



**BIG BEAR LAKE FIRE PROTECTION DISTRICT
SPECIAL MEETING AGENDA
OCTOBER 20, 2015**

Regular Session - 6:00 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 DAWN MARSCHINKE**

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 Wednesday, November 11, 2015 in observance of Veterans Day and will re-open at 8:00 a.m. on Thursday, November 12, 2015. In addition, the Administrative Office will be closed on Thursday and Friday, November 26-27, 2015 in observance of Thanksgiving. The Fire Protection District's office will re-open at 8:00 a.m. on Monday, November 30, 2015.

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 Meeting Minutes from the June 2, 2015 Regular Meeting of the Big Bear Lake Fire Protection District.

FP2. Approval of Meeting Minutes from the July 24, 2015 Special Closed Meeting of the Big Bear Lake Fire Protection District.

FP3. APPROVAL REGULAR BOARD MEETING CALENDAR

Approval of Resolution No. FP2015-XX to re-establish the day and time for regular board meetings and rescinding resolution No. FP2013-07. The regular meeting dates shall be the first Tuesday of months February, April, June, and October at 5:30 p.m. and shall be held at the City of Big Bear Lake Civic Center, 39707 Big Bear Blvd., Big Bear Lake, CA 92315.

ITEMS REMOVED FROM THE CONSENT CALENDAR

DISCUSSION/ACTION ITEMS

FP4. Finance Officer's Report

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 15th day of October, 2015.

Dawn E. Marschinke

Dawn Marschinke, 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 Dawn Marschinke 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
MINUTES FOR THE MEETING OF
JUNE 2, 2015**

A Special Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Herrick at 6:00 p.m., Tuesday, June 2, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence:

Pledge of Allegiance: Led by Board Secretary Corinne Flores

Board Members Present: Chairman Rick Herrick
Board Member David Caretto
Board Member Bob Jackowski
Board Member Bill Jahn

Board Members Excused: Vice Chairman Randall Putz was not at the meeting for roll call but he arrived at 6:02 p.m.

Board Members Absent: None

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

ANNOUNCEMENT

The Fire District's Administrative Office will be closed on Friday, July 3, 2015 in observance of the Fourth of July holiday. The District's office will re-open at 8:00 a.m. on Monday, July 6, 2015.

PUBLIC COMMUNICATIONS

None.

CONSENT CALENDAR

Motion by Board Member Caretto, seconded by Board Member Jahn to approve the Consent Calendar as follows:

FP1. Approval of Demands – Check Issue Date 04/21/15 through 05/27/15 in the amount of \$68,937.01

Approved.

FP2. Approval of Minutes for the Regular Meeting of April 27, 2015

Approved.

FP3. Fire District Monthly Report for April 2015

Received and filed.

FP4. Proposed Resolution Adopting the Fiscal Year 2015/16 Appropriations Limit for the Big Bear Lake Fire Protection District

Board consideration of adopting Resolution No. FP2015-04 Establishing the Appropriations Limit for Fiscal Year 2015/16 for the Big Bear Lake Fire Protection District in Accordance With Provisions of Division 9 of Title 1 of the California Government Code.

Adopted the following resolution, entitled:

RESOLUTION NO. FP2015-04

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, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015/16 FOR THE BIG BEAR LAKE FIRE PROTECTION DISTRICT IN ACCORDANCE WITH PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

Vice Chairman Putz arrived at the meeting at 6:02 p.m.

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 District at or before the public meeting.

FP5. Public Hearing for Proposed Resolution to Adopt the Fiscal Year 2015/16 Big Bear Lake Fire Protection District Budget

Board consideration of conducting a public hearing and adopting Resolution No. FP2015-05 Adopting the Fiscal Year 2015/16 Big Bear Lake Fire Protection District Budget.

Senior Finance Officer Holt gave a verbal presentation of the proposed resolution regarding Fund and Appropriated Uses.

At the hour of 6:07 p.m., Chairman Herrick opened the public hearing. Hearing no comment, the public hearing was closed at the hour of 6:07 p.m.

Motion by Board Member Jahn; seconded by Board Member Jackowski, to adopt the following Resolution entitled:

RESOLUTION NO. FP2015-05

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 BIG BEAR LAKE FIRE PROTECTION DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2015-16

Said Motion was approved by the following vote:

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

DISCUSSION/ACTION ITEMS

None.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Herrick adjourned the meeting at 6:08 p.m.

Corinne E. Flores
Board Secretary

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
JULY 24, 2015**

A Special Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Herrick at 9:40 a.m., Friday, July 24 2015, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present: Chairman Rick Herrick
 Vice Chairman Randall Putz
 Board Member David Caretto
 Board Member Bob Jackowski
 Board Member Bill Jahn

Board Members Excused: None

OPEN SESSION

PUBLIC FORUM FOR CLOSED SESSION:

None.

At the hour of 9:41 a.m., Council adjourned to Closed Session.

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

RESULTS OF CLOSED SESSION:

No reportable action.

At the hour of 11:59 a.m., the Fire Board reconvened to Open Session.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Herrick adjourned the meeting at 12:00 p.m.

Dawn E. Marschinke
Board Secretary



AGENDA REPORT

Item No. **FP3**

MEETING DATE: October 20, 2015

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

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

SUBJECT: **PROPOSED RESOLUTION TO RE-ESTABLISH THE DAY AND TIME FOR REGULAR BOARD MEETINGS AND RESCIND RESOLUTION NO. FP2013-07**

BACKGROUND

Staff has reviewed the Fire District's upcoming 2016 meeting calendar in an attempt to foresee potential scheduling conflicts with other agency board meetings. The number of items put before the Fire Protection District is limited due to the Fire Authority's responsibility in most fire department related matters.

DISCUSSION

Staff is anticipating Fire Protection District Board meetings for 2016 to be a matter of housekeeping and records management. Further, the Fire District Board consisting of five members, can usually be assembled with little calendar conflict amongst its five board members. When necessary, a Special meeting can be held at anytime. Staff is requesting that the regular Fire Protection District Board meetings move to the dates and times stated below. Fire District meetings would begin at 5:30 p.m. on the first Tuesday in February, April, June and October. The proposed 2016 meeting calendar is attached for Board discussion and review and possible action. The proposed 2016 meeting calendar has taken the following item into consideration:

1. Fire Authority 2016 Proposed Board Meeting calendar.

Additionally, in accordance with the Ralph M. Brown Act and Public Resources Code, no such change shall be effective until after a notice of the change is published pursuant to Section 6061 of the Government Code in the principal county.

RECOMMENDATION

Staff recommends that the Fire Board adopt Resolution No. FP2015-XX establishing the new date and time of the regular Board meetings on the first Tuesday in February, April, June and October, at 5:30 p.m. and rescind Resolution FP2013-07.

/dem

Attachment: Proposed 2016 Meeting Calendar

2016

Big Bear Lake Fire Protection District Regular Board Meetings

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

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

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

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

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

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

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

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

SEPTEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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

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

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

RESOLUTION NO. FP2015-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, RE-ESTABLISHING THE DAY AND TIME FOR REGULAR BOARD MEETINGS AND RESCINDING RESOLUTION NO. FP2013-17

WHEREAS, the Big Bear Lake Fire Protection District became a subsidiary of the City of Big Bear Lake on November 28, 1980; and

WHEREAS, the Big Bear Lake Fire Protection District Board of Directors wish to conduct regular meetings to be held on the second Tuesday in February, April, June, and October, at 5:30 p.m.; and

WHEREAS, in accordance with the Ralph M. Brown Act and Public Resources Code, no such change shall be effective until after a notice of the change is published pursuant to Section 6061 of the Government Code in the principal county; and

WHEREAS, the Board of Directors now deems it reasonable and appropriate to rescind Resolution No. FP2013-07, which had earlier set forth the day and time for regular Board meetings.

NOW, THEREFORE, the Board of Directors of the Big Bear Lake Fire Protection District resolves as follows:

1. The Fire Board hereby rescinds Resolution No. FP2013-17.
2. The days and times for regular Board meetings shall be 5:30 p.m. on the second Tuesday in February, April, June and October.
3. This Resolution shall take effect after a notice of the change of date and time for regular Board meetings is published in accordance with law.

PASSED, APPROVED AND ADOPTED this __th day of October, 2015.

AYES:
NOES:
ABSENT:
ABSTAIN:

Rick Herrick, Chairman

ATTEST:

Dawn E. Marschinke, Board Secretary

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

I, Dawn E. Marschinke, Secretary of the 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 Chairperson of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ___th day of October, 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 ___th day of October, 2015.

Dawn E. Marschinke
Board Secretary



AGENDA REPORT

Item No. FP4

MEETING DATE: October 20, 2015

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

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

SUBJECT: **FINANCE OFFICER'S REPORT**

- **2015 AUGUST YTD BUDGET VARIANCE**

BACKGROUND

It is the goal of the Fire Authority Senior Finance Officer to provide timely financial reports to the Fire Protection District 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 Protection District 2015 YTD August Budget Variance. Outside of payroll, there were no cash disbursements for the Fire Protection District as of the August YTD report.

BUDGET VARIANCE REPORT

2015 August YTD

- The Budget Variance shows total revenue is 2% funded year to date. Tax revenues are disbursed in the month of November, so we would expect a pass through from the City of Big Bear Lake sometime after November.
- Total Operational expenses are 8% under budget.

STAFF RECOMMENDATION

Receive and file.

BIG BEAR LAKE FIRE PROTECTION DISTRICT

Budget Variance

Year-to-Date Through August 31, 2015

	YTD Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
Revenue				
Property Tax Revenue				
Current Secured Taxes	-	3,695,400	(3,695,400)	0%
RDA Residual Balance RR09	-	369,332	(369,332)	0%
RDA Residual Balance RR10	-	65,176	(65,176)	0%
Current Unsecured Taxes	-	198,900	(198,900)	0%
Supplemental Roll Current Year	-	3,500	(3,500)	0%
Unitary Tax	-	98,800	(98,800)	0%
Prior Year Taxes	-	2,000	(2,000)	0%
Supplemental Roll Prior Year	-	20,000	(20,000)	0%
Penalties on Taxes	-	5,000	(5,000)	0%
RDA Sharing Agreement RR09	-	52,400	(52,400)	0%
RDA Sharing Agreement RR10	-	9,300	(9,300)	0%
Total Property Tax Revenue	-	4,519,808	(4,519,808)	0%
Other Revenue				
Misc Awards from Federal Govt	-	49,000	(49,000)	0%
Ambulance Revenue	106,987	537,000	(430,013)	20%
Mutual Aid Reimbursement	-	319,000	(319,000)	0%
Minimum Staffing by FPD - Reimb	27,136	-	27,136	100%
Total Other Revenue	134,123	905,000	(770,877)	15%
Total Revenue	134,123	5,424,808	(5,290,685)	2%

BIG BEAR LAKE FIRE PROTECTION DISTRICT

Budget Variance

Year-to-Date Through August 31, 2015

	YTD Total	FY2016 Budget	Actual/ Budget Variance	% Funded /Spent
Expenses				
Salaries and Benefits				
Salaries	165,127	1,244,837	(1,079,710)	13%
Minimum Staffing by FPD	14,025	724,800	(710,775)	2%
OT Additional Staff Operations	31,500	258,000	(226,500)	12%
Staff Event	2,989	105,000	(102,011)	3%
Board Stipend	500	1,500	(1,000)	33%
Direct Benefits	123,776	1,336,979	(1,213,203)	9%
Total Salaries and Benefits	337,917	3,671,116	(3,333,199)	9%
Professional Services				
Professional Services	-	6,500	(6,500)	0%
Professional Services - IT	-	8,175	(8,175)	0%
Professional Services - Legal	-	15,000	(15,000)	0%
Total Professional Services	-	29,675	(29,675)	0%
Other Expenditures				
Workers Comp Insurance	-	75,000	(75,000)	0%
Insurance	23,064	155,900	(132,836)	15%
Authority Reserves Contribution	578,301	713,247	(134,946)	81%
Share of Fire Authority Expenditures	-	837,469	(837,469)	0%
Share of Fire District Administration	43,006	258,038	(215,032)	17%
Authority Capital Expenditures	39,279	235,675	(196,396)	17%
Total Other Expenditures	683,651	2,275,329	(1,591,678)	30%
Total Operational Expenses	1,021,567	5,976,120	(4,954,553)	17%

Increase/(Decrease in Fund Balance)	(887,444)
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