
**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

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF APRIL 25, 2017.