
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
AUGUST 18, 2015**

A Regular Meeting of the Big Bear Fire Authority was called to order by Vice-Chairman Terry at 6:30 p.m., Tuesday, August 18, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Caretto

Directors Present: 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: Chairman Rick Herrick
Director Bill Jahn

Directors Absent: None

Others Present: Mike Maltby, Battalion Chief
Shirley Holt, Senior Finance Officer
Dawn Marschinke, Board Secretary

ANNOUNCEMENTS AND UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed on Monday, September 7, 2015 in observance of Labor Day. The Authority's office will re-open at 8:00 a.m. on Tuesday, September 8, 2015.

PRESENTATIONS

Introduction of Pat Waite, Fire Fuels Intern/Grants for the Fire Authority, by David Yegge, Fire Fuels Program Supervisor.

Battalion Chief Maltby recognized Rick Teshima and Engedi Camp with a Certificate of Appreciation for allowing Big Bear Fire Department to use their facilities for Wildland Training exercises.

Presentation was made to Big Bear CERT by Admin. Captain Bruinsma in appreciation for their participation in the Lake Fire. Margaret Tiefenthler received the certificate for CERT.

Certificate of Appreciation was presented to Dr. Joel Bickler, D.D.S. by Admin. Captain Bruinsma expressing our appreciation for the care he provided to a firefighter during the Lake Fire.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Jackowski reported that he attended the CJPIA Annual Conference. Elections were held for the new CJPIA Board. Director Jackowski represented the Fire Authority, MARTA and the City's vote at the meeting.

Director Oxandaboure wished happy birthday to past Board member Jay Obernolte.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Battalion Chief Maltby explained that Fire Chief Willis is on assignment at the Route Complex Fire in northern California with an expected return date of approximately, August 28. Battalion Chief Maltby reported on: Administrative Services, Strategic Plan, Legislation Update, Facility Plan, and Insurance Services Office (ISO) Rating.

Director Caretto commented on the Facility Plan cost escalation as reported in the minutes from the August 9 Administrative Committee meeting that went from approximately \$500K to \$750K. He expressed his desire that the committee take a hard look at the cost and ways to reduce expenses.

Battalion Chief Maltby responded to his concerns.

Director Walsh reported that he understood the remodel will be for 10 offices and last for the next 50 years.

Received and filed.

FINANCE OFFICER'S REPORT

Senior Finance Officer Holt presented the monthly financial report for July 2015, the first month of the Fire Authority's independent financial status as a new entity. She reported on the Fire Authority accomplishments over the last 6 months and stated that future financial reports will be completed approximately the 15th of each month. July financial packet includes: July Budget Variance Report, July Cash Disbursements Report and the Lake Fire Expense Report.

Director Walsh questioned items on the Cash Disbursements list of the Financial Report.

Senior Finance Officer Holt responded to Director Walsh's questions.

Director Putz asked if anyone knew the total cost of the Lake Fire to put the Fire Authority's portion of the cost into perspective.

Director Green stated that on July 9, KBHR reported the cost at \$21 million.

Senior Finance Officer Holt indicated that a request has been made for reimbursement of \$106,157 of the \$174,116 we spent in support of the Lake Fire suppression effort.

Received and filed.

CONSENT CALENDAR

Motion by Director Caretto; seconded by Director Jackowski, to approve the Consent Calendar and all green sheets except FA2 Minutes for June 2, 2015 and June 25, 2015.

Discussion took place regarding which Directors were at the June 25 meeting and who could vote on the Consent Calendar today.

Motion by Director Caretto to modify original motion; seconded by Director Jackowski, to approve the Consent Calendar and all green sheets except FA2 Minutes for June 2, 2015 Board meeting as follows:

FA1. Proposed Resolution Approving the Carryover of Appropriations from Fiscal Year 2014/15 to Fiscal Year 2015/16. Board consideration of adopting Resolution No. BBFA2015-010 approving the carryover of appropriations from Fiscal Year 2014/15 to Fiscal Year 2015/16.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-010

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 CHANGES TO THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2015/16 TO CARRYOVER APPROPRIATIONS FROM THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2014/15

- FA2. Approval of Big Bear Fire Authority Meeting Minutes from the June 2, 2015 Regular Meeting of the Fire Authority, Special Workshop Meeting from June 15, 2015 and Emergency Board Meeting from June 25, 2015.**

Received and filed the minutes for June 15, 2015 and June 25, 2015.

Minutes for June 2, 2015 removed from the Consent Calendar for a roll-call vote.

- FA3. Board Approval to adopt Ambulance Agreement for Ambulance Operational Services and Equipment Lease pursuant to Big Bear Fire Authority Joint Exercise of Powers Agreement.**

Approved.

- FA4. Approval of Fire Authority Monthly Activity Reports for June 2015 and July 2015.**

Received and filed.

- FA5. Board Approval to Rescind Resolution No. BBFA2012-001 and adopt a Resolution to Appoint and Designate a New Fire Authority Board Secretary.** Board consideration of Resolution BBFA2015-011 to appoint Dawn E. Marschinke to serve as Secretary of the Board of Directors of the Big Bear Fire Authority, and rescind Resolution No. BBFA2012-001.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-011

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, APPOINTING AND DESIGNATING AN AUTHORITY SECRETARY AND RESCIND RESOLUTION NO. BBFA2012-001.

- FA6. Proposed Resolutions Establishing Membership in the California Joint Powers Insurance Authority (CJPIA).** Board consideration of adopting Resolution No. BBFA2015-012 approving execution of the Joint Powers Agreement joining the CJPIA; Resolution BBFA2015-013 to authorize and approve pooling of self-insurance through the liability protection program of the CJPIA; Resolution BBFA2015-014 authorizing application to the Director of Industrial Relations, state of California for a Certificate of Consent to self-insure Workers' Compensation liabilities.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-012

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT JOINING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-013

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-014

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES

- FA7. Proposed Resolution Authorizing Workers' Compensation Coverage to Volunteers.** Board consideration of adopting Resolution No. BBFA2015-015 providing Workers' Compensation coverage for certain Big Bear Fire Authority volunteers pursuant to the provisions of Section 3363.5 of the Labor Code.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-015

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, PROVIDING WORKERS' COMPENSATION COVERAGE FOR CERTAIN BIG BEAR FIRE AUTHORITY VOLUNTEERS PURSUANT TO THE PROVISIONS OF SECTION 3363.5 OF THE LABOR CODE.

- FA8. Proposed Resolution of Acquisition of Federal Excess Property for Fire Department Use.** Board consideration of adopting Resolution No. BBFA2015-016 authorizing application for federal excess personal property in accordance with United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-016

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, AUTHORIZING APPLICATION FOR FEDERAL EXCESS PERSONAL PROPERTY IN ACCORDANCE WITH UNITED STATES FOREST SERVICE COOPERATIVE FORESTRY ASSISTANCE ACT (CFAA) OF 1978.

- FA9. Proposed Resolution of Fire Authority Personnel Management Policies and Procedures Manual.** Board consideration of adopting Resolution No. BBFA2015-017 as Big Bear Fire Authority's Personnel Management Policies and Procedures Manual.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-017

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, ESTABLISHING THE BIG BEAR FIRE AUTHORITY PERSONNEL MANAGEMENT POLICIES AND PROCEDURES MANUAL.

The balance of the Consent Calendar was approved by the following vote:

AYES: Green, Jackowski, Oxandaboure, Putz, Ziegler, Caretto, Terry
NOES: Walsh

ABSENT: Herrick, Jahn
ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA2. Consideration of Approval of Minutes of June 2, 2015 Regular Board Meeting. Approval of Big Bear Fire Authority Meeting Minutes from the June 2, 2015 Board Meeting.

Vice Chairman Terry noted that not all members present at today's Board meeting were at the meeting of June 2, therefore a roll-call vote is required on this item.

Motion by Director Caretto; seconded by Director Putz, to approve the Minutes of June 2, 2015:

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

PUBLIC HEARINGS

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.

At the hour of 7:19 p.m., Vice Chairman Terry opened the public hearing.

FA10. 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. BBFA2015-018 adopting the Big Bear Fire Authority approved budget for Fiscal Year 2015-16 and rescind BBFA2015-008.

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

RESOLUTION NO. BBFA2015-018

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 BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2015/16 AND RESCIND RESOLUTION NO. BBFA2015-008.

Senior Finance Officer Holt presented the final budget for Board approval. The original Resolution BBFA2015-008 did not include "Sources., There is no change from the original budget; it now includes both "Sources., and "Uses.,

Director Walsh asked Senior Finance Officer Holt to explain the dollar change in the Operational Sources and Uses category.

Senior Finance Officer Holt responded to Director Walsh's questions.

Director Caretto requested that Senior Finance Officer Holt email to the Board, an explanation responding to Director Walsh's questions.

Discussion ensued regarding the reserve funds from CSD and the Fire Protection District that are budgeted as a one-time expenditure to balance the budget in this transition and growth period of the Fire Authority.

Hearing no public comment, at the hour of 7:26 p.m., Vice Chairman Terry closed the public hearing.

Said Motion was approved by the following vote:

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

Director Caretto requested that Senior Finance Officer Holt verify the number of votes required to approve the budget stipulated in the Fire Authority By-Laws and report back to the Board. POST MEETING NOTE: Senior Finance Officer Holt confirmed that seven votes are required to approve the budget.

NEW BUSINESS

FA11. Proposed Resolution to create a Local Agency Investment Fund (LAIF) account for deposit of Fire Authority monies. Board consideration of Resolution No. BBFA2015-019 creating a LAIF account under Government Code Section 16429.1 et. Seq. for deposit of Fire Authority monies.

Director Walsh inquired if the State Treasurer could ever appropriate the money entrusted to the State.

Senior Finance Officer Holt responded to Director Walsh's question.

Director Green asked if Senior Finance Officer Holt had other options she was considering.

Senior Finance Officer Holt responded to Director Green's question.

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

RESOLUTION NO. BBFA2015-019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, AUTHORIZING THE CREATION OF AN INVESTMENT ACCOUNT WITH THE LOCAL AGENCY INVESTMENT FUND (LAIF).

Said Motion was approved by the following vote:

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

FA12. Proposed Resolution Establishing a Policy Authorizing Tort Liability Claims Handling Responsibility to the Fire Chief. Board consideration of adoption of Resolution No. BBFA2015-020 authorizing the fire chief as delegate to handle minor claims related to California Joint Powers Insurance Authority (CJPIA) programs authorized by Government Code Section 935.4.

Director Walsh asked if this resolution makes the fire chief responsible for CSD employees, Fire Protection employees and Fire Authority employees.

Director Walsh asked if the fire chief's responsibility is capped at \$50,000?

Senior Finance Director Holt responded to Director Walsh's questions.

Guest Speaker, Alex Mellor from CJPIA, explained Claims Handling Responsibility and options within the parameters of CJPIA.

Director Ziegler left the meeting at 7:42 p.m. and returned at 7:43 p.m.

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

RESOLUTION NO. BBFA2015-020

A RESOLUTION OF THE BOARD OF THE BIG BEAR FIRE AUTHORITY

OF SAN BERNARDINO COUNTY, AUTHORIZING THE FIRE CHIEF AS DELEGATE TO HANDLE MINOR CLAIMS RELATED TO CALIFORNIA JOINT POWERS INSURANCE AGENCY PROGRAMS, AUTHORIZED BY GOVERNMENT CODE SECTION 935.4.

Said Motion was approved by the following vote:

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

FA13. Selection and Certifications of Board Members to sit on California Joint Powers Insurance Authority (CJPIA). Board consideration of assignment of a Fire Authority Board Member and alternate(s) to the California Joint Powers Insurance Authority (CJPIA) Board.

Director Caretto informed the Board that he has previously served on the CJPIA Board on behalf of the City Big Bear Lake and MARTA. He was also involved in the formation of CJPIA when he was City Manager of Signal Hill. If there is no one else interested in serving as delegate for the Fire Authority, he would like to do it.

Discussion took place regarding the timing of the appointment.

Vice Chairman Terry requested that staff bring the question of timing of the appointment back to the Board for consideration.

Motion by Director Caretto; seconded by Director Green, to approve the staff recommendation to allow the Board Chairman to appoint the delegate and their alternates to the CJPIA Board annually.

Said Motion was approved by the following vote:

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

COMMITTEE REPORT

- Fire Authority Administrative Committee meeting held on July 9, 2015 represented by Chairman Herrick, Director Jahn, and Director Walsh. Vice Chairman Terry was absent.

Director Walsh commented on the Administrative Committee report. It did not indicate that the cost of the building remodel continues to migrate upward. Some of the challenges considered at that meeting include: the existing concrete pad will have to be removed and be re-poured, matching of the existing walls was in question, and the proposed entry tower will come at a cost of \$40,000. The architect was asked to come back with harder numbers for the Administrative Committee to bring back to the Board in October.

Received and filed.

DIRECTORS' CLOSING COMMENTS

Director Putz commented that he and Directors Walsh and Terry attended a two-day Fire Board training in San Diego last month. He spoke with a Director from Deer Springs Fire Protection District who is also a former fire chief from Pasadena. They discussed our efforts in forming the Fire Authority. The Deer Springs Director stressed that if there is any way we can make this happen, it will be worth it. His comment was that the patchwork of different districts is very difficult to deal with. Senior Finance Officer Holt detailed the department's accomplishments in her finance report, and it underlined the great amount of work that many people have done to bring this about. It is not always easy; we are not always going to agree; it is not going to be the cheapest endeavor; but it is important to stop and recognize what we have done and pat ourselves on the back.

Director Walsh has received calls from constituents that have received abatement letters. He suggests to them that they call the fire department to clarify their abatement notice. He attempts to explain to them, the amount of effort that went into developing the policy and that they can read the policy online. This information may help them understand the issues prior to calling the fire department.

Director Jackowski referenced weed abatement notices. Discussion followed.

Director Green commended the citizens of the Valley for their support of the firefighters during the Lake Fire. He toured the incident command center where he received many compliments on the response of the Valley's citizens. The firefighters indicated that they had not seen that level of support from citizens in a long time.

Director Caretto congratulated Vice Chairman Terry for running a good meeting and thanked the staff for accommodating the changes that needed to be made to the agenda.

Vice Chairman Terry commented that the two-day Fire Board training in San Diego was worthwhile. Part of what they learned was that the Fire Authority is not the only agency

trying to pull together multiple agencies under one umbrella. We need to remember that we have done a lot to consolidate. As long as we can talk to each other and come to agreement, we should not have a problem. Going to the fire-line during the Lake Fire was impressive. He saw fire agencies from all over, and was so glad for it. What the Fire Authority is doing is not easy, and encouraged the Board not to give up.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Vice Chairman Terry adjourned the meeting at 8:01 p.m.

Dawn E. Marschinke

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF OCTOBER 20, 2015