
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
June 7, 2016**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Terry at 6:00 p.m., Tuesday, June 7, 2016, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Jahn

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, Fire Board Secretary

ANNOUNCEMENTS

The Fire Authority's Administrative Office will be closed Monday, July 4, 2016 in observance of the 4th of July, and will re-open on Tuesday, July 5, 2016 at 8:00 a.m.

California Joint Powers Insurance Authority (CJPIA) Annual Board of Directors meeting will be held on July 20, 2016 at CJPIA's La Palma Campus. Director Caretto will be attending on behalf of Big Bear Fire Authority.

PRESENTATIONS

- Andy Bolton, a representative from the Insurance Services Office (ISO) gave a presentation on the Department's ISO rating. The new ISO ratings were published on June 1, 2016. These ratings can affect consumer and commercial insurance rates. It was noted that the Department's fire rating was negatively impacted because of a lack of documentation from water Departments in both Big Bear Lake and the County jurisdictions. With the improvement of items within both Water Districts and under the Fire Authority's prevue, it would be possible to improve the Department's rating from a 3/3x to a 2.

Director Putz asked if there is follow-up with the Water Departments to correct the problems.

Chief Willis responded, yes.

Director Jahn left the meeting at 6:30 p.m. and returned at 6:32 p.m.

- Firefighters Seward and Bidwell gave a presentation requesting the Board's approval of the Firefighter's Association building a bus stop next to Station 282 in Big Bear City. They explained that their intention is to provide a safer shelter for the community. The Association plans to spend approximately \$1,000 on materials and will be built by the Association's skilled welders. They will relocate the current bus stop to a location in front of Station 282. They have researched how a bus stop should be built and their plan is for it to resemble a fire truck..

Director Jackowski encouraged the Association to work with Mountain Transit staff to ensure compliance with regulations.

Director Ziegler commented that he appreciated the thoughtfulness of the firefighters. He also questioned whether it would cause a blind spot, suggesting to move it to a location in front of the park beside Station 282.

Firefighter Bidwell responded that the cost of running electricity goes up dramatically moving it there, as well as the fact that the future of the park is uncertain.

Director Jahn asked who would maintain the bus stop and suggested that perhaps the Association could charge for ads to help offset the maintenance cost.

Firefighter Bidwell responded that the Association is providing the shelter as a way to give back to the community and as such, will pay for ongoing maintenance.

Director Caretto wants to be sure that the Association will make sure it is ADA compliant and to make sure that its construction does not create cause for someone to sue.

Firefighter Seward responded that they are working with Mountain Transit to ensure that it is ADA compliant as well as meeting other requirements.

Chief Willis commented that he will take the plans to an engineer for review.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Herrick stated that his daughter helped write Assembly Bill 2121 and was just passed. The Bill requires people who serve alcohol to get a certificate to understand when someone is over the legal alcohol limit.

Director Green commented that the Community Services District Board (CSD) will be looking at local standards regarding fire hydrant flushing, and that local standards may be relaxed which could address the ISO concerns on water documentation.

PUBLIC COMMUNICATIONS

None.

CHIEF'S REPORT

None.

FINANCE OFFICER'S REPORT

None.

CONSENT CALENDAR

Motion by Vice Chairman Putz, seconded by Director Walsh to approve the Consent Calendar as follows:

FA1. Approval of Meeting Minutes from the May 3, 2016 Special Board Meeting of Big Bear Fire Authority.

Approved.

FA2. Approval of Monthly Activity Report for April 2016, for Big Bear Fire Authority.

Received and filed.

FA3. Proposed Resolution to Reaffirm the Statement of Investment Policy for Fiscal Year 2016/17

Board consideration of adopting Resolution No. BBFA2016-002 adopting the Statement of Investment Policy for Fiscal Year 2016/17.

RESOLUTION NO. BBFA2016-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2016/17

Approved.

FA4. Revision of Statement of Reserve Policy

Board consideration of approving revision to Administrative Instruction Number 2016-04, Big Bear Fire Authority Reserve Policy.

Approved.

FA5. Proposed Resolution to Enter into Lease Agreement for Ambulance Purchase

Board consideration of adopting Resolution BBFA2016-003, authorizing the Fire Authority to enter into a lease agreement with CSDA Finance Corporation for the purchase of an ambulance.

RESOLUTION NO. BBFA2016-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT SALE AGREEMENT, AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS IN CONNECTION WITH THE ACQUISITION OF AN AMBULANCE

Approved.

FA6. Revision of Big Bear Fire Authority Bylaws

Board consideration of approving changes to the Authority Bylaws as presented in Exhibit 1.

Item FA6 removed from Consent Calendar for clarification.

FA7 Updated Fire Authority Job Descriptions

Board consideration of approving updated job descriptions and corresponding salary table.

Item FA7 removed from Consent Calendar for clarification.

The balance of the Consent Calendar was approved by the following vote:

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA6. Revision of Big Bear Fire Authority Bylaws

Board consideration of approving changes to the Authority Bylaws as presented in Exhibit 1.

Director Caretto expressed his desire to clarify the point that the Department's Bylaws currently indicate that purchases over \$25,000 require seven votes of the Board, but contracts are not specifically mentioned in the Bylaws. Chief Willis explained that contracts over \$25,000 are included within the Department's Administrative Instructions approved by the Board; therefore, the Bylaws are correct as written.

Approved.

FA7 Updated Fire Authority Job Descriptions

Board consideration of approving updated job descriptions and corresponding salary table.

Director Caretto questioned if the FPD and CSD have a specific obligation to have a designated Fire Chief. When the Board approves the Fire Authority job description for a Chief, it did not specify that the Fire Authority Chief would also be the Chief for the FPD or the CSD.

Chief Willis stated that the Shared Services Agreement and the Joint Fire Chief Agreement were written so that those documents still apply as things are updated or revised going forward.

Chairman Terry stated that on the CSD side, they were concerned over lingering Fire Department issues that might come up. They felt they need someone on their end that they could designate to be in charge of those issues.

Director Caretto stated that in response to his questions, he received a document from Chief Willis in which Legal Counsel felt the job description in the agenda packet and the Shared Services Agreement is sufficient for the Fire Authority Fire Chief to remain the designated Fire Chief for all three agencies.

Chief Willis will be sending this document of explanation to all Board members.

Director Walsh noted that on page 2, paragraph 4, there is still a reference to the old designation of Battalion Chief and should be updated in the Job Description.

Chief Willis stated that the old position title was left in until the new position of Assistant Fire Chief is approved.

Approved.

Motion by Director Caretto; seconded by Director Walsh to approve items FA6 and FA7.

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

NOES: None

ABSENT: None

ABSTAIN: None

PUBLIC HEARING

Any person may appear and be heard in support or opposition to the proposal 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 Authority at or before the public meeting.

At the hour of 7:03 p.m., Chairman Terry opened the public hearing.

FA8. Proposed Resolution for the Adoption of the Fiscal Year 2016/17 Big Bear Fire Authority Budget

Board consideration of conducting a public hearing and adopting Resolution No. BBFA2016-004 adopting the Big Bear Fire Authority Approved Budget for Fiscal Year 2016/17.

Senior Finance Officer Holt presented the Department's year in review and an overview of the Department's final budget.

Director Caretto commented that Revenues show chipping contribution at \$100,000 from both the FPD and CSD.

Senior Finance Officer Holt responded.

Director Caretto stated that in another forum, it was suggested not to make this contribution in the future so that the funds could be used for something else.

Director Walsh asked for clarification on the vehicle list.

Chief Willis responded.

Chairman Terry commented that the budget looks good. It will be easier to follow in the future because of the way it is now aligned.

Hearing no public comment, at the hour of 7:17 p.m., Chairman Terry closed the public hearing.

Motion by Caretto; seconded by Director Jahn, to adopt the following resolution entitled:

RESOLUTION NO. BBFA2016-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2016/17

Said Motion was approved by the following vote:

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

FA9. Possible Adoption of a Resolution Modifying Cost Recovery Fees and Charges

Board consideration of adopting Resolution BBFA2016-005, modifying ordinance BBFA2014-002 approving the updated schedule for Cost Recovery Fees and Charges.

Chief Willis explained the need to increase revenue for the Department and to recover all eligible costs including that for patient treatment and transport. This would be done through a Resolution modifying an existing Ordinance that will add new fees, as well as increase some existing fees. Staff did the work to determine what the Department's actual costs are per hour. The cost of a 3-person engine company costs \$561 per hour. This Resolution has been reviewed by the Administrative Committee.

One of the new and most significant items to help increase revenue is the cost recovery pre-hospital stabilization first-responder fees. This recognizes what the firefighters are doing in the community which is providing pre-hospital stabilization. This Department is one of the only organizations around providing free healthcare.

Chief Willis explained the changes reflected in the Resolution, and that no bill will exceed the actual maximum hourly cost listed in the Resolution.

Director Jahn asked if this Resolution would apply to rental properties.

Chief Will responded, yes.

Director Jahn recused himself from the meeting at 7:21 p.m. due to his ownership of Mountain Meadows.

Director Putz stated that the Administrative Committee spent considerable time discussing the charges. To clarify, the current way of charging a patient is: no

charge if the Fire Department shows up, no charge for treatment by the Fire Department, but there is a charge for transport. With the new modifications there is still no charge for the Department to show up, but there will be a charge for treatment by the Department up to a maximum of \$560, and there will continue to be a charge for transport. These new charges apply to both visitors and residents. These charges are very specific to each jurisdiction.

Chief Willis explained the reason why it is appropriate to bill for services in the field. Science supports that the earlier a patient receives mitigation efforts up front, the better the patient outcome, reducing days in the hospital on the back-end. This is why insurance companies embrace charges such as this.

Director Jackowski asked when do charges start after the Department is called.

Chief Willis responded from the time the Department is dispatched.

Director Putz noted that current property taxes pay for availability of the Department to be ready to respond. As EMS services have evolved over the years, the existing tax base does not pay for all the additional services. Also, important to note, there is no cost if the Department shows up to a fire and puts the fire out. That is fire protection and is covered by tax dollars.

Director Caretto asked if the Ambulance Subscription Membership would be affected.

Chief Willis stated that it would not be affected. Members will not be billed for ambulance service.

Director Caretto asked if there is a difference between different services provided to patients.

Chief Willis responded that the Department would not charge for services that were not provided. The Department's record management system provides information on what services were provided on-scene for accurate billing. If there is an appeal, the Department's Appeals Board would hear the appeal.

Director Caretto stated the Resolution does not mention a requirement for a Proposition 218 Hearing.

Chief Willis responded that legal counsel advised that Proposition 218 does not apply.

Director Herrick commented that the insurance companies being billed are happy to pay for this; however, individuals will also be receiving bills.

Director Herrick excused himself from the meeting at 7:30 p.m.

Director Walsh wondered if anyone of the Board members may be subject to these fees as well as Director Jahn.

Director Caretto stated that he believes the law applies generally. If a Board member is not treated differently than anyone else in the community, it is okay vote. Director Jahn's very large business is different and may be very specifically impacted; therefore, without speaking for him, that may be why he chose not vote on this item.

Director Ziegler asked what other cities are currently billing for these services.

Chief Willis responded most all of them. The average charge throughout the state is \$375, some Departments are working to move it to the \$400 range.

Director Putz commented that we have large tourist based economy that are not currently paying towards the Department's infrastructure. He asked Chief Willis if it is it fair to expect that there will be some movement towards equalization where visitors will be paying their fair share for services.

Chief Willis responded, yes.

Chairman Terry asked if most winter visitors have insurance.

Chief Willis responded that it would be hard to speculate.

Chairman Terry stated that he would like to see the Valley's residents expand the insurance we have for local residents.

Chief Willis explained that the Department has open enrollment for the Ambulance Membership Program beginning in October and is considering a grace period until people become more informed on the services that they will be billed for.

Director Jackowski asked will we charge for EMS service during a fire.

Chief Willis responded that if the Department is providing pre-hospital patient stabilization through a licensed healthcare practitioner, the Department will charge for services performed in the field. Certain anomalies would have to be carefully considered.

At the hour of 7:41 p.m., Chairman Terry opened the public hearing. Hearing no public comment, at the hour of 7:42 p.m., Chairman Terry closed the public hearing.

Motion by Vice Chairman Putz; seconded by Director Walsh, to approve the following resolution entitled:

RESOLUTION NO. BBFA2016-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, UPDATING THE SCHEDULE FOR COST RECOVERY FEES AND CHARGES

Said Motion was approved by the following vote:

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

Director Jahn rejoined the meeting at 7:43 p.m.

NEW BUSINESS

FA10. Fire Chief Employment Contract

Board consideration of approving the employment contract for Jeff Willis as Fire Chief for Big Bear Fire Authority.

Chairman Terry explained the history of the employment contract for the Fire Chief. The Board began meeting in late 2015 discussing goals and objectives of the Fire Chief. Soon after, it became clear that the Fire Chief, employed by CSD desired to have a contract with the Fire Authority. The Administrative Committee and the full Board have had many different meetings with an effort made towards answering all the questions.

Director Caretto expressed that he continues to have strenuous objections to the contract and will not support it, though he appreciates the work done by the Administrative Committee who did make the contract better for the Fire Authority than originally drafted. He expressed his desire to move onto other issues such as strategic planning, pension alignment, salary negotiations and funding this agency in the future.

Director Putz stated that there was a lot of time spent on the contract and he appreciates everyone's patience and concerns. Through this lengthy process the Administrative Committee has come up with a better contract that will cost the Fire Authority less money and simultaneously retains Chief Willis to carry the Department through its transition; this serves the entire Valley's best interest.

Motion by Vice Chairman Putz; seconded by Director Green, to approve the Fire Chief Employment Contract:

Said Motion was approved by the following vote:

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

FA11. Possible Adoption of Resolution in Support of Exchange of Acreage for the Purpose of Developing an Industrial Recycling and Storage Park

Board consideration of adopting Resolution BBFA2016-006, supporting the exchange of real property between San Bernardino County, Oso Grande Properties, dba Big Bear Disposal, Inc. and the U.S. Forest Service for the purpose of developing an Industrial Recycling and Storage Park.

Chief Willis introduced the Industrial Recycling and Storage Park and asked the Board to approve a Resolution that supports a land exchange between San Bernardino County and the Forest Service for the purpose of developing an Industrial Recycling and Storage Park; and he requests their support in taking the Resolution to other governing agencies to secure their support. This show of support from the community and its leaders is very important to Congressman Cook. Congressman Cook is being asked to present the legislative bill authorizing the land exchange to Congress.

Chief Willis explained the need for this type of a facility due to the lack of commercial industrial space in Big Bear Valley to be used for processing and construction and demolition material. This has been an ongoing discussion since 2003, and the community is now in the right place at the right time to hopefully make this a reality.

Consultant Siri Champion of Michael Baker, Intl. gave a Power Point presentation on the attributes and history of the land exchange.

Discussion Ensued:

This land exchange of 71 acres would be a three-way exchange between Oso Grande Properties, the County of San Bernardino and the U.S. Forest Service, providing approximately 46 acres of land designated for the use as the Park. This Park would be in a location removed from the urban center of the Valley. The excess land beyond the 46 developed acres would provide a buffer zone and protect certain habitats. Previously, it was not allowed to do land exchanges between private parties and the U.S. Government. It is possible now, but it is not easy or desirable, therefore the exchange is proposed between the County and the U.S. Forest Service.

Businesses will not be required to move; this would be cost prohibitive. The hope is that businesses will want to move based on market conditions. The likelihood is that businesses would send new material to this location gradually as the old location dwindles down storage of product. Properties within the City proper could be used for a higher and better use and the market will encourage movement over time.

Oso Grande Properties is donating the land to the County for the exchange. They will lease the property back from the County for a term 99 years then sub-lease it to tenants. This is intended as a solution to a problem when one exists with code enforcement. This also meets the demand for new locations for these types of businesses based on community and market pressure.

Pacific Crest Trail (PCT) will need to be moved from where it runs through this property. It was noted that this will not be the first time the PCT has been relocated. The PCT Association is being well communicated with in this regard. If the PCT Association signs off on this project, the organizing partnership is willing to build restrooms, water stations and other improvements on the trail.

Director Jahn stated his support for the Resolution and encouraged other Board members to support it as well.

Director Putz stated that he loved the idea and ultimately supports it, but he would like to know what assurances there are to ensure this project happens as everyone hopes. However, he asked if these agreements require Oso Grande Properties to use the property as described.

Ms. Champion explained that Legislation in Congress will spell out the purpose of the exchange and what happens afterwards. Also, the County leasing process and the County land use process will approve the land use.

It is important to Director Putz that there is a net-positive change to the PCT.

Director Ziegler stated that this is overdue and is in full support of the exchange.

Director Caretto questioned if County Land Use has been involved in the discussion thus far.

Chief Willis responded that they have Resolutions from the Board of Supervisor to support this exchange and they would apply to all County departments. Supervisor Ramos' Chief of Staff has also been involved in this.

Director Caretto asked if there is there a way to ensure lease payments are reasonable.

Ms. Champion explained that she has taken notes of the concerns raised, but at the moment she did not have an answer.

Director Ziegler would like any new information that comes up be presented to the CSD General Manager.

Director Jahn responded that the intent of the organizing partnership is to get Resolutions of support from all the relevant agencies, including CSD.

Motion by Director Jahn; seconded by Vice Chairman Putz, to adopt the following resolution entitled:

RESOLUTION NO. BBFA2016-006

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, DECLARING THEIR INTENTION TO SUPPORT THE ESTABLISHMENT OF AN INDUSTRIAL RECYCLING AND MATERIALS STORAGE PARK THROUGH EXCHANGE OF REAL PROPERTY BETWEEN SAN BERNARDINO COUNTY, OSO GRANDE PROPERTIES, DBA BIG BEAR DISPOSAL, INC. AND THE UNITED STATES FOREST SERVICE

Said Motion was approved by the following vote:

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

COMMITTEE REPORTS

None.

DIRECTORS' CLOSING COMMENTS

Director Jahn is on the ballot today so he is anxious to get home.

Director Walsh would like to see larger font-type used for the monthly training reports.

Chairman Terry stated that he liked the budget and presentation.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Terry adjourned the meeting at 8:30 p.m.


Dawn E. Marschinke
Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF AUGUST 23, 2016