	20,663	(0)
Transfers Out	(420,000)	(664,346)		
Increase/(Decrease) in Fund Balance	\$ (1,078,957)	\$ (524,663)	\$ 20,663	\$ (0)




AGENDA REPORT

Item No. FP6

MEETING DATE: April 25, 2017

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Shirley Holt, Senior Finance Officer 

SUBJECT: **AUTHORIZATION TO MOVE FIRE PROTECTION DISTRICT (FPD) EMPLOYEES FROM THE OTHER SAFETY POOL TO THE COUNTY SAFETY POOL MAINTAINED BY SBCERA AND AUTHORIZE THE OFFICERS OR AGENTS OF THE CITY OF BIG BEAR LAKE OR FPD TO SIGN ALL NECESSARY DOCUMENTATION**

BACKGROUND

At the Big Bear Fire Authority (Fire Authority) Board meeting conducted on February 7, 2017, Isabel Safie, Legal Counsel, Best Best & Krieger (BB&K), reported to the Fire Authority Board, an option that is now available within the San Bernardino County Employee Retirement Association (SBCERA). SBCERA is the pension plan provider for current employees of Big Bear Lake Fire Protection District (FPD). This new development required the suspension of the previously approved actuarial studies regarding plan termination, suspension, or withdrawal and associated costs. As reported to the Board by Ms. Safie, the option for the Board to consider is the possibility of moving the employees of FPD out of the Other Safety Pool and into the County Safety Pool of SBCERA. The Board authorized the suspension of the actuarial studies and directed staff to proceed with determining associated costs of moving employees of FPD into the County Safety Pool.

At the April 19, 2017, Fire Authority Budget Workshop, Ms. Safie discussed the option of moving FPD employees out of the SBCERA Other Safety Pool to the County Safety Pool of SBCERA. Discussion focused on cost, benefit, and risk factors. Shirley Holt, Senior Finance Officer of the Fire Authority also presented the preliminary draft budgets for Fiscal Year 2017/2018 for the Fire Authority, FPD and Big Bear City Community Services District Fire Department. The draft budget for FPD was developed and presented with the assumption that FPD will be moved into the County Safety Pool.

DISCUSSION

The Fiscal Year 2017/18 preliminary draft budget as presented, requires Board approval, authorizing the move of FPD employees from the Other Safety Pool to the County Safety Pool. In addition, the Board officers or agents of the City of Big Bear Lake and FPD, need the authority to initiate and execute any, and all contracting documents necessary to move FPD employees from the Other Safety Pool to the County Safety Pool.

FISCAL IMPACT

There is currently an estimated fixed annual contribution for a 20-year period in the amount of \$593,000. This is partially offset by an anticipated reduction of 33% in the employer required contribution rate to SBCERA in the 2017/18 fiscal year, and as presented with the draft budget.

RECOMMENDATION

Staff recommends authorization from the Board to move FPD employees from the Other Safety Pool to the County Safety Pool, and authorize officers or agents of the City of Big Bear Lake and FPD to execute supporting documents and contracts as required with SBCERA.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA9

MEETING DATE: April 25, 2017

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

FROM: Shirley Holt, Senior Finance Officer *SH*

SUBJECT: **APPROVE RESOLUTION BBFA2017-001 AUTHORIZING TO MOVE CAPITAL FUND TO THE UNASSIGNED SUBCATEGORY AND TO REVISE THE RESERVE POLICY OF BIG BEAR FIRE AUTHORITY**

BACKGROUND

Pursuant to Government Accounting Standards Board Statement Number 54 (GASB 54), Fund Balance Reporting and Government Fund Type Definitions, effective for financial statement periods beginning after June 15, 2010, this policy formalizes the Reserve policy of the Big Bear Fire Authority.

DISCUSSION

The proposed revisions to the Fire Authority Reserve policy is to establish that there are no targets for the reserve fund balances. The existing Reserve policy with redlined changes can be found in Attachment A. To accomplish this, the Capital Fund will be moved from the Committed Fund Balance subcategory to the Unassigned Fund Balance subcategory per Board Resolution BBFA2017-001, Attachment B. As a result, said fund shall be located within the General Operating Fund/Unrestricted Fund Balance. The existing Capital Fund balances, approximately \$445,000, that are available within the Fire Authority are listed in Attachment C. It is the goal of this policy revision to bring the Fire Authority Reserve Policy in line with the current reserve contribution practice. Changing the status of the Capital Fund from Committed to Unassigned allows for use of Fund Balance for purchases of land and one ambulance as outlined in the Fiscal Year 2017-18 Preliminary Budget without further multiple Board actions.

RECOMMENDATION

Staff recommends that the Board approve Resolution No. BBFA2017-001 and the revision of Administrative Instruction Number: 2016-04, Big Bear Fire Authority Reserve Policy, changing the Capital Fund from Committed to the Unassigned Fund Balance subcategory.

ATTACHMENT A: ADMINISTRATIVE INSTRUCTION NUMBER 2016-04 RESERVE FUND POLICY – REDLINE
ATTACHMENT B: RESOLUTION BBFA2017-001
ATTACHMENT C: CAPITAL FUND BALANCES



Big Bear Fire Authority

Administrative Instruction

Number: 2012-04
Page 1 of 4

Issued: 12-11-12
Revised:

SUBJECT: RESERVE POLICY

I. PURPOSE

This document establishes the policy and administrative process for the Big Bear Fire Authority (“Authority”) fund balance designations.

II. POLICY

Pursuant to Government Accounting Standards Board Statement Number 54 (GASB 54), Fund Balance Reporting and Government Fund Type Definitions, effective for financial statement periods beginning after June 15, 2010, this policy formalizes the reserve policy as described below:

Nonspendable Fund Balance: The nonspendable fund balance category cannot be spent either because it is not in a spendable form (e.g. Reserve for inventories) or it is the result of a legal or contractual requirement to be maintained intact. The Authority Treasurer or his/her designee is responsible for establishing and maintaining the Non-Spendable Fund Balance in accordance with Generally Accepted Accounting Principles as well as the legal and contractual requirements that are the basis for this fund balance categorization.

Restricted Fund Balance: The restricted fund balance category contains fund balance constraints externally imposed (e.g. debt covenants, grant requirements, contributor specifications) or imposed by law (e.g. constitutional provisions enabling legislation). Enabling legislation as defined in GASB 54 authorizes the collection of payment for a specific purpose. The Authority Treasurer or his/her designee is responsible for establishing and maintaining the Restricted Fund Balance in accordance with Generally Accepted Accounting Principles as well as the externally and legally imposed constraints that are the basis for this fund balance categorization. The undesignated fund balance for the Big Bear Fire Authority falls into this category (can only be used for Authority purposes).

Unrestricted Fund Balance: The unrestricted fund balance category contains fund balances that do not meet the criteria for categorization as nonspendable or restricted. Within the category of unrestricted, there are three subcategories: Committed, Assigned, and Unassigned.

Committed: The committed fund balance subcategory is established and utilized pursuant to the formal action of the governing body prior to the end of the fiscal year (June 30). Examples of fund balances categorized as committed include contingency reserves, replacement reserves, and infrastructure improvement reserves. Contributions and uses of reserves during a fiscal period are initially established by resolution during the budget adoption process and are reevaluated and modified during the mid-year budget review with the adoption of a resolution approving mid-year budget adjustments. Budgeted contributions and uses may also be adjusted throughout the year with the consent of a simple majority of the governing body. Regardless of when formal action is made, any recommendation to establish a contribution or use of committed reserves requires formal authorization of the governing body. For each type of committed fund balance, the table below shows the targeted fund balance and appropriate uses established by this policy:

Contingency Reserve – Disaster	Equal to 3 months (25%) annual operating costs. <u>No Target</u>	To ensure continuity of operations due to unplanned events or cash flow purposes.
Replacement Reserve – Authority Vehicles & Equipment	<p>Equal to 50% of the depreciated cost of existing safety vehicles & fire apparatus.</p> <p>Equal to estimated replacement cost of existing fire / incident response equipment.</p> <p>Equal to flat amount of \$250,000 for other equipment.</p> <p><u>No Target</u></p>	<p>To repair, replace, upgrade or acquire safety vehicles and fire apparatus. The basis for determining the budgeted contributions is the Annual Set Aside calculation based on estimated replacement cost of existing vehicles and equipment.</p> <p>The contribution to reserves for equipment used for fire / incident assignments will be determined and placed into reserves at the end of the fiscal year only if revenue is generated from assignments. The maximum contribution will be equal to the estimated replacement cost.</p> <p>Replacement Reserves for other equipment have been established for radio, paramedic, office / computer and other equipment. Contributions to be made in years when a Authority operating surplus is available after fully funding all other categories of committed Authority reserves.</p>

<p>Authority Fire Facility Reserve</p>	<p>Equal to 25% of the original cost of existing buildings. No Target</p>	<p>To repair, replace or upgrade facility structures and fixtures.</p>
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It is the intent of the governing body to maintain each of the committed fund balances at the established reserve target. It is also recognized that uses of reserves temporarily reduces the balance. During the annual budget and mid-year budget processes, the governing body will replenish reserves from the receipt of reimbursements from outside sources (e.g. grant proceeds, emergency management reimbursements) or the generation of recurring surplus resulting in undesignated funds which can be used for replenishment.

Recognizing that the timing of funds available to replenish committed fund balances may not occur within a given fiscal period, this policy establishes a commitment to replenish uses of reserves to the target level within three (3) years of use, unless the governing body grants an extension. The governing body may choose to grant an extension when the timing of a reimbursement from outside parties will occur outside the three-year timeframe or undesignated funds are not available to commit. Upon granting an extension, the governing body shall establish a timeline under which replenishment must take place and the priority of replenishment should it be necessary to spread limited funds among the various types of committed fund balance.

In the event, the committed reserve balance at the end of the fiscal year is below target by 10% and undesignated funds are not available to commit and/or reimbursement of funds from an outside party is not likely to be received within three (3) years, the governing body shall devise a plan to replenish reserves to the target level.

Assigned: The assigned fund balance subcategory contains amounts that are intended to be used for a specific purpose but are neither restricted nor committed. Funds reserved for encumbrances and compensated absences are examples of assigned fund balances. Unlike the other fund balance designations, assigned fund balances do not require formal action of the governing body to establish or adjust. The governing body, by way of policy adoption, assigns authority for determining such assignments to a management position; in this case, the Authority Treasurer or his/her designee has been assigned such authority.

Unassigned: The unassigned fund balance subcategory is the residual (undesignated) fund balance in the general operating fund. This portion of the fund balance has not been restricted, limited or assigned to a specific purpose. The general operating fund is the only fund that will report a positive unassigned fund balance. The other governmental funds may report a negative unassigned fund balance if expenditures

exceed the amounts restricted, committed, or assigned for the specific purpose for which the fund exists.

Recognition Criteria: For financial reporting purposes, it is necessary to establish the recognition criteria for uses of restricted and unrestricted fund balances. This policy establishes that expenditures are considered to be incurred when restricted and unrestricted fund balances are used, regardless of whether the unrestricted fund balance is categorized as committed, assigned, or unassigned. For example, the use of vehicle replacement reserves to purchase a replacement vehicle will be considered an expenditure at the time of purchase, at which time, the use of reserved fund balances will be transferred out to cover the expenditure. Likewise, the use of contingency reserves for cash flow purposes will be transferred out to cover operating expenditures and will be considered expended at the time of transfer.

JEFF WILLIS
Fire Chief

| [June 7, 2016 April 25, 2017](#)
Date

RESOLUTION NO. BBFA2017-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, CHANGING THE DESIGNATION OF THE CAPITAL FUND FROM A COMMITTED FUND BALANCE TO AN UNASSIGNED FUND BALANCE

WHEREAS, the Big Bear Fire Authority (“Authority”) exists pursuant to the laws of the state of California and that certain Joint Powers Agreement entered into by and between the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, a subsidiary fire protection district of the City of Big Bear Lake; and

WHEREAS, the Authority adopts preliminary and final budgets for each Fiscal Year under the notice and hearing procedures required by law; and

WHEREAS, the Authority previously adopted a Reserve Policy which established, among other things, for an Unrestricted Fund Balance. Within the Unrestricted Fund Balance category there are certain subcategories including, but not limited to, the following: (a) a Committed Fund Balance which includes, by way of example, replacement reserves and infrastructure improvement reserves; and (b) an Unassigned Fund Balance in the General Operating Fund; and

WHEREAS, the Capital Fund is currently designated under the Committed Fund Balance subcategory; and

WHEREAS, in preparation for the upcoming development and adoption of the Fiscal Year 2017/18 budget, the Authority desires to change, adjust and otherwise modify the current designation of the Capital Fund from the Committed subcategory to the Unassigned subcategory.

NOW, THEREFORE, the Board of Directors of the Big Bear Fire Authority resolves as follows:

1. The Capital Fund is hereby changed, adjusted and otherwise modified in order to move the Capital Fund from the Committed Fund Balance subcategory to the Unassigned Fund Balance subcategory. As a result, said funds shall be located within the General Operating Fund/Unrestricted Fund Balance.
2. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 25th day of April, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

Randall Putz
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Dawn E. Marschinke
Secretary, Big Bear Fire Authority

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Dawn E. Marschinke Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing resolution, being Resolution No. BBFA2017-001 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 25th day of April, 2017, and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Witness my hand and the official seal of said Authority this __ day of April, 2017.

Dawn E. Marschinke
Secretary
Big Bear Fire Authority

BIG BEAR FIRE AUTHORITY - JPA
Capital Fund
RESERVE FUNDS BALANCE
Fiscal Year 2016-2017

Reserve Fund	Beginning Fund Balance 7/1/15	Fiscal Year 2015-16		Ending Fund Balance 6/30/16	Fiscal Year 2016-17		Projected Fund Balance 6/30/17	Increase/ (Decrease)
		Contributions	Uses		Contributions	Uses		
Vehicle Replacement	180,920	242,871	111,000	312,791	-		\$ 312,791	\$ -
Office Equipment	52,000	26,000	56,000	22,000	-		\$ 22,000	\$ -
Contingency	75,000	1,127,624	1,137,824	64,800	-	15,000	\$ 49,800	\$ (15,000)
Other Equipment	90,000	30,000		120,000	-	60,000	\$ 60,000	\$ (60,000)
Facility	-	-	-	-	41,775	41,775	\$ -	\$ -
	\$ 397,920	\$ 1,426,495	\$ 1,304,824	\$ 519,591	\$ 41,775	\$ 116,775	\$ 444,591	\$ (75,000)

CURRENT RESERVE POLICY

Vehicle Replacement - Based on estimated replacement costs
 Office Equipment - Target of Flat \$50,000
 Contingency- 25% Annual Operating Cost
 Other Equipment- Target of Flat \$100,000
 Facility- Target of Flat \$750,000

Target	Projected Balance	Reserve (Shortfall)
4,596,425	312,791	(4,283,634)
50,000	22,000	(28,000)
827,155	49,800	(777,355)
100,000	60,000	(40,000)
750,000	50,000	(700,000)

2016-17 Contributions are contingent on available Fund Balance post 2015-16 Audit

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of February 15, 2017

Staff Notes

CALL TO ORDER

An Administrative Committee meeting of the Big Bear Fire Authority was called to order by Board Chairman Putz at 4:38 p.m., Wednesday, February 15, 2017, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Governing Board Members Present: Chairman Putz, Vice Chairman Green, Directors Herrick and Walsh

Staff Present: Jeff Willis, Fire Chief; Shirley Holt, Senior Finance Officer; Dawn Marschinke, Board Secretary; Chardelle Smith, Administrative Clerk, Mitch Hollenbaugh, Engineer/Paramedic

MOMENT OF SILENCE Observed

PLEDGE Led by Director Walsh

PUBLIC COMMUNICATIONS

None.

DISCUSSION ITEMS

1. Fiscal Year 2017/2018 Preliminary Budget Discussion

Senior Finance Officer Holt presented the Fiscal Year 2017/2018 Preliminary Budget and physical design. Ms. Holt mentioned that all the old accounts are have been eliminated and those being viewed now are what the Department uses now. She presented the preliminary budget numbers projecting six months forward based on actuals from the end of December 2016. These numbers could change considerably when the preliminary budget is presented at the March Administrative Committee meeting. For projections to be accurate, Ms. Holt stated that she still needs the Trial Balance Audit and property tax dollars from Big Bear City Community Services District (CSD).

Ms. Holt noted that Fire Authority revenue is less than expected due to contribution revenue. Contribution revenue is less than expected because employees from Big Bear Lake Fire Protection District (FPD) worked for CSD Ambulance, instead of the expected Fire Authority employees. Ms. Holt stated the FPD is over budget in the contribution revenue directly related to ambulance work.

At 4:45 p.m. Vice Chairman Green arrived.

Ms. Holt explained the expenditures for the Fire Authority are below budget due to expenses being significantly less than expected. FPD expenses are less than budgeted as well. Ms. Holt stated CSD Fire revenue is greater than budgeted. She does not have numbers from the prior year for the property taxes and other revenue to work with yet. CSD Fire expenses are higher than budgeted mainly because of benefits and salaries.

At 5:02 p.m. Vice Chairman Green stepped out of the meeting and returned at 5:03 p.m.

Ms. Holt stated CSD Ambulance budget is significantly lower in revenues, primarily in ambulance charges for services; ambulance charges and revenue will be less than expected. Chief Willis stated that most of ambulance transportation is during the holiday months. These are January, February and March and are not included in the budget at this time.

The next step in the budget process will be to develop the actual preliminary budget once Ms. Holt receives the budget numbers from CSD.

Staff recommended changing the March 15, 2017 meeting, pushing it back a week to give Ms. Holt more time to prepare the draft budget for the Administrative Committee. Less time is required between the Administrative Committee budget meeting prior to the full Board Workshop.

The Administrative Committee agreed to adjourn the March 15, 2017 meeting to Thursday, March 23, 2017 at 4:30 p.m.

To better understand the impact of Big Bear Mountain Resorts, Chairman Putz asked if there would be an opportunity to get an idea of how incoming revenue is balanced against those who use the services, e.g., residents or visitors.

Chief Willis responded that he expects to have that type of information from the Master Plan data at the March Administrative Committee meeting.

ADJOURNMENT

With no further business to come before the Administrative Committee, Board Chairman Putz adjourned the meeting at 6:02 p.m.

Dawn E. Marschinke, Board Secretary