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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
JUNE 2, 2015**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 6:30 p.m., Tuesday, June 2, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Moment of Silence: Observed

Pledge of Allegiance: Led by Board Secretary Corinne Flores

Directors Present: Chairman Rick Herrick  
Vice Chairman Paul Terry  
Director David Caretto  
Director Bob Jackowski  
Director Bill Jahn  
Director Karyn Oxandaboure  
Director Randall Putz  
Director Larry Walsh

Directors Excused: Director John Green  
Director Al Ziegler was not at the meeting for roll call but he arrived at 6:37 p.m.

Others Present: Jeff Willis, Fire Chief  
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 Friday, July 3, 2015 in observance of the Fourth of July holiday. The Authority's office will re-open at 8:00 a.m. on Monday, July 6, 2015.

**PRESENTATIONS**

Chief Willis presented a ten (10) year Fire District employee service pin to David Yegge, Fire Fuels Program Supervisor.

Director Ziegler arrived for the meeting at 6:37 p.m.

Chief Willis recognized the following personnel for their recent promotions. All firefighters were pinned with their promoted rank badges by family members.

Jon Curtis, from Firefighter/Paramedic to Captain  
Luke Wagner, from Engineer to Captain  
Dan Ausmus, from Firefighter/Paramedic to Engineer  
Bobby Whitmore, from Firefighter/Paramedic to Engineer  
Brittania Huether, from Apprentice Firefighter/Paramedic to Firefighter/Paramedic  
Shawn Sutherland, from Paid Call Firefighter to Apprentice Firefighter/EMT

Chief Willis presented Corinne Flores, Administrative Assistant-Fire Chief and Board Secretary, with a fire department plaque of appreciation in recognition of her retirement after twenty-eight plus years of service to the City of Big Bear Lake, Big Bear Lake Fire Protection District, and Big Bear Fire Authority. Chairman Herrick commented that her attitude is always terrific, even with the pressure on. She always has a smile and handles situations with grace. Director Jackowski agreed with Chairman Herrick's comments and added that Corinne has always made everyone feel at home, she is always ready to help, and she will be missed by all. Director Jahn stated he knew Corinne from when she worked with Building & Safety and she was always a big help. It was a pleasure to work with her then and during her employment with the City; and he appreciates the contributions she has made to the Fire District. Yvette Eddy of Assemblyman Jay Obernolte's office was on hand to present Corinne with a Certificate of Appreciation on his behalf.

Chairman Herrick called for a short recess at 7:00 p.m. and reconvened the meeting at 7:04 p.m.

#### **DIRECTORS' GENERAL ANNOUNCEMENTS**

Director Jackowski attended the Chamber of Commerce's Excellence in Business awards ceremony. He commented that he was glad to see Dick Kun receive the first Summit Award, and it was a good, well attended meeting.

Director Caretto extended his congratulations to David Yegge and the firefighters that were promoted. He congratulated Corinne Flores on her retirement and wished her well.

Director Jahn also congratulated Corinne Flores on her retirement.

#### **GENERAL PUBLIC COMMENT**

None.

#### **CHIEF'S REPORT**

Chief Willis reported on: employee transition to the Fire Authority; Administrative Assistant/Board Secretary retirement; facility plan; Insurance Services Office; strategic plan update; legislation update; and fiscal update.

Received and filed.

### CONSENT CALENDAR

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

**FA1. Approval of Demands – Check Issue Date 04/21/15 through 05/20/15 in the amount of \$121,817.88**

Received and filed.

**FA2. Approval of Meeting Minutes from the April 28, 2015 Regular Meeting of the Fire Authority**

Received and filed.

**FA3. Fire Authority Personnel Policies and Procedures**

Board consideration of authorizing the Fire Chief to utilize the current Big Bear City Community Services District's employee policies as the Fire Authority's employee policies are being developed and reviewed for legal updates.

At Chairman Herrick's inquiry, Chief Willis responded the policies, as presented, are currently in use by the Big Bear City Community Services District (CSD) and are specific to the Fire personnel that are transferring from the CSD to the Authority. This is an interim step and a new Fire Authority personnel manual will be brought back to the Board for approval at its next regular meeting.

Approved.

**FA4. Approval of Rescinding and Replacing Big Bear Fire Authority Financial Administrative Instructions**

Board consideration of reviewing and adopting financial Administrative Instructions as identified in the agenda report.

Approved.

**FA5. Proposed Resolution Adopting the Capital Limit of \$5,000 and Approving a New Fixed Asset Accounting and Procedures Administrative Instruction**

Board consideration of adopting Resolution No. BBFA2015-006 Adopting the Capital Limit of \$5,000 and approving a new Fixed Asset Accounting and Procedures Administrative Instruction beginning with the new fiscal year on July 1, 2015.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-006

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 THE CAPITAL LIMIT OF \$5,000 AND HEREAFTER APPLIED TO ALL RELATED FINANCIAL ADMINISTRATIVE INSTRUCTIONS

**FA6. Proposed Resolution to Reaffirm the Statement of Investment Policy for Fiscal Year 2015-16**

Board consideration of adopting Resolution No. BBFA2015-007 Adopting the Statement of Investment Policy for Fiscal Year 2015-16.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-007

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 THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2015-16

The Consent Calendar was approved by the following vote:

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**PUBLIC HEARING**

*Any person may appear and be heard in support or opposition to the proposal 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 Authority at or before the public meeting.*

**FA7. Proposed Resolution for the Adoption of the Fiscal Year 2015-16 Big Bear Fire Authority Budget**

Board consideration of conducting a public hearing and adopting Resolution No. BBFA2015-008 Adopting the Big Bear Fire Authority Approved Budget for Fiscal Year 2015-16.

Senior Finance Officer Holt presented the final budget for Board approval, which included a deficit that will be funded equally by the Big Bear City Community Services District and the Big Bear Lake Fire Protection District.

At the hour of 7:28 p.m., Chairman Herrick opened the public hearing. Hearing no public comment, at the hour of 7:28 p.m., Chairman Herrick closed the public hearing.

Motion by Director Caretto; seconded by Director Jahn, to adopt the following resolution entitled:

RESOLUTION NO. BBFA2015-008

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2015/16

Said Motion was approved by the following vote:

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

**NEW BUSINESS**

**FA8. Proposed Resolution Adopting a Retirement Apple Plan USD 457 for Part-time and Limited/Temporary Service Safety and Administrative Employees of the Fire Authority**

Board consideration of adopting Resolution No. BBFA2015-009 Adopting a Compulsory Retirement Plan for Part-Time and Limited/Temporary Service Safety and Administrative Employees of the Fire Authority.

Laurie LoFranco of Keenan & Associates provided a presentation on how Apple, a Keenan Solution, works.

Motion by Director Jahn; seconded by Director Caretto, to adopt the following resolution entitled:

RESOLUTION NO. BBFA2015-009

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 A COMPULSORY RETIREMENT PLAN FOR PART-TIME AND LIMITED/TEMPORARY SERVICE SAFETY AND ADMINISTRATIVE EMPLOYEES OF THE FIRE AUTHORITY

Said Motion was approved by the following vote:

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

**COMMITTEE REPORT**

- Fire Authority Administrative Committee meeting held on April 21, 2015 represented by Chairman Herrick, Vice Chairman Terry, Director Jahn, and Director Walsh.

Chairman Herrick commented he wasn't sure about the meeting date as April 21, 2015 didn't match with his calendar. NOTE: the meeting date of April 21, 2015 was verified as correct by the Board Secretary. Attempts were made to schedule an April 9, 2015, April 30, 2015, and May 14, 2015 Administrative Committee meetings but were cancelled due to calendar conflicts.

Received and filed.

**DIRECTORS' CLOSING COMMENTS**

Director Oxandaboure commented to Corinne Flores that having been in her position and realizing how many board members and how many boards she deals with, she admired Corinne and wished her well in her retirement.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 7:47 p.m.

*Dawn E. Marschinke*

Dawn E. Marschinke, Board Secretary for Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF AUGUST 18, 2015