

---

**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
DECEMBER 8, 2015**

---

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 6:30 p.m., Tuesday, December 8, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**PUBLIC FORUM FOR CLOSED SESSION**      None.

Moment of Silence:                      Observed

Pledge of Allegiance:                    Led by Director Ziegler

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

Directors Excused:                        None

Directors Absent:                         None

Others Present:                            Jeff Willis, Fire Chief  
   Mike Maltby, Battalion Chief  
   Shirley Holt, Sr. Finance Officer  
   Dawn Marschinke, Board Secretary

**OPEN SESSION**

**FIRE AUTHORITY BOARD REORGANIZATION**

**Selection of the Chairman and Vice-Chairman**

Per the Bylaws and Policies of the Big Bear Fire Authority, “The Chair shall alternate between Participating Agencies each year, such that the Chair selected for the following year shall not be from the same Participating Agency that provided that Chair for the

current year. The Vice-Chair shall also alternate between the Participating Agencies each year, such that the Vice-Chair selected for the following year shall not be from the same Participating Agency that provided the Vice-Chair for the current year.”

Chairman Herrick called for nominations for a new Chairman to serve for a period of one year.

Director Green nominated Vice Chairman Terry to serve as Chairman for a period of one year; seconded by Director Jahn.

Vice Chairman Terry was elected to serve as Chairman for a period of one year by the following vote:

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

Chairman Terry called for nominations for Vice-Chairman to serve for a period of one year.

Director Jahn nominated Director Putz to serve as Vice-Chairman for a period of one year; seconded by Director Caretto.

Director Putz was elected to serve as Vice-Chairman for a period of one year by the following vote:

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

### **ANNOUNCEMENTS AND UPCOMING EVENTS**

The Fire Authority’s Administrative Office will be closed on the following dates:

- Thursday and Friday, December 24-25, 2015 in observance of Christmas and will re-open at 8:00 a.m. on Monday, December 28, 2015.
- Thursday December 31, 2015 and Friday January 1, 2016 in observance of New Year’s, and will reopen on Monday, January 4, 2016.
- Monday, January 18, 2016 in observance of Martin Luther King Jr. day and will reopen on Tuesday, January 19, 2016.

### **PRESENTATIONS**

Chief Willis recognized the following personnel for outstanding performance in the Wellness/Fitness Program:

- Engineer Jim McDaniel, Score 2,039
- Engineer Bobby Whitmore, Score 1,947
- Firefighter/Paramedic Brandon Willis, Score 1,907
- Engineer, Brian Lambert, Score 1,884
- Firefighter/Paramedic Jon Bidwell, Score 1,800

### **DIRECTORS' GENERAL ANNOUNCEMENTS**

None.

### **GENERAL PUBLIC COMMENT**

None.

### **CHIEF'S REPORT**

Chief Willis reported that Segal and Associates has advised him that they cannot meet the December timeline to complete the pension alignment actuarial studies as previously indicated. This is due to their primary responsibility to deliver the annual SBCERA system valuation. Since that work is now complete, Segal and Associates can begin the analysis of the actuarial studies that are specific to the Fire Protection District. They have not provided a new estimated completion date.

The new Medic Ambulance 281 was placed into service on November 3, 2015. The crews are extremely thankful for this new piece of equipment and are pleased with its performance.

The Department continues to prepare for what many believe will be the most significant winter season in recent years. Additional training is being conducted in areas such as over-the-side rescue and ice rescue, as well as snowcat and snow mobile operations. The Department has arranged for the local Sheriff's Department to have inmates prepare sandbags. These will be available to assist local residences with flooding hazards. The Department has snowcats, snowmobiles, ladders and shovels ready if needed.

## **FINANCE DIRECTOR'S REPORT**

Sr. Finance Officer Holt reported on the Fire Authority's October YTD Monthly Financials, October and November Cash Disbursements and 2015 YTD November Budget Variance.

The November 2015 YTD Budget Variance shows total revenue is 48% funded at 41% through the year. Total Operational Expenses are 35% spent and are 6% under budget overall. The specific categories of Education and Training, and Travel continue to run ahead of budget as anticipated with the current scheduling of courses and conferences.

## **CONSENT CALENDAR**

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

**FA1. Approval of Meeting Minutes from the October 20, 2015 Regular Meeting of the Big Bear Fire Authority.**

Approved.

**FA2. Approval of the Meeting Minutes from November 9, 2015 Special Workshop Meeting of the Big Bear Fire Authority.**

Approved.

**FA3. Approval of Monthly Activity Report for October 2015, for Big Bear Fire Authority.**

Received and filed.

**FA4. Approval of Big Bear Fire Authority Resolution No. BBFA2015-021 adopting a Mission and Motto.**

Board consideration of Resolution BBFA2015-021 adopting a Mission and Motto to guide strategy, goals and objectives of the organization.

Approved the following Resolution entitled:

### RESOLUTION NO. BBFA2015-021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING A MISSION AND MOTTO TO GUIDE STRATEGY, GOALS AND OBJECTIVES OF THE ORGANIZATION.

## MISSION

To protect the lives and property of our community by providing a professional, full-service, all-risk, fire, EMS and emergency response agency, in the most cost effective manner possible.

## MOTTO

Protecting Lives and Property

The Consent Calendar was approved by the following vote:

AYES: Jackowski, Jahn, Oxandaboure, Putz, Walsh, Ziegler, Caretto,  
Green, Herrick, Terry  
NOES: None  
ABSENT: None  
ABSTAIN: Jackowski (abstained from Item FA2, as he was not in attendance  
at the November 9, 2015 Special Workshop meeting).

Director Herrick commented on the thoroughness of the minutes presented.

## **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

## **PUBLIC HEARINGS**

None.

## **NEW BUSINESS**

### **FA5. Annual Appointment of Board Representative to CJPIA**

Board Chairman to appoint a delegate and their alternate(s), annually, in December, to represent Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for 2016.

Chairman Terry appointed Director Caretto as the Fire Authority's delegate, and Vice-Chairman Putz and himself as alternates to the CJPIA Board for 2016.

Motion by Director Oxandaboure; seconded by Director Jahn to approve appointment of Director Caretto as the Fire Authority's delegate, and Chairman Terry and Vice-Chairman Putz as alternates to the CJPIA Board for 2016.

Said Motion was approved by the following vote:

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

#### **FA6. Interim Staffing Plan**

Board consideration of approving interim staffing plan and associated cost of implementation.

Staff recommended a staffing plan that utilizes existing suppression personnel. The total additional expense in overtime dollars is estimated to be \$93,675 for January through March of 2016. Currently, the Fire Protection District and the Community Services District support about 40% of total overtime each, with the Fire Authority paying the remaining 20%. Therefore, the estimated additional expense for each district would be \$37,500 and \$18,675 for the Fire Authority. The cost for this interim staffing plan will be offset by the additional ambulance revenues generated by Ground Emergency Medical Transport (GEMT) reimbursements in 2015-2016.

Director Terry asked what the source of additional revenue was from.

Battalion Chief Maltby responded that it was due to the increased reimbursements through the GEMT program. He expects reimbursements to continue at the current rate or perhaps increase.

Director Terry questioned if the increased revenue was related to prior year's reimbursements.

Sr. Finance Officer Holt responded no, it is reimbursement for costs accounted for in FY 2014/15, and does not reflect any retroactive reimbursements. There are no retroactive reimbursements outstanding.

Director Jahn asked if the Department had plans to add a full-time equivalent (FTE).

Chief Willis responded that the plan is to only use existing personnel with overtime hours.

Director Jahn asked for further clarification on staffing between engine and ambulance.

Chief Willis explained the additional person would allow two people to leave the engine and support the ambulance, with the Captain running the engine.

Director Caretto questioned which is more expensive, paying overtime or adding one FTE.

Sr. Finance Officer Holt responded that it is less expensive to provide coverage with overtime than to hire a new FTE.

Motion by Caretto; seconded by Green, to approve staff's interim staffing plan recommendation.

Said Motion was approved by the following vote:

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

### **COMMITTEE REPORT**

None.

### **DIRECTORS' CLOSING COMMENTS**

Director Ziegler asked if the fire department is currently staffing the Baldwin Lake Station.

Chief Willis responded that it is currently being staffed by Cal Fire.

Director Walsh questioned if the actuarial studies were on target to be completed by the original date of mid-January.

Chief Willis responded that a new date has not yet been provided.

Director Herrick commented on his participation in Stachtoberfest.

Director Jahn stated that he was only a mile away when the San Bernardino massacre occurred. He commented about how real the possibility is that it could happen anywhere at any time.

Director Oxandaboure mentioned that a childhood friend's nephew was killed in the San Bernardino massacre, and how it touched people so close.

Director Caretto wished everyone a Merry Christmas and a Happy New Year.

Chairman Terry thanked board member Herrick for all the work he did over the past year as Chairman of the Fire Authority.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Terry adjourned the meeting at 7:12 p.m.

*Dawn E. Marschinke*

---

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF FEBRUARY 2, 2016