
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
OCTOBER 21, 2014**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:32 p.m., Tuesday, October 21, 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 Bob Jackowski
Director Karyn Oxandaboure
Director Paul Terry
Director Larry Walsh

Directors Excused: Director Rick Herrick
Director Jay Obernolte

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

ANNOUNCEMENTS & UPCOMING EVENTS

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

- Tuesday, November 11, 2014 in observance of Veteran's Day. The Authority's office will re-open at 8:00 a.m. on Wednesday, November 12; and
- Thursday, November 27 and Friday, November 28, 2014 in observance of the Thanksgiving Holiday. The Authority's office will re-open at 8:00 a.m. on Monday, December 1, 2014.

The Regular Meeting of the Big Bear Fire Authority scheduled for Tuesday, December 2, 2014 has been adjourned to Tuesday, December 9, 2014 at 6:30 p.m. Following the December 9, 2014 meeting, the next Regular Meeting will take place on Tuesday, February 3, 2015.

PRESENTATIONS

Chief Willis introduced and recognized Greg Robinson for his promotion from Engineer to Captain. Captain Robinson was pinned with a Captain's badge by Susanne Saderup.

Chairman Jackowski of the Big Bear Fire Protection District Board of Directors presented Engineer David Jayne with a twenty-year employee service pin.

Chief Willis introduced and recognized William Schlosser for his promotion from Apprentice Firefighter/Paramedic to full time Firefighter/Paramedic. Firefighter/Paramedic Schlosser was pinned with a Firefighter's badge by his mother, Debra Schlosser.

DIRECTORS' GENERAL ANNOUNCEMENTS

Vice Chairman Jahn extended his congratulations to the three firefighters above.

Director Caretto also congratulated the three firefighters, and thanked those firefighters who participated in the DOVES Walk a Mile in Her Shoes event.

In addition to extending his congratulations, Director Jackowski added he appreciates the firefighters' service, and everything they give to our community. He also thanked Congressman Paul Cook's staff for their visit today from Washington D.C.

Director Walsh thanked all who serve their community.

Chairman Green seconded Director Walsh's comment above.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis reported on the Baldwin Lake annexation for fire and emergency medical services; testing and promotions for the position of Captain and Engineer; paid call firefighter hiring; unaudited year ending budget performance update for FY2013/14; and the Station 281 office space addition by the Fire District.

During his verbal report, Chief Willis added the fire department entered into a mutual aid agreement with CALFIRE, and at last night's CSD Board meeting, the Board approved a lease agreement with CALFIRE for that facility.

COMMITTEE REPORTS

Fire Authority Administrative Committee meeting held on October 9, 2014, represented by Vice Chairman Jahn, Director Jackowski, Director Terry, and Director Walsh.

Chief Willis gave a brief Power Point presentation on the talking points from the October 9, 2014 meeting, which included: growth of the Authority in capability and capacity; cost-sharing and cross-billing has become burdensome and inefficient; methods to streamline and maximize Authority potential is needed; and a reduction of the impact placed on finance and human resources of each parent organization is necessary. Currently, the CSD fire department pays \$200,000 and the Fire District pays \$239,000 to their parent organizations for administrative services. However, the total of \$439,000 is not currently available to pay for these services/personnel as a standalone agency as there is still some residual work/payment needed to reimburse the parent organizations.

EMS/Fire Financial Coordinator Berne gave an explanation of the Comparative Analysis portion of the presentation that covered revenue, payroll related expenses, fixed assets, other assets, reserves, and liabilities. Also discussed was the current and proposed staffing models. The proposed staffing model would include Apprentice Firefighters, Paid Call Firefighters, Paid Call Battalion Chiefs as the first cost-shared employees of the Authority.

A second Power Point presentation was given by Chief Willis and CSD Finance Officer Strain regarding Suppression and EMS Operations (ambulance service). Staff presented the total cost/expense from revenue as it relates directly to the ambulance service. Mrs. Strain advised that although the profit and loss balance sheet has run in the negative since it was transferred from the Healthcare District to the CSD fire department, ambulance positions and revenue help support and supplement the fire rescue mission of the fire departments. Requirements that affect ambulance operations are: NFPA 1710 necessitating an initial response of fifteen personnel within eight minutes; OSHA's two in/two out standard; and ignition time and temperature curve.

At the direction of the Administrative Committee, EMS/Fire Financial Coordinator Berne was tasked with identifying fully burdened salaries and benefits, which she has completed for first quarter GEMT reporting. The information was presented in the spreadsheet of Financial Analysis of Ambulance Service, which is tracked on a daily basis.

Received and filed.

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 08/12/14 through 10/10/14 in the amount of \$80,433.49

FA2. Approval of Meeting Minutes from the August 19, 2014 Regular Meeting of the Fire Authority

Approved.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

PUBLIC HEARING

Any person may appear and be heard in support or opposition to the proposal 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 Authority at or before the public meeting.

FA3. Second Reading and Adoption of an Ordinance Establishing Cost Recovery Fees and Charges

Board consideration of second reading and adoption of Ordinance No. BBFA2014-002, An Ordinance of the Board of Directors of the Big Bear Fire Authority, County of San Bernardino, State of California, Establishing Cost Recovery Fees and Charges.

In response to Vice Chairman Jahn's inquiry, Chief Willis advised the proposed Ordinance now contains language by which an applicant may request a reduction or waiver of a fee. It is anticipated that such requests may be made by community/non-profit organizations, individuals, or other applicants which make contributions to the local community and where the reduction or waiver of a fee would serve the public interest.

At the hour of 8:14 p.m., Chairman Green opened the public hearing.

Elizabeth Ryan: asked if the Ordinance was asking for an extra tax from the residents/visitors.

Chairman Green clarified the Ordinance covers fees for special standby, special inspections, and other miscellaneous services that require Fire Department

staffing. Chief Willis added the proposed Ordinance is not a tax that would be levied on persons or property.

Vice Chairman Jahn asked if Section 3. Waiver refers to a special event in the public interest for a non-profit? Chief Willis responded the determination would require understanding the complete activity and the benefit it may or may not have amongst the community. The proposed Ordinance gives the Fire Chief the flexibility to make judgment calls on a case by case basis. If for some reason it is not satisfactory to the applicant, the proposed Ordinance contains a method for appeals. Vice Chairman Jahn expressed concern with non-profits applying for a waiver at the last minute. Chief Willis responded it has not been a problem in the past.

Director Walsh asked if all posting requirements had been met. Chief Willis responded yes as Staff had contacted legal counsel for confirmation.

Hearing no further public comment, at the hour of 8:16 p.m., Chairman Green closed the public hearing.

Motion by Director Vice Chairman Jahn; seconded by Director Jackowski, to adopt the following Ordinance entitled:

ORDINANCE NO. BBFA2014-002

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, COUNTY OF SAN
BERNARDINO, STATE OF CALIFORNIA, ESTABLISHING
COST RECOVERY FEES AND CHARGES

Said Motion was approved by the following vote:

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

NEW BUSINESS

FA4. Hiring of a Senior Finance Officer

Board consideration of approving the Senior Finance Officer job description; authorize the Fire Chief to advertise for the position; authorize the setup and rental of a temporary office; and authorize the Fire Chief to prepare a mid-year budget adjustment in the amount of \$98,500, which is a shared cost for six months.

Chief Willis advised the Administrative Committee considered this item at the October 9, 2014 meeting and their recommendation was to bring this item before the full Board for discussion and possible action.

Director Caretto asked, assuming a start date of July 1, 2015, if the Authority would be spending more than \$439,000 with the Senior Finance Officer and Administrative Clerk positions, the software, and the residual payments to the City and CSD. Chief Willis responded he did not believe the Authority would pay any more than we currently are paying. Director Caretto expressed concern with paying more as the Authority does not have any agreements for what the residual cost will be.

Director Walsh commented that during the transition six months, the Authority may accumulate additional expenses as the two agencies are still working together, however, he would like to see a savings.

Vice Chairman Jahn asked Treasurer Smith and CSD Finance Officer Strain if the transition of services would create a hardship to the City/CSD without the \$236,000/\$200,000 payments for administrative services. Treasurer Smith replied it would not as the City will no longer have that work. Finance Officer Strain also replied no.

AND

FA5. Hiring of an Administrative Clerk

Board consideration of approving the Administrative Clerk job description and pay scale; authorize the Fire Chief to advertise for the position; and authorize the Fire Chief to prepare a mid-year budget adjustment in the amount of \$37,000.

Motion by Vice Chairman Jahn; seconded by Director Caretto, to approve Staff's recommendation for Item FA4 and Item FA5.

Said Motions were approved by the following vote:

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

FA6. Purchase of Financial Accounting Software

The Fire Authority Administrative Committee recommends the Fire Authority Board authorize the Fire Chief to prepare a mid-year budget adjustment in the amount of \$28,000 for the purchase of Springbrook Accounting Software.

The following issues were discussed by the Directors:

1. Striking the wording of "Springbrook" from Staff's recommendation in order to allow the Senior Finance Officer to select the software.
2. A lag time exists between ordering and receiving the accounting software, therefore, the software should be ordered now in order to meet the July 1, 2015 conversion deadline of the City's financial information to the Authority in order to begin the new fiscal year on time.
3. Direct Staff to conduct more research of Springbrook.
4. The Administrative Committee Minutes of October 9, 2014 indicate the Springbrook financial accounting software is \$22,000, and the payroll and HR modules are \$28,000. Chief Willis stated if the information was misunderstood, he would return to the Board to rectify it.

Motion by Vice Chairman Jahn; seconded by Director Jackowski, to amend the motion to authorize the Fire Chief to prepare a mid-year budget adjustment up to \$28,000 for the future purchase of accounting software.

Director Caretto called for the Question on the Motion.

Said Motion was approved by the following vote:

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

FA7. Establishing the Fire Authority as an Employing Agency

Board consideration of authorizing the expenditure of an amount not to exceed \$20,000 for consulting services; preparation of a mid-year budget adjustment to reflect this expenditure; and authorize the Fire Chief to enter into a contract with Keenan and Associates for consulting services.

Chief Willis advised Keenan & Associates is well suited in establishing an organization as an employer. Staff's request is to engage that service in an amount not to exceed \$20,000.

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

Said Motion was approved by the following vote:

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

FA8. Fire Authority Meeting Schedule for 2015

Board consideration of approving the proposed modified 2015 meeting schedule, which includes the adjournments of the Regular Meetings of April 7 to April 21, 2015; August 4 to August 18, 2015; October 6 to October 20, 2015; and December 1 to December 8, 2015.

Due to a planned vacation, Director Caretto asked if the Fire Authority could meet on April 28 instead of Staff's recommendation of April 21.

Motion by Vice Chairman Jahn; seconded by Director Jackowski, with amended language, to approve the proposed modified 2015 meeting schedule, which includes the adjournments of the Regular Meetings of April 7 to ~~April 21, 2015~~ April 28, 2015; August 4 to August 18, 2015; October 6 to October 20, 2015; and December 1 to December 8, 2015.

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

DIRECTORS' CLOSING COMMENTS

Vice Chairman Jahn left the meeting at 8:52 p.m. and returned at 8:54 p.m.

Director Walsh stated someone questioned him about the automated light mechanism (signal) in front of Station 281. The person said they nearly got t-boned as the engine was into the street before the light stopped cross traffic. Director Walsh asked the Fire Chief to have the system checked.

Director Jackowski congratulated the Board on today's decisions as they are probably the most important steps the Board has made thus far. He stated there may be items that may come up that cannot be anticipated. He congratulated the Directors.

Chairman Green stated important decisions were made tonight and moving forward with the unification of a Valley-wide fire agency is a big step. He commended the Board for moving through this together and getting it done.

Chief Willis thanked the Board for their continued support.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 8:56 p.m.


Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF DECEMBER 17, 2014.