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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
FEBRUARY 2, 2016**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Terry at 6:08 p.m., Tuesday, February 2, 2016, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Jackowski

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

Board Members Excused: None

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief  
Mike Maltby, Battalion Chief  
Shirley Holt, Senior Finance Officer  
Dawn Marschinke, Board Secretary  
Jeff Ferre, Legal Counsel

**RESULTS OF CLOSED SESSION:**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9

One potential case

Legal Counsel Jeff Ferre reported this item is to be continued.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - pursuant to Government Code Section 54957

Title of Position: Fire Chief

Legal Counsel Jeff Ferre reported there is no reportable action on this item.

CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section 54957.6

Agency designated representative; Chairman Paul Terry  
Unrepresented employee: Fire Chief

Legal Counsel Jeff Ferre reported there is no reportable action on this item.

**ANNOUNCEMENT**

The Fire Authority's Administrative Office will be closed Monday, February 15, 2016 in observance of President's Day and will re-open on Tuesday, February 16, 2016 at 8:00 a.m.

**PRESENTATIONS**

- Chief Willis presented a Certificate of Appreciation to Big Bear Moose Lodge for support of Tommy the Moose Program for use by fire department staff during emergency situations. Dave Emig and Joe Engels of the Big Bear Moose Lodge received the Certificate on behalf of the Moose Lodge and presented stuffed moose to the Department to disburse to children on emergency calls.
- Chief Willis recognized the promotion of Ben Nielsen, from Apprentice Firefighter/Paramedic to Fulltime Firefighter/Paramedic.
- Battalion Chief Brian Parham presented the value of the Annual Fitness and Testing Program and also conducted a demonstration of a firefighter donning standard protective equipment and gear. The weight of the gear, plus the speed the firefighter must dress, is just one aspect of the firefighter's job that demonstrates the need for a firefighter to be physically fit. Chief Willis presented the Department with a Certificate of Achievement for their accomplishment, achieving the ranking #1 in 2015. He also commended the Department for their continued growth and receiving the ranking of #1, four years in a row. Captain Josh Mandolini accepted the certificate on behalf of the Department.
- Assistant Fire Marshal Nick Bruinsma presented a Federal Communications Commission program, new to San Bernardino County, called "Call if you can,

Text if you Can't," which promotes the newly available emergency texting capabilities to 911.

### **BOARD MEMBER GENERAL ANNOUNCEMENTS**

Chairman Terry and Directors Herrick, Jackowski and Green offered their congratulations and appreciation to the Department's firefighters and their incredible accomplishments with respect to their Annual Fitness Testing.

### **PUBLIC COMMUNICATIONS**

None.

### **CHIEF'S REPORT**

#### **PENSION ALIGNMENT**

Work on the SBCERA actuarial studies is still a work in progress, with the expectation that the Department will have a report by the end of February 2016.

#### **HOMELAND SECURITY GRANT**

We are working towards the purchase of 800MHz radios through an \$8,000 grant the Department was awarded from the Department of Homeland Security.

#### **FEDERAL EXCESS PROPERTY PROGRAM ACQUISITION**

The Department recently acquired two surplus military generators through the Federal Excess Personal Property Program (FEPP) at no cost to the Department. The generators will be used to provide emergency stand-by power for Stations 283 and 284.

#### **AMBULANCE ACCIDENT**

On January 16, 2016, one of the Department's ambulances was involved in an accident at the intersection of Big Bear Blvd. and Forest Rd. There were no injuries. However, the ambulance sustained significant damage and is in the process of being repaired. The Department was not at fault in the accident.

#### **SEASONAL CALL VOLUME**

Comparing call volume year over year for the peak period of December 25 to January 15, the Department experienced an increase of 148 calls, an increase of 14.2% over the past year. On two occasions, the Department was fully tasked and could have been drawn down to zero; however, the additional Board authorized staffing paid-off, and the Department had the additional staffing needed to meet the call-volume.

### **EMT TRAINING PROGRAM**

The Department will be offering an EMT Basic Training Program February 22, 2016 – June 15, 2016 at the Paradise training facility. This the second class the Department has held. The first time the Department offered this course was January – May of 2014. This year there was a waiting list of 45 applicants with only 25 slots available.

### **ERWIN LAKE PARK LEASE**

As a result of action taken at a Community Services District Board meeting, the Fire Department was asked if they still had an interest in land for the Sugarloaf Station, which is currently under a lease agreement up for renewal with San Bernardino County Parks and Recreation. The property where the Sugarloaf Station currently sits will not meet the demand of the next 50 years. There is also consideration to be given to land options for the Baldwin Lake Station, the Moonridge Station and the Boulder Bay Station. Multiple meetings with key stakeholders have been conducted to consider opportunities for locations of current and future fire stations through potential land exchanges.

### **FIRE DISTRICTS ASSOCIATION OF CALIFORNIA (FDAC) LEGISLATION**

Fire Districts Association of California is following legislation of particular interest to the 911 system, Assembly Bills 510 and 238. These relate to the next generation of communication devices. This legislation is important because funding for this technology comes from fees on landline phones. The fee structure that supported the old 911 system is starting to diminish as people move away from landlines to wireless. These bills address what is to be done regarding fees from wireless phone providers to be able to continue to build and maintain the structure of the 911 system.

### **EMBERS OF HOPE CAMP**

Chief Willis encouraged the Board to attend the annual Embers of Hope Camp VIP day on February 13, 2016, at the Presbyterian Conference Center. This is a camp for young burn survivors put on by the Fire & Burn Foundation.

## **FINANCE OFFICER'S REPORT**

Sr. Finance Officer Holt presented the second quarter financials, which is the first six months of the first budget for the Fire Authority.

### **2015 2nd QUARTER FINANCIAL REPORT – Operating Fund**

- The Budget Variance Report shows total revenue is 52% funded year to date.
- Total Operational expenses are 8% under budget.
- Salaries and Benefits are 2% under budget.

### **CASH DISBURSEMENT REPORT**

- Cash Disbursements for December were \$106,400.

### **OTHER FUNDS REPORT**

- Capital Funds have increased \$245,675 YTD per the budgeted contributions. Projects completed during this period include the completion of the refurbishment of Station 282 and one ambulance was purchased.
- Grant Funds were expensed \$138,465 for Chipping and Shake Shingle projects.
- Mutual Aid Funds were expensed \$109,678 for apparatus provided during the Lake Fire. The Department is starting to receive reimbursements.

### **2016/17 BUDGET CALENDAR**

The Budget Calendar has been developed and distributed. Sr. Finance Officer Holt is conducting regular meetings with Chief Willis and Battalion Chief Maltby to keep the budget process on track.

Director Caretto stated that staff should be aware that regarding cash disbursements or future disbursements, that a document used during closed session of the Fire Authority earlier in the evening was prepared by Best, Best & Krieger (BB&K) as requested per staff instruction, but was not authorized by the Board. BB&K should not invoice for, nor is the Fire Authority authorized to pay for said services.

Jeff Ferrer, Legal Counsel from BB&K stated that they would not bill for the document preparation services referenced by Director Caretto.

Chairman Terry announced that a Fire Authority Special Budget Workshop is scheduled for March 10, 2016, 10 a.m. – 1:30 p.m., at Station 281, 41090 Big Bear Blvd. The regularly scheduled March 10, 2016 Administrative Committee meeting is canceled.

### **CONSENT CALENDAR**

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

#### **FA1. Approval of Minutes for the Regular Meeting of December 8, 2016**

Approved with the correction of attendee name change from “Director Rick Putz” to “Director Randall Putz.”

#### **FA2. Approval of Monthly Activity Report for November and December, 2015**

Received and filed.

**FA3. Authorize Big Bear Fire Authority to access state and federal level summary criminal history information for employment, licensing or certification purposes.**

Board consideration of adopting Resolution No. BBFA2016-001 authorizing the Fire Authority to be assigned an Originating Agency Number for the purpose of obtaining access to state and federal criminal databases.

RESOLUTION NO. BBFA2016-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, IS AUTHORIZED TO ACCESS STATE AND FEDERAL LEVEL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES.

Approved.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

The Consent Calendar was approved by the following vote:

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

**DISCUSSION/ACTION ITEMS**

**FA4. Appointment of Standing Administrative Committee**

Board consideration of the Board Chairman selecting four directors, two from each respective district, to serve as the Administrative Committee to assist staff in

the development of further consolidation strategies, and the Board approve the appointments by vote.

Chairman Terry nominated Vice Chairman Putz; Director Herrick; Director Walsh; and Chairman Terry.

Motion by Director Jahn; seconded by Director Caretto to affirm Chairman Terry's appointments of Vice Chairman Putz; Director Herrick; Director Walsh; and Chairman Terry to serve as the Fire Authority Administrative Committee.

Said Motion was approved by the following vote:

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

#### **FA5. Appointment of Appeals Board**

Board consideration of the Board Chairman selecting four members from the Fire Authority Board to serve, along with the Chairman, as the Appeals Board, pursuant to Section 108.1 of Ordinance No. BBFA2014-001, and the Board approve the appointments by vote.

Chairman Terry nominated Director Jahn; Director Jackowski; Director Oxandaboure; Director Green and Chairman Terry.

Motion by Director Herrick seconded by Director Caretto to affirm Chairman Terry's appointments of Director Jahn; Director Jackowski; Director Oxandaboure; Director Green and Chairman Terry to the Appeals Board.

Said Motion was approved by the following vote:

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

#### **FA6. Establishment of Ad Hoc Committee**

Board consideration of the Board Chairman selecting four directors, two from each respective district, to form an ad hoc committee of the Fire Authority with the purpose to meet and confer with labor during contract negotiations.

Chairman Terry nominated Director Green; Director Walsh; Director Jahn and Director Caretto.

Motion by Director Herrick; seconded by Director Jahn to affirm Chairman Terry's appointments of Director Green; Director Walsh; Director Jahn and Director Caretto.

Said Motion was approved by the following vote:

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

**FA7. Authorize the Fire Chief to enter into a purchase agreement for a new or remount ambulance for the FY2016/17 budget year.**

Board consideration to authorize the Fire Chief to enter into a purchase agreement for an ambulance, not to exceed \$185,000 to be incorporated within the FY2016/17 budget, using debt financing.

Discussion ensued regarding the ambulance purchase. It was questioned whether using the Department's Reserve Funds versus debt financing was the best option, and if the Department could afford the ambulance if it had to be financed. Staff indicated that using Department reserves would be possible. However, using debt financing allows the Department to build reserves for a larger purchase, such as an engine. In addition, this will allow the Department to build a credit history. Financing a small loan, for a short period of time while rates are low is a viable option compared to depleting reserves.

Staff indicated that the Department has received three bids on the ambulance remount and will be getting three for the new build as well. There are a couple of ambulances in reserve that could be used for the remount and will be evaluated.



Whichever direction the Department chooses to go, Attorney Jeff Ferrer stated that legal counsel will assist staff in preparing a purchase agreement that protects the interests of the Department.

Director Caretto asked for clarity on the Administrative Committee's recommendation, and further stated, in the future, the Staff Report should specify that the item was reviewed by the Administrative Committee and indicate what the Administrative Committee recommendation is, not just the staff recommendation.

Motion by Director Caretto; seconded by Director Herrick to authorize the Fire Chief to enter into a purchase agreement for an ambulance, not to exceed \$185,000 to be incorporated within the FY2016/17 budget, using debt financing.

AYES: Putz, Walsh, Ziegler, Caretto, Green, Herrick, Jackowski, Jahn, Oxandaboure, Terry

NOES: None.

ABSENT: None.

ABSTAIN: None.

### **COMMITTEE REPORTS**

Fire Authority Administrative Committee meeting held on January 14, 2016 represented by Board Chairman Terry and Directors Walsh and Jahn. Administrative Committee Chairman Herrick was absent.

Received and filed.

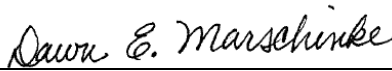
### **DIRECTORS' CLOSING COMMENTS**

Director Green commented that if anyone has the chance to go to the Embers of Hope Camp, he went last year, and it is a worthwhile experience. It is a great opportunity to see the benefits for the kids, and it is one of the things that makes him really proud of what we do.

Chairman Terry offered his thanks to everyone and the hard work they are putting in.

### **ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Terry adjourned the meeting at 7:22 p.m.

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Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF MAY 3, 2016