
**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
April 25, 2016**

A Special Workshop of the Big Bear Lake Fire Protection District was called to order by Chairman Herrick at 10:00 a.m., Monday, April 25 2016, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Pledge of Allegiance: Led by Director Jackowski

Board Members Present: Chairman Rick Herrick
 Vice Chairman Randall Putz
 Board Member David Caretto
 Board Member Bob Jackowski
 Board Member Bill Jahn

Board Members Excused: None

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief
 Mike Maltby, Battalion Chief
 Shirley Holt, Senior Finance Officer
 Stephen Deitsch, Legal Counsel
 Jamie Gustason, Human Resources & Payroll Coordinator
 Dawn Marschinke, Fire Board Secretary

PUBLIC COMMUNICATIONS

None.

DISCUSSION/ACTION ITEMS

Senior Finance Officer Holt presented the preliminary Fire Protection District budget for fiscal year 2016-2017 in preparation of a public hearing at the Regular meeting on June 7, 2016.

Board members asked for clarification on Revenue and Expenses.

Ms. Holt responded to their questions.

Ms. Holt explained the increased expense in insurance premiums is attributed to the new methodology of calculations for liability and workers' compensation premiums based on exposure (payroll) and experience (claims). 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. This new calculation is in a Memorandum of Understanding between cooperating agencies that will be presented to the Board at the Regular meeting of June 7, 2016.

Director Putz asked Ms. Holt to watch for a corresponding decrease in the City of Big Bear Lake's (City) Budget.

Ms. Holt responded that she did not have that information, but can ask the City's Finance department for verifying information.

Chief Willis explained a potential new source of revenue for the Ambulance budget. This will be a Big Bear City Community Services District (CSD) Board action. It is a mechanism for cost recovery for patient transport called Intergovernmental Transfer. This reimbursement could amount to approximately \$100,000. This is currently in process of being set-up.

Chief Willis explained there is a Resolution forthcoming regarding Cost Recovery to the JPA Board that will allow for additional billing of patient insurance for pre-hospital stabilization. Previously, only people that put their hands on a patient could bill for reimbursement. At times, more than the two people in the ambulance are required on-scene to assist with treatment. This will allow billing for these extra personnel.

Director Caretto asked what the Minimum Staffing expense line items are.

Ms. Holt responded that it is overtime (premium) pay.

Chief Willis explained that Minimum Staffing means that if the department drops below that level, a unit is being taken out of service or an employee must be called in to backfill on overtime.

The Board collectively agreed that in the future these line items should be called Overtime to avoid confusion.

Discussion ensued regarding General Support Services and the amount the City charges the Fire Protection District to continue to do work on its behalf. Ms. Holt reported that the City must continue to do SBCERA payroll reporting for the Fire Protection District. This accounts for approximately half of this line item expense. With the exception of the expense for SBCERA reporting, Ms. Holt expects that by July 1, 2016, the Fire

Protection District will be independent of support from the City which means approximately half of these expenses will be eliminated.

Director Herrick asked if the Board would be receiving a balance sheet with unfunded liability.

Ms. Holt responded that it will be provided after the audit which will occur in the next week or so.

Discussion ensued regarding the new expense the Fire Protection District will incur for each meeting the Board holds in Hofert Hall. This is to cover expenses of staff and archiving. The question was raised about holding future Board meetings at the Fire Department. It was pointed out that access for the public is a consideration as well as the joint meetings that are held with the City.

Director Herrick asked if a Reserves line could be added for monies that are sitting in surplus.

Ms. Holt responded that this can be done after Meet & Confer and money is allocated for that.

Discussion took place regarding the prospect of paying down the unfunded liability. Director Herrick expressed his desire to come up with a plan and added that any spare monies should be applied to pension liability at the end of Meet & Confer negotiations.

The Board asked questions about Reserves and Fund Balance.

Holt responded to Board questions.

Discussion regarding opportunity for increase in Revenue based on property tax ensued. Based on current property tax revenues, projections for the future are level. It was suggested that RDA Residual Balance of \$450,000 will disappear at some point and the Fire Protection District will have to make significant adjustments. Chief Willis believes the Residual continues forever. He will confirm with the City.

PUBLIC FORUM FOR CLOSED SESSION:

None.

At the hour of 10:57 a.m., the Fire Board adjourned to Closed Session.

At the hour of 12:04 p.m., the Fire Board reconvened to Open Session.

RESULTS OF CLOSED SESSION

1. PUBLIC EMPLOYEE DISMISSAL pursuant to Government Code Section 54957
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION -
pursuant to Government Code Section 54956.9 (d) (2)
One case

Legal Counsel Joe Ortiz reported there is no reportable action on the above referenced items.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Herrick adjourned the meeting at 12.05 p.m.

Dawn E. Marschinke

Dawn E. Marschinke
Board Secretary

APPROVED AT THE MEETING OF JUNE 7, 2016