



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
MEETING AGENDA  
OCTOBER 20, 2015**

**ORDER OF BUSINESS:**

Closed Session – 5:00 p.m. – Training Room,  
39707 Big Bear Blvd., Big Bear Lake, CA 92315

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  
TREASURER-AUDITOR/CONTROLLER SHIRLEY HOLT  
BOARD SECRETARY DAWN MARSCHINKE**

---

**OPEN SESSION**

**CLOSED SESSION PUBLIC COMMUNICATIONS:** (Any member of the public is entitled to speak on Closed Session Agenda items. If you wish to address any other items listed on the Agenda you must do so during Open Session.)

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (D) of Government Code Section 54956.9

One potential case.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION** pursuant to Government Code  
Section 54957

Title of Position: Fire Chief

**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 Wednesday, November 11 in observance of Veteran's Day. The Administrative Office will re-open at 8:00 a.m. on Thursday, November 12, 2015. The Administrative Office will also be closed on Thursday and Friday, November 26-27, 2015 in observance of Thanksgiving. The Authority's office will re-open at 8:00 a.m. on Monday, November 30, 2015.

**PRESENTATIONS –**

Recognition of promotions for the following personnel:

David Jayne, from Engineer to Captain

Roger LaVoire, from Firefighter/Paramedic to Engineer

**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**

**FINANCE DIRECTOR'S REPORT**

**CONSENT CALENDAR**

**FA1. Approval of Meeting Minutes from the August 18, 2015 Regular Meeting of the Big Bear Fire Authority.**

**FA2. Approval of Monthly Activity Report for August 2015 and September 2015, for Big Bear Fire Authority.**

**FA3. Fire Authority Meeting Schedule for 2016**

Board consideration of approving the proposed 2016 meeting schedule, which includes the adjournments of the Regular Meeting of August 2 to August 16, 2016; and December 6 to December 13, 2016.

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

### **PUBLIC HEARING**

*Any person may appear and be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.*

### **NEW BUSINESS**

**FA4. Pension Alignment SBCERA Actuarial Studies**

Board consideration of authorizing \$35,200 from 2015/16 Contingency Reserves for two actuarial studies to quantify options for entry into the SBCERA defined benefit plan.

**FA5. Ambulance Purchase**

Board consideration of authorizing \$111,000 from 2015/16 Vehicle Replacement Reserves for ambulance purchase.

### **COMMITTEE REPORTS**

- Fire Authority Administrative Committee meeting held on October 8, 2015 represented by Chairman Herrick and Director's Walsh and Terry. Director Jahn was absent.

### **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 15 day of October, 2015.

*Dawn E. Marschinke*

---

Dawn Marschinke, 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 Dawn Marschinke 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 AGENDA REPORT

**MEETING DATE:** October 20, 2015

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

**FROM:** Jeff Willis, Fire Chief

**SUBJECT:** **CHIEF'S REPORT**

---

## **Administrative Services**

Effective July 1, 2015 Big Bear Fire Authority assumed primary responsibility for administrative services for fire department services. This transition has gone fairly smooth which required significant effort for all involved. Success is largely attributed to residual support of City and CSD Administrative Departments as process and responsibility are assigned and acquired by the Administrative Department of Big Bear Fire Authority. There still remains significant work regarding this effort that will continue through the end of the year.

## **Strategic Planning Update**

The initial steps have been taken in the development of a Strategic Plan with the primary focus of the mission, vision and goals of the Big Bear Fire Authority. Numerous discussions have taken place with primary stakeholders. Staff is preparing information to meet with the Administrative Committee to seek guidance regarding current and future challenges the department is experiencing.

## **Facility Plan**

At the October 8, 2015, Administrative Committee meeting, an updated cost estimate for the Station 281 administrative office expansion was presented. The estimated cost for construction has risen from an original estimate of \$450,000 to over \$800,000. Because of this, Staff, with concurrence with the Administrative Committee, believes this project should be deferred until other priority projects are developed and completed.



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

**MEETING DATE:** October 20, 2015

**TO:** Honorable Chairman and Members of the Fire Authority Board

**FROM:** Jeff Willis, Fire Chief *JW*

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

**SUBJECT:** **FINANCE OFFICER'S REPORT**

- **FIRST QUARTER 2015 BUDGET VARIANCE**
- **2015 AUGUST & SEPTEMBER CASH DISBURSEMENTS**
- **SUMMIT FIRE COST ANALYSIS**

---

## **BACKGROUND**

It is the goal of the Fire Authority Senior Finance Officer to provide timely financial reports to the Fire Authority Board, Fire Chief, and Suppression Management team to implement a strong relationship between Suppression Operations and Finance. The Suppression Management team will be able to use the financial reports to observe and react to budget variances in both revenue and expenses, track capital expenses and follow grant and mutual aid expenditures as well as reimbursement.

## **DISCUSSION**

Each month the financial reports will be available approximately the 15<sup>th</sup> of the month following the last day of the prior month. All financial reports will be presented at the next Fire Authority Board meeting following their completion. This report includes the Fire Authority First Quarter 2015 Budget Variance Report, August & September Cash Disbursements and the Summit Fire Cost Analysis.

## **BUDGET VARIANCE**

First Quarter 2015 – July through September

- The Budget Variance shows total revenue is 40% funded year to date.
- Total Operational expenses are 6% under budget.
- Salaries are 6% over budget due to an escalated fire season locally. Salaries are reduced on the last expense line by fully burdened Grant wages moved to the Grant Fund, which improves the total Salary and Benefits to 1% over budget.
- Medical benefits will continue to run ahead of budget because the census changed since the budget was approved. The actual expense includes new hires, as well as more employees utilizing the family medical program than originally anticipated.
- Other expense accounts running above budget are: Office Supplies, Education, Training and Travel.

**CASH DISBURSEMENTS**

The Cash Disbursements show the check runs from August 12<sup>th</sup> through September 30<sup>th</sup>. The total Cash Disbursements are \$188,807.

**SUMMIT FIRE COST ANALYSIS**

Total Summit Fire Expenses are \$24,062. \$3,924 of which are reimbursable.

**STAFF RECOMMENDATION**

Receive and file

**BIG BEAR FIRE AUTHORITY**  
**Budget Variance**  
**Year-to-Date Through September 30, 2015**

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
<b>Revenue</b>							
<b>Transfer In Revenue</b>							
Operating Contribution	-	174,501		174,501	1,675,278	(1,500,777)	10%
Administrative Personnel Contribution	96,764	32,255		129,019	516,076	(387,057)	25%
Reserve Contribution	1,183,592			1,183,592	1,426,495	(242,903)	83%
Ambulance Revenue - Operating	-	43,819		43,819	90,000	(46,181)	49%
Ambulance Revenue - Fuel	-	-		-	46,000	(46,000)	0%
<b>Total Transfer In Revenues</b>	<b>1,280,356</b>	<b>250,574</b>	<b>-</b>	<b>1,530,930</b>	<b>3,753,849</b>	<b>(2,222,919)</b>	<b>41%</b>
<b>Current Service Charges</b>							
Inspections, Reports & Misc	-		1,698	1,698	600	1,098	283%
Licenses and Permits	-		25	25	32,600	(32,575)	0%
Public Training	-		2,440	2,440	10,000	(7,560)	24%
Plan Review	-		3,166	3,166	-	3,166	100%
Hazard Mitigation Reimb	-		-	-	25,000	(25,000)	0%
Reimbursed Special Event	-		1,662	1,662	-	1,662	100%
<b>Total Current Service Charges</b>	<b>-</b>	<b>-</b>	<b>8,991</b>	<b>8,991</b>	<b>68,200</b>	<b>59,209</b>	<b>13%</b>
<b>Use of Money and Property</b>							
Interest On Bank Deposits	-		-	-	1,500	(1,500)	0%
Rent Income-Bear Mtn	-		-	-	3,750	(3,750)	0%
Rent/Options - Cell Tower	-		5,140	5,140	20,193	(15,053)	25%
Rental Income-Baldwin Lake	2,164			2,164	-	2,164	100%
Donations	-		125	125	-	125	100%
<b>Total Use of Money and Property</b>	<b>2,164</b>	<b>-</b>	<b>5,265</b>	<b>7,429</b>	<b>25,443</b>	<b>18,014</b>	<b>29%</b>
<b>Total Revenue</b>	<b>1,282,520</b>	<b>250,574</b>	<b>14,256</b>	<b>1,547,350</b>	<b>3,847,492</b>	<b>(2,145,696)</b>	<b>40%</b>
<b>Expenses</b>							
<b>Salaries and Benefits</b>							
Salaries	-		147,477	147,477	493,045	(345,568)	30%
Overtime	-		13,368	13,368	65,000	(51,632)	21%
Holiday Pay	-		4,462	4,462	23,000	(18,538)	19%
Training	-		7,777	7,777	14,200	(6,423)	55%
Vacation Accrual	-		4,096	4,096	16,200	(12,104)	25%
Sick Accrual	-		10,068	10,068	23,700	(13,632)	42%
Comp Time Accrual	-		1,578	1,578	10,000	(8,422)	16%
Personal Leave Accrual	-		4,006	4,006	4,006	0	100%



**BIG BEAR FIRE AUTHORITY**  
**Budget Variance**  
**Year-to-Date Through September 30, 2015**

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
Medical Insurance	-		68,383	68,383	190,276	(121,893)	36%
Dental Insurance	-		3,075	3,075	11,238	(8,163)	27%
Vision Insurance	-		523	523	1,941	(1,418)	27%
Life Insurance	-		564	564	2,592	(2,028)	22%
Disability Insurance	-		1,113	1,113	4,270	(3,157)	26%
401a ER Match	-		13,895	13,895	55,684	(41,789)	25%
Medicare ER	-		2,572	2,572	11,085	(8,513)	23%
SUI Insurance	-		979	979	9,790	(8,811)	10%
Salary Moved to Grant Funded	-		(44,323)	(44,323)	0	(44,323)	0%
<b>Total Salaries and Benefits</b>	-	-	<b>239,614</b>	<b>239,614</b>	<b>936,027</b>	<b>(696,413)</b>	<b>26%</b>

**Supplies**

Basic Materials	-		1,158	1,158	15,000	(13,842)	8%
Clothing and Personal Equip	-		8,558	8,558	54,600	(46,042)	16%
Fuel	-	-	604	604	96,540	(95,936)	1%
General Household	-		6,832	6,832	30,100	(23,268)	23%
Medical Supplies	-	4,463		4,463	40,000	(35,537)	11%
Office Supplies	-		8,139	8,139	18,000	(9,861)	45%
Postage Charges	-		427	427	23,800	(23,373)	2%
Printing	-		929	929	3,000	(2,071)	31%
<b>Total Supplies</b>	-	<b>4,463</b>	<b>26,646</b>	<b>31,109</b>	<b>281,040</b>	<b>(249,931)</b>	<b>11%</b>

**Professional Services**

Contractual Services	22,035	26,347		48,382	251,307	(202,925)	19%
Interagency Admin Personnel	64,509	64,510		129,019	516,076	(387,057)	25%
Interagency General Support	18,752	18,752		37,505	150,018	(112,514)	25%
Interagency Property Tax Collection	15,900			15,900	63,600	(47,700)	25%
IT Support	2,725	2,725	2,725	8,175	32,700	(24,525)	25%
Professional Services	-		5,366	5,366	80,320	(74,954)	7%
Professional Services - Legal	1,269		8,363	9,632	62,000	(52,368)	16%
Recruitment	-		-	-	30,000	(30,000)	0%
<b>Total Professional Services</b>	<b>125,191</b>	<b>112,333</b>	<b>16,454</b>	<b>253,978</b>	<b>1,186,021</b>	<b>(932,043)</b>	<b>21%</b>

**BIG BEAR FIRE AUTHORITY**  
**Budget Variance**  
**Year-to-Date Through September 30, 2015**

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
<b>Maintenance and Equipment</b>							
Fleet Maintenance	-	8,311	15,312	23,623	361,100	(337,477)	7%
Equipment Rotation	-		9,497	9,497	45,000	(35,503)	21%
Machinery and Equipment	-		-	-	21,500	(21,500)	0%
Maint-Buildings and Grounds	4,052		132	4,184	51,175	(46,991)	8%
Maintenance - Equipment	-	5,688	10,361	16,049	56,000	(39,951)	29%
Software/Other Peripherals	-	1,080	4,554	5,634	26,000	(20,366)	22%
<b>Total Maintenance and Equipment</b>	<b>4,052</b>	<b>15,079</b>	<b>39,856</b>	<b>58,987</b>	<b>560,775</b>	<b>(501,788)</b>	<b>11%</b>
<b>Utilities</b>							
Communications - Radio	-		2,364	2,364	10,000	(7,636)	24%
Data Telephone Lines	6,576		8,249	14,825	48,800	(33,975)	30%
Utilities - Electric	11,367		1,052	12,419	53,110	(40,691)	23%
Utilities - Gas	809		317	1,126	27,550	(26,424)	4%
Utilities - Water	2,442		202	2,643	10,640	(7,997)	25%
<b>Total Utilities</b>	<b>21,194</b>	<b>-</b>	<b>12,183</b>	<b>33,377</b>	<b>150,100</b>	<b>(116,723)</b>	<b>22%</b>
<b>Other Expenditures</b>							
Advertising	-		434	434	3,000	(2,566)	14%
Community Promotion	-		327	327	3,000	(2,673)	11%
Education and Training	-		16,957	16,957	51,500	(34,543)	33%
Hazard Condition Mitigation	-		-	-	25,000	(25,000)	0%
Insurance	6,583	6,583	7,554	20,721	254,000	(233,279)	8%
Memberships and Dues	-		865	865	20,000	(19,135)	4%
Other Expenditure	-	615		615	5,000	(4,385)	12%
Public Training	-		761	761	4,500	(3,739)	17%
Publications	-		974	974	3,500	(2,526)	28%
Rents and Leases	7,500			7,500	24,758	(17,258)	30%
Travel	-		3,916	3,916	10,000	(6,084)	39%
Meetings	-		1,298	1,298	5,400	(4,102)	24%
Bank Fees	-		1,845	1,845	0	1,845	100%
<b>Total Other Expenditures</b>	<b>14,083</b>	<b>7,198</b>	<b>34,931</b>	<b>56,212</b>	<b>409,658</b>	<b>(353,446)</b>	<b>14%</b>
<b>Total Operational Expenses</b>	<b>164,520</b>	<b>139,074</b>	<b>369,684</b>	<b>673,278</b>	<b>3,523,621</b>	<b>(2,850,343)</b>	<b>19%</b>
<b>Increase/(Decrease in Fund Balance)</b>	<b>1,118,000</b>	<b>111,500</b>	<b>(355,428)</b>	<b>874,072</b>			

# Big Bear Fire

## Cash Disbursements

August 12 through September 30, 2015

Date Range: 08/12/2015 - 09/30/2015



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 222 Big Bear Fire Authority				
Department: 0000 Balance Sheet				
1268	Ricky Seward	PP17 Additional	08/28/2015	204.70
1291	Allied Administrators for Delta Dental	Delta Dental August	09/02/2015	53.12
1341	General Svc Admin	Sales tax	09/15/2015	-12.34
1375	American Fidelity Health Services Admir	HSA Contribution Sept.	09/22/2015	2,083.33
1388	William Schlosser	Overtime earnings	09/23/2015	1,112.17
1432	Stone Mountain	Sales tax	09/29/2015	-87.38
1443	Carrot-Top Industries Inc	Sales tax	09/30/2015	-11.92
Total for Department: 0000 Balance Sheet				3,341.68

Department: 4222 Big Bear Fire Authority

1169	Best Best & Krieger LLP	Services July	08/12/2015	2,234.96
1173	Parallel Broadcasting Inc	No Fireworks	08/12/2015	170.00
1174	The Counseling Team International	Employee Support Services July	08/12/2015	500.00
1175	All Star Fire Equipment	Structure boots (3) pairs	08/13/2015	649.86
1176	Bad Bear Sportswear	Sweat shorts (12)	08/13/2015	210.60
1180	Charter Communications	Admin MBPS Optical Ethr Intra 7/27-8/2	08/13/2015	309.61
1182	Entenmann-Rovin Co	Retirement wallet badge	08/13/2015	234.03
1183	Firefighters Safety Center	Uniform shirt - Oliveros	08/13/2015	322.03
1185	Galls/Quartermaster	Nameplates (8)	08/13/2015	447.07
1187	Shirley Holt	Reimb travel expense SBCera meeting	08/13/2015	63.26
1195	Randall Putz	Mileage for FDAC Certificate of Achieve	08/13/2015	149.50
1196	Quill Corporation	Office supplies	08/13/2015	786.88
1198	Robert Rowe	Reprogram (3) extensions	08/13/2015	466.50
1201	Stater Bros Market No 91	Board meeting provisions	08/13/2015	55.71
1202	Superior Automotive Warehouse Inc	2800 (3) batteries	08/13/2015	736.81
1205	Trace Analytics LLC	8 air quality testing kits and analysis	08/13/2015	652.00
1206	Verizon California	281 traffic signal 7/28-8/27	08/13/2015	28.54
1207	Keenan & Associates	Medical Premiums August	08/17/2015	17,533.20
1209	US Bank Corporate Payment Systems	Essentials of Firefighting	08/17/2015	3,711.26
1210	Action Response Team Inc	Household supplies	08/20/2015	4,811.24
1213	AT & T Corp	Admin long distance July	08/20/2015	7.45
1216	CCAC	Registration "Nuts & Bolts" Smith	08/20/2015	200.00
1217	Center for Healthcare Education Inc	First Aid course completion cards	08/20/2015	52.03

1218	Chevron and Texaco Business Card Serv	Fuel July	08/20/2015	422.04
1219	Compressed Air Specialties Inc	281 Air compressor annual maintenance	08/20/2015	1,684.22
1221	Firefighters Safety Center	Uniform pants	08/20/2015	251.57
1222	Galls/Quartermaster	Station boots	08/20/2015	220.09
1224	Laerdal Medical Corporation	Student workbooks	08/20/2015	553.99
1225	Lincoln Financial Group	457(b) Implementation Fee	08/20/2015	150.00
1228	Mission Linen Supply Inc	Shop towels	08/20/2015	52.54
1229	Motorola Solutions	(2) APX6500 Mobile Radios - carryover :	08/20/2015	9,496.89
1233	Randy Spitz	Coffee	08/20/2015	318.00
1234	Tri-County Fire Equipment	283 Fire extinguisher service	08/20/2015	723.49
1235	United Parcel Service	Pick-up request charge	08/20/2015	7.05
1250	Car Quest Auto Parts	ME-282 light bulb	08/26/2015	11.28
1251	JSL Automotive Group LLC	WT-282 mount/dismount 2 tires	08/26/2015	80.00
1252	NAPA Auto Parts	U-282B & MT-281 service	08/26/2015	93.69
1253	Administrative Services Inc	Copiers 8/16-9/15	08/26/2015	376.92
1254	Big Bear Lake Urgent Care	DMV physical	08/26/2015	95.00

1256	Entenmann-Rovin Co	Wallet badges	08/26/2015	319.78
1257	Galls/Quartermaster	Uniform belts	08/26/2015	117.41
1258	Globalstar	Satellite phone 8/16/15-9/15/15	08/26/2015	49.91
1259	Mitch Hollenbaugh	State Paramedic license renewal	08/26/2015	260.00
1260	Sam Brown Shields	Robinson helmet shield	08/26/2015	62.00
1261	Snow Summit Inc	SB County Chiefs' lunch meeting (8)	08/26/2015	160.00
1262	Southwest Gas Corporation	Training Facility 7/17/15-8/17/15	08/26/2015	154.08
1263	Tri-County Fire Equipment	281 Fire extinguisher service	08/26/2015	977.90
1264	United Parcel Service	Posichek & Fit Tester for service	08/26/2015	235.87
1265	Verizon Wireless	6/27/15-7/26/15	08/26/2015	872.38
1266	Witmer Public Safety Group Inc	Robinson Helmet	08/26/2015	570.58
1269	David Caretto	Meeting 8/18	09/02/2015	100.00
1270	DIY Home Center	Cleaning supplies	09/02/2015	186.93
1271	John Green	Meeting 8/18	09/02/2015	100.00
1272	Robert Jackowski	Meeting 8/18	09/02/2015	100.00
1273	KME Fire Apparatus Inc	BE-282 Engine & transmission repair	09/02/2015	8,332.63
1274	Karen Oxandaboure	Meeting 8/18	09/02/2015	100.00
1275	Randall Putz	Meeting 8/18	09/02/2015	100.00
1276	Quill Corporation	Office supplies	09/02/2015	466.46
1278	Paul Terry	Meeting 8/18	09/02/2015	100.00
1279	Larry Walsh	Meeting 8/18	09/02/2015	100.00
1280	Al Ziegler	Meeting 8/18	09/02/2015	100.00
1281	BBC Saw Works Inc	Chain saw starter rope	09/02/2015	14.80
1285	Image 2000	Waste toner container	09/02/2015	26.50
1286	JSL Automotive Group LLC	ME-283 mount tire	09/02/2015	40.00
1287	K-Mart 7653	Sheet protectors, dividers	09/02/2015	14.02
1289	Quill Corporation	Office chairs	09/02/2015	213.84
1290	Verizon California	281 Suppr 8/13/15-9/12/15	09/02/2015	590.84
1291	Allied Administrators for Delta Dental	Delta Dental August	09/02/2015	1,024.84
1297	DIY Home Center	Hose tesing supplies	09/02/2015	22.57
1298	Norman Dykesten	Text Book - Fire Prevention 1	09/02/2015	566.08
1299	Justin Fluke	State paramedic license renewal	09/02/2015	200.00
1300	Generator Services Co Inc	Annual service on generators	09/02/2015	1,508.19
1301	Image 2000	Copy charges 7/17/15-8/16/15	09/02/2015	366.02
1302	Deanne Johanson	PIO August	09/02/2015	304.00
1304	Petty Cash	Postage	09/02/2015	91.04
1317	BBC Saw Works Inc	Chain saw parts	09/03/2015	19.86
1318	CBBL Dept of Water	281 Admin 7/24/15-8/24/15	09/03/2015	108.54
1319	Charter Communications	281 Admin internet 8/27/15-9/26/15	09/03/2015	258.24
1325	Joann Olson Baird	282 Tank rental August	09/08/2015	166.00
1328	DIY Home Center	282 Stove repair	09/08/2015	12.10
1329	JSL Automotive Group LLC	ME-282 Valve stem	09/08/2015	30.00
1330	AFSS Southern Division	Quarterly meeting & training Smith	09/09/2015	25.00
1331	AFSS Southern Division	Quarterly meeting & training Marschinke	09/09/2015	25.00
1334	Alpha Card Systems LLC	ID card printer	09/15/2015	1,941.84
1335	Bear Valley Printing	Window envelopes	09/15/2015	569.66
1336	California Fire Chiefs Association	Conference registration	09/15/2015	350.00
1337	Center for Healthcare Education Inc	Reschedule fee	09/15/2015	85.00
1338	Charter Communications	281 Admin cable 8/26/15-9/25/15	09/15/2015	52.14

1339	Failsafe Testing	Ground ladder testing & repair	09/15/2015	842.00
1340	Justin Fluke	ICEMA Paramedic lic renewal	09/15/2015	60.00
1341	General Svc Admin	Copy paper	09/15/2015	166.62
1342	Modular Space Corporation	Temp office 8/24/15-9/23/15	09/15/2015	288.86
1343	Allied Administrators for Delta Dental	Dental 10/1/15-10/31/15	09/16/2015	2,049.68
1344	AT & T Corp	281 Admin long distance August	09/16/2015	38.81
1350	US Bank Corporate Payment Systems	Email server	09/16/2015	856.63
1351	Verizon California	Traffic signal 8/28/15-9/27/15	09/16/2015	28.75
1353	Bear Valley Printing	Business cards	09/17/2015	121.21
1357	Center for Healthcare Education Inc	Course completion cards	09/17/2015	82.76
1358	ComSerCo Inc	2806 radio installation	09/17/2015	819.45
1359	Firefighters Safety Center	Uniform	09/17/2015	321.24
1360	Brittania Huether	Station boots	09/17/2015	200.26
1363	Public Agency Training Council	Fire & Arson Investigator Academy	09/17/2015	900.00

1364	Quill Corporation	Office supplies	09/17/2015	244.37
1365	Robert Rowe	Reprogram phone system	09/17/2015	570.00
1366	Mountain Water Company Russell J McC	Water for classroom	09/17/2015	24.75
1367	SatCom Global Inc	Satellite phone August	09/17/2015	57.07
1369	Unum Life Insurance Company of Ameri	Disability 8/1/15-8/31/15	09/17/2015	1,676.97
1374	ExpeData LLC	Fuel Reduction software	09/22/2015	400.00
1375	American Fidelity Health Services Admir	HSA Contribution Sept.	09/22/2015	4,583.34
1380	RR Donnelley	Citation books	09/22/2015	807.30
1385	AT & T Corp	281 Admin long distance	09/23/2015	24.31
1386	Best Best & Krieger LLP	Services August Employee Benefits	09/23/2015	6,128.20
1387	Roger LaVoire	State Paramedic License renwal	09/23/2015	200.00
1390	Southwest Gas Corporation	Training Facility 8/17-9/16	09/23/2015	78.23
1391	The Counseling Team International	Employee Support Services August	09/23/2015	500.00
1392	Brandon Willis	Tuition Pumps & Accessories	09/23/2015	680.00
1398	Administrative Services Inc	Lease copiers 9/16-10/15	09/25/2015	376.92
1399	All Star Fire Equipment	SCBA supplies	09/25/2015	181.25
1401	Cascade Fire Equipment	Clothing	09/25/2015	468.19
1403	Entenmann-Rovin Co	Flat badge	09/25/2015	346.20
1404	Fitness Appraisal Inc	Suppression wellness evaluations	09/25/2015	6,200.00
1405	Galls/Quartermaster	Nameplate & belt	09/25/2015	158.36
1406	Goodyear Tire & Rubber Company	T-281 tires	09/25/2015	2,888.74
1407	Mission Linen Supply Inc	Towels	09/25/2015	73.73
1408	NFPA	Fire Prevention week supplies	09/25/2015	326.65
1409	Quill Corporation	File folders	09/25/2015	1,171.65
1410	Randy Spitz	Coffee	09/25/2015	370.00
1411	Relm Wireless Corporation	Mobile radios	09/25/2015	3,066.66
1412	Superior Automotive Warehouse Inc	Diesel exhaust fluid	09/25/2015	58.62
1413	Ziggles	Repair engine seats	09/25/2015	300.00
1416	Jerry Kimbro Kimbro's Appliance Service	282 Stove repair	09/28/2015	554.48
1420	Big Bear Grizzly	Public Hearing Notice - Budget	09/29/2015	264.00
1422	Charter Communications	281 Admin Internet 9/27/15-10/26/15	09/29/2015	309.61
1424	Entenmann-Rovin Co	Badge	09/29/2015	127.94
1425	Globalstar	Satellite phone 9/16/15-10/15/15	09/29/2015	49.91
1426	Image 2000	Copies 8/17/15-9/16/15	09/29/2015	525.05
1427	Jim McDaniel	Station boots	09/29/2015	178.18
1428	Modular Space Corporation	Temp Office 9/23/15-10/22/15	09/29/2015	288.86
1432	Stone Mountain	Radio speaker mics	09/29/2015	1,200.99
1434	US Bank Corporate Payment Systems	Station boots	09/29/2015	197.03
1435	Verizon Wireless	Wireless 7/27/15-8/26/15	09/29/2015	933.02
1436	Butcher's Block & Building Material	Paint for tools	09/30/2015	6.47
1437	Car Quest Auto Parts	Wiper blades	09/30/2015	19.42
1438	DIY Home Center	Line cord	09/30/2015	231.67
1439	JSL Automotive Group LLC	2808 Oil change	09/30/2015	1,060.42
1440	NAPA Auto Parts	T-281 Gas shock	09/30/2015	84.34
1441	Petty Cash	Transit tickets	09/30/2015	68.21
1443	Carrot-Top Industries Inc	Retirement flag	09/30/2015	177.25
1447	Image 2000	Waste toner boxes	09/30/2015	75.00
1448	K-Mart 7653	283 Kitchen supplies	09/30/2015	217.05
1451	Quill Corporation	Toner cartridge, indexes	09/30/2015	107.94

1454	Verizon California	281 Admin 9/13/15-10/12/15	09/30/2015	282.75
Total for Department: 4222 Big Bear Fire Authority				116,758.73
Department: 4223 Big Bear City CSD				
1169	Best Best & Krieger LLP	Services July	08/12/2015	1,268.80
1181	Connelly Pumping Services LLC	Rental on (2) portable toilets July & Augu	08/13/2015	240.13
1211	Air Exchange Inc	283 Repair air cleaning system	08/20/2015	373.52
1214	Big Bear City CSD	301 W BBB 4/14/15-8/11/15	08/20/2015	1,932.81
1249	Butcher's Block & Building Material	283 Fitness equipment rack	08/26/2015	46.09
1255	David Kendall	282, 283 FAU maintenance	08/26/2015	386.00
1262	Southwest Gas Corporation	282 7/17/15-8/17/15	08/26/2015	136.36
1270	DIY Home Center	Flood lights, shut-off valve	09/02/2015	99.08
1282	Big Bear City CSD	282 Dumpster	09/02/2015	375.22



1283	Charter Communications	283 Cable/Internet 7/31/15-8/30/15	09/02/2015	1,237.86
1284	Connelly Pumping Services LLC	Pump portables - Grenfall	09/02/2015	175.00
1316	Vatch Arouchian	Emergency phones 282, 283	09/03/2015	50.00
1324	Verizon California	283 8/22/15-9/21/15	09/03/2015	164.14
1326	Bear Valley Electric	282 Garage 7/28/15-8/27/15	09/08/2015	2,537.95
1355	Big Bear City CSD	283 7/7/15-9/8/15	09/17/2015	78.10
1390	Southwest Gas Corporation	282 8/17-9/16	09/23/2015	133.15
1402	Connelly Pumping Services LLC	Portable toilet rental September	09/25/2015	120.07
1422	Charter Communications	282 Internet 9/27/15-10/26/15	09/29/2015	523.36
1423	Connelly Pumping Services LLC	Grenfall Pump holding tank	09/29/2015	175.00
1434	US Bank Corporate Payment Systems	283 Bldg maintenance	09/29/2015	19.23
1436	Butcher's Block & Building Material	282 Repair sand bag filler station	09/30/2015	86.41
1444	Charter Communications	282 Cable 9/24/15-10/23/15	09/30/2015	710.94

Total for Department: 4223 Big Bear City CSD 10,869.22

Department: 4224 Big Bear Lake FPD

1180	Charter Communications	Suppression Cable 7/26-8/25	08/13/2015	309.59
1206	Verizon California	281 traffic signal 7/28-8/27	08/13/2015	28.54
1213	AT & T Corp	Suppression long distance July	08/20/2015	7.45
1255	David Kendall	281 FAU maintenance	08/26/2015	194.00
1262	Southwest Gas Corporation	Moonridge 7/15/15-8/13/15	08/26/2015	98.46
1318	CBBL Dept of Water	281 Hydrant 7/24/15-8/24/15	09/03/2015	222.88
1319	Charter Communications	281 Suppr internet 8/27/15-9/26/15	09/03/2015	258.23
1326	Bear Valley Electric	Boulder Bay 7/28/15-8/27/15	09/08/2015	245.37
1338	Charter Communications	281 Suppr cable 8/26/15-9/25/15	09/15/2015	52.13
1344	AT & T Corp	281 Suppr long distance August	09/16/2015	38.80
1351	Verizon California	Traffic signal 8/28/15-9/27/15	09/16/2015	28.75
1385	AT & T Corp	281 Suppr long distance	09/23/2015	24.30
1390	Southwest Gas Corporation	Moonridge 8/13-9/14	09/23/2015	137.30
1422	Charter Communications	281 Suppr Internet 9/27/15-10/26/15	09/29/2015	309.59
1438	DIY Home Center	281 Door stop	09/30/2015	6.79
1454	Verizon California	281 Suppr 9/13/15-10/12/15	09/30/2015	282.75

Total for Department: 4224 Big Bear Lake FPD 2,244.93

Department: 4230

1352	Bear Valley Electric	284 6/17/15-7/20/15	09/17/2015	4,855.87
------	----------------------	---------------------	------------	----------

Total for Department: 4230 4,855.87

Department: 4240 Ambulance

1179	Christopher Bustos	Reimb transfer meals	08/13/2015	34.78
1184	Justin Fluke	Reimb transfer meals	08/13/2015	42.55
1189	KME Fire Apparatus Inc	MA-282 replace fuel level sending unit	08/13/2015	2,641.42
1190	Roger LaVoire	Reimb transfer meals	08/13/2015	30.72
1202	Superior Automotive Warehouse Inc	MA-282 mirror	08/13/2015	136.85
1236	Jonathan Bidwell	Transfer meal reimbursement	08/25/2015	52.26

1240	Ricky Hardy	Transfer meal reimbursement	08/25/2015	8.62
1241	Brittania Huether	Transfer meal reimbursement	08/25/2015	86.00
1242	Matthew Katz	Transfer meal reimbursement	08/25/2015	6.04
1245	Tony Picciano	Transfer meal reimbursement	08/25/2015	50.00
1246	William Schlosser	Transfer meal reimbursement	08/25/2015	11.53
1248	Joann Olson Baird	Oxygen cylinders	08/26/2015	154.00
1250	Car Quest Auto Parts	MA-283 brake fluid	08/26/2015	15.54
1251	JSL Automotive Group LLC	MA-282C front brakes	08/26/2015	1,149.23
1270	DIY Home Center	Ambul extension cord fittings	09/02/2015	49.01
1277	Safelite Fulfillment, Inc	MA-282C Window	09/02/2015	255.20
1286	JSL Automotive Group LLC	MA-281 Align front tires	09/02/2015	88.37
1288	Life Assist Inc	Medical drugs	09/02/2015	496.40
1294	Joann Olson Baird	Oxygen cylinders	09/02/2015	226.00
1320	EMS Technology Solutions LLC	Inventory licenses for medical supplies	09/03/2015	1,080.00

1322	NAPA Auto Parts	MA-281A Halogen bulbs	09/03/2015	32.49
1332	Justin Fluke	Ambulance Transfer Meals	09/09/2015	44.73
1356	Gregory Buckner	Defib maintenance 10/1/15-11/1/15	09/17/2015	1,595.00
1361	Life Assist Inc	Pharmaceuticals	09/17/2015	996.90
1371	Christopher Bustos	Transfer meals	09/22/2015	36.36
1376	Matthew Katz	Transfer meal	09/22/2015	6.35
1379	Andrew Oliveros	Transfer meal	09/22/2015	17.81
1382	Ricky Seward	Transfer meals	09/22/2015	27.99
1384	Andrew Villagomez	Transfer meals	09/22/2015	20.51
1400	Big Bear Towing Inc	Tow MA-281A	09/25/2015	315.00
1414	Arrow International Inc	EZ-IO power driver	09/28/2015	281.96
1421	Big Bear Towing Inc	MA-282B tow	09/29/2015	250.00
1436	Butcher's Block & Building Material	MA-281/282 bulbs	09/30/2015	37.75
1439	JSL Automotive Group LLC	MA-281A Repairs	09/30/2015	1,573.81
1449	Life Assist Inc	Medical supplies	09/30/2015	551.16
Total for Department: 4240 Ambulance				12,402.34

Fund: 320 Authority Capital Projects

Department: 4240

1327	Gregory Buckner	Stryker EZ - Pro Stretcher R4	09/08/2015	6,000.00
Total for Department: 4240				6,000.00

Department: 4320 Authority Capital Projects

1186	Highland Cabinets and Doors	282 Kitchen cabinets	08/13/2015	12,831.33
1200	SoliStone & Concrete Care	282 Kitchen floor	08/13/2015	2,125.00
1212	John Arden	282 kitchen base board	08/20/2015	76.67
1249	Butcher's Block & Building Material	282 kitchen refurbish	08/26/2015	115.31
1287	K-Mart 7653	282 Kitchen refurbish	09/02/2015	36.71
1297	DIY Home Center	Led bulbs	09/02/2015	34.89
1321	Geiger Supply Inc	282 Kitchen refurbish	09/03/2015	35.39
1349	James M Nicoloff	Prepare Design for Stn 281	09/16/2015	4,085.00
1350	US Bank Corporate Payment Systems	Kitchen refurbish	09/16/2015	268.70
1399	All Star Fire Equipment	Turnout Sets	09/25/2015	10,781.91
1431	San Bernardino County	Restroom plan review fees	09/29/2015	1,204.40
1434	US Bank Corporate Payment Systems	282 Kitchen refurbish	09/29/2015	595.76
1436	Butcher's Block & Building Material	Supplies to mark foundation	09/30/2015	142.96
Total for Department: 4320 Authority Capital Project				32,334.03
Grand Total				188,806.80

**BIG BEAR FIRE AUTHORITY**  
**SUMMIT FIRE COST ANALYSIS**  
**June 2015**

**Personnel - Fire Assignments**

Captain	5,872
Engineer/Paramedic	6,354
Firefighter/Paramedic	5,822
Apprentice Firefighter	1,627
Paid Call Firefighter	463
	<hr/>
	20,138
	<hr/> <hr/>

**Equipment**

Water Tender	1,120
1Engineer & 1Firefighter	2,804
	<hr/>
	3,924
	<hr/> <hr/>

**TOTAL** 

---

**24,062** 

---

---

**Reimbursable** 

---

**\$ 3,924** 

---

---

---

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

---

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

**OPEN SESSION**

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Caretto

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

Directors Excused: Chairman Rick Herrick  
Director Bill Jahn

Directors Absent: None

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

**ANNOUNCEMENTS AND UPCOMING EVENTS**

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

**PRESENTATIONS**

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

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

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

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

### **DIRECTORS' GENERAL ANNOUNCEMENTS**

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

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

### **GENERAL PUBLIC COMMENT**

None.

### **CHIEF'S REPORT**

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

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

Battalion Chief Maltby responded to his concerns.

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

Received and filed.

## **FINANCE OFFICER'S REPORT**

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

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

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

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

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

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

Received and filed.

## **CONSENT CALENDAR**

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

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

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

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-010



A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING CHANGES TO THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2015/16 TO CARRYOVER APPROPRIATIONS FROM THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2014/15

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

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

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

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

Approved.

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

Received and filed.

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-011

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

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-012

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-013

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-014

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

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-015

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

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-016

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

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2015-017

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ESTABLISHING THE BIG BEAR FIRE AUTHORITY PERSONNEL MANAGEMENT POLICIES AND PROCEDURES MANUAL.

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

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

ABSENT: Herrick, Jahn  
ABSTAIN: None

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

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

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

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

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

**PUBLIC HEARINGS**

*Any person may appear and be heard in support or opposition to the proposal at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice, or in written correspondence delivered to the Authority at or before the public meeting.*

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

- FA10. Proposed Resolution for the Adoption of the Fiscal Year 2015-16 Big Bear Fire Authority Budget.** Board consideration of conducting a public hearing and adopting Resolution No. BBFA2015-018 adopting the Big Bear Fire Authority approved budget for Fiscal Year 2015-16 and rescind BBFA2015-008.

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

RESOLUTION NO. BBFA2015-018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2015/16 AND RESCIND RESOLUTION NO. BBFA2015-008.

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

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

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

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

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

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

Said Motion was approved by the following vote:

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

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

## **NEW BUSINESS**

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

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

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

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

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

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

RESOLUTION NO. BBFA2015-019

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

Said Motion was approved by the following vote:

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

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

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

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

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

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

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

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

RESOLUTION NO. BBFA2015-020

A RESOLUTION OF THE BOARD OF THE BIG BEAR FIRE AUTHORITY

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

Said Motion was approved by the following vote:

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

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

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

Discussion took place regarding the timing of the appointment.

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

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

Said Motion was approved by the following vote:

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

**COMMITTEE REPORT**

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

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

Received and filed.

### **DIRECTORS' CLOSING COMMENTS**

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

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

Director Jackowski referenced weed abatement notices. Discussion followed.

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

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

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



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

**ADJOURNMENT**

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

---

Dawn E. Marschinke, Board Secretary



# INTEROFFICE MEMO

## Big Bear Fire Authority

### STAFF REPORT

**DATE:** September 17, 2015  
**TO:** Chairman and Members of the Fire Authority Board  
**FROM:** Jeff Willis, Fire Chief *JW*  
**PREPARED BY:** Dawn Marschinke, Administrative Clerk *DM*  
**SUBJECT:** FIRE DEPARTMENT MONTHLY ACTIVITY – AUGUST 2015

#### 1. SERVICE DELIVERY

		<b>Current Month</b>	<b>Calendar Year to Date</b>
1.1	Fire Calls, Hazardous Conditions, Service Calls	120	647
1.2	Rescue/Medical Calls	198	1,531
1.3	Training Class Summary (hours)	138.15	1,060.82
1.4	DRC Reviews	0	14
1.5	Plan Check/Fire Letter	6	59

#### 2. COMMUNITY RELATIONS

- 2.1 August 8-9 – Station 281 Engine Company participated in the judging of the best “Flame” car at the Big Bear Fun Run event in the Village. Captain Arden presented the owner of the winning car with the award.
- 2.2 August 9 – Engineer LaVoire coordinated the 15<sup>th</sup> Annual Big Bear Firefighter’s Charity Golf Tournament in support of the annual Christmas shopping spree for underserved children in the Valley. The tournament proved popular with all slots filled.
- 2.3 August 31 – COAD Barbeque Potluck was attended by Assistant Fire Marshal Bruinsma and approximately 20 other members of the community. FBI provided information on ISIS, Weapons of Mass Destruction and an awareness briefing on Home Grown Violent Extremists.

### **3. OPERATIONS**

3.1 Chief Willis and/or Battalion Chief Maltby and/or Senior Finance Director Holt attended the following meetings during the reporting month:

- Mountain Mutual Aid Board Meeting – August 11
- County Arson Task Force Meeting – August 13
- Ambulance Service Agreement Meeting – August 14
- CSD Regular Board Meeting – August 17
- CALFIRE Land Use Planning Program Meeting – August 17
- Big Bear Fire Authority Regular Board Meeting – August 18
- Strategic Planning Meeting with Bear Valley Community Hospital – August 19
- CSD Special Finance Committee Meeting – August 27
- County Chiefs Meeting, Big Bear Lake – August 27

### **4. HEALTH AND SAFETY**

- 4.1 August 1 – Firefighter/Paramedic Seward conducted a First Aid class which was open to the public. Five people attended the class.
- 4.2 Battalion Chief Harold held “Summit Fire,, debrief meetings with A, B and C shifts. The intent of debriefing was to discuss what went right during the Summit Fire and items that can be improved upon in the future.

### **5. PERSONNEL**

- 5.1 There were three promotions in August including David Jayne, promoted from Fire Engineer to Fire Captain, Roger LaVoire, promoted from Firefighter to Fire Engineer and John Demel, promoted from PCF to Apprentice Firefighter/EMT.

### **6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS**

- 6.1 August 11 – Administrative Clerk Smith and Office Clerk Ortega attended Driver Awareness Training.
- 6.2 August 20 – Human Resources/Payroll Coordinator Gustason and Assistant Fire Marshal Bruinsma attended Workers Compensation Symposium in La Palma.
- 6.3 August 25 – Human Resources/Payroll Coordinator Gustason and Assistant Fire Marshal Bruinsma attended Workers Compensation Round Table discussion in Loma Linda.

## 7. MISCELLANEOUS

- 7.1 August 10 – Chief Willis and Senior Finance Director Holt, along with City of Big Bear Lake, City Manager Mathieu met with representatives from SBCERA to discuss pension alignment.
- 7.2 August 11 - Chief Willis was called to the Route Complex Fire in Northern California as part of the SoCal 1 Emergency Management Team.
- 7.3. Big Bear Fire Department was called to assist in the suppression of the Summit Fire which broke out near the Village of Big Bear Lake on August 23. Big Bear Fire Department units were first on scene. The fire was managed under unified command of Big Bear Fire Department, San Bernardino County Sheriff and U.S Forest Service. As the incident deescalated, command was transferred solely to the U.S. Forest Service as part of their direct protection area. Cooperators included Big Bear Lake Public Works Dept., Red Cross and Big Bear Valley CERT. Numerous Fire Departments within San Bernardino County and neighboring counties sent personnel and equipment via the California Master Mutual Aid System.
- 7.4 August 27 - Big Bear Fire Department hosted the County Chiefs' meeting at Snow Summit. Snow Summit's management team worked hard to ensure our event went off well. The event took place the day Snow Summit reopened following the Summit Fire. There were 44 people in attendance. With many active fires burning throughout the northwest, attendance was down. Many of the usual and expected attendees were assigned to those fires.
- 7.5 Big Bear Fire Department ran an ad in the Big Bear Grizzly promoting its free Curbside Chipping Program. This program is paid for by grant money. August was a big month with 250 requests for pick-up. The Fire Department sent staff to assist with chipping, including Assistant Fire Marshal Bruinsma, Fire Fuels Program Supervisor Yegge and Intern Pat Waite (copy of Grizzly ad is attached).
- 7.6 Weed abatement notices were sent out by San Bernardino County Fire Hazard Abatement Division in July and into early August. A large number of calls and walk-ins were handled by the fire department's administrative staff during August responding to homeowner's and business owner's questions and complaints. San Bernardino County Fire Hazard Abatement Division placed a rotating employee in Station 281 office for approximately three weeks to assist in managing the response to the notices.

## 8. CORRESPONDENCE

- 8.1 August 12 – A thank you letter was received from an appreciative citizen who received help saving her dog from a locked car (copy of letter attached).
- 8.2 August 11 – A letter was received thanking Captain Huefner, Engineer Hollenbaugh, and firefighters Crane and Sutherland for their professional, compassionate care and service they provided to a citizen (copy of letter attached).

- 8.3 After the Summit Fire, a substantial lunch was delivered to the Fire Department courtesy of David Stone, CEO, Stone Entertainment, thanking the department for their efforts related to the Summit Fire and their service in general.
- 8.3 August – A thank you card was received from the Xeriscape Garden Tour in appreciation of Big Bear Fire Department as a tour partner (copy of card attached).
- 8.4 August – Flowers and a card were received thanking the Fire Department for saving a resident's home from the Summit Fire (copy of card attached).

dem

## Training Class Summary by Category

Class Date Between {08/01/2015} And {08/31/2015}

Category	Classes	Pct of Classes	Hours	Pct of Hours
11PE CPR/AED CARD	1	1.38%	0.15	0.10%
12PF SALVAGE COVERS	1	1.38%	1.00	0.72%
1PF MORNING EQUIPMENT CHECKS	1	1.38%	1.00	0.72%
2PF LOCATION OF EQUIPMENT	1	1.38%	1.00	0.72%
6PF HYDRANT CONNECTIONS	1	1.38%	1.00	0.72%
9PF SETUP [RPM] RAISING/LOWERING	1	1.38%	1.00	0.72%
AB.1 Orientation and Introduction	4	5.55%	4.00	2.89%
AB.2 Notebook	2	2.77%	2.00	1.44%
AB.3 Policies & Procedures	1	1.38%	1.00	0.72%
AB.5 Dealing with the public.	1	1.38%	1.00	0.72%
AB.6 Introduction to District	1	1.38%	3.00	2.17%
AB17 Maps & Run Books	1	1.38%	5.00	3.61%
AB21 S.C.B.A.s	3	4.16%	4.00	2.89%
AB22 Booster & Preconnect Hand Lines	2	2.77%	2.00	1.44%
AB26 Hydrant Connections	2	2.77%	2.00	1.44%
BB19 S.C.B.A. s	1	1.38%	1.00	0.72%
CSD8 Personnal Protective Equipment PPE	2	2.77%	1.50	1.08%
D/O ACADEMY Driver Operator Academy	1	1.38%	2.00	1.44%
DRIVEOP DRIVER / OPERATOR	1	1.38%	1.00	0.72%
EMS G CPR RECERT	1	1.38%	2.00	1.44%
EMS I Undefined Scope of Practice Skills	1	1.38%	1.00	0.72%
EVOLUTIONS ENGINE CO EVOLUTIONS	5	6.94%	22.00	15.92%
FF1A FIRE SERVICE ORG. AND RESPONSABILITY	2	2.77%	2.00	1.44%
FF1C FIRE BEHAVIOR AND EXTINGUISHMENT	3	4.16%	14.00	10.13%
FF1E SELF CONTAINED BREATHING APPARATUS	5	6.94%	6.00	4.34%
FF1G ROPES, KNOTS AMD HITCHES	8	11.11%	18.00	13.02%
FF1I GROUND LADDERS	2	2.77%	6.00	4.34%
FF1K RESCUE	1	1.38%	1.00	0.72%
FF2D FIREFIGHTER SAFETY	1	1.38%	3.00	2.17%
FF2H HOSE NOZZLES AND APPLIANCES	2	2.77%	4.00	2.89%
FF2K RESCUE	2	2.77%	5.00	3.61%
FF2M FIRE CONTROL	1	1.38%	1.00	0.72%
LEG C HIPPA	1	1.38%	1.00	0.72%
ORIET PCF ORIENTATION	1	1.38%	4.50	3.25%
PUMP EVOL Pumping Evolutions	2	2.77%	3.50	2.53%
RM01 Risk Management	1	1.38%	1.00	0.72%
SKI A Assessment ( Patient )	2	2.77%	2.50	1.80%
SKI E EMS New Equipment Training	1	1.38%	1.00	0.72%
TRGMTG TRAINING OFFICER MTG	1	1.38%	4.00	2.89%
VEH MAINT VEHICLE MAINT TRAINING	1	1.38%	1.00	0.72%

Totals 72

138.15



**BIG BEAR FIRE  
DEPARTMENT  
THANKS YOU  
FOR BEING READY, YOU  
WERE SET, AND YOU  
ALMOST HAD TO GO!**

The "Lake Fire" that started on June 17, 2015 impacted the Big Bear Valley with heavy smoke, ash, road and camp closures, etc. We are proud of our community for being READY, SET, and willing to GO! Everyone was vigilant in their efforts to create defensible space, stayed informed on the fire status, and was ready to evacuate if the orders were given. THANK YOU for working together as a community and for your efforts to be prepared.

As a reminder, BE READY:

Create Defensible Space. Take advantage of the

## **FREE Curbside Chipping Program**

Go to [www.thisisin.org](http://www.thisisin.org) and request a free pickup. We will pickup and chip your vegetation as many times as needed all summer long. Request a site consultation for creating defensible space at (909) 878-3090.

GET SET!

As the fire approaches, get out your checklists. Stay tuned and plugged into local media resources. Don't wait for evacuation orders.

AND GO!

By leaving early, you give your family the best chance of surviving a wildfire. You also help fire fighters by keeping roads clear of congestion, enabling them to move more freely and do their job.

For the complete READY, SET, GO! Brochure, Visit Our Website:

[www.bigbearfire.org](http://www.bigbearfire.org)

Funding for this program is provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council.



## Dawn Marschinke

---

**From:** Sue Mcllwain  
**Sent:** Wednesday, August 12, 2015 8:46 AM  
**To:** Dawn Marschinke  
**Subject:** FW: Big Bear Fire Department: Thank you

-----Original Message-----

**From:** Big Bear Fire Department [mailto:smcilwain@bigbearfire.org]  
**Sent:** Tuesday, August 11, 2015 6:45 PM  
**To:** Sue Mcllwain <smcilwain@bigbearfire.org>  
**Subject:** Big Bear Fire Department: Thank you

This is an enquiry email via <http://bigbearfire.com/> from:

Just wanted to say thanks again to the wonderful crew that unlocked my car to save my dog on Sunday at Boulder Bay Park. Those men were knowledgeable and kind, and were great ambassadors for your community. And I was so impressed that you don't charge for that service! I also need to thank the great Public Works guys who directed me to call you - one of them is a former firefighter and was very helpful to me! Thanks so much to all of you! Much appreciated!

August 11, 2015

To: Big Bear Fire Dept.

P.O. Box 2830

Big Bear CA 92315

Att: Captain Tony Huefner

Re: 7/31/15 incident

An associate and I recently spent a week in Big Bear staying at Motel 6 while I assisted my mother as she stayed at her cabin in the Moonridge area. My friend is an insulin-dependent diabetic and also suffers from Parkinson's Disease. I left the room for the front office where his insulin was stored and to prepare his injection, advising him to wait for me with help to the bathroom. In the interim, he fell from the bed as he attempted to walk to the bathroom. I could not lift him up to return him to bed as he was "dead weight" and he has great difficulty with movement and could not do it on his own.

I called the fire department and then promptly received a visit from Captain Huefner, Engineer Mitch Hollenbaugh, and Firefighters Andrew Crane and Shawn Sutherland. They all acted professionally and with empathy, providing excellent advice after they took his vitals. They lifted him unto the bed and noted that they would be available for any further assistance with just a call to their station. They could see that I was concerned for my friend's welfare and expressed their understanding.

I commend them all for their help and hope that a copy of this letter be placed in their respective personnel files. I can be reached at 818/265-5000 if any more information is required regarding this highly appreciated assistance.

Sincerely,

Cc. M. Hollenbaugh, A. Crane, S.Sutherland

caregiver for

Red Columbine

Thank You  
for your Support  
of the  
Xeriscape Garden Tour

The Sierra Club  
Big Bear Group

Thanks for  
being a great  
tour partner  
Christie

If God cares so wonderfully for flowers that  
are here today and gone tomorrow, won't He more  
surely care for you? Matthew 6:30



# INTEROFFICE MEMO

## Big Bear Fire Authority

### STAFF REPORT

**DATE:** October 15, 2015  
**TO:** Chairman and Members of the Fire Authority Board  
**FROM:** Jeff Willis, Fire Chief *JW*  
**PREPARED BY:** Dawn Marschinke, Administrative Clerk *DM*  
**SUBJECT:** FIRE DEPARTMENT MONTHLY ACTIVITY – SEPTEMBER 2015

#### 1. SERVICE DELIVERY

		<b>Current Month</b>	<b>Calendar Year to Date</b>
1.1	Fire Calls, Hazardous Conditions, Service Calls	127	774
1.2	Rescue/Medical Calls	188	1,719
1.3	Training Class Summary (hours)	No report	1,060.82
1.4	DRC Reviews	0	14
1.5	Plan Check/Fire Letter	6	65

#### 2. COMMUNITY RELATIONS

- 2.1 September 11 – Assistant Fire Marshal Bruinsma read the “Ring of the Bell” at a ceremony at Big Bear High School to commemorate those that lost their lives during 9/11. On-duty staff and Administrative staff attended as well. The ladder truck had the flag at the top of the ladder (see Grizzly article attached).
- 2.2 September 14 – Members of Big Bear Fire Department attended Southwest Gas Public Liaison meeting. The purpose of the meeting was to promote cooperation between utility companies and other agencies that respond to emergency situations. Training was also provided during this meeting (see attached flyer).
- 2.3 September 16 – Chief Willis participated in a group interview to provide input to the Bear Valley Unified School District regarding selection criteria for a new Superintendent.

- 2.4 September 25 – Chief Willis attended a Sheriff's Rodeo fundraiser in Devore which supported multiple charities.
- 2.5 September 27 – Members of Big Bear Fire Department and CalFire attended a thank you lunch hosted by Spirit of Peace Lutheran Church as part of their program to serve the community (see Grizzly article attached).

### **3. OPERATIONS**

- 3.1 Chief Willis and/or Battalion Chief Maltby and/or Senior Finance Director Holt attended the following meetings during the reporting month:
  - CSD Regular Board Meeting – September 8
  - San Bernardino Mountain Communities Cooperators Meeting – September 22
  - Big Lake City Council Meeting – September 28
  - CSD Special Finance Committee Meeting – September 30
- 3.2 September 16 – The fire department administrative staff have formed a Public Information Committee that meets weekly to brainstorm opportunities to get information out to community relative to the department's mission. The committee members include Chief Willis, Battalion Chief's Maltby, Harold and Parham, Senior Finance Officer Holt, Fire Fuels Program Supervisor Yegge, Assistant Fire Marshal Bruinsma and Administrative Clerk Marschinke.
- 3.3 September 29 – An Administrative Staff meeting was held with the purpose of keeping staff abreast of what is going on department-wide.

### **4. HEALTH AND SAFETY**

- 4.1 September 12 – Firefighter/Paramedic Seward conducted a CPR class which was open to the public. Three people attended the class.

### **5. PERSONNEL**

- 5.1 September 4 - Pat Waite, Fire Fuels Intern spent his last day with the department. Waite is returning to college to finish his degree program. Waite was recognized for helping property owners become compliant with defensible space requirements and identifying dead trees. He was also recognized for his work in updating the database for new grants.

- 5.2 The following staff were assigned to strike teams in August and September. This is a new item on the report and will be reported monthly going forward:

Date	Incident Name/Location	Employee
8/01/15 – 8/19/15	Mad River Complex, Six Rivers National Forest	Curtis
8/02/15 – 8/20/15	Mad River Complex, Six Rivers National Forest	Smith
8/04/15 – 8/16/15	Route Complex, Six Rivers National Forest	Walker
8/10/15 – 8/30/15	Route Complex, Six Rivers National Forest	Willis, Jeff
8/10/15 – 8/23/15	CalFire Station Coverage, Station 284	Huefner, McDaniel, Bidwell
8/19/15 – 8/30/15	Walker, Inyo National Forest	Curtis
8/24/15 – 8/25/15	Summit, San Bernardino National Forest	Whitmore, Schlosser
8/25/15 – 9/13/15	Okanogan Complex, Okanogan-Wenatchee National Forest, WA	Smith
8/26/15 – 9/13/15	Okanogan Complex, Okanogan-Wenatchee National Forest, WA	Curtis
9/10/15 - 9/12/15	Antelope, Kern County	Curtis, Whitmore, Schlosser, Nielsen
9/12/15 - 9/16/15	Rough, Sierra National Forest	Curtis, Whitmore, Schlosser, Nielsen
9/16/15 - /9/25/15	Valley – Lake, Napa & Sonoma Counties	Curtis, Whitmore, Schlosser, Nielsen

## 6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 September 10 – Battalion Chief Maltby and Assistant Fire Marshal Bruinsma attended Post 115 Class/Arson Task Force in Ontario. This course provides certification of peace officers to be able to testify in court.
- 6.2 September 15 – Administrative Clerk/Board Secretary Marschinke and Administrative Clerk Smith attended Administrative Fire Services Section of CalChiefs Association Quarterly Training Conference in Rancho Cucamonga.
- 6.3 September 23-24 – Chief Willis attended the 2015 Fire Chiefs Association Annual Conference in Long Beach. Sessions focused on current and relevant emergency fire and medical issues.

- 6.4 September 23-25 – CJPIA Risk Management Educational Forum in San Francisco was attended by Senior Finance Officer Holt, Human Resources/Payroll Coordinator Gustason and Assistant Fire Marshal Bruinsma.
- 6.5 September 28 – Board Secretary Marschinke attended training on Understanding the Brown Act sponsored by California Special Districts Association, held in Apple Valley at the Mojave Water Agency.

## **7. MISCELLANEOUS**

- 7.1 September 2 - Big Bear Fire Department ran an ad promoting its free Curbside Chipping Program in the Big Bear Grizzly, its last ad on this program for this year. This program is paid for by grant money. As of September 30 the program had 1,215 participants, and 387 tons of flammable vegetation was chipped and diverted from landfills. (copy of Grizzly ad is attached).
- 7.2 September 16 – Big Bear Fire Department ran an ad for the Ambulance Membership Program (see copy of Grizzly ad attached).
- 7.2 September 28 – Fire Authority Board Directors' Terry and Walsh attended training on Understanding the Brown Act sponsored by California Special Districts Association, held in Apple Valley at the Mojave Water Agency.
- 7.3 September 29 – October 1 – Battalion Chief Parham proctored Running Springs Fire Department testing process to assist them in selecting a full time firefighter/paramedic (see attached thank you letter).
- 7.4 September 30 – Senior Finance Officer Holt attended a community Finance Manager's lunch coordinated by Danielle McGee, Department of Water and Power.
- 7.5 September 30 – Board Secretary Marschinke attended a community Board Secretary's lunch coordinated by Kim Booth, Big Bear Area Regional Wastewater Agency.

## **8. CORRESPONDENCE**

None received.





# BIG BEAR GRIZZLY

Big Bear Lake (San Bernardino County) California

bigbeargrizzly.net | Wednesday, September 9, 2015

75 cents



Taken at the World Trade Center site in 2003, this piece of metal still stands at the current memorial, inside a building as a reminder of that fateful day in 2001.



## We will never forget

**F**riday, Sept. 11, is Patriot Day, remembering the anniversary of the terrorist attacks on the US in 2001.

As the US began its day in 2001, four jet planes were hijacked. Two crashed into the World Trade Center in New York City and one into the Pentagon in Virginia, along with United Flight 93 that crashed in a field in Pennsylvania when passengers attempted to regain control of the plane.

Big Bear High School once again commemorates and remembers those who were lost in 2001 during 9/11.

A ceremony in the high school quad begins at 6:30 a.m. on Sept. 11. First responders are special guests. Administrative Captain Nick Bruinsma of the Big Bear Fire Department will read "The Ringing of the Bell." Guest speakers are planned, along with musical tributes by Kortney Carmody, Elizabeth Dawson, Nicholas Renick and other students.

The Big Bear community is invited to share in the solemn ceremony to remember the lives lost in the 9/11 terrorist attacks.

Big Bear High School is at 351 Maple Lane, Big Bear City.

Julia Edwards/Big Bear Grizzly



## SOUTHWEST GAS CORPORATION

### Attention: Emergency Response Coordinators

Subject: 2015 Emergency Officials Liaison Event

Southwest Gas recognizes the importance of public safety, security of our utility infrastructure and the need for effective response during pipeline emergencies. As an individual pipeline operator, Southwest Gas is accountable for operating safe and reliable energy delivery systems within the communities we serve. As a continuing effort to meet these objectives, we recognize the value in coordinating our communications and response efforts with emergency responders, public officials and other utilities serving the Big Bear service territory.

As a first responder, you are called upon annually to attend training and orientation in accordance with Title 49 CFR192.615(c) involving communications efforts with area fire, police, and other public officials which will be provided during this event.

To maximize your time, investment and networking experience, this year's liaison agenda will include:

- ICS and emergency communications
- Emergency response and mutual assistance
- Responsibilities and emergency resources of each agency
- Key elements of effective incident response relating to pipeline emergencies
- Opportunities to exchange emergency contact information and meet with individual pipeline operators and area first responders

**Please review and complete the enclosed *First Responder Resource and Capabilities Survey* and submit it during the meeting.** In addition, please share or post the enclosed flier as an invitation for all personnel within your organization who would benefit from this liaison opportunity.

***Please RSVP by September 4, 2015 with the number of individuals participating in this year's liaison event on behalf of your organization to the Southwest Gas Construction office at [liaisonsca@swgas.com](mailto:liaisonsca@swgas.com) or 760-951-4027.***

We look forward to your agencies participation during this important meeting.

Sincerely,

Andrew Hallman – Superintendent / Operations



KATHY PORTIE/Big Bear Grizzly

Members of the Spirit of Peace Lutheran Church break bread with local firefighters Sept. 27 at the church's firefighter appreciation luncheon.

# Feeding firefighters in the spirit of appreciation

Spirit of Peace Lutheran Church members showed their appreciation, hosting a lunch for local firefighters Sept. 27 at the church in Big Bear City.

Led by pastor Tim Edmondson, the luncheon was part of the church's community service program. "God calls us to serve our community," Edmondson said. "It's not about preaching a sermon; it's about doing good things. This is our way of participating in the community."

Church members participated in three community projects on Sept. 27. In addition to the luncheon, church members visited the Skilled Nursing Facility at Bear Valley

Community Hospital and a third group picked up trash along the shore of Big Bear Lake near Stanfield Cutoff.

Several firefighters had to leave early to answer a call regarding a vegetation fire in Holcomb Valley. Others stopped by soon after, filling the room with conversation with church members while enjoying the tasty lunch.

Spirit of Peace Lutheran Church is at 349 E. North Shore Drive, Big Bear City. For more information, call 909-878-2650 or visit [www.spiritofpeacebigbear.org](http://www.spiritofpeacebigbear.org).

—Kathy Portie  
@BBGrizzlyKathy



Local firefighters enjoy lunch and conversation with members of the Spirit of Peace Lutheran Church congregation Sept. 27.



**BIG BEAR FIRE DEPARTMENT**  
**THANKS YOU**  
**FOR BEING**  
**READY, You Got SET, and You**  
**Almost Had to Go!**

The "Lake Fire" and the "Summit Fire" impacted the Big Bear Valley with heavy smoke, ash, road and camp closures, etc. We are proud of our community for being **READY, SET, and willing to GO!** Everyone was vigilant in their efforts to create defensible space, stayed informed on the fire status, and was ready to evacuate if the orders were given. **THANK YOU** for working together as a community and for your efforts to be prepared.

As a reminder, **BE READY:**

Create Defensible Space. Take advantage of the

## **FREE Curbside Chipping Program**

Go to [www.thisisin.org](http://www.thisisin.org) and request a free pick-up. We will pick-up and chip your vegetation as many times as needed all summer long. Request a site consultation for creating defensible space at (909) 878-3090.

### **GET SET!**

As the fire approaches, get out your checklists. Stay tuned and plugged into local media resources. Don't wait for evacuation orders.

### **AND GO!**

By leaving early, you give your family the best chance of surviving a wildfire. You also help fire fighters by keeping roads clear of congestion, enabling them to move more freely and do their job.

For the complete **READY, SET, GO!** Brochure, Visit Our Website:

[www.bigbearfire.org](http://www.bigbearfire.org)

*Funding for this program is provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council.*

**We hope you never need us,  
but if you do...**



## **Big Bear Valley Ambulance Membership Program can save you money!**

**Family coverage  
for just \$65 a year!**

Your Ambulance Membership covers you, your dependent(s), unmarried children under 26 years old, and other persons listed as your dependents on your tax return, regularly living in your residence.

**EMERGENCIES  
(24 Hours a Day)  
DIAL:  
9-1-1**



**Big Bear Valley Ambulance  
Membership Program  
helps the community!**

The Ambulance Membership Program helps provide the latest in emergency equipment and paramedic training for the lifesaving team at Big Bear Fire Department. Even if you are fully insured, your membership investment helps make Big Bear Valley a safer place to live.

**Send in your application today!**

**For more information or an application call:**

Big Bear Valley Ambulance Membership Program  
P.O. Box 3028, Big Bear City, CA 92314 (909) 584-4011

P.O. Box 2206  
Running Springs, CA 92382  
Ph. (909) 867-2630  
Fax (909) 867-5456

.....

# Running Springs Fire Department

Date: October 6, 2015

Jeff Willis  
Fire Chief  
Big Bear Fire Department  
P.O. Box 2830  
Big Bear Lake, CA 92315

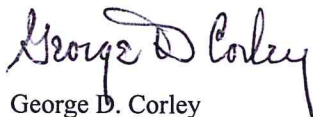
Dear Chief Willis:

My staff and I would like to take the opportunity to thank you for allowing your personnel to participate in the Firefighter/Paramedic testing process my agency conducted on September 29<sup>th</sup> and October 1<sup>st</sup>. With the help of your personnel we will be able to make a selection of a full time Firefighter/Paramedic position to fill a critical vacancy in the staffing here at Running Springs Fire. In addition, under the guidance and help of Battalion Chief Brian Parham, we were able to design and conduct testing that helped in our selection process.

Your agency's assistants in the testing process for the Firefighter/Paramedic position is greatly appreciated, and we look forward to working with members of your Department in the future.

Thank you again.

Yours in service,



George D. Corley  
Fire Chief  
Running Springs Fire Department

.....

*SERVICE TO THE COMMUNITY*

RECEIVED

OCT 13 2015

Big Bear Fire Dept.



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA3

**MEETING DATE:** October 20, 2015

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

**FROM:** Jeff Willis, Fire Chief *JW*

**PREPARED BY:** Dawn Marschinke, Administrative Clerk/Board Secretary *DM*

**SUBJECT:** FIRE AUTHORITY MEETING SCHEDULE FOR 2016

---

## **BACKGROUND**

Staff has reviewed the upcoming 2016 meeting calendar for regular Fire Authority meetings as set forth in Fire Authority Bylaws and Policies. In an attempt to foresee potential scheduling conflicts with other agency board meetings, staff has reviewed the recently approved City of Big Bear Lake City Council (City Council) 2016 meeting schedule, the Big Bear City Community Services District (CSD) and the Fire Protection District 2016 meeting schedules.

## **DISCUSSION**

Two meeting calendars were presented to the Administrative Committee for review and discussion.

- **Calendar Option A** would remain consistent with last year's calendar, meeting on the first Tuesday of every even month, beginning at 6:30 p.m. The August 2 meeting is adjourned to August 16 in alignment with City Council blackout dates of July 25 and August 8. December 6 meeting is adjourned to December 13 due to a conflict in Hofert Hall.
- **Calendar Option B** was presented to the Administrative Committee in consideration of board member and staff safety, providing them the ability to get home earlier in the evening. This is of particular concern during the winter months when road conditions can get worse as the nights get colder. Calendar Option B changes the regular meeting date of the Board to the second Wednesday of the even months beginning at 5:00 p.m.

Fire Authority Administrative Committee 2016 meeting dates have been added to the calendar for the Board's acknowledgement. Dates for Administrative Committee meetings follow last year's schedule to be held on the second Thursday of every month and the fourth Thursday in May. All meetings are scheduled to begin at 1:30 p.m. in the EOC at Fire Department Headquarters.

The Option A meeting calendar recommended by the Administrative Committee is attached, as well Calendar Option B for review and discussion. For the convenience of the Board, the proposed calendars include the board meetings of the Fire Authority, Fire Protection District, CSD, and City Council.

**STAFF RECOMMENDATION**

Staff recommendation defers to the Administrative Committee recommendation for Fire Authority Board meetings, and recommends acknowledgement of the Administrative Committee meeting dates.

**ADMINISTRATIVE COMMITTEE RECOMMENDATION**

The Administrative Committee recommends the Fire Authority Board consider approving the proposed 2016 meeting schedule Option A for the Fire Authority, which meets the first Tuesday of even months and includes adjournments of the regular meetings of: August 2 to August 16, 2016; and December 6 to December 13, 2016,

Attachments:

- A. Proposed 2016 Meeting Calendar Option A
- B. Proposed 2016 Meeting Calendar Option B

JW/dem



# 2016

## CALENDAR OPTION "A"

City Council

Fire Board

BBCSD

Fire Authority

Holidays

Admin Committee

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# 2016

## CALENDAR OPTION "B"

City Council

Fire Board

BBCSD

Fire Authority

Holidays

Admin Committee

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

**Item No. FA4**

**MEETING DATE:** October 20, 2015

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

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

**PREPARED BY:** Shirley Holt, Senior Finance Officer *[Signature]*

**SUBJECT:** SBCERA – ACTUARIAL STUDIES

## **BACKGROUND**

The 2014-2015 Budget had included within Professional Services, a line item expense of \$10,800 for an Actuarial study to quantify the cost to join the SBCERA defined benefit plan. The study was not completed last year. Therefore, \$10,800 was budgeted in the Professional Services line of the 2015-2016 budget for this same purpose.

## **DISCUSSION**

Since meeting with SBCERA in September, it is recommended by our attorneys at BB&K that to fully assess the cost to move all of our employee groups to the SBCERA defined benefit plan, there are two separate and distinct options, each requiring an actuarial study. The estimated cost for each study to be performed by the Segal Consulting is \$18,000 to \$23,000 or a total of \$36,000 to \$46,000.

## **FISCAL IMPACT**

The total estimated cost of the two recommended actuarial studies would not exceed \$46,000. The 2015-2016 budget includes \$10,800 for this expense. The remaining \$35,200 would be funded by Contingency Reserves.

2015-2016 Professional Services Budget	\$10,800
Contingency Reserves	<u>35,200</u>
Total	\$46,000

## **STAFF RECOMMENDATION**

Staff recommends the Fire Authority Board authorize \$35,200 to be funded by Contingency Reserves for the two actuarial studies to quantify options for entry into the SBCERA defined benefit plan.

## **ADMINISTRATIVE COMMITTEE RECOMMENDATION**

The Administrative Committee recommends to approve the Staff recommendation.



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

**MEETING DATE:** October 20, 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:** **AMBULANCE PURCHASE**

---

## **BACKGROUND**

Ambulances utilized in the Big Bear area are subject to operating in extreme conditions and are subject to a rapid accumulation of miles. The Fire Department budgets for ambulance replacement at regular scheduled intervals; however, occasionally there is an opportunity to purchase an ambulance at a significant discount. When this occurs, it generally does not coincide with budgeted replacement schedules.

## **DISCUSSION**

In October 2014, the Board approved the purchase of a lightly used ambulance in new condition at a significant savings. Since that time, this purchase has proved to be problematic and it has become evident that the slated purchase will not be occurring. While it may take some time to resolve the issues surrounding the previously approved purchase, there remains a need for an ambulance purchase at this time.

To stay consistent with a conservative fiscal approach, Staff has located a 2013 four wheel drive ambulance with less than 50 miles, which is very similar in design to what is currently being used by the Fire Department. This particular unit is a refurbished ambulance module that had been remounted on an unused 2013 chassis.

## **FISCAL IMPACT**

2015/16 Ambulance purchase will be funded from the following sources:

Roll over of previous 2014-2015 Budget Purchase order: #13238 US Coachworks	\$49,000
<u>Vehicle Replacement Reserves</u>	<u>\$111,000</u>
Total	\$160,000

Any cost recovery realized in the future will be refunded to Vehicle Replacement Reserves.

**STAFF RECOMMENDATION**

Staff recommends the Fire Authority Board authorize an expenditure of \$111,000 from Vehicle Replacement Reserves for the 2015/16 ambulance purchase.

**ADMINISTRATIVE COMMITTEE RECOMMENDATION**

The Administrative Committee recommends approving the Staff recommendation.

SH/

**BIG BEAR FIRE AUTHORITY**  
**Administrative Committee Meeting of October 8, 2015**

**Staff Notes**

**CALL TO ORDER**

An Administrative Committee meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 1:45 p.m., Thursday, October 08, 2015, at 41090 Big Bear Boulevard, Big Bear Lake, California.

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

**Governing Board Members Excused:** Director Bill Jahn

**Staff Present:** Jeff Willis, Fire Chief; Mike Maltby, Admin. Battalion Chief; Shirley Holt, Senior Finance Officer; Dan Rogers, Captain; Sue McIlwain, Accounting Technician and Dawn Marschinke, Board Secretary

**Others Present:** Isabel Safie, Sr. Associate, BB&K

**PUBLIC COMMUNICATIONS**

None.

**DISCUSSION ITEMS**

**1. Pension Alignment Discussion**

Chief Willis introduced Isabel Safie, Sr. Associate at BB&K to discuss considerations that must be given regarding the two different pension systems, of SBCERA and CalPERS, as they pertain to the choices the Board must consider in deciding on the recommendation for two actuarial studies with regard to pension alignment.

**Discussion Overview:**

Isabel Safie stated that we are currently operating under two different pension systems that do not align smoothly. There are risks leaving one system to another. The goal is to outline a path that protects the JPA from unintended liability as well as liability of the two member districts of the JPA. Safie will outline the primary cost considerations of withdrawal liability and the increased annual cost of each system as well as ways to mitigate those costs. Chief Willis is seeking authorization to fund two actuarial studies from SBCERA that will help solidify the figures, enabling us to define a strategy for pension alignment.

The price of these studies is in the range of \$18,000 to \$23,000 for each study or a maximum of \$46,000 for both. The studies should be completed in December.

According to Safie, currently, both systems have been taking a hand-off approach during the JPA's three-year transition period, as they know this is a difficult process. However, it also needs to be understood that the current arrangement of having three separate employers making up the JPA cannot be the long term solution.

**Discussion – Pension Background:**

Big Bear City (CSD) belongs to CalPERS and contributes to Social Security. This will provide social security benefits to CSD employees in addition to CalPERS pension benefits. Big Bear Lake Fire Protection District belongs to SBCERA. They do not contribute to Social Security, therefore, employees of the Fire Protection District will not receive Social Security Benefits.

It is important to be aware of the impact on Social Security contributions, particularly for CSD employees going from Social Security covered employment to non-Social Security covered employment. An individual must have worked and paid into Social Security accruing at least 40 quarters of service. Certain CSD employees may not have achieved the full 40 quarters of service that is required.

There is approximately a 35% difference in the annual rates paid by the employer between the two systems of CalPERS and SBCERA. We also have the effects within both systems of the Public Employee Pension Reform Act (PEPRA Jan. 1, 2013). PEPRA employees require a lower employer contribution rate than for Classic employees. We currently have nine PEPRA safety employees. Because of PEPRA, over the next couple of decades, PEPRA employees will increase and employer's contribution rates should decrease.

The annual contribution rate to CalPERS is much smaller than to SBCERA because the risk pool for SBCERA is relatively small (approximately 60 active employees). Big Bear Fire Protection District and Barstow Fire are the only organizations sharing the cost in that risk pool. The other consideration is the way the two systems calculate liabilities which generates the employer contribution rates. SBCERA is considered to be more realistic in their calculations on investment returns and longevity (how long retirees will be drawing benefits from the system). This impacts the contribution rate, creating higher liability, and therefore a higher contribution rate from the employer. CalPERS has a more optimistic view about expectations. For example, last year CalPERS assumed rate of return was 7.5%, in actuality it was 2%. That means the cost of liability will increase, with the expectation that rates will adjust upward. Also, new legislation will cause CalPERS rates to increase over time. Estimates are that the changes in policy will increase the rate an additional 5%.

In both cases the withdrawal liability is significant. Multi-million dollar termination costs have been estimated for withdrawal from either plan. Withdrawal liability from CalPERS

is estimated at \$17,828,700 and would be immediate. SBCERA is estimated at \$30 to \$33 million and could potentially occur over time.

**Discussion – Options for Reducing Costs:**

At a previous meeting with SBCERA's CEO, General Council, CFO and Chief of Member Services, as well as Isabel Safie, Chief Willis, Sr. Finance Officer Holt, and Big Bear Lake City Manager Jeff Mathieu, a discussion was had on ways to bring the cost down:

- By increasing the pool by half, roughly 30 more employees from the Community Services District and the JPA may have an affect on the rate. Actuarial studies will show what a 30 person increase would do to impact the employer contribution rate.
  - Chairman Herrick queried if there is a way for the Fire Authority to join the County Safety risk pool to achieve more favorable employer contribution rates. Chief Willis advised the Committee that the only way into the County safety pool is through annexation into the San Bernardino County Fire Protection District.
- Extending the period over which liabilities would be paid would lower the annual employer contribution rate, but increase cost over time.
- Avoid withdrawal liability altogether by virtue of the CSD maintaining its contract with CalPERS for miscellaneous employees at the CSD under CalPERS and allowing the safety portion of the CalPERS contract to go inactive.

**Discussion: Triggering a Withdrawal Liability**

In leaving SBCERA, drawdown of membership could potentially be gradual, with the final liability payment triggered sometime in the future. Because of that, we do not know what the exact withdrawal liability would be. SBCERA's membership would decrease over time as employees start to leave the Fire Protection District. This would push out the withdrawal as long as possible and the strategy would be to manage when we withdraw from the system. Hopefully, choosing a trigger date when rates are high and liability to withdraw is lower. The Board of SBCERA would need to determine what that trigger would be.

If safety employees of CSD leave CalPERS to join SBCERA, CSD would continue to hold miscellaneous employee contracts under CalPERS and allow CalPERS' safety contracts to go inactive, thus avoiding withdrawal liability. However, there would still be a funding liability to CalPERS.

With the passage of AB 868, the withdrawal liability can be eliminated completely if withdrawing from CalPERS to SBCERA. AB 868 allows for the accrued service of active employees of CalPERS to be moved to another system. From CSD perspective, it would lower the amount on its inactive safety contract and lower the costs that remain on its books with respect to the retirees that would remain on CalPERS. AB 868 is not mandatory legislation and is subject to the approval and acceptance of SBCERA.

**Staff Recommendation:**



Staff recommendation to the Committee is to recommend to the full Board, to authorize two SBCERA actuarial studies to be funded by \$35,200 from 2015/16 Contingency Reserves and \$10,800 from the Professional Services budget. These studies will be used to quantify cost options for evaluation and consideration. Each study will range in price from \$18,000 to \$23,000, with a maximum of \$46,000 for both. Work is estimated to be completed by the end of December.

**Administrative Committee Recommendation:**

The Administrative Committee agreed to recommend to the full board to authorize two actuarial studies to be completed by SBCERA with the cost not to exceed the maximum estimated amount of \$46,000. Funds will come from the 2015/16 budget as follows: \$35,200 from Contingency Reserves and \$10,800 from Professional Services.

Isabel Safie will be at the October 20, 2015 Board Meeting with a presentation explaining the need for the two actuarial studies.

**2. Station 281 Remodel Discussion**

Chief Willis presented newly refined construction documents and costs provided since the last Administrative Committee meeting. The current building situation needs to be resolved as it cannot go on indefinitely. Aside from the inconvenience of the finance employees staffed in the trailer, City rules do not allow for permanent use of temporary facilities. We have agreed that the current plan to build under the overhang is the correct location for the addition based on use and work flow.

Chief Willis explained that the initial estimate for construction was \$450,000 which he increased by \$50,000 to \$500,000 to cover unforeseen costs. At the August meeting of the Administrative Committee, the cost escalated to approximately \$750,000. We then had another meeting with the architect where he presented another revised number of \$869,000. We asked the architect to speak with a contractor completing similar projects off the mountain to get more accurate pricing. Per his discussion with the contractor, the estimated construction cost has now settled at \$817,858.

**Cost Breakdown**

• Demolition	\$ 11,679
• Site Work	\$ 6,684
• Offices Under Existing Canopy	\$441,111
• Outside Canopy	\$132,125
• Tower	\$ 14,476
• Remodel of Existing Lobby & Admin Offices	\$ 40,453
• Indirect Costs	<u>\$171,330</u>
<b>TOTAL</b>	<b>\$817,858</b>

**Staff Recommendation:**

Chief Willis recommended that the Board move forward with the Design Development phase of the project which would cost \$28,135, plus \$1,298 in actual reimbursable expenses for a maximum expenditure of \$29,433. This would be funded using the currently approved \$500,000 building budget. This phase will allow us to better define the details of what we are trying to accomplish and allow for a more accurate estimated cost for construction. He also recommends holding off on any further expenditures beyond the Design Development phase until we can better determine cost and method to pay for it.

Chairman Herrick suggested that perhaps it would be wise to pause before we spend money on the Design Development phase. He expressed concern that building needs and costs could change by the time we are ready to implement a design that may have gotten stale. Director Walsh pointed out that the items defined in this phase would be of value to estimate cost. All board members present were concerned about authorizing the Design Development phase without a clear understanding of how full construction costs would be paid for. They also expressed concern over how long it is feasible to keep staff in the trailer.

**Administrative Committee Recommendation:**

The Administrative Committee agreed that the decision to move forward with this phase should be deferred until the actuarial studies for pension alignment have been completed. These studies will dictate our path and help determine if this is an expense the Fire Authority can and should incur. Staff should bring this back to Board at that time.

Chief Willis will put this in the Chief's report for the Board.

**3. Ambulance Purchase Discussion**

Chief Willis stated that he will be presenting at closed session of the Fire Authority Board on October 20, 2015, pending litigation regarding an ambulance purchased in May 2015. It is questionable whether we will receive delivery. Therefore, there is still an urgent need for an ambulance.

Battalion Chief Maltby has identified a new ambulance in its stead. It is a new 2013 chassis with 40 miles and includes a refurbished box at \$160,000 total cost. Funds to pay for this vehicle have been identified as follows:

- \$49,000 Carryover from funds previously approved for the other ambulance
- \$43,000 Cost Recovery from our crime policy (crime policy should cover once the attorneys indicate there are no more legal paths to pursue)
- \$68,000 Vehicle Replacement Reserves

To do this in 2015, the Board would need to approve \$111,000 from the Vehicle Replacement Reserves.

In addition, we are scheduled to purchase an ambulance in the 2016/17 budget year per the adopted Vehicle Replacement Schedule. Construction usually takes 4-5 months. We continue to run into tight situations based on the aging fleet, recent breakdowns and current call volume. Therefore, Chief Willis recommended we sign a letter of intent now, so a new ambulance can begin being built and be ready for delivery when the next budget year begins, July 1, 2016. This vehicle would replace the 2004 Ford which has been problematic since we've owned it, and is continually in the shop for repair.

To pay for the first ambulance, Senior Finance Officer Holt indicated that construction of the ambulance can be initiated with a letter of intent. Holt recommends that this purchase would be funded using debt financing, allowing us to build our cash reserves and build the Fire Authority's credit. Holt indicated that she prefers to build the cash reserves.

Chairman Herrick agreed to move forward with the first ambulance, funding \$111,000 from reserves, but questioned the timing of moving forward with the second ambulance prior to completing the two actuary studies for pension alignment. Would making this decision at the February Board meeting change anything? Chief Willis indicated that the need is critical and will continue to be critical. Pushing the decision into February will likely cause the vehicle cost more. However, a February approval would probably be close enough to achieve the desired delivery date of July 2016.

**Staff Recommendation:**

Staff recommends the Board authorize an expenditure of \$111,000 from Vehicle Replacement Reserves for the 2015/16 ambulance purchase. Any cost recovery will be refunded to Vehicle Replacement Reserves.

**Administrative Committee Recommendation:**

The Administrative Committee will recommend to the full board, authorizing the expenditure of \$111,000 from Vehicle Replacement Reserves for the 2015/16 ambulance purchase, and revisiting the purchase of the second ambulance at the February 2016 Board meeting.

**4. Proposed 2016 Board Meeting Calendar Options**

Chief Willis stated that we continue to struggle with the meeting schedules with the three boards (Fire Authority, Fire Protection District and CSD). We are trying to accomplish two things. We need to set the 2016 Board Meeting schedule for the Fire Authority. And we want to see if it makes sense to align the Fire Protection District Board meetings with the Fire Authority Board meetings.

Chairman Herrick stated that streamlining the schedules worked for him. With only minor business to take care of, Fire Protection District meetings could be handled relatively fast,

perhaps 30 minutes before the Fire Authority meeting. It is also fairly easy to call a special meeting of the Fire Protection District with five members, if necessary.

Staff proposed two Calendar Options for Fire Authority Board meetings for 2016.

- **Calendar Option A** would remain consistent with a modified 2015 calendar, meeting on the first Tuesday of every other month, beginning at 6:30 p.m. The August 2 meeting is adjourned to August 16 in alignment with City Council blackout dates of July 25 and August 8. Because Hofert Hall is booked on December 6, that meeting is adjourned to December 13.
- **Calendar Option B** would change the regular meeting date to the second Wednesday of the even months beginning at 5:00 p.m. This is in consideration of board member and staff safety, providing them the ability to get home earlier in the evening. This is of particular concern during the winter months when road conditions can get worse as the nights get colder. This option would require the April 13 meeting to be cancelled with a special meeting called for April 5, and December 14 meeting would be cancelled and a special meeting called for December 13, both due to Hofert Hall being booked on the regularly scheduled dates.

There was also discussion asking the committee members if there was any objection to holding Fire Protection District meetings on the same day prior to the Fire Authority meetings. This would allow board members that are on both boards the convenience of attending both meetings on the same evening.

**Staff Recommendation:**

Staff recommends the committee select the calendar based on the overall paramount needs of the Board.

**Administrative Committee Recommendation:**

The Administrative Committee will recommend Calendar Option A to the full board. They agreed that holding the meeting at 6:30 p.m. gives the public better opportunity to attend the meetings. The Committee is also in support of holding Fire Protection District meetings on the same day, prior to the Fire Authority meetings.

**5. Consideration of holding the October 26, 2015 Fire Protection District Board meeting on the same day prior to the Fire Authority October 20, 2015 Board meeting.**

Because the Fire Protection District must hold one additional board meeting prior to the end of the year, for the convenience of the board members who also sit on the Fire Authority Board, it was suggested that the regular October 26, 2015 Fire Protection District meeting be held as a special meeting on October 20, 2015, prior to the Fire Authority Regular meeting.

**Staff Recommendation:**

Staff recommends that the Administrative Committee support holding a special meeting of the Fire Protection District on the same day preceding the Fire Authority Board meeting on October 20, 2015.

**Administrative Committee Recommendation:**

The Administrative Committee recommends holding the October 20, 2015 Closed Session for the Fire Authority at 6:00 p.m. prior to their 6:30 p.m. regular session. This will allow the Fire Protection District to hold their regular meeting at 5:30 p.m., prior to Fire Authority Closed Session.

**ADJOURNMENT**

With no further business to come before the Administrative Committee, Chairman Herrick adjourned the meeting at 3:50 p.m.

---

Dawn E. Marschinke, Board Secretary