
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
JUNE 15, 2015**

A Special Workshop Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 10:03 a.m., Monday, June 15, 2015, at 41090 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Michael Perry

Directors Present: Chairman Rick Herrick
Director David Caretto
Director John Green
Director Bill Jahn
Director Karyn Oxandaboure
Director Randall Putz
Director Larry Walsh
Director Al Ziegler

Directors Excused: Vice Chairman Paul Terry
Director Bob Jackowski

Others Present: Jeff Willis, Fire Chief
Mike Maltby, Battalion Chief
Ryan Harold, Battalion Chief
Dan Rogers, Captain
Shirley Holt, Senior Finance Officer
Kathleen Smith, CFO, City of Big Bear Lake
Michael Perry, California Collaborative Solutions
Dawn Marschinke, Board Secretary

GENERAL PUBLIC COMMENT

None.

1. DISCUSSION ITEMS

1.1 Development of a Strategic Plan

Michael Perry defined the goal for this meeting as getting concurrence from the Fire Authority Board on the List of Services the Fire Authority will provide in the future, and the Fire Authority's Vision and the Mission Statements to provide direction in drafting a Strategic Plan. The Strategic plan will represent the Authority's current capability and capacity, current service demand, projected future service demand and necessary future capability and capacity.

The Board agreed to the following Services for the Future:

1. Emergency Medical Services (includes ambulance transport)
2. Medical Services/ParaMedicine*
3. Fire Protection/Suppression
4. Fire Prevention/Education*
5. Emergency/Technical Rescue
6. Hazardous Materials
7. Hazardous Fuels Abatement and Future Maintenance
8. Disaster – Planning, Response, Mitigation
9. Community Outreach, Public Education*
10. Safe Surrender

Currently, the above listed services are mandated services, with the exception of Disaster Planning, Community Outreach, Public Education and Community ParaMedicine.

*The Board agreed to Items 2, 4 and 9 with the following caveats:

Item 2 – Community ParaMedicine

The Board needs to consider Medical Services both with and without Community ParaMedicine. At this time, the Board questions whether this should be included in the list of services depending on the funding source. Chief Willis noted that it is more than likely that the Fire Authority will be required to provide this service in the future.

Item 4 – Fire Education

The Board needs to consider the funding source and cost of programs that fall under this service category. Chief Willis pointed out that this is a service that we already provide, but would like to do a better job in this area. The Department could better utilize its resources spending more time inspecting businesses with public occupancy such as large hotels, and let small businesses without public impact self-certify compliance to fire and safety codes.

Item 9 – Public Education

The Board agrees that Public Education services are of value but need to be conducted during down-time.

Value to its Constituency was agreed upon by the Board as follows:

1. Guaranteed timely response to fire and medical emergencies as resources allow**
2. Sense of Security
3. Financially stable and prepared for our community's future
4. Making our equipment and facilities last, and spend the public's dollars wisely
5. The Fire House is the "pillar of the community"
6. Great customer service with respect, compassion, courtesy and professionalism
7. They can ask us for anything
8. We prepare our community for emergencies
9. First aid, CPR, health questions come to our front door
10. Help to lower home/business insurance rates
11. Increase property values

**Item 1 – Guaranteed Timely Response

Currently the Fire Department's track record is 100% for emergency calls. Increasing numbers of concurrent calls are causing resources to be fragmented out. We need to be realistic when setting expectations in the community and defining response times. Director Jahn stated that to add Community ParaMedicine to our list of services would require additional units in order to maintain timely response.

Vision Statement

Director Herrick noted that the Vision Statement should be inspirational and look to the future. The Mission Statement is stronger and more specific. Overtime, as needs change, Vision Statements should be reviewed, perhaps every 5 years.

The Board has requested that Michael Perry use terms defining the Fire Authority's aspirations in his re-draft of the Vision Statement. Suggestions for terms/phrases to build the statement include:

- Evolving services
- Responding to future community needs
- Effective
- Efficient
- Timely
- Responsive
- Proactive
- Forward thinking
- Flexible
- Quality

- Utilizing available resources

Mission Statement

The Board agrees that Michael Perry will use the statement "Big Bear Fire Authority will provide our Valley with a professional, Fire, Medical and Emergency Services in the most cost-effective manner possible" as the guideline to re-draft the Mission Statement. When referencing our sphere of influence within the Vision Statement, the term "Valley" will be used. The Board has decided not to use the term "unified" in the statement.

Director Jahn left the meeting at 11:36 a.m.; he returned to the meeting at 11:37 p.m.

Fire Authority Slogan

The Board and members of Fire Department staff all approved of the Fire Authority slogan "Protecting Lives and Property."

Next Steps:

- Schedule a follow-up Board Workshop prior to the August 18, Fire Authority Board meeting.
- Re-draft the Vision and Mission statements and present at the Workshop for Board approval.
- Staff will present the following items at follow-up Workshop:
 - Current capability and capacity
 - Current service demand
 - Projected future demand in increments up to 10 years
 - Resources required to meet defined demands

1.2 Board Governance

This Board must determine how the governance of the Board will be structured in the future and how the resulting agency will be funded. If the Fire Protection District is ever to expand to include all of the current Fire Authority area, then the Board must be an independently elected Board; otherwise if the JPA is retained the Board will remain an appointed Board

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 11:59 a.m.


Dawn E. Marschinke, Board Secretary

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APPROVED AT THE MEETING OF AUGUST 18, 2015