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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
FEBRUARY 4, 2014**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:31 p.m., Tuesday, February 4, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman Bill Jahn

Directors Present: Chairman John Green  
Vice Chairman Bill Jahn  
Director David Caretto  
Director Rick Herrick  
Director Bob Jackowski  
Director Jay Obernolte  
Director Karyn Oxandaboure  
Director Larry Walsh

Directors Excused: Director Jeff Newsome  
Director Paul Terry

Others Present: Jeff Willis, Fire Chief  
Mark Mills, Assistant Fire Chief  
Kathleen Smith, Treasurer-Auditor/Controller  
Rob Hopkins, CSD General Manager  
Mike Maltby, Battalion Chief  
Corinne Flores, Board Secretary

**ANNOUNCEMENTS & UPCOMING EVENTS**

The Administrative Office will be closed Monday, February 17, 2014 in observance of Presidents' Day.

**PRESENTATIONS**

Chief Willis recognized Assistant Fire Chief Mark E. Mills for his seven years of service to the Fire District and Fire Authority by acknowledging his achievements during his employment. He also congratulated Chief Mills for become Fire Chief of the Ross Valley Fire Department and presented him with a Fire Authority logo plaque.

Battalion Chief Ryan Harold presented Jennifer Gonzales, Big Bear Towing, with a Certificate of Appreciation for the donation of vehicles for firefighters to conduct extrication and vehicle lockout training. Mrs. Gonzales also purchased vehicle lockout kits for each front line fire engine that will be utilized to rescue children or pets accidentally locked in vehicles.

On behalf of the California Fire Fighter Joint Apprenticeship Committee, Battalion Chief Ryan Harold presented a Certificate of Completion to Firefighter/Paramedic Jon Curtis for having successfully completed the apprenticeship program.

Chief Willis introduced four new employees to the Board of Directors. Each individual also received a badge and were pinned by a family member as follows:

Andrew Crane, Firefighter/Paramedic – pinned by his nephew, Sebastyen Crane.

Jonathan Bidwell, Firefighter/Paramedic - pinned by his wife, Jodie Bidwell.

Joseph Webb, Apprentice Firefighter/Paramedic - pinned by his girlfriend, Sarah Johnson.

William Schlosser, Apprentice Firefighter/Paramedic - pinned by his wife, Stephanie Schlosser.

Chief Willis introduced and Chairman Jackowski presented Engineer Kelvin McElfish with an employee service pin for twenty years of service.

Chief Willis introduced and Chairman Jackowski presented Firefighter/Paramedic Jon Curtis with an employee service pin for five years of service.

Chief Willis distributed and provided an overview of the 2013 Big Bear Fire Department Annual Report.

### **BOARD MEMBER GENERAL ANNOUNCEMENTS**

Director Herrick extended his congratulations to the promoted personnel.

Director Jackowski thanked Assistant Chief Mills for his service to the community and further stated that he will be missed. He also wished him good luck.

Chairman Green also thanked Assistant Chief Mills for his service and wished him well in his new endeavor as Fire Chief of the Ross Valley Fire Department.

### **GENERAL PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

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

**FA1. Approval of Demands – Check Issue Date 12/09/13 through 01/24/14 in the amount of \$99,424.12**

Approved.

**FA2. Approval of Meeting Minutes from the December 17, 2013 Regular Meeting of the Fire Authority**

Approved.

The Consent Calendar was approved by the following vote:

AYES: Herrick, Jackowski, Jahn, Obernolte, Oxandaboure, Walsh, Caretto, Green  
NOES: None  
ABSENT: Newsome, Terry  
ABSTAIN: Oxandaboure (Item FA2 - she did not attend the December 17, 2013 meeting)

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**NEW BUSINESS**

**FA3. Confirmation of a Standing Administrative Committee**

Board consideration of authorizing the Chairman to appoint four Directors, two from each respective district, to serve as the Administrative Committee to assist Staff in the development of further consolidation strategies.

After brief discussion, Chairman Green nominated Directors Newsome, Walsh, Jackowski, and Jahn to serve on the Administrative Committee.

Motion by Director Herrick; seconded by Vice Chairman Jahn to approve Chairman Green's nomination of Directors Newsome, Walsh, Jackowski, and Jahn to serve on the Administrative Committee with an option for the Chief to invite Finance Officer Shari Strain and Treasurer Auditor/Controller Smith to meetings, as needed.

Said Motion was approved by the following vote:

AYES: Jackowski, Jahn, Obernolte, Oxandaboure, Walsh, Caretto,  
Herrick, Green  
NOES: None  
ABSENT: Newsome, Terry  
ABSTAIN: None

### **CHIEF'S REPORT**

Chief Willis reported on the following: Assistant Chief Mills' resignation; Staff met with representatives of the San Bernardino County Employees' Retirement Association (SBCERA) to discuss options of transferring or managing termination liabilities; the purchase of two cardiac monitors with 100% grant funding; the appointments of PCF Schlosser and Apprentice Firefighter/EMT Webb to Apprentice Firefighter/Paramedics; completion of remodel construction work at Stations-282 and -283; new Service Area 28 designation of chief officers and apparatus; renaming and new signage for fire stations; pre-award status for the 2014 Neighborhood Chipping Program; the State Responsibility Area fee is still tied up in the court system; and the department is co-hosting an Emergency Medical Technician certification class.

The Directors asked questions about the meeting with the San Bernardino County Employees Retirement Association. Chief Willis responded a workshop would be in order to ask questions of Isabel Safie of Best Best & Krieger, LLP and to discuss potential options that are fair and equitable to all current and retired employees.

Received and filed.

### **NEW BUSINESS CONTINUED**

#### **FA4. Fiscal Reporting Procedure**

Board consideration of (1) including the quarterly financials in the Authority agenda, or (2) retaining the status quo of emailing quarterly financials.

Treasurer-Auditor/Controller Smith stated distribution of the quarterly financials was discussed at the time the Authority was formed. Timing of presenting the information to the Authority Board may take from four to six weeks as the Big Bear City Community Services District and the Fire District are required to balance their books before completing the Authority financials. However, check demands are presented at Board meetings. She further stated that the finance departments add items in the applicable quarter, even if it comes in afterward.

Director Obernolte suggested adding an item to the Chief's Report indicating the quarterly financials were emailed to the Directors as this forum would allow the Directors to ask questions and the public to speak on the item.

Motion by Vice Chairman Jahn; seconded by Chairman Green to continue emailing the quarterly financials and place this item within the Chief's Report.

Said Motion was approved by the following vote:

AYES: Jahn, Obernolte, Oxandaboure, Walsh, Caretto, Herrick,  
Jackowski, Green

NOES: None

ABSENT: Newsome, Terry

ABSTAIN: None

#### **FA5. 2013 Fire Code**

Board consideration of receiving and filing the report.

After lengthy discussion, the following questions/concerns/recommendations were expressed by the Directors and answered by the Fire Chief:

Concern: In the past, there were differences between the codes that resulted in controversy for code enforcement in the different areas of the Valley.

Response: Staff has taken a lot of time to align the 2013 Fire Code respective to each organization so they will be applicable in either jurisdiction.

Question: How is the Fire Authority going to enforce the codes in the two jurisdictions?

Response: This question is referencing the City of Big Bear Lake (City) Native Brush and Shrub Ordinance and the San Bernardino County (County) Flammable Vegetation Ordinance, which is applicable within the jurisdiction of the Big Bear City Community Services District (CSD). Each ordinance contains different code violation references. The Authority is proposing to adopt the City's Native Brush and Shrub Ordinance within the 2013 Fire Code in order to cite the same code references for both jurisdictions.

Question: Will the County continue to conduct weed abatement inspections or will the Authority facilitate the program?

Response: Both jurisdictions currently contract with San Bernardino County Land Use Services to administer the program. The Fire Chief recommends continuing this practice for the coming year, adding the Fire District Board has requested a cost analysis to administer the weed abatement program in-house.

Recommendation: Add language to clearly define the Authority's jurisdiction within the ordinance and eliminate all verbiage referencing County areas outside of the Authority's jurisdiction.

Recommendation: Section 101.81 Appeals Board Established. This section references an Appeals Board and an Administrative Committee. Suggested verbiage, "The Appeals Board shall be made up of the standing Administrative Committee and the Chairman of the Board or another Director as appointed by the Chair."

Question: Does the Authority have the ability to pass ordinances?

Response: Yes, the Authority has the legal ability to do so. Once the Fire Authority approves the fire code ordinance, it will be presented to each jurisdiction for ratification.

Question: Being that the City's Native Brush and Shrub Ordinance is close to the County code, why not adopt the County code?

Response: The City incorporated to maintain local control for its community. The City created the Native Brush and Shrub Ordinance through a public hearing process, and it is best to adopt that work.

Question: Was past controversy a result of County Code Enforcement enforcing and referencing County codes within the jurisdiction of the City?

Response: Yes. For clarification, a matrix comparing the differences between the County's Flammable Vegetation Ordinance and the Native Brush and Shrub Ordinance will be provided to the Directors.

Recommendation: Staff review the exceptions on a case by case basis to determine if all exceptions still need to be exceptions.

Response: The model code was adopted by the State. By adopting the 2013 Fire Code, it is adopted in its entirety with the exceptions as noted in the proposed ordinance. The exceptions are what the Authority will modify based on geographic or topographical features or earthquake zones and other things particular to the community.

Question: Section 108.5 Hearing Procedures. This section references duties for the Secretary of the Board of Directors; is Corinne Flores, who does the work of the Secretary to the Board at meetings, officially the Secretary.

Response: Yes, per Resolution No. BBFA2012-001.

Recommendation: Section 108.6 Appeals to the Board of Directors. This section references scheduling a full Board of Directors' hearing at a regular meeting within 45 days after receipt of the request for appeal, however, the Fire Authority meets every 60 days. The number of days may need to be corrected.

Question: Section 4906.3 Requirements. Stack cut logs or firewood away from any structure. There are many homes with firewood stacked next to the house due to the local climate. Will this be enforced?

Response: This item may be reconsidered.

Concern: Section 4906.4 Outdoor Storage and Uses. If the Authority is not going to enforce outdoor storage of inoperable vehicles, this reference should be removed.

Response: Justification for this requirement was provided.

Concern: Section L105 Protection of Sensitive Biological Resources. This section requires property owners with sensitive plants on their property to conduct a sensitive plant and/or a nesting bird survey.

Response: This is common practice and does not categorically exempt property owners from responsible fuel management. Staff works with property owners, and when necessary, Fish and Game and/or the US Forest Service are brought in to ensure fuel reduction is being completed correctly. Further, the State code is the same. Neither the Native Brush and Shrub Ordinance nor the County's Flammable Vegetation Ordinance provides a categorical exemption for properties containing endangered species. It is the property owners' responsibility to know what those species are in order to work around them.

Question: Which code supersedes the other?

Response: Both jurisdictions are mandated to adopt the California Fire Code, which is imposed at the county and city levels.

Question: Are all new residential homes still required to be equipped with fire sprinklers?

Response: Yes, this is a State requirement that both organizations adopted.

Question: Does the fire department require a separate lateral for fire sprinklers?

Response: Fire sprinklers may be served off the main service line.

Question: Do fire sprinklers require a backflow device?

Response: Due to freeze protection issues in Big Bear, antifreeze is required in the system, and a backflow prevention device is required near the meter to prevent cross contamination of the public water system.

Received and filed.

**FA6. Battalion Chief (Shift) Job description**

Board consideration of authorizing the Fire Chief to work with Human Resources to convert the Battalion Chief position from a 40 hour work week to a 56 hour work week (shift schedule), and approve the Battalion Chief (Shift) job description and salary range.

Chief Willis stated with the Assistant Chief vacancy, this is an opportunity to reorganize the department. He provided organizational chart slides of the current organization and what the future organization might look like. His presentation included a comparison graph of both agencies for salary and benefits, from 2009 through 2014. The graph depicted a savings in 2011, when the shared agreement was initiated.

Motion by Vice Chairman Jahn; seconded by Director Jackowski to approve Staff's recommendation.

Said Motion was approved by the following vote:

AYES: Obernolte, Oxandaboure, Caretto, Herrick, Jackowski, Jahn, Green  
NOES: Walsh  
ABSENT: Newsome, Terry  
ABSTAIN: None

**FA7. Mid-Year Budget Adjustments for FY 2013-14**

Board consideration of approving a mid-year budget adjustment of \$129,000 to the Fiscal Year 2013-14 Fire Authority Budget.

Chief Willis stated there was no previous historical documentation to assist with the creation of a new consolidated budget, therefore, a few line items from each agency's budget were overlooked. He presented a brief overview of the line items that require mid-year budget adjustments and gave a short Power Point presentation regarding fleet maintenance.

Motion by Director Caretto; seconded by Director Herrick to approve Staff's recommendation.



Said Motion failed due to lack of an affirmative vote of seven or more by the following vote:

AYES: Obernolte, Oxandaboure, Caretto, Herrick, Jahn, Green  
NOES: Walsh  
ABSENT: Newsome, Terry  
ABSTAIN: Jackowski

**FA8. Board Discussion of the Fire Authority Regular Meeting of April 22, 2014**

Board consideration of conducting the April 22, 2014 meeting in Hofert Hall as scheduled.

Chairman Green commented he would like to include a second venue in the bylaws, if an alternate location is not already specified. Two suggested locations are the CSD boardroom or the Big Bear Area Wastewater Area boardroom.

Motion by Vice Chair Jahn; seconded by Director Caretto to approve Staff's recommendation.

Said Motion was approved by the following vote:

AYES: Oxandaboure, Walsh, Caretto, Herrick, Jackowski, Jahn, Obernolte, Green  
NOES: None  
ABSENT: Newsome, Terry  
ABSTAIN: None

**FA7. Mid-Year Budget Adjustments for FY 2013-14**

Board consideration of approving a mid-year budget adjustment of \$129,000 to the Fiscal Year 2013-14 Fire Authority Budget.

Motion to Reconsider FA7. Mid-Year Budget Adjustments for FY 2013-14 by Director Jackowski; seconded by Vice Chairman Jahn.

Said Motion to Reconsider was taken by the following vote:

AYES: Walsh, Caretto, Herrick, Jackowski, Jahn, Obernolte, Oxandaboure, Green  
NOES: None  
ABSENT: Newsome, Terry  
ABSTAIN: None

The Original Motion was brought back before the body by Director Caretto; seconded by Director Herrick to approve Staff's recommendation of approving a mid-year budget adjustment of \$129,000 to the Fiscal Year 2013-14 Fire Authority Budget.

Said Motion was approved by the following vote:

AYES: Caretto, Herrick, Jackowski, Jahn, Obernolte, Oxandaboure, Green  
NOES: Walsh  
ABSENT: Newsome, Terry  
ABSTAIN: None

### **OLD BUSINESS**

None.

### **COMMITTEE REPORTS**

None.

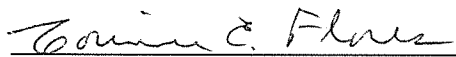
### **BOARD MEMBER CLOSING COMMENTS**

Director Herrick commented that Chairman Green did a nice job as the new Chair.

Director Obernolte stated this is when things get difficult – the job of building an Authority out of two different organizations. The Directors are respectful and they listen to all opinions in order to move the Authority forward. He is proud of the job the Board has done.

### **ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 9:37 p.m.

  
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Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF APRIL 22, 2014.