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**JOINT MEETING OF BIG BEAR FIRE AUTHORITY,  
BIG BEAR LAKE FIRE PROTECTION DISTRICT AND BIG BEAR CITY  
COMMUNITY SERVICES DISTRICT - FIRE  
MINUTES FOR THE MEETING OF  
December 13, 2016**

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A Regular Joint Meeting of the Big Bear Fire Authority, Big Bear Lake Fire Protection District and Big Bear City Community Services District – Fire was called to order by Vice Chairman Putz at 6:00 p.m., Tuesday, December 13, 2016, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Oxandaboure

Board Members Present: Chairman Randall Putz  
Vice Chairman John Green  
Director David Caretto  
Director Bill Jahn  
Director Karyn Oxandaboure  
Director John Russo  
Director Larry Walsh  
Director Al Ziegler

Board Members Excused: Director Rick Herrick  
Director Bob Jackowski

Board Members EXCUSED: None

Others Present: Jeff Willis, Fire Chief  
Mike Maltby, Assistant Chief/Fire Marshal  
Shirley Holt, Senior Finance Officer  
Dawn Marschinke, Board Secretary

**OATH OF OFFICE**

The Oath of Office was administered to John Russo, Director Big Bear Fire Authority by Board Secretary Marschinke.

**FIRE AUTHORITY BOARD REORGANIZATION**

**Selection of the Chairman and Vice Chairman**

Vice Chairman Putz called for nominations for a new Chairman to serve for a period of one year.

Director Jahn nominated Vice Chairman Putz to serve as Chairman for a period of one year; seconded by Director Caretto.

Vice Chairman Putz was elected to serve as Chairman for a period of one year by the following vote:

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

Chairman Putz called for nominations for Vice Chairman to serve for a period of one year.

Director Ziegler nominated Director Green to serve as Vice Chairman for a period of one year; seconded by Director Oxandaboure.

Director Green was elected to serve as Vice Chairman for a period of one year by the following vote:

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

## **ANNOUNCEMENTS**

The Fire Authority's Administrative Office will be closed on the following dates:

- Friday, December 23 and Monday December 26, 2016 in observance of Christmas and will re-open at 8:00 a.m. on Tuesday, December 27, 2016.
- Friday, December 30, 2016 and Monday, January 2, 2017 in observance of New Year's, and will reopen on Tuesday, January 3, 2017.
- Monday, January 16, 2017 in observance of Martin Luther King Jr. day and will reopen on Tuesday, January 17, 2017.

## **PRESENTATIONS**

1. Chief Willis recognized the following individuals for their outstanding performance in the Wellness/Fitness Program:
  - Engineer/Paramedic Jim McDaniel, Score 2,060
  - Engineer/Paramedic Jon Bidwell, Score 2,002
  - Engineer/Paramedic Brian Lambert, Score 2,001
  - Engineer/Paramedic Bobby Whitmore, Score 1,968
  - Engineer/Paramedic Brandon Willis, Score 1,960
  - Apprentice Firefighter/EMT Brandon Medeck, Score 1,946
  - Firefighter/Paramedic Kevin Cole, Score 1,944
  - Firefighter/Paramedic Tony Picciano, Score 1,878
  - Apprentice Firefighter/EMT Ross Winfield, Score 1,839
  - Captain/Paramedic Luke Wagner, Score 1,831
  - Apprentice Firefighter/EMT Shawn Sutherland, Score 1,820
  
2. EMS/Fire Financial Coordinator Eileen Berne gave a presentation on Inter-Governmental Transfer (IGT) Revenue. This is a new revenue stream for ambulance transport providers.

## **DIRECTORS' GENERAL ANNOUNCEMENTS**

The Board members welcomed new Director John Russo and congratulated the Board's new Chairman Randall Putz and Vice Chairman John Green.

## **PUBLIC COMMUNICATIONS**

None.

## **CHIEF'S REPORT**

Chief Willis gave an update to the Board on the following items:

- Staff expects to have a draft profile of the Fire Protection Master Plan by the end of December, 2016.
- All the required personnel census data was updated to November 1, 2016 and has been submitted to SBCERA. The Department's actuarial studies are expected to be completed in approximately eight weeks. Once all information is made available to staff, it will be important for the governing board to identify either CalPERS or

- SBCERA as the desired pension system for Big Bear Fire Authority. This will allow staff to focus on potential strategies to accomplish desired outcome.
- San Bernardino County is considering modifying Exclusive Ambulance Operating Areas (EOAs) for ground medical transportation services, emergency and inter-facility medical transportation needs. The Department would lose at least nine firefighter positions if it loses its EOA. Chief Willis will be monitoring the situation. Chief Willis will set a meeting between himself, Supervisor Ramos, Chairman Putz and Vice Chairman Green to express the Board's concerns to the County.
  - The Industrial Recycling Park Leadership Group has met to refine project scope and discussion points. Staff is in the process of scheduling a meeting with key elected officials. Once this project is complete, it will alleviate numerous land use conflicts scattered throughout Big Bear Valley. The Board asked for the Chair and Vice Chair to be included in future meetings of the Leadership Group.
  - Big Bear Fire Department has concluded another successful season of the Curbside Chipping program with over 1,000 requests for service received during the 2016 season. This program has been well received by the community and greatly assists property owners with creating and maintaining defensible space. This program was made available through a combination of grant funding and local revenue sources. Because the grant's funds were only usable within the State Responsibility Area, the City of Big Bear Lake and the Big Bear Lake Fire Protection District provided \$100,000 in additional funds to continue the chipping services within the City of Big Bear Lake.
  - The Department has engaged the services of a law firm to audit the Department's overtime calculations per Fair Labor Standards Act (FLSA) regulations. After receipt and review of the audit report, this topic will be returned to the Board with any recommended action.

### **FINANCE OFFICER'S REPORT**

Senior Finance Officer Holt presented the most current month-to-date financial reports for Big Bear Fire Authority (BBFA), Big Bear Lake Fire Protection District (FPD) and Big Bear City Community Services District Fire Department (CSD).

Director Caretto asked if the Department is trending the way it was budgeted.

Ms. Holt responded.

Director Green asked if CSD was operating on reserves.

Ms. Holt responded.

Director Jahn left the meeting at 6:35 p.m. and returned 6:36 p.m.

**CONSENT CALENDAR**

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

**FA1. Approval of Minutes for the Regular Meeting of October 4, 2016**

Approved.

**FA2. Approval of Meeting Minutes of Special Meeting November 2, 2016**

Approved.

**FA3. Approval of Monthly Activity Reports for September and October 2016**

Board consideration of receiving and filing the reports.

Received and filed.

**FA4. Annual Wellness and Fitness Screening Program Results to Receive and File**

Board consideration of receiving and filing the report.

Received and filed.

**FA5. 2017 Department Holiday Calendar to Receive and File**

Board consideration of receiving and filing the Holiday Calendar.

Received and filed.

**FA6. 2017 Financial Calendar to Receive and File**

Board consideration of receiving and filing the Financial Calendar.

Received and filed.

The Consent Calendar was approved by the following vote:

AYES: Jahn, Oxandaboure, Russo, Walsh, Ziegler, Caretto, Green and Putz

NOES: None

EXCUSED: Jackowski and Herrick

ABSTAIN: None

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**PUBLIC HEARINGS**

*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.*

**FA7. Proposed Ordinance Establishing Penalties and Administrative Citations for Violations of the Fire Code**

Board consideration, discussion and possible action regarding Ordinance BBFA2016-003 establishing penalties and Administrative Citations for violations of the Fire Code.

Motion by Director Caretto; seconded by Director Jahn to waive the second reading and approve Ordinance No. BBFA2016-003.

ORDINANCE NO. BBFA2016-003

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

Said Motion was approved by the following vote:

AYES: Jahn, Oxandaboure, Russo, Ziegler, Caretto, Green and Putz

NOES: Walsh

EXCUSED: Herrick and Jackowski

ABSTAIN: None

**DISCUSSION/ACTION ITEMS**

**FA8. Acceptance of CAL FIRE Grant Funds for Curbside Chipping Program and Hazardous Tree Removal in the Big Bear Valley State Responsibility Area (SRA)**

Board consideration of accepting CAL FIRE grant funds and authorize the Fire Chief to execute the grant agreements for Curbside Chipping Program (16-BDU-

1042) and Hazardous Tree Removal Program (16-BDU-1053) for a total amount of \$137,000 for use in the SRA.

Motion by Vice Chairman Green; seconded by Director Ziegler to approve staff's recommendation to allow the Fire Chief to sign the agreement to accept CAL FIRE grant funds.

Said Motion was approved by the following vote:

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

Director Caretto left the meeting at 6:53 p.m. and returned at 6:54 p.m.

**FA9. Approval to Accept the FY2016-2017 Adjustment - Grant Fund**

Board consideration of approving a budget adjustment of Grant Funds in the amount of \$137,000 for FY2016-2017 to account for new grant funding awarded for the Curbside Chipping Program and Hazardous Tree Removal Program.

Motion by Director Caretto; seconded by Vice Chairman Green, to approve staff's recommendation to make a grant fund budget adjustment of \$137,000 for FY2016-2017.

Said Motion was approved by the following vote:

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

**FA10. Big Bear Fire Authority FY2015-2016 Audited Financial Report**

Big Bear Fire Authority Board consideration to accept, receive and file FY2015-2016 Audited Financial Report.

Director Jahn asked for clarification on the Grant Funds balance, inquiring if the Department is overspending or just waiting for reimbursement.

Ms. Holt responded.

Receive and file.

**CS11. Big Bear City Community Services District – Fire, Audited Statement of Revenues, Expenditures and Changes in Fund Balance**

Big Bear City Community Services District Board – Fire, consideration to receive and file FY15-16 Audited Financial Report.

Receive and file.

**FP12. Big Bear Lake Fire Protection District FY2015-16 Audited Financial Report**

Big Bear Lake Fire Protection District (FPD) Board consideration to accept, receive and file FY15-16 Audited Financial Report.

Receive and file.

**FP13. Addition of Two Full Time Equivalent (FTE) Suppression Positions for Big Bear Lake Fire Protection District**

Big Bear Lake Fire Protection District Board consideration of authorizing the Fire Chief to increase the Suppression FTE count by two Suppression positions.

Ms. Holt explained that the Department anticipates Suppression vacancies in the near future. Employing two of the currently trained and certified Big Bear Fire Authority Apprentice staff at the Big Bear Lake Fire Protection District (FPD) would stabilize the staffing levels and promote retention of qualified personnel. The additional positions would reduce the overtime backfill requirements caused by injuries and illnesses with long term vacancy implications.

The estimated budget impact in the current fiscal year of two additional FTE would be \$137,500 and \$275,000 annual recurring costs in future budget years. The cost will be captured through the unanticipated increase in Property Tax revenues and reduction of overtime expenses due to potential long term injury and illness vacancies. There is no increase or budget adjustment required in the current fiscal year due to additional Property Tax revenue. FY2015-2016 Property Tax revenues will cover the additional cost in future budget years without impacting Fund balance.

Director Caretto asked what will happen if the two Suppression personnel currently out on Workers' Compensation come back to work.

Chief Willis responded.

Director Jahn questioned if they come back, will there be a big impact on the budget.

Ms. Holt Responded.

Director Caretto asked if any Paid Call Firefighter positions would be eliminated by doing this.

Chief Willis Responded.

Director Jahn asked when the Department would know when, or if those employees on Workers' Compensation were coming back.

Chief Willis responded.

Chairman Putz questioned if the Department is still paying these employees.

Chief Willis Responded.

Motion by Director Caretto; seconded by Director Jahn, to approve staff's recommendation to authorize the Fire Chief to increase Suppression FTE count by two, effective before end of 2016 calendar year, with positions carrying into future fiscal years.

Said Motion was approved by the following vote:

AYES: Jahn, Caretto and Putz

NOES: None

EXCUSED: Herrick and Jackowski

ABSTAIN: None

#### **FA14. Appointment of a Standing Administrative Committee**

Board consideration of the Board Chairman selecting four directors, two from each respective district, to serve as the Administrative Committee to assist staff in the development of further consolidation strategies, and the Board approve the appointments by vote.

Chairman Putz nominated Chairman Putz, Vice Chairman Green and Directors Herrick and Walsh to serve as the Administrative Committee for 2017.

Said nomination was approved by the following vote:

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

**FA15. Appointment of a Fire Code Appeals Board**

Board consideration of the Board Chairman selecting four members from the Fire Authority Board to serve, along with the Chairman, as the Appeals Board, pursuant to Section 108.1 of Ordinance No. BBFA2014-001, and the Board approve the appointments by vote.

Chairman Putz nominated Vice Chairman Green and Directors Walsh, Herrick and Ziegler to serve along with Chairman Putz as the Fire Code Appeals Board for 2017.

Said nomination was approved by the following vote:

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

**FA16. Annual Assignment of Board Representative to CJPIA**

Board Chairman to appoint a delegate and their alternate(s), annually, in December, to represent Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for the upcoming year.

Chairman Putz appointed Director Caretto as 2017 CJPIA Board Delegate and Chairman Putz as their alternate.

**COMMITTEE REPORTS**

None

**DIRECTORS' CLOSING COMMENTS**

Director Walsh explained his experience observing firefighter testing at the Paradise Training Facility.

Director Oxandaboure wished everyone a Merry Christmas.

Vice Chairman Green expressed that he wished he could have attended the Firefighter Training described by Director Walsh and would like to do so in the future. He congratulated Chairman Putz on his new position and welcomed John Russo to the Board. Vice Chairman Green wished everyone a Merry Christmas and a happy New Year.

Director Caretto congratulated Chairman Putz on his new position on the Board and welcomed Director Russo.

Director Caretto wished everyone a Merry Christmas and a Happy New Year.

Director Jahn thanked Ms. Holt for her work on the budget and welcomed Director Russo.

Chairman Putz thanked Ms. Holt for increased clarity and transparency in the financial matters of the Authority. He also welcomed Director Russo to the Board. Chairman Putz thanked everyone for their support and wished everyone a Merry Christmas.

#### **ADJOURNMENT**

There being no further business to come before the Fire Authority, the FPD and the CSD at this session, Chairman Putz adjourned the meeting at 7:31 p.m.

  
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Dawn E. Marschinke, Board Secretary