
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
MAY 3, 2016**

A Special Meeting of Big Bear Fire Authority was called to order by Chairman Terry at 2:00 p.m., Tuesday, May 3, 2016, at 41090 Big Bear Boulevard, Big Bear Lake, California.

PUBLIC FORMUM FOR CLOSED SESSION

None.

At the hour of 5:27, p.m., Board adjourned Closed Session.

At the hour of 5:34 p.m., Chairman Terry called Open Session to order.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Herrick

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

Board Members Excused: Director John Green

Board Members Absent: None

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

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

Legal Counsel Roger Crawford stated there is no reportable action on the above stated items and direction was given to the Administrative Committee.

ANNOUNCEMENT

The Fire Authority's Administrative Office will be closed Monday, May 30, 2016 in observance of Memorial Day and will re-open on Tuesday, May 31, 2016 at 8:00 a.m.

DIRECTORS' GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

FINANCE OFFICER'S REPORT

Sr. Finance Officer Holt presented the 3rd quarter financials.

3rd QUARTER FINANCIAL REPORT – Operating Fund

- The Budget Variance Report shows total revenue is 63% funded year to date
- Total Operational Expenses are 13% under budget
- Salaries and Benefits are 3% over budget

CASH DISBURSEMENT REPORT

- Cash Disbursements for the 3rd Quarter were \$775,575

OTHER FUNDS REPORT

- Capital Funds have increased \$368,512 YTD per the budgeted contributions. Work at the Department's training center is ongoing.
- Ms. Holt introduced the new contracted IT Coordinator, Duane Dickerson. She also reported that he has gotten the new server room relocation underway.

- Grant Funds expensed YTD are \$150,970
- Mutual Aid Funds expensed YTD are \$114,283

AMBULANCE PURCHASE

Ms. Holt reported on the progress of the new ambulance. The agreement was executed with KME on April 12, 2016. It is for a remount box refurbish on a new chassis with an anticipated delivery date of mid-July. The contract is not to exceed \$100,000. Various lending institutions were researched for financing the purchase. Based on that research, the Fire Authority is currently pursuing California Special District Association (CSDA) for the loan. The Fire Authority application is now with CSDA. They are currently going out for quotes for terms of a loan for this vehicle.

Director Caretto asked if the contract protects the Fire Authority in case of bankruptcy.

Chief Willis and Battalion Chief Maltby responded to Director Caretto's concern. Legal counsel crafted the agreement that insulates the Fire Authority from that sort of problem. The Department has an ongoing business relationship with this company.

Director Caretto asked if monthly payments had been made yet, as spelled out in the contract.

Ms. Holt responded that no payments have been requested, nor made as of this date.

Chairman Terry asked if there is an anticipated delivery date of the ambulance.

Battalion Chief Maltby stated that it is due mid-July.

CONSENT CALENDAR

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

FA1. Approval of Minutes for the Regular Meeting of February 2, 2016

Approved.

FA2. Approval of Minutes for the Regular Meeting of March 10, 2016

Approved.

FA3. Approval of Monthly Activity Reports for January, February and March, 2016

Received and filed.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

NEW BUSINESS

FA4. California Joint Powers Authority (CJPIA) Insurance Cost Allocation MOU

Board consideration of authorizing the Fire Chief to enter into a Memorandum of Understanding (MOU) among Big Bear area governmental agencies regarding the allocation of liability and workers' compensation costs.

Sr. Finance Officer Holt explained the background of how the MOU came about between Big Bear Fire Authority, City of Big Bear Lake, Big Bear City Community Services District, Big Bear Lake Fire Protection District, Big Bear City Community Services District Fire and Big Bear Lake Department of Water and Power. Ms. Holt explained that the consolidation of Fire Departments, and the difficulty in allocating liability and workers' compensation contributions specific to fire services, created the need for a better cost allocation solution. Representatives of all the above listed agencies met with CJPIA and came to a mutually agreed upon method of allocation as defined in the Memorandum of Understanding (MOU).

Alex Mellor, California Joint Powers Authority, Area Regional Manager, presented the methodology of calculations for liability and workers' compensation premiums based on exposure (payroll) and experience (claims), and how these calculations would impact future payments in accordance with the MOU. For calculation of claims, the past 5 years of history is used (excluding the most recent coverage period). To calculate for fiscal year 2016-2017, claims were calculated from 2009-2010 to 2013-2014. Payroll exposure was

based on calendar year 2014. Because the Fire Authority did not have payroll in 2014, the 2015 payroll for the Fire Authority was used. The MOU is an annual agreement and can be revised each year based on mutual agreement by all parties to the MOU.

Director Caretto asked if the billed contribution would change every year.

Mr. Mellor responded to his question explaining that calculations are sensitive to claims based on payroll and the five-year trailing claims experience, therefore the billed amount would change every year.

Motion by Director Caretto; seconded by Director Walsh to approve staff's recommendation to authorize the Fire Chief to enter into a MOU among Big Bear area governmental agencies specifying the allocation of liability and workers' compensation costs through CJPIA.

Said Motion was approved by the following vote:

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

FA5. Fire Authority Fiscal Year 2016-2017 Preliminary Budget Presentation in Preparation of Public Hearing

Board consideration of Fiscal Year 2016-2017 preliminary budget in preparation of public hearing at the Regular meeting on June 7, 2016.

Sr. Finance Officer Holt presented the preliminary budget for Fiscal Year 2016-2017 for Board review.

Director Caretto asked for additional clarification of Revenue and Expenses.

Ms. Holt responded to Director Caretto's questions.

Director Caretto asked that when there is a settlement reached with Labor regarding their MOU, would that information change the final budget presented in June.

Ms. Holt responded to Director Caretto's statement in the affirmative.

Director Herrick requested the final budget presentation to show Assets and Liabilities.

Ms. Holt responded that would be included in the final budget presentation.

Received and filed.

COMMITTEE REPORTS

Fire Authority Administrative Committee meeting held on February 11, 2016 represented by Chairman Terry, Vice Chairman Putz, Director Herrick and Director Walsh.

Received and filed.


DIRECTORS' CLOSING COMMENTS

Director Caretto requested that agenda packets for the Board be distributed earlier than the afternoon before a Board meeting

Vice Chairman Putz stated that he appreciated the work that his fellow Administrative Committee members were doing and how well they have been working together.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Terry adjourned the meeting at 6:21 p.m.



Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF JUNE 7, 2016