

**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
August 23, 2016**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Terry at 6:00 p.m., Tuesday, August 23, 2016, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**PUBLIC FORMUM FOR CLOSED SESSION**

None.

At the hour of 5:30, p.m., Board adjourned Closed Session.

The Board had the opportunity to view the Department's newly acquired ambulance and water tender prior to the start of Open Session.

At the hour of 6:00 p.m., Chairman Terry called Open Session to order.

Moment of Silence:	Observed
Pledge of Allegiance:	Led by Director Green
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 Larry Walsh Director Al Ziegler
Board Members Excused:	Director Karyn Oxandaboure
Board Members Absent:	None
Others Present:	Jeff Willis, Fire Chief Mike Maltby, Assistant Chief Shirley Holt, Senior Finance Officer Dawn Marschinke, Fire Board Secretary

**RESULTS OF CLOSED SESSION:**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - pursuant to Government  
Code Section 54957

Title of Position: Fire Chief

No reportable action.

**ANNOUNCEMENT**

The Fire Authority's Administrative Office will be closed Monday, September 5, 2016 in observance of Labor Day and will re-open on Tuesday, September 6, 2016 at 8:00 a.m.

**DIRECTORS' GENERAL ANNOUNCEMENTS**

Directors Caretto, Jahn, Jackowski, Herrick, Ziegler, Vice Chairman Putz and Chairman Terry all personally congratulated the firefighters that were promoted.

Chairman Terry, Vice Chairman Putz and Director Ziegler also stated that they had the opportunity to see the training that the firefighters go through and how much there is to learn to be well-trained and prepared.

Director Jackowski commented that he is looking forward to riding in the Department's fire truck during the upcoming Old Miner's Day parade.

**PUBLIC COMMUNICATIONS**

None.

**CHIEF'S REPORT**

Chief Willis provided a report on the status of the three-party shared services agreement for Fire Chief Services.

Assistant Chief Maltby provided an update on the status of the Department's online policy management solution, Lexipol; 4<sup>th</sup> of July staffing; the new ARV-282 response vehicle; Community Risk Reduction progress; Self-Inspection program for businesses; and Originating Agency Identification (ORI) number update.

Director Jackowski left the meeting at the hour of 6:18 p.m. and returned at 6:20 p.m.

**FINANCE OFFICER'S REPORT**

Sr. Finance Office Holt provided an update on progress of projects within the Finance Department's purview including: quarterly reports and year-end financials to be reported

in October; financial audit scheduled for September 14-16; Department website update; Suppression online calendar; and Telestaff electronic shift scheduler implementation for use with payroll.

Director Caretto instructed Ms. Holt to ensure that both the physical and mailing address for the Fire Department is listed on the Department's website.

### **CONSENT CALENDAR**

Discussion ensued.

Director Caretto stated that Item FA7, Section 4B references the bidding process of San Diego County. He asked Ms. Holt to confirm as correct, or change as appropriate.

Ms. Holt responded.

Regarding Item FA6, Director Herrick asked if all sizes of assets are included in the policy.

Ms. Holt responded.

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

**FA1. Approval of Meeting Minutes from the June 7, 2016 Regular Meeting of the Big Bear Fire Authority**

Approved.

**FA2. Review of Monthly Activity Reports for June and July 2016, for Big Bear Fire Department**

Board consideration of receiving and filing the report.

Received and filed.

**FA3. Review of Insurance Services Office (ISO) Evaluation Report for Big Bear Fire Department that establishes the community's Public Protection Classification.**

Received and filed.

**FA4. Ambulance Subscription Fee Increase.**

Board consideration of approving an increase to the Ambulance Subscription Program fee.

Approved.

**FA5. Resolution Approving the Carryover of Appropriations from Fiscal Year 2015/16 to Fiscal Year 2016/17.**

Board consideration of adopting Resolution No. BBFA2016-007 approving the carryover of appropriations from Fiscal Year 2015/16 to Fiscal Year 2016/17.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2016-007

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 CHANGES TO THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2016/17 TO CARRYOVER APPROPRIATIONS FROM THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2015/16

**FA6. Administrative Instruction – Fixed Asset Impairment**

Board consideration of approving Administrative Instruction for Fixed Asset Impairment.

Approved.

**FA7. Administrative Instruction – Purchasing Policy**

Board consideration of approving the rescission of three financial policies and approving a new Administrative Instruction - Purchasing and Public Contracting Policy that replaces them.

Approved.

The Consent Calendar was approved by the following vote:

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**PUBLIC HEARING**

*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.*

**FA8. First Reading of Proposed Ordinance Establishing Penalties and Administrative Citations for Violations of the Fire Code.**

Board consideration, discussion and possible action regarding introducing and waiving first reading of Ordinance establishing penalties and Administrative Citations for violations of the Fire Code.

Motion by Vice Chairman Walsh, seconded by Director Green to read the title and waive first reading of Ordinance of the Ordinance.

Said Motion was approved by the following vote:

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

**ORDINANCE NO. BBFA2016-XXX**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ESTABLISHING PENALTIES AND ADMINISTRATIVE CITATIONS FOR VIOLATIONS OF THE FIRE CODE**

Motion by Vice Chairman Putz, seconded by Director Jackowski to approve the Ordinance for second reading at the October 4, 2016 Board meeting.

Director Walsh asked for the following changes to be made to the Ordinance prior to bringing it back for the second reading:

- Page 7, section 9E, change "...and a failure to exhaust their administrative remedies." to "...and exhaustion of their administrative remedies."

At the hour of 6:44 p.m., Chairman Terry opened the public hearing for public comment.

Hearing no public comment, at the hour of 6:45 p.m., Chairman Terry closed the Public Hearing.

Director Walsh referred to Page 5, Paragraph 4.B.1, and asked for an explanation on how the 10% interest is compounded, monthly or annually.

Staff responded.

Director Walsh asked for changes to the following items:

- Page 1, second Whereas, change "City" to "City of Big Bear Lake"
- Page 8, section 11B, remove second sentence

Director Walsh asked for a clarification on the statement that a misdemeanor citation would not go through the appeals process but would go straight through the courts.

Staff responded.

Director Jahn called for the question.

Motion by Vice Chairman Putz, seconded by Director Jackowski to amend the motion to approve the Ordinance for the October 4, 2016 Board meeting with the following modifications:

- Page 1, second Whereas, change "City" to "City of Big Bear Lake"
- Page 5, paragraph 4.B.1, add "monthly" as the time basis for interest accrual
- Page 7, paragraph 9E, change "...and a failure to exhaust their administrative remedies." to "...and exhaustion of their administrative remedies."
- Page 8, section 11B, remove second sentence

Said Motion was approved by the following vote:

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

### **DISCUSSION/ACTION ITEMS**

#### **FA9. Request for Proposal (RFP) to develop Fire Protection Master Plan for the Fire Authority.**

Board consideration of authorizing the Board Secretary to advertise, receive and publicly open bids to develop a Fire Protection Master Plan for the Fire Authority's jurisdiction.

Discussion ensued.

This will give staff and Directors a better understanding of the community's and Department's needs. This is important to move forward in a strategic direction. The Master Plan will provide ways of accomplishing goals, but it is not expected to be a concrete plan. There must be an understanding of the Department's response capability now, and in five years from now, before financing aspects can be considered. It is likely that another consultant would be hired to determine how to fund the desired level of services. From the time a vendor is selected, at the October 4, 2016 Board meeting, it is expected to take six months before the Master Plan is completed.

Motion by Director Green; seconded by Vice Chairman Putz to approve Administrative Committee's recommendation to advertise, receive and publicly open bids to develop a Fire Protection Master Plan for the Fire Authority's jurisdiction.

Said Motion was approved by the following vote:

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

### **COMMITTEE REPORTS**

Chairman Terry asked the Board if it is the expectation of the Board that Administrative Committee reports are to be received and filed, or do they want a report from an individual on the Administrative Committee.

Director Caretto commented that a written set of notes is fine.

Director Herrick stated that he would like to see a written list of the Chief's goals and how they are being accomplished.

Director Green recommended these goals be added to the Chief's report and reported with a percentage of completion.

- Fire Authority Administrative Committee meeting held on May 26, 2016 represented by Board Chairman Terry, Vice Chairman Putz, Director Walsh and Director Herrick.

Received and filed.

- Fire Authority Administrative Committee meeting held on August 11, 2016 represented by Board Chairman Terry and Director Walsh. Vice Chairman Putz and Director Herrick were absent.

Received and filed.

### **DIRECTORS' CLOSING COMMENTS**

Director Walsh was appreciative of the increased font size in the training data incorporated in the June monthly activity report from the Department, but July's font was still hard to read.

Director Herrick thanked firefighters for their work with all the recent fires.

Director Green commented that he was amazed that with all the terrible fires at the same time, that the Department has the ability to send people to fight them, and is thankful that they are not in Big Bear.

Vice Chairman Putz stated that he was in agreement with the comments Director Herrick made regarding the Chief's goals. How they tie into the strategic planning process should be discussed.

Director Jahn congratulated Chief Willis on the acquisition of the new ambulance and water tender, and for staying in budget.



Director Caretto thanked Chief Willis and Ms. Holt for all their work on the salary negotiations with the labor negotiators. There were a lot of requests for information that they had to fulfill. They deserve the Board's gratitude for moving the process along.

Chairman Terry asked Staff to continue to notify the Board when there are firefighter training sessions. They are worthwhile to attend and he encouraged anyone to attend who has not already.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Terry adjourned the meeting at 7:14 p.m.

  
Dawn E. Marschinke  
Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF OCTOBER 4, 2016