



Big Bear Lake Fire Protection District

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
REGULAR MEETING AGENDA
APRIL 27, 2015**

Regular Session - 1:00 p.m. – Hofert Hall, 39707 Big Bear Boulevard, Big Bear Lake

BOARD OF DIRECTORS

**CHAIRMAN RICK HERRICK
VICE CHAIRMAN RANDALL PUTZ
BOARD MEMBER DAVID CARETTO
BOARD MEMBER BOB JACKOWSKI
BOARD MEMBER BILL JAHN**

STAFF

**FIRE CHIEF JEFF WILLIS
BATTALION CHIEF MIKE MALTBY
DISTRICT COUNSEL STEPHEN DEITSCH
CITY MANAGER JEFF MATHIEU
CHIEF OPERATIONS OFFICER KATHLEEN SMITH
SENIOR FINANCE OFFICER SHIRLEY HOLT
BOARD SECRETARY CORINNE FLORES**

OPEN SESSION

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.

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENTS

The Fire District's Administrative Office will be closed on:

- Monday, May 25, 2015 in observance of Memorial Day and will re-open on Tuesday, May 26, 2015 at 8:00 a.m.

BOARD MEMBER GENERAL ANNOUNCEMENTS: Comments shall pertain to items not on the posted agenda and are limited to three minutes per Board 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 Fire District. Please note that State law prohibits the Fire District Board from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the Board during this time period.

CONSENT CALENDAR

FP1. Approval of Demands – Check Issue Date 10/18/14 through 04/20/15 in the amount of \$1,042,828.10

FP2. Approval of Minutes for the Regular Meeting of October 27, 2014

FP3. Fire District Monthly Report for October 2014

Board consideration of receiving and filing the report.

FP4. Fire District Monthly Report for November 2014

Board consideration of receiving and filing the report.

FP5. Fire District Monthly Report for December 2014

Board consideration of receiving and filing the report.

FP6. Fire District Monthly Report for January 2015

Board consideration of receiving and filing the report.

FP7. Fire District Monthly Report for February 2015

Board consideration of receiving and filing the report.

FP8. Fire District Monthly Report for March 2015

Board consideration of receiving and filing the report.

ITEMS REMOVED FROM THE CONSENT CALENDAR

DISCUSSION/ACTION ITEMS

FP9. Board Approval of Fire District Staffing and Job Descriptions

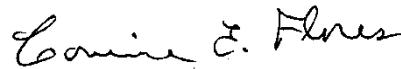
Board consideration of adopting Resolution No. FP2015-XX Approving and Adopting Job Classifications and a Position Classification Policy.

FP10. Fire District Fiscal Year 2015-2016 Proposed Budget Presentation

Board consideration of receiving the presentation and authorizing Staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2015-2016 Budget at the next Regular meeting on June 22, 2015.

ADJOURNMENT

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



Corinne E. Flores, Board Secretary

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



Big Bear Lake Fire Protection District

Item No. FP1

Checks Issued 10/18/14 through 04/20/15

Check#	Vendor/Employee	Transaction	Amount
Fire Protection District			
65433	Big Bear City CSD	Shared Services - Min. Staffing (July - Sept)	10/27/14 36,672.80
65433	Big Bear City CSD	Shared Services - Admin. Staffing (July - Sept)	10/27/14 150,274.19
65476	Lance Soll & Lunghard	Prepare State Controller's Report	10/31/14 3,726.00
65490	Farsight Technologies, Inc.	Fire Board Meeting	10/31/14 100.00
65492	Rick Herrick	Fire Board Meeting	10/31/14 100.00
65493	Robert Jackowski	Fire Board Meeting	10/31/14 100.00
65642	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment - November	11/14/14 682.80
65683	Best Best & Krieger LLP	Legal Services	11/19/14 47.00
65808	Lance Soll & Lunghard	Audit Services	12/03/14 335.00
65831	Big Bear City CSD	Shared Services - Min. Staffing (Oct)	12/08/14 14,874.49
65831	Big Bear City CSD	Shared Services - Admin. Staffing (Oct)	12/08/14 52,259.32
65863	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment - December	12/08/14 682.80
66135	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment - January	01/13/15 682.80
66239	Big Bear City CSD	Shared Services - Min. Staffing (Nov)	01/23/15 11,457.42
66239	Big Bear City CSD	Shared Services - Admin. Staffing (Nov)	01/23/15 74,176.70
66332	Big Bear City CSD	Shared Services - Min. Staffing (Dec)	01/30/15 9,834.00
66332	Big Bear City CSD	Shared Services - Admin. Staffing (Dec)	01/30/15 45,579.44
66406	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment - February	02/10/15 682.80
66674	Big Bear City CSD	Shared Services - Min. Staffing (Jan)	03/13/15 5,706.10
66674	Big Bear City CSD	Shared Services - Admin. Staffing (Jan)	03/13/15 63,651.54
66687	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment - March	03/13/15 682.80
66778	James M Nicoloff	Schematic Design	03/18/15 4,072.50
66906	Big Bear City CSD	Shared Services - Min. Staffing (Feb)	04/10/15 4,498.80
66906	Big Bear City CSD	Shared Services - Admin. Staffing (Feb)	04/10/15 48,071.87
66951	Patti Dokter	Refund 50% of Plot Plan Review	04/10/15 77.50
67011	Big Bear City CSD	Shared Services - Min. Staffing (Mar)	04/17/15 18,247.08
67011	Big Bear City CSD	Shared Services - Admin. Staffing (Mar)	04/17/15 60,891.04
67023	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment - April	04/17/15 682.80
67029	Best Best & Krieger LLP	Legal Services	04/20/15 285.74
67037	Lance Soll & Lunghard	Audit Fieldwork	04/20/15 125.00
	ACH David Caretto	Fire Board Meeting	10/31/14 100.00
	ACH Bill Jahn	Fire Board Meeting	10/31/14 100.00
Fire Protection District Total			609,460.33
Healthy Urban Forest Initiative			
Internal Services			
66661	Charter Communications	Telephone Service	03/10/15 205.35
66736	Lance Soll & Lunghard	Single Audit Fieldwork	03/17/15 1,125.00
66782	Verizon Wireless	Data Service/Cell Phone	03/18/15 69.52
66862	Charter Communications	Telephone Service	04/03/15 205.35
66927	Verizon Wireless	Data Service/Cell Phone	04/10/15 64.22
Internal Services Total			1,669.44
DR 1731			
65488	Charter Communications	Telephone Service	10/31/14 66.41
65651	Image 2000 Inc.	Copy Charges	11/18/14 10.40
65658	Verizon Wireless	Data Service	11/18/14 46.32
65776	Image 2000 Inc.	Copy Charges	12/03/14 14.17
65841	Charter Communications	Telephone Service	12/08/14 64.68
65857	Deborah Reiss & Robert Johnson	Shake Shingle Roof Replacement	12/08/14 1,198.75
65862	Don & Jill Watson	Shake Shingle Roof Replacement	12/08/14 2,178.75
65867	David & Tina Newman	Shake Shingle Roof Replacement	12/09/14 911.10
65896	George or Charlotte DeBeaumont	Shake Shingle Roof Replacement	12/16/14 1,062.30



Big Bear Lake Fire Protection District

Item No. FP1

Checks Issued 10/18/14 through 04/20/15

Check#	Vendor/Employee	Transaction		Amount
65903	Kenneth Wood Trust	Shake Shingle Roof Replacement	12/16/14	3,080.00
65905	SII Trust	Shake Shingle Roof Replacement	12/16/14	4,872.00
65921	Best Best & Krieger LLP	Legal Services	12/17/14	164.50
66014	Vicki Gorecki	Shake Shingle Roof Replacement	12/22/14	4,200.00
66027	Verizon Wireless	Data Service	12/22/14	30.02
66033	Mark Hunter	Shake Shingle Roof Replacement	12/23/14	2,850.75
66034	Jean Pattison	Shake Shingle Roof Replacement	12/23/14	6,195.00
66035	Barbara Silverman	Shake Shingle Roof Replacement	12/23/14	2,663.50
66036	Dale & Karen Swenson	Shake Shingle Roof Replacement	12/23/14	2,037.47
66037	Roger Wood	Shake Shingle Roof Replacement	12/23/14	2,119.25
66049	Mario Benoun	Shake Shingle Roof Replacement	12/30/14	1,540.00
66053	Lawrence & Karen Derr	Shake Shingle Roof Replacement	12/30/14	3,795.75
66061	Caroline Schoettler	Shake Shingle Roof Replacement	12/30/14	1,295.00
66101	William Beaubeaux	Shake Shingle Roof Replacement	01/13/15	1,575.00
66104	Charter Communications	Telephone Service	01/13/15	64.69
66111	Edgar & Dolores Garcia	Shake Shingle Roof Replacement	01/13/15	945.09
66118	Image 2000 Inc.	Copy Charges	01/13/15	26.59
66130	J.M. Swigart	Shake Shingle Roof Replacement	01/13/15	6,125.00
66244	Teodor Enache	Shake Shingle Roof Replacement	01/23/15	2,082.50
66254	Verizon Wireless	Data Service	01/23/15	30.02
66283	Christopher & Patrice Angelo	Shake Shingle Roof Replacement	01/28/15	2,161.25
66285	Constance Becker	Shake Shingle Roof Replacement	01/28/15	610.13
66291	Noe Ochoa & Christina McKeough	Shake Shingle Roof Replacement	01/28/15	2,695.00
66292	Kenny Pan	Shake Shingle Roof Replacement	01/28/15	973.50
66368	Image 2000 Inc.	Copy Charges	02/04/15	12.13
66398	Charter Communications	Telephone Service	02/10/15	67.81
66536	Image 2000 Inc.	Copy Charges	02/25/15	26.16
66545	Verizon Wireless	Data Service	02/25/15	30.02
66603	Gracio and Neda Fabris	Shake Shingle Roof Replacement	02/27/15	2,817.50
66639	William & Avril Wood	Shake Shingle Roof Replacement	03/04/15	1,354.50
66872	Image 2000 Inc.	Copy Charges	04/03/15	4.81
66910	Armando and Carrie Chacon	Shake Shingle Roof Replacement	04/10/15	2,152.50
66914	General Svc Admin-U.S.	Copy Paper	04/10/15	41.66
66920	Bill and Jill Lavinger	Shake Shingle Roof Replacement	04/10/15	7,700.70
67020	Quill Corporation	Office Supplies	04/17/15	15.45
			DR 1731 Total	71,908.13
DR 1884				
66104	Charter Communications	Telephone Service	01/13/15	64.69
66118	Image 2000 Inc.	Copy Charges	01/13/15	10.01
66242	Bear Valley Printing Inc	MAST Date Stamp	01/23/15	32.23
66252	James and Diane Rose	Shake Shingle Roof Replacement	01/23/15	4,224.00
66254	Verizon Wireless	Cell Phone	01/23/15	30.25
66294	Peter Snell & Lisa Laursen	Shake Shingle Roof Replacement	01/28/15	3,052.00
66368	Image 2000 Inc.	Copy Charges	02/04/15	21.25
66398	Charter Communications	Telephone Service	02/10/15	67.81
66429	Sisters of the Guardian Angel	Shake Shingle Roof Replacement	02/11/15	4,500.00
66536	Image 2000 Inc.	Copy Charges	02/25/15	3.74
66545	Verizon Wireless	Cell Phone	02/25/15	27.52
66634	Robert & Krista Scialdone	Shake Shingle Roof Replacement	03/04/15	4,500.00
66638	Robert Jr. & Jane Weir	Shake Shingle Roof Replacement	03/04/15	3,428.00
66663	Lynn Nolan	Shake Shingle Roof Replacement	03/10/15	4,500.00
66779	Morris Brad Spell	Shake Shingle Roof Replacement	03/18/15	3,430.00



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Check#	Vendor/Employee	Transaction		Amount
66844	Cathy Russell	Shake Shingle Roof Replacement	03/27/15	4,500.00
66856	Sarah Biedebach	Shake Shingle Roof Replacement	04/03/15	4,500.00
66857	Allen and Tina Bratton	Shake Shingle Roof Replacement	04/03/15	3,465.00
66872	Image 2000 Inc.	Copy Charges	04/03/15	24.06
66874	Marjorie Marconi	Shake Shingle Roof Replacement	04/03/15	4,410.00
66881	Simon S. Russin III	Shake Shingle Roof Replacement	04/03/15	4,500.00
66882	Nancy Starling	Shake Shingle Roof Replacement	04/03/15	4,500.00
66886	Kenneth and Janice Wood	Shake Shingle Roof Replacement	04/03/15	4,500.00
66915	Chris and Andy Gerry	Shake Shingle Roof Replacement	04/10/15	2,660.00
66919	Michael and Marina Kaczur	Shake Shingle Roof Replacement	04/10/15	3,752.00
66921	Akira and Toko Okada	Shake Shingle Roof Replacement	04/10/15	4,288.00
67014	Daniel Calabrese	Shake Shingle Roof Replacement	04/17/15	3,696.00
			DR 1884 Total	72,686.56
LPDM 08 - Shake Shingle Project Phase PJ02				
65576	OnTrac	Shipping	11/05/14	8.43
			LPDM 08 Shake Shingle Project Phase PJ02 Total	8.43
LPDM 08 - Shake Shingle Project Phase PJ15				
65427	Jeff Berry	Shake Shingle Roof Replacement	10/23/14	4,500.00
65428	Sylvia Lomen	Shake Shingle Roof Replacement	10/23/14	4,500.00
65435	Blauer Enterprises, Inc.	Shake Shingle Roof Replacement	10/27/14	3,810.00
65440	Paulette Davis	Shake Shingle Roof Replacement	10/27/14	4,500.00
65446	Alvin or Nancy Mellinger	Shake Shingle Roof Replacement	10/27/14	4,154.50
65486	Marks Family Trust	Shake Shingle Roof Replacement	10/31/14	4,500.00
65488	Charter Communications	Telephone Service	10/31/14	66.41
65504	Donald or Sharen Woodgrift	Shake Shingle Roof Replacement	10/31/14	4,500.00
65530	James or Peggy Yuile	Shake Shingle Roof Replacement	11/04/14	2,032.00
65646	Abraham Arkinzadeh & Carolyn Rosado	Shake Shingle Roof Replacement	11/18/14	4,500.00
65648	Ronald Chaplin	Shake Shingle Roof Replacement	11/18/14	4,500.00
65651	Image 2000 Inc.	Copy Charges	11/18/14	37.21
65652	Elizabeth Kettler	Shake Shingle Roof Replacement	11/18/14	3,465.00
65653	James & Linda Miller	Shake Shingle Roof Replacement	11/18/14	4,500.00
65656	Anthony Tortorici Jr. and Charles Blaisdell	Shake Shingle Roof Replacement	11/18/14	4,288.00
65658	Verizon Wireless	Data Service/Cell Phone	11/18/14	86.37
65664	Miguel Garcia	Shake Shingle Roof Replacement	11/19/14	4,221.00
65665	Nina Wood Irrevocable Trust	Shake Shingle Roof Replacement	11/19/14	2,100.00
65666	James or Ronna Sharp	Shake Shingle Roof Replacement	11/19/14	4,500.00
65667	Ann Tumser/Hetherington Family Trust	Shake Shingle Roof Replacement	11/19/14	4,020.00
65668	Vardui Yepremyan	Shake Shingle Roof Replacement	11/19/14	3,213.00
65715	OnTrac	Shipping	11/19/14	8.43
65772	Gregory Frazer & Carissa Bennett	Shake Shingle Roof Replacement	12/03/14	4,340.00
65773	Pierre/Kristin Gilbert and Arthur Daily	Shake Shingle Roof Replacement	12/03/14	4,500.00
65774	Audrey Gray & Debra Mills	Shake Shingle Roof Replacement	12/03/14	4,500.00
65775	Roger & Antoinette Herrling	Shake Shingle Roof Replacement	12/03/14	2,520.00
65776	Image 2000 Inc.	Copy Charges	12/03/14	42.60
65777	Dennis & Nancy Walker	Shake Shingle Roof Replacement	12/03/14	4,500.00
65841	Charter Communications	Telephone Service	12/08/14	64.69
65845	Michael & Susan Dorner	Shake Shingle Roof Replacement	12/08/14	3,465.00
65956	OnTrac	Shipping	12/17/14	9.19
66015	Mark & Christina Gray	Shake Shingle Roof Replacement	12/22/14	3,174.00
66016	David & Jane Iglar	Shake Shingle Roof Replacement	12/22/14	4,500.00
66023	Donald Parmann	Shake Shingle Roof Replacement	12/22/14	3,283.00
66027	Verizon Wireless	Data Service/Cell Phone	12/22/14	88.56



Big Bear Lake Fire Protection District

Item No. FP1

Checks Issued 10/18/14 through 04/20/15

Check#	Vendor/Employee	Transaction		Amount
66050	Betty Jane Bergstrom	Shake Shingle Roof Replacement	12/30/14	3,958.50
66104	Charter Communications	Telephone Service	01/13/15	64.68
66115	Raymond & Barbara Hart	Shake Shingle Roof Replacement	01/13/15	4,500.00
66116	William & Judith Heinze	Shake Shingle Roof Replacement	01/13/15	4,500.00
66118	Image 2000 Inc.	Copy Charges	01/13/15	37.80
66129	Gary & Deborah Smith	Shake Shingle Roof Replacement	01/13/15	3,752.00
66158	Suzanne Espinosa & Jamila Bayati	Shake Shingle Roof Replacement	01/16/15	4,500.00
66209	OnTrac	Shipping	01/16/15	9.19
66246	Ronald and Nancy Green	Shake Shingle Roof Replacement	01/23/15	3,908.00
66247	Amanda Harris	Shake Shingle Roof Replacement	01/23/15	4,500.00
66249	Barbara Johnson	Shake Shingle Roof Replacement	01/23/15	4,200.00
66250	Lovena McKinney	Shake Shingle Roof Replacement	01/23/15	4,500.00
66253	Thomas and Linda Scott	Shake Shingle Roof Replacement	01/23/15	4,500.00
66254	Verizon Wireless	Data Service/Cell Phone	01/23/15	35.35
66362	Dan & Wanda Danesi	Shake Shingle Roof Replacement	02/04/15	4,500.00
66368	Image 2000 Inc.	Copy Charges	02/04/15	39.46
66371	Salvador Mota & Martha Villegas	Shake Shingle Roof Replacement	02/04/15	2,450.00
66375	Jessica Rose	Shake Shingle Roof Replacement	02/04/15	4,500.00
66376	Harris & Judith Steinberg	Shake Shingle Roof Replacement	02/04/15	3,892.00
66379	Chris & Sharon Trulove	Shake Shingle Roof Replacement	02/04/15	3,484.00
66398	Charter Communications	Telephone Service	02/10/15	67.81
66400	Mike & Marilyn Fry	Shake Shingle Roof Replacement	02/10/15	4,500.00
66426	Mike & Heather Kurkierewicz	Shake Shingle Roof Replacement	02/11/15	3,430.00
66489	OnTrac	Shipping	02/18/15	9.49
66529	Andrew & Vicky Center	Shake Shingle Roof Replacement	02/25/15	4,500.00
66536	Image 2000 Inc.	Copy Charges	02/25/15	11.20
66545	Verizon Wireless	Data Service/Cell Phone	02/25/15	57.15
66546	Jonathan Zane	Shake Shingle Roof Replacement	02/25/15	3,713.50
66635	Stephen & Mary Smith	Shake Shingle Roof Replacement	03/04/15	4,500.00
66662	Thomas McIntosh & Patricia Drummond	Shake Shingle Roof Replacement	03/10/15	4,500.00
66664	Jeb, Matt, & Daniel Price	Shake Shingle Roof Replacement	03/10/15	3,010.00
66665	Stephen Sullivan & Evelyne Parnell	Shake Shingle Roof Replacement	03/10/15	4,500.00
66741	OnTrac	Shipping	03/17/15	8.45
66773	Karin Contreras	Shake Shingle Roof Replacement	03/18/15	4,500.00
66775	Paul DeRouen	Shake Shingle Roof Replacement	03/18/15	4,500.00
66780	William Teague	Shake Shingle Roof Replacement	03/18/15	3,654.00
66782	Verizon Wireless	Data Service/Cell Phone	03/18/15	59.03
66837	Frank and Kathleen Brannen	Shake Shingle Roof Replacement	03/27/15	4,500.00
66858	Joel Budo	Shake Shingle Roof Replacement	04/03/15	4,500.00
66864	Christopher Cote	Shake Shingle Roof Replacement	04/03/15	4,500.00
66869	Howard Friedman	Shake Shingle Roof Replacement	04/03/15	4,500.00
66872	Image 2000 Inc.	Copy Charges	04/03/15	19.26
66876	George Mitchell	Shake Shingle Roof Replacement	04/03/15	3,920.00
66878	Michael Pule	Shake Shingle Roof Replacement	04/03/15	4,500.00
66879	Brenda Ray	Shake Shingle Roof Replacement	04/03/15	4,500.00
66880	James Reed	Shake Shingle Roof Replacement	04/03/15	4,500.00
66887	Jean Wyatt	Shake Shingle Roof Replacement	04/03/15	4,500.00
66911	Coptic Orthodox Church Bishop Serapion	Shake Shingle Roof Replacement	04/10/15	2,796.50
66916	Stephen and Lorna Goldberg	Shake Shingle Roof Replacement	04/10/15	3,752.00
66917	Michael Hamlin	Shake Shingle Roof Replacement	04/10/15	3,465.00
66922	Charles Potts, Jr.	Shake Shingle Roof Replacement	04/10/15	3,283.00
66927	Verizon Wireless	Data Service/Cell Phone	04/10/15	64.74



Big Bear Lake Fire Protection District

Item No. FP1

Checks Issued 10/18/14 through 04/20/15

Check#	Vendor/Employee	Transaction	Amount
67017	JoAnne Moorehead Gunn	Shake Shingle Roof Replacement	04/17/15 3,104.00
67019	Safi Nabi	Shake Shingle Roof Replacement	04/17/15 3,752.00
67046	OnTrac	Shipping	04/20/15 8.38
LPDM 08 Shake Shingle Project Phase PJ15 Total			274,505.45
Curbside Chipping			
65488	Charter Communications	Telephone Service	10/31/14 66.41
65528	Bear Valley Tree Care, Inc.	Chipping Services	11/04/14 1,240.00
65529	Chris Teele Construction	Chipping Services	11/04/14 1,600.00
65647	Bear Valley Tree Care, Inc.	Chipping Services	11/18/14 527.00
65651	Image 2000 Inc.	Copy Charges	11/18/14 2.81
65658	Verizon Wireless	Cell Phone	11/18/14 16.31
65770	SB County Fire Protection District	Chipping Services	12/03/14 3,306.15
65771	Chris Teele Construction	Chipping Services	12/03/14 400.00
65776	Image 2000 Inc.	Copy Charges	12/03/14 2.54
65841	Charter Communications	Telephone Service	12/08/14 64.69
65855	Porter's Firewood	Chipping Services	12/08/14 3,662.50
65904	Porter's Firewood	Chipping Services	12/16/14 750.00
66027	Verizon Wireless	Cell Phone	12/22/14 35.95
66103	Bear Valley Tree Care, Inc.	Chipping Services	01/13/15 186.00
66118	Image 2000 Inc.	Copy Charges	01/13/15 4.48
66819	Western Chapter ISA	Training Expense	03/25/15 525.00
66820	David Yegge	Reimb - Training Expense	03/25/15 200.00
Curbside Chipping Total			12,589.84
Healthy Urban Forest Initiative Total			433,367.85

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
OCTOBER 27, 2014**

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jackowski at 1:00 p.m., Monday, October 27, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Obernolte

Board Members Present: Chairman Jackowski
Vice Chairman Jahn
Board Member Caretto
Board Member Herrick
Board Member Obernolte

Board Members Excused: None

Others Present: Jeff Willis, Fire Chief
Mike Maltby, Battalion Chief
Kathleen Smith, Chief Operations Officer
Corinne Flores, Board Secretary

ANNOUNCEMENTS

The Fire District's Administrative Office will be closed on:

- Tuesday, November 11, 2014 in observance of Veteran's Day and will re-open on Wednesday, November 12, 2014 at 8:00 a.m.;
- Thursday, November 27 and Friday, November 28, 2014 in observance of the Thanksgiving Holiday. The Administrative Office will re-open on Monday, December 1, 2014 at 8:00 a.m.;
- Wednesday, December 24, 2014 and Thursday, December 25, 2014 in observance of the Christmas holiday; and
- Wednesday, December 31, 2014 and January 1, 2015 in observance of the New Year's holiday.

BOARD MEMBERS' GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

CONSENT CALENDAR

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

FP1. Approval of Demands – Check Issue Date 06/14/14 through 10/17/14 in the amount of \$509,084.05

FP2. Approval of Minutes for the Regular Meeting of June 23, 2014

Approved.

FP3. Approval of Minutes for the Special Meeting of September 22, 2014

Approved.

FP4. Fire District Monthly Report for June 2014

Received and filed.

FP5. Fire District Monthly Report for July 2014

Received and filed.

FP6. Fire District Monthly Report for August 2014

Received and filed.

FP7. Fire District Monthly Report for September 2014

Received and filed.

The Consent Calendar was approved by the following vote:

AYES:	Herrick, Jahn, Obernolte, Caretto, Jackowski
NOES:	None
ABSENT:	None

ABSTAIN: Obernolte (abstained from Item FP2 as he was not present at the meeting)

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

DISCUSSION/ACTION ITEMS

FP8. Budget Adjustment for Fiscal Year 2014/15

Board consideration of approving an adjustment to the Fiscal Year 2014/15 Fire District Budget in the amount of \$91,750.

Chief Willis advised that these items were discussed and approved at the October 21, 2015 Fire Authority Board meeting. These expenditures are in line with the Fire Authority becoming responsible for fiscal management and fiscal control.

Board Member Obernolte asked the following questions: will hiring a Senior Finance Officer take some of the burden off City staff as they will no longer provide some of those functions for the District; does this total expenditure reflected the savings to the District in the money that we are no longer going to pay the City for administrative services; will the District continue to pay the City for administrative services during the transition through the end of the budget cycle. Chief Willis responded yes; this was all part of the cost of transition.

Board Member Obernolte expressed concern this adjustment would put the District in the red this year, and he inquired if the District expects next year's budget to remain in the black. COO Smith replied there is always salary savings at the end of the year and with the savings from not paying the administrative fee to the City and CSD, the District will have the money to absorb this.

Board Member Caretto added there will be a residual payment to the City and the CSD for processing taxes and possibly some auditing services, but it will not be close to the \$439,000 now paid to the City and the CSD.

Motion by Board Member Caretto; seconded by Board Member Obernolte, to approve an adjustment to the Fiscal Year 2014/15 Fire District Budget in the amount of \$91,750.

Said Motion was approved by the following vote:

AYES: Jahn, Obernolte, Caretto, Herrick, Jackowski
NOES: None

ABSENT: None
ABSTAIN: None

FP9. Proposal for the Development of Schematic Design for Additional Office Space at Station 281 and the Establishment of an Ad Hoc Headquarters Design and Office Expansion Committee

Board consideration of authorizing the Fire Chief to execute an agreement with James M. Nicoloff, Architect for the preparation of schematic design and documentation for additional office space at Station 281 in the amount of \$7,811 and the establishment of an ad hoc Headquarters Design and Office Expansion Committee to assist and provide direction to Staff for the project.

Chief Willis stated there is a need to create office and work space for the employees and developer impact fees have been set aside to cover this project. He is looking at a sole source contract with the architect that originally designed the fire station as this firm specializes in fire station design and construction.

Discussion ensued by Board Member Obernolte and Vice Chairman Jahn that a minor refurbishment was recently done at one of the fire stations in the CSD area, and the Fire District paid for half of that. Both Directors expressed that this expense should be shared with the CSD.

COO Smith clarified funds for maintenance projects and improvements/expansions are expended differently. Impact fees can only be used for increasing capacity, not maintenance.

In response to Vice Chairman Jahn's question, Chief Willis advised before approaching the CSD, the District first needs to understand what the cost of construction is going to be. The proposed work will do so.

Board Member Caretto stated should the Fire District and CSD choose to withdraw from the Authority, repayment of maintenance contributions to the other agency's facilities should be included in an agreement. COO Smith stated improvement and maintenance costs are being tracked on the Fire District side. Should a separation occur, cost shared amounts would be returned to the applicable agency. COO Smith suggested maintenance and improvements be discussed at the next Fire Authority Board meeting.

Board Member Herrick stated he would support Staff's recommendation if these costs were clearly included with the actual construction costs for an even cost share by both agencies.

Chairman Jackowski agreed the CSD should be included in these discussions as they should pay half the cost of this project.

Motion by Vice Chairman Jahn; seconded by Board Member Herrick, to authorize a contract with James M. Nicoloff, Architect for the preparation of schematic design and documentation for additional office space at Station 281, with amended language to include these costs be rolled into construction costs and split with the CSD at some time in the future; Chairman Jackowski appointed Vice Chairman Jahn and Board Member Herrick to serve on the ad hoc committee.

Said Motion was approved by the following vote:

AYES: Obernolte, Caretto, Herrick, Jahn, Jackowski
NOES: None
ABSENT: None
ABSTAIN: None

FP10. Fire District Meeting Schedule for 2015

Board consideration of approving the proposed modified 2015 meeting schedule, which includes the cancellation of the December 28, 2015 meeting.

Motion by Board Member Caretto; seconded by Vice Chairman Jahn, to approve staff's recommendation.

Said Motion was approved by the following vote:

AYES: Caretto, Herrick, Jahn, Jackowski
NOES: None
ABSENT: None
ABSTAIN: Obernolte (abstained as he will not be on the Board during this time period)

BOARD MEMBER CLOSING COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Jackowski adjourned the meeting at 1:29 p.m.

Corinne E. Flores
Board Secretary

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: November 12, 2014

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – OCTOBER 2014**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	56	624
b.	Rescue/Medical Calls	165	1,708
c.	Training Class Summary	72.5	1,129.52
d.	DRC Reviews	3	27
e.	Fire Flow Reviews	1	8

2. COMMUNITY RELATIONS

- 2.1 October 18 – facilitated by Firefighter/Paramedic Whitmore, on- and off-duty personnel participated in the annual Muscular Dystrophy fill-the-boot fundraiser held in front of Vons. The money raised (over \$7,000) will help fund muscular disease research for more than 40 neuromuscular diseases, cost-free neuromuscular clinics at Loma Linda University and UCI, and an MDA summer camp for children.
- 2.2 October 18 – Safety Coordinator Bruinsma attended the DOVES Starry Starry Night fundraiser at the Northwoods Resort. The Big Bear Professional Firefighters' Association donated "Dinner with the Firefighters" as an auction item. The firefighters will purchase, prepare, and have dinner with six guests.
- 2.3 October 21 – Engineer Jayne and "A" Shift-281 personnel provided a station tour and an educational fire prevention presentation to 44 students of Hope Academy.
- 2.4 October 21 – "A" Shift-283 personnel provided a station tour to 35 first graders from Ms. Dobis class, Baldwin Lane Elementary School.
- 2.5 October 23 – Safety Coordinator Bruinsma attended a Polar Plunge pre-planning meeting at the Sheriff's Office.

- 2.6 October 23 – Safety Coordinator Bruinsma participated in Story Time at the Big Bear Library.
- 2.7 October 31 – on-duty personnel participated in the annual Boo in the Zoo event and Halloween in the Village. Candy was distributed to children at both locations.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
 - CSD Board – October 6 and 20
 - CSD Finance Committee – October 16
 - Big Bear Fire Authority Board – October 21
 - Big Bear Fire Authority Administrative Committee – October 9
 - Big Bear Fire Department Staff Meeting – October 7
 - Big Bear Lake Fire Protection District Board – October 27
 - Big Bear Lake City Council – October 27
- 3.2 October 4 – Safety Coordinator Bruinsma participated in a Community Emergency Response Team (CERT) tabletop training. He also attended the monthly regular meeting on October 27.
- 3.3 October 8 – Battalion Chiefs Harold and Parham attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, EMS Officers Section.
- 3.4 October 9 – Chief Willis, along with other San Bernardino County Fire Chiefs, met with Greg Devereaux, Chief Executive Officer for the County of San Bernardino, to obtain an EMS update on the status of ambulance exclusive operating areas.
- 3.5 October 9 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, Training Officers Section.
- 3.6 October 14 – Chief Willis and Battalion Chief Maltby attended the bi-monthly meeting of Mountain Mutual Aid. Chief Willis will continue to serve as President. Both attended E-Board meetings on October 22 and 29.
- 3.7 October 15 – Safety Coordinator Bruinsma and on-duty personnel attended the 2014 Emergency Officials Liaison Event hosted by the Southwest Gas Corporation. Topics covered: ICS and emergency communications; emergency response and mutual assistance; responsibilities and emergency resources of each agency; key elements of effective incident response relating to pipeline emergencies; and networking for familiarity.
- 3.8 October 15 – Chief Willis met with Fire Chiefs Floyd Clark, Mat Fratus, and Raymond Ramirez to discuss ambulance exclusive operating areas.

- 3.9 October 16 – Chief Willis attended the monthly General Managers’ lunch.
- 3.10 October 16 – Safety Coordinator Bruinsma attended a Breakthrough Task Force meeting.
- 3.11 October 23 – Chief Willis and Battalion Chief Maltby attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association held at the Rialto Fire Department.
- 3.12 October 28 – Chief Willis attended the monthly Confire Administrative Committee meeting.
- 3.13 October – Battalion Chief Parham completed monthly EMS training and monthly continuous quality peer review.

4. HEALTH AND SAFETY

- 4.1 Safety Coordinator Bruinsma facilitated the following training:
 - Driver Safety Awareness – October 16
- 4.2 October 28 through 31 - Safety Coordination Bruinsma attended CJPIA risk management training.

5. PERSONNEL

- 5.1 October – Chief Willis conducted Chief’s Interviews for four candidates for the position of Captain.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 September 20 through October 2 – Chief Willis attended the 2014 Annual Conference of the California Fire Chiefs’ Association in Long Beach.
- 6.2 October 6 – Battalion Chief Harold attended a State Fire Marshal training update for Instructor.

7. MISCELLANEOUS

- 7.1 October – Fire personnel are providing chipping services for the Neighborhood Chipping Program within the Authority’s jurisdiction.

Copy of Training Class Summary by Category

Class Date Between {10/01/2014} And {10/31/2014}

Category	Classes	Pct of Classes	Hours	Pct of Hours
ADM TR Admin Training	1	3.33%	9.00	12.41%
BB.6 Extrication Rescue Tools	1	3.33%	1.00	1.37%
BB11 Ventilation	1	3.33%	4.00	5.51%
BB12 Ladders	1	3.33%	4.00	5.51%
BB17 Over-the Side Rescue	2	6.66%	3.00	4.13%
BB18 Ice & Cold Water rescue	1	3.33%	2.00	2.75%
CB.6 Search & Rescue of Buliding	1	3.33%	6.00	8.27%
CB.7 Fire Investigation	1	3.33%	2.00	2.75%
CB.8 Water Distribution Systems	1	3.33%	2.00	2.75%
DCTRNG Department Cross Training	1	3.33%	3.00	4.13%
DRIVEOP DRIVER / OPERATOR	1	3.33%	1.00	1.37%
EMS D PEER REVIEW	3	10.00%	6.00	8.27%
EMS I Undefined Scope of Practice Skills	1	3.33%	1.00	1.37%
EMS J EMS CE's	3	10.00%	6.00	8.27%
FF1B MISCELLANEOUS EQUIPMENT AND TOOLS	1	3.33%	2.00	2.75%
FF1K RESCUE	1	3.33%	1.00	1.37%
FF1M FIRE CONTROL	1	3.33%	1.50	2.06%
FF1Q FIRE PREVENTION AND INVESTIGATION	1	3.33%	1.00	1.37%
FF1R COMMUNICATIONS	2	6.66%	4.00	5.51%
LEG A Documentation/Computer entries	1	3.33%	1.00	1.37%
VEH MAINT VEHICLE MAINT TRAINING	4	13.33%	12.00	16.55%
Totals	30		72.50	

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: December 8, 2014

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – NOVEMBER 2014**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	63	687
b.	Rescue/Medical Calls	176	1,884
c.	Training Class Summary	169.5	1,299.02
d.	DRC Reviews	3	30
e.	Fire Flow Reviews	0	8

2. COMMUNITY RELATIONS

- 2.1 November 28 – “B” Shift-281 provided Mr. & Mrs. Santa Claus a ride on the ladder truck to Christmas in the Village.
- 2.2 November 29 - Safety Coordinator Nick Bruinsma and “B” Shift-282 facilitated the Big Bear City Christmas Tree Lighting ceremony. The public was invited to this event where the Christmas lights were illuminated for the first time this Christmas season. Mr. & Mrs. Claus were on hand to greet the children and listen to their wish lists. Refreshments were provided by the Department and the Cartwright family as well as crafts for the children to complete.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
 - CSD Board – November 3 & 17
 - CSD Finance Committee – November 4
 - Big Bear Fire Authority Administrative Committee – November 13
 - Big Bear Fire Department Staff Meeting – November 13

- 3.2. November 3 and 7 – Safety Coordinator Bruinsma facilitated the installation of a video camera at the CSD administrative office for security and safety purposes.
- 3.3. November 6 – Chief Willis, Battalion Chiefs Maltby, Harold, and Parham, Brian Acosta of Confire, and staff from Bear Mountain & Snow Summit met to discuss and prepare for the upcoming 2014/15 ski season.
- 3.4. November 6 – Safety Coordinator Bruinsma attended the Operational Area Council meeting in Ontario.
- 3.5. November 12 – Battalion Chief Parham attended the monthly San Bernardino County Fire Chiefs' Association, EMS Officers Section meeting.
- 3.6. November 12 – Safety Coordinator Bruinsma attended meetings in Rialto for CERT Fire Liaisons and CERT Volunteer Coordinators.
- 3.7. November 17 – Chief Willis and Battalion Chief Maltby teleconferenced with Alex Mellor of CJPIA to discuss insurance coverage for the Fire Authority.
- 3.8. November 18 – Battalion Chief Parham attended a Confire Data Committee meeting at Station 203 in Rialto. The committee was formed for the purpose of continuous improvement regarding records and reports.
- 3.9. November 19 – Chief Willis attended the General Managers' monthly meeting.
- 3.10. November 19 – Chief Willis and Battalion Chief Maltby met with the executive board of Mountain Mutual Aid to discuss ongoing business.
- 3.11. November 20 – Chief Willis attended the monthly San Bernardino County Fire Chiefs' Association, which was held jointly with the Police Chiefs Association in Chino Hills.
- 3.12. November 20 – Battalion Chief Maltby attended the San Bernardino County Fire Chiefs' Association, Arson Investigation Section meeting, which was held in Rialto.
- 3.13. November 20 – Battalion Chief Parham attended an Image Trend meeting with Mike Bell at the Inland Counties Emergency Management Agency offices.
- 3.14. November 21 – Battalion Chief Maltby, as part of the County Arson Task Force, was requested to assist the City of San Bernardino with the investigation of a house fire that unfortunately claimed the lives of two children.
- 3.15. November 25 – Battalion Chief Maltby attended a Confire Technical Committee meeting in the morning, while Chief Willis attended the Confire Administrative Committee meeting.

- 3.16 November Completed Assignments by Battalion Chief Parham with Suppression: monthly EMS training; monthly continuous quality peer review; training for ICEMA protocol changes; and helmet shield determination regarding purchasing/distribution.

4. HEALTH AND SAFETY

- 4.1 Safety Coordinator Bruinsma facilitated the following training:
- Office Ergonomics – November 13
- 4.2 Battalion Chief Parham facilitated flu vaccinations for full time Suppression personnel who requested it.

5. PERSONNEL

- 5.1 As a result of annual testing, the following personnel received the Highest Annual Physical Fitness Scores: James McDaniel (Highest Score); Robert Whitmore; Brian Lambert; Ricky Seward; Brandon Willis; and Tony Picciano.
- 5.2 Greg Robinson promoted from Engineer to Captain; and William Schlosser promoted from Apprentice Firefighter/Paramedic to Firefighter/Paramedic.
- 5.3 Engineer David Jayne received his twenty-year employee service pin at the October 21, 2014 Fire Authority Board meeting.

Congratulations to all of the above personnel.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 Battalion Chief Parham completed Command 2 and Management 2 training.

7. MISCELLANEOUS

Nothing to report.

Copy of Copy of Training Class Summary by Category

Class Date Between {11/01/2014} And {11/30/2014}

Category	Classes	Pct of Classes	Hours	Pct of Hours
4PF SCBA	1	5.00%	8.00	4.71%
AERIAL OPS Aerial Truck Operations	1	5.00%	1.50	0.88%
CO OFF TR Company Officer Training	1	5.00%	40.00	23.59%
D/O ACADEMY Driver Operator Academy	1	5.00%	40.00	23.59%
EMS C PROTICOL UPDATE	2	10.00%	4.00	2.35%
EMS D PEER REVIEW	3	15.00%	6.00	3.53%
EMS J EMS CE's	1	5.00%	1.00	0.59%
EVOLUTIONS ENGINE CO EVOLUTIONS	2	10.00%	10.50	6.19%
FF1J FORCIBLE ENTRY	1	5.00%	1.50	0.88%
FF1K RESCUE	1	5.00%	40.00	23.59%
FF1R COMMUNICATIONS	1	5.00%	4.00	2.35%
FF2H HOSE NOZZLES AND APPLIANCES	1	5.00%	1.00	0.59%
FF2M FIRE CONTROL	1	5.00%	2.00	1.17%
ORIET PCF ORIENTATION	2	10.00%	8.00	4.71%
S.CAT TW SNOW CAT TOWING	1	5.00%	2.00	1.17%
Totals	20		169.50	

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: January 12, 2015

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – DECEMBER 2014**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	56	743
b.	Rescue/Medical Calls	165	2,049
c.	Training Class Summary	320.25	1,616.27
d.	DRC Reviews	1	31
e.	Fire Flow Reviews	0	8

2. COMMUNITY RELATIONS

- 2.1 December 9 – Safety Coordinator Bruinsma attended the Community Emergency Response Team (CERT) holiday party.
- 2.2 December 16 – Chief Willis was interviewed by Kat Sawyer, KBHR. Topics included winter safety tips.
- 2.3 December 17 – Safety Coordinator Bruinsma attended a Big Bear Polar Plunge planning meeting at the Sheriff's Department.
- 2.4 December 23 – the Bear Valley Professional Firefighters Association hosted the annual Kmart Shopping Spree for 30 underprivileged children of Bear Valley. Facilitator, Captain Fonda, worked with Healthy Start who in turn worked with the local schools to identify participants. The firefighters paired with a child and assisted them with selecting Christmas gifts for themselves, and sometimes a family member.
- 2.5 A thank you card was received from the Cartwright Family thanking Safety Coordinator Bruinsma and fire department personnel for their assistance with the Big Bear City Christmas Tree Lighting ceremony held on November 29, 2014. Copy attached.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
 - CSD Board – December 15
 - Big Bear Fire Authority Special Meeting – December 17
- 3.2 December 10 – Battalion Chief Parham attended the monthly meeting of the San Bernardino County Fire Chief’s Association, EMS Officers Section at Chino Valley Fire.
- 3.3 December 11 – Chief Willis, Battalion Chief Maltby, Battalion Chief Harold, and Battalion Chief Parham met with Chief Corley and Battalion Chief Mike Vasquez, Running Springs Fire Department to discuss operations and response procedures amongst the two agencies.
- 3.4 December 16 – Chief Willis and Battalion Chief Maltby participated in a Mountain Mutual Aid Executive Board meeting to discuss revising the 2015 Memorandum of Understanding between local government organizations of Big Bear Valley and service support organizations to assist in the organization and planning of the Emergency Operations Center.
- 3.5 December 16 – Chief Willis met with County Chiefs regarding the Grant Approval Authority in order to identify potential regional projects that may be considered for future funding.
- 3.6 December 17 – Chief Willis, Battalion Chief Maltby, and Fire Fuels Program Supervisor Yegge met with representatives of the DWP, CSD, and Andrew Bolton of the Insurance Services Office (ISO) to discuss reevaluation of the Valley’s ISO rating and potential re-rating of Fire Department capability and community risk insurance classification.
- 3.7 December 18 – Chief Willis attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association at the Danny Rhynes Training Center in San Bernardino.
- 3.8 December 18 – Battalion Chief Maltby attended a San Bernardino County Arson Taskforce luncheon in Ontario.
- 3.9 December 18 – Safety Coordinator Bruinsma attended an Operation Breakthrough Taskforce meeting.
- 3.10 December 23 – Battalion Chief Parham attended the monthly Confire Data Committee meeting.
- 3.11 December 30 – Battalion Chief Harold met with members of the 9th Civil Support Team, San Bernardino County Haz Mat, and San Bernardino County Sheriff’s

Department to plan for the upcoming multi-agency training exercise scheduled for January 21, 2015.

- 3.12 Safety Coordinator Bruinsma and Admin. Assistant Flores worked on an ad to request bid proposals for the installation of fire sprinklers at fire station 282. Publication dates: December 24 & 31, 2014 and January 7 & 14, 2015.

4. HEALTH AND SAFETY

- 4.1 December 11 - Safety Coordinator Bruinsma facilitated Environmental Safety training at the CSD, presented by the California Joint Powers Insurance Authority.
- 4.2 The Big Bear Fire Department was awarded Most Fit Fire Department by Fitness Appraisal, Inc. for its performance in the wellness/fitness program. Copy of the certificate is attached.

5. PERSONNEL

- 5.1 December 10 – Battalion Chief Maltby met with an LA Police Department background investigator.
- 5.2 December 16 – ten applicants were interviewed for the position of Senior Finance Officer by interview panel of three. This panel narrowed the candidates down to three, who were interviewed by the Fire Chief on December 16, 19 & 22.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 Battalion Chief Parham completed the Office of the State Fire Marshal's course in Management 2A.

7. MISCELLANEOUS

- 7.1 December 6 – Chief Willis attended Fire Chief Bill Stead's retirement celebration. Chief Stead served the Mt. Baldy Fire Department for 45 years, with 35 of those years as the Fire Chief.
- 7.2 December 9 – Battalion Chief Maltby was subpoenaed to appear at a deposition.
- 7.3 December 9 – Fire personnel attended the Celebration of Life for Cheri Haggerty Lawrence and son, Declan, held in Hofert Hall.
- 7.4 December 10 – Chief Willis attended the monthly General Managers lunch meeting.

Copy of Copy of Training Class Summary by Category

Class Date Between {12/01/2014} And {12/31/2014}

Category	Classes	Pct of Classes	Hours	Pct of Hours
11PF LADDER RAISES	2	3.44%	5.50	1.71%
14PE EMS TRAINING SHIFTS [3 REQUIRED]	13	22.41%	157.00	49.02%
14PF FIRE TRAINING SHIFTS [3 REQUIRED]	5	8.62%	60.00	18.73%
2PE OPERATIONS OF AMBULANCE	1	1.72%	4.50	1.40%
3PE LOCATION OF EQUIPMENT	1	1.72%	3.00	0.93%
5PF CHAIN SAW OPERATIONS	1	1.72%	9.00	2.81%
6PF HYDRANT CONNECTIONS	1	1.72%	1.50	0.46%
7PF 10 MINUTE DRILLS	2	3.44%	2.00	0.62%
3B22 Fire Extinguishers	2	3.44%	5.00	1.56%
3SD12 Winter Driving Training	1	1.72%	1.00	0.31%
3SD34 Traffic Control	1	1.72%	1.00	0.31%
3CTRNG Department Cross Training	1	1.72%	12.00	3.74%
DRIVEOP DRIVER / OPERATOR	3	5.17%	11.50	3.59%
EMS C PROTICOL UPDATE	1	1.72%	1.00	0.31%
EVOLUTIONS ENGINE CO EVOLUTIONS	4	6.89%	10.25	3.20%
FF1B MISCELLANEOUS EQUIPMENT AND TOOLS	2	3.44%	3.00	0.93%
FF1F PORTABLE FIRE EXTINGUISHERS	1	1.72%	1.00	0.31%
FF1G ROPES, KNOTS AMD HITCHES	3	5.17%	5.50	1.71%
FF1H HOSE, NOZZLES AND APPLIANCES	3	5.17%	5.00	1.56%
FF1I GROUND LADDERS	2	3.44%	7.00	2.18%
FF1K RESCUE	2	3.44%	3.00	0.93%
FF1L VENTILATION	1	1.72%	1.50	0.46%
FF1M FIRE CONTROL	1	1.72%	1.00	0.31%
REG C HIPPA	1	1.72%	1.00	0.31%
PUMP EVOL Pumping Evolutions	1	1.72%	2.00	0.62%
RADIO HT OPERATIONS	1	1.72%	3.50	1.09%
SKI D EMS SIMULATOR	1	1.72%	2.50	0.78%
Totals	58		320.25	

MOST FIT FIRE DEPARTMENT

THIS CERTIFICATE IS AWARDED TO BIG BEAR FIRE
DEPARTMENT ON DECEMBER 22, 2014 FOR THEIR
PERFORMANCE IN THE WELLNESS/FITNESS PROGRAM.

HIGHEST AVERAGE PHYSICAL
PERFORMANCE SCORE OF 1633

Healthy
Firefighters
USA 

Fitness Appraisal, Inc.

Bob Antonacci

**BOB ANTONACCI, MS
EXERCISE PHYSIOLOGIST
PRESIDENT & CEO**



First of all I want to Thank all of you who helped with the Christmas tree lighting + decorating for Santa - you were great (Nick you were fabulous). The kids (+ mom's + dad's) had a great time.

Wishing you and your families a Christmas frosted with winter magic.



Remembering you,
and hoping your holidays
are filled with happiness!

Love, Andi Cartwright
& family



INTEROFFICE MEMO

FIRE DEPARTMENT

DATE: February 10, 2015
TO: Chairman and Members of the Fire Board
FROM: Jeff Willis, Fire Chief *JW*
PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*
SUBJECT: FIRE DEPARTMENT UPDATE – JANUARY 2015

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	87	87
b.	Rescue/Medical Calls	279	279
c.	Training Class Summary	249.75	249.75
d.	DRC Reviews	1	1
e.	Fire Flow Reviews	0	0

2. COMMUNITY RELATIONS

- 2.1 January 31 – Chief Willis attended the Chamber of Commerce Annual Gala – Shark Tank at the Northwoods Resort.
- 2.2 January 7 – Safety Coordinator Bruinsma attended a pre-planning meeting for the Big Bear Polar Plunge at the Sheriff’s Department.
- 2.3 January 15 – Safety Coordinator Bruinsma attended a Breakthrough Task Force meeting.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
 - CSD Board – January 5 & 19
 - CSD Board Orientation Workshop – January 7
 - Big Bear Fire Authority Administrative Committee – January 8
 - City Council – January 12
- 3.2 Meetings regarding the merger of the fire departments included:

- January 12 – pension alignment telephone conference call with Isabel Safie and Joshua Hoover of Best Best & Krieger.
 - January 14 – transfer of ambulance assets to the Authority with CSD General Manager Heule.
- 3.3 January 8 – Battalion Chief Parham attended a Data Committee meeting at the Inland Counties Emergency Management Agency.
- 3.4 January 8 – Battalion Chief Maltby attended a monthly San Bernardino County Fire Chiefs’ Association, Arson section meeting.
- 3.5 January 13 – Chief Willis met with Interim Chief Executive Officer Randy Simmons of Bear Valley Community Healthcare District to establish a working relationship.
- 3.6 January 13 – as members of the Executive Board of Mountain Mutual Aid, Chief Willis met with the other E-Board members to finalize the 2015 Memorandum of Understanding between the Big Bear Valley Local Government Organizations, Non-Government Organizations, and Service Support Organizations for the Establishment of and Staffing of a Single Big Bear Valley Emergency Operations Center.
- 3.7 January 13 – Chief Willis met with the General Managers group.
- 3.8 January 14 – Battalion Chief Parham attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, EMS Officers section.
- 3.9 January 22 – Chief Willis attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association in Rancho Cucamonga.
- 3.10 January 27 – Battalion Chief Parham attended a monthly Confire Technical Committee meeting and a Administrative Committee meeting in Loma Linda.

4. HEALTH AND SAFETY

Nothing to report.

5. PERSONNEL

- 5.1 January 22 – the Fire Authority contracted with Shirley Holt who will serve as Senior Finance Officer.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 January 26 through 30 – Chief Willis attended the annual Firehouse World conference in San Diego. This conference provides 120 plus educational sessions taught by industry experts, workshops, a command competency clinic, hands-on training and moderated panel discussions in addition to 250 plus exhibitors with new products, and 30 minute sessions in the Exhibit Hall covering topics such as firefighter health, fitness,

and education for mechanics and engineers. Safety Coordinator Bruinsma attended the conference on January 27.

7. MISCELLANEOUS

- 7.1 January 14 – Safety Coordinator Bruinsma conducted a mandatory pre-bid job walk with prospective contractors for the installation of fire sprinklers at Station-282. Sealed bids deadline was January 29.
- 7.2 Week of January 19 to 22 – Battalion Chief Harold facilitated a multi-casualty incident training. Participating agencies included San Bernardino County Sheriff's Department, San Bernardino County Fire Department/Hazardous Materials Division, Ninth Civil Support Team of the Army National Guard, and the Big Bear Fire Department. First responder training was conducted at the Salvation Army Pine Summit Conference Center and at the Paradise Training Center with an after-action review at Station 281.
- 7.4 December 10 – Chief Willis attended the monthly General Managers lunch meeting.

Training Class Summary by Category

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

Category	Classes	Pct of Classes	Hours	Pct of Hours
14PE EMS TRAINING SHIFTS [3 REQUIRED]	12	18.18%	144.00	57.65%
14PF FIRE TRAINING SHIFTS [3 REQUIRED]	15	22.72%	180.00	72.07%
2PE OPERATIONS OF AMBULANCE	2	3.03%	13.00	5.20%
AB20 Respiratory Protection Program	1	1.51%	0.50	0.20%
AB26 Hydrant Connections	1	1.51%	1.00	0.40%
AB27 Hose Evolutions	1	1.51%	2.00	0.80%
BB.6 Extrication Rescue Tools	1	1.51%	2.50	1.00%
BB.7 Cutting Tools	1	1.51%	1.00	0.40%
BB11 Ventilation	1	1.51%	3.00	1.20%
BB12 Ladders	2	3.03%	2.00	0.80%
BB15 Forcible Entry	1	1.51%	3.00	1.20%
BB18 Ice & Cold Water rescue	2	3.03%	3.25	1.30%
CSD35 Drug Awareness	1	1.51%	3.00	1.20%
DB.1 Review Rescue & Extrication Tools	1	1.51%	2.00	0.80%
DB.3 Master Stream Appliances	1	1.51%	1.00	0.40%
DB.5 Incident Command System	1	1.51%	2.00	0.80%
EMS C PROTICOL UPDATE	5	7.57%	6.00	2.40%
EMS J EMS CE's	2	3.03%	-142.00	-56.85%
FF1C FIRE BEHAVIOR AND EXTINGUISHMENT	1	1.51%	2.00	0.80%
FF1E SELF CONTAINED BREATHING APPARATUS	1	1.51%	2.00	0.80%
FF1H HOSE, NOZZLES AND APPLIANCES	2	3.03%	2.00	0.80%
FF1I GROUND LADDERS	2	3.03%	3.50	1.40%
FF1M FIRE CONTROL	1	1.51%	1.50	0.60%
FF2H HOSE NOZZLES AND APPLIANCES	1	1.51%	1.00	0.40%
HAZ HAZMAT	1	1.51%	3.00	1.20%
NEWAPPTR New Apparatus Training	1	1.51%	2.00	0.80%
SKI E EMS New Equiptment Training	3	4.54%	2.50	1.00%
SKI T EMS Skills / Assesment Testing	1	1.51%	1.00	0.40%
TRSOLUTIONS Target Solutions	1	1.51%	2.00	0.80%
Totals	66		249.75	

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: March 10, 2015

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – FEBRUARY 2015**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	51	138
b.	Rescue/Medical Calls	205	484
c.	Training Class Summary	157.67	407.42
d.	DRC Reviews	1	2
e.	Fire Flow Reviews	0	0

2. COMMUNITY RELATIONS

- 2.1 February 13 – Fire personnel welcomed the participants of the Burn and Fire Foundation Winter Camp “Embers of Hope” to Big Bear. The camp was held at the Presbyterian Camp and Conference Center in Big Bear Lake for 65 children of all ages—all burn survivors. On February 14, the Big Bear Professional Firefighters Association provided transportation through MARTA for the campers, camp counselors, and volunteers from the camp to various hiking trails. On February 15, Fire personnel participated in Carnival Day by staffing booths and displaying the Rescue unit for the children to see first-hand.
- 2.2 February 14 – Captain Dan Rogers and spouse attended the Rotary Club Sweetheart Ball held at the Northwoods Resort.
- 2.3 February 15 – the Big Bear Firefighters formed a six member team to participate/fundraise for the Scott Firefighter Stairclimb to benefit the Leukemia and Lymphoma Society. The Stairclimb is a race up 69 flights of stairs at the Columbia Center in downtown Seattle. To help reach the Team’s goal of \$10,000, the firefighters hosted a day of training at the Vons Shopping Center for a Climb-A-Thon and the Life Stream mobile van for blood donations. The fundraiser was a success, raising \$12,669. The actual Stairclimb will take place on March 8.

- 2.4 February 25 – Chief Willis attended retiring Jerry Wright’s, Grizzly Newspaper Manager, retirement celebration.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:

- CSD Board – February 2
- Big Bear Fire Authority Administrative Committee – February 26
- Fire Department Staff – February 9
- City Council – February 9

- 3.2 Meetings regarding the merger of the fire departments included:

- February 23 – discussion with the CSD regarding the transfer of Administrative responsibilities to the fire department.
- February 4 – all Fire personnel were invited to a meeting concerning a status report of the Fire Department where Chief Willis shared where the Fire Department is today and where it’s headed. This was an opportunity for questions and answers.

- 3.3 February 10 – Chief Willis and Battalion Chief Maltby facilitated the bi-monthly meeting of the Big Bear Valley Mountain Mutual Aid Association held at the Civil Air Patrol building.

- 3.4 February 10 – Chief Willis, Senior Finance Officer Holt, Battalion Chief Smith, Battalion Chief Walker, Battalion Chief Maltby, and Accounting Technician McIlwain met to discuss renewal of the upcoming Cal OES Incident Management CFAA agreement.

- 3.5 February 12 – Battalion Chief Maltby attended a monthly San Bernardino County Fire Chiefs’ Association, Arson Section meeting.

- 3.6 February 17 – Chief Willis attended a monthly Zone 3 Mountain Chiefs meeting, which includes the following Fire agencies: Big Bear, Arrowbear Lake, Running Springs, Lake Arrowhead, CALFIRE, and U.S. Forest Service.

- 3.7 February 18 – Chief Willis met with City Manager Jeff Mathieu to discuss the Wood Shake/Shingle Replacement Program.

- 3.8 February 19 – Chief Willis attended a brown bag meeting with other San Bernardino County Fire Chiefs to draft discussion points in preparation of a meeting with the San Bernardino County Emergency Medical Care Commission where discussion would include ambulance transport and service areas of San Bernardino County.

- 3.9 February 26 – the Fire Authority Administrative Committee met to review three floor plans for the proposed office addition to Station-281.

4. HEALTH AND SAFETY

Nothing to report.

5. PERSONNEL

- 5.1 Explorer Coordinator Bobby Whitmore is facilitating open recruitment for the Big Bear Fire Explorers. The Explorers Program consists of 14 to 20 year old volunteers who study and train for the fire service. Explorers serve alongside the full time Firefighters. The Explorers meet the second and fourth Wednesday of every month, which may include special events and trips.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 February 11 – Chief Willis received two-day Incident Command System Liaison Officer training.

7. MISCELLANEOUS

- 7.1 February 4 – The CSD Finance Committee met regarding the award of the fire sprinkler bid for fire station-282.
- 7.2 February 5 and 17 – Chief Willis, Battalion Chief Maltby, Battalion Chief Smith, and consultant Michael Perry have had ongoing meetings regarding a Master Plan/Strategic Plan.

8. CORRESPONDENCE

- 8.1 February 12 – Captain Luke Wagner received a thank you letter from Rancho Cucamonga for his assistance during their Fire Engineer exam. Copy attached.
- 8.2 February – The Fire Department received Certificates of Appreciation from the Registrar of Voters Elections Office for providing polling locations at Stations 282 and 283 for the 2014 Statewide General Election held on November 4, 2014. Copies attached.



Copy of Copy of Training Class Summary by Category

Class Date Between {02/01/2015} And {02/28/2015}

Category	Classes	Pct of Classes	Hours	Pct of Hours
14PE EMS TRAINING SHIFTS [3 REQUIRED]	2	3.63%	24.00	15.22%
14PF FIRE TRAINING SHIFTS [3 REQUIRED]	5	9.09%	60.00	38.05%
3PF EXTRICACATION EQUIPMENT	1	1.81%	1.00	0.63%
5PE O2 REFILL/REPLACEMENT	1	1.81%	1.50	0.95%
5PF CHAIN SAW OPERATIONS	1	1.81%	1.50	0.95%
7PF 10 MINUTE DRILLS	2	3.63%	5.75	3.64%
AB.7 City Government	2	3.63%	2.00	1.26%
AB.8 Uniforms	1	1.81%	1.00	0.63%
AB.9 Time Sheets/Pay System	1	1.81%	1.00	0.63%
AB13 Chain of Command	1	1.81%	1.50	0.95%
AB14 Satation Computer & Software	1	1.81%	1.00	0.63%
AB18 Radios & Pagers	1	1.81%	1.00	0.63%
AB21 S.C.B.A.s	2	3.63%	1.75	1.10%
AB28 Fuel Pump Operations	1	1.81%	1.00	0.63%
ADM TR Admin Training	1	1.81%	1.00	0.63%
BB.1 Code 3 Driving	1	1.81%	1.50	0.95%
BB.6 Extrication Rescue Tools	1	1.81%	2.00	1.26%
BB.7 Cutting Tools	2	3.63%	3.00	1.90%
BB12 Ladders	1	1.81%	1.00	0.63%
BB13 Methods of Fire Attack	1	1.81%	1.00	0.63%
BB14 Department Hose Evolutions	1	1.81%	1.00	0.63%
BB18 Ice & Cold Water rescue	1	1.81%	1.00	0.63%
BB19 S.C.B.A. s	1	1.81%	1.00	0.63%
CB.5 Snow Cat Trailing Operations	1	1.81%	2.50	1.58%
CSD22 Housekeeping	1	1.81%	0.50	0.31%
DRIVEOP DRIVER / OPERATOR	1	1.81%	1.00	0.63%
EMS E ACLS RECERT/MEGA CODE	2	3.63%	9.00	5.70%
EMS G CPR RECERT	2	3.63%	6.00	3.80%
EVOLUTIONS ENGINE CO EVOLUTIONS	2	3.63%	2.00	1.26%
FF1B MISCELLANEOUS EQUIPMENT AND TOOLS	2	3.63%	4.50	2.85%
FF1D FIRE FIGHTER SAFETY	1	1.81%	2.00	1.26%
FF1G ROPES, KNOTS AMD HITCHES	4	7.27%	3.00	1.90%
FF1I GROUND LADDERS	4	7.27%	7.17	4.54%
FF1K RESCUE	1	1.81%	0.50	0.31%
FF2D FIREFIGHTER SAFETY	1	1.81%	2.00	1.26%
VEH MAINT VEHICLE MAINT TRAINING	1	1.81%	1.00	0.63%
Totals	55		157.67	



FIRE PROTECTION DISTRICT

RANCHO
CUCAMONGA

February 9, 2015

RECEIVED
FEB 12 2015
Big Bear Fire Dept.

Captain Luke Wagner
Big Bear Fire Department
PO Box 2830
Big Bear Lake CA 92315

Dear Captain Wagner ,

On behalf of the Rancho Cucamonga Fire Protection District, I want to thank you for your assistance during our Fire Engineer Exam. Engineer testing can be very demanding, and at times difficult. Your knowledge and efforts proved very beneficial in our process.

You might be interested to know that once the final scores were tabulated, all six candidates successfully completed the process.

Again, thank you for taking the time out of your busy schedule to participate in our recruitment process.

Sincerely,

Cheryl Roberts
Battalion Chief/Training Officer

Cc: Fire Chief, Jeff Willis



Certificate of Appreciation

Presented to

FIRE STATION (BIG BEAR CITY)

For your commitment and willingness to serve as a Polling Place
in the 2014 Statewide General Election held on November 4th



Michael J. Scarpello, Registrar of Voters

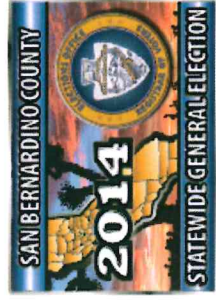


Certificate of Appreciation

Presented to

FIRE STATION (SUGARLOAF)

For your commitment and willingness to serve as a Polling Place
in the 2014 Statewide General Election held on November 4th



Michael J. Scarpello, Registrar of Voters

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: March 31, 2015

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – MARCH 2015**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	58	196
b.	Rescue/Medical Calls	195	679
c.	Training Class Summary	158.08	565.5
d.	DRC Reviews	0	2
e.	Fire Flow Reviews	0	0

2. COMMUNITY RELATIONS

- 2.1 March 7 – The Fire Department registered a team, the Big Bear Fire Rescue Tubes, for the Polar Plunge 2015. The team's goal was to raise \$1,500, to benefit Special Olympics. This event was held at Swim Beach.
- 2.2 March 11 – Chief Willis attended a retirement gathering for Pete Gwaltney, Big Bear Airport General Manager.
- 2.3 March 26 – Chief Willis will be participating in the annual Soroptimist Man About Town campaign.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
- CSD Board – March 2 and 16
 - Big Bear Fire Authority Workshop – March 3
 - Big Bear Fire Authority Administrative Committee – March 12
 - Fire Department Staff – March 10
 - City Council – March 9

3.2 Meetings regarding the merger of the fire departments included:

- March 3 – teleconference regarding pension legislation.
- March 4 – teleconference regarding SBCERA.
- March 10 – teleconference regarding benefit choices
- March 24 – district expansion through the LAFCO process

3.3 Meetings regarding budget preparation:

- March 9 - CSD – Fire contribution for FY2015/16
- March 11 - CSD Budget Workshop
- March 18 – Fire District

3.4 March 4 – Battalion Chief Harold attended a pre-planning meeting for the program, Every 15 Minutes, hosted by Big Bear High School. This awareness program is designed to send the message that drinking and driving don't mix. A staged "car crash" by Fire, Sheriff, and CHP personnel is a re-enactment but emergency personnel work it as if it is real. It is followed by a mock funeral, again, to get the students to think about the realities of drinking and driving.

3.5 March 6 – Battalion Chiefs Maltby & Harold attended a Confire roundtable discussion at the Sheriff's Office in San Bernardino regarding a draft policy to address when Fire/EMS units stage for law enforcement incidents.

3.6 March 12 – Battalion Chief Maltby attended the monthly meeting of the San Bernardino County Fire Chiefs' Association, Arson Section.

3.7 March 17 – Chief Willis attended a monthly Zone 3 Mountain Chiefs meeting, which includes the following Fire agencies: Big Bear, Arrowbear Lake, Running Springs, Lake Arrowhead, CALFIRE, and U.S. Forest Service.

3.8 March 17 – Chief Willis attended the monthly meeting of the Confire Administrative Chiefs Committee.

3.9 March 18 – Chief Willis and Fire Fuels Program Supervisor Yegge attended a weed abatement meeting with City Manager Mathieu, Director of Community Development Miller, and Chief Operations Officer Smith.

3.10 March 18 – The following personnel met to develop a checklist of what it takes to become a firefighter, which will be placed on the department's website: Chief Willis, Battalion Chief Harold, Captain Curtis, Engineer Whitmore, Senior Finance Officer Holt, Admin. Specialist Gustason, and Customer Service Rep. Smith.

3.11 March 18 – Chief Willis met with Battalion Chief Harold to discuss setting a date for the next public EMT class.

- 3.12 March 19 – Chief Willis and Battalion Chief Parham attended a San Bernardino County Emergency Medical Care Committee meeting.
- 3.13 March 23 – Chief Willis, Battalion Chief Harold, and PCF Battalion Chief Winslow met to discuss emergency response procedures for the Baldwin Lake area.
- 3.14 March 23 – Safety Coordinator Bruinsma attended the monthly meeting of the Community Emergency Response Team (CERT).
- 3.15 March 24 – Battalion Chief Maltby attended the monthly Confire Technical Committee meeting.
- 3.16 March 26 – Chief Willis attended a Mountain Mutual Aid Executive Board meeting to discuss the Treasurer’s Report, meeting presenters, and the revised MOU/dues.
- 3.17 March 30 – Safety Coordinator Bruinsma attended the Community Active in Disasters meeting (COAD).
- 3.18 March – Battalion Chief Parham completed the 2014 second quarter National Fire Incident Reporting System (NFIRS) report. This is a standard national reporting system used by U.S. fire departments to report fires and other incidents to which they respond and to maintain records of these incidents in a uniform manner.

4. HEALTH AND SAFETY

- 4.1 March 22 – The Fire Department is participating in a trial drug study for Tranexamic Acid. Battalion Chief Parham provided Suppression personnel with training for this drug.
- 4.2 March – the ambulance permit renewal through the Inland Counties Emergency Medical Agency (ICEMA) was completed by Battalion Chiefs Maltby and Parham.
- 4.3 March – Suppression personnel are preparing a new ambulance for service by ensuring all required, functioning equipment is on the unit.
- 4.4 March – Suppression personnel are preparing for an annual Inland Counties Emergency Medical Agency (ICEMA) ambulance inspection.

5. PERSONNEL

Nothing to report.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 March 30 through April 3 – Battalion Chief Maltby attended the annual California Conference of Arson Investigators in San Luis Obispo. This involves 40 hours of training for 16 topics of NFPA 1033.

7. MISCELLANEOUS

Nothing to report.

cef
Attachment

Training Class Summary by Category

Class Date Between {03/01/2015} And {03/31/2015}

Category	Classes	Pct of Classes	Hours	Pct of Hours
14PF FIRE TRAINING SHIFTS [3 REQUIRED]	4	6.66%	72.00	45.54%
6PF HYDRANT CONNECTIONS	1	1.66%	1.00	0.63%
AB.6 Introduction to District	1	1.66%	1.00	0.63%
AB11 Forms, Reports, & Records	1	1.66%	1.00	0.63%
AB14 Satation Computer & Software	1	1.66%	1.00	0.63%
AB17 Maps & Run Books	1	1.66%	1.50	0.94%
AB18 Radios & Pagers	1	1.66%	0.50	0.31%
AB19 Apparatus Check Forms	1	1.66%	0.50	0.31%
AB26 Hydrant Connections	1	1.66%	0.83	0.52%
AB27 Hose Evolutions	1	1.66%	1.00	0.63%
ADM TR Admin Training	1	1.66%	1.00	0.63%
3B.9 Salvage	1	1.66%	1.00	0.63%
3B12 Ladders	2	3.33%	2.50	1.58%
3B14 Department Hose Evolutions	2	3.33%	2.50	1.58%
3B17 Over-the Side Rescue	1	1.66%	1.00	0.63%
CB.1 S-291 & E-291A Equipment	1	1.66%	1.00	0.63%
CB.4 SC-291 Operator & Operations	1	1.66%	1.00	0.63%
CB.5 Snow Cat Trailering Operations	1	1.66%	1.00	0.63%
CB.7 Fire Investigation	1	1.66%	3.00	1.89%
CB.8 Water Distribution Systems	1	1.66%	1.00	0.63%
CB.9 Disaster Plans	1	1.66%	1.00	0.63%
CB10 Hazardous Materials	1	1.66%	1.00	0.63%
CB11 L.P.G. Emergencies	2	3.33%	2.00	1.26%
CUT Cutting Tools	1	1.66%	1.50	0.94%
CB.2 Ropes & Knots & Over the Side	1	1.66%	1.00	0.63%
EMS C PROTOCOL UPDATE	1	1.66%	1.00	0.63%
EMS E ACLS RECERT/MEGA CODE	1	1.66%	6.50	4.11%
EMS J EMS CE's	6	10.00%	12.00	7.59%
EVOLUTIONS ENGINE CO EVOLUTIONS	3	5.00%	5.50	3.47%
FF1B MISCELLANEOUS EQUIPMENT AND TOOLS	1	1.66%	1.00	0.63%
FF1C FIRE BEHAVIOR AND EXTINGUISHMENT	2	3.33%	4.25	2.68%
FF1D FIRE FIGHTER SAFETY	1	1.66%	2.50	1.58%
FF1G ROPES, KNOTS AMD HITCHES	2	3.33%	3.50	2.21%
FF1H HOSE, NOZZLES AND APPLIANCES	1	1.66%	2.00	1.26%
FF1I GROUND LADDERS	5	8.33%	7.00	4.42%
FF1L VENTILATION	1	1.66%	1.50	0.94%
FF1T WILDLAND FIRE FIGHTING	2	3.33%	2.50	1.58%
FF2D FIREFIGHTER SAFETY	1	1.66%	2.50	1.58%
SKI T EMS Skills / Assesment Testing	1	1.66%	0.50	0.31%
PRGMTG TRAINING OFFICER MTG	1	1.66%	4.00	2.53%
Totals	60		158.08	



AGENDA REPORT

Item No. **FP9**

MEETING DATE: April 27, 2015

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief

PREPARED BY: Shirley Holt, Senior Finance Officer

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

BACKGROUND

The City of Big Bear Lake and the Fire Protection District are currently maintaining administrative staff in support of the Fire Authority. The assignment of personnel is supported by the Joint Powers Agreement and necessary to maintain personnel in their existing Defined Benefit Plans. As the administrative and financial duties shift to the Fire Authority, the assignment of personnel is also moving to accommodate the workflow into the Fire Authority.

DISCUSSION

Staff is recommending that one .75 position of Financial Analyst at the City of Big Bear Lake be assigned to the Fire Authority Finance team while maintaining their employment status with the Fire Department/City. The position currently performs accounting work for the Fire Protection District and the Fire Authority. The position is partially supported by an Administrative Clerk position in the Fire Authority that will remain as a vacancy cost savings to the Authority. The position will be located at the Fire Department Headquarters Station.

Staff is recommending that one FTE classification be established to perform the duties of Human Resource/Payroll Coordinator for the Fire Authority. This position would be converted from the current Fire Protection District Administrative Specialist position with the job description and Classification and Wage Table as attached. The Administrative Specialist position would be filled with the current Fire Authority Administrative Clerk position that will remain as a vacancy cost savings to the Authority. No additional FTE would be required.

FINANCIAL IMPACT

There is an approximate \$9,000 increase for the Financial Analyst, and an approximate \$10,000 increase for the Human Resources/Payroll Coordinator.

RECOMMENDATION

Staff recommends the Fire District Board adopt Resolution No. FP2015-XX Adopting the Job Description and Salary Range for Human Resources/Payroll Coordinator-Fire and the movement of a .75 Financial Analyst position to the Fire District/Fire Authority for accounting duties.

SH/cef
Attachments

RESOLUTION NO. FP2015-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE JOB DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES /PAYROLL COORDINATOR - FIRE

WHEREAS, the Board of Directors of the Big Bear Lake Fire Protection District (“Board”) has the authority to provide for the management and administration of the District; and

WHEREAS, the City Council of the City of Big Bear Lake (“Council”) has the authority to provide for the management and administration of the City; and

WHEREAS, the Fire Board and the City Council (“Council/Board”) are composed of the same individuals; and

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

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

WHEREAS, attached hereto as Exhibit “C” and made a part hereof, contains a job description for the position of Human Resources-Payroll Coordinator - Fire.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Bear Lake Fire Protection District that the job description be adopted and the salary range be established for the position Human Resources-Payroll Coordinator - Fire.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Rick Herrick, Chairman

ATTEST:

Corinne E. Flores, Board Secretary

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

I, Corinne E. Flores, Secretary of the Big Bear Lake Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2015-XX was duly passed and adopted by the said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ____ day of April, 2015, and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Corinne E. Flores
Board Secretary

EXHIBIT B

Position Classification Policy

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

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

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

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

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

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

C. Classification Studies

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

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

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

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

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

EXHIBIT C
BIG BEAR LAKE FIRE PROTECTION DISTRICT
HUMAN RESOURCES/PAYROLL COORDINATOR

DEFINITION:

Under general supervision, performs a wide variety of highly confidential complex office, clerical, and administrative support tasks and duties in support of the Fire Authority's Human Resources and Payroll administration. Conducts recruitment and selection, employee relations, Worker's Compensation, training and benefits coordination. Collects, processes and submits time and attendance data for bi-weekly payroll across agencies. Provides payroll guidance and assistance to all employees across agencies.

DISTINGUISHING CHARACTERISTICS:

Independent judgment is required and contacts are both internal with staff and external with representatives of other agencies. Assignments are varied within both the Human Resources and Payroll functional areas and require a sound grounding in human resource fundamentals and payroll accounting. Provides day-to-day support to the Senior Finance Officer in human resource functions and payroll coordination of the Fire Authority. Cooperates across agencies in human resource activities and payroll administration.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Senior Finance Officer or his/her designee.

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

- Researches, plans, and organizes a variety of human resources programs ensuring consistency with best practices and legal mandates, such as recruitment and selection, benefits administration, state and federal reporting, and evaluations.
- Oversight of collection, review and processing of time and attendance data for the Fire Authority and related agencies. Payroll processing and disbursement bi-weekly to employees. Completion of all State and Federal reporting requirement and adhering to best practices and legal mandates.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with human resources and payroll coordination assigned duties; responds to questions and concerns from the staff of the Fire Authority and related agencies.
- Attends training for human resources and payroll related Public Finance, State and Federal rules and regulations.

- Performs a wide variety of sensitive and complex clerical, office, and administrative support tasks and duties while maintaining complete confidentiality.
- Compiles and maintains records and prepares reports; maintains a variety of files in both physical and electronic formats.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A Bachelor's degree in human resources finance, public administration or related field is required. Three years of related experience with human resources/payroll coordination. Three years of related experience in the public sector is desired.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.
Human Resource Certification desired.

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

This position requires the knowledge of and ability to use sound statistical and research techniques. Knowledge of the principles and practices of personnel administration and payroll coordination, and public sector finance. Knowledge of Generally accepted accounting principles (GAAP) as applied to payroll administration and Federal and State compliance with human resources and payroll law.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, and be proactive, flexible, and cooperative. The individual must be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.



AGENDA REPORT

Item No. **FP10**

MEETING DATE: April 27, 2015

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief

PREPARED BY: Shirley Holt, Senior Finance Officer

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

BACKGROUND

Since the formation of the Big Bear Fire Authority in 2012, the expenses for the Fire Authority have been shared equally between the Big Bear City Community Services District (CSD) and the Big Bear Lake Fire Protection District (FPD) and reimbursed to the Fire Authority as its sole source of revenue. The FY 2015-2016 proposed Budget is presenting the Fire Authority as a freestanding agency with revenue sources from property/parcel taxes and ambulance service revenues collected by the CSD and the property taxes from the FPD. The property taxes and revenues are collected by each agency and passed-through to the Fire Authority net of payroll and agency specific expenses and capital and reserve contribution requirements of the Fire Authority. The Fire Protection District FY 2015-2016 Budget has \$837,469 Excess Revenue over Expenses, which transfers out to the Fire Authority as revenue.

DISCUSSION

In addition to the transfer of budgeted excess revenues of \$837,469 to the Fire Authority, the Fire Protection District is transferring \$235,675 in Capital Contributions and \$161,935 for Reserves.

FISCAL IMPACT

To balance the proposed FY 2015/16 Fire Authority Budget, it requires funding in the amount of \$551,312 out of the reserves of the Fire Protection District.

STAFF RECOMMENDATION

Staff recommends the Board receive the presentation and authorize Staff to proceed with public noticing of Intent to Adopt the Fiscal Year 2015-2016 Budget at a Special meeting held jointly with City Council at their Regular meeting of May 11, 2015.

FIRE PROTECTION DISTRICT

Budget

FYE June 30, 2016

	2012-13 Actual	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	Mutual Aid	Suppression	2015-2016 Proposed Budget
Revenue							
Property Tax Revenue							
BBL Current Secured Taxes	\$ 3,455,767	\$ 3,462,800	\$ 3,567,400	\$ 3,567,400		\$ 3,695,400	\$ 3,695,400
RDA Residual Balance RR09	1,922,879	335,000	345,100	345,100		369,332	369,332
RDA Residual Balance RR10	84,546	60,100	61,900	61,900		65,176	65,176
Current Unsecured Taxes	155,085	198,900	198,900	198,900		198,900	198,900
Supply Roll Prtx Current Year	8,246	3,500	3,500	3,500		3,500	3,500
Unitary Tax	88,995	91,100	98,800	98,800		98,800	98,800
Prior Year Taxes	114	2,000	2,000	2,000		2,000	2,000
Supply Roll Prtx Prior Year	15,795	20,000	20,000	20,000		20,000	20,000
Penalties On Taxes	5,695	5,000	5,000	5,000		5,000	5,000
RDA Sharing Agreement RR09	46,820	48,700	50,200	50,200		52,400	52,400
RDA Sharing Agreement RR10	9,679	9,300	9,600	9,600		9,300	9,300
Total Property Tax Revenues	\$ 5,793,621	\$ 4,236,400	\$ 4,362,400	\$ 4,362,400		\$ 4,519,808	\$ 4,519,808
Mutual Aid Revenue	199,022	201,250	303,600	355,486	319,000		319,000
Total Subventions and Grants	168,772	67,380	49,000	49,000		49,000	49,000
Total Revenue - Before Transfers In	\$ 6,161,415	\$ 4,505,030	\$ 4,715,000	\$ 4,766,886	\$ 319,000	\$ 4,568,808	\$ 4,887,808
Transfers In-							
Ambulance Revenue						537,000	537,000
Total Transfers In-							\$ 537,000
Total Revenue	\$ 6,161,415	\$ 4,505,030	\$ 4,715,000	\$ 4,766,886	\$ 319,000	\$ 5,105,808	\$ 5,424,808
Expenses							
Direct Labor Costs							
FPD Salaries	\$ 1,827,722	\$ 1,839,774	\$ 1,729,018	\$ 1,729,018		\$ 1,609,337	\$ 1,609,337
FPD Benefits	1,062,125	1,064,865	1,032,565	1,032,565		1,336,979	1,336,979
FPD Minimum Staffing	831,004	583,500	709,400	709,400	319,000	405,800	724,800
Total Salaries & Benefits	\$ 3,720,851	\$ 3,488,139	\$ 3,470,983	\$ 3,470,983	\$ 319,000	\$ 3,352,116	\$ 3,671,116
Supplies							
Office Expense	\$ 1,923.00						
General Household	11,481						
Fuel	24,931						
Basic Materials	575						
Automotive Expense	53,053						
Medical Supplies	2,472						
Paramedic Supplies	5,009						
Small Tools	15						
Clothing and Personal Equipt	16,322						
Total Supplies	\$ 115,781						\$ -

	2012-13 Actual	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	Mutual Aid	Suppression	2015-2016 Proposed Budget
Other Services and Charges							
Advertising	\$ 1,272.00						\$ -
Data/Telephone Lines	4,591						-
Communications - Radio	1,570						-
Utilities - Baldwin Lake							-
Utilities - Gas	12,534						-
Utilities - Water	4,246						-
Utilities - Electric	33,390						-
Printing	594						-
Postage Charges	760						-
FPD Rents and Leases - Equipment	8,152	8,700	8,200	8,200			-
Rents & Leases - Buildings-Baldwin Lake							-
Maint-Buildings and Grounds	14,366						-
Maintenance - Equipment	6,385						-
Professional Services	5,976	5,800	6,500	7,298		6,500	6,500
Hazard Condition Mitigation							-
Professional Services - Legal	60,831	10,000	20,000	20,000		15,000	15,000
Contractual Services-Govt	74,978						-
Contractual Services	27,314						-
EE Recruitment	3,511						-
Laundry	554						-
Accidents and Damage	1,034						-
Workers Compensation Insurance	72,979					75,000	75,000
Administrative Overhead	239,500	239,500	239,500	239,500			-
CSD IT Administration						8,175	8,175
City Fees for Tax Collection	42,588	7,500	6,000	6,000		-	-
Admin Personnel - Fire Authority						258,038	258,038
Insurance	154,875	245,000	230,900	239,970		155,900	155,900
Memberships and Dues	1,870						-
Publications	56						-
Travel-Conferences and Meeting	2,643		4,000	4,000			-
Education / Training	5,379						-
Community Promotions	1,477						-
Public Training	1,334						-
Share of Fire Authority Expense	124,920	451,655	778,260	778,260			-
Other Services & Charges	252						-
Machinery and Equipment	3,146						-
Equipment Rotation							-
Software/Other Peripherals	1,234						-
Use Of Personnel/Equipment							-
Total Other Services and Charges	\$ 914,310	\$ 968,154	\$ 1,293,360	\$ 1,303,228	\$ -	\$ 518,613	\$ 518,613
Total Operational Expenses	\$ 4,750,942	\$ 4,456,293	\$ 4,764,343	\$ 4,774,211	\$ 319,000	\$ 3,870,729	\$ 4,189,729
Increase/(Decrease in Fund Balance)	\$ 1,410,473	\$ 48,737	\$ (49,343)	\$ (7,324)	\$ -	\$ 1,235,079	\$ 1,235,079

	2012-13 Actual	2013-14 Actual	2014-15 Adopted Budget	2014-15 Projected Year End	Mutual Aid	Suppression	2015-2016 Proposed Budget
Transfers In - Capital							
Developer Fees - HQ Building Remodel						\$ 187,500	\$ 187,500
Training Center						25,000	25,000
282 Refurbish						5,000	5,000
Capital General						18,175	18,175
Total Transfers In - Capital	-	-	-	-	-	235,675	235,675
Transfers In - Reserves							
Vehicle Replacement			24,050	24,050		121,435	121,435
Computer Equipment			11,000	11,000		13,000	13,000
Contingency			25,000	25,000		12,500	12,500
Other Equipment			30,000	30,000		15,000	15,000
Total Transfers In - Reserves	-	-	90,050	90,050	-	161,935	161,935
Total Transfers In	\$ -	\$ -	\$ 90,050	\$ 90,050	\$ -	\$ 397,610	\$ 397,610
Capital Outlay- Transfers Out							
HQ Building Remodel						187,500	187,500
Training Center						25,000	25,000
282 Refurbish						5,000	5,000
Capital General						18,175	18,175
Total Capital Outlay	-	-	-	-	-	235,675	235,675
Reserve Set Aside - Transfers Out							
Vehicle Replacement Reserve						121,435	121,435
Computer Equipment Reserve						13,000	13,000
Contingency Reserve						12,500	12,500
Other Equip Replacement Reserve						15,000	15,000
Total Reserves Outlay	-	-			-	161,935	161,935
Total Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397,610	\$ 397,610
Total Expenses	\$ 4,750,942	\$ 4,456,293	\$ 4,764,343	\$ 4,774,211	\$ 319,000	\$ 4,268,339	\$ 4,587,339
Transfer out to Fire Authority							
Excess Revenue Over Expenses						837,469	837,469
Total Transfers Out to Fire Authority						\$ 837,469	\$ 837,469
Excess Revenue over Expenses	\$ 1,410,473	\$ 48,737	\$ (49,343)	\$ (7,324)	\$ -	\$ -	\$ -