
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
MARCH 10, 2016**

A Special Meeting of the Big Bear Fire Authority was called to order by Chairman Terry at 10:00 a.m., on Thursday, March 10, 2016, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence

Pledge of Allegiance: Led by Vice Chairman Putz

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

Board Members Excused: Director Herrick
 Director Jahn

Others Present: Jeff Willis, Fire Chief
 Mike Maltby, Battalion Chief
 Shirley Holt, Senior Finance Officer
 Dawn Marschinke, Board Secretary
 Dan Rogers, Captain
 Mitch Hollenbaugh, Engineer
 Chuck Robillard, Captain
 Bobby Whitmore, Engineer
 Scott Heule, General Manager, CSD
 Shari Strain, Finance Officer, CSD

Open session was called to order at 11:00 a.m. by Chairman Terry.

PUBLIC COMMUNICATIONS:

None.

RESULTS OF CLOSED SESSION:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - pursuant to Government Code Section 54957

Title of Position: Fire Chief

CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section 54957.6

Agency designated representative: Chairman Paul Terry

Unrepresented employee: Fire Chief

Chairman Terry stated that there was no reportable action from closed session.

Director Ziegler joined the meeting at 11:05 a.m.

DISCUSSION ITEMS

1. Transition of Information Technology Services from Big Bear City Community Services District (CSD) to the Fire Authority, Discussion and Possible Action

Board consideration of approving staff recommendation of a mid-year budget adjustment to Capital Funds in the amount of \$53,000 for a capital project to transition the Fire Department's information technology network system from CSD to the Fire Department as a standalone system by July 1, 2016.

Chief Willis discussed the three options under consideration as directed by the Administrative committee on February 11, 2016.

Board and staff discussion of contractor and retrofit options.

Motion by Director Caretto; seconded by Director Jackowski to accept the staff recommendation.

Said Motion was approved by the following vote:

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

NOES: None.

ABSENT: Herrick, Jahn

ABSTAIN: None.

2. Fiscal Year 2016/2017 Budget Preparation and Development

Board consideration of receiving a presentation regarding the FY16/17 Draft Budget for review and advisement.

Sr. Finance Officer Holt presented on: 1) Review of Historical Trends by Agency 2010 to Present; 2) Budget Presentation by Agency; 3) Projections into the future.

Developing consistencies noted, due to efficiencies as a result of the consolidation:

- CSD tax revenues are approximately 14% less than the Fire Protection District (FPD) tax revenues. In addition, CSD fire suppression expenses are approximately 14% less than FPD fire suppression expenses. This shows there is a relationship of revenue and expenses between the agencies, and operations are being supported proportionally according to the tax revenues.
- Unfunded ambulance operations are being shared equally across both CSD and FPD after operating expenses, as well as the \$825,000 it costs to operate the two agencies. In the current budgeted year, this shared cost is \$840,000. There is now consistency in the contribution to fund the Fire Authority.
- A reduction in non-recurring expenditures resulting in a savings in the FY16/17 budget year of \$1.2 million.

Board and staff discussion regarding the details of the draft budget proposed. Specifically, Interagency General Support and H.S.A. Funding, with the commitment from staff to come back to the Board with updated figures for incorporation into the budget.

Board noted a discrepancy in the CSD Fund Balance between two pages of presentation: CSD Fund Balance on the Agency Comparison chart of \$1,154,913 and the CSD Fund Balance on the CSD Reserves pie chart of \$1,749,546.

Staff responded that the \$1,749,546 figure is correct from the audit of July 1, 2015.

Board asked if there was a way to increase ambulance revenues by improving on collections and increase rates.

Staff responded. With regard to Ambulance Revenue, the Department will go after every revenue source available. Staff is hopeful that there will be new revenue sources (currently being pursued). Staff also explained there is no way to increase revenue by raising rates to reduce losses because ambulance billing rates are established each year by Inland County Emergency Medical Agency. This determines the amount the Fire Authority can charge for EMT and paramedic ambulance service.

Director Ziegler left the meeting at 11:50 a.m.

Director Ziegler returned to the meeting at 11:52 a.m.

Board and staff discussion regarding the positive variance of the transport service which supports firefighter positions to help the Department with its fire rescue mission.

Board and staff discussion regarding doing more on an ambulance that is billable.

Vice Chairman Putz let the meeting at 12:01 p.m.

Vice Chairman Putz returned to the meeting at 12:02 p.m.

Board and staff discussion regarding budget projections beyond this year.

Board asked how staff had anticipated a 21% increase in revenue for FY16/17.

Staff responded.

Chairman Terry announced the meeting would continue as a working lunch at 12:18 p.m.

Direction from Board requested by staff:

1. Should the Fire Authority fund H.S.A going forward?

Board Direction: Staff will continue to research the options for presentation at the next Board meeting.

2. Is the Board comfortable moving forward with the Fund Accounting format?

Board Direction: The Board agrees that this format is easy to understand and is in agreement with using this format if the Department's auditor agrees.

3. The Fire Authority is currently using the City's auditor. Staff would like to switch auditors.

Board Direction: The Fire Authority should remain with their current auditor until the contract expires, with the intent to consider securing a new auditor.

Motion by Director Caretto; seconded by Vice Chairman Putz to accept the draft budget presentation and authorize staff to move forward, recognizing that there are multiple pieces that still need to be put into the budget for FY16/17.

Said Motion was approved by the following vote:

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

NOES: None.

ABSENT: Herrick, Jahn

ABSTAIN: None.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Terry adjourned the meeting at 1:26 p.m.

Dawn E. Marschinke

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF MAY 3, 2016