



Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY
MEETING AGENDA
APRIL 28, 2015**

ORDER OF BUSINESS:

Regular Session - 6:30 p.m. - Hofert Hall, 39707 Big Bear Blvd., Big Bear Lake, CA 92315

BOARD OF DIRECTORS

**CHAIRMAN RICK HERRICK
VICE CHAIRMAN PAUL 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**

STAFF

**FIRE CHIEF JEFF WILLIS
AUTHORITY COUNSEL JEFF FERRE
LABOR ATTORNEY JOSEPH ORTIZ
TREASURER-AUDITOR/CONTROLLER KATHLEEN SMITH
SENIOR FINANCE OFFICER SHIRLEY HOLT
BOARD SECRETARY CORINNE FLORES**

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

Please Note: The Chair may, at his or her discretion, take items out of order at the meeting in order to facilitate the business of the Board and/or for the convenience of the public.

ANNOUNCEMENTS & 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

Recognition of Chaplain John Day for his fifteen years of service with the Big Bear Valley Trauma Response Team with a plaque of appreciation. 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 spiritual support for the survivors and guidance in making initial necessary decisions following the incident.

Presentation of twenty-five (25) year Fire District employee service pin to Ken Peterson, Engineer.

Introduction, administration of Oath of Office, and badge pinning of newly hired Suppression personnel:

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

Proclamation that May 2, 2015 is Wildfire Community Preparedness Day in the Big Bear Valley.

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

GENERAL PUBLIC COMMENT – Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the Authority. Please note that State law prohibits the Fire Authority from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the respective Board during this time period.

CHIEF'S REPORT

CONSENT CALENDAR

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

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

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

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

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.

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.

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.

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.

FA9. Board Approval of Fire Authority Staffing and Job Descriptions

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

ITEMS REMOVED FROM THE CONSENT CALENDAR**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.

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

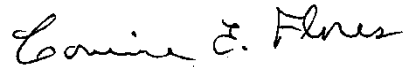
Board consideration of receiving a proposed budget presentation and authorizing Staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2015-2016 Budget at the next Regular meeting on June 2, 2015.

COMMITTEE REPORTS

- 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.

DIRECTORS' CLOSING COMMENTS**ADJOURN**

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 24th day of April, 2015.



Corinne E. Flores, Board Secretary

The Big Bear Fire Authority wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Board Secretary Corinne Flores at 909/866-7566. Notification 48 hours prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.



**BIG BEAR FIRE AUTHORITY
Proclamation**

Wildfire Community Preparedness Day 2015

Whereas, the Big Bear Valley is experiencing a severe drought, ever increasing the potential wildfire risk; and

Whereas, residents in areas with a potential for wildfires can impact the risk and severity of wildfires and reduce deaths, injuries, and property losses through their preparedness efforts; and

Whereas, a dedicated day that engages communities in focusing on activities that create awareness, education, and action have the potential to make significant differences before, during, and after a wildfire; and

Whereas, proactive actions from a single individual or entire neighborhood contributes to a safer community when wildfires happen; and

Whereas, the residents of the Big Bear Valley can become local champions through committing a couple of hours or an entire day to improving their property's defensibility and resiliency and contribute towards the Big Bear Valley becoming a more fire adapted community; and

Whereas, all residents throughout the Big Bear Valley are encouraged to participate in Wildfire Community Preparedness Day.

Now, Therefore Be It Resolved that the Chairman of the Big Bear Fire Authority, on behalf of the Fire Authority Board of Directors and the citizens of this Valley, does hereby proclaim May 2, 2015 Wildfire Community Preparedness Day in the Big Bear Valley.

April 28, 2015

Date

Rick Herrick, Chairman



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief

SUBJECT: **CHIEF'S REPORT**

Drought Conditions and Defensible Space

In response to the severe drought conditions that currently exist in the State and San Bernardino National Forest, the Big Bear Fire Department is proactively taking steps to help protect Valley residents. The Department will be offering three workshops in May: May 5, May 12, and May 26 for homeowners and business entities interested in learning about the current defensible space laws and how to better prepare their house to better withstand a wildfire.

Secondly, defensible space inspections will be available to homeowners and businesses upon request. These inspections will be available at no charge as part of the chipping grants, which are currently in place.

Thirdly, the consolidated Valley-wide Chipping Program will go into operation a month earlier than expected to accommodate the needs of the property owners. To request a pickup, the property owner can log onto thinisin.org and complete the "Request the Chipper" form on the home page.

In addition to available local programs, the Natural Resource Conservation Service is accepting applications from property owners that have large vacant acreage that need to conduct fuels thinning on properties to enhance forestry health and to reduce the potential wildfire threat. The Fire Department has reached out to over 20 property owners to inform them about this program.

Contract Employee for Chipping Program

As a result of the aforementioned defensible space efforts and an increasing rate of tree mortality, the Fire Department is anticipating an increase in chipping requests during the upcoming summer season. To support the Chipping Program, the Fire Department has hired and is currently training one Office Clerk and is advertising to hire a contract Intern, who will be associated with a University related to Fire Fuels Management and or Forestry related courses to assist with the anticipated increased workload. ~~These~~[these](#) positions ~~would be~~ would be maintained during the summer season and ~~are~~[are](#) fully funded by current grants.

Infected Tree Removal

During the month of March, Staff ordered the removal of 12 trees due to Bark Beetle infestation. Staff was able to work with the property owners to reduce the cost of removal from \$4,000 to \$900 total cost to the property owners. This was accomplished through a cooperative effort between private timber operators, crews from the Big Bear Fire Department, and CALFIRE working together to remove slash and provide chipping.

Strategic Planning Update

As presented at the Board Workshop on March 3, 2015, with the approval of the FY 2015/16 Budget, we will have effectively developed the Big Bear Fire Authority as the parent organization and the subsequent districts as member agencies. This has been accomplished through incremental steps towards consolidation with each success building upon the next.

We have reached a point in time in which we need to evaluate the current capability and capacity of the consolidated Big Bear Fire Department as it relates to current service demand versus future service demand.

Both member agencies have, in the past, developed Master or Strategic Plans that address service capability and capacity as a single entity, however, we do not currently have a Strategic Plan for the consolidated organization. The effects of consolidation are numerous and have resulted in much efficiency being achieved. In many respects, the consolidation effort occurred at the right time as the consolidated agency is correctly positioned to answer the service demand of a four season resort destination [community](#).

We are in the process of assembling information and professional services that lends itself to the development of a Strategic Plan. As part of this process, we will be meeting with each Board Member to obtain information and priorities related to future Vision and Mission statement.

Legislation Update

On April 22, 2015, the Assembly Public Employees, Retirement, and Social Security (PERSS) Committee unanimously approved AB 868 (Oberholte) on a 7-0 vote. The bill will now head to the Assembly Appropriations Committee where its fiscal impact will be analyzed. The PERSS Committee has recommended that the bill remain on consent (be voted upon without a hearing), but the Appropriations Committee will make the final determination.

Station 282 Sprinkler Installation

Following a competitive bid process, Dave Figone Construction was awarded the contract for the installation of the fire sprinkler system at Station 282. Construction has begun and the underground work, including connection to the water main, has been completed. The project, which is funded through a federal grant, is expected to be completed within the next two months.

Administrative Office Expansion

On February 26, 2015, the Administrative Committee met at Fire Station 281 for a site visit and to review preliminary drawings for the proposed office addition. Three floor plan options were presented. After evaluation, it was the consensus of the Committee, that the best option would likely be a combination of the plans presented. Architect James Nicoloff was directed to rework the drawings, which will be brought back to the Administrative Committee for further [review and](#) discussion.

Fiscal

Third quarter budget performance for expenses indicates that overall, we continue to track approximately 14% better than the approved budget. The year-to-date Automotive Expense budget is currently tracking approximately 15% higher than budget for this line item compared to 27% higher in the first two quarters.



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
66280	Petty Cash	Postage/Keys	01/28/15	20.98
66281	Big Bear City CSD	Fuel/Promotion/Clothing/Training Laptop Computers	01/28/15	2,958.01
66282	Action Response Team, Inc	Household Supplies	01/28/15	953.37
66284	John Arden	Reimb - DMV Physical	01/28/15	95.00
66286	Butchers Blocks & Building Materials	Electrical Supplies for Temp Office	01/28/15	604.94
66287	Mike Maltby	Reimb - EMT-P Renewal	01/28/15	60.00
66288	Mission Linen Supply Inc.	Towels	01/28/15	76.59
66289	Randy Spitz	Coffee Supplies	01/28/15	288.99
66290	National Fire Codes	Fire Code Subscription	01/28/15	1,395.00
66293	SatCom Global, Inc.	Satellite Services	01/28/15	56.93
66332	Big Bear City CSD	Office Supplies/Fuel/Holiday Supplies Vehicle Expense/Telephone Service Electricity Usage/Fuel Permit/Recruitment DMV Physicals/Tie Downs	01/30/15	4,144.85
66335	US Bank Corporate Payment Systems	License Renewal/Office Supplies/Fuel Meeting Exp/Tire Chains/Recruitment	01/30/15	892.06
66352	Petty Cash	Postage	02/04/15	20.03
66353	Action Response Team, Inc	Household Supplies	02/04/15	979.26
66354	Administrative Services Inc.	Copier Lease	02/04/15	376.92
66355	All Star Fire Equipment Inc	Turnouts	02/04/15	8,422.27
66356	American Truck & Trailer Repair, Inc.	Chain Wheels	02/04/15	221.51
66357	Bad Bear Sportswear	Job Shirts/Ball Caps	02/04/15	149.04
66358	Richard Steven Riddle	SCBA Hydro O Rings	02/04/15	273.69
66359	Butchers Blocks & Building Materials	Sta-282 Remodel/Temp Office Set Up	02/04/15	562.88
66360	Car Quest Auto Parts	Vehicle Parts	02/04/15	28.19
66361	Charter Communications	Cable/Internet/Intranet	02/04/15	1,287.40
66363	DIY Home Center	Household Supplies/Temp Office Set Up	02/04/15	61.18



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Check#	Vendor/Employee	Transaction	Date	Amount
66364	Firefighters Safety Center	Uniforms	02/04/15	488.19
66365	Justin Fluke	Reimb - Boots	02/04/15	237.07
66366	Galls/Quartermaster	Uniforms	02/04/15	79.81
66367	Globalstar	Satellite Phone	02/04/15	49.32
66368	Image 2000 Inc.	Postage for Toner/Copy Charges	02/04/15	251.67
66369	Robert Jackowski	Big Bear Fire Authority Meeting	02/04/15	100.00
66370	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	02/04/15	1,746.69
66372	Robert Rowe	Telephone Service	02/04/15	1,970.82
66373	Quill Corporation	Office Supplies	02/04/15	324.09
66374	Radio Shack Corporation	Batteries	02/04/15	14.03
66377	Southwest Gas Corporation	Natural Gas Usage	02/04/15	4,809.31
66378	Paul Terry	Big Bear Fire Authority Meeting	02/04/15	100.00
66380	Verizon California	Telephone Service	02/04/15	392.71
66381	Larry Walsh	Big Bear Fire Authority Meeting	02/04/15	100.00
66382	Robert Whitmore	Reimb - BLS Instructor Essentials	02/04/15	30.00
66393	City of Big Bear Lake Dept of Water & Power	Water Usage	02/10/15	309.95
66394	John Arden	Reimb - ICEMA EMT-1 Renewal	02/10/15	97.00
66395	VA Communications	Emergency Phones	02/10/15	50.00
66396	Bear Valley Electric	Electricity Usage	02/10/15	11,683.93
66397	Center for Health Education In	Training Center Transfer Fee	02/10/15	95.00
66398	Charter Communications	Intranet/Internet	02/10/15	516.57
66399	The Counseling Team International, Inc.	Employee Support Services	02/10/15	500.00
66401	Deanne Johanson	Consulting Services	02/10/15	2,014.00
66402	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	02/10/15	3,339.01
66403	Ricky Seward	Reimb - State Paramedic License Renewal	02/10/15	260.00
66404	Springbrook Software Inc	Financial Software - Initial Services	02/10/15	4,813.25
66405	Verizon California	Telephone Service	02/10/15	160.16
66412	City of Colton	Training Registration	02/11/15	290.00



Big Bear Fire Authority

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Check#	Vendor/Employee	Transaction	Date	Amount
66413	AT&T Corp	Long Distance Telephone	02/11/15	58.29
66414	Battery Zone, Inc	Batteries	02/11/15	967.82
66415	BBC Saw Works, Inc.	Fuel Cap for Saw	02/11/15	23.47
66416	Bear Valley Electric	Electricity Usage	02/11/15	74.52
66417	Bear Valley Printing Inc	Annual Report Forms	02/11/15	98.95
66418	DIY Home Center	Training Materials	02/11/15	45.47
66419	Emergency Vehicle Group	2014 Chevrolet Modular Ambulance	02/11/15	124,615.17
66420	Firefighters Safety Center	Uniforms	02/11/15	343.27
66421	Galls/Quartermaster	Uniforms	02/11/15	47.86
66422	Gary Trent Sigler	Repair Alerting/Alarm System	02/11/15	1,325.12
66423	Ryan Harold	Firehouse World Expenses	02/11/15	605.70
66424	IAFC Membership	Membership	02/11/15	254.00
66425	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	02/11/15	836.52
66427	Quill Corporation	Color Printer/Scanner/Office Supplies	02/11/15	750.61
66428	SatCom Global, Inc.	Satellite Services	02/11/15	56.93
66515	Big Bear City CSD	Water Usage	02/20/15	315.39
66516	Bad Bear Sportswear	Shirts	02/20/15	168.48
66517	Connelly Pumping Services, LLC	Rent Portables	02/20/15	415.13
66518	Galls/Quartermaster	Name Plates/Serving Since Attachments	02/20/15	294.72
66519	Image 2000 Inc.	Toner/Waste Tank	02/20/15	26.50
66521	Quill Corporation	Office Supplies	02/20/15	67.88
66522	US Coachworks LLC	2015 Ford F-350 4x4 Ambulance	02/20/15	45,500.00
66523	Verizon California	Traffic Signal	02/20/15	61.72
66524	SB County Fire Chief's EMS Officer's Association	Membership	02/25/15	60.00
66525	Administrative Services Inc.	Copier Lease	02/25/15	376.92
66526	All Star Fire Equipment Inc	Uniforms	02/25/15	286.20
66527	Bad Bear Sportswear	Uniforms	02/25/15	71.28
66528	Best Best & Krieger LLP	Legal Services	02/25/15	5,966.30



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
66530	Filter Recycling Service	Vehicle Maintenance	02/25/15	626.75
66531	Firefighters Safety Center	Uniforms	02/25/15	126.73
66532	Justin Fluke	Reimb - BLS Instructor Essentials	02/25/15	30.00
66533	John Green	Big Bear Fire Authority Meeting	02/25/15	100.00
66534	Gary Trent Sigler	Sta-282 Radio Scanner	02/25/15	258.87
66535	Rick Herrick	Big Bear Fire Authority Meeting	02/25/15	100.00
66536	Image 2000 Inc.	Copy Charges	02/25/15	332.55
66537	JSL Automotive Group, LLC	Tires/Wheel	02/25/15	1,808.25
66538	Mission Linen Supply Inc.	Towels	02/25/15	54.98
66539	Modular Space Corporation	Temporary Office Set Up	02/25/15	3,307.80
66540	Randy Spitz	Coffee Supplies	02/25/15	564.95
66541	Karyn Oxandaboure	Big Bear Fire Authority Meeting	02/25/15	100.00
66542	Quill Corporation	Office Supplies	02/25/15	337.35
66543	Southwest Gas Corporation	Natural Gas Usage	02/25/15	3,180.34
66544	Verizon California	Telephone Service	02/25/15	432.80
66545	Verizon Wireless	Cell Phone & iPad Data Usage	02/25/15	746.89
66547	Al Ziegler	Big Bear Fire Authority Meeting	02/25/15	100.00
66598	Petty Cash	Meeting Exp/Postage/Light Bulb	02/27/15	42.51
66599	All Star Fire Equipment Inc	Structure Boots	02/27/15	298.33
66600	Butchers Blocks & Building Materials	Supplies	02/27/15	56.42
66601	Bear Valley Printing Inc	Petty Cash Vouchers	02/27/15	43.75
66602	Charter Communications	Cable	02/27/15	99.13
66604	NAPA Auto Parts	Vehicle Maintenance	02/27/15	70.55
66605	Quill Corporation	Office Supplies	02/27/15	51.59
66606	The UPS Store	Shipping Materials	02/27/15	14.04
66626	Active911, Inc.	911 Message System Subscription	03/04/15	517.00
66627	VA Communications	Emergency Phones	03/04/15	50.00
66628	Charter Communications	Intranet/Internet	03/04/15	515.74



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
66629	Geiger Supply, Inc.	Drinking Fountain Repair	03/04/15	33.56
66630	Globalstar	Satellite Phone	03/04/15	49.39
66631	Rick Herrick	Big Bear Fire Authority Meeting	03/04/15	100.00
66632	Deanne Johanson	Consulting Services	03/04/15	475.00
66633	Quill Corporation	Office Supplies	03/04/15	140.98
66636	Paul Terry	Big Bear Fire Authority Meeting	03/04/15	200.00
66637	Larry Walsh	Big Bear Fire Authority Meeting	03/04/15	200.00
66658	US Bank Corporate Payment Systems	Strobe Light/Office Supplies/UPS Batteries Mtg. Exp/iPad Case/Name Patches Firehouse World Expenses	03/10/15	1,368.27
66661	Charter Communications	Intranet/Internet	03/10/15	516.57
66672	California EMS Authority	Ca EMT-P Lic Renewal	03/13/15	200.00
66673	City of Big Bear Lake Dept of Water & Power	Water Usage	03/13/15	295.11
66674	Big Bear City CSD	Water Usage/Fuel/Recruitment Exp. Vehicle Repair/Telephone/Electricity Usage	03/13/15	3,288.89
66675	Bear Valley Electric	Electricity Usage	03/13/15	4,029.86
66676	Bear Valley Printing Inc	Request for Leave Slips	03/13/15	338.37
66677	Cascade Fire Equipment Co	BDU Pants	03/13/15	1,603.34
66678	Charter Communications	Cable/Internet/Intranet	03/13/15	680.96
66679	FailSafe Testing	Ladder Repairs	03/13/15	326.25
66680	Firefighters Safety Center	Safety Gear	03/13/15	184.37
66681	Justin Fluke	Reimb - ACLS Instructor Essentials	03/13/15	55.00
66682	General Svc Admin-U.S.	Copy Paper	03/13/15	77.14
66683	Brittania Huether	Reimb - ACLS Instructor Course	03/13/15	85.00
66684	KME Fire Apparatus Inc.	Vehicle Inspection/Maintenance/Repair	03/13/15	5,596.16
66685	SatCom Global, Inc.	Satellite Services	03/13/15	56.93
66686	Verizon California	Telephone Service	03/13/15	161.30
66689	Action Response Team, Inc	Household Supplies	03/17/15	2,839.22



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
66690	All Star Fire Equipment Inc	Vehicle Maintenance/Repair	03/17/15	115.39
66691	AT&T Corp	Long Distance Telephone	03/17/15	78.94
66692	Center for Health Education In	First Aid/CPR Instructor Class/ACLS Cards	03/17/15	869.22
66693	Chevron USA	Fuel	03/17/15	44.00
66694	The Counseling Team International, Inc.	Employee Support Services	03/17/15	500.00
66695	K-Mart 7653	Storage Containers	03/17/15	46.90
66696	Laerdal Medical Corporation	CPR/BLS/First Aid Student Materials	03/17/15	900.67
66697	NAPA Auto Parts	Vehicle Parts	03/17/15	227.66
66698	Quill Corporation	Office Supplies	03/17/15	406.29
66699	Verizon California	Traffic Signal	03/17/15	56.65
66771	Big Bear City CSD	Water Usage	03/18/15	418.99
66772	Big Bear Lake Urgent Care	DMV Physical	03/18/15	95.00
66774	Jon Curtis	Reimb - ICEMA EMT-P Renewal	03/18/15	60.00
66776	Interstate Battery of Southern California	Vehicle Batteries	03/18/15	356.24
66777	Mountain Water Co	Grenfall Classroom Dispenser/Water	03/18/15	32.75
66781	United Parcel Service	Postage	03/18/15	14.08
66782	Verizon Wireless	Cell Phone & iPad Data Usage	03/18/15	848.47
66806	Cal Fire Norco Camp	Accountability Tags & Boards	03/25/15	347.80
66807	EMS Technology Solutions, LLC	Software/Licensing	03/25/15	2,526.00
66808	John Green	Big Bear Fire Authority Meeting	03/25/15	100.00
66809	Ryan Harold	Reimb - Firehouse Conference Exp	03/25/15	164.00
66810	Rick Herrick	Big Bear Fire Authority Meeting	03/25/15	200.00
66811	Robert Jackowski	Big Bear Fire Authority Meeting	03/25/15	100.00
66812	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	03/25/15	867.59
66813	Mike Maltby	Per Diem - CCAI Training Conference	03/25/15	80.00
66814	Modular Space Corporation	Temporary Office Rental	03/25/15	235.72
66815	Karyn Oxandaboure	Big Bear Fire Authority Meeting	03/25/15	100.00
66816	Stater Bros Market No 91	Recruitment Expenses	03/25/15	81.33



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
66817	Paul Terry	Big Bear Fire Authority Meeting	03/25/15	200.00
66818	Larry Walsh	Big Bear Fire Authority Meeting	03/25/15	200.00
66821	Al Ziegler	Big Bear Fire Authority Meeting	03/25/15	100.00
66838	Center for Health Education In	ACLS/HCP Cards/BLS Instructor Class	03/27/15	950.02
66839	Artcraft & Foremost Promotions	Promotional Materials	03/27/15	307.32
66840	Sue McIlwain	Reimb - Office Supplies	03/27/15	149.79
66841	Randy Spitz	Coffee Supplies	03/27/15	338.94
66842	Brian Parham	Reimb - ICEMA EMT-P Renewal	03/27/15	60.00
66843	Radio Shack Corporation	Wireless Presenter	03/27/15	32.39
66851	City of Big Bear Lake Dept of Water & Power	Water Usage	04/03/15	291.40
66852	Petty Cash	Structure Fire Provisions/Engraving	04/03/15	74.72
66853	Administrative Services Inc.	Copier Lease	04/03/15	376.92
66854	All Star Fire Equipment Inc	SCBA Parts	04/03/15	2,230.75
66855	Best Best & Krieger LLP	Legal Services	04/03/15	5,557.17
66859	Butchers Blocks & Building Materials	Materials/Supplies	04/03/15	454.03
66860	Bear Valley Electric	Electricity Usage	04/03/15	1,929.70
66861	Center for Health Education In	ACLS Instructor	04/03/15	295.00
66862	Charter Communications	Cable/Internet/Intranet	04/03/15	1,813.88
66863	Connelly Pumping Services, LLC	Pump Holding Tank	04/03/15	590.13
66865	The Counseling Team International, Inc.	Psychological Assessments	04/03/15	1,250.00
66866	DIY Home Center	Materials/Supplies	04/03/15	86.21
66867	EMS Technology Solutions, LLC	Additional On-Site Training	04/03/15	2,534.00
66868	Artcraft & Foremost Promotions	Promotional Materials	04/03/15	710.00
66870	Globalstar	Satellite Phone	04/03/15	49.39
66871	ICEMA	Administration Fees	04/03/15	2,229.70
66872	Image 2000 Inc.	Copy Charges	04/03/15	446.14
66873	Brian Lambert	Reimb - CA EMT-P License Renewal	04/03/15	200.00
66875	Mission Linen Supply Inc.	Towels	04/03/15	50.76



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
66877	Modular Space Corporation	Temporary Office Set Up	04/03/15	77.76
66883	Southwest Gas Corporation	Natural Gas Usage	04/03/15	3,374.08
66884	Verizon California	Telephone Service	04/03/15	416.47
66885	Jeff Willis	Per Diem - FDAC Conference	04/03/15	243.00
66890	California State Board of Equalization	Qtrly Sales & Use Tax/Jan-Mar 2015	04/03/15	84.72
66901	US Bank Corporate Payment Systems	Training/Conference Expenses/Fuel	04/03/15	3,959.61
66906	Big Bear City CSD	Office Supplies/Mtg Exp/Structure Fire Exp Telephone Service/Water Dispenser/Fuel	04/10/15	6,308.47
66907	Bad Bear Sportswear	Electricity Usage/Recruitment/Ethernet Switch Clothing	04/10/15	1,257.12
66908	VA Communications	Emergency Phones	04/10/15	50.00
66909	Center for Health Education In	ACLS Completion Cards	04/10/15	31.73
66912	The Counseling Team International, Inc.	Psychological Assessments	04/10/15	500.00
66913	Justin Fluke	Per Diem - S-290 Class	04/10/15	156.00
66914	General Svc Admin-U.S.	Copy Paper	04/10/15	35.48
66918	Deanne Johanson	Consulting Services	04/10/15	342.00
66923	RELM Wireless Corporation	Radio Installation Kit	04/10/15	169.98
66924	SatCom Global, Inc.	Satellite Services	04/10/15	57.22
66925	United Parcel Service	Shipping	04/10/15	20.08
66926	Verizon California	Telephone Service	04/10/15	160.42
66927	Verizon Wireless	Cell Phone & iPad Data Usage	04/10/15	1,008.08
67011	Big Bear City CSD	Telephone Service/Water/Fuel/Electricity Recruitment/Education/Ethernet Switch	04/17/15	7,373.45
67012	AT&T Corp	Long Distance Telephone	04/17/15	77.05
67013	Bear Valley Electric	Electricity Usage	04/17/15	1,652.92
67015	Chevron USA	Fuel	04/17/15	48.78
67016	Goodyear Tire & Rubber Co Inc.	Tires	04/17/15	2,168.42
67018	Kevin Riese	Promotional Materials	04/17/15	705.48



Big Bear Fire Authority

Item No. FA1

Checks Issued 01/24/15 through 04/20/15

Check#	Vendor/Employee	Transaction	Date	Amount
67020	Quill Corporation	General Household/Office Supplies	04/17/15	336.48
67021	Verizon California	Traffic Signal	04/17/15	61.89
67022	Robert Walker	Bay Door Repair	04/17/15	1,950.00
	ACH Shirley Holt	Contract Services	02/03/15	846.16
	ACH Bill Jahn	Big Bear Fire Authority Meeting	02/04/15	100.00
	ACH Shirley Holt	Reimb - Moving Expenses	02/04/15	6,625.52
	ACH Shirley Holt	Contract Services	02/17/15	4,230.77
	ACH David Caretto	Big Bear Fire Authority Meeting	02/25/15	100.00
	ACH Randall Putz	Big Bear Fire Authority Meeting	02/25/15	100.00
	ACH Shirley Holt	Contract Services	03/03/15	4,230.77
	ACH Bill Jahn	Big Bear Fire Authority Meeting	03/04/15	100.00
	ACH Shirley Holt	Contract Services	03/12/15	4,230.77
	ACH David Caretto	Big Bear Fire Authority Meeting	03/25/15	100.00
	ACH Bill Jahn	Big Bear Fire Authority Meeting	03/25/15	200.00
	ACH Randall Putz	Big Bear Fire Authority Meeting	03/25/15	100.00
	ACH Shirley Holt	Contract Services	03/31/15	4,230.77
	ACH Shirley Holt	Contract Services	04/14/15	4,230.77
	ACH Shirley Holt	Reimb - Mileage CFAA Workshop	04/17/15	68.84
				<u>374,837.99</u>

Item No. FA2

Big Bear Fire Authority
Fiscal Year 2014-15 Quarterly Report
as of March 31, 2015
Balance Sheet

Account Number	Description	As of 3/31/2015
222-0000-1310	Share of Pooled Cash/Investments	341,678
222-0000-1021	Petty Cash	250
222-0000-1030	Accounts Receivable	-
222-0000-1320	Due from Other Governmental Agency	137,909
Total Assets		479,837
222-0000-2010	Vouchers Payable	34,943
222-0000-2211	Due to Fire District for Petty Cash Advance	250
222-0000-2035	Sales Tax Payable	85
222-0000-2214	Due to Other Governmental Agency	-
Total Liabilities		35,278
222-0000-2435	Vehicle Replacement Reserve	245,200
222-0000-2438	Office Equipment Reserve	45,490
222-0000-2442	Equipment Replacement Reserve	82,500
222-0000-2451	Contingency Reserve	68,760
222-0000-2531	Unassigned Fund Balance	2,609
Total Fund Balance		444,559

Big Bear Fire Authority
Fiscal Year 2014-15 Quarterly Report
Quarter Ended March 31, 2015 (July 2014-March 2015)
Statement of Revenues and Expenditures

Account	Description	Budget	YTD 3/31/2015	Available Budget	
3419	Licenses and Permits	0	-150	150	
3472	Public Training	-15,960	-13,971	-1,989	
3722	Administrative Plan Review	0	-3,911	3,911	
3723	Inspections	0	-160	160	
3742	Reimb from FPD - BBFA Costs	-749,190	-454,291	-294,899	
3743	Reimb from CSD - BBFA Costs	-749,190	-454,292	-294,898	
3744	FPD Share of CSD Paid Costs	-29,070	-29,077	7	
3745	CSD Share of CSD Paid Costs	-29,070	-29,077	7	
3751	Use of Personnel/Equip	-116,000	-129,127	13,127	
3756	Hazard Mitigation Reimb	-25,000	0	-25,000	
3765	Reports, Research, Admin Costs	0	-25	25	
4110	Transfer In -Reserves	-125,000	0	-125,000	
	Total Revenues	-1,838,480	-1,114,081	-724,399	39%
1400	Office Expense	18,400	18,698	-298	
1410	General Household	29,600	17,815	11,785	
1420	Fuel	66,700	34,025	32,675	
1440	Basic Materials	12,000	4,978	7,022	
1450	Automotive Expense	147,572	131,750	15,822	
1470	Disaster Supplies	2,500	352	2,148	
1480	Small Tools	1,000	550	450	
1490	Clothing and Personal Equipment	54,600	30,104	24,496	
	Supplies	332,372	238,272	94,100	28%
2110	Advertising	3,000	1,511	1,489	
2120	Data/Telephone Lines	46,300	36,155	10,145	
2129	Communications - Radio	10,000	4,186	5,814	
2140	Utilities - Gas	23,300	17,234	6,066	
2150	Utilities - Water	9,000	5,571	3,429	
2160	Utilities - Electric	49,200	35,996	13,204	
2170	Printing	1,950	1,504	446	
2190	Postage	1,800	1,320	480	
2220	Maint-Buildings and Grounds	31,000	26,036	4,964	
2230	Maintenance - Equipment	25,000	18,737	6,263	
2240	Professional Services	60,800	19,195	41,605	
2241	Hazard Condition Mitigation	25,000	0	25,000	
2244	Professional Services - Legal	57,000	23,998	33,002	
2300	Contractual Services-Govt	254,000	144,166	109,834	
2310	Contractual Services	122,500	24,395	98,105	
2317	Recruitment Expense	15,000	15,876	-876	
2600	Insurance	14,000	293	13,707	
2640	Memberships and Dues	10,000	1,504	8,496	
2650	Publications	3,500	1,876	1,624	
2660	Travel-Conferences and Meeting	10,000	6,200	3,800	
2670	Education / Training	48,500	38,800	9,700	
2700	Public Training	5,000	2,224	2,776	
2824	Machinery and Equipment	17,500	8,644	8,856	
2825	Software	7,500	4,651	2,849	
3751	Use of Personnel/Equipment	5,000	1,405	3,595	
	Other Services & Charges	855,850	441,478	414,372	48%
3951	Capital Outlay	308,000	181,503	126,497	
3960	Machinery and Equipment	7,428	7,428	0	
3970	Capital Outlay - Grenfall	10,960	2,500	8,460	
	Capital Outlay	326,388	191,431	134,957	41%
3930	Vehicle Replacement Reserve	242,870	182,150	60,720	
3950	Office Equipment Reserve	26,000	19,490	6,510	
3966	Contingency Reserve	25,000	18,760	6,240	
3969	Other Equipment Reserve	30,000	22,500	7,500	
	Reserves	323,870	242,900	80,970	25%
	Total Expenditures	1,838,480	1,114,081	724,399	39%
	Excess (Deficiency) of Revenues Over (Under) Expenditures	-	-	-	

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
FEBRUARY 3, 2015**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 6:31 p.m., Tuesday, February 3, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Bill Jahn

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

Directors Excused: Director Bob Jackowski

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 Monday, February 16, 2015 in observance of the Presidents' Day holiday. The Authority's office will re-open at 8:00 a.m. on Tuesday, February 17, 2015.

PRESENTATIONS

Chief Willis announced the Big Bear Fire Department has been recognized as the 2014 Most Fit Fire Department by Fitness Appraisal, Inc., testing number one out of ten participating fire departments. Additionally, each of the following personnel was presented with a Certificate of Award for obtaining individual Highest Annual Physical Fitness Scores:

James McDaniel, Engineer/Paramedic – *Highest Score*
Ricky Seward, Firefighter/Paramedic
Tony Picciano, Firefighter/Paramedic
Jon Bidwell, Firefighter/Paramedic

The following personnel were unable to attend the meeting:

Jon Curtis, Captain
Luke Wagner, Captain
Brian Lambert, Engineer
Robert Whitmore, Firefighter/Paramedic
Brandon Willis, Firefighter/Paramedic

Chief Willis gave a brief report of the 2014 Big Bear Fire Department Annual Snapshot. The report contains some of the highlights for 2014 in the categories of training, incident statistics, staffing, grants, and community risk reduction. Copies were provided to the Directors and public.

CEREMONIAL

An Oath of Office was administered by the Board Secretary to Re-Elected Director Karyn Oxandaboure.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Green advised Deputy Director Manuel Benitez of San Bernardino County Special Districts passed away last week. Director Green asked for the family to be kept in prayer.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis reported on the hiring process for the Senior Finance Officer, Shirley Holt, whom he introduced to the Board; the seasonal call volume during December 2014 and January 2015; staffing of the Baldwin Lake fire station by CAL FIRE; a proposed Board Workshop on March 3, 2015; an upcoming Insurance Services Office rating reevaluation; potential expansion of the administrative offices at the headquarters fire station; and budget performance tracking year-to-date.

Director Caretto inquired if the Authority had obtained liability and worker's compensation insurance to cover employees. Treasurer Smith advised that the one contract position does not require worker's compensation insurance at this time, and

Chief Willis responded the Authority is in process of becoming a member of the California Joint Powers Insurance Authority.

Received and filed.

CONSENT CALENDAR

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

FA1. Approval of Demands – Check Issue Date 12/02/14 through 01/23/15 in the amount of \$182,782.49

Received and filed.

FA2. Fiscal Year 2014/15 Quarterly Report as of December 31, 2014

Received and filed.

FA3. Approval of Meeting Minutes from the December 17, 2014 Special Meeting of the Fire Authority

Approved.

FA4. Approval of Resolutions - California Office of Emergency Services and CAL FIRE Designation of Authorized Agents to Execute Disaster Assistance Requests for Future Disasters on Behalf of the Fire Authority

Board consideration of approving Resolution No. BBFA2015-001 and Resolution No. BBFA2015-002 designating authorized agents to execute disaster assistance requests for future disasters to the California Office of Emergency Services and CAL FIRE.

Approved the following Resolutions entitled:

RESOLUTION NO. BBFA2015-001

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 AGENTS FOR THE EXECUTION OF STATE DISASTER ASSISTANCE REQUEST APPLICATIONS

AND

RESOLUTION NO. BBFA2015-002

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 AGENTS FOR THE
EXECUTION OF STATE FIRE PREVENTION ASSISTANCE
FUNDS

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

NEW BUSINESS

FA5. Pension Alignment – Authorization for Staff to Pursue Legislation That Will Open Up a Possible Path to Resolve Existing Conflicts Regarding the Alignment of Pension Benefits Under SBCERA and CalPERS

Board consideration of authorizing Staff to pursue legislation that would amend Government Code Sections 20588 and 31567 to include San Bernardino County.

Chief Willis stated staff is continuing to work toward the Authority becoming a public pension employer with either CalPERS or SBCERA. He recently learned about legislation that allowed for a transfer from CalPERS to a county retirement system without incurring withdrawal liability. Chief Willis introduced Isabel Safie of Best Best & Krieger, who provided a pension alignment presentation regarding this legislation.

Director Caretto left the meeting at 7:20 p.m.; he returned to the meeting at 7:21 p.m.

Director Caretto requested a copy of the retirement law citations that do not permit a defined contribution plan and asked it be distributed to the Directors.

Director Caretto asked if Big Bear Lake employees remained in the SBCERA system and eventually attritioned out, would payment of withdrawal liability still be required. Ms. Safie responded it would as retirement accrued benefits would

still exist to the extent that those benefits have not been fully funded resulting in the withdrawal liability.

Director Jahn asked if a side letter requires employee approval. Ms. Safie clarified she was not a labor attorney, but she believed the employees would have to be in agreement with the proposal, which is to best serve the interests of the Authority and its employees.

In response to Director Walsh's inquiry whether the cutoff date to introduce the proposed legislation through Assemblyman Obernolte's office had already passed, Ms. Safie replied it had not as the date is February 27, 2015.

In response to Chairman Herrick's inquiry, Ms. Safie advised the proposed legislation has been drafted and is ready to be introduced, pending direction from the Authority Board.

Director Caretto commented if we brought all new employees into the CalPERS system and kept the Big Bear Lake employees with SBCERA, the Board previously discussed not providing retiree medical any longer. He asked what becomes of the employees that are already assuming they have retiree medical. Ms. Safie responded the courts have been lenient in the application of vested rights to retiree medical benefits, and there is no statutory framework dictating what needs to be provided. It will depend on the agreements that are in place, which allows for tiered benefits. Director Caretto expressed concern whether this had been legally tested. Ms. Safie replied it is a matter of what the agency promised and keeping that obligation. Employees that have not been given retiree health benefits may have a different tier.

Director Putz asked which plan is better to consider with a smaller pool, aside from the withdrawal liability cost. Ms. Safie responded that with the overall cost over time, the CalPERS system appears to be the better option of the two as the pool for SBCERA is smaller for the Big Bear Lake employees. Director Putz then asked if the withdrawal liability is an unfunded liability that the Authority has regardless; due to the fact that the Authority could potentially move from one system to another, does that trigger the withdrawal liability now; and is the Authority being forced to fund the unfunded liability as opposed to over time? Ms. Safie clarified that CalPERS or SBCERA would impose a higher cost when withdrawing from the system because of the uncertain future. CalPERS is betting that what is paid into the system as a withdrawing agency would be sufficient to pay for those benefits so they increase the level of cost. When an agency stays in a system on an ongoing basis, it could get to a point where the agency is fully funded.

Director Jahn left the meeting at 7:48 p.m.; he returned to the meeting at 7:51 p.m.

Chairman Herrick clarified this is not a mandatory path; the Authority is still looking at all the options.

Motion by Director Jahn; seconded by Director Caretto to approve Staff's recommendation to pursue legislation that would amend Government Code Sections 20588 and 31567 to include San Bernardino County.

Said Motion was approved by the following vote:

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

FA6. Confirmation of a Standing Administrative Committee

Board consideration of the Board Chairman selecting four Directors, two from each respective district, to serve as the Administrative Committee to assist Staff in the development of further consolidation strategies and the Board approve the appointments by vote.

Chairman Herrick made a change to the Administrative Committee by replacing Director Jackowski with himself.

Motion by Director Caretto; seconded by Director Jahn to affirm Chairman Herrick's appointments of Vice Chairman Terry, Director Jahn, Director Walsh and Chairman Herrick to the Administrative Committee.

Said Motion was approved by the following vote:

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

FA7. Establishment of a Fire Code Appeals Board

Board consideration of the Board Chairman selecting four members from the Authority Board to serve, along with the Chairman, as the Appeals Board pursuant to Section 108.1 of Ordinance No. BBFA2014-001 and the Board approve the appointments by vote.

Motion by Director Jahn; seconded by Director Caretto to approve Chairman Herrick's appointments of Vice Chairman Terry, Director Green, Director Putz, and Director Ziegler to serve, along with the Chairman, on the Appeals Board.

Said Motion was approved by the following vote:

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

FA8. Banking Relationship – Union Bank

Board consideration of authorizing Staff to open an operating account with Union Bank for business transactions with the Treasurer, Senior Finance Officer, and Fire Chief as authorized signers.

Senior Finance Officer Holt stated Union Bank is the same bank used by the other two agencies. By opening an Authority operating account, it creates a relationship between the three agencies to facilitate banking transfers as we start to consolidate our operations.

Chairman Herrick asked if there are specific requirements that agencies follow when selecting a bank or could any bank be utilized. Senior Finance Officer Holt replied a bank should have public accounting policies for public entities in place. Treasurer Smith shared with her that there are two banks in Big Bear that are qualified to handle banking for public agencies: Union and U.S. Bank.

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

Said Motion was approved by the following vote:

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

FA9. Purchase of a Used Ambulance

Board consideration of authorizing an expenditure of \$125,000 from Vehicle Replacement Reserves for the purchase of a used ambulance.

Chief Willis gave a brief Power Point presentation of the existing ambulance fleet and the need for a replacement ambulance. The \$125,000 expenditure is inclusive of the cost to equip the unit.

Director Caretto expressed concern with a potential to add to the ambulance fleet without the surplus of the old ambulance. Chief Willis assured him the least reliable ambulance will be surplus. Director Caretto also expressed concern about placing Authority owned ambulances into service without having liability insurance for them. Chief Willis replied that the Authority does not yet have a unit that is in service, and he is working on how insurance is going to be extrapolated between the two districts and the Authority. Treasurer Smith replied that Staff has been working with the California Joint Powers Insurance Authority to have insurance before an ambulance is placed into service.

Chairman Herrick recommended monies received from the sale of the surplus ambulance be applied toward the purchase. Treasurer Smith stated the purchase will be from Authority Reserves with the proceeds from the sale of the surplus unit returning to Authority Reserves. Equal dollar amounts will be transferred to the Authority from the CSD and Fire District, and the remaining Fire District Reserves will stay with the Fire District.

In response to Director Walsh's inquiry, Chief Willis stated the Board needs to decide whether to move sooner than the budget and make a purchase now to save money or wait until the FY 2015/16 budget.

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

Said Motion was approved by the following vote:

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

FA10. Employee Benefit Strategy

Board consideration of confirming the Administrative Committee's recommendations to Keenan & Associates for the development of a benefit strategy.

Chief Willis explained that the Fire Authority will become an employing agency with the first group of employees being Apprentice Firefighters, an

Administrative Clerk, and Paid Call Firefighters. The Senior Finance Officer is being contemplated.

Director Ziegler left the meeting at 8:20 p.m.; he returned to the meeting at 8:25 p.m.

Laurie LoFranco, Keenan & Associates, gave an overview Power Point presentation of a benefit package with price quotes and coverage for the Authority for implementation on July 1, 2015.

Director Caretto asked if the quotes are expandable for employees transferring to the Authority or does the Authority need to go out to bid again. Ms. LoFranco advised new hires can be added onto these plans, however, she will seek better rates with the added employees.

Ms. LoFranco advised she will present a plan design with price quotes for discussion at the March 3 Board Workshop. Currently, Senior Finance Officer Holt and Ms. LoFranco are working to set up a payroll system and standard operating procedures as it relates to benefits and human resources. As the Authority will be required to report on Affordable Care Act requirements, Ms. LoFranco will ensure we are in compliance with the laws related to healthcare reform.

Ms. LoFranco reviewed the items that were voted on by the Administrative Committee for full Board confirmation.

In response to Director Green's question whether a firefighter could opt out of insurance if his/her spouse had better insurance, Ms. LoFranco replied no. The number of firefighters who opt out and the ability to opt affects the rates for those who participate, therefore, participation would be mandatory.

Director Green asked Chief Willis if benefits have been discussed with the Labor Unit for their input. Chief Willis replied Labor is fully informed and on board of what the Authority is doing, however, the affected employees are non-represented, non-vested, new hires.

Director Jahn asked, based on what the Directors heard earlier from Isabel Safie of Best Best & Krieger, could there be a problem. Chief Willis responded Ms. Safie spoke on the issue of a pension plan, not a medical plan. Ms. LoFranco clarified that PERS medical is completely separate from retirement. You can have PERS retirement and never participate in their medical insurance.

With respect to medical benefits, Director Caretto asked if the family would be optional. Ms. LoFranco replied yes. Director Caretto asked if the Authority decides on a 457 or 401(a) plan or both, is it temporary during the transition until the Board decides what direction to pursue. Ms. LoFranco replied yes; it can run

alongside the benefit plan. The 457 and/or 401(a) plan will not compete with a retirement system and is only in place until the Board decides on a retirement plan. Director Caretto asked if the Administrative Committee had discussed or dealt with how much the Authority would contribute to the 457 plan. She replied the Committee has not had that discussion.

Chairman Herrick asked Ms Lofranco if a 457 plan can be structured more like a 401(a) without an employer contribution. Ms. LoFranco replied a 457 plan can be entirely by employee only contribution.

Director Walsh clarified the Administrative Committee agreed not to participate in State disability but contract with private insurance. Ms. LoFranco confirmed this statement.

Director Jahn asked if there is a sunset timeframe for the transition. Ms. Safie responded there is no definitive timeline but the agency has to be actively working toward a resolution. There is ongoing communication with CalPERS and SBCERA, and they understand consolidating into one agency is complicated.

Chairman Herrick asked if there is a cafeteria limit and what would the employee's contribution be. Chief Willis replied the Committee has not reached this point but the plan design that is currently being offered to existing personnel should help guide decisions regarding employees of the Authority.

Chairman Herrick asked if we approve this item tonight, are we locking ourselves into a dollar amount that may not be affordable and what happens next. Ms LoFranco stated that approving this item provides her with Board direction of what to pursue and has nothing to do with finances.

Motion by Director Caretto; seconded by Director Green to accept the Administrative Committee's recommendations to Keenan & Associates for the development of a benefit strategy.

Said Motion was approved by the following vote:

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

COMMITTEE REPORT

- Fire Authority Administrative Committee meeting held on January 8, 2015, represented by Vice Chairman Terry, Director Jackowski, Director Jahn, and Director Walsh.

Received and filed.

DIRECTORS' CLOSING COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 8:58 p.m.

Corinne E. Flores, Board Secretary

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
MARCH 3, 2015**

A Special Workshop Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 10:01 a.m., Tuesday, March 3, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Bill Jahn

Directors Present: Chairman Rick Herrick
Vice Chairman Paul Terry
Director David Caretto
Director John Green (arrived at 10:03 a.m.)
Director Bob Jackowski
Director Bill Jahn
Director Karyn Oxandaboure
Director Randall Putz
Director Larry Walsh
Director Al Ziegler

Directors Excused: None

Others Present: Jeff Willis, Fire Chief
Mike Maltby, Battalion Chief
Shirley Holt, Senior Finance Officer
Corinne Flores, Board Secretary

GENERAL PUBLIC COMMENT

None.

1. DISCUSSION ITEMS

1.1 Future Planning Document Dated March 3, 2015 for the Big Bear Fire Authority

Board consideration of directing Staff to include Phase Three as a work plan item within the Fiscal Year 2015/16 Fire Authority Budget.

Chief Willis gave a Power Point summary of the Planning Document, which considers current service demand versus potential future service demand. He reviewed completed Phase One and Two, with the exception of pension alignment. Phase Three includes the establishment of an independent fire district. To accomplish this, the process will include a Local Agency Formation Commission process with a community election for the areas being annexed into the Fire District and establishment of the necessary tax base directly to the expanded Fire District.

Chief Willis spoke about five topics within Phase Three that include geographical boundaries; political organization; fire department organization; organizational financing, and employee considerations.

The following is a summary from some of the questions asked by the Directors:

Geographical Boundaries.

The San Bernardino County Fire Chief's position for expanding the Fire Protection District is that it will force a discussion of the Fawnskin service area into the equation.

Angeles Oaks, which is under County Fire, will not be included in the annexation. The ambulance exclusive operating area (EOA) would possibly remain where it is at; and the Fire District will propose the District boundary stop at the ridgeline of the surrounding mountain ranges.

Chief Willis will be providing a strategic plan to the full Board in the near future.

Political Organization. The configuration of the future board (five or seven member board, elected or appointed, zones/districts based on population) and the difficulty in obtaining board members will be included in the strategic plan.

Fire Department Organization. The current form and future form of the Department are (1) capability and (2) capacity measured against current service demand.

With the ongoing marketing of Big Bear as a four season resort destination, there will be increased demand for service all year long, not just during the winter and summer seasons.

During the past year when responding to multiple calls within the jurisdiction, there have been times when our capacity level has left no available personnel/apparatus for the next call. Neither the Fire District nor the CSD Fire Department has the appropriate resources to handle the demand in our community. Previous fire chiefs have run their organization with available

revenue. Capacity is expensive as it is reflective of personnel and apparatus. Capability is a method of distribution of capacity. When we talk about capability, it is usually more about a one-time cost for additional fire stations.

Chief Willis provided information on fire flow calculations. He stated that overall, the water systems in both jurisdictions are adequate, however, during a large occupancy fire where all firefighters are being utilized, no one is left to respond to any other calls. There is water in the streets and the Department has the right apparatus, but there are not enough firefighters. Currently, we utilize mutual aid and recalls from Running Springs, Arrowhead, and Lucerne Valley for concurrent calls when everything is tied up. Also, CALFIRE in Baldwin Lake is included in our response plan and responds to our calls.

Discussion ensued that newer commercial structures and some of the larger buildings are sprinklered, which allows for a reduced required fire flow by 50%.

Contributing effects to capability and capacity are increased visitors with an increased demand for emergency medical services; required fire flow requirements that differ for residential and commercial properties; resource needs (pumping fire engines, firefighters, hose lines, etc.); and funding. This topic will be included in the strategic plan. The general concern of the Committee is funding future capability and capacity.

Community transition: Chief Willis stated the Board and Staff need to plan for increased development which includes subdivisions of land, daily population throughout the city, outdoor venues that may result in increased bodily injuries, all of which will impact our service.

Chief Willis gave an overview of a 3, 5, and 7 minute travel map from the fire stations to the communities of Moonridge, Big Bear Lake, Big Bear City, Sugarloaf, Baldwin, and Lake Williams. He informed the Committee that the fire department cannot respond in the upper Moonridge corridor under 7 minutes - a capability issue. This area will require a staffed fire station in the future.

Utilizing private access roads was discussed briefly. The Fire Department does not include private travel ways in its response procedure, however, they may be used in time of need.

Director Caretto suggested that the Fire Chief stay informed of the City's Rathbun Creek plan regarding future development around the Moonridge fire station.

Organizational Financing: The Authority Board needs to determine, through a strategic plan, future revenue needs. To have that discussion, Chief Willis needs to develop a lot of information regarding capacity and capability and some

projections going forward. Capacity is the most expensive as it relates to personnel. This lends itself to capability. The Authority board needs to consider alternatives to the current revenue streams and the ability for that revenue to correctly match the current capability and capacity of the organization with a look forward regarding future service demand.

At 11:15 a.m, a short break was taken; the meeting reconvened at 11:22 a.m.

There was discussion regarding property tax collected by the City and the CSD (a portion of which goes to street lighting) and how it would be equalized. Chief Willis advised that he would like to prepare a plan that would better explain the different revenue streams compared to current capability and capacity, which would address future needs.

Director Ziegler left the meeting at 11:25 a.m.; he returned to the meeting at 11:27 a.m.

Employee Consideration: the Authority is on a path to resolve pension alignment through financing or legislation or a combination. Upon adoption of the FY 2015/16 budget, Chief Willis will be able to focus on a recommendation.

Chief Willis advised the current level of support from the represented labor group is very good, and in his professional opinion, service demand will outpace the revenue. He believes the community is very supportive of the Fire Department, and it will support additional revenue, which is the only path to answer the increased capacity. It is about the ability for the Fire Department to respond today as well as into the future.

Director Jahn left the meeting at 12:09 p.m.; he returned to the meeting at 12:10 p.m.

Chairman Herrick called a lunch break at 12:10 p.m.; the meeting reconvened at 12:17 p.m.

1.2 Employee Benefits Cost Comparison

Board consideration of reviewing the benefit plan options with Laurie LoFranco and select the optimum plan to provide Fire Authority personnel competitive and superior benefits to the plan in which they currently are enrolled.

A Power Point presentation was provided by Laurie LoFranco, Keenan & Associates. She distributed and reviewed a marketing summary as a result of the request for proposals to the Committee members. (NOTE: Due to the volume size of the document, a copy is available in the Board Secretary's office for public viewing.)

Director Jahn left the meeting at 12:47 p.m.; he returned to the meeting at 12:49 p.m.

The following is a summary from some of the questions asked by the Directors:
It appeared the following dentists were not included in the request for proposals, i.e., Dr. Poole, Dr. Brown, and Dr. Yoshida. Ms. LoFranco will contact them for a quote.

By completing a California State Firefighters' Association application, Paid Call Firefighters will be eligible for accidental death and dismemberment coverage and disability/injury insurance.

The Committee asked: (1) Laurie LoFranco to return to the March 12, 2015 Administrative Committee meeting with her findings. The Committee will review the current information in order to make a recommendation to the full Board. (2) The Chief inform the ten affected employees of what is being proposed. (3) The Chief continue conversations with Labor.

1.3 Joint Powers Agreement – Fund and Budget Structure

Board consideration of authorizing Staff to operate under the fund and budget structure as presented and direct the Fire Chief to seek necessary approvals from the Fire District Board to transition the Administrative operations of the Fire District to the Fire Authority.

Senior Finance Officer Holt distributed and reviewed a draft budget (copy attached), which requires Board direction to properly build the budget.

Director Ziegler left the meeting at 1:22 p.m.; he returned to the meeting at 1:26 p.m.

The Committee members agreed they would like to see expenses spread out evenly.

Director Jahn left the meeting at 1:31 p.m.; he returned to the meeting at 1:33 p.m.

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

Said Motion was approved by the following vote:

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

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 1:44 p.m.

Corinne E. Flores, Board Secretary



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

REVIEWED BY: Mike Maltby, Battalion Chief *MM*

PREPARED BY: David Yegge, Fire Fuels Program Supervisor *DY*

SUBJECT: **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**

BACKGROUND

For numerous years, the City of Big Bear Lake and the Big Bear City Community Services District have contracted with the County of San Bernardino Land Use Services Department (County) to administer the Fire Hazard Abatement Program within each respective jurisdiction.

In February of 2014, the Big Bear City Community Services District and Big Bear Lake Fire Protection District voted to transfer the responsibility for management of the Fire Hazard Abatement Program to the Fire Authority. Since that time, efforts have been ongoing in the development of a contract between the County of San Bernardino Land Use Services Department and the Big Bear Fire Authority.

DISCUSSION

The execution of this contract will nullify the previous contracts held by the City and CSD with the County of San Bernardino Land Use Services Department and will transfer the responsibility for management of the contract to the Fire Authority.

FISCAL IMPACT

The proposed per parcel rate is \$1.74. There are approximately 27,194 parcels. The fiscal impact to the Fire Authority is \$47,317.56. This amount has already been authorized in the Fiscal Year 2014/15 Budget.

Agenda for April 28, 2015

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

Page 2

RECOMMENDATION

Staff recommends the Fire Authority Board authorize 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.

DY/JW/cef

Attachment: Agreement Between County of San Bernardino Land Use Services Department and the Big Bear Fire Authority for Fire Hazard Abatement Services



County of San Bernardino
F A S
STANDARD CONTRACT

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	FAS Vendor Code		SC	Dept. A	Contract Number			
<input type="checkbox"/> Change			WAB					
<input type="checkbox"/> Cancel								
ePro Vendor Number				ePro Contract Number				
County Department Land Use Services Department			Dept. WAB	Orgn. WAB	Contractor's License No.			
County Department Contract Representative Andy Wingert, Code Enforcement Chief			Telephone (909)387-8034155		Total Contract Amount			
Contract Type <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:								
If not encumbered or revenue contract type, provide reason:								
Commodity Code		Contract Start Date	Contract End Date	Original Amount \$	Amendment Amount			
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No	Amount \$		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$		
Project Name Agreement between Land Use Services Dept & The Big Bear Fire Authority for Fire Hazard Abatement			Estimated Payment Total by Fiscal Year					
			FY	Amount	I/D	FY	Amount	I/D
			_____	_____	_____	_____	_____	_____
			_____	_____	_____	_____	_____	_____

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name
 The Big Bear Fire Authority
 Address
 41090 Big Bear Blvd.
 Big Bear Lake, CA 92315
 Telephone _____ Federal ID No. or Social Security No. _____

hereinafter called FIRE AUTHORITY

IT IS HEREBY AGREED AS FOLLOWS:

(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)

**AGREEMENT
 BETWEEN COUNTY OF SAN BERNARDINO
 LAND USE SERVICES DEPARTMENT
 AND
 THE BIG BEAR FIRE AUTHORITY
 FOR
 FIRE HAZARD ABATEMENT SERVICES**

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

This Agreement is entered into this 2nd day of July 2014, by and between the County of San Bernardino Land Use Services Department (LUSD) and The Big Bear Fire Authority (FIRE AUTHORITY).

WHEREAS, LUSD administers a Fire Hazard Abatement Program within the unincorporated areas of San Bernardino County pursuant to San Bernardino County Code Section 23.0301, et seq.;

WHEREAS, FIRE AUTHORITY was created through a Joint Exercise of Powers Agreement by and between the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, for the purpose of fire prevention, suppression, and fire hazard abatement;

WHEREAS, the area of the FIRE AUTHORITY is the geographic area encompassing the total combined jurisdictional boundaries of the Big Bear Community Services District and the Big Bear Lake Fire Protection District;

WHEREAS, FIRE AUTHORITY has the power to enter into contracts for services with local government agencies;

WHEREAS, FIRE AUTHORITY desires that fire hazard abatement services be provided within its jurisdiction by LUSD and LUSD agrees to perform these services as set forth herein;

WHEREAS, FIRE AUTHORITY desires LUSD to enforce those provisions of FIRE AUTHORITY Ordinance No. BBFA2014-001 relating to fire hazard abatement, administration, and enforcement; and designates LUSD enforcement officers as FIRE AUTHORITY fire code officials authorized to carry out the enforcement of the Ordinance's fire hazard abatement;

WHEREAS, FIRE AUTHORITY has the funds available to recompense LUSD for fire hazard abatement services in the areas of the FIRE AUTHORITY; and

WHEREAS, FIRE AUTHORITY finds LUSD qualified to provide fire hazard abatement services in the areas of the FIRE AUTHORITY.

NOW THEREFORE, LUSD and FIRE AUTHORITY mutually agree to the following terms and conditions:

I. LUSD GENERAL RESPONSIBILITIES

- A. LUSD will perform fire hazard abatement, administration, and enforcement in accordance with the fire hazard abatement, administration, and enforcement provisions and requirements of FIRE AUTHORITY Ordinance No. BBFA2014-001.

II. FIRE AUTHORITY GENERAL RESPONSIBILITIES

- A. FIRE AUTHORITY shall authorize LUSD to perform fire hazard abatement, administration, and enforcement within FIRE AUTHORITY areas and shall designate LUSD enforcement officers as FIRE AUTHORITY fire code officials and designees of the fire chief in order to carry out the above stated Ordinance's fire hazard abatement, administration, and enforcement provisions and requirements.
- B. FIRE AUTHORITY shall compensate LUSD for services as set forth in **Section III SERVICES PROVIDED**.

III. SERVICES PROVIDED

LUSD's Fire Hazard Abatement Program will provide the following services to the FIRE AUTHORITY:

1. Conduct initial property survey once per year to locate and identify fire hazards.
2. Prepare and mail abatement notices to the owners of the properties in violation.
3. Conduct follow-up inspections to determine compliance.
4. Conduct enforcement operations for properties that have not been brought into compliance, including but not limited to, issuance of administrative citations that subject the owners to civil monetary penalties, and conducting abatement of violations at the owners' expense, with said properties subject to having a lien placed upon it.
5. Respond to calls for service consisting generally of complaints received from the public concerning properties with fire hazards.
6. Provide assistance with telephone calls and written correspondence relating to the notices and administrative citations.
7. Enforce the provisions of the FIRE AUTHORITY Ordinance, stated above, with respect to any and all properties LUSD deems necessary for the public health, safety and welfare.

IV. COMPENSATION

- A. FIRE AUTHORITY shall compensate the LUSD for services as set forth in **Section III SERVICES PROVIDED**.
- B. Compensation for this Agreement is based on the number of parcels identified and verified by the San Bernardino County Land Use Services Department. The FIRE AUTHORITY'S contract rate per parcel per survey is \$1.74 and there are 27,194 parcels to be serviced for a total of \$ 47,317.56 per year. In the event there are additional parcels identified for services, the San Bernardino County Land Use Services Department will contact the FIRE AUTHORITY for approval prior to providing services on the additional parcels.
- C. LUSD will invoice FIRE AUTHORITY by December of each contract year for services provided based on number of parcels serviced during that timeframe. Payment due 60 days after date of invoice.
- D. Payment for services shall be by check or money order, payable to "County of San Bernardino", and shall be mailed or delivered to the address listed in **Section XIV NOTICES** of this Agreement.
- E. The Director of Land Use Services, or authorized designee, has the authority to determine the contract cost per parcel and submit a new proposed cost per parcel no later than January 1 to be effective May 1 of each year. If no new cost per parcel is proposed by the County, then the previous year's cost per parcel shall be applicable for the ensuing year. If a rate change is proposed, the FIRE AUTHORITY/Jurisdiction shall then have (60) days in which to notify the County in writing of their decision to reject such new cost

per parcel and terminate this Agreement or accept the new cost per parcel and continue this Agreement for the ensuing year.

IV. ENFORCEMENT

- A. In the event of a property owner's noncompliance with a notice to abate, the FIRE AUTHORITY authorizes the LUSD to conduct the following enforcement operations within the FIRE AUTHORITY'S jurisdiction and geographical area:
1. Pursuant to Government Code § 53069.4, administrative citations and penalties in the same manner as provided in § 11.0208 of the San Bernardino County Code, adopted herein for this specific purpose.
 2. Criminal actions pursuant to San Bernardino County Code § 23.0317 in the same manner as provided in § 11.0206 of the San Bernardino County Code, adopted herein for this specific purpose.
 3. Civil actions pursuant to San Bernardino County Code § 23.0318 in the same manner as provided in § 11.0207 of the San Bernardino County Code, adopted herein for this specific purpose.
- B. FIRE AUTHORITY waives any and all claims to recovery of any and all monetary enforcement penalties and/or abatement costs sought and/or recovered by LUSD as a result of any and all enforcement actions taken against owners and/or occupants of properties subject to this Agreement and hereby assigns all of its rights to all such claims to the LUSD.

V. APPLICABLE LAW

Both FIRE AUTHORITY and LUSD agree and acknowledge that his Agreement shall be construed and interpreted and enforced in accordance with the laws of the State of California. The Parties further agree that jurisdiction and venue for any legal action based upon this Agreement shall lie with the Superior Court of the State of California, in and for the County of San Bernardino.

VI. ASSIGNMENT

Neither this Agreement nor any clause or provision contained herein may be assigned, transferred or released without the express written consent of the parties here to.

VII. CHANGES OR MODIFICATIONS

No part of this Agreement may be modified, altered, amended, waived or changed without the express written consent of both parties, signed by the authorized representative(s) of LUSD and FIRE AUTHORITY.

VIII. RECIPROCAL/MUTUAL INDEMNITY – HOLD HARMLESS

- A. FIRE AUTHORITY agrees to indemnify and hold harmless LUSD, its officers, employees, agents and volunteers from any and all claims, losses, actions and/or liabilities for injury to persons and damage to property arising out of any negligent act or omission of FIRE AUTHORITY, its officers, employees, agents or volunteers in connection with the performance of this Agreement.

- B. LUSD agrees to indemnify and hold harmless FIRE AUTHORITY, its officers, employees, agents and volunteers from any and all claims, liabilities and/or actions for injury to persons and damage to property arising out of any negligent act or omission of LUSD, its officers, employees, agents or volunteers in connection with the performance of this Agreement.

IX. SELF-INSURANCE

LUSD and FIRE AUTHORITY are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Agreement.

X. COMPARATIVE FAULT

In the event that LUSD and/or FIRE AUTHORITY are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, LUSD and/or FIRE AUTHORITY shall indemnify the other to the extent of its comparative fault.

XI. TERM

This Agreement shall take effect on the date it is signed by both parties **retroactive to July1, 2014** and will remain in effect until terminated by either party in accordance to the provisions set forth in **Section XII EARLY TERMINATION** below.

XII. EARLY TERMINATION

- A. This Agreement may be terminated without cause upon sixty (60) days written notice by either party. The Fire Chief, or his/her appointed designee, is authorized to exercise FIRE AUTHORITY'S rights with respect to any termination of this Agreement. The LUSD Director, or his/her appointed designee, has authority to terminate this Agreement on behalf of LUSD.
- B. Fire Authority will be invoiced for unpaid services prior to the termination date. Payment is due within 60 days of invoice date.

XIII. MISREPRESENTATION

If during the course of the administration of the Agreement, the it is determined that either Party has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to either Party by the other, this Agreement may be immediately terminated.

XIV. NOTICES

When notices are required to be given pursuant to this Agreement, the notices shall be in writing and mailed or hand delivered with receipt to the following respective addresses listed below:

LUSD:
County of San Bernardino

FIRE AUTHORITY:
The Big Bear Fire Authority

Land Use Services Department
ATTN: Tom Hudson
385 N. Arrowhead Ave., 1st Floor
San Bernardino, CA 92415

ATTN: Fire Chief Willis
41090 Big Bear Blvd.
Big Bear Lake, CA 92315

Each Party shall notify the other in writing of any change in mailing address and/or physical location within ten (10) business days of the change, and shall immediately notify each other of changes in telephone or fax numbers.

XV. SEVERABILITY

If any portion of this Agreement is declared by a Court of competent jurisdiction to be invalid, illegal, unconstitutional, or unenforceable, such portion shall be deemed severed.

XVI. ATTORNEYS' FEES AND COSTS

In the event either of the Parties resorts to litigation to resolve any dispute or claim of any kind arising from any of the rights or duties established by this Agreement, or to enforce or prevent the breach of any provision of this Agreement as set forth herein or for any other purpose, for damages by reason of any alleged breach of any provision of this Agreement, or for declaration of such party's rights or obligations under this Agreement, or for any other judicial remedy at law or at equity; both Parties, their successors in interest, representatives, employees, and agents shall each bear their own attorney's fees and costs relating to all expenses incurred through such litigation regardless of the nature of the action.

XVII. DISPUTES

The Parties agree to attempt to resolve any disputes arising out of this Agreement informally and in good faith. Each Party reserves the right to suspend work or terminate this Agreement in the event a dispute is not satisfactorily resolved.

XVIII. FULL UNDERSTANDING

This Agreement represents the full and complete understanding of the parties and supersedes all prior oral and written agreements, contracts, or understanding between the parties. Any amendment to this Agreement shall be in writing, signed by both parties.

XIX. SUCCESSORS AND ASSIGNS

Each of the terms of this Agreement shall be binding upon each of the Parties and their respective successors-in-interest, assigns, designees, and their respective representatives, agents, and employees thereof.

XX. CONCLUSION

- A. This Agreement, consisting of seven (7) pages, is the full and complete document describing services to be rendered by LUSD to FIRE AUTHORITY.
- B. The signatures of the parties affixed to this Agreement affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year written below.

COUNTY OF SAN BERNARDINO

▶ _____
Janice Rutherford, Chair, Board of Supervisors

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Laura H. Welch
Clerk of the Board of Supervisors
of the County of San Bernardino

By _____
Deputy

The Big Bear Fire Authority
(Print or type name of corporation, company, contractor, etc.)

By ▶ _____
(Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing contract)

Title _____
(Print or Type)

Dated: _____

Address _____

Approved as to Legal Form
▶ _____
John Tubbs II, Deputy County Counsel
Date _____

Reviewed by Contract Compliance
▶ _____
Date _____

Presented to BOS for Signature
▶ _____
Tom Hudson, Director
Date _____



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *[Signature]*

REVIEWED BY: Mike Maltby, Battalion Chief *[Signature]*

PREPARED BY: David Yegge, Fire Fuels Program Supervisor *[Signature]*

SUBJECT: **ACCEPTANCE OF CALFIRE GRANT FUNDS FOR THE BIG BEAR VALLEY STATE RESPONSIBILITY AREA (SRA) CHIPPING GRANT**

BACKGROUND

The Valley-wide Curbside Chipping Program has been in operation with grant funds since 2005 through the acceptance of grants received from the California Fire Safe Council and through the USFS Forestry Assistance Program. Since 2004, the Curbside Chipping Program has had approximately 11,500 requests for pick up, thus removing and diverting from the landfill approximately 7,000 tons of vegetation and tracked over 19,000 hours of community involvement through www.thinisin.org. The Curbside Chipping Program has been one of the most well received programs implemented by the citizens of this valley.

DISCUSSION

This grant, which comes through a new CALFIRE funding source, is entitled the Big Bear Valley SRA Chipping Grant. This grant can only be utilized in SRA (State Responsibility Areas), which includes all unincorporated areas of the Big Bear Valley. The grant funds are not available for use within the boundaries of the City of Big Bear Lake. This grant is for \$199,500 with an equal amount of matching funds, which is projected to be provided by the individual property owners logging their time and energy on www.thinisin.org. The total value of this grant is \$399,000.

Due to the increased funding for wood/shake shingle roofs and the expected impact generated from the Valley-wide chipping program, there is a need for one (1) administrative staff person dedicated to answering phones and monitoring /assigning chipping requests and various financial tracking. This person would work part-time approximately 24 hours a week for 6 to 7 months. This would be a contract position, and the cost would be paid for by grant funds.

In addition, there is a need for a seasonal/summer intern from a university with a major in the Fire Fuels category. This person would work approximately 30 to 40 hours a week and would help assist homeowners with defensible space requirements, conduct chipping operations, and help identify dead, dying, and diseased trees. The projected cost for this position is \$10,400. The majority of the cost would be paid from the two existing funded chipping grants.

The continuation of this program is vital to ongoing efforts to assist property owners in compliance with defensible space work in and around properties.

FISCAL IMPACT

All activities associated with chipping will be offset from grant income.

RECOMMENDATION

Staff recommends the Fire Authority Board accept the CALFIRE grant funds, authorize the Fire Chief to execute the grant agreement, and hire the necessary administrative staff and seasonal intern.

State of California
 Dept. of Forestry and Fire Protection (CAL FIRE)
 State Fire Marshal's Office
GRANT AGREEMENT

APPLICANT: Big Bear Fire Authority
PROJECT TITLE: Big Bear Valley SRA Chipping Grant
GRANT AGREEMENT: 5GS14105

PROJECT PERFORMANCE PERIOD IS from Upon Approval through March 15, 2017.
 Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Dept. of Forestry & Fire Protection, agrees to fund the project up the total state grant amount indicated.

PROJECT DESCRIPTION: Support and educate property owners who are reducing the fuels in and around structures in the SRA area.

Total State Grant not to exceed \$ 199,500.00 (or project costs, whichever is less)

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

Big Bear Fire Authority

**STATE OF CALIFORNIA
 DEPARTMENT OF FORESTRY
 AND FIRE PROTECTION**

Applicant

By _____
 Signature of Authorized Representative

By _____

Title _____

Title: **Tonya Hoover, State Fire Marshal**

Date _____

Date _____

CERTIFICATION OF FUNDING

AMOUNT OF ESTIMATE FUNDING \$ 199,500.00		GRANT AGREEMENT NUMBER 5GS14105		FUND Optional Line Item: 3540-001-3063 State Responsibility Area (SRA) Fire Prevention Fund	
ADJ. INCREASING ENCUMBRANCE \$ 0.00		APPROPRIATION General			
ADJ. DECREASING ENCUMBRANCE \$ 0.00		FUNCTION General Fund			
UNENCUMBERED BALANCE \$ 199,500.00		LINE ITEM ALLOTMENT 3540-001-0001	CHAPTER 25	STATUTE 2014	FISCAL YEAR 14/15
T.B.A. NO.	B.R. NO. FY 14/15	INDEX 9212	OBJ. EXPEN D 418	PCA 91004	PROJECT/WORK PHASE VENDOR#

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

 SIGNATURE OF CAL FIRE ACCOUNTING OFFICER

 DATE

TERMS AND CONDITIONS OF GRANT AGREEMENT

I. RECITALS

1. This Grant Agreement, hereinafter "Agreement," is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as "STATE" and Big Bear Fire Authority, hereinafter referred to as "GRANTEE".
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as "GRANT FUNDS" not to exceed One hundred ninety nine thousand five hundred dollars (\$199,500.00).
3. In addition to the terms and conditions of this Agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
 - a. Stakeholder Procedural Guide for CAL FIRE State Responsibility Area Fire Prevention Fund Fire Prevention Grant Program (SRAFPF Grant Program)
 - b. The submitted Application, Scope of Work, Budget Detail, and Exhibits

II. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section 4214 shall abide by provisions in this Agreement, including the requirement that work shall not commence prior to the execution of this Agreement. Any work started prior to the execution of this Agreement will not be eligible for funding under the terms of this Agreement.
2. As precedent to the State's obligation to provide funding, GRANTEE shall provide to the STATE for review and approval a detailed budget, specifications, and project description. Approval by the STATE of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope and quality of work, and shall not relieve GRANTEE of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. All informational products (e.g., data, studies, findings, management plans, manuals, photos, etc.) relating to California's natural environment and produced with the use of public funds shall be available for public use.

III. GENERAL PROVISIONS

1. Definitions
 - a. The term "Agreement" means grant agreement number 5GS14105.

- b. The term "GRANT FUNDS" means the money provided by the STATE to the GRANTEE in this Agreement.
- c. The term "GRANTEE" means an applicant who has a signed agreement for the award for grant funds.
- d. The term "Other Sources of Funds" means all matching fund sources that are required or used to complete the project beyond the GRANT FUNDS provided by this agreement.
- e. The term "STATE" means the State of California, Department of Forestry and Fire Protection (CAL FIRE).
- f. The term "Project" means the development or other activity described in the "Project Scope of Work".
- g. The term "Project Budget Detail" as used herein defines the proposed budget plan.
- h. The term "Project Scope of Work" as used herein means the individual scope of work describing in detail the proposed tasks.

2. Project Execution

- a. Subject to the availability of Grant monies, the STATE hereby grants to the GRANTEE a sum of money (GRANT FUNDS) not to exceed the amount stated on Section I. RECITALS, Paragraph 2 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any amendment to the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval in writing. No amendment is allowed until written approval is given by the STATE.
- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth in this Agreement, unless an amendment has been approved and signed by the STATE under the terms and conditions of this Agreement. Amendments may be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but in no event less than 90 days from the Agreement expiration date and in no event less than 60 days before the effective date of the amendment. Approval of amendment is at the STATE's discretion.

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Big Bear Fire Authority
Big Bear Valley SRA Chipping Grant

- d. GRANTEE shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and all other local, State, and federal environmental laws. A copy of the certified CEQA document must be provided to STATE before any GRANT FUNDS are made available for any Project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement.
 - e. GRANT FUNDS will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).
 - f. GRANTEE certifies that the Project Scope of Work complies with all local and State laws and regulations.
 - g. GRANTEE shall permit periodic site visits by representative(s) of the STATE to ensure program compliance and that work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
 - h. GRANTEE, and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the STATE.
3. Project Costs and Payment Documentation
- a. The GRANT FUNDS to be provided to GRANTEE under this Agreement will be disbursed for eligible costs as follows, not to exceed in any event the amount set forth in Section I. RECITALS, Paragraph 2 of this Agreement.
 - b. Payment by the STATE shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the STATE. GRANTEE shall submit an invoice for payment to the grant officer of the STATE. A final invoice shall be submitted no later than 30 days after completion, expiration, or termination, of this Agreement.
 - c. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the STATE agrees to compensate GRANTEE for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto, as Attachment 3 – Final Project Budget, and made a part of this Agreement.

GRANT NUMBER 5GS14105
Big Bear Fire Authority
Big Bear Valley SRA Chipping Grant

- d. GRANTEE shall submit, in arrears, not more frequently than once a month, and no less than quarterly, an invoice to the STATE for costs paid by GRANTEE pursuant to this Agreement. Each invoice shall contain the following information: the Agreement number, the dates or time period during which the invoiced costs were incurred, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), appropriate supporting documentation, project progress reports, and the signature of an authorized representative of GRANTEE as detailed in the Invoice Guidelines of the Procedural Guide for the CAL FIRE SRAFPF Grant Program.
- e. GRANT FUNDS in this award have a limited period in which they must be expended. All GRANTEE expenditures must occur prior to the end of the Project Performance Period of this Agreement.
- f. Except as otherwise provided herein, GRANTEE shall expend GRANT FUNDS in the manner described in the Project Budget Detail approved by the STATE. The dollar amount of an item in the Project Budget Detail may be increased or decreased by up to ten percent (10%) of the budget item through reallocation of funds from another item or items, without approval by the STATE; however, GRANTEE shall notify the STATE in writing in project progress reports when any such reallocation is made, and shall identify both the item(s) being increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the budget item must be approved in writing by the STATE before any such increase or decrease is made. A formal approved amendment is required to increase the total amount of GRANT FUNDS.
- g. GRANTEE shall promptly submit any and all records at intervals, and in such form, as the STATE may request.
- h. GRANTEE shall submit each invoice for payment with supporting documentation and progress reports to the grant officer of the STATE. Invoices shall be signed and dated by an authorized GRANTEE representative and include the agreement number and shall be submitted not more frequently than monthly in arrears to:

California Department of Forestry & Fire Protection
Attention: Henry Herrera
3800 N. Sierra Way
Sand Bernardino, CA 92405
- i. Advance Payment: Notwithstanding any of the provisions stated within this Agreement, the STATE may at its discretion make advance payment to the GRANTEE, whom are Community-based private non-profit

GRANT NUMBER 5GS14105
Big Bear Fire Authority
Big Bear Valley SRA Chipping Grant

agencies, upon written request by the GRANTEE. Advance payment made by the STATE shall be subject to these provisions below.

Where hardship circumstances exist for the GRANTEE, the STATE will consider authorizing advance payments. The STATE will consider the following factors in determining whether a hardship situation exists:

- Modest reserves and potential cash flow problems of the GRANTEE including the need for advance funding in order to initiate a project. A justification for advance payment may include items such as the inability to pay for staff, supplies, administration expenses, and to secure contractors for project work.

The following guidelines will be applied to advance payments:

- Multiple advance payments may be made to a GRANTEE over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount and must be spent on eligible costs within six months of the advance payment request.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.
- All work under a previous advance payment must be fully liquidated via an invoice and supporting documentation and completed to the STATE's satisfaction before another advance payment will be made.
- The balance of unspent advance payment funds not liquidated within the six month spending period will be billed for the return of the advanced funds to the STATE. The amount will be returned to the grant balance.
- Any advance payment received by a GRANTEE and not used for project eligible costs shall be returned to CAL FIRE.
- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and reported as program income used toward offsetting the project cost or returned to the STATE.

4. Budget Contingency Clause

- a. If funding for any fiscal year is reduced or deleted for purposes of the SRAFPF Grant Program, the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or if possible and desirable, offer an Agreement amendment to GRANTEE to reflect the reduced amount available for the Project.

5. Project Administration

- a. GRANTEE shall provide the STATE a written report showing total final Project expenditures and matching funds before work on the Project begins. GRANTEE must report to the STATE all sources of other funds for the Project. If this provision is deemed to be violated, the STATE will request an audit of GRANTEE and can delay the disbursement of funds until the matter is resolved.
- b. GRANTEE shall promptly submit written Project reports as the STATE may request throughout the term of this Agreement.
- c. GRANTEE shall submit a final accomplishment report, final invoice with associated supporting documentation, and copies of materials developed using GRANT FUNDS, including but not limited to plans, educational materials, etc. within 30 days of Project completion.

6. Financial Records

- a. GRANTEE shall retain all records described in Section 6(c) below for three (3) years after final payment by the STATE. In the case an audit occurs, all such records shall be retained for one (1) year from the date is audit is completed or the three (3) years, whichever date is later.
- b. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and agrees to make them available to the STATE for review during business hours. This includes the right to inspect and make copies of any books, records, or reports, of GRANTEE pertaining to this Agreement or matters related thereto.
- c. GRANTEE shall keep such records as the STATE shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the STATE for auditing purposes at reasonable times.

d. GRANTEE shall use any generally accepted accounting system.

7. Project Termination

- a. This Agreement may be terminated by the STATE or GRANTEE upon 30-days written notice to the other party.
- b. If either party terminates the Agreement prior to the completion of the Project, GRANTEE shall take all reasonable measures to prevent further costs to the STATE under the Agreement and the STATE shall be responsible for any reasonable and non-cancelable obligations incurred by GRANTEE in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
- c. Failure by GRANTEE to comply with the terms of this Agreement may be cause for suspension of all obligations of the STATE hereunder.
- d. Failure of GRANTEE to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the STATE hereunder if in the judgment of the STATE such failure was due to no fault of GRANTEE. At the discretion of the STATE, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
- e. Final payment to GRANTEE may not be made until the STATE determines the Project conforms substantially to this Agreement.

8. Hold Harmless

- a. GRANTEE shall defend, indemnify and hold the STATE, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of GRANTEE, its officers, agents, or employees. The duty of GRANTEE to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes GRANTEE's right as a public entity to indemnity (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.

- b. GRANTEE waives any and all rights to any type of express or implied indemnity or right of contribution from the STATE, its officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement.
- c. Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement.

9. Tort Claims

FEDERAL:

The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Title 1, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State of California employees while acting within the scope of his or her employment, arising out of this Agreement.

10. Nondiscrimination

The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. GRANTEE shall not discriminate against any person on any of these bases.

11. Incorporation

The grant guidelines and the Project Scope of Work, Project Budget Detail and any subsequent amendments or modifications to the Project Scope of Work and Project Budget Detail approved in writing by the STATE are hereby incorporated by reference into this Agreement as though set forth in full in this Agreement.

12. Severability

If any provision of this Agreement or the Project Scope of Work thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

13. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

14. Assignment

This Agreement is not assignable by GRANTEE either in whole or in part.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

REVIEWED BY: Mike Maltby, Battalion Chief *MM*

PREPARED BY: David Yegge, Fire Fuels Program Supervisor *DY*

SUBJECT: CALFIRE GRANT FUNDING FOR THE WOOD SHAKE/SHINGLE ROOF REPLACEMENT PROGRAM IN THE UNINCORPORATED AREAS OF BIG BEAR CITY, RUNNING SPRINGS, AND ARROWBEAR

BACKGROUND

Staff has been implementing shake/shingle roof replacement grants since 2008. It is estimated that over 700 homes have benefited in a cost/share roof replacement program. Yet, during the enrollment period for the existing grants, some homes within these communities did not enroll. This could have been due to the economic downturn where many homes were going through a change in ownership and/or foreclosure.

DISCUSSION

With the acceptance of the CALFIRE grant funds, approximately 40 homes have a second chance to participate in the shake/shingle roof replacement program. The funds expended to execute this grant are fully recovered through the grant, including existing staff time.

FISCAL IMPACT

CALFIRE will provide \$214,916 in grant funds. The homeowners' contribution is estimated at \$85,680. The total value of this grant is estimated to be approximately \$300,596.

RECOMMENDATION

Staff recommends the Fire Authority Board authorize 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.

State of California
 Dept. of Forestry and Fire Protection (CAL FIRE)
 State Fire Marshal's Office
GRANT AGREEMENT

APPLICANT: Big Bear Fire Authority
PROJECT TITLE: Unincorporated Big Bear City, Running Springs & Arrowbear Wood Shake/Shingle cost share roof replacement
GRANT AGREEMENT: 5GS14124

PROJECT PERFORMANCE PERIOD IS from Upon Approval through March 15, 2017.
 Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Dept. of Forestry & Fire Protection, agrees to fund the project up the total state grant amount indicated.

PROJECT DESCRIPTION: Improve the fire resistivity of 40 structures by removing old untreated wood shake/shingle roofs by replacing old wood shake/shingle roofs with the current building code requirement of a Class A non-organic roof covering.

Total State Grant not to exceed \$ 214,916.00 (or project costs, whichever is less)

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

Big Bear Fire Authority

**STATE OF CALIFORNIA
 DEPARTMENT OF FORESTRY
 AND FIRE PROTECTION**

Applicant

By _____
 Signature of Authorized Representative

By _____

Title _____

Title: **Tonya Hoover, State Fire Marshal**

Date _____

Date _____

CERTIFICATION OF FUNDING

AMOUNT OF ESTIMATE FUNDING \$ 214,916.00		GRANT AGREEMENT NUMBER 5GS14124		FUND Optional Line Item: 3540-001-3063 State Responsibility Area (SRA) Fire Prevention Fund	
ADJ. INCREASING ENCUMBRANCE \$ 0.00		APPROPRIATION General			
ADJ. DECREASING ENCUMBRANCE \$ 0.00		FUNCTION General Fund			
UNENCUMBERED BALANCE \$ 214,916.00		LINE ITEM ALLOTMENT 3540-001-0001	CHAPTER 25	STATUTE 2014	FISCAL YEAR 14/15
T.B.A. NO.	B.R. NO. FY 14/15	INDEX 9212	OBJ. EXPEN D 418	PCA 91004	PROJECT/WORK PHASE VENDOR#

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

 SIGNATURE OF CAL FIRE ACCOUNTING OFFICER

 DATE

TERMS AND CONDITIONS OF GRANT AGREEMENT

I. RECITALS

1. This Grant Agreement, hereinafter "Agreement," is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as "STATE" and Big Bear Fire Authority, hereinafter referred to as "GRANTEE".
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as "GRANT FUNDS" not to exceed Two hundred fourteen thousand nine hundred sixteen dollars (\$214,916.00).
3. In addition to the terms and conditions of this Agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
 - a. Stakeholder Procedural Guide for CAL FIRE State Responsibility Area Fire Prevention Fund Fire Prevention Grant Program (SRAFPF Grant Program)
 - b. The submitted Application, Scope of Work, Budget Detail, and Exhibits

II. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section 4214 shall abide by provisions in this Agreement, including the requirement that work shall not commence prior to the execution of this Agreement. Any work started prior to the execution of this Agreement will not be eligible for funding under the terms of this Agreement.
2. As precedent to the State's obligation to provide funding, GRANTEE shall provide to the STATE for review and approval a detailed budget, specifications, and project description. Approval by the STATE of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope and quality of work, and shall not relieve GRANTEE of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. All informational products (e.g., data, studies, findings, management plans, manuals, photos, etc.) relating to California's natural environment and produced with the use of public funds shall be available for public use.

III. GENERAL PROVISIONS

1. Definitions

- a. The term "Agreement" means grant agreement number 5GS14124.
- b. The term "GRANT FUNDS" means the money provided by the STATE to the GRANTEE in this Agreement.
- c. The term "GRANTEE" means an applicant who has a signed agreement for the award for grant funds.
- d. The term "Other Sources of Funds" means all matching fund sources that are required or used to complete the project beyond the GRANT FUNDS provided by this agreement.
- e. The term "STATE" means the State of California, Department of Forestry and Fire Protection (CAL FIRE).
- f. The term "Project" means the development or other activity described in the "Project Scope of Work".
- g. The term "Project Budget Detail" as used herein defines the proposed budget plan.
- h. The term "Project Scope of Work" as used herein means the individual scope of work describing in detail the proposed tasks.

2. Project Execution

- a. Subject to the availability of Grant monies, the STATE hereby grants to the GRANTEE a sum of money (GRANT FUNDS) not to exceed the amount stated on Section I. RECITALS, Paragraph 2 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any amendment to the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval in writing. No amendment is allowed until written approval is given by the STATE.

- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth in this Agreement, unless an amendment has been approved and signed by the STATE under the terms and conditions of this Agreement. Amendments may be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but in no event less than 90 days from the Agreement expiration date and in no event less than 60 days before the effective date of the amendment. Approval of amendment is at the STATE's discretion.
- d. GRANTEE shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and all other local, State, and federal environmental laws. A copy of the certified CEQA document must be provided to STATE before any GRANT FUNDS are made available for any Project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement.
- e. GRANT FUNDS will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).
- f. GRANTEE certifies that the Project Scope of Work complies with all local and State laws and regulations.
- g. GRANTEE shall permit periodic site visits by representative(s) of the STATE to ensure program compliance and that work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
- h. GRANTEE, and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the STATE.

3. Project Costs and Payment Documentation

- a. The GRANT FUNDS to be provided to GRANTEE under this Agreement will be disbursed for eligible costs as follows, not to exceed in any event the amount set forth in Section I. RECITALS, Paragraph 2 of this Agreement.

Unincorporated Big Bear City, Running Springs & Arrowbear Wood Shake/Shingle cost share roof replacement

- b. Payment by the STATE shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the STATE. GRANTEE shall submit an invoice for payment to the grant officer of the STATE. A final invoice shall be submitted no later than 30 days after completion, expiration, or termination, of this Agreement.
- c. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the STATE agrees to compensate GRANTEE for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto, as Attachment 3 – Final Project Budget, and made a part of this Agreement.
- d. GRANTEE shall submit, in arrears, not more frequently than once a month, and no less than quarterly, an invoice to the STATE for costs paid by GRANTEE pursuant to this Agreement. Each invoice shall contain the following information: the Agreement number, the dates or time period during which the invoiced costs were incurred, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), appropriate supporting documentation, project progress reports, and the signature of an authorized representative of GRANTEE as detailed in the Invoice Guidelines of the Procedural Guide for the CAL FIRE SRAFPF Grant Program.
- e. GRANT FUNDS in this award have a limited period in which they must be expended. All GRANTEE expenditures must occur prior to the end of the Project Performance Period of this Agreement.
- f. Except as otherwise provided herein, GRANTEE shall expend GRANT FUNDS in the manner described in the Project Budget Detail approved by the STATE. The dollar amount of an item in the Project Budget Detail may be increased or decreased by up to ten percent (10%) of the budget item through reallocation of funds from another item or items, without approval by the STATE; however, GRANTEE shall notify the STATE in writing in project progress reports when any such reallocation is made, and shall identify both the item(s) being increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the budget item must be approved in writing by the STATE before any such increase or decrease is made. A formal approved amendment is required to increase the total amount of GRANT FUNDS.

Unincorporated Big Bear City, Running Springs & Arrowbear Wood Shake/Shingle cost share roof replacement

- g. GRANTEE shall promptly submit any and all records at intervals, and in such form, as the STATE may request.
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California Department of Forestry & Fire Protection
Attention: Debbie Chapman
3800 N. Sierra Way
San Bernardino, CA 92405

- i. Advance Payment: Notwithstanding any of the provisions stated within this Agreement, the STATE may at its discretion make advance payment to the GRANTEE, whom are Community-based private non-profit agencies, upon written request by the GRANTEE. Advance payment made by the STATE shall be subject to these provisions below.

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- c. Failure by GRANTEE to comply with the terms of this Agreement may be cause for suspension of all obligations of the STATE hereunder.
- d. Failure of GRANTEE to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the STATE hereunder if in the judgment of the STATE such failure was due to no fault of GRANTEE. At the discretion of the STATE, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.

Unincorporated Big Bear City, Running Springs & Arrowbear Wood Shake/Shingle cost share roof replacement

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The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Title 1, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State of California employees while acting within the scope of his or her employment, arising out of this Agreement.

10. Nondiscrimination

The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. GRANTEE shall not discriminate against any person on any of these bases.

11. Incorporation

The grant guidelines and the Project Scope of Work, Project Budget Detail and any subsequent amendments or modifications to the Project Scope of Work and Project Budget Detail approved in writing by the STATE are hereby incorporated by reference into this Agreement as though set forth in full in this Agreement.

12. Severability

If any provision of this Agreement or the Project Scope of Work thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

13. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

14. Assignment

This Agreement is not assignable by GRANTEE either in whole or in part.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant-Fire Chief *cf*

SUBJECT: **ELECTION OF BOARD OF DIRECTORS FOR THE FIRE AGENCIES INSURANCE RISK AUTHORITY**

BACKGROUND

Currently, the Big Bear Fire Authority is a member of the Fire Agencies Insurance Risk Authority (FAIRA). As a member of this joint powers authority, the Big Bear Fire Authority has voting rights as to the selection for the Board of Directors.

DISCUSSION

There are several available candidates in the running for the Board of Directors. As a Board Member of the Fire Districts Association of California, I have worked with the following Fire Chiefs and am familiar with their work: Chief Mark Johnson of Fresno County FPD; Chief Lawrence Bettencourt of South Placer FPD; Chief Richard Pearce of Tiburon FPD; and Chief Howard Wood of Vacaville FPD.

RECOMMENDATION

Staff recommends the Fire Authority Board authorize 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.

BALLOT

FAIRA MEMBER ELECTION BALLOT FOR GOVERNING BOARD OF DIRECTORS

The _____ Fire Protection District, a member of FAIRA, hereby votes the following for seven (7) of the individuals listed below, to represent the District, to fill the seven (7) FAIRA Board of Directors positions effective July 1, 2015.

The _____ Fire Protection District, has authorized the election by motion of the Board made and passed on _____, 2015.

Mark the box for the candidate of choice.

Title/Name

Member Agency

Chief Tim Isbell	Bonita-Sunnyside FPD	<input type="checkbox"/>
Chief Mark Johnson	Fresno County FPD	<input type="checkbox"/>
Chief Paul Smith	Kentfield FPD	<input type="checkbox"/>
Chief Mark Shadowens	Northstar CSD	<input type="checkbox"/>
Chief Ray Chaney	San Miguel FPD	<input type="checkbox"/>
Chief Lawrence Bettencourt	South Placer FPD	<input type="checkbox"/>
Chief Richard Pearce	Tiburon FPD	<input type="checkbox"/>
Chief Howard Wood	Vacaville FPD	<input type="checkbox"/>

Dated: _____, 2015

Chairman of District/ Authority Board or Designated Person

ATTEST:

District/ Authority Board Clerk or Designated Person



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA9

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*
Shirley Holt, Senior Finance Officer *SH*

**SUBJECT: BOARD APPROVAL OF FIRE AUTHORITY STAFFING AND
JOB DESCRIPTIONS**

BACKGROUND

The Fire Authority was established in 2012 with the goal of emerging as the organization to provide fire protection and emergency services to the Big Bear Valley. The Authority will become an employing agency on July 1, 2015. This discussion item presents the employee classifications, wage tables, and job descriptions of employees beginning employment with the Authority effective July 1, 2015. The attached job descriptions have been previously approved by member agencies and have been converted to reflect employment within the Big Bear Fire Authority.

DISCUSSION

Staff is seeking approval to adopt job classifications, wage tables, and job descriptions as attached. The first group of employees will be inclusive of Suppression, Administration, and grant funded positions. The budget will reflect a total of \$538,797 for Apprentice Firefighter/EMTs and Paramedics, \$17,914 for Paid Call Battalion Chiefs, \$130,292 for Paid Call Firefighters, \$204,036 for Administrative positions, and \$75,426 for grant funded Office Clerks. Additional positions of Reserve Firefighters (Non Paid) are also being requested based on need. Effective January 1, 2016, the California minimum wage increase is reflected in the attached Wage Table.

FINANCIAL IMPACT

The total 2015/2016 Salary and Benefits Budget for the Fire Authority is \$891,039 for operations and \$75,426 for the grant funded positions. Paid Call and Reserve Firefighters will be required to be members of the California State Firefighters' Association (CSFA), which provides life insurance and disability coverage for Volunteer and Paid Call positions.

STAFF RECOMMENDATION

Staff recommends the Fire Authority Board adopt Resolution No. BBFA2015-XXX Approving and Adopting Job Classifications and a Position Classification Policy.

RESOLUTION NO. BBFA2015-XXX

**RESOLUTION OF THE BIG BEAR FIRE AUTHORITY
APPROVING AND ADOPTING JOB CLASSIFICATIONS
AND A POSITION CLASSIFICATION POLICY**

WHEREAS, the Big Bear Fire Authority (“Authority”) is a joint powers authority created pursuant to Title 7, Division 1, Chapter 1 (commencing with section 6500) of the Government Code; and

WHEREAS, the Authority is undertaking the transfer of employees and positions from its predecessor agencies and desires to internally create and establish such positions and a classification policy to allow Authority management to maintain such positions; and

WHEREAS, attached hereto as Exhibit “A” and made part hereof, contains the initial Classification and Wage Table; and

WHEREAS, attached hereto as Exhibit “B” and made a part hereof, contains the Position Classification policy; and

WHEREAS, attached hereto as Exhibit “C” and made a part hereof, contains the job descriptions for the positions of Administrative Clerk, Office Clerk – Term Grant Funded, Senior Finance Officer, Reserve Fire Fighter (Non-Paid), Paid Call Fire Fighter, Apprentice Fire Fighter/EMT, Apprentice Fire Fighter/Paramedic, Paid Call Battalion Chief (Supplemental Duty), and Paid Call Battalion Chief (Regular Duty); and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE BIG BEAR FIRE AUTHORITY DOES RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The above recitals are incorporated herein by reference.

SECTION 2. Adoption of the Classification and Wage Table. The Board of the Authority hereby adopts the Classification and Wage Table, attached as Exhibit “A,” and establishes such positions at the Authority.

SECTION 3. Adoption of the Position Classification Policy. The Board of the Authority hereby adopts the Position Classification Policy, attached as Exhibit “B,” to establish procedure and authority to administer and maintain necessary positions at the Authority.

SECTION 4. Adoption of the Job Descriptions. The Board of the Authority hereby adopts the Job Descriptions, attached as Exhibit “C”.

PASSED, APPROVED, and ADOPTED this ____ day of April 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick Herrick
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Corinne E. Flores
Board Secretary
Big Bear Fire Authority

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Corinne E. Flores, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of the members of said Board is ten; that the foregoing resolution, being Resolution No. BBFA2015-XXX was duly passed and adopted by said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ____ day of April 2015 and that the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Witness my hand and the official seal this ____ day of April 2015.

Corinne E. Flores
Board Secretary
Big Bear Fire Authority

EXHIBIT B

Position Classification Policy

A. Position Classification Policy. The Position Classification Policy is established by the Fire Chief, as authorized by the Big Bear Fire Authority, and sets forth:

1. A classification for every position in Authority service.
2. A class title for each class.
3. A salary range or rate for each class.
4. The salary for each of the steps within a particular salary range.
5. The hourly equivalent for each salary range.
6. Those classifications eligible for overtime compensation.

In addition the Fire Chief, or his or her designee, shall maintain a classification description for each classification outlining the scope of the duties, responsibilities, and minimum qualifications required for each class. This Classification System shall not encompass contracted workers or temporary workers, defined as an employee not to work for a period longer than nine months, which the Fire Chief may hire within his or her discretion, as needed.

B. Allocation of Positions to Appropriate Classes. Every position in the Authority's service shall be allocated to an appropriate class in the Position Classification Policy. Positions will be allocated to the same class if:

1. The positions are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used.
2. They demand substantially the same requirements as to education, experience, knowledge, and ability of incumbents.
3. Substantially the same test of fitness may be used in choosing qualified appointees.
4. The same schedule of compensation can be made to apply with equity.

The Fire Chief shall have discretion to place lateral hires or transfers into a classification and salary step at the Authority commensurate with the employee's level of education and experience.

C. Classification Studies

1. Position Studies. The Fire Chief, or his or her designee, shall conduct a classification study any proposed additional or presently authorized positions in the Authority's service when:

- a. Directed by the Board of the Authority; or
- b. The Fire Chief identifies the need for a review of an existing position or group of positions in a department or departments. In such cases the Fire Chief may request from the affected employees and appropriate appointing authorities, new statements of the duties and responsibilities of the position or positions under consideration.

2. Each Department Head shall report to the Fire Chief any proposed or implemented material changes in the duties of any position, including the date when such changes are to occur or occurred, in order that the change may be evaluated as to its effect on classification.

D. Amendments to the Classification Plan. Recommendations by the Fire Chief for amendments to the classification plan including the establishment of additional classes, dividing, combining, altering, or abolishing existing classes, shall be made to the Governing Board of the Fire Authority. The recommendation shall consider the duties and responsibilities, qualifications, performance standards, and other related criteria before and after the change, and shall recommend the status of the employees affected. The Governing Board of the Fire Authority shall make the final determination as to proposed plan amendments.

E. Appeal of Reclassification Request Any regular employee may appeal the denial by the Fire Chief of a request to investigate the need for a reclassification that affects their position. To appeal the decision, a written request setting forth supporting reasons for reconsideration should be filed with the Fire Chief within ten (10) days after the notice of denial is received by the employee. The Fire Chief shall respond to the request within ten (10) days. The Fire Chief's decision shall be considered the final step in this process and is not appealable.

EXHIBIT C

Job Descriptions

BIG BEAR FIRE AUTHORITY

ADMINISTRATIVE CLERK

Job Description

FLSA CATEGORY: Nonexempt
REPORTS TO: Senior Finance Office
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

The position works under the supervision of the Senior Finance Officer, provides support services to customers, vendors, and the Grant Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to customer questions and complaints, either by phone, in writing, or in person concerning Fire Authority operations.
- Receive and process payments.
- Support work to the Administrative office as assigned, to include front counter coverage, phone coverage, and processing requests from the Fire Chief and Senior Finance Officer.
- Support work to the Grant Program Manager as assigned, to include tracking, recording, reporting, and reconciliation of specific grants.
- Operates office machines including computers, printers, typewriters, copiers, calculators, stuffing and folding machine, and postage machine.
- Attends conferences, meetings, and/or seminars.
- Operates motor vehicles while performing certain assigned duties.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- English usage, spelling, grammar, and punctuation.

- Effectively utilize a personal computer, peripherals, related word-processing, and Excel programs.
- Proper work safety standards.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write correspondence in English.
- Effectively present information in one-on-one and group situations to customers and other employees of the organization.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, District rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

Unless required by law, the Fire Chief or his/her designee may substitute experience and education for each other upon approval.

A high school diploma or equivalent is required. An Associate Degree in Public Administration, general office skills, or related field is preferred. Two years experience working in an administrative capacity for public sector preferred. Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses, and/or certificates is acceptable. Knowledge of office machines and computer environment, including word processing and spreadsheets, is desirable.

CERTIFICATES/LICENSES/REGISTRATION

Possession of a valid California Class C Driver License is required. Continued maintenance of a valid driver's license, insurability, and compliance with established Authority vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use wrists; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or

crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works at elevations of 6,700+ feet and is occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate.

BIG BEAR FIRE AUTHORITY

OFFICE CLERK - TERM GRANT FUNDED

Job Description

FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Chief
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

The position works under the supervision of the Senior Finance Officer, provides grant support services to customers, vendors, and the Grant Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to customer and vendor questions and complaints, either by phone, in writing, or in person concerning chipping and hazard abatement operations.
- Receives and processes new chipping information.
- Creates chipping work orders and dispatches vendors to chipping piles.
- Prepares purchase orders and check requests for vendors.
- Updates and manages the thinisin.org website.
- Schedules and holds meetings with vendors as needed.
- Prepares quarterly reports for the grant programs.
- Works with San Bernardino County Hazard Abatement office regarding hazard abatement notices.
- Receives and processes grant reimbursement payments.
- Creates tree/weed hazard abatement notices.
- Operates office machines including computers, printers, typewriters, copiers, calculators, and tablets.
- Attends conferences, meetings, and/or seminars as needed.
- Operates motor vehicles while performing certain assigned duties.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Effectively utilize a personal computer, peripherals, related word-processing, and Excel programs.
- Proper work safety standards.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write correspondence in English.
- Effectively present information in one-on-one and group situations to customers and other employees of the organization.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, Department rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

Unless required by law, the Fire Chief, or his/her designee, may substitute experience and education for each other upon approval.

A high school diploma or equivalent is required. An Associate Degree in Public Administration, general office skills, or related field is preferred. Two years experience working in an administrative capacity for public sector preferred. Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses, and/or certificates is acceptable. Knowledge of office machines and computer environment, including word processing and spreadsheets, is desirable.

CERTIFICATES/LICENSES/REGISTRATION

Possession of a valid California Class C Driver License is required. Continued maintenance of a valid driver's license, insurability, and compliance with established Authority vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use wrists; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works at elevations of 6,700+ feet and is occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate.

BIG BEAR FIRE AUTHORITY

**SENIOR FINANCE OFFICER
Job Description**

FLSA CATEGORY: Exempt
REPORTS TO: Fire Chief
APPROVED BY: Board of Directors
APPROVED DATE: October 21, 2014; Revised _____

SUMMARY

This position performs internal auditing functions and provides professional supervision to assigned Department staff. This position is responsible for carrying out the duties of the Authority Treasurer-Auditor/Controller at the direction of the Fire Authority Board.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Fire Chief. Exercises general direction over professional, para-professional, technical, and administrative support staff.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs and controls various administrative activities of the Authority, including the accounting, investing, and revenue collections.
- Prepares or directs the preparation, implementation and control of the Authority's annual budget and capital improvement budget; forecasts revenues, staffing, and equipment needs to accomplish the Authority's priorities and objectives.
- Evaluates annual budget preparation procedures on a regular basis and adjusts, when appropriate, to ensure compliance with applicable guidelines and maximize effectiveness.
- Prepares or directs the preparation of a variety of financial reports including quarterly and annual financial statements and investment reports.
- Supervises and reviews the work of staff responsible for accounts payable, accounts receivable, and payroll functions.
- Oversees completion of, and ensures compliance with, mandated financial reporting requirements such as annual audit report and state controller's report.
- Manages the Authority's treasuring function, debt management activities, and ensures the Authority cash flow needs are met; establishes and maintains sound internal controls over all cash and securities; manages the Authority's banking relationships.
- Maintains and updates the Authority's Long-Range Financial Plan including financial

projections and forecasts; analyzes financial trends and the impacts of various scenarios for planning and decision making purposes.

- Attends Board meetings, prepares and presents reports on all financial matters.
- Ensures compliance with the Authority's purchasing policies; oversees preparation and approval of purchase requisitions and purchase orders.
- Monitors developments in areas of responsibility including proposed legislation and/or court decisions; assesses potential impact on Authority practices and operations; and makes recommendations regarding appropriate policy and procedural changes.
- Prepares contracts and agreements and monitors compliance for major capital purchases of goods and services.
- Develops issues and evaluates requests for proposal as required for Authority projects contracts and/or services.
- Provides professional technical support and assistance to staff when appropriate.
- Performs various related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in accounting/finance, public administration, business administration, or a related field is required.

Experience:

Three years related financial experience in the public sector, including two years in a supervisory capacity is preferred.

License/Certificate:

Possession of a valid Class C Driver's License.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge/abilities/skills necessary to perform essential duties of the position.)*

Knowledge of:

Public sector financial operations, including governmental accounting and generally accepted accounting principles; principles and practices of municipal government budget preparation and administration; methods and techniques of public administration research, analysis, and report preparation; principles and practices of internal control and auditing; principles, practices, laws and regulations governing the investment and management of public funds; modern office equipment, including a computer and applicable software; pertinent fiscal management and word processing.

Ability to:

Effectively plan, organize, direct, and coordinate a wide range of administrative services, programs and operations; exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, and be proactive, flexible, and cooperative; establish and evaluate the implementation of organizational goals, policies, and objectives; research and prepare complex written reports with recommendations; handle multiple priorities, problems and demanding situations; prepare and present accurate, concise reports to the Authority Board and make presentations in public forums; interpret, explain, and apply applicable laws, codes, ordinances, and regulations; make sound decisions within established guidelines; and establish and maintain effective working relationships.

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

BIG BEAR FIRE AUTHORITY

RESERVE FIRE FIGHTER (NON-PAID)

Job Description

FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Captain
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

Under direction of the Fire Captain, responds to all types of emergency incidents, including fire alarms and other emergency calls; assists EMT and Paramedic personnel in providing emergency medical care; and operates within federal, state, and county laws and regulations including the Health Insurance Portability and Accountability Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely responds to emergency medical calls for service including accidents and other emergencies.
- Operates an emergency vehicle to and from the scene of an emergency.
- Assists paramedics and other emergency medical personnel in providing emergency medical and health care.
- Will learn and use the Incident Command System.
- Will be given instruction on proper firefighting and emergency response protocols.
- Maintains quarters, buildings, equipment, and grounds.
- Operates firefighting vehicles and equipment.
- Interprets job-related information conveyed orally and in writing.
- Communicates information orally and in writing.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job exercises command of an incident within the scope of an individual's training and ability until relieved by any higher ranking Department member.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 18 years of age.

- Pass Department written, oral, and physical abilities examinations.
- Pass a psychological examination.
- Pass a physical examination performed by the Authority physician.
- Ability to satisfactorily complete the Department training program.
- Work shifts, weekends, and holidays.
- Establish and maintain effective working relationships with others.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write routine reports and correspondence in English.
- Communicates information orally and in writing.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Draw and interpret bar graphs.
- Learn to think quickly and clearly during emergency incidents.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Learn to deal with problems involving several concrete variables in standardized situations.
- Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, Department rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

- High school diploma or General Equivalency Diploma (GED).

CERTIFICATES/LICENSES

- Possess and maintain a Cardiopulmonary Resuscitation (CPR) card.
- Possession of a valid California Class C Driver License.
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the Department's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists.
- Use hands to finger, handle, or feel.
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear.
- The employee is occasionally required to sit, stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close, distance, and peripheral vision and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months.
- The employee is frequently exposed to moving mechanical parts.
- The employee is required to be closely shaven to permit respiratory protection equipment to form a tight seal, and meet Department grooming standards.

The employee is occasionally exposed to:

- Wet and/or humid conditions.
- High, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Extreme heat.
- Risk of electrical shock.
- Explosives.
- Vibration.
- Noise levels in the work environment that is usually loud.

BIG BEAR FIRE AUTHORITY

PAID CALL FIRE FIGHTER Job Description

FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Captain
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

Under direction of the Fire Captain, responds to all types of emergency incidents, including fire alarms and other emergency calls; driving to and from medical emergencies and inter-facility transports as part of the ambulance transportation team; performs appropriate field procedures utilizing EMT level skills; supports billing operations and operates within federal, state, and county laws and regulations including the Health Insurance Portability and Accountability Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely responds to emergency medical calls for service including accidents, inter-facility transports, and other emergencies.
- Operates an emergency vehicle to and from the scene of an emergency.
- Assists paramedics and other emergency medical personnel in providing emergency medical and health care.
- Provides emergency medical care to the ill and injured within the scope of an EMT.
- Transports patients to hospitals and other emergency care facilities.
- Assists receiving facility to obtain and record patient's vital statistics and circumstances of emergent care.
- Will learn and use the Incident Command System.
- Will be given instruction on proper firefighting and emergency response protocols.
- Maintains quarters, buildings, equipment, and grounds.
- Operates firefighting vehicles and equipment.
- Interprets job-related information conveyed orally and in writing.
- Communicates information orally and in writing.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job exercises command of an incident within the scope of an individual's training and ability until relieved by any higher ranking Department member.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 18 years of age.
- Pass Department written, oral, and physical abilities examinations.
- Pass a psychological examination.
- Pass a physical examination performed by the Authority physician.
- Ability to satisfactorily complete the Department training program.
- Work shifts, weekends, and holidays.
- Establish and maintain effective working relationships with others.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write routine reports and correspondence in English.
- Communicates information orally and in writing.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Draw and interpret bar graphs.
- Learn to think quickly and clearly during emergency incidents.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Learn to deal with problems involving several concrete variables in standardized situations.
- Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, Department rules and regulations, policies, and procedures.

EDUCATION/TRAINING/EXPERIENCE

- High school diploma or General Equivalency Diploma (GED).

CERTIFICATES/LICENSES

- Possess and maintain current Emergency Medical Technician certification.
- Possess and maintain current Cardiopulmonary Resuscitation (CPR) card.
- Possession of a valid California Class C Driver License, with ability to obtain ambulance endorsement.
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the Department's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists.
- Use hands to finger, handle, or feel.
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear.
- The employee is occasionally required to sit, stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close, distance, and peripheral vision and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months.
- The employee is frequently exposed to moving mechanical parts.
- The employee is required to be closely shaven to permit respiratory protection equipment to form a tight seal and meet Department grooming standards.

The employee is occasionally exposed to:

- Wet and/or humid conditions.
- High, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Extreme heat.
- Risk of electrical shock.
- Explosives.
- Vibration.
- Noise levels in the work environment that is usually loud.

BIG BEAR FIRE AUTHORITY

APPRENTICE FIRE FIGHTER/EMT

Job Description

FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Captain
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

The Apprentice Fire Fighter/EMT position is designed to assist individuals through on the job training by obtaining the necessary skills and educational requirements for a career in the fire service over a three year period. As an Apprentice Fire Fighter/EMT for the Big Bear Fire Department, individuals will enjoy working the Fire Fighter shift schedule. Individuals enrolled in the Apprentice Fire Fighter/EMT program perform shift work in 48 hour increments. The 48 hour shift schedule provides opportunity for the incumbent to enroll in many of the fire service career development programs offered through community colleges. The Apprentice Fire Fighter/EMT will be assigned to work with one of the three Department's 48 hour shift schedules. The Apprentice Fire Fighter/EMT will acquire valuable insight through on the job training that will most likely assist the incumbent in becoming a qualified candidate for the position of Fire Fighter. There is no guarantee, expressed or implied, that promotion to Fire Fighter will occur.

Under direction of the Fire Captain, responds to all types of emergency incidents, including driving to and from medical emergencies as part of the ambulance transportation team, performs appropriate field procedures utilizing EMT level skills, supports billing operations, and operates within federal, state, and county laws and regulations including the Health Insurance Portability and Accountability Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely responds to emergency medical calls for service including accidents, inter-facility transports, and other emergencies.
- Operates an emergency vehicle to and from the scene of an emergency.
- Assists paramedics and other emergency medical personnel in providing emergency medical and health care.
- Provides emergency medical care to the ill and injured within the scope of an EMT.
- Transports patients to hospitals and other emergency care facilities.
- Assists receiving facility to obtain and record patient's vital statistics and circumstances of emergent care.
- Will learn and use the Incident Command System.
- Will be given instruction on proper firefighting and emergency response protocols.

- Maintains quarters, buildings, equipment, and grounds.
- Operates firefighting vehicles and equipment.
- Interprets job-related information conveyed orally and in writing.
- Communicates information orally and in writing.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job exercises command of an incident within the scope of an individual's training and ability until relieved by any higher-ranking employee.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 18 years of age.
- Pass Department written, oral, and physical abilities examinations.
- Pass a psychological examination.
- Pass a physical examination performed by the Authority physician.
- Ability to satisfactorily complete the Department training program.
- Work shifts, overtime, weekends, and holidays.
- Establish and maintain effective working relationships with others.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write routine reports and correspondence in English.
- Communicates information orally and in writing.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Draw and interpret bar graphs.
- Learn to think quickly and clearly during emergency incidents.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Learn to deal with problems involving several concrete variables in standardized situations.
- Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, Department rules and regulations, policies and procedures.

EDUCATION/TRAINING/EXPERIENCE

- High school diploma or General Equivalency Diploma (GED) required.
- Completion of a California State Fire Marshal accredited Level I Fire Fighter Academy.

CERTIFICATES/LICENSES

- Possess and maintain current Emergency Medical Technician certification.
- Possess and maintain a Cardiopulmonary Resuscitation (CPR) card.
- Possess Fire Fighter I certification.
- Possession of a valid California Class C Driver License, with ability to obtain ambulance endorsement.
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists.
- Use hands to finger, handle, or feel.
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear.
- The employee is occasionally required to sit, stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close, distance, and peripheral vision and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months.
- The employee is frequently exposed to moving mechanical parts.
- The employee is required to be closely shaven to permit respiratory protection equipment

to form a tight seal, and meet departments grooming standards.

The employee is occasionally exposed to:

- Wet and/or humid conditions.
- High, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Extreme heat.
- Risk of electrical shock.
- Explosives.
- Vibration.
- Noise levels in the work environment that is usually loud.

BIG BEAR FIRE AUTHORITY

APPRENTICE FIRE FIGHTER/PARAMEDIC

Job Description

FLSA CATEGORY: Nonexempt
REPORTS TO: Fire Captain
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

The Apprentice Fire Fighter/Paramedic position is designed to assist individuals through on the job training by obtaining the necessary skills and educational requirements for a career in the fire service over a three year period. As an Apprentice Fire Fighter/Paramedic for the Big Bear Fire Department, individuals will enjoy working the Fire Fighter shift schedule. Individuals enrolled in the Apprentice Fire Fighter/Paramedic program perform shift work in 48 hour increments. The 48 hour shift schedule provides opportunity for the incumbent to enroll in many of the fire service career development programs offered through community colleges. The Apprentice Fire Fighter/Paramedic will be assigned to work with one of the 48 hour shift schedules. The Apprentice Fire Fighter/Paramedic will acquire valuable insight through on the job training that will most likely assist the incumbent in becoming a qualified candidate for the position of Fire Fighter. There is no guarantee, expressed or implied, that promotion to Firefighter/Paramedic will occur.

Under direction of the Fire Captain, responds to all types of emergency incidents, including driving to and from medical emergencies as part of the ambulance transportation team, performs appropriate field procedures utilizing paramedic level skills, supports billing operations, and operates within federal, state, and county laws and regulations including the Health Insurance Portability and Accountability Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely responds to emergency medical calls for service including accidents, inter-facility transports and other emergencies.
- Operates an emergency vehicle to and from the scene of an emergency.
- Provides emergency medical care to the ill and injured within the scope of a Paramedic.
- Transports patients to hospitals and other emergency care facilities.
- Assists receiving facility to obtain and record patient's vital statistics and circumstances of emergent care.
- Will learn and use the Incident Command System.
- Will be given instruction on proper firefighting and emergency response protocols.
- Maintains quarters, buildings, equipment, and grounds.

- Operates firefighting vehicles and equipment.
- Interprets job-related information conveyed orally and in writing.
- Communicates information orally and in writing.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job exercises command of an incident within the scope of an individual's training and ability until relieved by any higher-ranking employee.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 18 years of age.
- Pass Department written, manipulative, oral, and physical agility examinations.
- Pass a physical examination performed by the Authority physician.
- Pass a psychological examination.
- Satisfactorily carry out the duties and responsibilities of this job.
- Work shifts, overtime, weekends, and holidays.
- Establish and maintain effective working relationships with others.

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Write routine reports and correspondence in English.
- Communicates information orally and in writing.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent.
- Draw and interpret bar graphs.
- Learn to think quickly and clearly during emergency incidents.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Learn to deal with problems involving several concrete variables in standardized situations.
- Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, Department rules and regulations, policies, and procedures.

EDUCATION/TRAINING/EXPERIENCE

- High school diploma or General Equivalency Diploma (GED) required.
- Completion of a California State Fire Marshal accredited Level I Fire Fighter Academy.

CERTIFICATES/LICENSES

- Possess and maintain current Paramedic license with ICEMA accreditation.
- Possess and maintain a Cardiopulmonary Resuscitation (CPR) Ccrd.
- Posses a Fire Fighter I certification.
- Possession of a valid California Class C Driver License, with ability to obtain ambulance endorsement.
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists.
- Use hands to finger, handle, or feel.
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear.
- The employee is occasionally required to sit, stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months.
- The employee is frequently exposed to moving mechanical parts.
- The employee is required to be closely shaven to permit respiratory protection equipment

to form a tight seal, and meet Department's grooming standards.

The employee is occasionally exposed to:

- Wet and/or humid conditions.
- High, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Extreme heat.
- Risk of electrical shock.
- Explosives.
- Vibration.
- Noise levels in the work environment that is usually loud.

BIG BEAR FIRE AUTHORITY

PAID CALL BATTALION CHIEF (SUPPLEMENTAL DUTY)

Job Description

FLSA CATEGORY: Exempt Safety
REPORTS TO: Administrative Battalion Chief
DIVISION: Safety Support
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

The Big Bear Fire Authority supports a division within the Department of trained and experienced fire service personnel known as the Safety Support Division (SSD). Personnel assigned to the SSD Division hold the rank of Paid Call Battalion Chief and are assigned to either Regular or Supplemental Duties. The Paid Call Battalion Chief (Regular Duty) is intended primarily to support the management/operations of the Department with various responsibilities and tasks including, but not limited to, major incidents at the local, county, state, national, and international level and may also be available for non-emergency work, which includes, but is not limited to, fuels management, training, fire prevention, fire investigations, and other activities as directed by the Fire Chief and/or the Administrative Battalion Chief. The Paid Call Battalion Chief (Supplemental Duty) is intended primarily to support the management/operations of major incidents at the county, state, national, and international level and does not generally provide support to management/operations of the Department.

DISTINGUISHING CHARACTERISTICS

- The **Paid Call Battalion Chief (Supplemental Duty)** is employed primarily for regional Incident Management Team (IMT) support in the Safety Support Division (SSD). The incumbent performs primarily on an IMT in a position selected by the Incident Commander of that team. Qualification is determined by PMS 310-1 and is certified yearly by the Fire Chief. This class is distinguished from the next higher classification of Administrative Battalion Chief in that the latter may exercise direct supervision over designated support staff.
- SSD personnel are at-will, part time employees of the Department. When activated, SSD personnel shall be considered 40 hour per week employees for the duration of their respective assignment. Overtime shall be paid for all hours after the first 40 hours per week at the rate of 1.5 times the hourly rate of pay. SSD personnel shall be compensated beginning at the time of the start of the assignment or the time of dispatch for assistance to a cooperating agency.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Fire Chief and/or Administrative Battalion Chief. May exercise functional and technical supervision over support staff.

ESSENTIAL FUNCTIONS (*included but are not limited to the following*)

- The Fire Chief and/or Administrative Battalion Chief may assign projects to personnel assigned to the SSD based on expertise, experience, and available funding throughout the fiscal year. Work assignments may consist of emergency operations, grants and agreements, incident support, incident response, training, critical incident stress management (CISM), administrative assignments, and other duties as assigned.
- SSD personnel may be requested to support cooperating agencies by providing expertise in various fields such as fuels management, IT, finance, fire prevention, fire investigation, etc. through a contractual agreement, MOU or Mutual Aid agreement.
- SSD Supplemental personnel shall be required to participate in training as directed by the Fire Chief and/or Administrative Battalion Chief. These training sessions may consist of, but are not limited to, refresher training, Interagency Fire Team meetings, and Department related training.
- **SSD Assignment Procedures:** Activation of SSD personnel may become necessary when the following condition(s) exist:
 1. When the Department has experienced a significant event(s) that require(s) additional personnel for emergencies or project work.
 2. When cooperating agencies request assistance.
 3. When the Department has a contractual agreement for personnel services.
 4. When highly specialized, qualified personnel are requested/required to fill positions on a federal, state or local Incident and /or Incident Management Team at the Type I, II, or III levels. Assignments in this area may occur during periods of extreme fire conditions, natural or manmade disasters, large public events or civil unrest as described in the National Response Plan.

QUALIFICATIONS (*The following are minimal qualifications necessary for entry into the classification. Additional education and/or experience may be substituted for some of the qualifications below.*)

Education and/or Experience:

1. Five years as a Chief Officer.
2. Equivalent to an Associates of Arts degree from an accredited college. Degree in Fire Technology or a related field is desirable.
3. Certification from the California State Fire Marshal as a Fire Officer is desirable.
4. Strike Team Leader qualified as required from the San Bernardino County Fire Chiefs' Association is desirable.
5. SSD personnel participating as members of Interagency Incident Management Teams shall be qualified per the standards and requirements of the National Wildfire Coordinating Group, Incident Operations Standards Working Team Qualifications

Guide, PMS 310-1 (most current edition) and the California Incident Command Certification System (CICCS). Any additional requirements for specific positions within NWCG or CICCS shall also be completed on an as needed basis.

6. SSD personnel shall also participate in any annual wildland related training as required by the Fire Chief and/or Administrative Battalion Chief.

License/Certificate:

A valid Class "C" California Driver License is required. Must have and maintain a satisfactory driving record and be insurable to operate fire district vehicles.

KNOWLEDGE/ABILITIES/SKILLS

Knowledge of:

The ability to communicate effectively and to exercise sound judgment is required. Ability to utilize hand tools and light equipment is required. Knowledge of and ability to put into practice sound management practices is required.

Knowledge of modern principles and practices of fire prevention, hazardous materials, suppression; current laws and regulations pertinent to fire prevention and safety; Department geography, fire hazards, and firefighting resources; fire apparatus, equipment, tools, devices, facilities and their proper use; Department rules and regulations; hazardous materials storage, transportation, and use; basic English and arithmetic is required.

Ability to:

Ability to interpret current laws, rules, and regulations pertaining to fire prevention and safety; identify hazard conditions and obtain code compliance with minimal technical support; analyze situations and adopt effective course of action; operate various types of firefighting and medical and rescue equipment; maintain firefighting and station facilities; suppress fires; communicate clearly and concisely both written and verbal; establish and maintain effective working relationships with all members of the Department is required.

Skill to:

Operate an office computer and a variety of word processing and software applications.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspections, and reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The ability to lift, carry, and

push tools, equipment, and supplies weighing 35 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent is required to work nights and weekends, respond first to after-hours emergency callouts and perform routine standby duties.

This position requires both indoor and outdoor work including contact with public under stressful and/or dangerous conditions. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow, and high levels of noise. Occasionally work in confined areas. Work is typically performed as a member of a team. This position involves exposure to hazardous materials and high noise levels and can involve significant risk conditions such as fire, injury, and death.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

BIG BEAR FIRE AUTHORITY

PAID CALL BATTALION CHIEF (REGULAR DUTY)

Job Description

FLSA CATEGORY: Exempt Safety
REPORTS TO: Administrative Battalion Chief
DIVISION: Safety Support
APPROVED BY: Board of Directors
APPROVED DATE:

SUMMARY

The Big Bear Fire Authority supports a division within the Department of trained and experienced fire service personnel known as the Safety Support Division (SSD). Personnel assigned to the SSD Division hold the rank of Paid Call Battalion Chief and are assigned to either Regular or Supplemental duties. The Paid Call Battalion Chief (Regular Duty) is intended primarily to support the management/operations of the Department with various responsibilities and tasks including, but not limited to, major incidents at the local, county, state, national, and international level and may also be available for non-emergency work, which includes, but is not limited to, fuels management, training, fire prevention, fire investigations, and other activities as directed by the Fire Chief and/or the Administrative Battalion Chief. The Paid Call Battalion Chief (Supplemental Duty) is intended primarily to support the management/operations of major incidents at the county, state, national, and international level and does not generally provide support to management/operations of the Department.

DISTINGUISHING CHARACTERISTICS

- The **Paid Call Battalion Chief (Regular Duty)** is the lead level class in the Safety Support Division (SSD). The incumbent performs the more difficult and complex assignments, provides training to less experienced staff, and confers with supervisors and personnel from other departments and agencies in coordinating work activities. This class is distinguished from the next higher classification of Administrative Battalion Chief in that the latter may exercise direct supervision over designated support staff.
- SSD personnel are at-will, part time employees of the Department. When activated, SSD personnel shall be considered 40 hour per week employees for the duration of their respective assignment. Overtime shall be paid for all hours after the first 40 hours per week at the rate of 1.5 times the hourly rate of pay. SSD personnel shall be compensated beginning at the time of the start of the assignment or the time of dispatch for assistance to a cooperating agency.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Fire Chief and/or Administrative Battalion Chief. May exercise functional and technical supervision over support staff.

ESSENTIAL FUNCTIONS *(included but are not limited to the following)*

- The Fire Chief and/or Administrative Battalion Chief may assign projects to personnel assigned to the SSD based on expertise, experience, and available funding throughout the fiscal year. Work assignments may consist of emergency operations, fire investigation, IT support, grants and agreements, incident support, incident response, training, critical incident stress management (CISM), administrative assignments, and other duties as assigned.
- SSD personnel will participate in training at the local, county, regional, state, and national levels as students, instructors or course coordinators based on areas of expertise and at the discretion of the Fire Chief and/or Administrative Battalion Chief.
- SSD personnel may be requested to support cooperating agencies by providing expertise in various fields such as fuels management, IT, finance, fire prevention, fire investigation, etc. through a contractual agreement, MOU or Mutual Aid agreement.
- SSD personnel shall be required to participate in meetings and training as directed by the Fire Chief and/or Administrative Battalion Chief. These meetings or training sessions may consist of, but are not limited to, refresher training, Interagency Fire Team meetings and Department related meetings and training.
- **SSD Assignment Procedures:** Activation of SSD personnel may become necessary when the following condition(s) exist:
 1. When the Department has experienced a significant event(s) that require(s) additional personnel for emergencies or project work.
 2. When cooperating agencies request assistance.
 3. When the Department has a contractual agreement for personnel services.
 4. When highly specialized, qualified personnel are requested/required to fill positions on a federal, state or local Incident and /or Incident Management Team at the Type I, II, or III levels. Team qualification(s) is/are determined by PMS 310-1 and certified yearly by the Fire Chief. Assignments in this area may occur during periods of extreme fire conditions, natural or manmade disasters, large public events or civil unrest as described in the National Response Plan.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification. Additional education and/or experience may be substituted for some of the qualifications below.)*

Education and/or Experience:

1. Five years as a Chief Officer.
2. Equivalent to an Associates of Arts degree from an accredited college. Degree in Fire Technology or a related field is desirable.
3. Certification from the California State Fire Marshal as a Fire Officer is desirable.

4. Strike Team Leader qualified as required from the San Bernardino County Fire Chiefs' Association is desirable.
5. SSD personnel participating as members of Interagency Incident Management Teams shall be qualified per the standards and requirements of the National Wildfire Coordinating Group, Incident Operations Standards Working Team Qualifications Guide, PMS 310-1 (most current edition), and the California Incident Command Certification System (CICCS). Any additional requirements for specific positions within NWCG or CICCS shall also be completed on an as needed basis.
6. SSD personnel shall also participate in any annual wildland related training as required by the Fire Chief and/or Administrative Battalion Chief.

License/Certificate:

A valid Class "C" California Driver License is required. Must have and maintain a satisfactory driving record and be insurable to operate Department vehicles.

KNOWLEDGE/ABILITIES/SKILLS

Knowledge of:

- The ability to communicate effectively and to exercise sound judgment is required. Ability to utilize hand tools and light equipment is required. Knowledge of and ability to put into practice sound management practices is required.
- Knowledge of modern principles and practices of fire prevention, hazardous materials, suppression; current laws and regulations pertinent to fire prevention and safety; Department geography, fire hazards, and firefighting resources; fire apparatus, equipment, tools, devices, facilities and their proper use; Department rules and regulations; hazardous materials storage, transportation, and use; basic English and arithmetic is required.

Ability to:

- Ability to interpret current laws, rules, and regulations pertaining to fire prevention and safety; identify hazard conditions and obtain code compliance with minimal technical support; analyze situations and adopt effective course of action; operate various types of firefighting and medical and rescue equipment; maintain firefighting and station facilities; suppress fires; communicate clearly and concisely both written and verbal; establish and maintain effective working relationships with all members of the Department is required.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far

vision when making inspections, and reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The ability to lift, carry, and push tools, equipment, and supplies weighing 35 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent is required to work nights and weekends, respond first to after-hours emergency callouts and perform routine standby duties.

This position requires both indoor and outdoor work including contact with public under stressful and/or dangerous conditions. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow, and high levels of noise. Occasionally work in confined areas. Work is typically performed as a member of a team. This position involves exposure to hazardous materials and high noise levels and can involve significant risk conditions such as fire, injury, and death.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA10

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Shirley Holt, Senior Finance Officer *SH*

SUBJECT: **PROPOSED RESOLUTION AUTHORIZING PORTAL TO PORTAL PAY AND OVERTIME FOR EMPLOYEES DURING EMERGENCY INCIDENT ASSIGNMENTS**

BACKGROUND

The California Fire Assistance Agreement (CFAA) allows for reimbursement of personnel cost including overtime and portal to portal pay for hours worked during a mutual aid emergency incident assignment. The current CFAA 2015 Agreement requires a governing body resolution to allow for personnel cost reimbursement for all hours assigned to or staged for an emergency incident assignment.

DISCUSSION

Staff is seeking Board approval to continue overtime and portal to portal pay for hours assigned to an emergency incident assignment. Staff has composed a resolution to meet the new California Fire Assistance Agreement for reimbursement for all hours assigned to an emergency incident.

FINANCIAL IMPACT

Continued reimbursement.

STAFF RECOMMENDATION

Staff recommends the Authority Board adopt Resolution No. BBFA2015-XXX 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.

SH/cef

Attachment: Resolution No. BBFA2015-XXX Authorizing Overtime and Portal to Portal Pay for Employees

RESOLUTION NO. BBFA2015-XXX

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

WHEREAS, the Big Bear Fire Authority is a public agency located in the County of San Bernardino, State of California; and

WHEREAS, it is the Big Bear Fire Authority's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Big Bear Fire Authority has in its employ, Fire Department response personnel, which includes a Fire Chief, Battalion Chiefs, Fire Captains, Engineers, Firefighter/Paramedics, and Firefighter/EMTs; and

WHEREAS, the Big Bear Fire Authority will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Big Bear Fire Authority will compensate its employees overtime in accordance with their current Memorandum of Understanding/Job Descriptions while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Big Bear Fire Authority, a public entity established under the laws of the State of California, hereby authorizes the conditions set forth in this resolution, as stated above, take effect upon adoption by the Big Bear Fire Authority.

PASSED, APPROVED AND ADOPTED this ____ day of April, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick Herrick
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Corinne E. Flores
Board Secretary
Big Bear Fire Authority

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Corinne E. Flores, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing resolution, being Resolution No. BBFA2015-XXX was duly passed and adopted by said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ____ day of April, 2015 and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Witness my hand and the official seal this ____ day of April, 2015.

Corinne E. Flores
Board Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA11

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*

SUBJECT: **PROPOSED RESOLUTION APPOINTING AND DESIGNATING
A NEW AUTHORITY TREASURER-AUDITOR-CONTROLLER**

BACKGROUND

The Fire Authority has grown to a point in which the continuation and use of Administrative Services of each member District had become increasing inefficient. Fire Authority management, clerical staff, and those working in each respective finance department desired the transfer of fiscal management and other associated administrative functions be assumed by the Fire Authority. As a result, in January of this year, the Fire Authority hired a Senior Finance Officer who has assumed the responsibility of the fiscal affairs of the Fire Authority.

DISCUSSION

The affairs of the Fire Authority require the appointment of a single officer to the combined position of Treasurer-Auditor-Controller. This position was previously established by Resolution No. BBFA2012-002, which designated a City of Big Bear Lake staff member to that position. With the addition of the Senior Finance Officer to the Fire Authority, it is now necessary to transfer the appointment of the Treasurer-Auditor-Controller to Ms. Shirley Holt, Senior Finance Officer of the Big Bear Fire Authority.

RECOMMENDATION

Staff recommends the Fire Authority Board adopt Resolution No. BBFA2015-XXX Appointing and Designating an Authority Treasurer-Auditor-Controller and Rescind Resolution No. BBFA2012-002.

SH/cef

Attachment: Proposed Resolution No. BBFA2015-XXX

RESOLUTION NO. BBFA2015-XXX

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

WHEREAS, the Big Bear Fire Authority exists pursuant to the laws of the state of California and that certain Joint Powers Agreement entered into by and between the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, a subsidiary fire protection district of the City of Big Bear Lake; and

WHEREAS, Section 6506 of the California Government Code, and Section 7.2 of the Joint Powers Agreement executed between the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, permit the parties to the Agreement to contribute the services of personnel to the Authority as necessary; and

WHEREAS, the Joint Exercise of Powers Act permits the appointment of a single officer to the combined position of Treasurer-Auditor-Controller; and

WHEREAS, the affairs of the Authority require the appointment and designation of a combined Treasurer-Auditor-Controller to assist the Authority in its work; and

WHEREAS, the Big Bear Fire Authority adopted Resolution No. BBFA2012-002 authorizing an employee of the City of Big Bear Lake to serve as the Treasurer-Auditor-Controller of the Big Bear Fire Authority; and

WHEREAS, it is now necessary to transfer the appointment of the Treasurer-Auditor-Controller position to an employee of the Big Bear Fire Authority.

NOW, THEREFORE, the Board of Directors of the Big Bear Fire Authority resolves as follows:

1. Ms. Shirley Holt, an employee of the Big Bear Fire Authority, as of July 1, 2015, is hereby appointed and designated to serve as the Treasurer-Auditor-Controller of the Big Bear Fire Authority, effective July 1, 2015.
2. The Treasurer-Auditor-Controller shall be responsible for all budgets and financial projections, any duties specified in the Authority's Bylaws and Policies, the Joint Powers Agreement, or as specified by the Board, and all duties specified in Government Code sections 6505.5 and 6505.6, as amended from time to time including, but not limited to, the following:
 - (a) Receive and receipt for all money of the Authority and place it in the

treasury of the Treasurer to the credit of the agency or entity.

(b) Be responsible, upon his or her official bond, for the safekeeping and disbursement of all Authority money so held by him or her.

(c) Pay, when due, out of money of the Authority held by him or her, all sums payable on outstanding bonds and coupons of the Authority.

(d) Pay any other sums due from Authority money, or any portion thereof, upon warrants of the public officer performing the functions of Auditor or Controller.

(e) Verify and report in writing as of the first day of July, October, January, and April of each year to the Authority and to the contracting parties to the Joint Powers Agreement the amount of money he or she holds for the Authority, the amount of receipts since his or her last report, and the amount paid out since his or her last report.

3. The Treasurer-Auditor-Controller shall arrange for an independent audit of the Authority by a certified public accountant, or public accountant, as required by Section 6505 and 6505.6 of the California Government Code.
4. Pursuant to Section 13854(c) of the California Health & Safety Code, the Treasurer-Auditor-Controller shall annually provide bonds to the Authority conditioned for the faithful performance of his or her duties, in the amount of at least one hundred thousand dollars (\$100,000) or 10 percent of the total amount of the Authority's final budget for the preceding fiscal year, whichever is greater, and the Authority shall pay the premiums on the bonds as required by law.
5. Rescind Resolution No. BBFA2012-002.
6. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this ____day of April 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick Herrick
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Corinne E. Flores
Secretary
Big Bear Fire Authority

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Corinne E. Flores, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing resolution, being Resolution No. BBFA2015-XXX was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ____ day of April 2015, and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Witness my hand and the official seal this ____ day of April, 2015.

Corinne E. Flores
Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA12

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

REVIEWED BY: Shirley Holt, Senior Finance Officer *SH*

PREPARED BY: Laurie LoFranco, Keenan & Associates

SUBJECT: **ADMINISTRATIVE COMMITTEE RECOMMENDATION TO THE BOARD OF DIRECTORS AND BOARD CONFIRMATION OF THE BENEFITS SELECTION FOR FIRE AUTHORITY EMPLOYEES, EFFECTIVE JULY 1, 2015**

BACKGROUND

On March 12, 2015, the Administrative Committee for the Big Bear Fire Authority made a series of carrier and plan design choices for Medical, Dental, Vision, Life Insurance, Long-term and Short-term Disability Insurance, Voluntary Benefits, and 401(a)/457(b) pension plans.

DISCUSSION

On the recommendation of the Administrative Committee, Keenan & Associates began the process of completing necessary applications with all vendors who would provide benefits or services related to benefits for the Big Bear Fire Authority, effective July 1, 2015.

The following vendors were approved by the Administrative Committee tasked with benefits selection for Fire Authority employees:

- Blue Shield – Small Group HSA Medical Plan
- Delta Dental PPO Dental Coverage
- VSP Vision Coverage
- UNUM Life Insurance, Long-term Disability & Short-term Disability Insurance
- CSFA for Life and Disability coverage for Paid Call Firefighters (at no cost)
- American Fidelity for Voluntary Benefits and development of the Section 125 Cafeteria Plan
- Draft plan summary from Lincoln Financial for the development of the Fire Authority's 401(a) and 457(b) plans

New employees hired after July 1, 2015 will follow HSA funding on a month to month basis or 1/12 of the annual maximum allowed contribution.

Agenda for April 28, 2015

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

Page 2

Open Enrollment for all benefits has been set for May 19, 2015 with a possible second enrollment date of May 21, 2015.

Keenan & Associates will be available to answer questions from the Directors at today's meeting.

RECOMMENDATION

The Administrative Committee recommends the Fire Authority Board approve 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.

JW/cef

Attachment: Health Benefit Contribution Recommendation 2015/16

Exhibit A - Health Benefit Contribution Recommendation

2015-2016

Item No. FA11 Attachment

Health Benefits Employer Funding

		Health	HSA Funding Jul - Dec 2015	HSA Funding Jan - Jun 2016	Vision	Dental	Disability	Life	Total Cost
E & 1	Appren FF/Paramedic	6,846	6,650	6,650	193	1,272	356	216	22,183
E & 1	Appren FF/Paramedic	6,068	6,650	6,650	193	1,272	356	216	21,405
E & 1	Appren FF/EMT	6,068	6,650	6,650	193	1,272	356	216	21,405
E & 1	Admin Clerk	4,155	6,650	6,650	193	1,272	356	216	19,493
Single	Appren FF/Paramedic	3,423	3,350	3,350	125	635	356	216	11,454
Single	Appren FF/Paramedic	4,155	3,350	3,350	125	635	356	216	12,187
Single	Appren FF/Paramedic	4,155	3,350	3,350	307	2,124	356	216	13,858
Single	Appren FF/EMT	3,436	3,350	3,350	125	635	356	216	11,468
Single	Appren FF/EMT	3,505	3,350	3,350	125	635	356	216	11,536
Single	Appren FF/EMT	4,155	3,350	3,350	307	2,124	356	216	13,858
Single	Senior Finance Officer	7,308	3,350	3,350	125	635	356	216	15,339
		\$ 53,273	\$ 50,050	\$ 50,050	\$ 2,010	\$ 12,513	\$ 3,916	\$ 2,376	\$ 174,188

Jul - Dec 2015 100% Employer Contribution to allowable match - Funded to reset on January 1, 2016

	Jul	Aug	Sep	To Dec 2015
Single	1,117	1,117	1,117	\$ 3,350
Family	2,217	2,217	2,217	\$ 6,650

Unfunded for Employee - July to December 2015

	Deductable	Out of Pocket Limit	Employer Contribution	Employee Responsibility
Single	2,000	4,400	3,350	\$ 1,050
Family	4,000	8,800	6,650	\$ 2,150

Health Benefit Contribution Recommendation

January to June

2016

Jan - Jun 2016 100% Employer Contribution to allowable match - Funded for 2016 Benefit Year

	Jan	Feb	Mar	
Single	558	558	558	
Family	1,108	1,108	1,108	
	Apr	May	Jun	Total 2016
Single	558	558	558	\$ 3,350
Family	1,108	1,108	1,108	\$ 6,650

Unfunded for Employee -January to June 2016

	Deductable	Out of Pocket Limit	Employer Contribution	Employee Responsibility 100% Usage	July 1st 2016 No Usage
Single	2,000	4,400	3,350	\$ 1,050	\$ (6,700)
Family	4,000	8,800	6,650	\$ 2,150	\$ (13,300)



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA13

MEETING DATE: April 28, 2015

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Shirley Holt, Senior Finance Officer *SH*

SUBJECT: **FIRE AUTHORITY FISCAL YEAR 2015-2016 PROPOSED BUDGET PRESENTATION**

BACKGROUND

Since the formation of the Big Bear Fire Authority in 2012, the expenses for the Fire Authority have been shared equally between the Big Bear City Community Services District (CSD) and the Big Bear Lake Fire Protection District (FPD) and reimbursed to the Fire Authority as its sole source of revenue. The FY 2015-2016 proposed Budget is presenting the Fire Authority as a freestanding agency with revenue sources from property/parcel taxes and ambulance service revenues collected by the CSD and the property taxes from the FPD. The property taxes and revenues are collected by each agency and passed-through to the Fire Authority net of payroll and agency specific expenses and capital and reserve contribution requirements of the Fire Authority.

DISCUSSION

Since the inception of the Big Bear Fire Authority, numerous efficiencies and cost savings have been achieved, specifically in the area of operations, fleet replacement, and reassignment of personnel. As the Authority assumes administrative services previously provided by member agencies, we will experience the cost of transition. Transitional cost is reflected in the proposed FY 2015/16 Budget.

Staff identifies potential non-recurring expenses at \$315,000 in the FY 2015-2016 Budget. Staff intends to create a five-year strategic plan to identify and implement a sustainable operational and financial platform to retain appropriate reserve levels and operate effectively within the parameters of future revenues.

FISCAL IMPACT

The proposed FY 2015/16 Budget requires equal funding in the amount of \$551,312 out of the reserves of each member district.

STAFF RECOMMENDATION

Staff recommends the Board receive the presentation and authorize Staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2015/16 Budget at the next regular meeting on June 2, 2015.

BIG BEAR FIRE DEPARTMENT - JPA

Budget

FYE June 30, 2016

	2012-13 Actual	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	Suppression	Ambulance	Fire Authority	2015-2016 Proposed Budget
								All Funds
Revenue								
Total Revenue								
CSD Prop Tax & Parcel Fees & Ambulance - Transfer In	95,606	434,825	677,610	972,406	1,291,534	(453,725)		839,809
FPD Property Tax & Misc Revenue - Transfer In	124,919	434,825	677,610	940,819			837,469	837,469
Total Transfer in Revenues	\$ 220,525	\$ 869,650	\$ 1,355,220	\$ 1,913,225	\$ 1,291,534	\$ (453,725)	\$ 837,469	\$ 1,675,278
Fire Authority Current Service Charges								
Licenses and permits			150	225			32,600	32,600
Public Training	-	11,901	15,960	20,566			10,000	10,000
Inspections, Reports & Misc			-	4,929			600	600
Hazard Mitigation Reimb			25,000				25,000	25,000
Total Current Fire Authority Service Charges	\$ -	\$ 11,901	\$ 41,110	\$ 25,720	\$ -	\$ -	\$ 68,200	\$ 68,200
Use of Money and Property								
Interest On Bank Deposits							1,500	1,500
Rent Income-Bear Mtn							3,750	3,750
Rent/Options - Cell Tower							20,193	20,193
Total Use of Money and Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,443	\$ 25,443
Total Revenue - Before Transfers In								
	\$ 220,525	\$ 881,551	\$ 1,396,330	\$ 1,938,945	\$ 1,291,534	\$ (453,725)	\$ 931,112	\$ 1,768,921
Transfers in								
CSD Transfer In - Fire Authority Admin Personnel					129,019	129,019		258,038
FPD Transfer In - Fire Authority Admin Personnel							258,038	258,038
Ambulance Operating Services - Other							90,000	90,000
Ambulance Operating Services - Fuel							46,000	46,000
Total Transfers In-					\$ 129,019	\$ 129,019	\$ 394,038	\$ 652,076
Total Revenue								
	\$ 220,525	\$ 881,551	\$ 1,396,330	\$ 1,938,945	\$ 1,420,553	\$ (324,706)	\$ 1,325,150	\$ 2,420,997
Expenses								
Direct Labor Costs								
FA Salaries							600,390	600,390
FA Benefits							335,637	335,637
FA Minimum Staffing								-
Total Salaries & Benefits							\$ 936,027	\$ 936,027
Supplies								
Office Expense	2,957	5,900	18,250	32,250			23,400	23,400
General Household		29,600	29,170	29,170			30,100	30,100
Fuel	9,140	66,000	47,540	47,540			50,540	50,540
Basic Materials	10,671	13,100	11,720	11,720			15,000	15,000
Automotive Expense	7,820	149,100	145,462	183,846			335,000	335,000
Disaster Supplies		1,000	2,500	1,000				-
Small Tools	78	1,000	1,000	1,000				-
Clothing and Personal Equip	456	37,700	54,530	54,530			54,600	54,600
Total Supplies	\$ 31,122	\$ 303,400	\$ 310,172	\$ 361,056			\$ 508,640	\$ 508,640

	2012-13 Actual	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	Suppression	Ambulance	Fire Authority	2015-2016 Proposed Budget
Other Services and Charges								
Advertising		2,900	3,000	3,000			3,000	3,000
Data/Telephone Lines	11,038	46,300	46,300	46,300			48,800	48,800
Communications - Radio	4,800	3,900	10,000	10,000			10,000	10,000
Utilities - Baldwin Lake							15,000	15,000
Utilities - Gas		24,900	23,300	23,300			23,300	23,300
Utilities - Water		7,600	9,000	9,000			9,000	9,000
Utilities - Electric		49,200	49,200	49,200			50,000	50,000
Printing		1,800	1,950	1,749			3,000	3,000
Postage Charges		1,500	1,800	1,738			23,800	23,800
Rents and Leases - Buildings-Baldwin Lake							24,758	24,758
Maint-Buildings and Grounds	2,117	31,000	31,000	36,775			45,175	45,175
Maintenance - Equipment		18,000	25,000	23,432			37,100	37,100
Professional Services	32,407	35,000	60,800	26,817			80,320	80,320
Hazard Condition Mitigation			25,000	-			25,000	25,000
Professional Services - Legal	21,534	50,000	50,000	45,000	15,000		47,000	62,000
Contractual Services-Govt		166,700	254,000	212,129	155,154	96,154	-	251,307
Contractual Services			122,500	82,500			-	-
EE Recruitment Exp.		13,800	15,000	20,000			30,000	30,000
City Fees Property Tax Collection					45,000			45,000
City General Services - Fire Authority					40,000	40,000		80,000
CSD Parcel Tax Collection Charges					18,600		-	18,600
CSD General Services - Fire Authority					35,009	35,009	-	70,018
CSD IT Administration					10,900	10,900	10,900	32,700
CSD Liability Insurance					80,000	80,000		160,000
CSD Reimburse Admin Personnel Expense					258,038	258,038		516,076
Ambulance Operating Services - Other						90,000		90,000
Ambulance Operating Services - Fuel						46,000		46,000
Insurance		600	14,000	14,000	31,333	31,333	31,334	94,000
Memberships and Dues	4,305	10,600	10,000	10,000			20,000	20,000
Publications		3,500	3,500	2,814			3,500	3,500
Travel-Conferences and Meeting	6,092	6,900	10,000	10,000			10,000	10,000
Education / Training	9,450	43,500	48,500	48,500			51,500	51,500
Community Promotions							3,000	3,000
Public Training		5,000	5,000	5,000			4,500	4,500
Machinery and Equipment	8,687		17,500	17,500	4,000		17,500	21,500
Equipment Rotation							45,000	45,000
Software/Other Peripherals	13,753	7,769	7,500	7,500	5,000	5,000	16,000	26,000
Total Other Services and Charges	\$ 114,183	\$ 530,469	\$ 843,850	\$ 706,253	\$ 698,034	\$ 692,434	\$ 688,487	\$ 2,078,954

Total Operational Expenses	\$ 145,305	\$ 833,869	\$ 1,154,022	\$ 1,067,308	\$ 698,034	\$ 692,434	\$ 2,133,154	\$ 3,523,621
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Increase/(Decrease in Fund Balance)	\$ 75,220	\$ 47,682	\$ 242,308	\$ 871,637	\$ 722,520	\$ (1,017,140)	\$ (808,004)	\$ (1,102,625)
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	Supression	Ambulance	Fire Authority	2015-2016 Proposed Budget
Transfers In - Capital				
CSD Transfer In - Capital Construction HQ	93,750	93,750		187,500
FPD Transfer In - Capital Construction HQ			187,500	187,500
	\$ 93,750	\$ 93,750	\$ 187,500	\$ 375,000
CSD Transfer In - Capital Training Center	12,500	12,500		25,000
FPD Transfer In - Capital Training Center			25,000	25,000
	\$ 12,500	\$ 12,500	\$ 25,000	\$ 50,000
CSD Transfer In - 282 Refurbish	12,500	12,500		25,000
FPD Transfer In - 282 Refurbish			5,000	5,000
	\$ 12,500	\$ 12,500	\$ 5,000	\$ 30,000
CSD Transfer In - Capital General	9,088	9,088		18,175
FPD Transfer In - Capital General			18,175	18,175
	\$ 9,088	\$ 9,088	\$ 18,175	\$ 36,350
Total Transfers In - Capital Purchases	\$ 127,838	\$ 127,838	\$ 235,675	\$ 491,350
Transfers - Reserves				
CSD Transfer In - Vehicle Replacement Reserves	60,718	60,718		121,436
FPD Transfer In - Vehicle Replacement Reserves			121,435	121,435
	\$ 60,718	\$ 60,718	\$ 121,435	\$ 242,871
CSD Transfer In - Computer Equipment Reserves	6,500	6,500		13,000
FPD Transfer In - Computer Equipment Reserves			13,000	13,000
	\$ 6,500	\$ 6,500	\$ 13,000	\$ 26,000
CSD Transfer In - Contingency Reserve	6,250	6,250		12,500
FPD Transfer In - Contingency Reserve			12,500	12,500
	\$ 6,250	\$ 6,250	\$ 12,500	\$ 25,000
CSD Transfer In - Other Equipment Replacement	7,500	7,500		15,000
FPD Transfer In - Other Equipment Replacement			15,000	15,000
	\$ 7,500	\$ 7,500	\$ 15,000	\$ 30,000
Total Transfers In - Reserves	\$ 80,968	\$ 80,968	\$ 161,935	\$ 323,871
Total Transfers In	\$ 208,806	\$ 208,806	\$ 397,610	\$ 815,221
Capital Expenses and Reserves				
Capital Purchases	127,838	127,838	235,675	491,351
Reserve Set Aside	80,968	80,968	161,935	323,871
Total Capital Expenses and Reserve Funding	\$ 208,806	\$ 208,806	\$ 397,610	\$ 815,221
Excess Revenue over Expenses	\$ 722,519	\$ (1,017,140)	\$ (808,004)	\$ (1,102,625)

OTHER FUNDS

Budget

FYE June 30, 2016

Grant Fund	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	2015-2016 Proposed Budget
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Grant Revenue

SRAFPF Grant - Chipping				199,500
SRAFPF Grant - Shake/Shingle				214,916
				\$ 414,416

Grant Reimbursable Expenses

SRAFPF Grant - Chipping				199,500
SRAFPF Grant - Shake/Shingle				214,916
				\$ 414,416

Increase/(Decrease in Fund Balance) \$ -

Mutual Aid Fund	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	2015-2016 Proposed Budget
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Fire Authority Current Service Charges

Mutual Aid - Personnel/ Equipment Related to FA	46,200	116,000	204,575	151,050
				\$ 151,050

Fire Authority Salary Expense

FA Minimum Staffing	46,200	116,000	204,575	151,050
				\$ 151,050

Increase/(Decrease in Fund Balance) \$ -

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of February 26, 2015

Staff Notes

CALL TO ORDER / PLEDGE OF ALLEGIANCE

An Administrative Committee meeting of the Governing Board of the Big Bear Fire Authority was held on Thursday, February 26, 2015 at 1:40 p.m. at the Big Bear Fire Department, 41090 Big Bear Boulevard, Big Bear Lake, CA.

Governing Board Members Present: Chairman Rick Herrick, Vice Chairman Paul Terry, and Director Larry Walsh.

Governing Board Members Absent: Director Bill Jahn.

Staff Present: Jeff Willis, Fire Chief; Mike Maltby, Battalion Chief; Shirley Holt, Senior Finance Officer; and Corinne Flores, Admin. Asst.–Fire Chief. Those in attendance at the beginning of the meeting were David Yegge, Fire Fuels Program Coordinator and Sue McIlwain, Accounting Technician.

Others Present: James Nicoloff, Architect and Sylvia Shalmi, President-Board of Realtors.

PUBLIC COMMUNICATIONS

None.

1. DISCUSSION ITEMS

1.1 Site visit and review of preliminary drawings for proposed office addition at Fire Station 281.

Chief Willis and James Nicoloff provided a Power Point presentation of three options of elevations and corresponding floor plans. Copies are attached.

Option 1 has some new construction outside of the existing canopy. This option has no ability for future expansion. Guesstimate cost: \$300,000-350,000.

Option 2 appears to be the best option. Architect Nicoloff will rework Option 2 to save money where possible; relocate public entry; provide an exterior utility look; and explore the cost/feasibility of entry electric sliding doors. The reworked elevations/floor plans will be brought back to the Administrative Committee for further discussion. The Directors would also like to know approximate costs for the new options. Guesstimate cost: \$400,000-450,000.

Option 3 includes a new public counter, eliminating the existing public counter, and the public airlock (small entry room between exterior and interior doors) is under the

existing canopy. Melting/sliding snow off the roof at the front doors may be an issue and may be addressed with a planter. Guesstimate cost: \$400,000-450,000.

Mr. Nicoloff advised that costs for an architect/engineer are approximately 10% of the construction valuation and may take three months to complete. To obtain Planning/Building & Safety approvals may take up to another one to two month. With these approvals, the fire department will be ready to advertise for requests for proposals for the construction contractor.

Prompted by the question, Senior Finance Officer Holt commented that cost may be paid from both this year's and next year's budgets. Chief Willis would like to pay for the architectural plans and permits from this year's budget. After going to bid for the construction contractor, he'll have a better idea of projected cost and will seek Board approval.

ADJOURNMENT



With no further business to come before the Administrative Committee, the meeting was adjourned at 2:45 p.m.

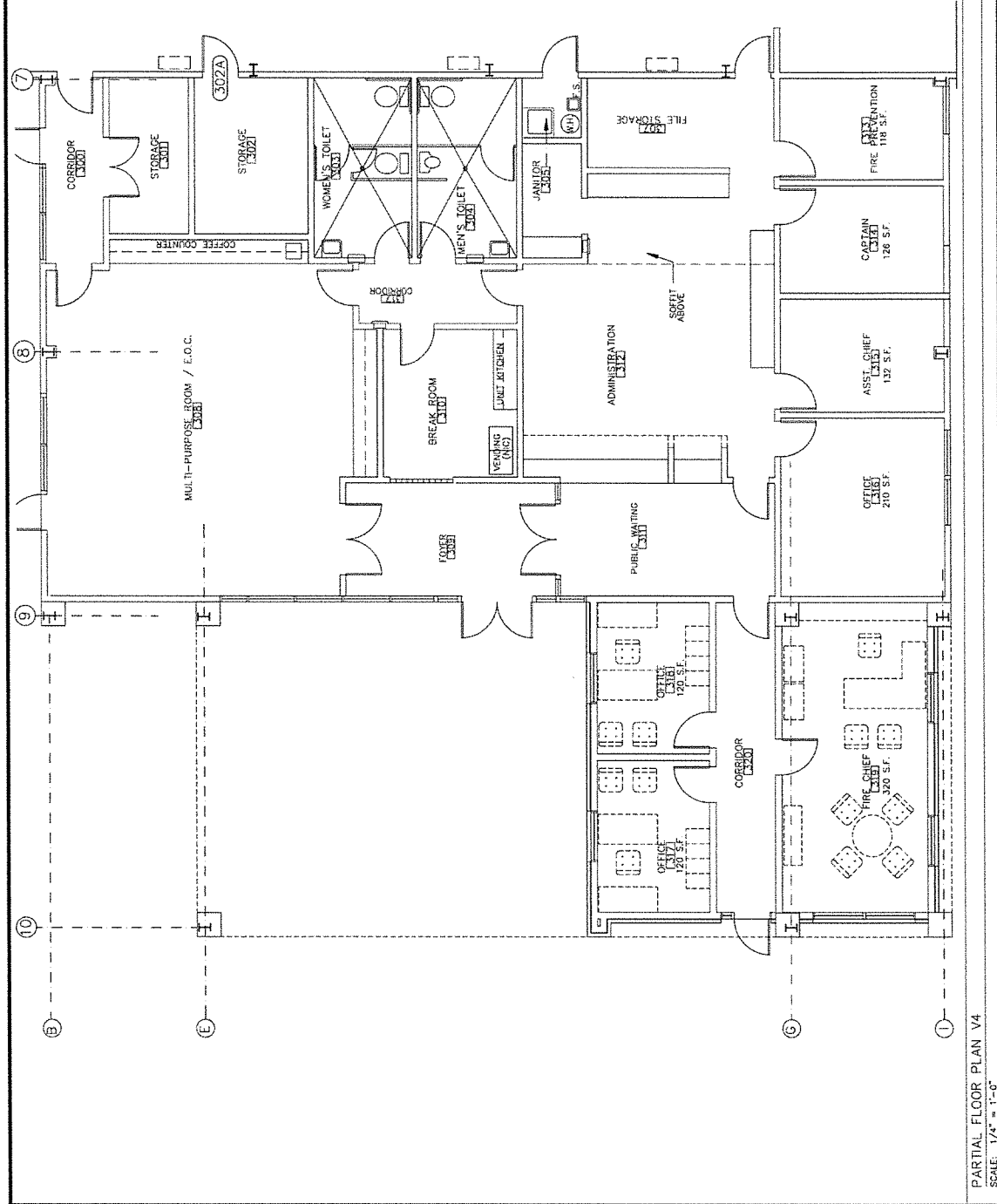
Corinne E. Flores, Administrative Assistant-Fire Chief



Station 281
Administrative Office
Expansion



Option 1

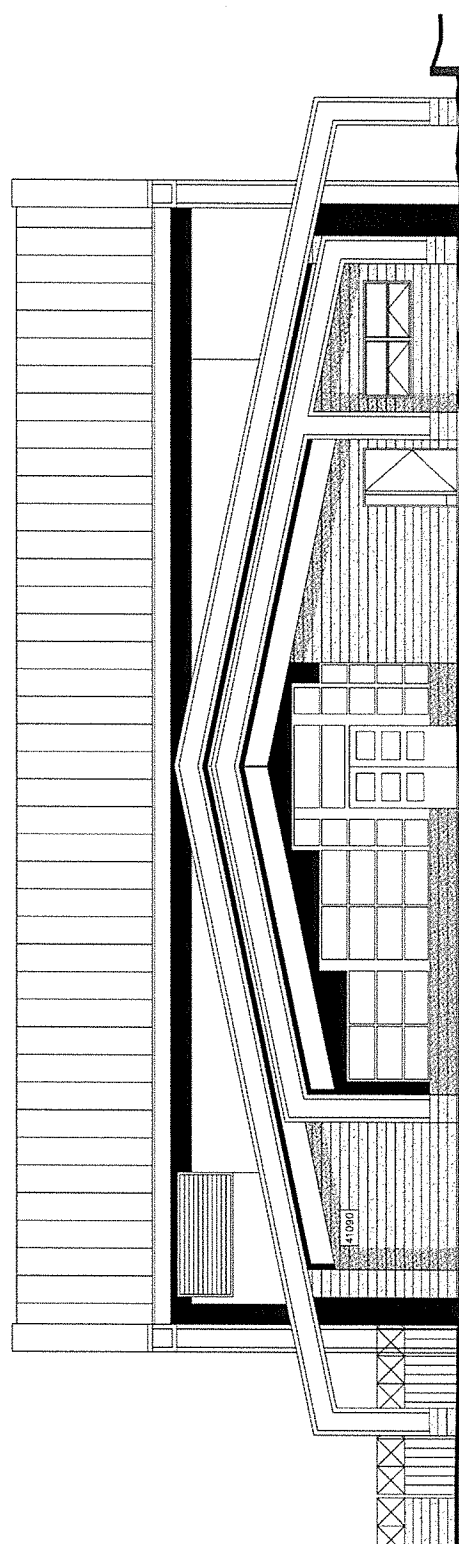
		Drawn: _____	1575 East Ocean Avenue, 20 Ocean, California 92232 Telephone 619-223-4125 E-mail: jnicoloff@jnicoloff.com	Project No. 14004 Title ADDITION TO HQ & FS 281 41090 BIG BEAR BOULEVARD BIG BEAR LAKE, CALIFORNIA 92315 BIG BEAR FIRE DEPARTMENT	Sheet A2.4 of 14
		Checked: _____			
Approved: _____	00/00/15 SCHEM. DESG.	00/00/15 1635' DESG.	00/00/15 CONST. DESG.	00/00/15 CON. CHECK	00/00/15 F. E.R.T.



PARTIAL FLOOR PLAN V4
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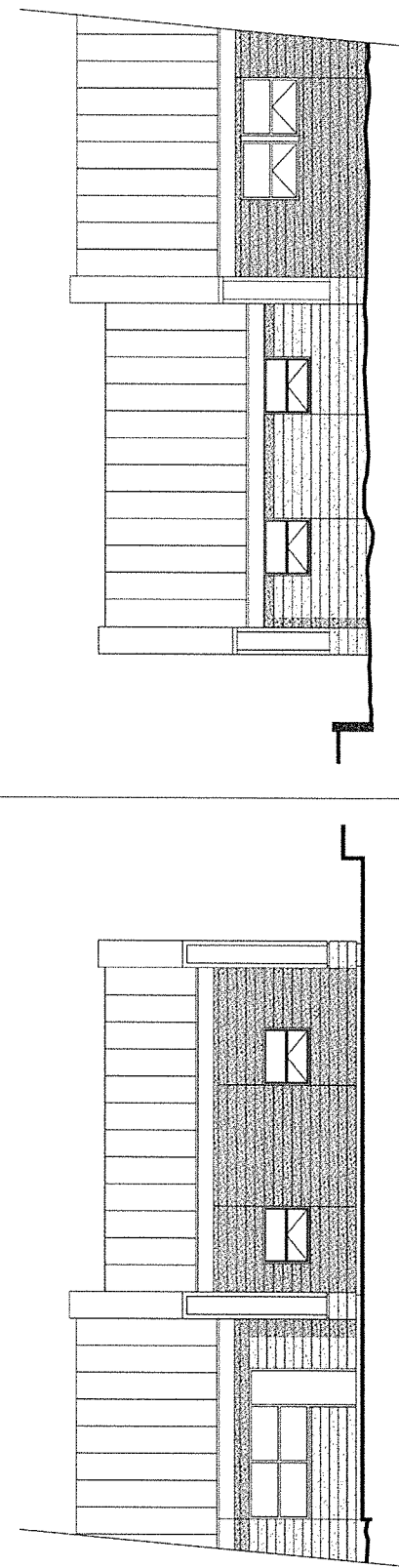
Option 1 Exterior Elevation

		Drawn: _____ Approved: _____ Issued: Heaton 00/00/15 - SCHEDULE 00/00/15 - SCHEDULE 00/00/15 - SCHEDULE 00/00/15 - PLAN CHECK 00/00/15 - REV 00/00/15 - AS BUILT	James M. Nicoloff, Architect 1279 East Chase Avenue, 13 Colton, California 92330 Telephone 916-222-4133	ADDITION TO HQ & FS 281 41000 BIG BEAR BOULEVARD BIG BEAR LAKE, CALIFORNIA 92315 BIG BEAR FIRE DEPARTMENT Project No. 1001 Title	Sheet <h1 style="font-size: 2em;">A3.3</h1> of Sheets
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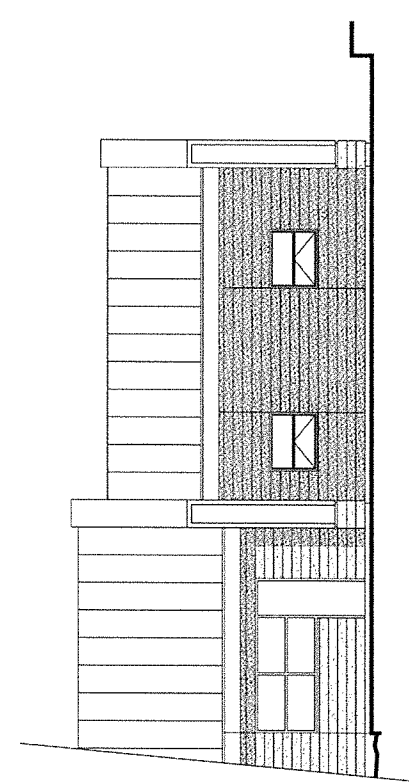
(A1)
A3.1 3.3

SOUTH ELEVATION (FROM BIG BEAR BOULEVARD)
SCALE: 1/8" = 1'-0"



(B2)
A3.1 3.3

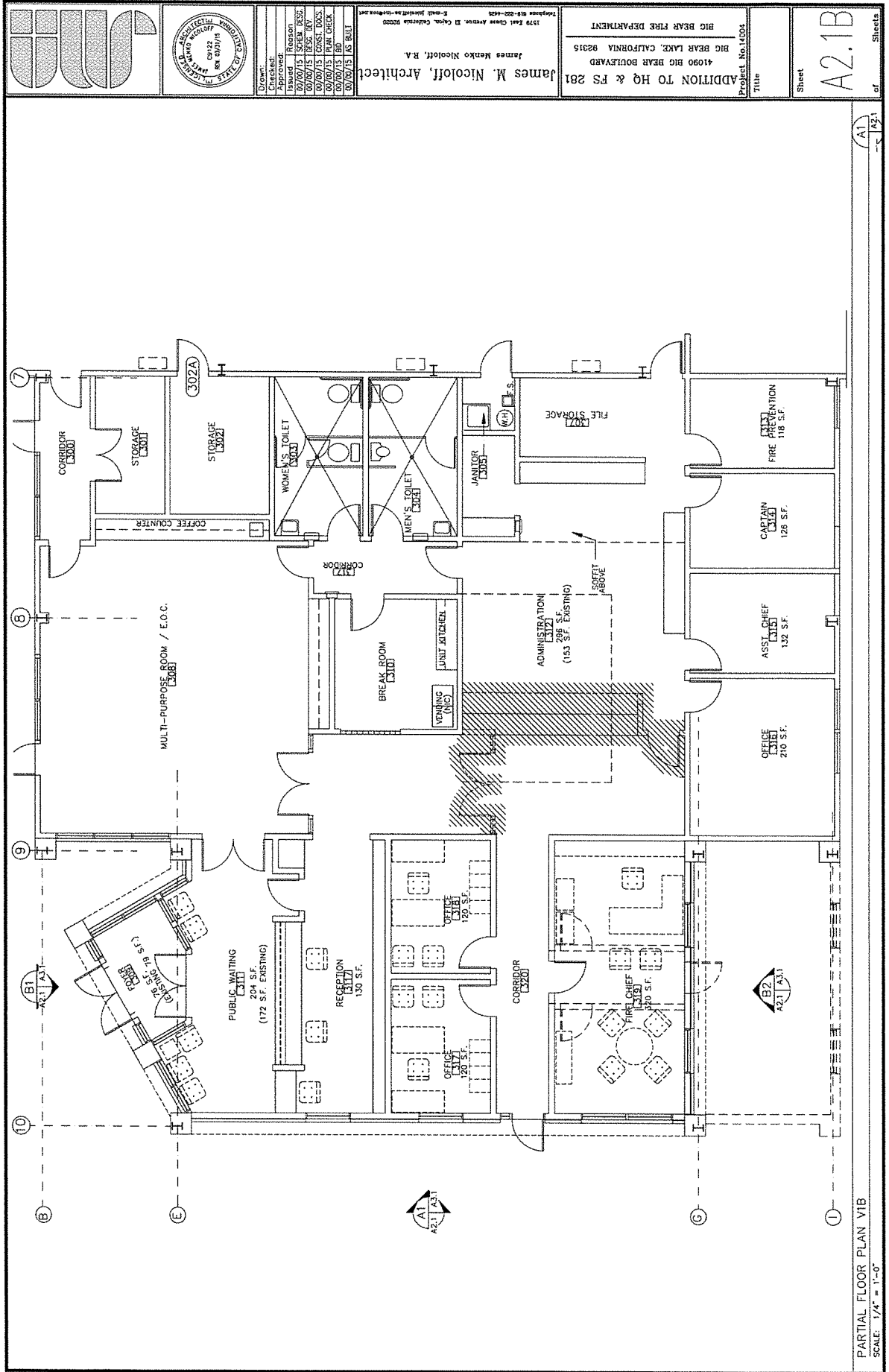
EAST ELEVATION
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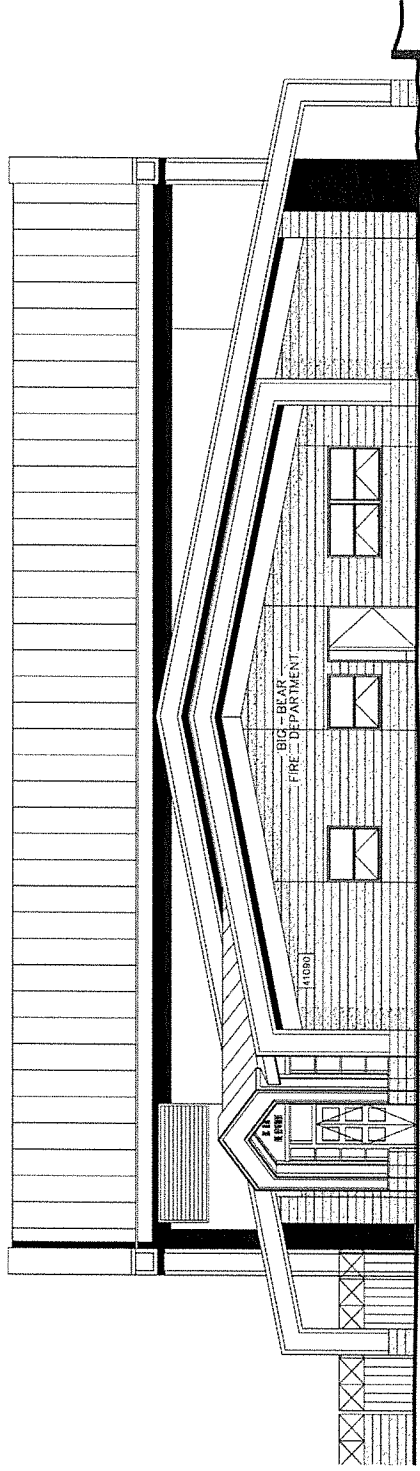
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A3.1 3.3

WEST ELEVATION
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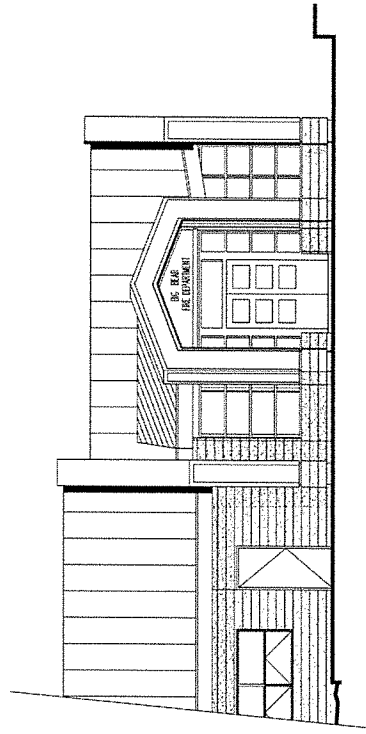
Option 2



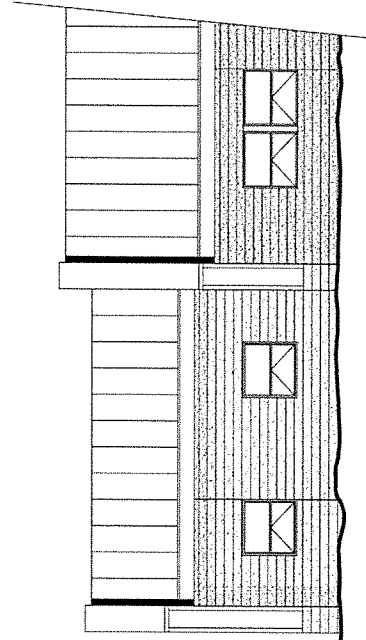
Option 2 Exterior Elevation



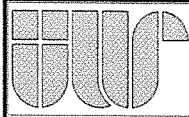
SOUTH ELEVATION - V1B (FROM BIG BEAR BOULEVARD)
SCALE: 1/4" = 1'-0"



WEST ELEVATION - V1B
SCALE: 1/4" = 1'-0"



EAST ELEVATION - V1B
SCALE: 1/4" = 1'-0"



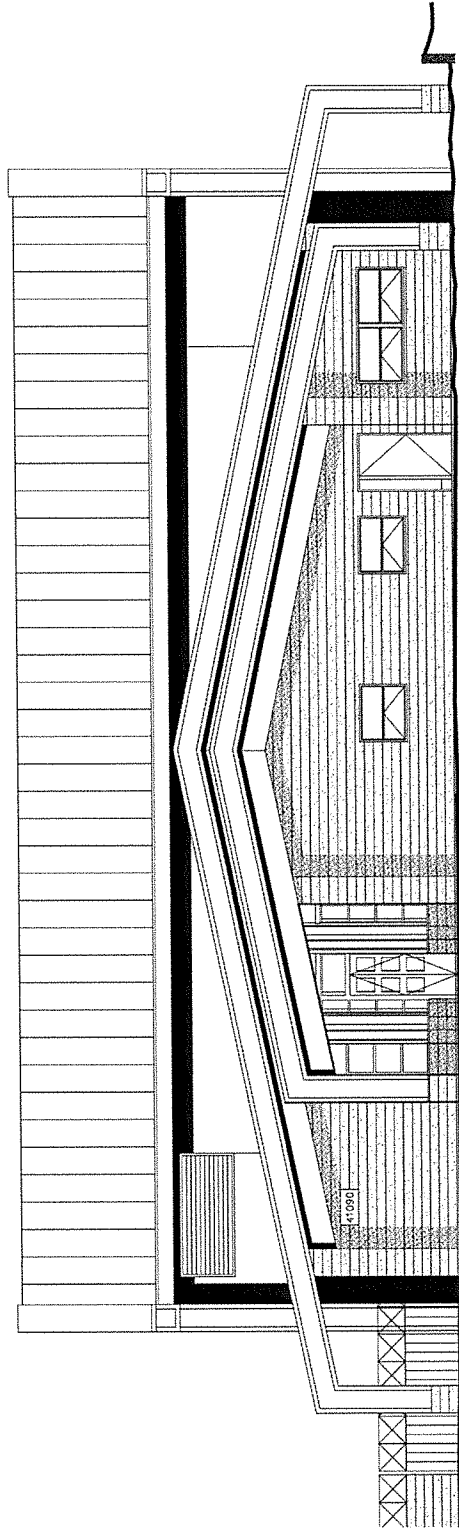
James M. Nicoloff, Architect
1579 East Chace Avenue, El Cajon, California 92020
Telephone 619-423-4423
E-mail jnicoloff@jnicoloff.com

Project: 41090 BIG BEAR BOULEVARD
Client: BIG BEAR FIRE DEPARTMENT
Project No. 1400A
Title: Addition to HQ & FS 201

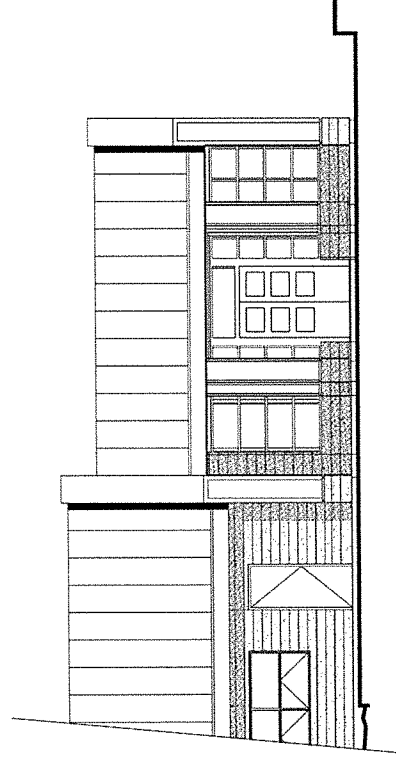
James M. Nicoloff, Architect
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Telephone 619-423-4423
E-mail jnicoloff@jnicoloff.com

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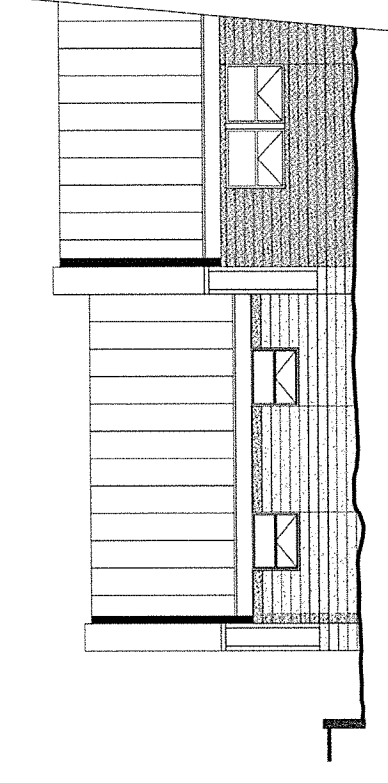
Option 3 Exterior Elevation



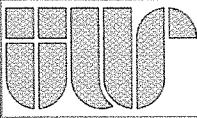
(A1) SOUTH ELEVATION V6B (FROM BIG BEAR BOULEVARD)
SCALE: 1/8" = 1'-0"



(B1) WEST ELEVATION V6B
SCALE: 1/8" = 1'-0"



(B2) EAST ELEVATION V6B
SCALE: 1/8" = 1'-0"



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41090 BIG BEAR BOULEVARD
BIG BEAR LAKE, CALIFORNIA 92115
BIG BEAR FIRE DEPARTMENT
Project No. 14034
Title

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of
Sheets

Option 4

- Combination of options 2 & 3
- Maximized use of all available space
- Best addresses future needs
- Most potential for office reconfiguration in future

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of March 12, 2015

Staff Notes

CALL TO ORDER / PLEDGE OF ALLEGIANCE

An Administrative Committee meeting of the Governing Board of the Big Bear Fire Authority was held on Thursday, March 12, 2015 at 1:32 p.m. in the Training Room – City Hall, 39707 Big Bear Boulevard, Big Bear Lake, CA.

Governing Board Members Present: Chairman Rick Herrick, Vice Chairman Paul Terry, Director Bill Jahn, and Director Larry Walsh.

Governing Board Members Absent: None.

Staff Present: Jeff Willis, Fire Chief; Mike Maltby, Battalion Chief; Kathleen Smith, Treasurer; Shirley Holt, Senior Finance Officer; and Corinne Flores, Admin. Asst.–Fire Chief.

Others Present: Laurie LoFranco, Keenan & Associates.

PUBLIC COMMUNICATIONS

None.

DISCUSSION ITEMS

1. Employee Benefits Cost Comparison and Selection - Possible Recommendation to the Board of Directors.

Laurie LoFranco, Keenan & Associates gave an overview presentation (copy attached) of the benefit plan selection as follows:

Medical/Health Savings Account (HSA) discussion topics included: setting precedents; establishing benefits in relationship to years of service; equitable; Labor has had no discussions with the Chief on this issue; employer/employee cost sharing of the HSA; vesting after five years; stepped vesting; and fully funding the HSA. A policy will be created and brought back to the next Administrative Committee for review/approval before sending the Committee's recommendation to the full Board.

Dental: Committee consensus is Delta; no change to existing employees.

Vision: Committee consensus is VSP (savings of 34% to the Authority); no change to existing employees.

Life Insurance: Committee consensus is Unum, \$50,000 coverage at \$99 per month at group rate. This rate will hold for two years.

Long-Term Disability: Committee consensus is Unum at \$85 per month at group rate.

Short-Term Disability: Committee consensus is Unum at a cost of \$240 per month at group rate.

Paid Call Firefighters: Keenan's recommendation is to apply to CSFA, under a State grant, for accidental death and dismemberment and disability/injury insurance at no cost to the Fire Authority.

Voluntary: optional - employees may purchase additional insurance; no cost to agency.

Retirement Options: Keenan recommends a 401(a) account; 457(b) optional. The 401(a) is an equivalent pension system, which follows PEPRA. 12% match by both employee/employer. Hirees are coming from that system already.

PERS Service Credit: allows employees to purchase service credit for prior service.

The Administrative Committee members asked for another meeting to discuss the HSA policy before sending the Committee's recommendation to the full Board.

2. Draft Fiscal Year 2015/16 Fire Authority Budget – Possible Recommendation to the Board of Directors

Senior Finance Officer Holt distributed copies of and gave an overview of the draft FY2015/16 Big Bear Fire Department Budget (copy attached).

The draft budget, as presented, combines one-time and recurring expenses. Senior Finance Officer Holt will separate it out.

ADJOURNMENT

With no further business to come before the Administrative Committee, the meeting was adjourned at 3:08 p.m.

Corinne E. Flores, Administrative Assistant-Fire Chief

ADMINISTRATIVE COMMITTEE BENEFIT PLAN SELECTION

Big Bear Fire Authority
March 12, 2015

Keenan
Associates

Introduction

2

- Keenan presented plan designs and rates to the Board of Directors on March 3, 2015. The decision was made to conduct a follow-up meeting with the Administrative Committee to make recommendations of the benefit plans to take forward to the Board for final approval on April 28, 2015.
- Medical
- Dental
- Vision
- Life/AD&D
- Long-Term Disability
- Short-Term Disability

Carriers Being Considered

3

Medical

- Anthem Blue Cross – **Quoted**
- Blue Shield - **Quoted**

Dental

- Ameritas – **Quoted**
- Humana – **Quoted**
- Delta Dental (Stand Alone) - **Quoted**

Vision

- Ameritas – **Quoted**
- VSP – **Quoted**

Life/AD&D

- Humana - **Quoted**
- UNUM – **Quoted**
- Standard - **Quoted**

Long-Term Disability

- UNUM – **Quoted**
- CSFA - **Quoted**

Short-Term Disability

- UNUM – **Quoted**

Medical Plans

4

- Three types of medical plans were offered:
 - PPO
 - PPO/HSA
 - HMO
 - Recommendation – Offer both the HMO medical plan and the PPO/HSA plan
 - Rationale
 - Most of the employees coming to work at the Fire Authority on 7/1/2015 are currently in an HMO plan
 - HSA plan allows employees to put away money in medical saving account for further use.

HSA Plan Comparison	City of Big Bear Lake		Big Bear CSD		Proposed	
Effective Date	7/1/2015		7/1/2015		7/1/2015	
Renewal Date	7/1/2016		7/1/2016		7/1/2016	
Carrier Name	Anthem Blue Cross		Anthem Blue Cross		Blue Shield of California	
Plan Name	Classic PPO (500/20/20)		PERS Choice		Silver HSA 2000	
Eligible Class	All Full-Time Employees		All Full-Time Employees		All Full-Time Employees	
Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network
General Plan Information						
Annual Deductible/Individual	\$500	\$500	\$500	\$500	\$2,000	\$4,000
Annual Deductible/Family	\$1,500	\$1,500	\$1,000	\$1,000	\$4,000	\$8,000
Office Visit	\$20	40%	\$20	40%	20%	50%
Specialist Visit	\$20	40%	\$20	40%	20%	50%
Urgent Care Visit	\$20	40%	\$20	40%	20%	Not Covered
Annual Out-of-Pocket Limit/Individual	\$3,000	\$6,000	\$3,000	No limit	\$4,400	\$10,000
Annual Out-of-Pocket Limit/Family	\$6,000	\$12,000	\$6,000	No limit	\$8,800	\$20,000
Deductible Included in Out-of-Pocket Limits	Yes	Yes	Yes	Yes	Yes	Yes
Preventative Services						
Well-Child / Well-Woman Exam	0%	40%	0%	40%	0%	Not Covered
Immunizations	0%	40%	0%	40%	0%	Not Covered
Adult Periodic Exams with Preventive Tests	0%	40%	0%	40%	0%	Not Covered
Diagnostic X-Ray and Lab Tests	20%	40%	20%	40%	20%	50%
Pregnancy and Maternity Care	20%	40%	20%	40%	20%	50%
Inpatient Hospital Services						
Inpatient Hospitalization	20%	\$500 + 40%	20%	40%	20%	50% - Up to
Semi-Private Room & Board; Services & Supplies	20%	40%	20%	40%	20%	50% - Up to
Outpatient Facility Charge	20%	\$500 + 40%	20%	40%	20%	50% - Up to
Ambulance	20%	40%	20%	20%	20%	20%
Emergency Room	20%	20%	20%	20%	20%	20%
Copay/Deductible Waived if Admitted	\$150	\$150	\$50	\$50	\$100	\$100
Mental Health & Substance Abuse						
Inpatient Care	20%	40%	20%	40%	20%	50% up to \$600/day
Outpatient Care	\$20	40%	\$20	40%	20%	50%
Prescription Drug Benefits						
Deductible						
Generic	\$10	\$10 + 50%	\$5	Not Covered	\$25	Not Covered
Brand	\$25	\$25 + 50%	\$20	Not Covered	\$50	Not Covered
Brand (Non-Formulary/Non-Preferred)	\$40	\$40 + 50%	\$50	Not Covered	\$75	Not Covered
Number of Days Supply	30-day supply		30-day supply		30-day supply	
Mail Order						
Number of Days Supply	2 x Prescription drug cost 90-day supply		2x Prescription Drug Copay 90-day supply		2 x Prescription Drug Copay 90-day supply	
Other Services and Supplies						
Durable Medical Equipment & Prosthetic	50%	50%	20%	40%	50%	Not Covered
Home Health Care	20%	40%	20%	40%	20%	Not Covered
Skilled Nursing or Extended Care Facility	20%	40%	20% (10 d.)/30%	40%	20%	20%
Hospice Care	0%	40%	20%	20%	0%	Not Covered
Chiropractic Services	20% (24 visits/year)	40% (\$25 max)	20% (15 visits/yr)	40%	Not Covered	Not Covered

Traditional PPO Comparison	City of Big Bear Lake		Big Bear CSD		Proposed	
Effective Date	7/1/2015		7/1/2015		7/1/2015	
Renewal Date	7/1/2016		7/1/2016		7/1/2016	
Carrier Name	Anthem Blue Cross		Anthem Blue Cross		Blue Shield of CA	
Plan Name	Classic PPO (500/20/20)		PERS Choice		Platinum 0 PPO	
Eligible Class	All Full-Time Employees		All Full-Time Employees		All Full-Time Employees	
Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network
General Plan Information						
Annual Deductible/Individual	\$500	\$500	\$500	\$500	\$0	\$0
Annual Deductible/Family	\$1,500	\$1,500	\$1,000	\$1,000	\$0	\$0
Office Visit	\$20	40%	\$20	40%	\$10	40%
Specialist Visit	\$20	40%	\$20	40%	\$25	40%
Urgent Care Visit	\$20	40%	\$20	40%	\$10	Not Covered
Annual Out-of-Pocket Limit/Individual	\$3,000	\$6,000	\$3,000	No limit	\$2,500	\$5,000
Annual Out-of-Pocket Limit/Family	\$6,000	\$12,000	\$6,000	No limit	\$5,000	\$10,000
Deductible Included in Out-of-Pocket Limits	Yes	Yes	Yes	Yes	Yes	Yes
Preventive Services						
Well-Child / Well-Woman Care	0%	40%	0%	40%	0%	Not Covered
Immunizations	0%	40%	0%	40%	0%	Not Covered
Adult Periodic Exams with Preventive Tests	0%	40%	0%	40%	0%	Not Covered
Diagnostic X-Ray and Lab Tests	20%	40%	20%	40%	10%	40%
Pregnancy and Maternity Care	20%	40%	20%	40%	10%	40%
Inpatient Hospital Services						
Inpatient Hospitalization	20%	\$500 + 40%	20%	40%	10%	40% up to
Semi-Private Room & Board; Services & Supplies	20%	40%	20%	40%	10%	40% up to
Outpatient Facility Charge	20%	\$500 + 40%	20%	40%	10%	40% up to
Ambulance	20%	40%	20%	20%	10%	10%
Emergency Room	20%	20%	20%	20%	10%	10%
Copay/Deductible Waived if Admitted	\$150	\$150	\$50	\$50	\$100	\$100
Mental Health & Substance Abuse						
Inpatient Hospitalization	20%	40%	20%	40%	10%	40% up to
Outpatient Care	\$20	40%	\$20	40%	\$10	40%
Prescription Drug Benefits						
Deductible						
Generic	\$10	\$10 + 50%	\$5	Not Covered	\$5	Not Covered
Brand	\$25	\$25 + 50%	\$20	Not Covered	\$30	Not Covered
Brand (Non-Formulary/Non-Preferred)	\$40	\$40 + 50%	\$50	Not Covered	\$50	Not Covered
Number of Days Supply	30-day supply		30-day supply		30-day supply	
Mail Order						
Number of Days Supply	2 x Prescription drug cost 90-day supply		2x Prescription Drug Copay 90-day supply		2 x Prescription drug cost 90-day supply	
Other Services and Supplies						
Durable Medical Equipment & Prosthetic Devices	50%	50%	20%	40%	50%	Not Covered
Home Health Care	20%	40%	20%	40%	10%	Not Covered
Skilled Nursing or Extended Care Facility	20%	40%	20% (10 d.)/30%	40%	10%	10%
Hospice Care	0%	40%	20%	20%	0%	Not Covered
Chiropractic Services	20% (24 visits/year)	40% (\$25 max)	20% (15 visits/yr)	40%	50%	50%

HMO Comparison	City of Big Bear Lake	Big Bear CSD	Proposed
Effective Date	7/1/2015	7/1/2015	7/1/2015
Renewal Date	7/1/2016	7/1/2016	7/1/2016
Carrier Name	Anthem Blue Cross	Anthem Blue Cross	Blue Shield of CA
Plan Name	Premier HMO 20	CalPERS Traditional HMO	Platinum \$25
Network	Anthem Blue Cross	Anthem Blue Cross	Access + HMO
Eligible Class	All Full-Time Employees	All Full-Time Employees	All Full-Time Employees
General Plan Information			
Annual Deductible/Individual	\$0	\$0	\$0
Annual Deductible/Family	\$0	\$0	\$0
Office Visit/Exam	\$20	\$15	\$25
Outpatient Specialist Visit	\$20	\$15	\$25
Urgent Care Facility	\$20	\$15	\$25
Annual Out-of-Pocket Limit/Individual	\$1,500	\$1,500	\$2,500
Annual Out-of-Pocket Limit/Family	\$3,000	\$3,000	\$5,000
Preventive Services			
Well-Child / Well-Woman Exam	\$0	\$0	\$0
Immunizations	\$0	\$0	\$0
Adult Periodic Exams with Preventive Tests	\$0	\$0	\$0
Diagnostic X-Ray and Lab Tests	\$0	\$0	\$0
Pregnancy and Maternity Care (Pre-Natal Care)	\$20 per visit	\$0	\$25
Hospital Services			
Inpatient Hospitalization	\$200 per admission	\$0	\$250/day up to \$750
Pre-Authorization of Services Required	Yes	Yes	Yes
Outpatient Facility Charge	\$100 per admission	\$0	\$100
Emergency Room	\$100 (waived if admitted)	\$50	\$200 (waived if admitted)
Ambulance	\$100 per trip	\$0	\$100
Mental Health & Substance Abuse			
Inpatient Hospitalization	\$200 per admission	\$0	\$250/day up to \$750
Outpatient Physician Visits	\$20	\$15	\$25
Prescription Drug Benefits			
Deductible	\$0	\$0	\$0
Generic	\$10	\$5	\$5
Brand (Formulary/Preferred)	\$25	\$20	\$15
Brand (Non-Formulary/Non-preferred)	\$40	\$50	\$25
Number of Days Supply	30-day supply	30-day supply	30-day supply
Mail Order	\$10 / \$50 / \$80	2 x Prescription Drug Copay	2 x Prescription Drug Copay
Number of Days Supply	90-day supply	90-day supply	90-day supply
Other Services and Supplies			
Durable Medical Equipment & Prosthetic Devices	50%	0%	50%
Home Health Care	\$20 per visit	\$0	\$25 (100/year max)
Skilled Nursing or Extended Care Facility	\$0	\$0	See Plan Certificate
Hospice Care	\$0	\$0	\$0
Chiropractic Services	\$10 (30 visits max per year)	\$15 (20 visitd/year comb.)	\$15
Acupuncture	\$20	\$15 (20 visitd/year comb.)	\$15
Outpatient Rehabilitative Therapy Services			
Physical, Occupational & Speech	\$20 per visit (60-day max)	\$15	\$25

Dental Plans

8

- The Administrative Committee had agreed with our recommendation to only offer a Dental PPO plan at this time. Choices presented are:
 - Delta Dental
 - Ameritas Dental (2 plans)
 - Humana Dental
 - Recommendation: Delta Dental
 - Rationale: All employees moving to the Fire Authority from CSD on 7/1/2015 are already covered by Delta Dental. No change in providers that they are used to. Comparable plan to their current plan.

Summary of Dental PPO Plans	Big Bear Lake CSD		Proposed	
Effective Date	7/1/2015		7/1/2015	
Renewal Date	7/1/2016		7/1/2016	
Carrier Name	Delta Dental		Delta Dental	
Plan Name	ACWA 3007		B-12 2000	
Eligible Class	Full-Time Employees		Full-Time Employees	
Network	In-Network	Non-Network	In-Network	Non-Network
General Plan Information				
Annual Deductible/Individual	\$25		\$50	
Annual Deductible/Family	\$50		\$150	
Waived for Preventive	Yes		Yes	
Annual Plan Maximum	\$2,000		\$2,000	
Lifetime Orthodontia Plan Maximum	\$2,000		\$1,000	
Waiting Period	12 months (Prost. & Ortho)		None	
Claim Payment Basis	90th Percentile U&C		90th Percentile U&C	
Covered Services				
Diagnostic and Preventive Services	100%	100%	100%	100%
Oral Exams	100%	100%	100%	100%
Bitewing X-Rays	100%	100%	100%	100%
Full Mouth X-Rays	100%	100%	100%	100%
Cleaning and Scaling	100%	100%	100%	100%
Prophylaxis Treatments	100%	100%	100%	100%
Fluoride Treatments	100%	100%	100%	100%
Space Maintainers	100%	100%	100%	100%
Sealants	100%	100%	100%	100%
Basic Services	85%	80%	90%	80%
Oral Surgery: Extractions and Other Surgical Procedures	85%	80%	90%	80%
Amalgam, Synthetic Porcelain and Plastic Restorations	85%	80%	90%	80%
Endodontic Treatment	85%	80%	90%	80%
Periodontic Treatment	85%	80%	90%	80%
Major Services	50%	50%	60%	50%
Crowns, Jackets and Cast Restoration	50%	50%	60%	50%
Prosthetic (Fixed Bridges, Partial/Complete	50%	50%	60%	50%
Implants	Not Covered	Not Covered	Not Covered	Not Covered
Orthodontia Services	50%	50%	50%	50%
Orthodontia Lifetime Maximum	\$2,000	\$2,000	\$1,000	\$1,000
Dependent Children	Through age 26		Through age 26	

Vision Plans

- The following Vision plans were presented:
 - VSP \$10/\$10 and \$10/\$25
 - Ameritas \$10/\$25 (uses the VSP Network)
 - Recommendation: VSP \$10/\$10
 - Rationale: All employees moving to the Fire Authority from CSD on 7/1/2015 are already covered by VSP. No change in providers that they are used to. Comparable plan to their current plan.

Summary of Vision Benefits	Big Bear City CSD		Proposed	
Effective Date	7/1/2015		7/1/2015	
Renewal Date	7/1/2016		7/1/2017	
Carrier Name	VSP		VSP	
Plan Name	Plan C: \$15		Plan C: \$10/10	
Eligible Class	All Full-Time Employees		All Full-Time Employees	
Network	VSP Choice	Out-of-Network	VSP Choice	Out-of-Network
General Plan Information				
Copay				
Examination	\$15	\$50 allowance + \$15	\$10	\$45 allow. + \$10
Materials	\$0	\$0	\$10	\$10
Benefit Frequency				
Examination	12 months	12 months	12 months	12 months
Lenses	12 months	12 months	12 months	12 months
Contacts	12 months	12 months	12 months	12 months
Frames	12 months	12 months	12 months	12 months
Covered Services				
Frames	\$130 allowance	\$70 allowance	\$130 allowance	\$70 allowance
Lenses				
Single Vision Lens	\$0 after copay	\$50 allowance	\$0 after copay	\$30 allowance
Bifocal Lens	\$0 after copay	\$75 allowance	\$0 after copay	\$50 allowance
Trifocal Lens	\$0 after copay	\$100 allowance	\$0 after copay	\$65 allowance
Contact Lenses				
Fitting and evaluation	Included in CLA	Not Covered	\$60 max	Not Covered
Medically Necessary	100%	\$210 allowance	100%	\$210 allowance
Elective	\$120 allowance	\$120 allowance	\$130 allowance	\$105 allowance
Other Services				
Corrective Vision Services (e.g. Laser)	Average discount of 15% on Lasik &		Average discount of 15% on Lasik &	
Second Pair of Glasses	30% discount	30% discount	20% discount	20% discount

Life Insurance

12

- Life Insurance coverage with quoted at both \$50,000 and \$100,000 for 7/1/15 coverage for the Fire Authority employees. The following Carriers quoted on Life Insurance for the Fire Authority:
 - Humana
 - Unum
 - Standard
 - Recommendation: Unum \$50,000 coverage
 - Rationale: Current Life Insurance Coverage for CSD is \$25,000 and for City of Big Bear Lake \$50,000
 - Want to have same Life Insurance Carrier as LTD and STD

Summary of Life/AD&D Plans	Proposed
Effective Date	7/1/2015
Renewal Date	7/1/2017
Carrier	UNUM
Plan Name	Option 2
Eligible Class	Full-Time Employees
Life Benefits	
Class 1 (Active Employees)	\$100,000
Class 2 (Paid-Call)	N/A
Accelerated Benefit	100% to a max of \$50,000
Waiver of Premium	To age 65
Conversion	Included
AD&D Benefit Schedule	
Loss of Life, Dismemberment & Paralysis	
Loss of Life, Dismemberment & Paralysis	100%
Loss of one hand or one foot	50%
Loss of sight in one eye, speech, or hearing	50%
Quadriplegia	100%
Paraplegia	50%
Loss of Thumb or Index Finger on Same Hand	25%
Seat Belt Benefit	10% to a \$25,000 max
Reduction of Benefits Schedule	
Age 65-69	65%
Age 70-74	50%
Age 75 or older	None

Long-Term Disability

14

- The following Carriers quoted on Long-Term Disability for the Fire Authority:
 - Unum
 - CSFA – California State Fire Association
 - Recommendation: Unum LTD coverage
 - Rationale: Coverage with CSFA would only afford the non-fire personnel 24 months of LTD coverage instead of coverage to age 65. \$75.00 a year dues would be owed to CSFA
 - Want to have same LTD Carrier as Life Insurance and STD

Summary of LTD Plans	Proposed
Effective Date	7/1/2015
Renewal Date	7/1/2017
Carrier	UNUM
Plan Name	LTD
Eligible Class	All F-T Employees
General Plan Information	
Elimination Period	180 days
Benefit Percentage	60%
Monthly Benefit Maximum	\$5,000
Maximum Period of Payment	
Safety	ADEA I
Non-Safety	ADEA I

Short-Term Disability

16

- The following Carriers quoted on Short-Term Disability for the Fire Authority:
 - Unum
 - Standard
 - Recommendation: Unum STD coverage
 - Rationale: It is important to have same STD Carrier as Life Insurance and LTD

Summary of STD Plans	Proposed
Effective Date	7/1/2015
Renewal Date	7/1/2017
Carrier	UNUM
Plan Name	STD
Eligible Class	Full-Time Employees
General Plan Information	
Elimination Period	
Accident	14 days
Sickness	14 days
Benefit Percentage	60%
Weekly Benefit Maximum	\$1,200
Maximum Period of Payment	26 weeks
Rate Structure	
Number of Eligible Employees	10
Volume Benefit	\$4,379
Premium Rate	\$0.550
Monthly Premium	▲ \$240.83
Annual Premium	▲ \$2,890.00
% Change Over Current	
\$ Change Over Current	

Paid-Call Firefighters

18

- Paid-Call Firefighters are eligible for free coverage through a State grant with CSFA for the following:
 - \$100,000 Accidental Death and Dismemberment
 - \$500 week Disability/Injury Insurance
 - Recommendation: Enroll in this coverage for the Paid-Call Firefighters
 - Rationale: No Cost benefit.

Voluntary

19

- American Fidelity
 - ▣ Will provide Flexible Spending Account
 - ▣ Will write cafeteria plan document
 - ▣ Voluntary Coverage's available are:
 - Life Insurance
 - Accident Insurance
 - Cancer Insurance
 - Critical Illness
 - Disability Coverage

Retirement Options

20

- Both a 457(b) account and a 401(a) account can be established for the employees of Big Bear Fire Authority.
- Recommend: Putting into place both the 457(b) and the 401(a) accounts.
- Rationale: Need the limits of the 401(a) (\$53,000) for employer plus employee contributions in lieu of PERS retirement plan.
- 457 plan is an optional employee tax savings plan

457(b)/401(a) Plans

21

	457(b) Deferred Compensation Plan	401(a)
Type of Plan	Government Defined Contribution Plan under IRS Code 457(b)	Qualified Defined Contribution Plan under IRS Code 401(a)
Vesting	100% Immediate Vesting	Can have a vesting schedule for the employer portion. Employee Portion 100% vested immediately
Contribution Limits	2015 - \$18,000; \$24,000 over 50; \$36,000 Catch-up	2015 - \$53,000
Pre-Tax Contribution	Yes	Yes
Contributions	Negotiated by Fire Authority/Can be both Employee and Employer	Negotiated by Fire Authority. Can be both Employee and Employer. Everyone must participate at the same level i.e. contribution amount or percentage
Withdrawals	Can withdraw funds at time of separation or roll to a qualified IRA or 401(k) No early withdrawal penalty but subject to Federal and State Tax	Can withdraw funds at time of separation or roll to a qualified IRA or 401(k) No early withdrawal penalty but subject to Federal and State Tax

4579(b) and 401(a) Providers

22

- **Recommend using the following provider for the 457(b) and the 401(a) plans. There is already an established relationship with BBCCSD.**

- **Lincoln Financial Advisors**
18400 Von Karman Ave., Suite 450

- Irvine, CA 92612
phone: 949-623-1766
fax: 949-724-8836

- toll free: 800-622-0734
email: Wilson.Lea@LFG.com
CA Insurance License # 0D93596

Purchasing PERS Service Credit

23

Prior Service

- Prior service is time worked for an employer before it contracted with CalPERS (or before the contract included this option).

Who's Eligible?

- You **may** purchase service credit for prior service if:
- You are a CalPERS active member
- In limited situations, you are a retired member.

What's Required?

- You must be an active or inactive CalPERS member if cost is required.
- There is no maximum amount of time for which you can receive credit.
- If you worked for a CalPERS-covered employer:
- The agency must have contracted for this option
- Limitations/restrictions vary by agency (some agencies may require that you be employed on the effective date of the contract). Check with your personnel office.

Purchasing PERS Service Credit

24

What's the Cost?

- This benefit depends on the specific terms of your employer's contract with CalPERS. Depending on the contract, you could be:
 - Credited at no cost with all of the service credit you would have earned.
 - Credited at no cost with some of the service credit you would have earned, and be given the option to purchase the rest. The cost would be based on your pay rate and the contribution rate on the date you became a member (after the service was rendered), plus interest.
 - Given the option to purchase all of the service credit you would have earned. The cost would be based on your pay rate and contribution rate on the date you became a member (after the service was rendered), plus interest.

Timeline Ancillary Benefits

25

- March 12, 2015 Presentation to Administrative Committee
- April 28, 2015 Benefit Recommendations to the Board for Approval
- May – June 2015 Open Enrollment
- July, 1, 2015 Benefits Effective Date

Action Items – Approve the Following Recommendations

26

□ Medical Plan:

- ✓ HSA
- ✓ HMO

□ Dental Plan:

- ✓ Delta

□ Vision Plan:

- ✓ VSP \$10/\$10

□ Life Insurance:

- ✓ UNUM - \$50,000
- ✓ CSFA – AD&D CSFA

□ Long-term Disability:

- ✓ UNUM

□ Short-term Disability:

- ✓ UNUM
- ✓ CSFA – Paid Call

Action Items – Approve the Following Recommendations

27

- **American Fidelity:**
 - ✓ Voluntary Benefits
 - ✓ Cafeteria Plan
 - ✓ Flexible Spending

- **Lincoln Financial**
 - ✓ 401(a)
 - ✓ 457(b)

Questions?

BIG BEAR FIRE DEPARTMENT

Revenue	2015-2016	
	CSD Fire	Proposed Budget
All Funds		
Total Revenue		
CSD Property Tax & Parcel Fees (Net Expenses)	1,247,445	1,247,445
FPD Property Tax & Misc Revenue (Net Expenses)		970,537
Total Property Tax Revenues	\$ 1,247,445	\$ 2,217,982
Ambulance Revenue (Current Service Charges-CSD)		
Ambulance Charges for Services (Net Expenses)		52,472
Total Ambulance Revenue	\$ -	\$ 52,472
Fire Authority Current Service Charges		
Licenses and permits		10,000
Public Training		10,000
Administrative Plan Review		2,500
Mutual Aid - Use of Equipment		118,000
Hazard Mitigation Reimb		25,000
Inspections, Reports & Misc		600
Mutual Aid - Use of Equipment		75,000
Mutual Aid - Use of Personnel		303,600
Hazard Mitigation Reimb		25,000
Donations		0
Total Current Fire Authority Service Charges	\$ -	\$ 569,700
Total Revenue - Before Transfers In & Uses	\$ 1,247,445	\$ 2,840,154
Use of Money and Property		
Interest On Bank Deposits		1,500
Rent Income-Bear Mtn		3,750
Rent/Options - Cell Tower		20,193
Change in Fair Market Value		0
Total Use of Money and Property	\$ -	\$ 25,443
Transfers		
Transfer In - Reserves for Capital Construction	\$ 93,750	\$ 187,500
Transfer In - Reserves for Capital General	52,588	75,176
Transfer In - Reserves Set Aside	87,218	174,436
Transfer In - Operations		
Total Transfers	\$ 233,556	\$ 437,112
Total Revenue	\$ 1,481,001	\$ 3,302,709

CSD Fire CSD Ambulance Fire Authority All Funds

Expenses

Direct Labor Costs

FA Salaries	\$	562,075	\$	562,075
FA Minimum Staffing		124,968		124,968
FA Benefits		278,506		278,506
Total Salaries & Benefits	\$	-	\$	965,549

Supplies

Office Expense	\$	8,400	\$	8,400
General Household		31,600		31,600
Fuel		55,540		55,540
Basic Materials		14,000		14,000
Automotive Expense		345,000		345,000
Disaster Supplies		2,500		2,500
Small Tools		1,000		1,000
Clothing and Personal Equipt		54,600		54,600
Total Supplies	\$	512,640	\$	512,640

Other Services and Charges

Advertising		3,000	\$	3,000
Data/Telephone Lines		48,800		48,800
Communications - Radio		10,000		10,000
Utilities - Baldwin Lake		15,000		15,000
Utilities - Gas		23,300		23,300
Utilities - Water		9,000		9,000
Utilities - Electric		50,000		50,000
Printing		3,000		3,000
Postage Charges		23,800		23,800
FPD Rents and Leases - Equipment		7,500		7,500
Rents and Leases - Buildings-Baldwin Lake		24,758		24,758
Maint-Buildings and Grounds		45,175		45,175
Maintenance - Equipment		37,100		37,100
Professional Services		76,500		76,500
Hazard Condition Mitigation		25,000		25,000
Professional Services - Legal		77,000		77,000
Contractual Services-Govt		265,000		265,000
Contractual Services		-		0
EE Recruitment Exp.		30,000		30,000
FPD Property Tax Collection Charges		-		-
CSD Property Tax Collection Charges	15,000			18,600

CSD Admin & P/R	-	47,500	-	95,000
CSD IT Administration	47,500	8,175	8,175	24,525
FPD Admin & P/R	8,175		100,000	100,000
CDS Land Use Agreements	25,500			25,500
CSD Loan Agreements - CAIpers	123,314			123,314
CSD Other Operating Expense-Ambulance		90,000		90,000
CSD Fuel - Ambulance		46,000		46,000
CSD Street Lighting			38,000	38,000
Insurance			244,900	244,900
Memberships and Dues			20,000	20,000
Publications			3,500	3,500
Travel-Conferences and Meeting			10,000	10,000
Education / Training			51,500	51,500
Community Promotions			3,000	3,000
Public Training			3,000	3,000
Machinery and Equipment	4,000		17,500	21,500
Equipment Rotation			45,000	45,000
Software/Other Peripherals			16,000	16,000
Use Of Personnel/Equipment			5,000	5,000
Total Other Services and Charges	\$ 242,089	\$ 191,675	\$ 1,339,508	\$ 1,773,272

Capital Outlay

Federal Grant Expenditures	0			0
State Grant Expenditures	0			0
Capital Construction				
HQ Building Remodel	93,750	93,750		187,500
Training Center	12,500	12,500		25,000
282 Refurbish	25,000			25,000
Capital Outlay - General	10,088	10,088		20,176
Total Capital Outlay	\$ 141,338	\$ 116,338	\$ -	\$ 257,676

Reserve Set Aside

Vehicle Replacement Reserve	60,718	60,718		121,436
Computer Equipment Reserve	6,500	6,500		13,000
Machinery and Equipment				-
Contingency Reserve	12,500	12,500		25,000
Othr Equip Replacement Reserve	7,500	7,500		15,000
Total Reserve Set Aside	\$ 87,218	\$ 87,218	\$ -	\$ 174,436

Total Expenses

Total Expenses	\$ 470,645	\$ 395,231	\$ 2,817,697	\$ 3,683,573
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Excess Revenue over Expenses	\$ 1,010,356	\$ (139,203)	\$ (1,252,017)	\$ (380,864)
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