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**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE MEETING OF  
APRIL 27, 2015**

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A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Herrick at 1:11 p.m., Monday, April 27, 2015, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence:

Pledge of Allegiance: Led by Fire Chief Jeff Willis

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

Board Members Absent: None

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

**ANNOUNCEMENT**

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**

None.

**PUBLIC COMMUNICATIONS**

None.

**CONSENT CALENDAR**

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

**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**

Approved.

**FP3. Fire District Monthly Report for October 2014**

Received and filed.

**FP4. Fire District Monthly Report for November 2014**

Received and filed.

**FP5. Fire District Monthly Report for December 2014**

Received and filed.

**FP6. Fire District Monthly Report for January 2015**

Received and filed.

**FP7. Fire District Monthly Report for February 2015**

Received and filed.

**FP8. Fire District Monthly Report for March 2015**

Received and filed.

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.

**DISCUSSION/ACTION ITEMS**

**FP9. Board Approval of Fire District Staffing and Job Descriptions**

Board consideration of adopting Resolution No. FP2015-03 Approving and Adopting Job Classifications and a Position Classification Policy.

Chief Willis commented with all the work involved in the consolidation, there is a need to reorganize and classify certain personnel to perform administrative functions that are being assumed by the Fire Authority as of July 1, 2015. Therefore, an Administrative Specialist position is being transitioned into an Human Resources/Payroll Coordinator.

Director Caretto asked for clarification of the .75 Financial Analyst position referenced in the agenda report. Chief Willis responded an analyst at the City of Big Bear Lake currently performs accounting work for the Fire Protection and Fire Authority. The position is not being reclassified but is being assigned to the Authority. Senior Finance Officer Holt explained that the Financial Analyst is also familiar with Springbrook software that the Authority will be transitioning to.

Motion by Board Member Jackowski; seconded by Board Member Caretto, to adopt the following resolution entitled:

RESOLUTION NO. FP2015-03

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

Said Motion was approved by the following vote:

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

**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 Special meeting held jointly with City Council at their Regular meeting of May 11, 2015.

Chief Willis commented that the proposed budget is a significant change in budget structure and how certain items are reported. He thanked Chairman Herrick and Vice Chairman Putz for their work through the Administrative Committee.

Senior Finance Officer Holt gave a presentation regarding details of the draft Budget for FYE June 30, 2016. Senior Finance Officer Holt further explained the proposed Fire Authority budget is written as a free standing agency with equal revenue sources from the Fire Protection District and the Community Services District. The revenues are passed through each agency, net of payroll, agency specific expenses, and Capital and Reserve contributions. The Fire Authority budget, which contains a majority of one-time Capital costs, will require additional funding from the Reserves of each agency of \$551,312 to balance.

Board Member Caretto expressed concern with overspending and the CSD and Fire District contributing over one million dollars from Reserves to balance the proposed budget. He commented that the Authority cannot continue to dip into Reserves every year. Chief Willis stated transition is costing money, which needs to be recognized in both the Fire District and Fire Authority's budgets.

Treasurer Smith stated the Fire District budget will be brought back to a joint City Council/Fire Board public hearing meeting for adoption as it is appropriate to do so prior to the Fire Authority June 2, 2015 budget adoption. Chief Willis stated the CSD would be adopting their budget on May 18, 2015.

Chief Willis advised that the Fire Authority will become the parent agency and the Fire District and CSD would be member districts.

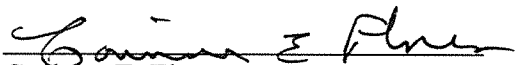
Chairman Herrick commented the mission to combine agencies was to save money and that needs to remain the focus. The question will come up why budgets are being adopted in deficits and why reserves are being used to balance the budget. Senior Finance Officer responded that a five year strategic plan, financial and operational, will be very useful to all the boards to be sustainable going forward.

Chairman Herrick commended Senior Finance Officer Holt for doing a phenomenal job during presentations in working with three different budgets; in a year or two from now, that's when the benefits of joining forces will be apparent.

Received and filed; no action taken.

**ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Chairman Herrick adjourned the meeting at 1:37 p.m.

  
Corinne E. Flores  
Board Secretary

APPROVED AT THE MEETING OF JUNE 2, 2015.