
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
AUGUST 19, 2014**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:30 p.m., Tuesday, August 19, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

PUBLIC FORUM FOR CLOSED SESSION: None.

At the hour of 5:00 p.m., the Fire Authority Board adjourned to Closed Session.

At the hour of 6:29 p.m., the Fire Authority Board adjourned to Open Session.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman 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 Paul Terry
Director Larry Walsh

Directors Excused: None

Others Present: Jeff Willis, Fire Chief
Mike Maltby, Battalion Chief
Kathleen Smith, Treasurer-Auditor/Controller
Corinne Flores, Board Secretary

RESULTS OF CLOSED SESSION:

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

No reportable action.

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed on Monday, September 1, 2014 in observance of the Labor Day holiday.

The regular Big Bear Fire Authority meeting scheduled for Tuesday, October 7, 2014 has been adjourned to Tuesday, October 21, 2014 at 6:30 p.m.

PRESENTATIONS

Chief Willis presented Firefighter/Paramedics Jonathan Bidwell and Andrew Crane with wallet badges for completing their probationary year.

Greg Robinson, who promoted from Fire Engineer to Fire Captain, was unable to attend the meeting as he was participating on a strike team assignment in Northern California. He will be recognized at a future meeting.

Chief Willis introduced Norman Dykesten, who promoted from Firefighter/Paramedic to Fire Engineer. He was pinned with an Engineer's badge by his wife, Mikala Dykesten.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Herrick extended his congratulations to Firefighter/Paramedics Bidwell and Crane and Engineer Dykesten.

Director Caretto congratulated Chief Willis for all his work on the Baldwin Lake community annexation into the Big Bear City Community Services District.

Vice Chairman Jahn congratulated Chief Willis for a great job and commented the community of Baldwin Lake is going to be a good addition.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis reported on the Baldwin Lake Annexation for fire and emergency medical services; Fire Hazard Abatement 2014; and the preliminary FY 2013-14 budget figures that indicate the three agencies will come in under budget.

In response to Director Jackowski's inquiry, Chief Willis advised that the public may request a pick-up through the Chipping Program by logging onto thisisin.org with an estimated pickup timeframe of less than two weeks.

Received and filed.

CONSENT CALENDAR

Motion by Director Obernolte; seconded by Director Jackowski, to approve the Consent Calendar as follows:

- FA1. Approval of Demands – Check Issue Date 05/24/14 through 08/11/14 in the amount of \$158,167.57**

Approved.

- FA2. Fiscal Year 2013/14 Quarterly Report as of June 30, 2014 (Preliminary – Unaudited)**

Received and filed.

- FA3. Approval of Meeting Minutes from the June 3, 2014 Regular Meeting of the Fire Authority**

This item was removed from the Consent Calendar for further discussion.

- FA4. 2014 Mandatory Review of the Conflict of Interest Code**

Board consideration of directing the Board Secretary to review the Authority's Conflict of Interest Code, as mandated by the Fair Political Practices Commission.

Approved.

- FA5. Proposed Resolution Approving the Carryover of Appropriations from Fiscal Year 2013/14 to Fiscal Year 2014/15**

Board consideration of adopting a resolution approving the carryover of appropriations from Fiscal Year 2013/14 to Fiscal Year 2014/15.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2014-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING CHANGES TO THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2014/15 TO CARRYOVER APPROPRIATIONS

FROM THE BIG BEAR FIRE AUTHORITY APPROVED
BUDGET FOR FISCAL YEAR 2013/14

FA6. Proposed Agreement for Mutual Aid Fire Protection Between the Big Bear Fire Authority and CALFIRE

Board consideration of authorizing the Fire Chief to execute the Agreement for Mutual Aid Fire Protection between the Big Bear Fire Authority and CALFIRE.

Approved.

The balance of the Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA3. Approval of Meeting Minutes from the June 3, 2014 Regular Meeting of the Fire Authority

Motion by Director Caretto; seconded by Director Obernolte, to approve the meeting Minutes from the June 3, 2014 Regular Meeting of the Fire Authority.

Said Motion was approved by the following vote:

AYES: Obernolte, Oxandaboure, Terry, Walsh, Caretto, Herrick, Green
NOES: None
ABSENT: None
ABSTAIN: Jahn, Jackowski (not present at the June 3, 2014 Regular Authority Meeting)

NEW BUSINESS

FA7. Possible Donation of Surplus Tools and Equipment

Board consideration of authorizing the Fire Chief to declare items as surplus and discharge the items as he deems appropriate.

Chief Willis gave an overview of the tools and equipment he is asking the Board to declare as surplus. He introduced Battalion Chief Mark Wilde.

Battalion Chief Mark Wilde provided a presentation regarding the Bomberos (Firefighters) of the City of San Ignacio, Baja Sur, Mexico, who could benefit from the donation of the surplus tools and equipment, with Board approval.

Motion by Director Herrick; seconded by Vice Chairman Jahn, to approve Staff's recommendation and authorize the Fire Chief to declare items as surplus and discharge the items as he deems appropriate.

Said Motion was approved by the following vote:

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

FA8. Possible Adoption of an Ordinance Establishing Cost Recovery Fees and Charges

Board consideration of introducing and waiving first reading of an ordinance to establish cost recovery fees and charges and set a public hearing for second reading and adoption of the ordinance at the next regularly scheduled Fire Authority meeting.

Chief Willis reported that when developing the 2014/15 budget, consideration was given to cost recovery. The Authority budget absorbs expense but currently does not have a mechanism to put revenue back.

Chief Willis introduced EMS/Fire Financial Coordinator Eileen Berne, who gave a presentation on regulatory and user fees within the proposed Ordinance, which is a result of combining the Fire District and CSD cost recovery ordinances.

Vice Chairman Jahn would like language included to automatically waive fees for non-profits providing a community event and capping "actual cost."

Director Obernolte asked and received confirmation that the fees and charges were not made available to the public 10 days or more prior to today's meeting per the proposed Ordinance, therefore, the Board cannot act tonight on the proposed Ordinance.

Director Obernolte advised he would like appeals heard by the Appeals Board and not at the Board of Directors level as specified in the proposed Ordinance. Vice Chairman Jahn was in agreement. Chief Willis advised this would be consistent with the Authority's Fire Code Ordinance.

Director Herrick expressed concern with non-taxpayer/non-resident fees as he is not comfortable with sending bills to visitors that were in distress. Chief Willis replied this fee was previously in the Fire District ordinance.

Director Caretto would like language to waive standby fees for non-profit public events. Chief Willis responded he will continue to waive fees for non-profits with an economic benefit to the community.

Motion by Vice Chairman Jahn; seconded by Director Obernolte, to direct the Fire Chief to make the recommended amendments to the proposed Ordinance for the next regular meeting, and at least 10 days prior to considering this Ordinance, the Authority make available to the public, data indicating the amount of cost, or estimated cost, required to provide the service for which each fee or charge is imposed and the revenue sources anticipated to provide the service.

Director Walsh stated the first reading of the proposed Ordinance is to occur at a regular meeting of the Fire Authority, however, there are no regular meetings scheduled for the remainder of the year. Staff will seek a determination from legal counsel.

Director Obernolte had a question about passing the proposed Ordinance and rescinding previous City of Big Bear Lake and/or Big Bear Lake Fire Protection District cost recovery ordinances. Staff will seek a determination from legal counsel.

Director Obernolte pointed out that the Fire District currently collects \$9,000 a year more in cost recovery fees than the CSD. As these fees shift to the Authority, it will result in a deficit of \$9,000 annually to the Fire Protection District. He is fine with this, however, he wanted to raise the point that from time to time as the agencies come together as one organization, a negative may result for the CSD, which will require some flexibility.

Said Motion was approved by the following vote:

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

FA9. Discussion of a Proposal for Audit Services

Board consideration of discussing and providing direction to Staff regarding the inclusion of the Authority in the City's Request for Proposals for auditing services.

Chief Willis stated he was informed by Kelly Ent of the City Finance Department that the City's contract with its current auditing firm is set to expire soon. Treasurer-Auditor/Controller Smith added the Finance Department will be asking for City Council approval to go out to bid for audit services at a future meeting.

Chief Willis stated the Fire District is included in the current contract, however, the Board needs to decide if the Authority would like to be included in the request for proposals or issue its own request for proposals. Chief Willis advised the Authority may incur additional expenses should they elect to have a different auditor, and his recommendation is to have the City include the Fire Authority.

Treasurer-Auditor/Controller Smith stated the Department of Water & Power and Fire District will be included in the request for proposals.

Motion by Vice Chairman Jahn; seconded by Director Herrick, to have the Fire Authority included in the City's request for proposals for auditing services.

Said Motion was approved by the following vote:

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

FA10. Appointment of a Director to fill a Vacancy on the Administrative Committee

Board consideration for the Board Chair to appoint a Director to fill the vacancy on the Administrative Committee.

Chief Willis advised that a green sheet for this item was distributed prior to the meeting to clarify the Administrative Committee is currently made up of Vice Chairman Jahn, Director Jackowski, Director Walsh, and a vacancy created by Director Newsome's resignation.

Board Chairman Green appointed Director Terry to fill the vacancy on the Administrative Committee.

FA11. Board Discussion for Hiring a Senior Finance Officer and Board Direction to the Administrative Committee to Develop Strategies for a Smooth Transfer of Fiscal Accounting Responsibility

Board consideration of directing the Administrative Committee to develop strategies for a smooth transfer of fiscal accounting responsibility from the parent

organizations to the Big Bear Fire Authority and include the Fire Chief, General Manager, City Manager, and Finance department heads in its meetings.

Chief Willis advised the Fire Authority is growing in capability and strength that creates a need for fiscal management of the Authority as a stand-alone agency. This includes human resources. Currently, the Fire District pays approximately two hundred thousand dollars to the City of Big Bear Lake and the Big Bear City Fire Department pays the same amount to the Big Bear City Community Services District for services rendered. Chief Willis recommended the Administrative Committee explore a clear path for a clean transfer of fiscal services due to the complexity of the transition.

After Board discussion, it was determined that some of the tasks of the Administrative Committee would be job descriptions for finance officer or finance analyst as well as a human resources position, a clear path and timeline for a 100% transition of services, risk management, payroll, purchase and setup of computer software, shifting the ambulance service from the CSD to the Authority, and the Authority as an employing agency.

Motion by Director Caretto; seconded by Vice Chairman Jahn, to approve staff's recommendation and direct the Administrative Committee to develop strategies for a smooth transfer of fiscal accounting responsibility from the parent organizations to the Big Bear Fire Authority and include the Fire Chief, General Manager, City Manager, and Finance department heads in its meetings.

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

COMMITTEE REPORTS


None.

DIRECTORS' CLOSING COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 7:46 p.m.


Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF OCTOBER 21, 2014.