



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
NOTICE OF ADMINISTRATIVE COMMITTEE MEETING  
MAY 14, 2015**

To: 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

Fire Chief Jeff Willis  
Treasurer-Auditor/Controller Kathleen Smith  
Senior Finance Officer Shirley Holt  
Authority Counsel Jeff Ferre  
Local Media

NOTICE IS HEREBY GIVEN, that a Special Meeting of the Administrative Committee of the Big Bear Fire Authority will be held on Thursday, May 14, 2015 at 1:30 p.m. This meeting will be held at Big Bear Fire Department Headquarters Fire Station 281 located at 41090 Big Bear Boulevard, Big Bear Lake, California; said meeting being called pursuant to Section 54956 of the Government Code of the State of California for the purpose of considering the following matter:

**PUBLIC COMMUNICATIONS** (Any member of the public is entitled to speak only on items listed on the agenda)

## **DISCUSSION ITEMS**

1. Review of Draft Employee Personnel Manual
2. Update of Administrative Instructions

## **ADJOURNMENT**

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 13th day of May, 2015.

*Corinne E. Flores*

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Corinne E. Flores, Board Secretary



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE  
AGENDA FOR MAY 14, 2015**

Meeting Time: 1:30 p.m.

Location: Big Bear Fire Department, 41090 Big Bear Boulevard, Big Bear Lake, CA 92315

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**OPEN SESSION**

**CALL TO ORDER**

**MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

**PUBLIC COMMUNICATIONS** - Any member of the public is entitled to speak only on items listed on the agenda.

**DISCUSSION ITEMS**

- 1. Review of Draft Employee Personnel Manual** – Discussion and possible recommendation to the full Board.
- 2. Update of Administrative Instructions** – Discussion and possible recommendation to the full Board.

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 13<sup>th</sup> day of May, 2015.

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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.*