



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
MEETING AGENDA  
DECEMBER 8, 2015**

**ORDER OF BUSINESS:**

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

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**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**

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**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.**

**FIRE AUTHORITY BOARD REORGANIZATION**

**Selection of the Chairman and Vice Chairman**

Board nominations and selection of Chairman and Vice Chairman, who will serve for a period of one year.

### **ANNOUNCEMENTS & UPCOMING EVENTS**

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

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

### **PRESENTATIONS**

Recognition for outstanding performance in the Wellness/Fitness Program of the following personnel:

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

**DIRECTORS' GENERAL ANNOUNCEMENTS** – 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**

October and November monthly financial report.

### **CONSENT CALENDAR**

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

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

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

**FA4. Approval of Big Bear Fire Authority Resolution No. BBFFA2015-XXX adopting a Mission and Motto.**

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

### **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**

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

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

**FA6. Interim Staffing Plan**

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

### **COMMITTEE REPORTS**

- Fire Authority Administrative Committee meeting held on November 12, 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 3rd day of December, 2015.

*Dawn E. Marschinke*

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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:** December 8, 2015

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

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

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

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## **PENSION ALIGNMENT**

Segal and Associates has advised that they cannot meet the December timeline as previously provided, as a result of their primary responsibility to deliver the annual SBCERA system valuation with a closing date of June 30, 2015. Since that work is now nearing completion, they can begin the analysis of the actuarial studies that are specific to the Fire Protection District.

## **AMBULANCE PURCHASE**

The new Medic Ambulance 281 was placed into service on November 3, 2015. The crews are extremely thankful for this new piece of equipment and are pleased with its performance thus far. Staff is seeking estimates regarding the cost of a new ambulance for next year's budget. Specifically, Staff is exploring cost saving options, such as remounting and refurbishing one of our existing patient compartments to a new cab and chassis.

## **WINTER PREPARATION**

The Department continues to prepare for what many believe will be the most significant winter season in recent years. Additional training is being conducted in areas such as over-the-side rescue and ice rescue, as well as snow cat and snow mobile operations. In addition, the department has worked with the local Sheriff's Department to prepare 2,000 sand bags, which will be available to assist local residences with flooding hazards.



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

**MEETING DATE:** December 8, 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

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## **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/mutual aid expenditures and reimbursement.

## **DISCUSSION**

This report includes the Fire Authority October YTD Monthly Financials, October and November Cash Disbursements and 2015 YTD November Budget Variance.

## **BUDGET VARIANCE REPORT**

2015 November YTD

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

## **STAFF RECOMMENDATION**

Receive and file.

**BIG BEAR FIRE AUTHORITY**  
**Budget Variance Report**  
Year-to-Date Through October 31, 2015

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
<b>Revenue</b>							
<b>Transfer In Revenue</b>							
Operating Contribution	-	225,110	612	225,722	1,675,278	1,449,556	13%
Administrative Personnel Contribution	129,019	43,006		172,025	516,076	344,051	33%
Reserve Contribution	1,210,581			1,210,581	1,426,495	215,914	85%
Ambulance Revenue - Operating		68,125		68,125	90,000	21,875	76%
Ambulance Revenue - Fuel		-		-	46,000	46,000	0%
<b>Total Transfer In Revenues</b>	<b>1,339,600</b>	<b>336,242</b>	<b>612</b>	<b>1,676,453</b>	<b>3,753,849</b>	<b>2,077,396</b>	<b>45%</b>
<b>Current Service Charges</b>							
Inspections, Reports & Misc	-		2,476	2,476	600	(1,876)	413%
Licenses and Permits	-		250	250	32,600	32,350	1%
Public Training	-		2,635	2,635	10,000	7,365	26%
Plan Review	-		3,836	3,836	-	(3,836)	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>10,859</b>	<b>10,859</b>	<b>68,200</b>	<b>57,341</b>	<b>16%</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	-		8,568	8,568	20,193	11,625	42%
Rental Income-Baldwin Lake	2,164			2,164	-	(2,164)	100%
Donations	-		325	325	-	(325)	100%
<b>Total Use of Money and Property</b>	<b>2,164</b>	<b>-</b>	<b>8,893</b>	<b>11,057</b>	<b>25,443</b>	<b>14,386</b>	<b>43%</b>
<b>Total Revenue</b>	<b>1,341,764</b>	<b>336,242</b>	<b>20,364</b>	<b>1,698,369</b>	<b>3,847,492</b>	<b>2,149,123</b>	<b>44%</b>

<b>Expenses</b>							
<b>Salaries and Benefits</b>							
Salaries	-		197,943	197,943	493,045	(295,102)	40%
Overtime	-		17,890	17,890	65,000	(47,110)	28%
Holiday Pay	-		5,734	5,734	23,000	(17,266)	25%
Training	-		8,425	8,425	14,200	(5,775)	59%
Vacation Accrual	-		5,511	5,511	16,200	(10,689)	34%
Sick Accrual	-		11,824	11,824	23,700	(11,876)	50%

**BIG BEAR FIRE AUTHORITY**  
**Budget Variance Report**  
**Year-to-Date Through October 31, 2015**

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
Comp Time Accrual	-		2,941	2,941	10,000	(7,059)	29%
Personal Leave Accrual	-		4,006	4,006	4,006	0	100%
Medical Insurance	-		80,194	80,194	190,276	(110,082)	42%
Dental Insurance	-		4,099	4,099	11,238	(7,139)	36%
Vision Insurance	-		655	655	1,941	(1,286)	34%
Life Insurance	-		865	865	2,592	(1,727)	33%
Disability Insurance	-		1,664	1,664	4,270	(2,606)	39%
401a ER Match	-		18,915	18,915	55,684	(36,769)	34%
Medicare ER	-		3,404	3,404	11,085	(7,681)	31%
SUI Insurance	-		5,613	5,613	9,790	(4,177)	57%
Salary Moved to Grant Funded	-		(54,313)	(54,313)	0	(54,313)	0%
<b>Total Salaries and Benefits</b>	-	-	<b>315,371</b>	<b>315,371</b>	<b>936,027</b>	<b>(620,656)</b>	<b>34%</b>

**Supplies**

Basic Materials	-		2,046	2,046	15,000	(12,954)	14%
Clothing and Personal Equip	-		21,152	21,152	54,600	(33,448)	39%
Fuel	-	-	12,775	12,775	96,540	(83,765)	13%
General Household	-		8,237	8,237	30,100	(21,863)	27%
Medical Supplies	-	5,234		5,234	40,000	(34,766)	13%
Office Supplies	-		7,319	7,319	18,000	(10,681)	41%
Postage Charges	-		823	823	23,800	(22,977)	3%
Printing	-		929	929	3,000	(2,071)	31%
<b>Total Supplies</b>	-	<b>5,234</b>	<b>53,281</b>	<b>58,515</b>	<b>281,040</b>	<b>(222,525)</b>	<b>21%</b>

**Professional Services**

Contractual Services	30,406	41,117		71,523	251,307	(179,784)	28%
Interagency Admin Personnel	86,013	86,013		172,025	516,076	(344,051)	33%
Interagency General Support	38,336	38,336		76,673	150,018	(73,345)	51%
Interagency Property Tax Collection	21,200			21,200	63,600	(42,400)	33%
IT Support	3,633	3,633	3,633	10,900	32,700	(21,800)	33%
Professional Services	-		10,787	10,787	115,520	(104,733)	9%
Professional Services - Legal	1,269		12,688	13,957	62,000	(48,043)	23%
Recruitment	-		393	393	30,000	(29,607)	1%
<b>Total Professional Services</b>	<b>180,857</b>	<b>169,100</b>	<b>27,501</b>	<b>377,458</b>	<b>1,221,221</b>	<b>(843,763)</b>	<b>31%</b>

**Maintenance and Equipment**

Fleet Maintenance	-	15,383	45,998	61,382	361,100	(299,718)	17%
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**BIG BEAR FIRE AUTHORITY**  
**Budget Variance Report**  
**Year-to-Date Through October 31, 2015**

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
Equipment Rotation	-		9,497	9,497	45,000	(35,503)	21%
Machinery and Equipment	-		2,127	2,127	21,500	(19,373)	10%
Maint-Buildings and Grounds	5,691		132	5,823	51,175	(45,352)	11%
Maintenance - Equipment	-	7,283	14,803	22,087	56,000	(33,913)	39%
Software/Other Peripherals	-	1,080	10,205	11,285	26,000	(14,715)	43%
<b>Total Maintenance and Equipment</b>	<b>5,691</b>	<b>23,747</b>	<b>82,762</b>	<b>112,200</b>	<b>560,775</b>	<b>(448,575)</b>	<b>20%</b>

**Utilities**

Communications - Radio	-		4,507	4,507	19,516	(15,009)	23%
Data Telephone Lines	8,491		9,633	18,124	48,800	(30,676)	37%
Utilities - Electric	13,761		2,842	16,603	53,110	(36,507)	31%
Utilities - Gas	1,249		515	1,764	27,550	(25,786)	6%
Utilities - Water	3,594		303	3,897	10,640	(6,743)	37%
<b>Total Utilities</b>	<b>27,096</b>	<b>-</b>	<b>17,800</b>	<b>44,896</b>	<b>159,616</b>	<b>(114,720)</b>	<b>28%</b>

**Other Expenditures**

Advertising	-		434	434	3,000	(2,566)	14%
Community Promotion	-		417	417	3,000	(2,583)	14%
Education and Training	-		29,443	29,443	51,500	(22,057)	57%
Hazard Condition Mitigation	-		-	-	25,000	(25,000)	0%
Insurance	8,778	8,778	9,749	27,304	254,000	(226,696)	11%
Memberships and Dues	-		1,165	1,165	20,000	(18,835)	6%
Other Expenditure	-	712		712	5,000	(4,288)	14%
Public Training	-		761	761	4,500	(3,739)	17%
Publications	-		974	974	3,500	(2,526)	28%
Rents and Leases	15,000			15,000	24,758	(9,758)	61%
Travel	-		5,528	5,528	10,000	(4,472)	55%
Meetings	-		2,999	2,999	5,400	(2,401)	56%
Bank Fees	-		1,162	1,162	0	1,162	100%
<b>Total Other Expenditures</b>	<b>23,778</b>	<b>9,490</b>	<b>52,631</b>	<b>85,899</b>	<b>409,658</b>	<b>(323,759)</b>	<b>21%</b>

<b>Total Operational Expenses</b>	<b>237,422</b>	<b>207,570</b>	<b>549,347</b>	<b>994,339</b>	<b>3,568,337</b>	<b>(2,573,999)</b>	<b>28%</b>
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<b>Increase/(Decrease in Fund Balance)</b>	<b>1,104,342</b>	<b>128,671</b>	<b>(528,983)</b>	<b>704,031</b>
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**BIG BEAR FIRE AUTHORITY**  
**Budget Variance Report**  
Year-to-Date Through November 30, 2015

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
<b>Revenue</b>							
<b>Transfer In Revenue</b>							
Operating Contribution	-	269,045	612	269,657	1,675,278	1,405,621	16%
Administrative Personnel Contribution	161,274	53,758		215,032	516,076	301,044	42%
Reserve Contribution	1,237,570			1,237,570	1,426,495	188,925	87%
Ambulance Revenue - Operating		98,438		98,438	90,000	(8,438)	109%
Ambulance Revenue - Fuel		-		-	46,000	46,000	0%
<b>Total Transfer In Revenues</b>	<b>1,398,844</b>	<b>421,241</b>	<b>612</b>	<b>1,820,697</b>	<b>3,753,849</b>	<b>1,933,152</b>	<b>49%</b>
<b>Current Service Charges</b>							
Inspections, Reports & Misc	-		2,489	2,489	600	(1,889)	415%
Licenses and Permits	-		325	325	32,600	32,275	1%
Public Training	-		2,940	2,940	10,000	7,060	29%
Plan Review	-		4,886	4,886	-	(4,886)	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>12,302</b>	<b>12,302</b>	<b>68,200</b>	<b>55,898</b>	<b>18%</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	-		10,307	10,307	20,193	9,886	51%
Rental Income-Baldwin Lake	2,164			2,164	-	(2,164)	100%
Donations	-		325	325	-	(325)	100%
<b>Total Use of Money and Property</b>	<b>2,164</b>	<b>-</b>	<b>10,632</b>	<b>12,796</b>	<b>25,443</b>	<b>12,647</b>	<b>50%</b>
<b>Total Revenue</b>	<b>1,401,008</b>	<b>421,241</b>	<b>23,545</b>	<b>1,845,794</b>	<b>3,847,492</b>	<b>2,001,698</b>	<b>48%</b>

<b>Expenses</b>							
<b>Salaries and Benefits</b>							
Salaries	-		249,812	249,812	493,045	(243,233)	51%
Overtime	-		20,825	20,825	65,000	(44,175)	32%
Holiday Pay	-		7,747	7,747	23,000	(15,253)	34%
Training	-		8,425	8,425	14,200	(5,775)	59%
Vacation Accrual	-		6,800	6,800	16,200	(9,400)	42%
Sick Accrual	-		13,514	13,514	23,700	(10,186)	57%

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

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
Comp Time Accrual	-		3,406	3,406	10,000	(6,594)	34%
Personal Leave Accrual	-		4,006	4,006	4,006	0	100%
Medical Insurance	-		91,107	91,107	190,276	(99,169)	48%
Dental Insurance	-		5,124	5,124	11,238	(6,114)	46%
Vision Insurance	-		835	835	1,941	(1,106)	43%
Life Insurance	-		1,090	1,090	2,592	(1,502)	42%
Disability Insurance	-		2,095	2,095	4,270	(2,175)	49%
401a ER Match	-		23,333	23,333	55,684	(32,351)	42%
Medicare ER	-		4,169	4,169	11,085	(6,916)	38%
SUI Insurance	-		5,799	5,799	9,790	(3,991)	59%
Salary Moved to Grant Funded	-		(63,354)	(63,354)	0	(63,354)	0%
<b>Total Salaries and Benefits</b>	-	-	<b>384,735</b>	<b>384,735</b>	<b>936,027</b>	<b>(551,292)</b>	<b>41%</b>

**Supplies**

Basic Materials	-		2,413	2,413	15,000	(12,587)	16%
Clothing and Personal Equip	-		23,755	23,755	54,600	(30,845)	44%
Fuel	-	-	12,775	12,775	96,540	(83,765)	13%
General Household	-		9,954	9,954	30,100	(20,146)	33%
Medical Supplies	-	18,347		18,347	40,000	(21,653)	46%
Office Supplies	-		7,706	7,706	18,000	(10,294)	43%
Postage Charges	-		971	971	23,800	(22,829)	4%
Printing	-		929	929	3,000	(2,071)	31%
<b>Total Supplies</b>	-	<b>18,347</b>	<b>58,502</b>	<b>76,849</b>	<b>281,040</b>	<b>(204,191)</b>	<b>27%</b>

**Professional Services**

Contractual Services	38,176	48,888		87,065	251,307	(164,242)	35%
Interagency Admin Personnel	107,516	107,516		215,032	516,076	(301,044)	42%
Interagency General Support	47,920	47,920		95,841	150,018	(54,177)	64%
Interagency Property Tax Collection	26,500			26,500	63,600	(37,100)	42%
IT Support	4,542	4,542	4,542	13,625	32,700	(19,075)	42%
Professional Services	-		14,073	14,073	115,520	(101,447)	12%
Professional Services - Legal	1,269		24,256	25,524	62,000	(36,476)	41%
Recruitment	-		5,963	5,963	30,000	(24,037)	20%
<b>Total Professional Services</b>	<b>225,923</b>	<b>208,866</b>	<b>48,833</b>	<b>483,622</b>	<b>1,221,221</b>	<b>(737,599)</b>	<b>40%</b>

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

	Suppression	Ambulance	Operations	Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
<b>Maintenance and Equipment</b>							
Fleet Maintenance	-	23,037	52,226	75,263	361,100	(285,837)	21%
Equipment Rotation	-		10,719	10,719	45,000	(34,281)	24%
Machinery and Equipment	-		2,127	2,127	21,500	(19,373)	10%
Maint-Buildings and Grounds	9,073		788	9,862	51,175	(41,313)	19%
Maintenance - Equipment	-	9,495	16,540	26,035	56,000	(29,965)	46%
Software/Other Peripherals	-	1,080	10,291	11,371	26,000	(14,629)	44%
<b>Total Maintenance and Equipment</b>	<b>9,073</b>	<b>33,611</b>	<b>92,692</b>	<b>135,377</b>	<b>560,775</b>	<b>(425,398)</b>	<b>24%</b>
<b>Utilities</b>							
Communications - Radio	-		5,020	5,020	19,516	(14,496)	26%
Data Telephone Lines	10,702		11,430	22,132	48,800	(26,668)	45%
Utilities - Electric	16,227		3,842	20,069	53,110	(33,041)	38%
Utilities - Gas	2,678		1,043	3,721	27,550	(23,829)	14%
Utilities - Water	4,118		518	4,636	10,640	(6,004)	44%
<b>Total Utilities</b>	<b>33,725</b>	<b>-</b>	<b>21,853</b>	<b>55,578</b>	<b>159,616</b>	<b>(104,038)</b>	<b>35%</b>
<b>Other Expenditures</b>							
Advertising	-		1,132	1,132	3,000	(1,868)	38%
Community Promotion	-		578	578	3,000	(2,422)	19%
Education and Training	-		30,233	30,233	51,500	(21,267)	59%
Hazard Condition Mitigation	-		-	-	25,000	(25,000)	0%
Insurance	10,972	10,972	11,943	33,888	254,000	(220,112)	13%
Memberships and Dues	-		1,335	1,335	20,000	(18,665)	7%
Other Expenditure	-	887		887	5,000	(4,113)	18%
Public Training	-		761	761	4,500	(3,739)	17%
Publications	-		1,008	1,008	3,500	(2,492)	29%
Rents and Leases	15,000			15,000	24,758	(9,758)	61%
Travel	-		6,428	6,428	10,000	(3,572)	64%
Meetings	-		3,994	3,994	5,400	(1,406)	74%
Bank Fees	-		1,992	1,992	0	1,992	100%
<b>Total Other Expenditures</b>	<b>25,972</b>	<b>11,860</b>	<b>59,404</b>	<b>97,236</b>	<b>409,658</b>	<b>(312,422)</b>	<b>24%</b>
<b>Total Operational Expenses</b>	<b>294,694</b>	<b>272,684</b>	<b>666,020</b>	<b>1,233,398</b>	<b>3,568,337</b>	<b>(2,334,939)</b>	<b>35%</b>
<b>Increase/(Decrease in Fund Balance)</b>	<b>1,106,314</b>	<b>148,557</b>	<b>(642,475)</b>	<b>612,396</b>			

# Big Bear Fire Authority

## Cash Disbursements

October 1, 2015 through November 30, 2015



Check #	Vendor/Employee	Transaction Description	Date	Amount
<b>Fund: 222 Big Bear Fire Authority</b>				
<b>Department: Balance Sheet</b>				
1503	Allied Administrators for Delta Dental	Dental November	10/19/2015	1,024.84
1509	Unum Life Insurance Company of America	PP November	10/19/2015	656.71
1512	Confire JPA	Dispatch/Radio/Pager Services	10/21/2015	31,082.75
1660	Allied Administrators for Delta Dental	Dental December	11/24/2015	813.20
1676	Keenan & Associates	Health December	11/24/2015	8,349.64
1688	Unum Life Insurance Company of America	Disability December	11/24/2015	605.35
<b>Total Department: Balance Sheet</b>				<b>42,532.49</b>
<b>Department: Big Bear Fire Authority</b>				
1455	Bear Valley Electric	281 Admin 8/24/15-9/23/15	10/01/2015	1,790.43
1456	Shirley Holt	CJPIA Conference expenses	10/01/2015	160.00
1458	Shannon Seaman	3100 Rear box compartment	10/01/2015	422.00
1460	Bad Bear Sportswear	Pink shirts, inventory shirts	10/07/2015	1,092.42
1463	US Bank Corporate Payment Systems	Email server - add person	10/07/2015	287.47
1467	AT & T Corp	281 Admin long distance	10/12/2015	35.56
1468	Bad Bear Sportswear	Ball caps, t-shirts	10/12/2015	481.68
1469	Joann Olson Baird	282 Tank rental September	10/12/2015	166.00
1474	Jerry Kimbro Kimbro's Appliance Service & Sales	282 Dryer repair	10/12/2015	140.08
1476	Sam Brown Shields	Helmet shield	10/12/2015	66.72
1477	SatCom Global Inc	Satellite phone September	10/12/2015	56.88
1479	US Bank Corporate Payment Systems	Postage	10/12/2015	7,463.98
1481	All Star Fire Equipment	SCBA parts	10/14/2015	645.49
1485	CBBL Dept of Water	281 Admin 8/24/15-9/25/15	10/14/2015	100.96
1486	First Aid Now	281 Replenish First Aid cabinet	10/14/2015	213.33
1487	Fitness Appraisal Inc	Wellness evaluations	10/14/2015	11,250.00
1488	K-Mart 7653	Shoe polish	10/14/2015	17.24
1489	KME Fire Apparatus Inc	T-281 Pump test	10/14/2015	2,898.13
1490	Roger LaVoire	ICEMA Paramedic renewal	10/14/2015	60.00
1491	Charles or Maximiliana Lawrence	Open Flame permit partial reimb	10/14/2015	50.00
1492	Mountain Water Company Russell J McCoy	Classroom water dispenser July & August	10/14/2015	48.00
1493	San Bernardino County Fire	Sand bags	10/14/2015	830.06
1494	The Counseling Team International	Employee Support Serv. September	10/14/2015	500.00
1495	United Parcel Service	Life-Assist items returned	10/14/2015	33.02
1496	Accela, Inc. #774375	Springbrook annual maintenance 11/19/15-11/18/16	10/19/2015	5,468.40
1497	Best Best & Krieger LLP	Employee Benefits September	10/19/2015	3,149.82
1499	KME Fire Apparatus Inc	WT-282 Annual inspection	10/19/2015	14,355.43
1500	San Bernardino County Information	Put pager in service	10/19/2015	41.32
1504	Big Bear City CSD	Fuel July	10/19/2015	12,171.58
1505	Keenan & Associates	Benefits September	10/19/2015	18,493.82
1509	Unum Life Insurance Company of America	Disability October	10/19/2015	852.15
1513	CPS HR Consulting	Fire Apparatus Drive/Optr written exams	10/21/2015	374.00
1515	Goodyear Tire & Rubber Company	ME-283 Tires (4)	10/21/2015	2,136.24
1518	Dawn Marschinke	Halloween candy	10/21/2015	89.94
1519	Mission Linen Supply Inc	Towels	10/21/2015	52.54
1520	Quill Corporation	HR files returned	10/21/2015	310.76
1524	AT & T Corp	281 Admin long distance	10/22/2015	23.79
1525	Best Best & Krieger LLP	Fire legal services September	10/22/2015	1,175.00
1527	Jon's Flags & Poles	E-283 Flag	10/22/2015	39.42
1528	Quill Corporation	Office supplies	10/22/2015	63.19
1529	Randy Spitz	Coffee, tea	10/22/2015	367.95
1531	Southwest Gas Corporation	Classroom 9/16/15-10/15/15	10/22/2015	198.35
1535	KME Fire Apparatus Inc	S-282 Annual inspection	10/29/2015	7,752.03
1536	Evergreen Restaurant	FA & FPD Meeting 10/20	10/29/2015	312.40
1537	Galls/Quartermaster	Station Boots	10/29/2015	156.55
1538	Image 2000	Copies	10/29/2015	348.06
1539	KME Fire Apparatus Inc	S-282 Preventive maintenance	10/29/2015	643.53
1540	Roger LaVoire	Mileage for Deposition	10/29/2015	44.62
1541	Mission Linen Supply Inc	Towels	10/29/2015	26.27
1544	David Caretto	FA Meeting 10/20	10/29/2015	100.00
1545	John Green	FA Meeting 10/20	10/29/2015	100.00
1546	Rick Herrick	FA Admin Committee Meeting 10/8	10/29/2015	200.00
1547	Robert Jackowski	FA Meeting 10/20	10/29/2015	100.00

# Big Bear Fire Authority

## Cash Disbursements

October 1, 2015 through November 30, 2015



Check #	Vendor/Employee	Transaction Description	Date	Amount
1548	Bill Jahn	FA Meeting 10/20	10/29/2015	100.00
1549	Karen Oxandaboure	FA Meeting 10/20	10/29/2015	100.00
1550	Randall Putz	FA Meeting 10/20	10/29/2015	100.00
1551	Paul Terry	FA Admin Committee Meeting 10/8	10/29/2015	200.00
1552	Larry Walsh	FA Meeting 10/20	10/29/2015	200.00
1553	Al Ziegler	FA Meeting 10/20	10/29/2015	100.00
1554	Administrative Services Inc	Copier lease	10/29/2015	376.92
1555	Advanced Auto	3100 oil change, block heater	10/29/2015	1,538.41
1556	All Star Fire Equipment	Turnout hangers	10/29/2015	235.63
1558	BBC Saw Works Inc	T-281 chain saw repair	10/29/2015	247.49
1562	Butcher's Block & Building Material	Bldg materials for training	10/29/2015	129.44
1563	Car Quest Auto Parts	2850 Oil	10/29/2015	211.16
1564	Charter Communications	281 Admin cable 10/26/15-11/25/15	10/29/2015	52.65
1565	ComSerCo Inc	2807 Radio check	10/29/2015	2,101.73
1566	DIY Home Center	Rope for PCF training	10/29/2015	112.16
1567	Firefighters Safety Center	Patches	10/29/2015	761.40
1570	Globalstar	Satellite phone 10/16/15-11/15/16	10/29/2015	50.21
1571	JSL Automotive Group LLC	2850 Smog inspection	10/29/2015	465.95
1572	Jerry Kimbro Kimbro's Appliance Service & Sales	281 Dishwasher repair	10/29/2015	115.24
1573	K-Mart 7653	282 Kitchen cookware	10/29/2015	41.03
1574	Modular Space Corporation	Modular Office	10/29/2015	288.86
1575	NAPA Auto Parts	BE-281 Headlight	10/29/2015	11.92
1576	Petty Cash	Engineer exam refreshments	10/29/2015	22.44
1577	Radio Shack Corporation	Portable speaker cable	10/29/2015	16.19
1581	Verizon California	281 Admin 10/13/15-11/12/15	10/29/2015	288.50
1582	Verizon Wireless	8/27/15- 9/26/15	10/29/2015	876.67
1583	Witmer Public Safety Group Inc	Collar brass	10/29/2015	37.46
1587	Bear Valley Electric	281 Admin 9/23/15-10/22/15	11/04/2015	999.61
1590	Big Bear Grizzly	Newspaper subscription	11/04/2015	34.00
1591	CBBL Dept of Water	281 Admin 9/25/15-10/26/15	11/04/2015	102.86
1592	Charter Communications	281 Admin Internet 10/27/15-11/26/15	11/04/2015	258.24
1593	Entenmann-Rovin Co	Badges	11/04/2015	1,214.53
1595	American Fidelity Health Services Administration	HSA Contribution Nov	11/04/2015	1,666.67
1596	Deanne Johanson	PIO Services Sept, Oct	11/04/2015	513.00
1597	JSL Automotive Group LLC	2814 tires	11/04/2015	1,603.40
1598	Keenan & Associates	Consolidated Benefits Nov	11/04/2015	9,246.91
1602	Relm Wireless Corporation	Radio inventory parts	11/04/2015	513.17
1603	Mountain Water Company Russell J McCoy	2 - 5 gal bottled water for classroom	11/04/2015	32.50
1605	KME Fire Apparatus Inc	E-281 Pressure wash	11/09/2015	910.00
1608	SatCom Global Inc	Satellite phone October	11/09/2015	56.88
1609	US Bank Corporate Payment Systems	Open House provisions	11/09/2015	3,124.27
1611	BBC Saw Works Inc	WT-281 Chain saw repair	11/12/2015	351.93
1614	Connelly Pumping Services LLC	Portables rental & service October	11/12/2015	120.07
1616	K-Mart 7653	Polish	11/12/2015	12.93
1617	KME Fire Apparatus Inc	ME-281 Pressure wash	11/12/2015	1,160.00
1620	Andrew Villagomez	Low Angle Rope Rescue	11/12/2015	190.00
1621	Vision Service Plan	October	11/12/2015	835.17
1622	AT & T Corp	281 Admin Long Distance October	11/18/2015	41.76
1623	Chad Baeskens	Reimb Pre-Hospital Trauma Life Support Course	11/18/2015	225.00
1625	Firefighters Safety Center	Uniforms Covarrubio	11/18/2015	436.86
1628	Lance Soll & Lunghard	FA State Controllers Report	11/18/2015	1,200.00
1633	Best Best & Krieger LLP	Services October	11/19/2015	1,715.50
1634	Big Bear Grizzly	Public Notice, Halloween Safety, Adopt-A-Hydrant	11/19/2015	597.85
1635	Big Bear Shopper	Curbside Chipping, Halloween Safety	11/19/2015	100.00
1638	Filter Recycling Service	Waste oil disposal	11/19/2015	101.20
1641	Randy Spitz	Coffee	11/19/2015	363.95
1645	The Counseling Team International	Employee Support Services October	11/19/2015	500.00
1647	Verizon Wireless	Wireless 9/27/15-10/26/15	11/19/2015	826.41
1650	Action Response Team Inc	Household supplies	11/24/2015	989.89
1651	Bad Bear Sportswear	T-shirts, knit caps	11/24/2015	622.08
1652	Bear Valley Community Healthcare District	Pre-employment X-rays	11/24/2015	5,236.00
1653	Firefighters Safety Center	Long sleeve shirts	11/24/2015	250.06
1654	Image 2000	Postage for toner	11/24/2015	21.00

# Big Bear Fire Authority

## Cash Disbursements

October 1, 2015 through November 30, 2015



Check #	Vendor/Employee	Transaction Description	Date	Amount
1656	Modular Space Corporation	Temp office 11/23/15-12/22/15	11/24/2015	288.86
1659	Administrative Services Inc	Lease for copiers	11/24/2015	376.92
1661	American Fidelity Assurance		11/24/2015	-13.08
1663	BBC Saw Works Inc	Chain saw rope repair	11/24/2015	20.40
1667	Butcher's Block & Building Material	ME-282 Batteries	11/24/2015	280.13
1668	David Caretto	FA Workshop 11/9	11/24/2015	100.00
1669	Jon Curtis	S-290 Training tuition	11/24/2015	375.00
1671	John Green	FA Workshop 11/9	11/24/2015	100.00
1672	Rick Herrick	FA Workshop 11/9	11/24/2015	100.00
1673	ISA Membership	Yegge membership 12/15 - 12/16	11/24/2015	170.00
1674	Bill Jahn	FA Workshop 11/9	11/24/2015	100.00
1679	M&M Mechanical Services	281 Admin heater repair	11/24/2015	375.00
1681	Karen Oxandaboure	FA Workshop 11/9	11/24/2015	100.00
1682	Randall Putz	FA Workshop 11/9	11/24/2015	100.00
1683	Quill Corporation	Credit for gel ink refills not received	11/24/2015	67.75
1684	Sam Brown Shields	Helmet shield	11/24/2015	66.72
1686	Southwest Gas Corporation	Classroom 10/15/15-11/16/15	11/24/2015	528.40
1687	Paul Terry	FA Workshop 11/9	11/24/2015	100.00
1689	Al Ziegler	FA Workshop 11/9	11/24/2015	100.00
<b>Total Department: Big Bear Fire Authority</b>				<b>146,247.87</b>
<b>Department: Big Bear City CSD</b>				
1457	Robertson's	282 sand	10/01/2015	352.35
1465	Vatch Arouchian	282 & 283 Emergency phones	10/12/2015	50.00
1470	Bear Valley Electric	283 8/27/15-9/28/15	10/12/2015	2,272.78
1480	Verizon California	283 9/22/15-10/21/15	10/12/2015	163.21
1482	Big Bear City CSD	283 Dumpster	10/14/2015	375.22
1512	Confire JPA	Dispatch/Radio/Pager Services	10/21/2015	3,885.35
1531	Southwest Gas Corporation	283 9/15/15-10/14/15	10/22/2015	138.03
1561	Big Bear City CSD	282 8/11/15-10/13/15	10/29/2015	937.66
1564	Charter Communications	283 Cable/internet October	10/29/2015	1,243.82
1566	DIY Home Center	282 Bldg maintenance	10/29/2015	14.53
1569	Geiger Supply Inc	282 Bathroom plumbing	10/29/2015	28.73
1586	Vatch Arouchian	282 & 283 Emergency telephones	11/04/2015	50.00
1588	Big Bear City CSD	283 Dumpster	11/04/2015	375.22
1604	Bear Valley Electric	282 9/28/15-10/27/15	11/09/2015	1,030.76
1612	Bear Valley Electric	282 9/28/15-10/27/15	11/12/2015	379.11
1643	Robertson's	282 Repair sidewalk & rear access	11/19/2015	345.28
1646	Verizon California	283 10/22/15-11/21/15	11/19/2015	222.88
1666	Big Bear City CSD	283 9/8/15-11/9/15	11/24/2015	79.73
1667	Butcher's Block & Building Material	283 Snow removal supplies	11/24/2015	256.12
1670	DIY Home Center	282 Hose & faucet	11/24/2015	49.55
1686	Southwest Gas Corporation	282 10/15/15-11/16/15	11/24/2015	545.81
<b>Total Department: Big Bear City CSD</b>				<b>12,796.14</b>
<b>Department: Big Bear Lake FPD</b>				
1467	AT & T Corp	281 Suppr long distance	10/12/2015	35.55
1470	Bear Valley Electric	Moonridge 8/27/15-9/28/15	10/12/2015	89.90
1485	CBBL Dept of Water	Boulder Bay 8/24/15-9/25/15	10/14/2015	215.30
1501	Verizon California	281 Traffic signal 9/28/15-10/27/15	10/19/2015	57.50
1512	Confire JPA	Dispatch/Radio/Pager Services	10/21/2015	3,885.35
1524	AT & T Corp	281 Suppr long distance	10/22/2015	23.79
1530	San Bernardino County Fire	281 Hazardous material & CUPA permit	10/22/2015	666.00
1531	Southwest Gas Corporation	Boulder Bay 9/14/15-10/13/15	10/22/2015	301.92
1562	Butcher's Block & Building Material	281 Bird spikes	10/29/2015	184.40
1564	Charter Communications	281 Suppr cable 10/26/15-11/25/15	10/29/2015	52.64
1566	DIY Home Center	281 Mouse traps	10/29/2015	17.93
1581	Verizon California	281 Suppr 10/13/15-11/12/15	10/29/2015	288.50
1587	Bear Valley Electric	281 Suppr 9/23/15-10/22/15	11/04/2015	999.61
1591	CBBL Dept of Water	Boulder Bay 9/25/15-10/26/15	11/04/2015	217.19
1592	Charter Communications	281 Suppr Internet 10/27/15-11/26/15	11/04/2015	258.23
1604	Bear Valley Electric	Boulder Bay 9/28/15-10/27/15	11/09/2015	49.81
1609	US Bank Corporate Payment Systems	281 Garage door repair	11/09/2015	613.80
1619	M&M Mechanical Services	281 Admin heater repair	11/12/2015	814.00
1622	AT & T Corp	281 Suppr Long Distance October	11/18/2015	41.75

# Big Bear Fire Authority

## Cash Disbursements

October 1, 2015 through November 30, 2015



Check #	Vendor/Employee	Transaction Description	Date	Amount
1667	Butcher's Block & Building Material	282 Wood, screws	11/24/2015	450.64
1686	Southwest Gas Corporation	281 Suppr 10/13/15-11/12/15	11/24/2015	882.89
<b>Total Department: Big Bear Lake FPD</b>				<b>10,146.70</b>
<b>Department: Baldwin Lake</b>				
1459	Lawrence Winslow	Lease payment 10/1/15-12/31/15	10/01/2015	7,500.00
1470	Bear Valley Electric	284 9/3/15-9/18/15	10/12/2015	10.53
1559	Bear Valley Electric	284 9/18/15-10/19/15	10/29/2015	20.46
1614	Connelly Pumping Services LLC	284 Pump holding tank October	11/12/2015	350.00
<b>Total Department: Baldwin Lake</b>				<b>7,880.99</b>
<b>Department: Ambulance</b>				
1461	Christopher Bustos	Transfer meal	10/07/2015	23.00
1462	Ricky Seward	Transfer meal	10/07/2015	29.00
1466	Arrow International Inc	EZ-IO needles	10/12/2015	604.79
1483	Big Bear Towing Inc	MA-281 tow to Rancho Motors	10/14/2015	265.00
1484	Gregory Buckner	AED maintenance 11/1/15-12/1/15	10/14/2015	1,595.00
1489	KME Fire Apparatus Inc	MA-281 Replace dump valve	10/14/2015	576.32
1499	KME Fire Apparatus Inc	MA-281B Repair air bag dump system	10/19/2015	310.00
1510	Big Bear Towing Inc	MA-282A tow	10/21/2015	660.00
1511	Christopher Bustos	Transfer meal	10/21/2015	12.80
1512	Confire JPA	Dispatch/Radio/Pager Services	10/21/2015	7,770.68
1514	John Demel	Transfer meal	10/21/2015	19.61
1516	ICEMA	EMS Provider Permit & Inspections	10/21/2015	6,400.00
1517	Life Assist Inc	Medical supplies	10/21/2015	165.85
1521	Ricky Seward	Transfer meals	10/21/2015	41.62
1532	Jonathan Bidwell	Ambulance Meal Transfer Reimb	10/26/2015	23.41
1535	KME Fire Apparatus Inc	MA-282A Annual inspection	10/29/2015	2,780.00
1542	Showtime Custom Coach Inc	MA-282A Repairs	10/29/2015	2,399.44
1575	NAPA Auto Parts	MA-282B Serpentine belts	10/29/2015	81.91
1594	Goodyear Tire & Rubber Company	MA-282 6 tires	11/04/2015	964.03
1597	JSL Automotive Group LLC	MA-283 Dismount/mount tires	11/04/2015	1,884.30
1606	Life Assist Inc	Pharmaceuticals	11/09/2015	6,500.43
1610	Joann Olson Baird	Oxygen cylinders	11/12/2015	392.00
1613	Gregory Buckner	HTMP 12/1 - 1/1, repair suction pump, batteries	11/12/2015	2,045.80
1616	K-Mart 7653	MA-281 Key coil	11/12/2015	2.91
1617	KME Fire Apparatus Inc	MA-283 Pressure wash	11/12/2015	1,677.07
1624	Christopher Bustos	Transfer meal	11/18/2015	11.00
1626	Justin Fluke	Transfer meal	11/18/2015	19.26
1627	Brittania Huether	Transfer meal	11/18/2015	56.41
1629	Collin Ortega	Transfer meal	11/18/2015	23.00
1630	William Schlosser	Transfer meal	11/18/2015	12.95
1631	Ricky Seward	Transfer meal	11/18/2015	13.00
1632	Arrow International Inc	EZ-IO needles	11/19/2015	1,804.93
1665	Jonathan Bidwell	Transfer meal	11/24/2015	39.50
1667	Butcher's Block & Building Material	MA-281 cable ties	11/24/2015	24.20
1670	DIY Home Center	Ambulance key rings	11/24/2015	9.68
1675	JSL Automotive Group LLC	MA-282 Dismount/mount new tires	11/24/2015	1,425.28
1677	KME Fire Apparatus Inc	MA-283 Repair headlights	11/24/2015	1,665.67
1678	Life Assist Inc	Return Infectious Control Kits, Sharps containers	11/24/2015	3,970.63
<b>Total Department: Ambulance</b>				<b>46,300.48</b>
<b>Total Fund: 222 Big Bear Fire Authority</b>				<b>265,904.67</b>
<b>Fund: 320 Authority Capital Projects</b>				
<b>Department: Ambulance Capital Projects</b>				
1526	Emergency Vehicle Group	2013 Ford F350 4x4 Ambulance	10/22/2015	149,575.05
1573	K-Mart 7653	Ambulance containers	10/29/2015	39.16
<b>Total Department: Ambulance Capital Projects</b>				<b>149,614.21</b>
<b>Department: Authority Capital Projects</b>				
1464	Accela, Inc. #774375	Finance Level 2	10/12/2015	2,604.00
1557	Alternative Support Apparatus LLC	SOS Rescue Skid	10/29/2015	2,565.00
<b>Total Department: Authority Capital Projects</b>				<b>5,169.00</b>
<b>Total Fund: 320 Authority Capital Projects</b>				<b>154,783.21</b>
<b>Fund: 520 Mutual Aid</b>				
1463	US Bank Corporate Payment Systems	Route Complex fuel expense	10/07/2015	388.26
1473	Chevron and Texaco Business Card Services	Fuel	10/12/2015	551.73



# Big Bear Fire Authority

## Cash Disbursements

October 1, 2015 through November 30, 2015



Check #	Vendor/Employee	Transaction Description	Date	Amount
1479	US Bank Corporate Payment Systems	Incident expenses	10/12/2015	124.91
1502	Norman Walker	Lodging Mad River Complex	10/19/2015	114.46
1522	Vernon Donald Smith	Okanogan Complex expenses	10/21/2015	359.86
1609	US Bank Corporate Payment Systems	Fuel - Valley Incident	11/09/2015	30.06
<b>Total Fund: 520 Mutual Aid</b>				<b>1,569.28</b>
<b>Fund: 999 Payroll Fund</b>				
1506	Lincoln National Life Insurance Co (5H-26)	PP20 457	10/19/2015	6,579.94
1507	MidAmerica Admin & Retirement Solutions, Inc.	Apple Contribution PP20	10/19/2015	533.43
1584	American Fidelity Assurance	Employee Voluntary Ins	11/04/2015	818.55
1585	American Fidelity Assurance Company	Flex Contribution Oct	11/04/2015	83.33
1589	Big Bear City Professional Firefighters Assoc	PP20-22	11/04/2015	584.00
1599	Lincoln National Life Insurance Co (5H-26)	401a PP21-22	11/04/2015	12,067.07
1600	MidAmerica Admin & Retirement Solutions, Inc.	Apple Contribution PP21-22	11/04/2015	1,046.58
1661	American Fidelity Assurance	Voluntary Insurance November	11/24/2015	570.71
1662	American Fidelity Assurance Company	Voluntary Flex November	11/24/2015	83.33
1680	MidAmerica Admin & Retirement Solutions, Inc.	Apple Contribution PP23	11/24/2015	298.02
<b>Total Fund: 999 Payroll Fund</b>				<b>22,664.96</b>
<b>Grand Total</b>				<b>444,922.12</b>

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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
OCTOBER 20, 2015**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 5:10 p.m., Tuesday, October 20, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**PUBLIC FORUM FOR CLOSED SESSION**      None.

At the hour of 6:07 p.m., the Board adjourned Closed Session.

At the hour of 6:30 p.m., Chairman Herrick called Open Session to order.

Moment of Silence:                      Observed

Pledge of Allegiance:                      Led by Director Walsh

Directors Present:                      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

Directors Excused:                      None

Directors Absent:                      None

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

**RESULTS OF CLOSED SESSION**

1.      **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.

No reportable action.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957  
Title of Position: Fire Chief

No reportable action.

### **OPEN SESSION**

### **ANNOUNCEMENTS AND 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**

Chief Willis recognized the promotions for the following personnel:

- David Jayne, from Engineer to Captain
- Roger LaVoire, from Firefighter/Paramedic to Engineer

### **DIRECTORS' GENERAL ANNOUNCEMENTS**

Director Caretto congratulated Captain Jayne and Engineer LaVoire for their promotions and thanked them for their service.

Director Green announced that he had the opportunity to go on the US Forest Service Hazardous Fuels Abatement Tour. He had not realized the scope of the fuels reduction program until he was able to see how much fuel had been cleared. He appreciated the ability to see the efforts.

Director Putz stated that at the recent League of California Cities, there were several fire related conference sessions which he was able to attend. The fire self-assessment model presented, which considered a step above an ISO rating, was very interesting. They also discussed the value of a community-based engagement program. Perhaps the Fire Authority will be able to put some of those things to work here.

Director Ziegler commented that he also attended the US Forest Service Hazardous Fuels Abatement tour which was very interesting.

## **GENERAL PUBLIC COMMENT**

None.

## **CHIEF'S REPORT**

Chief Willis provided an update on 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 smoothly and required significant effort by all involved. Success is largely attributed to residual support of the City of Big Bear Lake and Community Services District 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 which will continue through the end of the year. Chief Willis commended the Fire Authority staff for a job well done.

Chief Willis provided an update on the strategic planning process. The initial steps have been taken in the development of a Strategic Plan with the primary focus on the mission, vision and goals of the Big Bear Fire Authority. Due to various factors, the process has stalled, but Chief Willis looks forward to get it moving again.

Chief Willis stated that 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, the Chief is advising the Board that no further work will be done regarding this project. There is a footprint and plan in place, but it will require much more work before it is brought back to the Board for consideration.

## **FINANCE DIRECTOR'S REPORT**

Sr. Finance Officer Holt reported on the September year-to-date Budget Variance Report. The report shows the Revenue and Expense Variance to Budget, as of the end of the 1st quarter of operations for the Fire Authority. The Budget Variance shows total revenue is 40% funded year-to-date. Overall 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. Office Supplies, Education, Training and Travel are running slightly ahead of budget but are expected to fall in-line as the year progresses. She has been reviewing the budget variances with Suppression Management and they are aware of the areas where they need to control spending.

The Cash Disbursements for August 12 through September 30 are \$188,806.

Total "Summit Fire" Expenses are \$24,062. Non-reimbursable personnel costs total \$20,138, with reimbursable equipment and personnel costs at \$3,924.

Director Jackowski asked about Sr. Finance Officer Holt's statement that revenue is 40% funded going into 25% of the year, questioning the reason behind this high percentage.

Sr. Finance Officer Holt responded that it is attributed to the \$531,000 contribution from the Fire Protection District in support of the operating budget.

Director Caretto questioned how it is determined what portion of the "Summit Fire" is reimbursable.

Sr. Finance Officer Holt responded that reimbursement is based on the rules of the State. The first 24 hours of an incident are the local agency's responsibility. If Incident Command requests additional support, which they did for the "Summit Fire," the department is reimbursed for the additional support.

### **CONSENT CALENDAR**

Motion by Director Caretto; seconded by Director Putz, to approve the Consent Calendar.

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

Chairman Herrick and Director Jahn abstained from voting on FA1. Neither were in attendance at this meeting.

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

NOES: None.

ABSENT: None.

ABSTAIN: Jahn, Herrick

Approved.

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

AYES: Jackowski, Jahn, Oxandaboure, Putz, Terry, Walsh, Ziegler,  
Caretto, Green, Herrick

NOES: None.

ABSENT: None.

ABSTAIN: None.

Received and filed.

**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.

Director Caretto requested to remove Item FA3 from the Consent Calendar.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**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.

Director Caretto noted that the City Council takes a break between July 11 and August 22 and the Fire Authority has tried to work around the City Council schedule. However, with regards to the Option "A" calendar proposal, the meeting for August 16 is scheduled during that break. Director Caretto requests that instead of having the meeting on August 16, it be scheduled for August 23.

Chief Willis noted that staff looked into the availability of the facility and it is available, so the request can be accommodated.

Director Oxandaboure stated that she understands why Option "B" is not being recommended, due to public availability. She requests starting the meeting slightly earlier at 5:30 p.m. or 6 p.m.

Board Secretary Marschinke stated the facility is available at 5:30 p.m. However, based on the Fire Protection District Board setting their meetings at 5:30 p.m., directly prior to the Fire Authority meetings, there is a conflict if the Fire Authority meetings start at 5:30 p.m.

Chief Willis stated, that if necessary, the Fire Protection District calendar could be brought back for discussion if the Fire Authority Board desires.

Chairman Herrick agreed that 5:30 p.m would be fine, but if it gets any earlier, it can be difficult for Board members getting to the meeting on-time after work, or their ability to have dinner.

Director Caretto asked Chief Willis how much time he would anticipate needing for the 5:30 p.m. Fire Protection District meetings.

Chief Willis responded that meetings should be very short, consisting mainly of recordkeeping and housekeeping. If more time is needed for a longer discussion, a special meeting can be scheduled.

Chairman Herrick recommended a 6:00 p.m. start time for the Fire Authority Board meetings.

Motion by Director Caretto; seconded by Director Oxandaboure, to adopt the proposed 2016 meeting schedule, Option A, making the adjustment to adjourn the August 2 meeting to August 23 and change the start time of all meetings to 6:00 p.m.

AYES: Jahn, Oxandaboure, Putz, Terry, Ziegler, Caretto, Green, Jackowski, Herrick

NOES: Walsh

ABSENT: None.

ABSTAIN: None.

Director Green requested an updated calendar be sent which includes start times.

## **PUBLIC HEARINGS**

None.

## **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.

Chief Willis reminded the Board that this subject has been discussed over the past couple of years. Approximately one year ago, discussion was stopped when the Fire Authority asked Assemblyman Obernolte to author a bill that will potentially assist the department with pension alignment. That bill, AB 868, is now legislation. Isabel Safie, Sr. Associate at BB&K is here to present considerations that must be given regarding the two different pension systems, SBCERA and CalPERS, as they pertain to the choices the Board must consider in deciding on the recommendation for two actuarial studies. This information parallels what was presented at the Administrative Committee meeting on October 8, 2015. As

such, an excerpt of the Administrative Committee meeting notes regarding pension alignment is presented below.

Isabel Safie presented where the department is today regarding pension alignment and explained the basis of why the Board is being asked to approve funding for two actuarial studies with respect to SBCERA.

## **OCTOBER 8, 2015: ADMINISTRATIVE COMMITTEE MEETING NOTES**

### **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 hands-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 effect 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.

**DECEMBER 8, 2015: BOARD DISCUSSION**

Director Caretto asked if CalPERS is chosen as the pension plan and CalPERS employees move to the Fire Authority, does the Fire Authority need to continue retiree medical benefits. He also questioned what happens to Social Security for those existing employees that will be moving over, and future employees.

Isabel Safie responded that retiree health is a separate contract in the pension contract with CalPERS. An employer can remain in CalPERS, with, or without the retiree medical benefits contract. Legally speaking, you can terminate retiree medical benefits. However, there are certain obligations that carry forward regarding promises that have been made. Consideration needs to be given to what those expectations have been, and what has been articulated to employees. Who would retain or obtain retiree health benefits going forward would be a policy decision made by the Fire Authority Board.

With regard to Social Security, Isabel Safie responded that the Community Services District has a contract with Social Security and can never cancel that contract. However, if changing systems for substantive reasons, the contract does not carry forward to the new pension system. That is why the Fire Authority was able to decide not to enter into an agreement with Social Security. Any accrued

benefits would remain with an employee that moves over to a system that does not contract with Social Security.

Chairman Herrick questioned if the current funded ratio of 4.1% is based on current known mortality rates and actuarial returns for SBCERA, and if they are looking as far into the future as they can with the information they have today.

Isabel Safie responded “yes,” but that the funded ratio hasn’t taken into consideration the return for the recently completed fiscal year. The funded ratio compares what the anticipated cost would be of paying for accrued benefits, versus the assets that are held in the system. The cost of mortality expectations, final compensation calculations, or other factors related to the actuarial analysis is taken into consideration with respect to the assumed cost to pay retirement benefits.

Director Walsh questioned if Barstow Fire Department, the only other organization in the pool, is aware that the Fire Authority is pursuing leaving SBCERA.

Chief Willis responded that we cannot base our decisions on something Barstow may or may not do.

Director Walsh expressed concern that Barstow Fire Department might lobby to prevent the department from leaving SBCERA based on the impact on them.

Isabel Safie stated that Barstow could not have any impact on the decision to leave SBCERA. That is a decision that is made by the SBCERA Board. Top management at SBCERA have indicated that they will do what they can do to make this happen.

Director Caretto asked how the Fire Authority avoids the payment of the \$17 million withdrawal liability, or are they avoiding an actuarial study by considering the Community Services District employees inactive.

Isabel Safie responded that withdrawal liability is avoided altogether. Withdrawal liability occurs only if the contract is terminated in its entirety. Because the Community Services District would retain its Miscellaneous contract, it would not trigger termination of the contract.

Director Caretto asked what benefit AB 868 provides when dealing with SBCERA.

Isabel Safie responded that with AB 868, if the contract goes inactive, there are still significant unfunded liabilities that remain with the Community Services District with respect to all benefits that have accrued under the Safety contract

with the Community Services District. AB 868 allows for a large portion of the accrued liability to be transitioned in its entirety, to the Fire Authority. It lessens the risk to the Community Services District of annual payments based on unfunded liabilities. The Fire Authority would assume the unfunded liability. The actuarial studies being considered will help determine this cost.

Isabel Safie stated that the Fire Authority is considering actuarial studies to get clarity from SBCERA on two separate things. The first would look at the impact of the Fire Authority joining the SBCERA system and adding approximately 30 employees to the pool. This would be a 50% increase in the safety pool with respect to the SBCERA contract. The expectation is that this would lower the rate of the contribution the Fire Authority would have to make. The second study would look at the cost of transferring the existing liability of the CalPERS contract to the SBCERA contract, and the effect on the contribution rate of the Fire Authority if it were to contract with SBCERA. The actuarial studies will provide a better idea of the effect on the Fire Authority.

Chairman Herrick commented on the possibility of joining the County's SBCERA pool which was brought up at the Administrative Committee meeting in October. He stated that he knows that this option would be difficult to accomplish, but he believes the possibility should still be investigated.

Isabel Safie indicated that this will be part of the actuarial studies.

Chairman Herrick stated that these studies would require \$35,200 from Contingency Reserves and \$10,800 from the Professional Services Budget.

Vice Chairman Terry asked to know the balance in the Contingency Reserves.

Sr. Finance Officer Holt responded that the projected balance would be \$100,000 at the end of 2016 with contributions and uses during the current year. The \$35,200 would be deducted from that amount.

Director Caretto stated that he didn't believe anything more could be done until the actuarial studies are completed. He motioned to accept staff's recommendation. Chairman Herrick agreed that he came to the same conclusion.

At 7:12 p.m. Director Jahn left the meeting, returning at 7:13 p.m.

Motion by Director Caretto; seconded by Vice Chairman Terry to approve staff recommendation 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.

**Discussion:**

Director Caretto asked if the contracts for the studies needed to come back to the Board.

Chief Willis responded no, they are both within his signature level of \$25,000.

Said Motion was approved by the following vote:

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

**FA5. Ambulance Purchase**

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

Chief Willis stated that the Board gave authorization to the department to purchase a new ambulance last year. It is likely that the department will not receive the ambulance they are trying to purchase. The department still has a critical need for this ambulance. A new 2013 chassis with less than 50 miles on it has been identified for purchase; a refurbished box would be added. This purchase is with a reliable vendor that the department has used before. Sr. Finance Officer Holt has identified a path to make this purchase possible within this fiscal year, but it does require the Board's approval.

Sr. Finance Officer Holt stated that there is an existing purchase order that has a remaining \$49,000 from the original vendor which has rolled into this year's budget. Replacement Reserves of \$111,000 would be used to complete this purchase this year. Current Vehicle Replacement Reserves is \$423,791, less \$111,000 for this purchase leaves a remaining Vehicle Replacement Reserve of \$321,791 for the Fire Authority at the end of this year. This is not considering any Vehicle Replacement Reserves that are with the Fire Protection District or at Community Services District.

Vice Chairman Terry asked if the price stated is only the cost of the ambulance.

Chief Willis responded that everything is included in that price.

Motion by Vice Chairman Terry; seconded by Director Jackowski, to approve Staff recommendation to authorize \$111,000 from 2016/16 Vehicle Replacement Reserves for the ambulance purchase.

**Discussion:**

Director Caretto questioned if the department needed to go out to bid for this purchase.

Chief Willis stated that this is an existing vendor that the department has previous experience with and has already been vetted through the County bid for a fleet; therefore, it does not need to go out to bid.

Director Walsh stated that he understood the current purchase order was \$45,000 and the staff report indicates there is \$49,000 for the purchase order.

Sr. Finance Officer Holt responded that the \$45,000 was the down payment made against the ambulance purchase last year. Therefore, \$49,000 remained to roll-over to the new purchase order.

Director Jackowski asked if the new ambulance would cost \$111,000.

Sr. Finance Officer Holt responded that it would cost \$160,000.

Director Caretto explained that the \$160,000 cost for the ambulance came from the combination of the \$49,000 that was not spent on the prior purchase, plus \$111,000 from Vehicle Replacement Reserves.

Sr. Finance Officer Holt explained that any insurance recovery that the department retains will go back into Equipment Reserves.

Director Jackowski asked if this ambulance was an equivalent cost to the price of the previous ambulance.

Chief Willis responded that it is not. The price went up by \$58,000.

Chief Willis stated that an equivalent new ambulance could cost approximately \$185,000 based on information obtained from Chief Corley, Running Springs Fire Department. That department recently received pricing for an equivalent ambulance.

Said Motion was approved by the following vote:

AYES: Putz, Terry, Walsh, Ziegler, Caretto, Green, Jackowski, Jahn, Oxandaboure, Herrick

NOES: None.  
ABSENT: None.  
ABSTAIN: None.

### **COMMITTEE REPORT**

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

Chairman Herrick stated that there were great staff notes from this meeting and hoped the entire Board had the opportunity to read them.

Received and filed.

### **DIRECTORS' CLOSING COMMENTS**

Chairman Herrick stated that he will be participating in the upcoming Stachtoberfest fundraiser being put on by Big Bear Professional Firefighters Association and is looking forward to the event.

Director Caretto asked if a new Vision/Mission meeting would be set-up soon.

Chief Willis responded that a date will be identified which the Board can get together to get strategic planning back on track.

### **ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 7:47 p.m.

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Dawn E. Marschinke, Board Secretary

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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
NOVEMBER 9, 2015**

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A Special Workshop Meeting of the Big Bear Fire Authority was called to order by Chairman Herrick at 9:00 a.m., Monday, November 9, 2015, at 41090 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Pledge of Allegiance:                      Led by Randall Putz

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

Directors Excused:                              Director Bob Jackowski

Others Present:                                      Jeff Willis, Fire Chief  
   Shirley Holt, Senior Finance Officer  
   Mike Maltby, Battalion Chief  
   Dan Rogers, Captain  
   Mitch Hollenbaugh, Engineer  
   Tony Huefner, Captain  
   Michael Perry, California Collaborative Solutions  
   Dawn Marschinke, Board Secretary

**GENERAL PUBLIC COMMENT**

None.

**1.     DISCUSSION ITEMS**

**Development of a Strategic Plan**

Chairman Herrick expressed to the Board and staff to remain focused on ratifying the department's Vision and Mission and setting short and long term goals.



The meeting was moved to the parking lot to view the new ambulance the department recently purchased.

The meeting returned to the conference room. Chairman Herrick asked all directors to re-read the draft Vision and Mission statements provided by Michael Perry. Chairman Herrick asked Michael Perry to lead the discussion. Michael Perry reviewed the background of how the development of a strategic plan and the draft Vision and Mission statements have progressed to this point. These were based on input from previous meetings with management, employee representatives, and then direction from the Board at their last workshop on June 15, 2015. He went on to explain that when creating a Vision statement it should contain the following qualities: be future based, be inspirational, explain where the business is going, show future direction to employees and constituents, and define what success will look like for the Fire Authority.

#### **Discussion Regarding Vision Statement:**

Director Walsh commented that he would like the first clause of the Vision statement dropped, "Recognizing that we are a 4 season resort community, within a unique mountain environment." Director Caretto also commented that the first line draws attention to the fact that Big Bear is a resort community, but it does not address permanent residents. Approximately 98% of EMS calls are for permanent residents. If the first clause remains, something should be added about the permanent resident population.

Director Green questioned whether the Vision is truly "valley-wide."

Director Putz stated that the proposed Vision statement speaks to planning and developing; it is not inspirational, as a Vision statement should be. As it is written now, the Mission statement is more inspirational than the Vision statement. Chairman Herrick believes we should revisit and adjust the Vision statement as part of an ongoing process as department goals are developed. Once set, the Vision should be reviewed annually.

Director Putz commented that one of the Board's short-term goals could be to figure out the Vision statement and set a timeframe for its completion, recognizing that this Vision is temporary, and that as the department develops, it may need to be honed along the way. Chairman Herrick responded that he agreed with Director Putz and that things will be clearer in the next six months after the pension alignment issues are resolved. Director Putz stated that in the meantime, the Board needs to give the staff enough guidance to know their direction for the next six months.

Chairman Herrick asked for consensus on the Vision statement, and to agree that it is a work in progress which will evolve over time. The Board will set a deadline to establish the Vision statement within the context of goal-setting.

The Vision statement as presented, was adopted by consensus.

### **VISION STATEMENT**

Recognizing that we are a 4-season resort community, within a unique mountain environment, Big Bear Fire Authority will anticipate and meet our community's future service demands by proactively and strategically planning and developing our abilities and resources

Eight of the nine directors present were in support of the Vision statement, with the understanding that it is a work in progress and will be reviewed after the Pension Alignment discussion and review is complete. Director Walsh was not in favor of adopting this Vision statement. He stated that he would like the first clause in the statement removed. Also, he does not believe the Vision statement provides clear direction if it going to be changed on a regular basis. Director Putz responded by saying that he encourages the Board to embrace and address that concern when the Board gets to setting the related goal.

### **Discussion Regarding Mission Statement:**

Michael Perry stated that Mission statements are typically present based, explain why we exist and what we do. He agrees with Director Putz, that the Mission statement is a good summary of what we do and why we exist.

Director Caretto expressed his concern using the word "medical" in the statement which refers to "para-medicine," and which the department doesn't currently provide. It is not present based, we do not have the equipment to provide it and we do not have a way to pay for it. Michael Perry explained that the reason "medical" was included was to encompass more than "para-medicine" but also ambulance service. Discussion ensued that the word "medical" cannot be replaced with "EMS" because not all emergency services include medical. Chief Willis noted that fire prevention, inspection, investigation, technical rescue, and more, should not be overlooked, and fall into the descriptor, "full service."

Chief Willis mentioned that certain programs are wholly grant-funded such as Hazardous Fuels Abatement. It is hard to build a program without a reliable source of funding. Therefore, it is a budget issue that the department will have to address sometime in the future. Chairman Herrick responded by indicating that this would be good discussion in the goal setting section.

After considerable discussion over the exact verbiage, eight of the nine board members present agreed on a Mission statement, which was adopted by consensus. Director Walsh was not in full-support of the Mission statement.

## **MISSION STATEMENT**

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

Michael Perry commented that the department's motto was previously approved on June 15, 2015, "Protecting Lives and Property."

## **Discussion Regarding Goals:**

Chairman Herrick stated that moving forward, the department needs to be more goal oriented. This will give the Chief and staff direction until the pension systems are melded together and the financial implications of that process are known. At that time the Board should be able to appropriately define its Vision.

Director Caretto pointed out that until the pension issue is resolved, the Board cannot leap ahead to fire service fees and take away local control from the City of Big Bear Lake and the Community Services District. Chief Willis should focus his resources on resolving the pension issue. Chairman Herrick agreed that the discussion regarding local control should be addressed further into the future.

Chairman Herrick stated that regardless of the pension status, we still have to address the issue of concurrent call volume. He and Director Caretto suggested hiring a consultant to determine how to best handle concurrent calls until the department has additional funding, but questioned if this should happen before or after the pension issue is decided. Director Terry commented that the consultant process cannot be completed without a solution to the pension issue.

Director Terry questioned Chief Willis as to what the issues are affecting the department's ability to meet call volume. Chief Willis responded that historically the department knows what the peak times will be. The department is currently experiencing peak times that cannot be explained by historical trends. This can partly be attributed to more visitors to Big Bear.

Chairman Herrick stated that one of the short-term goals should be for Chief Willis to put together a plan on how the department will handle concurrent call volume and present it to the Board.

Director Jahn stated that equity between the agencies needs to be considered. Director Caretto agreed and stated that this should be part of what the consultant examines. Director Putz also agreed that we need equity between the two agencies. Director Ziegler commented that we need to know where the pension issue is going in order to address the

situation with a consultant. Also, an outside consultant will not know what the in-house staff already knows.

Director Caretto suggested two short-term goals. One could be that after the pension actuarial studies are complete, Chief Willis should prepare a recommendation to the Board on how to move forward. The second short-term goal could be that Chief Willis will prepare an RFP to solicit proposals for the evaluation of the department's needs based on pension information being available in the future.

Chairman Herrick stated that he was hearing suggestions for two possible RFPs. One regarding concurrent calls and one regarding equity. Several board members expressed their belief that once the pension issue is resolved, the department's own financial experts can resolve equity. Discussion regarding elimination of local control is more the primary concern.

Director Green questioned whether the number of calls being responded to and man-hours being spent on either side of Division Drive is available. This is data that a consultant will need to make an evaluation. If we do not have it, we should start gathering that information now. Chief Willis indicated that we have all the data a consultant would need to use and is prepared to provide that data.

Chief Willis also stated that he agrees with the Board that the department's number one focus needs to be on pension alignment. Beyond that, as part of the strategic planning process, is the development of a request for proposal (RFP) that takes into consideration all issues needed to be looked at in the future, not just response time. These are things such as plan checks, fire inspections, mandated training, what is the department's busiest day, etc. This would all be part of a bigger strategic master planning process examining where the department is today and what it should be doing now and into the future.

Director Putz questioned whether the Board had previously discussed the alternative if the Fire Authority cannot move forward if pension issues are unresolvable. He also stated, if it does not make a difference on certain issues, we should move forward on those items, such as visioning. Chairman Herrick responded that it is hard to move forward without addressing the pension issues because of the potential costs associated with the alignment. The outcome could change the Vision and Mission. Director Caretto also responded to Director Putz, indicating that at the beginning of the process of bringing the two organizations together, the Board did not know there would be such a huge cost associated with the pension alignment. The Board talked about moving forward with the potential of leaving employees in their respective pension systems. The Board now knows that is not possible. Chief Willis confirmed that we have been advised by our attorneys that we cannot continue to operate under two separate pension systems.

Director Caretto also stated that he does not see a problem with moving forward in preparing an RFP concurrently with the pension issue still under advisement based on the

completion of the actuarial studies. Once the pension information is available, the RFP can be sent out.

Director Putz questioned what would happen to the individuals employed by the Fire Authority if the Fire Authority dissolved. The response was that the employees would be terminated and rehired by the individual agencies.

Chairman Herrick stated that parity and concurrent call volume should be defined as mid/long term goals and addressed in one RFP. Even as two separate agencies, the respective departments would still have to be figuring out solutions to these issues. Chairman Herrick stated that he believes one thing affecting call volume is the increased number of visitors to the Valley because of cheap gas prices. Perhaps addressing this trend should be part of the RFP. The Board needs hard data that addresses concurrent call volume. Short-term, Chief Willis can address the immediate concurrent call solution.

Director Caretto wants the consultant to look at things like the equity issue, and how the Fire Authority will divide things if they do not move forward. Also, how would the 50-50 partnership become something different than that, and why. Another question to be answered is how or why the Fire Protection District would go back to their constituents and ask them to pay more, even though they are paying more per capita than Community Services District constituents. He needs more information and believes it should come from an independent source.

Director Putz stated that the Board needs to understand the various scenarios of the pension issues. The Board needs to know if the pension issue ends up being untenable, what the ramifications of alternatives are. This information may severely impact the decisions to be made. Director Herrick replied that he believes that as the next goal, there should be a recommendation from Chief Willis on how to move forward based on the actuarial studies.

Chairman Herrick explained that Fire Authority needs to continue to have equity between the agencies and questioned how to define that in a goal. Director Putz replied that equity comes down to funding equity and burden equity. Who is paying for what, and who is using what? Director Putz also posed the question, based on a perceived increase in tourists, where is the money coming from? Are tourists using the services that residents are paying for with no off-setting funding for that?

Chairman Herrick stated, from an overall perspective, when Chief Willis looks at an issue, he needs to ensure there is equity. All board members present, agree that one of the short-term goals should be to obtain and maintain equity and include this as part of the RFP.

Chairman Herrick stated that, based on the discussion regarding RFPs, the Board can set a couple of mid or long-term goals. One goal could be to assemble an RFP regarding concurrent call. A second RFP could be put together regarding equity. Chief Willis indicated that a single consultant could look at both these issues as well as a whole range

of others, such as funding, manpower, equipment, etc. As a short-term goal, the department will look at the short-term solutions for concurrent call volume.

Director Caretto pointed out that not one of the Board members expressed a desire to expand the Fire District and create a different Board. Director Caretto would like to dispense with discussing this issue. Chairman Herrick responded that though we cannot tie the hands of future Boards, a short term goal could be that this Board will not discuss governance. Chief Willis commented that when doing strategic planning and looking at everything, governance should be looked at as well. Director Caretto stated that the Fire Authority started on a 50-50 partnership to reduce cost and maintain local control by the Fire Protection District Board and the Community Services District Fire Board. If an independent Board is elected, both Boards lose local control. Chairman Herrick recommends taking governance off the table since it is not something the Board is interested in discussing at this time. It is a distraction keeping the department from moving forward.

Director Putz stated that consistent with the Vision, the Board needs to decide what “valley-wide” means as mentioned earlier by Director Green. The Board needs to understand the ramifications of bringing other agencies into the fold. This should be a short-term goal separate from the Vision statement goal. A comment was made that the Community Services District already annexed Baldwin Lake for the purpose of starting to unify. As Fawnskin is considered as part of the mix, the question needs to be examined as to whether that is worth doing. Director Green suggested that part of the RFP should include the implications of adding Fawnskin to the department. Chairman Herrick commented that it seems appropriate to set another goal that the Board will talk about these things six months from now. The problems are so big that it is easy to attach ourselves to future problems when we do not know if they will even be a problem. We need to focus on what Chief Willis can focus on in the next six months. Director Putz questioned if the Board can define this as a goal and if so, when does it become a goal, and can the Board dig into any of these questions now? Chairman Herrick replied that he does not want to put energy into this and possible disagreement on the table right now. He recommended setting a goal that once there is a clear path for pension alignment, the Board should have another visioning meeting. Chief Willis stated that it would be appropriate for the consultant to look into the prospect of bringing Fawnskin into the fold.

Chairman Herrick re-stated the goal to be that the Board will meet again to re-vision, one month after results of the pension alignment recommendation is received from Chief Willis. Director Terry stated that he believes this needs to be done as soon as possible after the actuarial studies come back. Chief Willis stated that he is hopeful the department will have this data by the first of January.

Director Walsh questioned how long the Board should expect a consultant to take to look at all the issues. Chief Willis responded that six months should be adequate, once they are engaged. Chief Willis and staff can work between now and the next budget period to put

together the RFP, making sure to capture all the issues. He indicated that at some point the RFP should be released prior to budgeting. This will provide estimates to use for budgeting purposes.

Michael Perry re-stated the following goals that were adopted by consensus by nine of all nine board members present.

1. Chief Willis and staff will present their Short Term Plan to respond to concurrent call volume at the Fire Authority's December 8, 2015 Board meeting.
2. Chief Willis will present the Pension Analysis and Alignment Report to the Fire Authority Administrative Committee in January 2016.
3. The Fire Authority Board will revisit their Vision statement 30 days after their discussion and direction regarding Pension Alignment.
4. At its February 2, 2016 Board meeting, the Administrative Committee will present to the Fire Authority Board, a preliminary report showing: 1) the anticipated cost, 2) the necessary data, and 3) the qualified consultants for an RFP that would study the revenue equity and future service demands between the Fire Protection District and the Community Services District Fire Department, as well as the resources necessary to meet future concurrent call volume.

Discussion ensued regarding the purchase of another ambulance. The Administrative Committee is currently working on this purchase as a possible part of next year's budget. Rather than making it a short-term goal, the item will remain with the Administrative Committee for follow-through. This will be brought to the Board when there are clear answers on pension alignment.

Director Putz asked Chief Willis if the goals provided gives him enough direction for the next six months. Chief Willis responded that yes, they do, and he appreciates the direction. He also mentioned as a note to the Board, the department's peak period is December 20 through mid-January. During this time, the department is simply trying to deliver their service with the anticipation that there will not be a lot of time to devote to other projects.

Director Ziegler commented that the JPA has worked well and he is happy with the people that are putting this organization together. He does not see how the organization could ever go backwards. There is a lot of talent in place capable of moving forward.

Director Caretto added that it would be unfortunate that the two pension systems could defeat what the Fire Authority has put together because of the huge cost involved. It is possible that the Fire Authority ends up with an untenable situation, but hopefully, a path will be found to move forward. Director Jahn agreed and stated that there are forces outside of the Fire Authority's control that will dictate one way or another.

Director Oxandaboure reminded everyone that this Board could change a year from now. It is important that this Board keep that in mind. Chairman Herrick agreed and

acknowledged that with the current Board's history, it is to the Fire Authority's advantage to take as many steps as possible to move forward.

Chairman Herrick thanked the Board for their work on hard issues of their shared vision.

Chief Willis offered closing thoughts stating what a privilege it is to be with this department and where it is today. He commented that looking back into Big Bear's history, he could see the similar hard work our predecessors undertook in similar circumstances and could only imagine discussions like this occurring at the time CSD was formed, or when Big Bear Lake was incorporated, or when BBARWA was created, "We are at the forefront of great things."

### **ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Herrick adjourned the meeting at 10:40 a.m.

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Dawn E. Marschinke, Board Secretary





# INTEROFFICE MEMO

## Big Bear Fire Authority

### STAFF REPORT

**DATE:** December 8, 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 – OCTOBER 2015

#### 1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
1.1	Fire Calls, Hazardous Conditions, Service Calls	91	865
1.2	Rescue/Medical Calls	149	1,868
1.3	Training Class Summary (Sep/Oct hours)	311.24	1,372.06
1.4	DRC Reviews	0	14
1.5	Plan Check/Fire Letter	7	72

#### 2. COMMUNITY RELATIONS

- 2.1 October 7 – Big Bear Disposal Community Lunch celebrating employees of the community was attended by Chief Willis, Sr. Finance Director Holt, Battalion Chief Maltby, Asst. Fire Marshal Bruinsma and Admin. Clerk Marschinke.
- 2.2 October 14 – A reception was held to thank committee members that helped coordinate the host-town events for the 2015 Special Olympics World Summer Games. Asst. Fire Marshal Bruinsma attended the event.
- 2.3 October 25 – Big Bear firefighters embraced “Walk a Mile in Her Shoes” sponsored by DOVES, donning high heels for the event while showing their support against domestic violence (see attached Grizzly article).
- 2.4 October 28 – Big Bear Professional Firefighters Association hosted the 1<sup>st</sup> Annual Stachetoberfest. The event was created to raise funds to support the National Breast Cancer Foundation. The event was the brain-child of Firefighter/Paramedic, Brandon

Willis. A good time was had by all at the Big Bear Lake Brewing Co., Awards were given to the best, the worst and the creepiest mustaches (see attached photos).

- 2.5 October 31 – Halloween in the Village was supported by the on-duty firefighters from Station 281 who handed out candy to trick-or-treaters. Admin. Clerk Marschinke and Asst. Fire Marshal Bruinsma decorated the department's 1936 REO fire engine in the spirit of the holiday. With help of a generator and a bit of "MacGyver style ingenuity," skeleton firefighters from days-gone-by were brought to life. Kids and adults alike loved the spectacle, lining up to take photos with the display (see attached photos).

### **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:

- Community Services District Board Meeting – October 5
- Fire Authority Admin. Committee – October 8
- Community Services District Board Meeting – October 19
- Big Bear Lake Fire Protection District Board Meeting – October 20
- Big Bear Fire Authority Board Meeting – October 20
- Legislative Task Force Meeting – October 21
- County Chiefs Meeting – October 22
- Big Bear Lake City Council Meeting – October 26

- 3.2 October 22 – The fire department administrative staff have formed a Policy Committee that will meet monthly to work on the transition and consolidation of policies from Big Bear Lake Fire Protection District, the Community Services District Fire Department and Big Bear Fire Authority. The committee members include, Battalion Chief Maltby, Sr. Finance Officer Holt, HR/Payroll Coordinator Gustason and Admin. Clerk Marschinke.

- 3.3 Admin. Clerk Smith has been working to keep the department's website more current. It now includes press releases, and the fire code has been added to the front page. The new Ready! Set! Go! brochure has also been added.

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

- 4.1 The Ready! Set! Go! Brochure has been updated by Admin. Clerk Marschinke. This is a personal wildfire action plan publication geared towards homeowners.
- 4.2 October 15 – Mountain Mutual Aid (MMA) Tabletop Exercise was held and focused on earthquakes and flooding. Asst. Fire Marshal Bruinsma, working with Chief Willis and other members of MMA, conducted an exercise that brought together various agencies throughout the valley to simulate a natural disaster as a result of a major earthquake

with an emphasis on flooding. The intent of the exercise was to make sure relevant response personnel and agencies are prepared, and bring to light those areas that need improvement. Additionally, connectivity and reporting was tested with County Office of Emergency Services as part of the statewide Tabletop Exercise.

- 4.3 October 15 – Big Bear Fire Department supported the San Bernardino National Forest Hazardous Forest Fuels Reduction Demonstration at Big Bear Lake. This program was sponsored by the U.S. Forest Service in conjunction with the University of California Center for Forestry, as well as other partners. The demonstration's purpose was to inform stakeholders of their options to reduce hazardous material to aid in reducing the threat of wildland fires. The fire department, under the direction of Fire Fuels Program Supervisor, Yegge, with the assistance of Office Clerk Ortega, set up a table at City of Big Bear Lake City Hall to register participants and hand out information on defensible space and the Chipping Program.
- 4.4 October 28 – A pre-ski season meeting was hosted by Battalion Chiefs Parham and Maltby. This is an annual review to prepare for the ski season and consider operational changes. Participants of the meeting included representatives from the Big Bear Mountain Resorts, the Sheriff's Department, the dispatch center and Bear Valley Community Hospital.
- 4.5 October 21 – A press release on Carbon Monoxide: "Carbon Monoxide Poisoning, The 'Silent Killer' can be prevented," was issued (see attached press release).
- 4.6 October 26 – A press release was issued on Halloween Safety: "Halloween Safety Tips, Make Sure the Only Frights this Halloween are Make-Believe!" (see attached press release).
- 4.7 October 29 – Chief Willis gave a presentation to the morning meeting of Rotary Club on Ready! Set! Go!, and on being prepared for a significant winter.

## **5. PERSONNEL**

- 5.1 October 19-21 – The fire department conducted a series of exams for those employees interested in being promoted to Fire Engineer. These exams included: written, practical and a panel interview. Four individuals successfully completed the testing process and are eligible for promotion. They may also work in the Acting Engineer capacity if called on to do so. The four that qualified are: Jon Bidwell, Justin Fluke, Ricky Seward and Brandon Willis (see attached memo).
- 5.2 October 29-30 – HR Coordinator Gustason and Battalion Chief Parham conducted interviews for the position of Apprentice Firefighter/Paramedic.
- 5.3 No staff were assigned to strike teams in October.

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

6.1 None reported.

## **7. MISCELLANEOUS**

7.1 October 1 – Battalion Chief Parham acted as proctor for oral interviews for Running Springs Fire Department's Firefighter/Paramedic exam.

7.2 October 5-9 – Asst. Fire Marshal Bruinsma coordinated and taught a CERT class for 13 new members. Firefighter/Paramedic Crane and other CERT members assisted.

7.3 October 7 – Big Bear Fire Department ran an ad in The Grizzly thanking the community for their support of the Chipper Program (see copy of Grizzly ad attached).

7.4 October 8 – Asst. Fire Marshal Bruinsma attended the monthly Regional Traffic Advisory Committee meeting.

7.5 October 17 – Chief Willis attended the California Firefighters Memorial in Sacramento honoring fallen firefighters.

7.6 October 26 – Sr. Finance Officer Holt attended a community Finance Manager's lunch coordinated by Danielle McGee, Department of Water and Power.

7.7 October 28 – An ad was placed in The Grizzly promoting Halloween Safety along with other businesses in the community (see Grizzly Ad).

7.8 October 28 – Board Secretary Marschinke attended a community Board Secretary's lunch coordinated by Kim Booth, Big Bear Area Regional Wastewater Agency.

## **8. CORRESPONDENCE**

8.1 July 6 – Battalion Chief, Michael Bilheimer of San Bernardino Fire Department sent a letter thanking Fire Captain Wagner and his entire crew for their support while assigned to the Lake Fire (see attached).

8.2 October – A letter from Battalion Chief, Jeff Gillette of the Loma Linda Fire Department and Eric Noreen, Battalion Chief of the Rancho Cucamonga Fire Protection District sent a letter thanking the Big Bear Fire Department for their work during the recent strike team assignment. The strike team crew made up of Captain Curtis, Engineer Whitmore, Firefighters Schlosser and Nielsen responded to the Antelope, Rough and Valley Fires over a 16-day period (see attached).

8.3 October 13 – A thank you note was received thanking firefighters for choosing to be firefighters, along with a \$200 donation to the department (see attached).

- 8.4 October 21 - A thank you note was received along with an ambulance membership payment thanking the department for fighting all the fires (see attached).



## Annual Alarm Summary Report

Reporting Between: 10/01/2015 - 10/31/2015

Printed On: 11/05/2015

Situation	Oct 15	Total
*NA	1	1
100 Series Fire	7	7
300 Series Rescue & Emergency Medical Service Incident	149	149
400 Series Hazardous Condition(No fire)	4	4
500 Series Service Call	15	15
600 Series Good Intent Call	38	38
700 Series False Alarm & False Call	25	25
900 Series Special Incident Type	1	1
<b>Grand Total</b>	<b>240</b>	<b>240</b>

## Search Criteria

Dates: From 10/01/2015 To 10/31/2015 (mm/dd/yyyy)

Service: Big Bear Fire Department



## Report Description

## Training Class Summary by Category

Class Date Between {09/01/2015} And {09/30/2015}

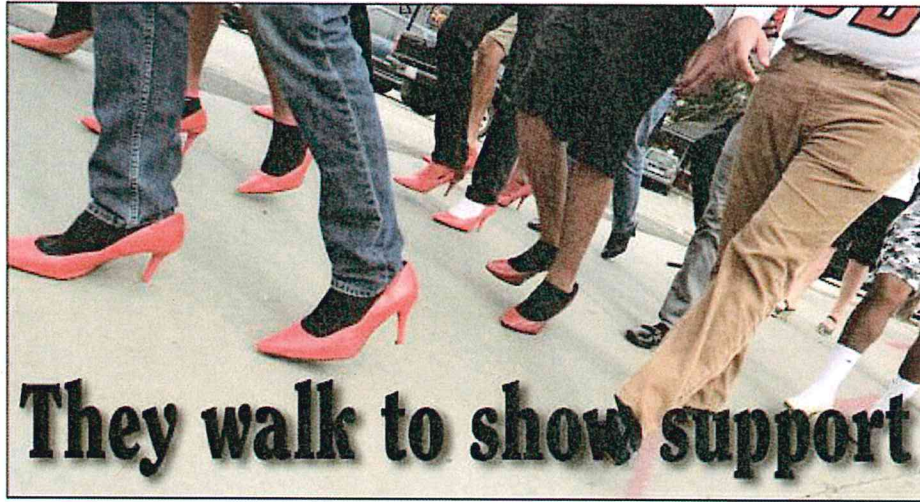
Category	Classes	Pct of Classes	Hours	Pct of Hours
2PF LOCATION OF EQUIPMENT	1	2.77%	1.00	0.76%
6PE ASSISTING THE PARAMEDIC	1	2.77%	1.00	0.76%
6PF HYDRANT CONNECTIONS	1	2.77%	1.00	0.76%
AB23 Wildland Fire Fighting	2	5.55%	2.00	1.53%
ADM TR Admin Training	1	2.77%	40.00	30.65%
BB.7 Cutting Tools	1	2.77%	2.00	1.53%
BB16 Ropes & Knots	1	2.77%	3.50	2.68%
BB19 S.C.B.A. s	1	2.77%	1.00	0.76%
CB.8 Water Distribution Systems	2	5.55%	2.00	1.53%
CRITIQUE incident critique	1	2.77%	2.00	1.53%
CSD8 Personnal Protective Equipment PPE	1	2.77%	1.00	0.76%
CUT Cutting Tools	1	2.77%	1.00	0.76%
D/O ACADEMY Driver Operator Academy	1	2.77%	40.00	30.65%
DB.3 Master Stream Appliances	1	2.77%	2.00	1.53%
EMS 9 ICEMA 9th Brain	1	2.77%	2.00	1.53%
EMS I Undefined Scope of Practice Skills	1	2.77%	1.50	1.14%
EVOLUTIONS ENGINE CO EVOLUTIONS	3	8.33%	6.00	4.59%
FF1A FIRE SERVICE ORG. AND RESPONSABILITY	1	2.77%	1.00	0.76%
FF1H HOSE, NOZZLES AND APPLIANCES	1	2.77%	2.00	1.53%
FF1K RESCUE	1	2.77%	1.00	0.76%
FF1T WILDLAND FIRE FIGHTING	2	5.55%	2.50	1.91%
FF2K RESCUE	1	2.77%	1.50	1.14%
POST Critique incident	2	5.55%	2.00	1.53%
PUMP EVOL Pumping Evolutions	2	5.55%	3.50	2.68%
SAFETY MTG SAFETY MEETING	1	2.77%	1.00	0.76%
SKI T EMS Skills / Assesment Testing	4	11.11%	7.00	5.36%
<b>Totals</b>	<b>36</b>		<b>130.50</b>	

## Training Class Summary by Category

Class Date Between {10/01/2015} And {10/31/2015}

Category	Classes	Pct of Classes	Hours	Pct of Hours
10PE DOCUMENTATION	1	3.22%	0.50	0.36%
4PE RESTOCK	1	3.22%	1.00	0.72%
6PE ASSISTING THE PARAMEDIC	1	3.22%	1.00	0.72%
AB.1 Orientation and Introduction	1	3.22%	40.00	28.88%
AB21 S.C.B.A.s	1	3.22%	1.00	0.72%
AB26 Hydrant Connections	1	3.22%	1.00	0.72%
AB27 Hose Evolutions	2	6.45%	3.00	2.16%
AERIAL OPS Aerial Truck Operations	1	3.22%	4.00	2.88%
BB22 Fire Extinguishers	1	3.22%	1.00	0.72%
CB.8 Water Distribution Systems	1	3.22%	1.00	0.72%
CFS Confined Space Rescue	1	3.22%	1.50	1.08%
CSD8 Personal Protective Equipment PPE	1	3.22%	1.00	0.72%
D/O ACADEMY Driver Operator Academy	5	16.12%	40.00	28.88%
DB10 Program Review	4	12.90%	24.00	17.32%
EMS J EMS CE's	1	3.22%	2.00	1.44%
EVOLUTIONS ENGINE CO EVOLUTIONS	3	9.67%	5.50	3.97%
FF1H HOSE, NOZZLES AND APPLIANCES	2	6.45%	7.00	5.05%
FF1I GROUND LADDERS	1	3.22%	1.00	0.72%
FF1L VENTILATION	1	3.22%	1.00	0.72%
FF2D FIREFIGHTER SAFETY	1	3.22%	2.00	1.44%
<b>Totals</b>	<b>31</b>		<b>138.50</b>	





# They walk to show support

By KATHY PORTIE  
Reporter

When Ricky Seward does something, he goes all in. The Big Bear firefighter, along with fellow firefighters Chris Bustos and Ryan Harold, took off their boots and put on high heels to march Oct. 25 in the sixth annual Walk a Mile in Her Shoes event sponsored by DOVES.

The firefighters were just one of several groups that chose to spend a few minutes on a Sunday afternoon showing support for those who have experienced domestic violence. Four members of the San Bernardino County Sheriff's Department's Big Bear Station also participated in the march, although they chose to remain in their regulation boots. Matt Collins, Tom Hollenbaugh, Brian Francis and Captain Tom Bradford walked the walk. As members of law enforcement they see all too often the effects of domestic violence.

The largest group to don heels on a cool Big Bear day were members of the Big Bear High School varsity and frosh-soph football teams. Members of the program have been leading the walk since the inaugural event took place six years ago.

DOVES director Helen Adams thanked all for participating by providing everyone with a tasty sandwich and cookies for lunch prior to the mile-long stroll through town. "We really appreciate the support," Adams said, then introduced the group to a domestic abuse survivor, Pam. "Pam became a survivor and now she's a thriver," Adams said as the crowd greeted Pam with applause.

"Just to have you all out here tells everyone that people do care," Pam said. "Just doing this while wearing high heels, you are my heroes."

She encouraged the young men on the football team to be the guys who treat girls with respect. "If you see something wrong, step in," Pam said. "Say something. Do something."

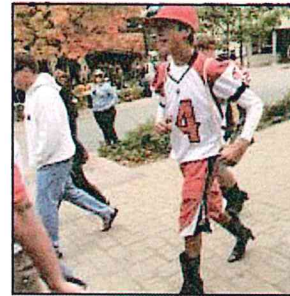
Michael Natzic and his family have participated in the walk all six years. Natzic is executive director of the DOVES board.

This year, for the first time, the group also handed out flyers explaining the walk and the work that DOVES does to be part of the solution to end domestic violence. "We want to make a statement," Natzic said. He pointed around the room where children mingled with parents as everyone prepared for the event. "My boys have been here every single year. And now we have a new group of little ones. And I really love having the fire

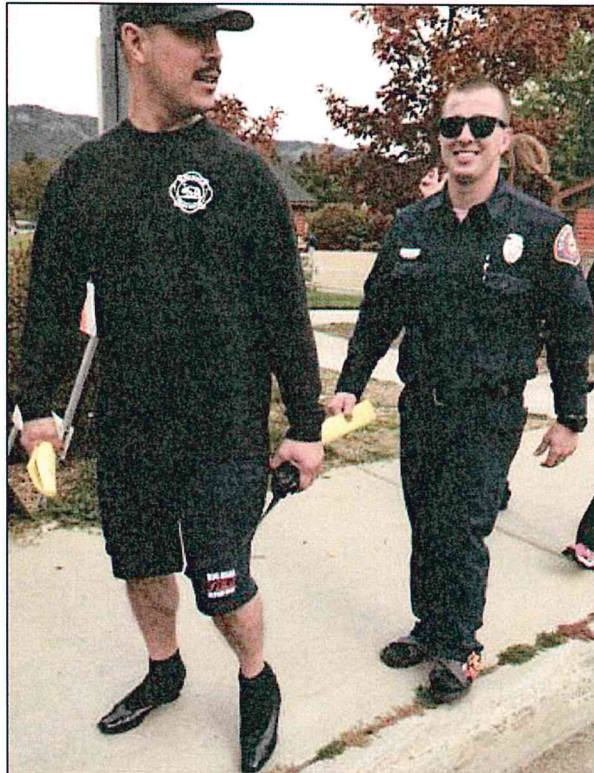
department, law enforcement and football team here, to see them buy in on it. And really nice to see their supervisors support the cause."

As the group marched down Big Bear Boulevard and through the Village, motorists honked their horns, people stopped and gawked. Others applauded and took photos and videos as a long line of marchers walked with purpose. And leading the way, the football team chanted "Real men support women."

For more information on DOVES, visit [www.doves4help.org](http://www.doves4help.org). Educate yourself about domestic violence by checking out these websites: [www.nomore.org](http://www.nomore.org); [www.futurewithoutviolence.org](http://www.futurewithoutviolence.org); [www.acalltomen.org](http://www.acalltomen.org) and [www.nnedv.org](http://www.nnedv.org).



Her boots are made for his walk. Big Bear sophomore Troy Dobis participates in the annual Walk a Mile in Her Shoes event Oct. 25.

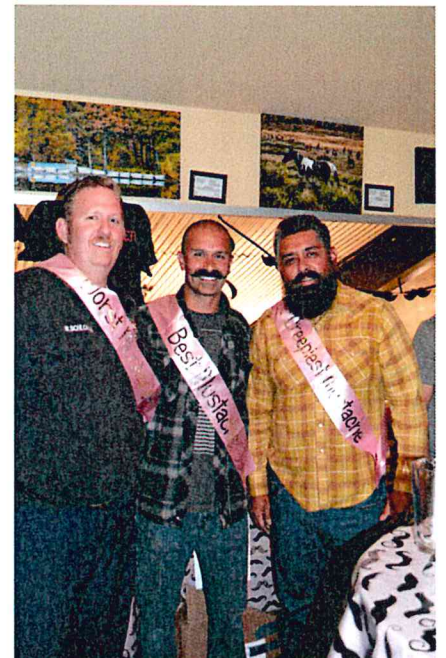
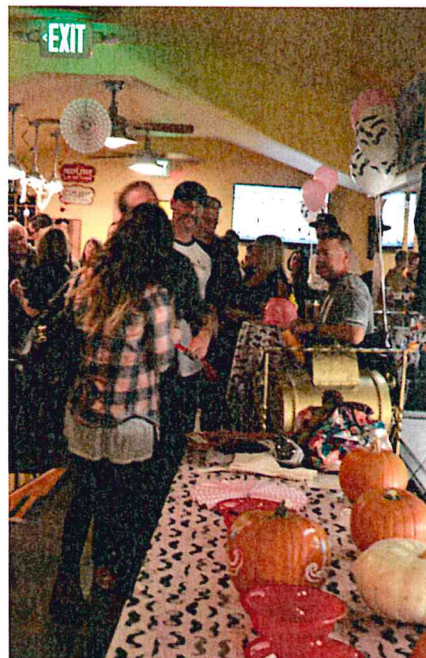
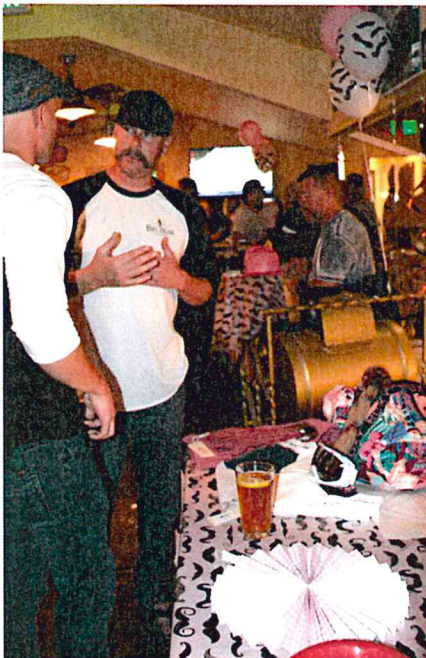


Big Bear firefighters Chris Bustos, right, and Ricky Seward exchanged their high heels for women's flats and sandals for the Walk a Mile in Her Shoes event Oct. 25. The two originally chose high heels but decided they were called out on an emergency. See more photos at [www.bigbeargrizzly.net](http://www.bigbeargrizzly.net).

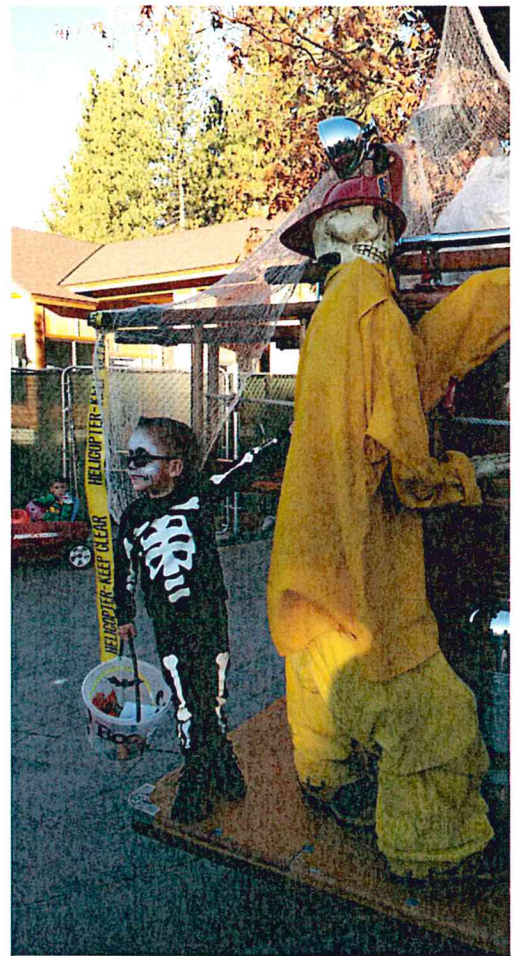
KATHY PORTIE/Big Bear Grizzly



# Stachtoberfest 2015



# Halloween in the Village 2015



Contact: Dawn Marschinke  
Big Bear Fire Department  
41090 Big Bear Blvd.  
P.O. Box 2830  
Big Bear Lake, Calif. 92315  
Phone: 909-866-7566 x224  
Email: [dmarschinke@bigbearfire.org](mailto:dmarschinke@bigbearfire.org)  
Website: [www.bigbearfire.org](http://www.bigbearfire.org)



**FOR IMMEDIATE RELEASE**

## **Carbon Monoxide Poisoning**

*The "Silent Killer" Can be Prevented*

BIG BEAR LAKE, CALIF/October 21, 2015 – Cool fall weather has arrived, winter is fast approaching, and Big Bear Fire Department encourages everyone to practice safe winter heating. With the predictions for a strong El Niño season, it is best to be prepared. Big Bear Valley residents and tourists alike will soon be lighting pilot lights and finding other ways to keep warm during the chill of the season. When not functioning properly, the heating appliances that are keeping us warm, can turn deadly quickly.

“Carbon monoxide is odorless and colorless and can kill its victims while they’re sleeping. People don’t realize they are being poisoned,, according to Nick Bruinsma, Asst. Fire Marshal with Big Bear Fire Department. Bruinsma stated, “The best way to prevent carbon monoxide poisoning is to have gas-fed, flame producing appliances serviced annually by a professional, in addition to installing carbon monoxide (CO) detectors.,,

Carbon monoxide is a colorless, odorless gas that produces flu-like symptoms in its victims such as severe headaches, dizziness, mental confusion, nausea and/or faintness. If carbon monoxide poisoning is suspected, get fresh air immediately and seek medical attention as soon as possible.

California enacted a state law requiring CO detectors to be installed in all homes with an attached garage as of July 1, 2011. CO detectors are required to be placed in the home outside sleeping areas, as well as on each level of the home, and in the basement. It is better to be safe than sorry. If there is a question on the number of CO detectors required, error on the side of more. CO detectors are fairly inexpensive and can be purchased locally.

CO detectors should be installed and maintained per manufacturer’s instructions. Generally, they can be installed on a wall or a ceiling. However, they should not be on the wall within 6 inches of the ceiling. This “pocket,, is considered dead air that does not circulate well with the rest of the air in the house. It is also a good idea to place detectors near the home’s conventional heating source.

(more)

CO detectors should be tested monthly and replaced every 5–7 years. Purchase only those detectors bearing the seal of Underwriters Laboratory (UL).

Other ways to avoid carbon monoxide poisoning include visually inspecting your water heater, furnace and clothes dryer flues for signs of damage or obstruction. Birds and squirrels are known for building nests or hiding food in in the exhaust flues. This can prevent proper drafting of exhaust gases. Also, never use barbecues indoors. Charcoal gives off a lethal amount of carbon monoxide that is normally dissipated in the outdoor air. Kerosene and propane heaters can also produce these deadly gases and are prohibited from use in the home.

Know the symptoms of carbon monoxide poisoning. Install CO detectors throughout the home and provide regular maintenance to heating appliances. Be safe. Carbon monoxide poisoning is preventable by following these simple tips.

For additional information on this or other fire and life safety topics, contact Big Bear Fire Department at [www.bigbearfire.org](http://www.bigbearfire.org) or (909) 866-7566.

###

**About Big Bear Fire Department:**

*Big Bear Fire Authority was formed under a Joint Powers Agreement in 2012 combining Big Bear Lake Fire Protection District and Big Bear City Fire Department, now commonly known as Big Bear Fire Department. Since its inception, it is committed to providing Big Bear Valley with professional fire, medical and emergency services "Protecting Lives and Property," with timely response to fire and medical emergencies.*

Contact: Dawn Marschinke  
Big Bear Fire Department  
41090 Big Bear Blvd.  
P.O. Box 2830  
Big Bear Lake, Calif. 92315  
Phone: 909-866-7566 x224  
Email: [dmarschinke@bigbearfire.org](mailto:dmarschinke@bigbearfire.org)  
Website: [www.bigbearfire.org](http://www.bigbearfire.org)



## FOR IMMEDIATE RELEASE

### Halloween Safety Tips

*Make Sure the Only Frights this Halloween are Make-Believe!*

BIG BEAR LAKE, CALIF/October 26, 2015 – Halloween is an exciting time of year for kids and adults alike, and Big Bear Fire Department wants to make sure that the only frights experienced this Halloween are make-believe! Costumes, decorations and traveling can become dangerous during this night filled with revelry as scamps and super heroes roam the streets. Big Bear Fire Department recommends residents, and visitors, follow some simple tips to keep the holiday safe.

Costumes can be dangerous if not chosen wisely:

- When purchasing costumes and masks, make sure they are flame-retardant or flame-proof with reflective elements on them.
- Masks should allow full vision. If possible, choose face paint and makeup instead.
- Costumes should fit properly to prevent trips and falls.
- If a child is carrying an item such as a sword or stick, keep it short and not too sharp, in case the child should stumble and fall.

While trick-or-treating:

- Children under 12 years of age should always have adult supervision.
- If children are mature enough to be on their own, remind them of their boundaries. Encourage them to stick to well-lit areas and travel in groups.
- Carry flashlights or glow sticks to help them to be seen by drivers.

Travel extra safely on Halloween:

*According to Safe Kids Worldwide™, on average, children are more than twice as likely to be hit by a car and killed on Halloween than on any other day of the year.*

- Slow down and be especially alert. Children can jump out at unexpected moments.
- Take extra time to look for children crossing driveways and intersections.
- Encourage children to stay on sidewalks and paths. If there is no sidewalk, walk facing traffic and use traffic signals and crosswalks whenever possible.
- Teach children to make eye contact with drivers before crossing in front of a vehicle.

(more)

Prepare your home for the arrival of trick-or-treaters:

- Remove tripping hazards and debris from outside your home.
- Have a well-lit yard and replace burned-out light bulbs.
- Restrain pets. They can be an unexpected threat to trick-or-treaters.
- Use battery operated candles for pumpkins. If real candles are used, pumpkins should be placed on something sturdy, away from flammable objects, and should never be left unattended.

Watch the sweets and treats:

- If children have a good meal before they set out for trick-or-treating, they will be less likely to fill up on candy while they are filling up their bags.
- Check all treats carefully before eating them and throw away any unwrapped or suspicious items.

Big Bear Lake's Halloween in the Village is a unique experience for kids to be able to wander through the Village and collect candy in a fun and safe environment. If children choose to explore beyond the security of the Village, keep them from harm's way. Know where they are going and be sure they know when they are expected to return.

For additional information on this or other fire and life safety topics, contact Big Bear Fire Department at [www.bigbearfire.org](http://www.bigbearfire.org) or (909) 866-7566.

###

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**BIG BEAR FIRE DEPARTMENT**  
*Jeff Willis, Fire Chief*

---

**MEMORANDUM**

**DATE:** November 4, 2015  
**TO:** All Personnel  
**FROM:** Mike Maltby, Battalion Chief-Admin.  
**SUBJECT:** FIRE ENGINEER EXAMINATION RESULTS

---

Please join me in congratulating those who participated in the testing and assessment center process for Fire Engineer. It was evident that the candidates worked hard in preparing for the examination process.

Below, listed in alphabetical order, are the individuals who successfully completed the testing process. These individuals are authorized to work in the Acting Engineer capacity and are eligible for promotion.

Jon Bidwell  
Justin Fluke  
Ricky Seward  
Brandon Willis



# Fire & Water



*Thank you to the entire Big Bear Valley  
for your efforts keeping our community  
healthy by creating defensible space  
utilizing the Curbside Chipping program.*

*Big Bear Fire Department*



## **CURBSIDE CHIPPING PROGRAM**

### **2015 ACCOMPLISHMENTS**

as of September 30, 2015

- ◆ 1,215 Community participants
- ◆ 1,628 Cubic yards (387 tons) of flammable vegetation chipped & diverted from landfills

*Funding for the valley wide chipping program is provided through your local Big Bear Fire Department, CAL FIRE State Responsibility Area Fire Prevention Fund, and 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.*

# Spooky things to watch for ON HALLOWEEN NIGHT

The following tips are brought to you by these local merchants and associations...



Carry a bright flashlight to illuminate sidewalks, steps and paths

**Crowell, Weedon & Co.**  
584-4500



Carry glow sticks or wear glow necklaces and bracelets to make yourself easily visible to cars.

**BAD BEAR SPORTSWEAR**  
516 W. VALLEY, BBC  
584-0175



Be sure to use non-toxic face paint & check that it isn't expired.

**BEAR CITY HAIR AND NAIL**  
400 W. BIG BEAR BLVD.  
677-8710



Never Trick or Treat alone and be sure an adult knows where you will be at all times, carry a cell phone in case plans change.

**BUTCHER'S BLOCK**  
866-5761



Be sure the kids have a good meal before Trick or Treating to help prevent sick tummies!

**COMMUNITY MARKET**  
100 E. Big Bear Blvd., BBC  
585-2641



Be sure that fake weapons are flexible in case of a fall

**CAPTAIN'S ANCHORAGE**  
866-3997



Drive slowly, Obey traffic signals and watch for children in the street

**Mercer**  
225 W. Big Bear Blvd., BBC  
585-5180  
www.mercerautomotive.net



Add reflective tape to costumes & Trick or Treat bags for greater visibility

**FMB FIRST MOUNTAIN BANK**  
"Our friendly staff is here to help with all your banking needs. . . Call us today!"  
Member FDIC  
866-5861



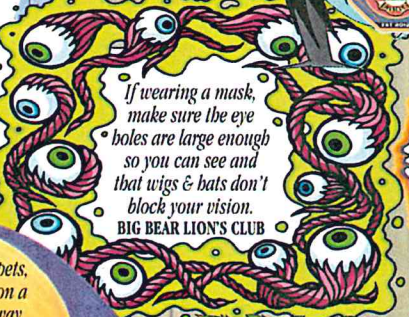
Dried flowers, cornstalks and crepe paper are highly flammable, keep these and other decorations well away from open flame and heat sources, including light bulbs and heaters. Remind children to stay away from open flames and practice stop, drop and roll.

**BIG BEAR FIRE DEPT.**  
866-7566



Avoid the traffic! FREE ride for Trick or Treaters to the Village on the "HAUNTED TROLLEY"

**MARTA** • 878-5200




If wearing a mask, make sure the eye bores are large enough so you can see and that wigs & bats don't block your vision.

**BIG BEAR LION'S CLUB**



Don't let your costume trip you up, avoid long trailing or billowing fabric

**YEAR ROUND MAINTENANCE Firewood Specials!**  
Steve Hill  
(909) 584-3294



Have an adult check all candy before you eat any

**OJ'S DONUTS**  
In the Stater Bros. Center  
866-5633



Remember that chocolate is toxic for pets, please keep your dog on a leash or in a room away from trick or treaters

**PROTECTED BY LAKE ALARM**  
(909) 866-2711



Trick or Treat @ Halloween in the Village October 31st 5:00 - 7:30

**VILLAGE BUSINESS ASSOCIATION**



Have an adult carve the pumpkin, let a child draw the face with markers

**KIRBY'S CUSTOM CARVINGS** across from Sizzler  
239-4929



Pick a place and time to meet up in case you get separated while trick or treating

**BIG BEAR GRIZZLY**  
866-3456



Don't hide or cross the street between parked cars and Trick or Treat on well lit streets and watch for cars.

**GREGG'S AUTOMOTIVE**  
42060 Garstin Road  
(909) 866-9222



Keep walkways and the path to your front door well lit and clear of obstacles.

**BIG BEAR PAINT CENTER**  
42118 BIG BEAR BLVD.  
866-7765



Keep exits clear of decorations so nothing blocks escape routes. Use a flashlight or LED lights instead of candles in pumpkins.

**STALCUP HOME SERVICES**  
878-4663

- Snow Removal • Home Checks
- Cleaning Svcs., Home, Com'l, Vac. Rental



**FIRE DEPARTMENT**  
**Thomas Hannemann – Acting Fire Chief**  
200 East Third Street, San Bernardino, CA 92410-4889  
909-384-5289 Fax 909-384-5281  
www.sbcity.org

July 6, 2015

Jeff Willis, Fire Chief  
Big Bear Fire Department  
41090 Big Bear Blvd  
Big Bear Lake, CA 92315

Chief Willis,

This letter is being written to express sincere gratitude for the recent contributions of Fire Captain Luke Wagner, and the entire crew of BE-282 while assigned to the Lake Fire.

During the course of the assignment, Luke and his crew had the opportunity to participate in many different capacities. They were involved in firefighting during the initial attack and extended attack phases, structure triage, structure defense, public education, and many other critical tasks.

Throughout the assignment the entire crew was consistently motivated, dependable, conscientious, professional, and hard-working. Luke exhibited a safe, practical, common sense, and well thought out approach to both routine and emergency situations. Luke routinely demonstrated leadership qualities and people skills that represented a strong contribution to the entire strike team.

I sincerely appreciate the opportunity to have worked so closely with Luke and his crew during the course of this assignment. Luke was an invaluable asset and an outstanding representative of your agency. Please feel free to contact me if I can provide any additional information.

Sincerely,

Michael Bilheimer  
Battalion Chief

MB:sm  
/Enclosure

RECEIVED

JUL 16 2015

Big Bear Fire Dept.

**SBFD Mission Statement**

**The San Bernardino City Fire Department is dedicated to protecting and serving our entire community with a commitment to professionalism and performance excellence**



RANCHO  
CUCAMONGA

## Fire Protection District

---

September 29, 2015

Big Bear Fire Department  
41090 Big Bear Blvd.  
PO Box 2830  
Big Bear Lake, CA 92315

Dear Chief Willis,

We wanted to express our sincere appreciation for the hard work, dedication and professionalism exhibited by members of the Big Bear Fire Department during the recent Strike Team Assignment of 6220C. Captain Jon Curtis, Engineer Bobby Whitmore, Firefighter Bill Schlosser and Firefighter Ben Nielsen made up the crew of Brush Engine 281.

The strike team responded to the Antelope, Rough and Valley Fires over a sixteen day period. The work at each of these fires was arduous which included extensive mop up operations, line construction and continuous patrolling of neighborhoods during repopulation. The crew of Brush Engine 281 displayed compassion and a willingness to serve the communities effected, during these tragic fires. We wanted to recognize their positive attitudes and commitment to serving others.

It was truly an honor to serve with your personnel as they represented the Operational Area and the Big Bear Fire Department in an exemplary fashion.

Sincerely,

Jeff Gillette  
Battalion Chief – STEN(T)  
Loma Linda Fire Department

Eric Noreen  
Battalion Chief – STEN  
Rancho Cucamonga Fire Protection District

10-21-2015

Thank You  
for fighting all the fires  
up here. You saved my home  
many times over. This all I  
can do right now.

many thousand thanks  
Jeanette Thoroughman

Hi Dawn.

Occasionally, I receive notes of  
thanks with payments and I forward  
them appropriately. This one came with  
an ambulance membership payment.

Just passing it on!

Thanks!

Ellen

**BLACK BEAR**

Black Bear are found throughout the mountains surrounding Big Bear Lake, and are occasional visitors to the more remote campgrounds.



Resort Special Photo & Slideshow, Inc. - P.O. Box 6573 • Big Bear, CA 92314

Thank You for  
choosing to be  
Fire Fighters

Cabin *Bice & Rosemary Best*  
Moonridge





# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

**MEETING DATE:** December 8, 2015

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

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

**PREPARED BY:** Dawn Marschinke, Administrative Clerk *DM*

**SUBJECT:** Strategic Planning: Mission and Motto

---

## **BACKGROUND**

Over the previous six month period a number of meetings and discussions have occurred seeking input and information from all stakeholders necessary for the development of a strategic plan. As a result of this process, a Mission Statement and Organization Motto have been created, along with a draft Vision Statement.

## **DISCUSSION**

At the Board Workshop of November 9, 2015, the Board agreed to the Mission Statement and Organization Motto as stated in the resolution.

The Vision Statement was held in draft form pending future Board discussion and direction regarding the alignment of pensions systems.

The current Draft Vision Statement is stated below and is specifically omitted from the resolution at this time.

Draft Vision Statement:

Recognizing that we are a 4-season resort community, within a unique mountain environment, Big Bear Fire Authority will anticipate and meet our community's future service demands by proactively and strategically planning and developing our abilities and resources.

## **STAFF RECOMMENDATION**

Approve Resolution BBFA2015-XXX.

**RESOLUTION NO. BBFA2015-XXX**

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

**WHEREAS**, the Big Bear Fire Authority was formed under a Joint Powers Agreement in 2012 combining Big Bear Lake Fire Protection District and Big Bear City Fire Department, now commonly known as Big Bear Fire Department; and

**WHEREAS**, the combined agency wishes to communicate to its constituents, who we are, what we value, where it is going, and how success will be measured; and

**WHEREAS**, the Mission Statement specifies “who we are” and “what we value,” the Vision Statement specifies “what we want to become,” the organization’s strategy is how the organization achieves its Vision. Objectives and goals will determine how organizational success is measured; and

**WHEREAS**, organizations that have clearly communicated, widely understood, and collectively shared mission and vision tend to perform better than those without, as long as they are aligned to the organization’s strategy, objectives and goals; and

**WHEREAS**, simple and memorable organizational mottos both guide the organization’s strategy and speak to the organization’s culture; and

**WHEREAS**, the Board desires to defer the process of finalizing the Vision, and will begin the process of re-visioning approximately 30 days after their review and discussion regarding Pension Alignment, offering more insight into the issues that will assist in guiding the Vision; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Big Bear Fire Authority does adopt the following Mission and Motto:

**MISSION**

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

**MOTTO**

Protecting Lives and Property



**PASSED, APPROVED, AND ADOPTED** this \_\_th day of \_\_\_\_\_, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Rick Herrick  
Chairman, Board of Directors  
Big Bear Fire Authority

ATTEST:

---

Dawn E. Marschinke  
Board Secretary  
Big Bear Fire Authority

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Witness my hand and the official seal this \_\_\_<sup>th</sup> day of August, 2015.

---

Dawn E. Marschinke  
Board Secretary  
Big Bear Fire Authority



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

**MEETING DATE:** December 8, 2015

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

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

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

**SUBJECT:** **ASSIGNMENT OF A FIRE AUTHORITY BOARD MEMBER TO  
THE CALIFORNIA JOINT POWERS INSURANCE  
AUTHORITY (CJPIA) BOARD**

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## **BACKGROUND**

On May 27, 2015 the CJPIA Executive Committee voted unanimously to allow membership to Big Bear Fire Authority. As a member of the CJPIA, a Fire Authority Official shall be assigned as a member of the CJPIA Board. A Board member or staff member shall be assigned as an alternate. As a member of CJPIA this certification is to be completed annually. At the Board meeting of August 8, 2015, the Board approved the Board Chairman to appoint the delegate and their alternate(s) to the CJPIA Board.

## **DISCUSSION**

At the Board meeting of August 8, 2015, the Board asked that the question of timing of the appointment be brought back to Board for consideration. Currently Bob Jackowski is the acting Board member for the Fire Protection District and Paul Terry is the acting board member for the Community Services District.

Director Caretto expressed his interest in serving as a delegate for the Fire Authority. 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.

## **STAFF RECOMMENDATION**

Staff recommends the Fire Authority Board Chairman assign annually, at the December Board meeting, the representative and alternate(s) to the CJPIA Board, authorizing them to act as an official representative of the Fire Authority for 2016.

Agenda for October 21, 2014  
Purchase of Accounting Software  
Page 2

Attachment A: Certification of Director and Alternate to CJPIA



**Attachment A**

**CERTIFICATION OF DIRECTOR AND ALTERNATE(S)**

I hereby certify that as of this date, the Official Minutes and Records of the Board of the Big Bear Fire Authority confirm that the following persons have been appointed to represent the Big Bear Fire Authority, in accordance with the provisions of Article 7 of the California Joint Powers Insurance Authority Joint Powers Agreement.

DIRECTOR (Board Member):

_____	_____	_____
Name	Title	email address

ALTERNATE(S) (one or more, may be Board Member or staff):

_____	_____	_____
Name	Title	email address

_____	_____	_____
Name	Title	email address

_____	_____	_____
Name	Title	email address

_____	_____	_____
Name	Title	email address

\_\_\_\_\_  
Secretary Signature

Big Bear Fire Authority  
Agency (please print agency name)

\_\_\_\_\_  
Date



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

**MEETING DATE:** December 8, 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:** Interim Staffing Plan

---

## **BACKGROUND**

Over the past couple of years the department has been experiencing an increase in emergency call volume. Due to this increased call volume, the department has reached a point at which concurrent emergency calls for service have effectively drawn available resources down to zero. This has been the case on at least 35 occasions for this calendar year. This means that if an additional emergency call for service had been requested during these draw-down periods, the department would not have been capable of immediately assigning resources to fill the call for service. This situation has great potential to cause significant response time delay.

## **DISCUSSION**

At the Board Workshop on November 9, 2015, Staff was directed to develop a short term plan to limit exposure from the effects of concurrent emergency calls and zero draw-down levels. As a reasonable cost effective step to limit exposure, Staff is proposing to add one additional position to the daily staffing roster through the end of March. This additional position will be filled with existing personnel. Once implemented, this interim staffing solution will be evaluated regarding effectiveness and ability to deliver desired outcome.

## **FINANCIAL IMPACT**

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

## **STAFF RECOMMENDATION**

Approve interim staffing plan and associated cost of implementation.