
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
APRIL 28, 2015**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 6:30 p.m., Tuesday, April 28, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Randall Putz

Directors Present: Chairman Rick Herrick
Vice Chairman Paul Terry
Director David Caretto
Director John Green
Director Bob Jackowski
Director Karyn Oxandaboure
Director Randall Putz
Director Larry Walsh
Director Al Ziegler

Directors Excused: Director Bill Jahn

Others Present: Jeff Willis, Fire Chief
Joseph Ortiz, Labor Attorney
Mike Maltby, Battalion Chief
Kathleen Smith, Treasurer-Auditor/Controller
Shirley Holt, Senior Finance Officer
Corinne Flores, Board Secretary

ANNOUNCEMENTS AND UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed on Monday, May 25, 2015 in observance of Memorial Day. The Authority's office will re-open at 8:00 a.m. on Tuesday, May 26, 2015.

PRESENTATIONS

Chief Willis recognized Chaplain John Day with a plaque of appreciation for his fifteen years of service with the Big Bear Valley Trauma Response Team. The Trauma Response Team has supported the local fire departments by responding with Chaplain support to situations involving loss of life, which may have included initial grief

counseling and/or support for the survivors along guidance in making initial necessary decisions following the incident.

Engineer Ken Peterson was not available to receive his twenty-five (25) year Fire District employee service pin.

Chief Willis introduced five new employees to the Board of Directors and pinned each individual with their Firefighter's badge. An Oath of Office was administered by the Board Secretary to the Firefighters listed below:

Ben Nielsen, Apprentice Firefighter/Paramedic
John Aldama, Paid Call Firefighter
Ricky Hardy, Paid Call Firefighter
Brandon Medeck, Paid Call Firefighter
Jordon Willis, Paid Call Firefighter

Chairman Herrick proclaimed May 2, 2015 as Wildfire Community Preparedness Day in the Big Bear Valley.

DIRECTORS' GENERAL ANNOUNCEMENTS

None.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis introduced Joseph Ortiz, Labor Attorney with Best Best & Krieger, who will be assisting Staff with Authority personnel policies for presentation at the June Board meeting.

Chief Willis reported on current drought conditions and defensible space steps; a contract Office clerk for the Chipping Program; removal of 12 Bark Beetle infected trees; strategic planning update; AB 868 (Oberholte) update; fire sprinklers installation at Station 282; Administrative office expansion; and a third quarter budget performance update.

Received and filed.

CONSENT CALENDAR

Motion by Director Jackowski; seconded by Vice Chairman Terry, to approve the Consent Calendar as follows:

- FA1. Approval of Demands – Check Issue Date 01/24/15 through 04/20/15 in the amount of \$374,837.99**

Received and filed.

- FA2. Big Bear Fire Authority Fiscal Year 2014-15 Quarterly Report as of March 31, 2015**

Received and filed.

- FA3. Approval of Meeting Minutes from the February 3, 2015 Regular Meeting of the Fire Authority**

Approved.

- FA4. Approval of Meeting Minutes from the March 3, 2015 Special Workshop Meeting of the Fire Authority**

Approved.

- FA5. Authorize the Fire Chief to Enter into an Agreement between the County of San Bernardino Land Use Services Department and the Big Bear Fire Authority for Fire Hazard Abatement Services**

Board consideration of authorizing the Fire Chief to execute an agreement between the County of San Bernardino Land Use Services Department and the Big Bear Fire Authority for fire hazard abatement services.

Approved.

- FA6. Acceptance of CALFIRE Grant Funds for the Big Bear Valley State Responsibility Area (SRA) Chipping Grant**

Board consideration of accepting the CALFIRE grant funds, authorize the Fire Chief to execute the grant agreement, and hire the necessary administrative staff and seasonal intern.

Approved.

- FA7. CALFIRE Grant Funding for the Wood Shake/Shingle Roof Replacement Program in the Unincorporated Areas of Big Bear City, Running Springs, and Arrowbear**

Board consideration of authorizing the Fire Chief to accept the CALFIRE grant funds for the cost/share Wood Shake/Shingle Roof Replacement Program for the unincorporated areas of Big Bear City, Running Springs, and Arrowbear.

Approved.

FA8. Election of Board of Directors for the Fire Agencies Insurance Risk Authority

Board consideration of authorizing the Fire Chief to cast a vote for Chief Mark Johnson, Chief Lawrence Bettencourt, Chief Richard Pearce, and Chief Howard Wood to serve on the Board of Directors for the Fire Agencies Insurance Risk Authority.

Approved.

FA9. Board Approval of Fire Authority Staffing and Job Descriptions

Board consideration of adopting Resolution No. BBFA2015-003 Approving and Adopting Job Classifications and a Position Classification Study.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-003

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, APPROVING AND ADOPTING JOB CLASSIFICATIONS AND A POSITION CLASSIFICATION STUDY

FA10. Proposed Resolution Authorizing Portal to Portal Pay and Overtime for Employees During Emergency Incident Assignments

Board consideration of adopting Resolution No. BBFA2015-004 Authorizing Overtime and Portal to Portal Pay for Employees During Fire Department Response Away from Their Official Duty Station and Assigned to an Emergency Incident.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-004

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, AUTHORIZING OVERTIME AND PORTAL TO PORTAL PAY FOR EMPLOYEES DURING FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

FA11. Proposed Resolution Appointing and Designating a New Authority Treasurer-Auditor-Controller

Board consideration of adopting Resolution No. BBFA2015-005 Appointing and Designating an Authority Treasurer-Auditor-Controller and Rescind Resolution No. BBFA2012-002.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-005

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, APPOINTING AND DESIGNATING AN AUTHORITY TREASURER-AUDITOR-CONTROLLER AND RESCIND RESOLUTION NO. BBFA2012-002

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

NEW BUSINESS

FA12. Administrative Committee Recommendation to the Board of Directors and Board Confirmation of the Benefits Selection for Fire Authority Employees, Effective July 1, 2015

Board consideration of approving Exhibit A, Health Benefit Contribution Recommendation 2015-2016, that includes a HSA funding startup schedule, and authorize the Fire Chief to enter into contracts with the listed benefits vendors.

Laurie LoFranco, Keenan & Associates, gave an overview of the proposed benefits package. She advised HSA rates have dropped by seven percent, and a benefits open enrollment will be held on May 19 and 21, 2015 at the Fire Department. She introduced Yvette Fields of Keenan & Associates, who will be working with Authority Staff in the future.

Motion by Director Caretto; seconded by Vice Chairman Terry to approve Staff's recommendation

Said Motion was approved by the following vote:

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

FA13. Fire Authority Fiscal Year 2015-2016 Proposed Budget Presentation

Board consideration of receiving a proposed budget presentation and authorizing Staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2015-2016 Budget at the next Regular meeting on June 2, 2015.

Director Caretto left the meeting at 7:23 p.m. and returned to the meeting at 7:25 p.m.

Senior Finance Officer Holt gave a presentation of the proposed budget, explaining that after Capital and Reserves contributions, there is a proposed deficit of \$1,102.625. She clarified a portion of the deficit is from operational transition and non-recurring and Capital non-recurring expenses, which could be funded 50% by CSD and Fire District reserves. Chairman Herrick asked that copies of the presentation be distributed to the Directors.

Director Caretto expressed that he would support the budget from reserves this years but not next year. Director Terry was in agreement.

Director Walsh commented he is not comfortable with the construction at Station-281.

Chairman Herrick stated the mission from the start of consolidation was to save money. He would like the strategic plan completed in order to see where the Authority is going.

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

Said Motion was approved by the following vote:

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

COMMITTEE REPORT

- Fire Authority Administrative Committee meetings held on February 26, 2015 and March 12, 2015 represented by Chairman Herrick, Vice Chairman Terry, Director Jahn, and Director Walsh.

Received and filed.

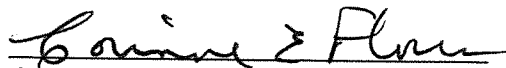
DIRECTORS' CLOSING COMMENTS

Director Caretto cautioned Staff to be prepared for the media to ask about the one million dollar budget deficit.

Director Green thanked Shirley Holt, Senior Finance Officer, for her easy to understand budget presentation. Director Oxandaboure concurred with Director Green's comment.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 7:50 p.m.


Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF JUNE 2, 2015