

---

**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
MARCH 3, 2015**

---

A Special Workshop Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 10:01 a.m., Tuesday, March 3, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Bill Jahn

Directors Present: Chairman Rick Herrick  
Vice Chairman Paul Terry  
Director David Caretto  
Director John Green (arrived at 10:03 a.m.)  
Director Bob Jackowski  
Director Bill Jahn  
Director Karyn Oxandaboure  
Director Randall Putz  
Director Larry Walsh  
Director Al Ziegler

Directors Excused: None

Others Present: Jeff Willis, Fire Chief  
Mike Maltby, Battalion Chief  
Shirley Holt, Senior Finance Officer  
Corinne Flores, Board Secretary

**GENERAL PUBLIC COMMENT**

None.

**1. DISCUSSION ITEMS**

1.1 Future Planning Document Dated March 3, 2015 for the Big Bear Fire Authority

Board consideration of directing Staff to include Phase Three as a work plan item within the Fiscal Year 2015/16 Fire Authority Budget.

Chief Willis gave a Power Point summary of the Planning Document, which considers current service demand versus potential future service demand. He reviewed completed Phase One and Two, with the exception of pension alignment. Phase Three includes the establishment of an independent fire district. To accomplish this, the process will include a Local Agency Formation Commission process with a community election for the areas being annexed into the Fire District and establishment of the necessary tax base directly to the expanded Fire District.

Chief Willis spoke about five topics within Phase Three that include geographical boundaries; political organization; fire department organization; organizational financing, and employee considerations.

The following is a summary from some of the questions asked by the Directors:

Geographical Boundaries.

The San Bernardino County Fire Chief's position for expanding the Fire Protection District is that it will force a discussion of the Fawnskin service area into the equation.

Angeles Oaks, which is under County Fire, will not be included in the annexation. The ambulance exclusive operating area (EOA) would possibly remain where it is at; and the Fire District will propose the District boundary stop at the ridgeline of the surrounding mountain ranges.

Chief Willis will be providing a strategic plan to the full Board in the near future.

Political Organization. The configuration of the future board (five or seven member board, elected or appointed, zones/districts based on population) and the difficulty in obtaining board members will be included in the strategic plan.

Fire Department Organization. The current form and future form of the Department are (1) capability and (2) capacity measured against current service demand.

With the ongoing marketing of Big Bear as a four season resort destination, there will be increased demand for service all year long, not just during the winter and summer seasons.

During the past year when responding to multiple calls within the jurisdiction, there have been times when our capacity level has left no available personnel/apparatus for the next call. Neither the Fire District nor the CSD Fire Department has the appropriate resources to handle the demand in our community. Previous fire chiefs have run their organization with available

revenue. Capacity is expensive as it is reflective of personnel and apparatus. Capability is a method of distribution of capacity. When we talk about capability, it is usually more about a one-time cost for additional fire stations.

Chief Willis provided information on fire flow calculations. He stated that overall, the water systems in both jurisdictions are adequate, however, during a large occupancy fire where all firefighters are being utilized, no one is left to respond to any other calls. There is water in the streets and the Department has the right apparatus, but there are not enough firefighters. Currently, we utilize mutual aid and recalls from Running Springs, Arrowhead, and Lucerne Valley for concurrent calls when everything is tied up. Also, CALFIRE in Baldwin Lake is included in our response plan and responds to our calls.

Discussion ensued that newer commercial structures and some of the larger buildings are sprinklered, which allows for a reduced required fire flow by 50%.

Contributing effects to capability and capacity are increased visitors with an increased demand for emergency medical services; required fire flow requirements that differ for residential and commercial properties; resource needs (pumping fire engines, firefighters, hose lines, etc.); and funding. This topic will be included in the strategic plan. The general concern of the Committee is funding future capability and capacity.

Community transition: Chief Willis stated the Board and Staff need to plan for increased development which includes subdivisions of land, daily population throughout the city, outdoor venues that may result in increased bodily injuries, all of which will impact our service.

Chief Willis gave an overview of a 3, 5, and 7 minute travel map from the fire stations to the communities of Moonridge, Big Bear Lake, Big Bear City, Sugarloaf, Baldwin, and Lake Williams. He informed the Committee that the fire department cannot respond in the upper Moonridge corridor under 7 minutes - a capability issue. This area will require a staffed fire station in the future.

Utilizing private access roads was discussed briefly. The Fire Department does not include private travel ways in its response procedure, however, they may be used in time of need.

Director Caretto suggested that the Fire Chief stay informed of the City's Rathbun Creek plan regarding future development around the Moonridge fire station.

Organizational Financing: The Authority Board needs to determine, through a strategic plan, future revenue needs. To have that discussion, Chief Willis needs to develop a lot of information regarding capacity and capability and some

projections going forward. Capacity is the most expensive as it relates to personnel. This lends itself to capability. The Authority board needs to consider alternatives to the current revenue streams and the ability for that revenue to correctly match the current capability and capacity of the organization with a look forward regarding future service demand.

At 11:15 a.m., a short break was taken; the meeting reconvened at 11:22 a.m.

There was discussion regarding property tax collected by the City and the CSD (a portion of which goes to street lighting) and how it would be equalized. Chief Willis advised that he would like to prepare a plan that would better explain the different revenue streams compared to current capability and capacity, which would address future needs.

Director Ziegler left the meeting at 11:25 a.m.; he returned to the meeting at 11:27 a.m.

Employee Consideration: the Authority is on a path to resolve pension alignment through financing or legislation or a combination. Upon adoption of the FY 2015/16 budget, Chief Willis will be able to focus on a recommendation.

Chief Willis advised the current level of support from the represented labor group is very good, and in his professional opinion, service demand will outpace the revenue. He believes the community is very supportive of the Fire Department, and it will support additional revenue, which is the only path to answer the increased capacity. It is about the ability for the Fire Department to respond today as well as into the future.

Director Jahn left the meeting at 12:09 p.m.; he returned to the meeting at 12:10 p.m.

Chairman Herrick called a lunch break at 12:10 p.m.; the meeting reconvened at 12:17 p.m.

## 1.2 Employee Benefits Cost Comparison

Board consideration of reviewing the benefit plan options with Laurie LoFranco and select the optimum plan to provide Fire Authority personnel competitive and superior benefits to the plan in which they currently are enrolled.

A Power Point presentation was provided by Laurie LoFranco, Keenan & Associates. She distributed and reviewed a marketing summary as a result of the request for proposals to the Committee members. (NOTE: Due to the volume size of the document, a copy is available in the Board Secretary's office for public viewing.)

Director Jahn left the meeting at 12:47 p.m.; he returned to the meeting at 12:49 p.m.

The following is a summary from some of the questions asked by the Directors:  
It appeared the following dentists were not included in the request for proposals, i.e., Dr. Poole, Dr. Brown, and Dr. Yoshida. Ms. LoFranco will contact them for a quote.

By completing a California State Firefighters' Association application, Paid Call Firefighters will be eligible for accidental death and dismemberment coverage and disability/injury insurance.

The Committee asked: (1) Laurie LoFranco to return to the March 12, 2015 Administrative Committee meeting with her findings. The Committee will review the current information in order to make a recommendation to the full Board. (2) The Chief inform the ten affected employees of what is being proposed. (3) The Chief continue conversations with Labor.

### 1.3 Joint Powers Agreement – Fund and Budget Structure

Board consideration of authorizing Staff to operate under the fund and budget structure as presented and direct the Fire Chief to seek necessary approvals from the Fire District Board to transition the Administrative operations of the Fire District to the Fire Authority.

Senior Finance Officer Holt distributed and reviewed a draft budget (copy attached), which requires Board direction to properly build the budget.

Director Ziegler left the meeting at 1:22 p.m.; he returned to the meeting at 1:26 p.m.

The Committee members agreed they would like to see expenses spread out evenly.

Director Jahn left the meeting at 1:31 p.m.; he returned to the meeting at 1:33 p.m.

Motion by Director Green; seconded by Director Caretto to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 1:44 p.m.

Corinne E. Flores  
Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF APRIL 28, 2015.