



Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY
MEETING AGENDA
FEBRUARY 4, 2014**

ORDER OF BUSINESS:

Regular Session - 6:30 p.m. - Hofert Hall, 39707 Big Bear Blvd., Big Bear Lake, CA 92315

BOARD OF DIRECTORS

**CHAIRMAN JOHN GREEN
VICE CHAIRMAN BILL JAHN
DIRECTOR DAVID CARETTO
DIRECTOR RICK HERRICK
DIRECTOR BOB JACKOWSKI
DIRECTOR JEFF NEWSOME
DIRECTOR JAY OBERNOLTE
DIRECTOR KARYN OXANDABOURE
DIRECTOR PAUL TERRY
DIRECTOR LARRY WALSH**

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

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.

ANNOUNCEMENTS & UPCOMING EVENTS

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

PRESENTATIONS

Presentation recognizing Assistant Fire Chief Mark E. Mills for his seven years of service to the Fire District and Fire Authority and congratulations for his promotion to Fire Chief of the Ross Valley Fire Department.

Presentation of a Certificate of Appreciation to Jennifer Gonzales, Big Bear Towing, for providing vehicles for the firefighters to conduct extrication and vehicle lockout training. Mrs. Gonzales also purchased the vehicle lockout kits for each front line fire engine to utilize should children or pets be locked in vehicles.

Introduction of New Employees by Chief Willis:

Andrew Crane, Firefighter/Paramedic

Jonathan Bidwell, Firefighter/Paramedic

Joseph Webb, Apprentice Firefighter/Paramedic

William Schlosser, Apprentice Firefighter/Paramedic

Presentation of a Fire District employee service pin to Engineer Kelvin McElfish for twenty years of service.

Presentation of a Fire District employee service pin to Firefighter/Paramedic Jon Curtis for five years of service.

Presentation of a Certificate of Completion on behalf of the California Fire Fighter Joint Apprenticeship Committee to Jon Curtis, Firefighter/Paramedic for having successfully completed the apprenticeship program.

Presentation of the 2014 Annual Report for the Big Bear Fire Department by Chief Willis.

BOARD MEMBER GENERAL ANNOUNCEMENTS

GENERAL PUBLIC COMMENT - Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the Authority. Please note that State law prohibits the Fire Authority from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the respective Board during this time period.

CHIEF'S REPORT

CONSENT CALENDAR

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

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.

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.

FA5. 2013 Fire Code

Board consideration of receiving and filing the report.

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.

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.

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.

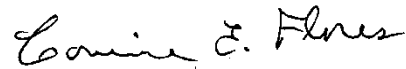
OLD BUSINESS

COMMITTEE REPORTS

BOARD MEMBER CLOSING COMMENTS

ADJOURN

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 31st day of January, 2014.



Corinne E. Flores, Board Secretary

The Big Bear Fire Authority 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 Corinne Flores at 909/866-7566. Notification 48 hours prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: CHIEF'S REPORT

Assistant Chief's Resignation

Assistant Chief Mark Mills has tendered his resignation, effective February 21, 2014. Assistant Chief Mills has been selected as the new Fire Chief for the Ross Valley Fire Department.

Meeting with San Bernardino County Employees' Retirement Association (SBCERA)

Staff has met with representatives of SBCERA to discuss options of transferring or managing termination liabilities under the general direction of the Big Bear Fire Authority as a CalPERS employer. Based on the outcome of this meeting, there appears to be great opportunity to manage this transition through gradual reduction of fulltime personnel enrolled in the SBCERA system. An actuarial report is necessary to run a few scenarios to better understand management options.

Cardiac Monitor Replacement

The Big Bear City and Big Bear Lake Fire Departments have each secured grant funding in the amount of \$10,292 for the purchase of cardiac monitors. Staff is pursuing refurbished Physio-Control cardiac monitors with an estimated price of \$12,500 per unit. There is no matching funds requirement so each agency will be reimbursed once the monitors have been purchased. Staff will return to each district to seek independent Board action.

Apprentice Fighter/Paramedic Promotions

Testing for Apprentice Firefighter/Paramedic took place earlier this month. A total of ten applicants participated in the open recruitment process. As a result, two in-house personnel, Paid Call Firefighter William Schlosser and Apprentice Fighter/EMT Joey Webb, achieved the top scores and were promoted to the position of Apprentice Firefighter/Paramedic, effective January 25, 2014.

Station Modifications

The remodel construction work at Stations 282 (Big Bear City) and 283 (Sugarloaf) have been completed. Station 282 now has appropriate gender separation in crews' quarters, and Station 283 is now capable of three person staffing.

Station and Radio Identifiers

The Big Bear Fire Department is now fully recognized as Service Area 28 within San Bernardino County. As such, apparatus follow the service area designation. As an example, E-281 is a type one (structure engine) out of Station 1 within Service Area 28. BE-282 is a type 3 (brush) engine out of Station 2 within Service Area 28. Chief officers are C-2800, 2801, 2805, respectively. The Big Bear Fire Authority is recognized at the State and Federal level with the three-letter designator of BFA. The use of the three-letter designators of BBC and BBL has been terminated.

Renumbering of Apparatus

The renumbering of apparatus to reflect the Service Area 28 numbering system is close to completion. The new vinyl lettering was obtained through a local vendor, and all work has been accomplished by on-duty personnel resulting in significant cost savings for this project.

Station Renaming and Signage

Work has begun to rename each of the fire stations. New signage and station lettering is being developed to represent the new numbering system. Each of the old station signs will be preserved and relocated to a wall inside its station for historical purposes.

Chipping Grant

The Department is currently in the pre-award phase of the 2014 grant cycle for our consolidated Neighborhood Chipping Program. This grant, if awarded, will provide \$199,500 to this program. The department has committed to the equal match requirement with in-kind services. Over the past three years, over 18,673 hours of in-kind services have been provided by our citizenry equaling over \$429,000 of volunteer in-kind commitment.

State Responsible Area (SRA) Fee

There is nothing new to report. This is still tied up within the court system.

Emergency Medical Technician Class

The department is conducting an Emergency Medical Technician (EMT) certification class in conjunction with Action Emergency Response. The basic EMT class is 162 hours of intensive didactic and manipulative skills being presented over sixteen weeks. Battalion Chief Ryan Harold is the lead instructor, and he is assisted by numerous other paramedics from the department. The proceeds from the class will be utilized for additional training materials and construction projects at the Paradise Training Center.



Big Bear Fire Authority

Item No. FA1

Checks Issued 12/09/13 through 01/24/14

Check#	Vendor/Employee	Transaction	Date	Amount
62803	VA Communications	Emergency Telephone	12/11/13	49.88
62804	Bear Valley Electric	Electricity Usage	12/11/13	1,291.45
62805	Car Quest Auto Parts	Vehicle Maintenance/Repair	12/11/13	57.28
62806	The Fire Store	Collar Brass	12/11/13	82.93
62807	First-In Communications LLC	Communication Earpiece	12/11/13	61.75
62808	The Grizzly	Legal Notices	12/11/13	74.25
62809	Deanne Johanson	Consulting Services	12/11/13	551.00
62810	Laerdal Medical Corporation	Public Training Supplies - Cards	12/11/13	113.35
62812	Mission Linen Supply Inc.	Towels	12/11/13	45.42
62813	Paul Conway Shields	(5)Ratchet Headbands for Helmets	12/11/13	301.25
62814	Ricoh USA, Inc.	Copier Buy Out	12/11/13	414.28
62815	Southwest Gas Corporation	Natural Gas Usage	12/11/13	1,736.10
62816	TerryBerry Company, LLC	(100) Fire Authority Lapel Pins	12/11/13	542.21
62824	Robert Whitmore	Reimb - National Honor Guard Academy	12/12/13	917.89
62825	CPS Human Resource Services	FF/Paramedic Exam Rental	12/19/13	552.00
62826	County of SB Information Services Department	Monthly Radio/Pager	12/19/13	2,642.45
62827	San Bernardino County Vehicle Svcs Dept	Fuel	12/19/13	197.61
62828	Petty Cash	Engraving/Vehicle Maintenance/Postage	12/19/13	88.90
62829	Action Response Team, Inc	Janitorial Supplies	12/19/13	999.91
62830	Advanced Auto	Vehicle Maintenance/Repair	12/19/13	1,297.74
62831	All Pro Outdoor Power Equipment	Chain Saw Diagnostic	12/19/13	25.00
62832	John Arden	Reimb - Dorm Remodel Purchase	12/19/13	117.04
62833	AT&T Corp	Long Distance Telephone Service	12/19/13	69.54
62835	Best Best & Krieger LLP	Legal Services	12/19/13	2,042.94
62837	Butchers Blocks & Building Materials	Materials/Supplies	12/19/13	92.92
62838	Bear Valley Electric	Electricity Usage	12/19/13	78.87
62840	Chevron USA	Fuel	12/19/13	104.56



Big Bear Fire Authority

Item No. FA1

Checks Issued 12/09/13 through 01/24/14

Check#	Vendor/Employee	Transaction	Date	Amount
62841	The Counseling Team International, Inc.	Employee Support Services	12/19/13	450.00
62842	Entenmann-Rovin Co	Wallet Badge	12/19/13	60.98
62843	William Evangelisti	Reimb - All American Boots	12/19/13	213.36
62844	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	12/19/13	982.00
62846	Kimbro's Appliance Service Inc.	Dryer Repair	12/19/13	134.68
62848	Marcel Turner	Feasibility Study	12/19/13	760.00
62849	Mission Linen Supply Inc.	Towels	12/19/13	51.08
62850	Randy Spitz	Coffee Supplies	12/19/13	134.90
62851	Brian Parham	Reimb - Holiday Gathering Supplies	12/19/13	238.91
62852	Radio Shack Corporation	Radio Adapter	12/19/13	4.85
62854	Thomas Gas Company	Propane	12/19/13	27.83
62855	Verizon California	Telephone Service	12/19/13	50.80
62856	Verizon Wireless	Cell Phone/iPad Data Usage	12/19/13	604.29
62871	US Bank Corporate Payment Systems	Battery Charger/Steering Wheel Covers Meeting Expenses/Broadband/Intercom Calibration/Seminar/Images on Demand	12/19/13	829.87
62975	Confire	Dispatch Service	01/03/14	35,146.14
62976	Action Response Team, Inc	Janitorial Supplies	01/03/14	969.78
62977	Bear Valley Electric	Electricity Usage	01/03/14	2,356.61
62978	Carrot-Top Industries, Inc	US Flag	01/03/14	111.97
62979	Farsight Technologies, Inc.	Big Bear Fire Authority Meeting	01/03/14	100.00
62980	John Green	Big Bear Fire Authority Meeting	01/03/14	100.00
62981	Ryan Harold	Reimb - Meeting Supplies	01/03/14	138.80
62982	Rick Herrick	Big Bear Fire Authority Meeting	01/03/14	100.00
62983	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	01/03/14	1,930.00
62984	Robert Jackowski	Big Bear Fire Authority Meeting	01/03/14	100.00
62986	Randy Spitz	Coffee Supplies	01/03/14	178.40



Big Bear Fire Authority

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Checks Issued 12/09/13 through 01/24/14

Check#	Vendor/Employee	Transaction	Date	Amount
62987	Jeff Newsome	Big Bear Fire Authority Meeting	01/03/14	100.00
62988	Robert Rowe	Repair Copier Network/Telephone Changes	01/03/14	227.50
62989	Quill Corporation	Office Supplies	01/03/14	54.45
62990	Radio Shack Corporation	Cable for DVD Connection	01/03/14	72.34
62991	Stater Bros Market No 91	Meeting Supplies	01/03/14	13.96
62992	Traction	Vehicle Maintenance/Repair	01/03/14	695.94
62993	Verizon California	Telephone Service	01/03/14	377.58
62994	Larry Walsh	Big Bear Fire Authority Meeting	01/03/14	100.00
62997	California State Board of Equalization	Quarterly Sales & Use Tax Remittance	01/03/14	181.69
63026	City of Big Bear Lake Dept of Water & Power	Water Usage	01/09/14	303.92
63027	All Star Fire Equipment Inc	Thermal Image Camera Batteries	01/09/14	454.98
63028	Apple Valley Communications, Inc.	Alarm Monitoring	01/09/14	132.00
63029	AT&T Corp	Long Distance Telephone Service	01/09/14	68.59
63030	VA Communications	Emergency Telephone	01/09/14	49.88
63031	Butchers Blocks & Building Materials	Materials/Supplies	01/09/14	788.85
63032	Bear Valley Electric	Electricity Usage	01/09/14	1,341.65
63033	Charter Communications	Intranet-Internet Services/Cable	01/09/14	1,766.28
63034	Connelly Pumping Services, LLC	Portable Toilet Rental	01/09/14	120.07
63035	Andrew Crane	Reimb - State Paramedic Lic Renewal	01/09/14	200.00
63037	Globalstar	Satellite Phone	01/09/14	48.56
63038	The Grizzly	Legal Notices	01/09/14	50.00
63039	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	01/09/14	400.00
63040	J G Tucker & Son, Inc	ITX Calibration & Oxygen Sensor	01/09/14	337.23
63041	Deanne Johanson	Consulting Services	01/09/14	665.00
63042	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	01/09/14	2,111.81
63044	South Coast Air Quality	Fiscal Year Emissions Permit	01/09/14	434.94
63045	Southwest Gas Corporation	Natural Gas Usage	01/09/14	1,745.65



Big Bear Fire Authority

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Checks Issued 12/09/13 through 01/24/14

Check#	Vendor/Employee	Transaction	Date	Amount
63046	Verizon California	Telephone Service	01/09/14	149.27
63129	County of SB Information Services Department	Monthly Radio/Pager	01/23/14	1,799.93
63130	Big Bear City CSD	Fuel/Maint Fuel Pumps/Waste Oil	01/23/14	9,587.92
		Meeting Supplies/Vehicle Maintenance		
		Intranet-Internet Services/Cable/Training		
		Electricity Usage/Building Maintenance		
		Portable Toilet Rental/Copier Lease/		
		Recruitment/Software/UPS Backup		
63131	Administrative Services Inc.	Copier Lease	01/23/14	828.84
63132	ADPI Intermedix, Inc.	EMS Billing	01/23/14	31.62
63133	Bear Valley Electric	Electricity Usage	01/23/14	357.86
63134	Bear Valley Printing Inc	Business Cards	01/23/14	66.51
63136	DIY Home Center	Vehicle Lights	01/23/14	154.83
63137	First-In Communications LLC	Communication Earpiece Parts	01/23/14	488.30
63138	Justin Fluke	Training Per Diem	01/23/14	20.00
63141	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	01/23/14	2,880.00
63142	Knight Plumbing Service	Plumbing Repairs	01/23/14	2,311.48
63143	Laerdal Medical Corporation	Public Training Supplies - Books	01/23/14	398.47
63145	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	01/23/14	430.86
63146	Mission Linen Supply Inc.	Towels	01/23/14	67.85
63147	Randy Spitz	Coffee Supplies	01/23/14	159.00
63148	NFPA Membership Services	Subscription Renewal	01/23/14	1,295.00
63149	Robert Rowe	Changes to Phone System	01/23/14	405.00
63150	Quill Corporation	Office Supplies	01/23/14	284.99
63152	Southwest Gas Corporation	Natural Gas Usage	01/23/14	3,582.30
63153	Verizon California	Telephone Service	01/23/14	50.80
63154	Verizon Wireless	Cell Phone/iPad Data Usage	01/23/14	605.42



Big Bear Fire Authority

Item No. FA1

Checks Issued 12/09/13 through 01/24/14

Check#	Vendor/Employee	Transaction	Date	Amount
ACH Bill Jahn		Big Bear Fire Authority Meeting	01/03/14	100.00
ACH David Caretto		Big Bear Fire Authority Meeting	01/03/14	100.00
ACH Brandon Willis		Reimb - National Honor Guard Academy	12/12/13	101.23
				<u><u>99,424.12</u></u>

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
DECEMBER 17, 2013**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Caretto at 6:32 p.m., Tuesday, December 17, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Larry Walsh

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

Directors Excused: Director Karyn Oxandaboure
Director Paul Terry

Others Present: Jeff Willis, Fire Chief
Mark Mills, Assistant Fire Chief
Kathleen Smith, Treasurer-Auditor/Controller
Rob Hopkins, CSD General Manager
Corinne Flores, Board Secretary
Shari Strain, CSD Finance Officer
Eileen Berne, EMS/Fire Financial Coordinator

ANNOUNCEMENTS & UPCOMING EVENTS

The Administrative Office will be closed Tuesday, December 24, 2013 and Wednesday, December 25, 2013 for the Christmas Holiday and Tuesday, December 31, 2013 and Wednesday, January 1, 2014 for the New Year's Holiday.

PRESENTATIONS

Chairman Caretto presented Scott Tangenberg, District Ranger of the San Bernardino National Forest, with a proclamation to recognize his years of dedicated service to our

District and the region. Chairman Caretto stated the Fire Authority Board is comprised of City Council, Fire District Board of Directors, and Big Bear City Community Services District Board of Directors so each agency was represented this evening to extend their congratulations for his promotion to Deputy Forest Supervisor for the Stanislaus National Forest. On behalf of the Fire Authority, Chief Willis presented District Ranger Tangenberg with a congratulatory Big Bear Fire Department logo plaque; and on behalf of City Council, Chief Operations Officer Smith presented District Ranger Tangenberg with a carved wood bear to remind him of Big Bear.

BOARD MEMBER GENERAL ANNOUNCEMENTS

Director Herrick stated he met earlier with Congressman Paul Cook. He was able to briefly bring up some issues in Big Bear. Congressman Cook is looking forward to meeting with the Board in the future.

Director Obernolte wished his colleagues and their families a very Merry Christmas and a Happy New Year.

Director Jahn echoed Director Obernolte's comments.

Chairman Caretto advised there was a flurry of emails today among him, Chief Willis, Director Terry, and Treasurer Smith regarding the financial statement that was submitted to the Board via email. Chairman Caretto stated the Board had decided some time ago that the financial statements would be provided by email, and if there were questions, the Directors have the opportunity to ask questions of the Chief.

As Director Terry was not present at this meeting, Chairman Caretto stated he believed Director Terry was concerned with the financial statement not being listed on the agenda as he wanted more information on the line items that were over twenty-five percent for the first quarter.

Chairman Caretto directed Chief Willis to provide a written statement and a proposal to address the eight line items and to distribute the statement to the Directors within the next few days. Chairman Caretto suggested placing this item on the February meeting agenda for Board discussion on how to present the financial statements in the future.

GENERAL PUBLIC COMMENT

None.

CONSENT CALENDAR

Motion by Director Jahn; seconded by Director Newsome, to approve the Consent Calendar as follows:

FA1. Approval of Demands – Check Issue Date 09/21/13 through 12/08/13 in the amount of \$238,217.68

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

FA2. Approval of meeting Minutes from the October 1, 2013 Special Workshop Meeting of the Fire Authority

Approved.

FA3. Approval of Meeting Minutes from the October 1, 2013 Regular Meeting of the Fire Authority

Approved.

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA1. Approval of Demands – Check Issue Date 09/21/13 through 12/08/13 in the amount of \$238,217.68

Director Obernolte had a question regarding Vehicle Maintenance/Repair, which is tracking higher than expected. Chief Willis agreed and advised this is due to a repair of the turntable on the ladder truck in the amount of \$24,000, which was part of past budget discussion.

Motion by Director Obernolte; seconded by Director Newsome to approve the Demands – Check Issue from 09/21/13 through 12/08/13 in the amount of \$238,217.68.

Director Walsh expressed concern regarding legal consulting fees expended to-date vs. the budgeted amount. Chief Willis answered that most of the legal expenses were going toward understanding retirement system differences and its negotiation for the consolidation process; he will be proposing a mid-year budget adjustment for legal fees at the February meeting.

Director Walsh asked if the \$74,000 expense to Confire (dispatch) was for the full year. Chief Willis answered it was for six months. Director Walsh also inquired if the \$5,000 expense for cancer awareness was budgeted. Chief Willis responded

that was an expense/revenue account to pay for pink T-shirts and associated costs the department ordered, however, Fire personnel reimbursed the department for these items (revenue offset the expense).

Director Jackowski inquired if the Fitness Appraisal Inc. expense was an annual or quarterly expense. Chief Willis stated this was for the annual physical fitness performance testing, which is a measurement of fitness progress. This item did not carry over from either Fire District or CSD budgets so this line item will need to be adjusted at mid-year.

Said Motion was approved by the following vote:

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

NEW BUSINESS

FA4. 2013 Fire Code Adoption

Assistant Chief Mills gave a verbal report regarding the adoption of the 2013 Fire Code with amendments and appendixes that include the Wood Shake/Shingle Ordinance and the Native Shrub and Brush Ordinance. Weed abatement will also be addressed in the code for ease of enforcement.

Received and filed.

FA5. Ambulance Revenue and Expense

At the last Authority Board meeting, Chief Willis presented a proposal to consolidate the apparatus replacement schedule of the two agencies with associated costs. This agenda item is a result of Board direction for Chief Willis to return with a report of revenue and expense related to the ambulance service.

A Power Point presentation was given by Shari Strain, Finance Officer of the Community Services District, regarding an overview of the Statement of Revenues, Expenditures, and Changes in Net Assets, Public Safety and Ambulance Services Funds for FY ending June 30, 2013.

Director Newsome stated the ambulance company may break even, however, it allows the fire department to maintain fire suppression staffing for the size of our community and resources. Chief Willis agreed adding it allows for personnel to go from an ambulance to an engine and back throughout the day. It also allows

for staffing of three ambulances 24 hours a day, 7 days a week, and permits flexibility for ambulance personnel to conduct fire rescue and other emergency work.

At Director Obernolte's inquiry, clarification was given that ambulance personnel, associated ambulance costs, and revenue are not being shared at this time. He asked Chief Willis to identify the path that he is suggesting for moving the ambulance service to the Authority. Chief Willis responded the pathway, with Board approval, is to jointly share the cost of purchasing all fleet at this point.

Director Obernolte further stated the consolidation process is comprised of baby steps; that the Board Members are interested in providing the best service possible to the Valley; and that the Authority could cost share all the positions with personnel remaining employees of their respective agency. Director Obernolte stated he is struggling with cost sharing equipment that is not related to the job the Authority now does.

Received and filed.

FA6. Operational Capability and Capacity of the Big Bear Fire Department

Assistant Chief Mills gave a Power Point presentation on National Fire Protection Association 1710, Standard for Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, which establishes the minimum number of personnel required to safely and effectively operate on a fire scene.

Received and filed.

FA7. Consolidate Fleet Replacement

Board consideration of approving the consolidated fleet replacement schedule to be considered as part of the Fiscal Year 2014/15 Big Bear Fire Authority Budget.

Chief Willis gave an overview of a proposed Authority Fleet Replacement Schedule for eliminating equipment and redundancy while maintaining a quality fleet. By approving the proposed fleet schedule, a savings to Big Bear City Fire would be \$35,324 and \$41,240 for Big Bear Lake Fire.

Director Herrick inquired about renting a vehicle from another fire department in lieu of purchasing one. Chief Willis responded that in today's world of shrinking budgets, most departments do not have much to offer.

Eileen Berne, EMS/Fire Financial Coordinator, provided a Power Point presentation of available lease/purchase options for the replacement of a type 1 truck for future Board consideration.

Motion by Director Newsome; seconded by Vice Chairman Green to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

FA8. Upcoming Meeting Schedule for 2014

Board consideration of approving the proposed 2014 meeting calendar, which includes the adjournments of the October 7, 2014 regular meeting to October 21, 2014 and the December 2, 2014 regular meeting to December 9, 2014.

The Board discussed teleconferencing capabilities in the Training Room and Hofert Hall for future meetings. Treasurer Smith advised there were no phone lines in either meeting room.

General discussion ensued regarding adjourning the April 1, 2014 and August 5, 2014 meeting dates as both coincide with school breaks.

Motion by Director Herrick; seconded by Director Jahn to approve Staff's recommendation with amendment of adjourning the April 1, 2014 regular meeting to April 22, 2014 and adjourning the August 5, 2014 regular meeting to August 19, 2014.

Said Motion was approved by the following vote:

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

FA9. Station and Unit Designators

Board consideration of approving the station and unit designation changes according to the San Bernardino County Fire Chiefs' Association policy.

Assistant Chief Mills advised that the Big Bear Fire Department's new three letter designator is now BFA as assigned by the California State Fire Marshal's Office; and, with Board approval, the fire stations, apparatus, and chief officers' designations will be changed in accordance with the San Bernardino County Fire Chiefs' Association policy.

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

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

COMMITTEE REPORTS

None.

BOARD MEMBER CLOSING COMMENTS

Chairman Caretto postponed Board Member Closing Comments until after Closed Session.

CEREMONIAL

FIRE AUTHORITY REORGANIZATION

Selection of Chairman and Vice Chairman

As per the Bylaws and Policies of the Big Bear Fire Authority, "The Chair shall alternate between Participating Agencies each year, such that the Chair selected for the following year shall not be from the same Participating Agency that provided that Chair for the current year. The Vice-Chair shall also alternate between the Participating Agencies each year, such that the Vice-Chair selected for the following year shall not be from the same Participating Agency that provided the Vice-Chair for the current year."

Chairman Caretto called for nominations for Chairman to serve for a period of one year.

Director Jahn nominated Director Green to serve as Chairman for a period of one year; seconded by Director Herrick.

Director Green was elected to serve as Chairman for a period of one year by the following vote:

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

Chairman Green called for nominations for Vice Chairman to serve for a period of one year.

Director Newsome nominated Director Jahn to serve as Vice Chairman for a period of one year; seconded by Director Obernolte.

Director Jahn was elected to serve as Vice Chairman for a period of one year by the following vote:

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

PUBLIC FORUM FOR CLOSED SESSION: None.

At the hour of 8:41 p.m., the Fire Authority adjourned to Closed Session.

At the hour of 10:22 p.m., the Fire Authority reconvened to Open Session.

RESULTS OF CLOSED SESSION

1. **CONFERENCE WITH LABOR NEGOTIATOR** pursuant to Government Code Section 54957.6

Agency Designated Representative: Fire Chief Willis
Unrepresented Employees: Assistant Fire Chief, Administrative Assistant, and Apprentice Firefighter/Paramedic

No reportable action.

BOARD MEMBER CLOSING COMMENTS CONTINUED

None.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 10:23 p.m.

Corinne E. Flores, Board Secretary



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA3

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **CONFIRMATION OF A STANDING ADMINISTRATIVE COMMITTEE**

BACKGROUND

On November 10, 2011, Directors David Caretto, Jeff Newsome, Jay Obernolte, and Paul Terry were appointed by their respective districts to serve as an Ad-Hoc Administrative Committee established to assist in consolidating administrative services functions of both departments. The result of this initial work has brought the two organizations to its current status as functionally consolidated.

DISCUSSION

By action of the Fire Authority Board during previous meetings, it is anticipated that the Fire Authority Budget for Fiscal Year 2014/15 will likely prove to be challenging as the Fire Authority grows in strength and capability.

The Fire Authority is in position to become the predominate organization to further manage the daily affairs of the Big Bear Lake Fire Protection District and the Fire Department operation of the Big Bear City Community Services District. As this potential transition occurs, there will be less business activity occurring as individual districts, with the reciprocal effect of more governance, oversight, and approvals coming from the Fire Authority Board. While this prospect is contemplated, careful consideration must be observed as the fiscal capability of each district directly dictates potential funding levels of the Big Bear Fire Authority.

In order to facilitate further consolidation opportunities and associated budget impacts for Fiscal Year 2014/15, Staff asks that the Board Chairman appoint four Directors to a Standing Administrative Committee. An equitable distribution of two members from each parent board would be adequate for the work that needs to be completed. The committee will assist Staff in the development of further consolidation strategies and associated cost that will then be brought before the full Board for discussion and possible action.

RECOMMENDATION

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



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kathleen Smith, Treasurer-Auditor/Controller

REVIEWED BY: Kelly Ent, City of Bear Lake Director of Administrative Services
Shari Strain, Community Services District Finance Officer

SUBJECT: **FISCAL REPORTING PROCEDURE**

BACKGROUND

At the December 17, 2013 Fire Authority Board meeting, Chairman David Caretto asked that an item regarding “*how we receive/review the financial statements of the Authority*” be brought back to the February Board meeting for further discussion.

As you may recall, when the Authority was originally created, the Board agreed that the financials would be emailed to the Directors and any questions regarding the financials would be directed to the Fire Chief. Demands and check issue details are also included in agenda packets so the Board is aware of what the Chief has authorized as “Authority Expenses.”

This item is being presented for Board discussion to determine if future financials should be included in the Authority agenda packets or if Staff should continue the current practice of emailing the financials to the Directors.

DISCUSSION

As the Authority is not self-funded, Staff focuses their attention on the Big Bear Lake Fire Protection District (District) and the Big Bear City Community Services District (CSD), the two departments which fund the Authority. Financials cannot be issued until the District and the CSD balance their own books, and then both agencies agree on the amount owed or due to each agency, respectively. This process could take up to a month or more after the end of each quarter.

On three occasions, I have the opportunity to review the budget with the Board: (1) during the annual budget adoption, (2) during the mid-year review, and/or (3) when there is a new item to be added to the budget. It is my responsibility to ensure the expenses for the Authority are authorized and approved in the budget. It is Staff’s responsibility from each agency to ensure the allocation is appropriate and the shared costs are accurate.

Should the Board consider changing its current practice of receiving quarterly financials, the timing of Board meetings and possible delays should be considered.

Board Meeting Date	Financials Included
February 4, 2014	December 31, 2013
April 22, 2014	None
June 3, 2014	March 31, 2014
August 19, 2014	June 30, 2014
October 21, 2014	None
December 9, 2014	September 30, 2014

As a reminder, the budget does not include a cost for accounting and financial services; the District and CSD absorb these costs.

RECOMMENDATION:

Staff recommends that the Authority Board consider the following options:

1. Include the quarterly financials in the Authority agenda; or
2. Retain the status quo of emailing quarterly financials.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief

SUBJECT: 2013 FIRE CODE

BACKGROUND

The California Building Standards Commission has adopted the 2013 California Building Standards Code, including the 2013 California Fire Code. The California Building Standards Code was published by the Commission in July 2013 and becomes applicable to all occupancies in the state on January 1, 2014. Whenever a new code is adopted by the state, the previous edition of the code and any amendments made to it must be readopted by the local agency. Local agencies may amend the standard code provided that the amendments are supported by findings showing that the amendments are necessary because of local climatic, geological, or topographical conditions that exist within that jurisdiction.

DISCUSSION

In 2011, both independent agencies adopted the 2010 California Fire Code with local amendments specific to their respective jurisdictions. With the adoption of the 2013 California Fire Code, the local amendments have been combined so that the Big Bear Fire Authority will have one code throughout its jurisdiction. The 2013 California Fire Code remains largely unchanged in its content from the 2010 version. The majority of the changes were in the codes nomenclature. For example, many code sections were completely removed and incorporated into other sections.

The local amendments to the new code remain consistent with those amendments included with the previous code adoptions but have now been combined into one code. The Wood Shake/Shingle Ordinance has been included as an appendix so that the enforcement date will remain consistent throughout Big Bear Valley. The Native Shrub and Brush Ordinance has also been included as an appendix because it closely mirrors the San Bernardino County Flammable Fuels and Vegetation Ordinance. This will allow for consistent enforcement across the jurisdiction. Additionally, weed abatement will be addressed in the code so that one reference can be used in citations throughout the Big Bear Fire Authority, which will minimize issues that have occurred in previous years.

Copies of the draft 2013 Fire Code Ordinance will be forwarded to the City of Big Bear Lake (City) and Big Bear City Community Services District (CSD) for commenting as required by statute. The City and CSD will have up to thirty (30) days to provide written comments to the Authority.

Following the comment period, the 2013 Fire Code Ordinance will be presented to the Authority Board for first reading at the April 22, 2014 meeting, during which the Board must also set a public hearing for adoption of the Ordinance. Notice of the public hearing must be published once a week for two successive weeks with the first notice published at least fourteen (14) days before the hearing date. A certified copy of the Ordinance must be posted in the office of the Board Secretary and a pre-adoption summary of the Ordinance must be published once at least five (5) days before the public hearing.

After the public hearing, which is anticipated to be held during the June 3, 2014 meeting, the Authority Board may adopt the 2013 Fire Code Ordinance. Within fifteen (15) days of adoption of the Ordinance, a post-adoption summary of the Ordinance with the names of those Directors voting for and against the Ordinance must be published, and the Board Secretary must also post a certified copy of the adopted Ordinance along with the names of those Directors voting for and against the ordinance or amendment.

Once adopted, the 2013 Fire Code Ordinance must be forwarded to the City and CSD for ratification. Upon ratification, the City and CSD must file a copy of the adopted 2013 Fire Code Ordinance with the California Department of Housing and Community Development. The Authority may file the adopted Ordinance in the event the City and CSD fail to do so.

RECOMMENDATION

Staff recommends that the Board receive and file the report.

ORDINANCE NO. BBFA2014-XXX

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING WITH CERTAIN AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS, INCLUDING PENALTIES, THE 2013 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2013 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS

WHEREAS, pursuant to Government Code Section 50022.1 *et seq.* and California Health and Safety Code Section 13869 *et seq.*, the Big Bear Fire Authority (“Authority”) may adopt by reference the 2013 Edition of the California Fire Code and the 2013 Edition of the California Residential Code related to hazardous conditions and materials and fire prevention; and

WHEREAS, Health & Safety Code Section 17958.5 permits the Authority to make such changes or modifications to the Fire Code and Residential Code as are reasonably necessary because of local conditions; and

WHEREAS, Health & Safety Code Section 17958.7 requires that the Authority, before making any changes or modifications pursuant to Section 17958.5, make express findings that such changes or modifications are needed due to local climatic, geological, or topographical conditions; and

WHEREAS, the Authority Board does herewith find that the Authority service area has certain climatic, geological, and topographical features, identified below, that can have a deleterious effect on emergency services such as fire protection and emergency medical services and the modifications and changes herein are reasonably necessary because of such local climatic, geological, and topographical conditions; and

WHEREAS, the Authority desires to adopt various amendments to the California Fire Code and California Residential Code to mitigate, to the extent possible, said deleterious effects; and

WHEREAS, the Authority held a public hearing on _____, 2014, at which time, all interested persons had the opportunity to appear and be heard on the matter of adopting the Fire Code as amended herein; and

WHEREAS, the Authority published notice of the aforementioned public hearing pursuant to California Government Code Section 6066 on _____, 2014 and _____, 2014; and

WHEREAS, any and all other legal prerequisites relating to the adoption of this Ordinance have occurred.

NOW, THEREFORE, be it ordained by the Board of Directors of the Authority as follows:

The following findings are adopted in reference to the amendments to the California Fire Code and the California Residential Code:

1. **Findings and Adoption of the California Fire Code and California Residential Code.**

The Board of Directors of the Authority hereby finds and determines:

(a) That the California Fire Code, 2013 Edition, the California Residential Code, 2013 Edition, are nationally recognized compilations of proposed rules, regulations, and standards of the International Code Council, Inc.

(b) That said California Fire Code, the International Fire Code, and the California Residential Code have been printed and published as a code in book form within the meaning of Section 50022.2 et seq. of the California Government Code.

(c) That the sections and subsections of said California Fire Code, the International Fire Code, and the California Residential Code may be referred to by the number used in said published compilation preceded by the words "California Fire Code Section," "California Residential Code," "Fire Code Section" or "Subsection" and may also be referred to by additional reference to the Ordinances of the Authority and sections therein pertaining to said California Fire Code, International Fire Code, and California Residential Code.

(d) That California Health and Safety Code Section 13869 et seq. provides, in pertinent part, that a public agency may make such changes or modifications to the provisions published in the California Building Standards Code and other regulations adopted pursuant to Section 17922 as it determines are reasonably necessary because of local climatic, geological, and topographical conditions.

(e) That the additional requirements and standards established herein are needed to properly protect the health, safety, and welfare of the existing and future residents and workers of the Authority. Said requirements and standards are reasonably necessary because of local climatic, geological, and topographical conditions described herein. This finding is based upon the express findings and determinations of the proposed amendments to the codes on file with the California Housing and Community Development Department.

2. **Findings for Amendments.** The Board of Directors of the Authority finds that the requirements set forth here are reasonable and necessary modifications because of the following climatic, geological or topographical conditions within the County of San Bernardino and the City of Big Bear Lake.

(a) **Climate:**

The climate weather patterns within the County and City are a factor making the amendments reasonably necessary. Frequent periods of drought and low humidity add to the fire danger.

(b) **High Temperature and Winds:**

During the summer months, the dry winds and existing vegetation mix to create a hazardous fuel condition, which has resulted in large loss vegetation and structure fires. Summer temperatures exceeding 100 degrees and severe “Santa Ana” winds frequently occur and can move a fire quickly throughout areas of the County and City.

(c) **Limited Water Supply:**

Because of weather patterns, the County and City (like other Southern California regions) has experienced a need for water conservation. Due to storage capacities and consumption and a limited amount of rainfall, future water allocation is not fully dependable. While sound management of the water resources is possible, demands and possible critical depletion on an already stressed water supply can most assuredly be predicted. Many communities within San Bernardino County and City of Big Bear Lake lack water supply by any public entity.

(d) **Topographical:**

Natural slopes of 8 percent or greater generally occur throughout the foothills of San Bernardino County. In many cases, slopes in the San Bernardino Mountains exceed 40 percent. The elevation change caused by the mountains and foothills creates the geological foundation on which communities within San Bernardino County are built and will continue to be built. With much of the populated flatlands already built upon future growth will occur on steeper slopes and greater contrasts in terrain. All of these topographical conditions have created slower response times of emergency vehicles into the high growth areas, due to the extraordinary terrain changes.

(e) **Geological Concerns with Flooding and Access Routes:**

Road circulation features located throughout the County and City also make the amendments reasonably necessary. Located through the County and City are major roadways, highways, and flood control channels that create barriers and slow response times. Another unique factor, which creates barriers and slow response times, are the multiple canyons located in the County and City. Hills, slopes, street, and storm drain design, accompanied with heavy rainfall causes roadway flooding and landslides and at times, may make an access route impassable. There exists areas in San Bernardino County and City of Big Bear Lake that naturally have extended emergency response time that exceeds 10 minutes. This time extension is due to remote sparse development.

(f) **Seismic Hazards:**

The County and City has within its boundary potentially active seismic hazards. Seismic activity within the County and City occurs yearly, and a fire potential exists with these active faults. Existing structures and planned new development are at serious risk from these faults.

(g) **Dense Development:**

Highly populated communities exist throughout areas of the County and City. Structures in close proximity to each other pose an exposure problem, which may cause a fire to spread from one structure to another.

(h) **Combustible Construction:**

For practicality and cost reasons, many new structures are built of wood (Type V) construction. Many existing structures also have wood shake roofs. The potential for a conflagration exists due to the design and density of current structures.

(i) **Administrative:**

The amendment is necessary for non-substantive, administrative purposes.

The findings above are applicable to the amendments set forth in this ordinance as follows:

Code Section	Description	Finding
FIRE CODE		
101.1	Title	i
103.2	Fire Code Official	i
104.10	Fire Investigations	i
104.12	Cost Recovery	i
104.13	Expenses for Securing an Emergency	i
105.6.4	Carnivals, Fairs, Block Parties, and other Outdoor Assemblage	a, b, c, d, e, f, g
105.6.30	Open Fires	a, b, c, d, e, f, g

105.6.33.1	Pallet Yards	a, b, c, d, e, f, g, h
108.1	Appeals Board Established	i
108.4 – 108.7	Regarding Hearings	i
202	All Weather Driving Surface	e
302.1	Definitions	i
304.3.5	Abatement	i
305.3	Open-Flame Warning Device	a, b, c, d, e, f, g, h
305.5	Spark Arrestors	a, b, c, d, e, f, g, h
307.1	General	a, b, c, d, e, f, g, h
307.2	Permit Required	a, b, c, d, e, f, g, h
307.3	Extinguishment Authority	i
315.3	Outside Storage of Firewood	a, b, c, d, e, f, g, h
403.1	Fire Watch Personnel	a, b, c, d, e, f, g, h
503.2.1	Dimensions	c, d, e, g
503.2.3	Surface	c, d, e, g
503.4	Obstruction to Fire Apparatus Access Roads	c, d, e, g
507.1	Required Water Supply	a, b, c, d, e, f, g, h
507.3	Fire Flow	a, b, c, d, e, f, g, h

507.3.1	Inadequate Fire Flow	a, b, c, d, e, f, g, h
507.5.1	Where Required	
903.2.11	Specific Building Areas and Hazards	a, b, c, d, e, f, g, h
903.2.11.7	Buildings 5,000 Square Feet or More in Size	a, b, c, d, e, f, g, h
903.2.11.8	Additions to Existing Buildings	a, b, c, d, e, f, g, h
903.7	Freeze Protection	a
1903.8	Water Supply	a, b, c, d, e, f, g, h
3405.1	Individual Piles	a, b, c, d, e, f, g, h
2703.1.5	Unattended Parking	a, b, c, d, e, f, g, h
5601.2	Permit Required	a, b, c, d, e, f, g, h
5601.2.2	Seizure	a, b, c, d, e, f, g, h
5601.2.3	Storage and Transportation of Explosives and Blasting Agents	a, b, c, d, e, f, g, h
5601.2.4	Magazine Site	a, b, c, d, e, f, g, h
5601.2.5	Black Powder	a, b, c, d, e, f, g, h
5601.2.6	Notification	a, b, c, d, e, f, g, h
4901.3	Fire Protection Plan	i
4906	Hazardous Vegetation And Fuel	a, b, c, d,

	Management	e, f, g, h
5203.4	Agricultural Products	a, b, c, d, e, f, g, h
5704.2	Tank Storage	a, b, c, d, e, f, g, h
B105.2	Buildings Other than One and Two Family Dwellings	a, b, c, d, e, f, g, h
C103.1	Fire Hydrant Available	a, b, c, d, e, f, g, h
C105.1	Hydrant Spacing	a, b, c, d, e, f, g, h
NFPA 13D	Amendments to Standard	a, b, c, d, e, f, g, h
Appendix L	Native Brush and Shrub	a, b, c, d, e, f, g, h
Appendix M	Wood Shake Shingle Roof	a, b, c, d, e, f, g, h
RESIDENTIAL CODE		
R313.3.1.1	Required Sprinkler Locations	a, b, c, d, e, f, g, h
R315.3.5.2	Required Capacity	a, b, c, d, e, f, g, h

3. **Adoption of the California Fire Code.** The Board of Directors of the Authority hereby adopts with certain amendments, additions, deletions and exceptions, including penalties in the 2013 edition of the California Fire Code, also known as Part 9 of Title 24 of the California Code of Regulations (incorporating the 2012 International Fire Code), and Chapter 1, Appendix Chapter 4, and Appendices B, BB, C, CC, and H as compiled and published by the International Code Council, and the Authority Standards and Interpretations as approved by the fire code official. The provisions of this California Fire Code, subsequent amendments, California Fire Code Appendices, and the Authority Standards and Interpretations shall be collectively known as the Authority Fire Code and shall be applicable in all areas of the Authority within San Bernardino County and the City of Big Bear Lake.

One (1) copy of the California Fire Code has been deposited in the office of the Secretary of the Board of Directors of the Authority and shall be at all times maintained by the Secretary for use and examination by the public. From the date on which this ordinance shall take effect, the provisions hereof shall be controlling within the limits of the Authority.

4. **Adoption of the California Residential Code.** The Board of Directors of the Authority hereby adopts the 2013 Edition of the California Residential Code, also known as Part 2.5 of Title 24 of the California Code of Regulations (incorporating the 2012 International Residential Code), as compiled and published by the International Code Council, and the Authority Standards and Interpretations as approved by the fire code official. The provisions of this California Residential Code, subsequent amendments, California Residential Code Appendices, and the Authority Standards and Interpretations shall be applicable in all areas of the Authority.
5. **Amendments to the California Fire Code.** The California Fire Code is amended as follows:

(a) **Chapter 1**

Section 101.1 is amended to read:

101.1 Title. These regulations and adopted standards and interpretations, as approved by the fire code official, shall be known as the “Fire Code of the Big Bear Fire Authority”, hereinafter referred to as, “Big Bear Fire Authority Fire Code, or “this code.”

Section 103.2 is deleted.

Section 104.10 is amended to read:

104.10 Fire Investigations. The fire code official, the fire department or other responsible authority shall have the authority to investigate the cause, origin and circumstances of any fire, explosion or other hazardous condition. Department investigators designated by the Fire Chief, shall have the powers of a peace officer in performing their duties and are authorized to conduct investigative detentions, issue criminal citations and make arrests pursuant to California Penal Code Section 830.37 and this code. The fire code official shall pursue any investigation to its conclusion. Information that could be related to trade secrets or processes shall not be made part of the public record except as directed by a court of law. Section 104.12 is added to read:

104.12 Cost Recovery. Fire suppression, investigation, plan review, administrative costs, and rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1 and by Department resolution.

Section 104.12 is added to read:

104.13 Expenses for Securing an Emergency. Any person who negligently or intentionally, or in violation of law, causes an emergency response, including, but not limited to,

a traffic accident or spill of toxic or flammable or combustible liquids or chemicals, is liable for the costs of securing such emergency, including those costs set out in Health and Safety Code Section 13009 et seq. and Government Code Section 53150 et seq. Any expense incurred by the fire department for securing such an emergency situation shall constitute a debt of such person and shall be collectible by the Authority in the same manner as in the case of an obligation under contract, express or implied.

Section 105.6.4 is amended to read:

105.6.4 Carnivals, Fairs, Block Parties, and Other Outdoor Assemblage. An operational permit is required to conduct a carnival, fair, block party, race, concert, parade or other similar outdoor assemblage whether, public or private, when in the opinion of the fire code official, a permit and specific conditions are required due to the nature or location of the activity.

Section 105.6.30 is amended to read:

105.6.30 Open Burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.

Delete Exception: Recreational fires.

Section 105.6.33.1 is added to read:

105.7.17 Pallet Yards. An operational permit is required to store, manufacture, refurbish or otherwise handle wood or plastic pallets in excess of 50 pallets.

Section 108.1 is amended to read:

108.1 Appeals Board Established. In order to determine the suitability of alternative materials and types of construction and to provide reasonable interpretations of the provisions of this code, an Administrative Committee of the Big Bear Fire Authority Board of Directors shall serve as an Appeals Board. The Administrative Committee shall be comprised of the Chairman of the Authority Board of Directors and four other members of the Board of Directors selected by the Chairman .

Section 108.3 is deleted.

Section 108.4 to 108.7 is added to read:

108.4 Requests for Hearing. Any person, including the Big Bear Fire Department (“fire department”), desiring a review or interpretation of the Fire Code may file a request with the Secretary of the Board of Directors for a hearing before the Administrative Committee of the Big Bear Fire Authority within 15 days after the date such interpretation is rendered or enforcement began. The enforcement to be reviewed is suspended until the determination of the hearing unless a hazardous condition exists.

108.5 Hearing Procedures. Upon receipt of a request for a hearing before the Administrative Committee, the Secretary of the Board of Directors shall fix the time and place of the hearing which shall be at a meeting of the Fire Committee held not less than 10 days nor more than 30 days after the date of the filing of the request for hearing. The Administrative Committee shall give written notice of the time and place of the hearing to the initiating party and the fire code official involved. Witnesses may be sworn and evidence produced, and parties may be represented by counsel. The Administrative Committee shall keep a record of the proceedings of each hearing and shall issue written findings and a decision within 15 days after the conclusion of the hearing. The decision shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided.

108.6 Appeals to the Board of Directors. Any decision of the Administrative Committee may be appealed to the full Authority Board of Directors. A request for such review shall be filed with the Secretary of the Board of Directors within 15 days from the date of the mailing of the Administrative Committee decision. The full Fire Authority Board of Directors shall schedule a hearing at a regular meeting within 45 days after receipt of the request for appeal and shall issue a written decision within 30 days after the conclusion of that hearing. All such decisions shall be final and shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided.

108.7 Fees and Costs. The fire department involved (whether appellee or appellant) shall act as staff to the Administrative Committee or to the Fire Authority Board of Directors, and for that purpose may determine and set fees to charge an appellant to cover the cost of preparation of the record for appeal. A summary of costs shall be compiled and sent to the appellant after all appeals have been exhausted. Any refund due the appellant shall be returned within 60 days after the summary is sent.

(b) **Chapter 2**

Section 202 is amended, by adding the following definitions:

All Weather Driving Surface. Unless otherwise defined within other Codes, Rules, Standards or Regulations, the following are considered to be All Weather Driving Surfaces:

- A. Three inch (3") Type II A.C. pavement on four inch (4") crushed aggregate base.
- B. Six inch (6") Type II A.C. pavement on native soil.
- C. Six inch (6") Portland cement concrete pavement on native soil.
- D. Any other surface as determined by the fire code official to meet the intent of this Code.

Bed and Breakfast is a Congregate Residence.

Barbecue Grill (also known as a barbeque or BBQ). A portable or fixed device, constructed of steel, concrete, clay, or other non-combustible material, for the primary purpose of cooking food over a liquefied petroleum-, natural gas-, or charcoal-fueled fire.

Barbecue Pit. A trench or depression in the ground in which wood or other clean solid fuel is burned to produce a bed of hot coals for the sole purpose of cooking. A barbecue pit having a fuel area greater than 3 feet in width or 2 feet in height shall be considered a bonfire.

Open Fires. Any outdoor fire, including open burning projects, recreational fires and bonfires, portable outdoor fireplaces, barbecues and barbecue pits, wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

(c) **Chapter 3**

Section 304.3.5 is added to read:

304.3.5 Abatement. In the event that a fire hazard exists, as determined by the fire code official and in accordance with this chapter, the fire code official may give notice to the owner of the property upon which a hazardous condition exists to abate such condition. In the event that abatement is not performed within the time frames granted by such notices or other written documentation, the fire code official may cause abatement to be done in accordance with public nuisance abatement procedures and make the expense of such abatement a lien upon the property at which such condition exists.

Section 305.3 is amended to read:

305.3 Open-flame Warning Devices. Open-flame warning devices shall not be used along an excavation, road or any other place where the dislodgment of such device may permit the device to roll, fall or slide onto any area or land containing combustible materials.

EXCEPTION: This section shall not apply to public safety personnel acting in the performance of their duties.

Section 305.5 is added to read:

305.5 Spark Arrestors. Each chimney used in conjunction with a fireplace, portable outdoor fireplace, or other heating appliance in which solid fuel is burned, shall be maintained with an approved spark arrester. The spark arrester shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel wire. Openings shall not permit the passage of spheres having a diameter larger than one-half inch (13 mm) maximum and shall not block the passage of spheres having a diameter of less than three-eighths inch (10 mm). The screen shall be mounted in or over all outside flue openings in a vertical and near vertical position, adequately supported to prevent movement and shall be visible from the ground. All spark arrestors shall be accessible and removable for cleaning.

Section 307.1 is amended to read:

307.1 General. No person shall kindle, or maintain any fire, or allow any fire to be kindled or maintained on their property unless in accordance with this Code.

Section 307.2 is amended to read:

307.2 Permit Required. When required pursuant to section 307.4, a permit shall be obtained from the appropriate fire code official as defined in Section 307.2.1 prior to kindling any open fire.

EXCEPTION: Barbecues used at one- and two-family dwellings unless otherwise regulated.

Section 307.3 is amended to read:

307.3 Extinguishment Authority. The fire code official is authorized to order or cause the extinguishment of any fire that creates or adds to a hazardous condition, creates smoke emissions offensive to occupants of surrounding properties, is conducted without a permit when such a permit is required, or is conducted outside of the parameters set forth in this section or a permit, when required.

Section 315.6 is added to read:

315.6 Outside Storage of Firewood. Firewood and combustible material for consumption on the premises shall be neatly stacked free from accumulations of pine needles and other debris. Firewood that is used for private consumption is limited to five (5) cords 4'X4'X8' (128 cu. ft.). Firewood and combustible material, not for consumption on the premises, shall be neatly stacked so as to not present a hazard.

(d) **Chapter 4**

Section 403.1 is amended to read:

403.1 Fire Watch Personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the fire code official may require, at the expense of the owner, agent or lessee, one or more fire department personnel to perform fire watch duties, as required and to remain on duty during the times such places are open to the public, or when such activity is being conducted.

EXCEPTION: The fire code official may require the owner, agent or lessee to provide one or more fire watch personnel.

(e) **Chapter 5**

Section 503.2.1 is amended to read:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315.2 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 14 feet 6 inches (4450.08 mm).

EXCEPTIONS:

1. Driveways of one- and two-family dwellings may be a minimum of 14 feet in width with the approval of the fire code official.
2. Required access road dimensions may be modified when, due to location on property, topography, waterways, nonnegotiable grades or other similar conditions, the fire code official determines that the conditions cannot be met.

Section 503.2.3 is amended to read:

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities. Where road grades do not exceed eight percent (8%), and where serving only one- or two-family dwellings or accessory Group U occupancies, the fire code official may approve roads constructed with approved native materials or gravel compacted to eighty five percent (85%) compaction.

Section 503.4 is amended to read:

503.4 Obstruction of Fire Apparatus Access Roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times. Any condition that serves as an impediment to fire access, or any vehicle or other obstruction to fire access may be removed at the order of the fire code official, with the expense of such removal to be paid by the owner of the roadway, or of said vehicle or obstruction.

Section 507.1 is amended to read:

507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. In areas without a water purveyor capable of supplying the required fire flow, National Fire Protection Association Standard 1142 shall be used to establish on-site water storage capacities, when allowed by the fire code official.

EXCEPTION: For single one- and two-family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered as an adequate water supply with no additional on-site water source required.

Section 507.3 is amended to read:

507.3 Fire Flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.

EXCEPTION:

1. For single one- and two-family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, the installation of an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered an approved fire flow.
2. No water supply or fire sprinkler system is required for detached Group U occupancies not used for industrial or commercial properties when structures are located 50 feet or further from the property lines and any dwelling.

Section 507.3.1 is added to read:

507.3.1 Inadequate Fire Flow. In areas which are unable to be provided with required fire flow, buildings shall be provided with an approved NFPA sprinkler system. On-site water storage requirements for occupancies other than group R, Division 3 may be reduced to a 30 minute minimum sprinkler demand.

(f) **Chapter 9**

Section 903.2.11 is amended to read:

Section 903.2.11.7 is added to read:

903.2.11.7 Building Fire Area 5,000 Square Feet or More in Size. An approved automatic fire sprinkler system shall be provided throughout in all newly constructed buildings and structures of any occupancy group when the gross fire area, as defined in the California Building Code, is equal to or exceeds 5,000 square feet.

1. **EXCEPTIONS:** Detached Group U occupancies accessory to a one- or two-family dwelling that are not used for commercial or industrial purposes.

903.2.11.8 Additions to Existing Buildings. When an addition to an existing residential structure results in a structure greater than 5,000 square feet and such addition is 50% or more of the original square footage, the entire structure shall be provided with an automatic sprinkler system.

Section 903.7 is added to read:

903.7 Freeze Protection. All sprinkler systems shall be suitably freeze-protected for climatic conditions as prescribed by the fire code official.

(g) **Chapter 34**

Section 3405.1 is amended to read:

3405.1 Individual Piles. Tires shall be restricted to individual piles not exceeding 2,500 square feet of continuous area. Pile width shall not exceed 50 feet. Piles shall not exceed 25,000 cubic feet in volume or 10 feet in height.

(h) **Chapter 52**

Section 5203.4 is amended to read:

5203.4 Agricultural Products. It shall be unlawful to store hay, straw, seed cotton or other similar agricultural products adjacent to property lines, structures or combustible materials unless a clear horizontal distance equal to the height of a pile or 20 feet, whichever is greater, is maintained between such storage, and structures or combustible materials, and property lines. Storage shall be limited to stacks of 100 tons each. Stacks shall be separated by a minimum of 20 feet of clear space. Quantities of hay, straw, seed cotton and other agricultural products shall not be limited where stored in or near farm structures located outside closely built areas. A permit shall not be required for agricultural storage.

(i) **Chapter 56**

Sections 5601.2 through 5601.2.6 are added to read:

5601.2 Permit Required. Permits shall be obtained from the San Bernardino County Sheriff's Department ("sheriff's department"):

1. To manufacture, possess, store, sell, display or otherwise dispose of explosives, blasting agent or phosphoric compounds.
2. To transport explosives or blasting agents.
3. To use explosives or blasting agents.
4. To operate a terminal for handling explosives or blasting agents.
5. To deliver or receive explosives or blasting agents from a carrier at a terminal between the hours of sunset and sunrise.
6. To transport blasting caps or electric blasting cap on the same vehicle with explosives.

5601.2.1 In addition to the requirements set forth in this article, the sheriff's department or the fire department may, for the safety and security of the public, set additional requirements for a permit application.

The sheriff's department shall notify the fire department when any application has been made for an explosives permit for a specific location and purpose. No permit shall be issued without the approval of the fire department.

5601.2.2 Seizure. The fire code official is authorized to remove or cause to be removed or disposed of in an approved manner, at the expense of the owner, explosives, explosive materials or fireworks offered or exposed for sale, stored, possessed or used in violation of this chapter.

5601.2.3 Storage and Transportation of Explosives and Blasting Agents. The storage and transportation of explosives and blasting agents is prohibited in residential areas, principal business districts, closely-built commercial areas and heavily-populated areas, except as permitted by the sheriff's department and the fire department in accordance with California Code of Regulations, Title 19, and Title 4, Division 5 of the San Bernardino County Code.

5601.2.4 Magazine Size. Indoor magazines shall not be of a size greater than the exit door or contain more than 50 pounds of explosive materials.

5601.2.5 Black Powder. The amount of black powder stored in an indoor magazine shall not exceed 50 pounds.

5601.2.6 Notification. When blasting is being conducted in the vicinity of gas, electric, water, fire alarm, telephone, telegraph or stream utilities, the blaster shall notify the appropriate representative of such utilities at least 24 hours in advance of blasting specifying the location and intended time of such blasting.

EXCEPTION: In an emergency, advance notification may be waived by the fire code official.

(j) **Chapter 57**

Section 5704.2 is amended to read:

5704.2 Tank Storage Pursuant to Section 5704 of the California Fire Code, the storage of flammable and combustible liquids in outside aboveground unprotected tanks and below grade vaulted tanks are prohibited in all commercial occupancy areas, developed residential areas, and other areas where the Chief having jurisdiction determines that the installation of flammable and combustible aboveground storage tanks or below grade vaulted tanks will create a hazard to occupants and property owners in the area. Deviation from these requirements may be allowed only upon specific written findings by the fire code official.

(k) **Chapter 80**

NFPA 13D is amended as follows:

Section 6.1.2 is amended to read:

6.1.2 Where stored water is used as the sole source of supply for the sprinkler system, the minimum quantity shall equal the water demand rate times 10 minutes.

Section 6.1.3 is deleted.

(1) **Chapter 49**

Section 4901.3 is added to read:

4901.3 Fire Protection Plan. A Fire Protection Plan (FPP), approved by the fire code official, shall be required for all new developments within declared fire overlay districts. The FPP shall include mitigation measures consistent with the unique problems resulting from the location, topography, geology, flammable vegetation; County fire safety overlay districts (FS1 and FS2) and climate of the proposed site. The FPP shall address water supply, access, building ignition and fire resistance, fire protection systems and equipment, defensible space and vegetation management. The FPP shall be consistent with the San Bernardino Development Code, or, at the option of the fire code official, with other nationally recognized standards and good practice.

Section 4906 is amended to read:

4906.1 General. Hazardous vegetation and fuels shall be managed to reduce the severity of potential exterior wildfire exposure to buildings and to reduce the risk of fire spreading to buildings in accordance with Section 4906.3.

4906.2 Application. Those areas protected by the Big Bear Fire Authority shall be classified as a *Very High Fire Hazard Severity Zone*.

4906.3 Requirements. It shall be the responsibility of every property owner, occupant and person in control of any land interest to abate the accumulation of forest fuels around their property, through implementation of the following measures within ten (10) feet of roads and driveways, and within an area surrounding a structure from zero to one hundred (100) feet in the front and rear yards, or to the property lines (whichever is less); and between the structures and side property lines:

- Remove all dead, burnable fuels, including but not limited to all pine needles, leaves and branches on roofs, noxious weeds or vegetation, dry grass, logs and snags, grass four inches and higher, pine needles on the ground down to a two-inch depth, and dead branches in bushes and trees. [Dead trees, and all combustible rubbish, debris, or noxious material that constitutes a fire, health, or safety hazard, or which may endanger or injure neighboring property, or the health, safety, or well-being of persons or property.
- Thin dense groups of young trees (less than six inches in diameter) to six to eight foot spacing, measured trunk to trunk. Removal of any live tree with a

diameter of more than six inches measured at four and one-half feet above the ground requires approval by the city.

- In areas with a continuous canopy, any tree taller than forty-five (45) feet should have its branches trimmed back to the trunk if those branches have any portion lower than twelve (12) to fifteen (15) feet from the ground. A tree shorter than forty-five (45) feet should be trimmed to remove any live or dead branches up one-third of its total height. For non-continuous canopy areas, tree branches shall be pruned to remove limbs located less than 6 feet above the ground surface.

Exception: Deciduous, non-native trees and Spruce trees that have all forest litter removed from underneath the base of the tree, the height can be reduced by 50%.

A minimum vertical separation between the top of a shrub and the bottom lower branches shall be 3 times the height of the shrub.

- Any branches that have any portions less than ten (10) feet from chimney openings shall be completely trimmed. Branches located within 10 feet vertical distance from the roof line that overhang a structure shall be removed.
- All litter generated from clearing and trimming shall be properly disposed of within one week, except that any logs infested with bark beetles shall be treated prior to removal as recommended by the California Department of Forestry or a qualified tree expert.
- Stack cut logs or firewood away from any structure.
- All pine needles and leaves shall be removed when within 5 feet of a structure.

4906.4 Outdoor Storage and Uses.

1. The outdoor storage of any materials or equipment not accessory to the primary use of the property, including lumber, construction materials, inoperable vehicles, auto parts, household appliances, pipe, drums, machinery, furniture, or trash, which is readily visible from off-site, is prohibited; provided, however, that this paragraph shall not preclude the storage of firewood on the property in accordance with Section 17.25.100.B.
2. No open storage shall be permitted in any required front or side yards adjacent to a street or highway in residential zones.

4906.5 Hazardous Trees. The provisions of this chapter shall apply to any live or dead tree which constitutes a fire, health or safety hazard or which may endanger or injure

neighboring property, or the health, safety or well-being of persons or property; and it shall be the duty of every owner, occupant and person in control of any land or interest therein to abate.

(m) **Appendix B**

Section B105.2 of Appendix B is amended to read:

B105.2 Buildings Other than One- and Two-Family Dwellings. The minimum fire flow and flow duration for buildings other than one- and two-family dwellings shall be as specified in Table B105.1.

EXCEPTION: A reduction in required fire flow of up to 50 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2. A reduction in required fire flow of up to 75 percent is allowed for isolated buildings of Group U occupancy, agricultural uses, or other low hazard uses when approved by the fire code official. The resulting fire flow shall not be less than 1,500 gallons per minute (5678 L/min) for the prescribed duration as specified in Table B105.1.

(n) **Appendix C**

Section C103.1 is amended to read:

C103.1 Fire Hydrants Available. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements specified in Section C105.1 when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

Section C105.1 is amended to read:

C105.1 Hydrant Spacing. The average spacing between fire hydrants shall not exceed 300 feet (91m) in industrial, commercial, and multifamily development, and 600 feet (183m) in all single family developments. Spacing of fire hydrants along public streets shall also be guided by other County or Authority public works standards.

EXCEPTION: The fire code official is authorized to accept a deficiency of up to 10 percent where existing fire hydrants provide all or a portion of the required fire hydrant service.

Table C105.1 is deleted.

(o) **Appendix L**

Appendix L is added to read:

Appendix L: Native Brush and Shrubs.

L101 Scope. It shall be the duty of every owner of real property within the jurisdiction of the Big Bear Fire Authority to abate as a nuisance from such real property and from all parkways, Native Brush and shrubs, that constitute a fire, health, or safety hazard, or which may endanger or injure neighboring property, or the health, safety, or well-being of persons or property.

- a) Juniper shrubs, Spanish Broom, and native brush shall not be planted or maintained within fifteen (15) feet of any building or structure, including, without limitation, any deck or patio. All owners of any real property shall be required to fully comply with this provision by modifying the offending native brush and shrub, which shall be considered a nuisance, from within fifteen (15) feet of any building or structure.
- b) All native brush and shrubs shall be installed and maintained in a manner that minimizes fire risk, including, without limitation, by removing dead branches and twigs at all heights, modifying the lower foliage of branches, and selectively pruning to reduce the density of the plant.
- c) Native brush shall be installed and maintained with horizontal spacing such that the space between two shrubs (horizontally) shall be a minimum of two times the height of the tallest shrub. Individual shrubs or groups of shrubs clumped together shall be modified so that their diameter does not exceed fifteen (15) feet. Groups of shrubs clumped together with a diameter of fifteen (15) feet or less shall be treated as a single plant.
- d) Subsections B, C and D of this section shall not apply to an isolated shrub or shrubs that have been heavily modified by thinning and limbing up, nor to activities within the boundaries of a plant conservation easement area, that do not, in the opinion of the fire chief, or his or her designee, constitute a fire hazard. In deciding whether such shrub or shrubs constitute a fire hazard, the fire chief, or his or her designee, shall consider: (i) the proximity of the shrub(s) to other buildings or structures; (ii) the types of shrub(s) involved; (iii) the potential threat of the shrub(s) to the public health, welfare and safety; and (iv) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.
- e) Cut and/or thinned vegetation shall be disposed of no later than ten (10) days after cutting.

L102 Definitions / Administration and Enforcement.

- A. For the purposes of this appendix, these following terms shall be defined as follows:

1. **Modify or abate** shall mean any action that physically affects a plant, ranging from pruning or thinning to complete removal (other than the removal of the root ball);
 2. **Native brush** shall be defined as Manzanita (*arctostaphylos patula*), Service Berry, Mountain Whitethorn, Sage and Mountain Mahogany (*cercocarpus ledifolius*) (brush form) (commonly known in Big Bear Valley as Ironwood), as well as such other species as the fire chief, or his or her designee, may, from time to time, determine constitutes a fire hazard. In making such a determination, the fire chief shall consider, without limitation, the following: (i) the type of native brush and/or shrub species the fire chief, or his or her designee, is considering adding to the definition of "native brush" and whether such species is threatened or endangered; (ii) the fire, health or safety hazard of such native brush and/or shrub species to the territory of the Authority and the surrounding community; (iii) the ability of the native brush and/or shrub species to damage neighboring property; (iv) the ability of the native brush and/or shrub species to adversely impact the health, safety or welfare of persons and/or property; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare;
 3. **"Owner"** means any person, firm, corporation or entity, including without limitation, any homeowner's association that has any legal or equitable interest in real property, as shown on public records. In the event real property is leased or rented, the lessee or tenant shall be responsible for all obligations imposed on any owner under this chapter;
 4. "Shrubs" means a woody plant smaller than a tree, usually having multiple permanent stems branching from or near the ground. Shrubs include, without limitation, native brush;
 5. "Vacant lot(s)" means a parcel(s) of property currently undeveloped or unimproved by any building or structure;
- B. The fire chief, or his or her designee, shall enforce the provisions of this chapter with respect to any and all properties as he or she deems necessary for the public health, safety and welfare. In making such a determination, the fire chief, or his or her designee, shall consider: (i) the proximity of the brush and/or shrubs to other buildings or structures; (ii) the types of brush and/or shrubs involved; (iii) the potential threat of the brush and/or shrubs to the public health, welfare and safety; (iv) the determination of any other public agencies as to the fire danger of the area; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

Any public official or person designated to administer or enforce the chapter shall be authorized to enter upon private property in order to conduct an inspection, post notices, perform abatement/modification, or any other action necessary or convenient to the administration and enforcement of this chapter. In the event a judicial warrant is required, such person or designee shall obtain a warrant pursuant to the California Code of Civil Procedure, Sections 1822.50 et seq.

L103 Environmental Exemptions. The modification of brush or shrubs, as described in this appendix, shall be exempt from the provisions of this chapter if any or all of the following would occur:

- a) The activities would result in the taking of endangered, rare, or threatened plant or animal species. By way of example, and not by way of limitation, the following species of plant are, as of the date of the ordinance adopting this chapter, not threatened or endangered and are subject to the provisions of this chapter:
 1. The arctostaphylos patula species of Manzanita;
 2. The cercocarpus ledifolius species of Mountain Mahogany (brush form) (commonly known in Big Bear Valley as Ironwood);
 3. Sage species that occur in the Big Bear Valley.
- b) The activities would result in significant erosion and sedimentation of surface waters. The owner of each piece of real property shall, when performing modifications required by this chapter, keep soil disturbance to a minimum, especially on steep slopes. Erosion control techniques such as leaving root balls intact, minimizing use of motorized equipment, and covering exposed disturbed soil areas with mulch or similar materials shall be employed in order to help reduce soil erosion and plant re-growth.

L103 Exceptions.

- a) Nurseries, and other similar agricultural and/or horticultural uses shall be exempt from this chapter, provided the fire chief, or his or her designee, shall have the discretion to enforce the provisions of this chapter with respect to such businesses as he or she deems necessary to promote the public health, safety and welfare as it relates to fire safety and/or the health of the forest. In using his or her discretion, the fire chief, or his or her designee, shall consider: (i) the health of the brush and/or shrubs involved; (ii) whether the brush and/or shrubs pose a risk to the public health, safety or welfare of the community; (iii) the type of brush and/or shrubs involved; (iv) the owner's maintenance activities involving the brush and/or shrubs; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public

health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.

- b) Up to two inches of dead pine needles, leaves and other soils amendments for soil replenishment and forest safety may be permitted, when in the opinion of the fire chief, or his or her designee, they do not constitute a fire hazard. In deciding whether they present a fire hazard, the fire chief, or his or her designee, shall consider:
 - 1. The proximity of the pine needles and leaves to buildings or structures;
 - 2. The height of the lower branches of shrubbery from the ground;
 - 3. The condition of the shrubbery, (e.g., free from dead and dying limbs and leaves);
 - 4. The sectioning of the shrubbery; and
 - 5. Any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

L104 Certificate of Compliance Required. Upon the effective date of this ordinance, the owner of each piece of real property within the Authority territory: (i) as a condition precedent to, the issuance of any discretionary permit or any building permit; or (ii) as a condition precedent to, the issuance of an initial private home rental license (other than the continuous renewal thereof) from the City of Big Bear Lake, shall be required to obtain a "Certificate of Compliance" from the fire chief, or his or her designee, stating that said property is in compliance with this provision relating to native brush and shrubs.

L105 Protection of Sensitive Biological Resources

- A. Should any owner receive a NOTICE TO ABATE form that mandates the modification of native brush or shrubs other than the following shrub species: Juniper, Spanish Broom or native brush species: Manzanita, Service Berry, Mountain Whitethorn, Sage, or Mountain Mahogany and the property falls within the potential sensitive shrub resource area (as set forth in the Authority's official records, and which may be amended from time to time), a sensitive plant survey will be required for the property prior to any abatement activities. If it is unclear whether a particular property falls within the potential sensitive shrub resource area or whether or not sensitive plant surveys are required, the owner must contact the Authority and the City of Big Bear Lake Planning Department. The City's Planning Department shall provide requesting owners with a list of qualified surveyors, which list may be updated or revised at the discretion of the City. Ideally, sensitive plant surveys should be conducted between June and August to encompass the blooming periods of those sensitive plants that are the most difficult to detect outside the blooming period; however, the sensitive plant survey can be conducted during other parts of the year (aside from periods when snowfall is covering the ground) if necessary. Upon completion of the survey, the surveyor shall advise the owner as to any known or potential sensitive plants that should be avoided during abatement activities. A form shall be completed at the end of the survey that will provide details as to the results of the

survey. The surveyor shall provide a copy of the form to the owner and the Planning and Fire Departments. The owner shall not conduct any modification without prior written approval of the City and Authority. All surveys required by this subsection shall be conducted within a reasonable time, as determined by the fire chief, or his or her designee.

- B. If any native brush modification is required for more than twenty (20) shrubs and vegetation modification activities cannot be performed outside the nesting season (typical nesting season is March 15 through August 15), a nesting bird survey shall be performed less than one week prior to vegetation modification activities. Should the owner be required to conduct a nesting bird survey, he or she shall contact the Authority and the City of Big Bear Lake Planning Department for a list of qualified nesting bird surveyors, which list may be updated or revised at the discretion of the City. Upon completion of the survey, the surveyor shall advise the owner as to any shrub(s) containing nesting birds that should not be modified until the completion of the nesting cycle. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning and Fire Departments. The owner shall not conduct any modification without prior written approval of the City and Authority. All surveys required by this subsection shall be conducted within a reasonable time, as determined by the fire chief, or his or her designee.
- C. Any owner receiving a NOTICE TO ABATE form (for any number of shrubs) will also receive a pamphlet pertaining to providing protection for nesting birds. The pamphlet will describe the Migratory Bird Treaty Act, and suggest that if vegetation modification will occur during the nesting season (March 15 through August 15), owners need to check for the presence of active bird nests and avoid modification of any vegetation containing an active bird nest (or vegetation within twenty-five (25) feet of the active bird nest) until the young have fledged.

L106 County of San Bernardino Ordinance Relating to Fire Hazards and Hazardous Trees and Fire Access Road Obstructions. Notwithstanding anything to the contrary, owners of property located in that portion of the Authority territory within the County of San Bernardino shall be excepted from compliance with this Appendix L provided that such property is in compliance with the County of San Bernardino ordinance relating to the abatement of fire hazards and hazardous trees and fire access road obstructions as it may be amended from time to time.

(p) **Appendix M**

Appendix M is added to read:

M101 Findings.

- A. The Authority Board finds and declares that wood shake shingle roofs are a severe fire hazard and danger to the lives, health, property and safety of the residents residing in the territory of the Authority and the surrounding communities.
- B. The Authority Board finds and declares that wood shake shingle roofs are comprised of materials that create a unique and significant fire hazard and danger to an extent that they constitute a public nuisance, as set forth by Section 3480 of the California Civil Code, because they are injurious to the health and safety of and substantially endanger the entire community.
- C. The Authority Board finds and declares that five years is a reasonable amount of time for all existing buildings or structures within the territory of the Authority located within the City of Big Bear Lake with wood shake shingle roofs to install roofs comprised of fire retardant materials.
- D. The Authority Board finds and declares that July 1, 2014 is a reasonable amount of time for all existing buildings or structures within the territory of the Authority located within the County of San Bernardino with wood shake shingle roofs to install roofs comprised of fire retardant materials.

M102 Wood Shake Shingle Roofs—Public Nuisance.

- A. Beginning on September 1, 2012, all wood shake shingle roofs on properties or structures within the territory of the Authority located within the City of Big Bear Lake shall be abated as a public nuisance and a dangerous building by the fire chief, or his or her designee.
- B. Beginning on July 1, 2014, all wood shake shingle roofs on properties or structures located within the territory of the Authority located within the County of San Bernardino shall be abated as a public nuisance and a dangerous building by the fire chief, or his or her designee.

6. **Amendments to the California Residential Code.** The California Residential Code is amended as follows:

Section R313.3.1.1 is amended to read:

R313.3.1.1 Required Sprinkler Locations. Sprinklers shall be installed to protect all areas of a dwelling unit.

EXCEPTIONS:

- 1. Attics, crawl spaces, built-up areas less than 5 feet in height and normally unoccupied concealed spaces that do not contain fuel-fired appliances, do not require sprinklers. In those areas containing fuel-fired appliances, a sprinkler shall be installed above the appliance.

2. Clothes closets, linen closets, and pantries not exceeding 24 square feet (2.2 m²) in area, with the smallest dimension not greater than 3 feet (915 mm) and having wall and ceiling surfaces of gypsum board.
3. Detached garages, carports with no habitable space above, open attached porches, balconies or stairs, and similar areas.

Section R313.3.5.2 is amended to read:

R313.3.5.2 Required Capacity.

1. The water supply shall have the capacity to provide the required design flow rate for sprinklers for a minimum of 10 minutes regardless of the square footage or number of stories.

2. Where a well system, a water supply tank system, a pump, or a combination thereof is used, the water supply shall serve both domestic and fire sprinkler systems. Any combination of well capacity and tank storage shall be permitted to meet the capacity requirement.

EXCEPTION: Where a residential fire sprinkler system is supplied by a stored water source with an automatically operated means of pressurizing the system other than an electric pump, the water supply may serve the sprinkler system only.

7. **Penalty**

It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building, structure or building service equipment, system or part thereof or cause or permit the same to be done in violation of this ordinance or any order or notice issued pursuant to this ordinance. Every person, firm or corporation who violates any of the provisions of this ordinance is guilty of a misdemeanor. Such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted. Upon conviction such person is punishable by a fine not exceeding one thousand dollars, (\$1,000) or by imprisonment in the county jail for a period not exceeding six (6) months, or by both such fine and imprisonment for each offense.

8. **Ordinance Repeals**

That any and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

9. **Severability**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

10. Publication and Certification

The Secretary of the Board of Directors shall certify to the adoption of this ordinance and shall cause a summary thereof to be published at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the Secretary of the Board and within fifteen (15) days of its adoption shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the Secretary of the Board, in accordance with California Government Code Section 36933.

11. CEQA

The Board of Directors finds that it can be seen with certainty that the adoption of this ordinance will not have a significant effect on the environment and is therefore exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. Authority staff is directed to file a Notice of Exemption within five (5) days of adopting this ordinance.

12. Effective Date

This ordinance shall take effect and be in force 30 days from and after the date of its final passage and adoption.

PASSED, APPROVED, and ADOPTED by the Big Bear Fire Authority Board of Directors at its regular meeting held the __ day of _____ 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINS:

John Green
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Corinne E. Flores
Secretary
Big Bear Fire Authority

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

I, Corinne E. Flores, Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing ordinance, being Ordinance No. BBFA2014-XXX was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the __ day of _____ 2014, 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 Authority this __ day of _____ 2014.

Corinne E. Flores
Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **BATTALION CHIEF (SHIFT) JOB DESCRIPTION**

BACKGROUND

On January 24, 2014, a resignation notice was received from Assistant Chief Mark Mills with an effective date of February 21, 2014. As this vacancy occurs, there is a need to immediately reassign the functions of this position. Battalion Chief Mike Maltby has been reassigned to fulfill a significant amount of the Assistant Chief position, with primary responsibility directed towards administrative functions of the Department. The balance of job responsibilities have been transferred to the Fire Chief and the Training Battalion Chief positions.

DISCUSSION

As key personnel leave the organization, the opportunity is created to reorganize and reassign staff as currently appropriate, while at the same time, looking into the future needs as the organization becomes fully consolidated. Considering the current and future needs of the Big Bear Fire Authority, an improved staffing model may be considered at this time.

Operationally, the organization delivers service on a three-platoon basis referred to as A, B, and C shifts, respectively. Each shift is supervised by a Fire Captain assigned to two of the three stations. Upon the inception of the Fire Authority, a desired staffing model was approved that effectively adds one additional position to Station 283 (Sugarloaf Station). The net effect places one additional engine into service. When this occurs, three out of three stations will be supervised by a Fire Captain. As the organization evolves, span of control and supervision needs to be considered in the form of a Battalion Chief that is assigned to a shift work schedule. This provides adequate supervision and direction to the three Fire Captains that will report directly to this position on a daily basis. The Assistant Chief position will, therefore, be vacated.

Attached is a proposed job description for a Shift Battalion Chief position, which shall be considered a mid-management position assigned to a 56 hour work week (shift schedule.) Job responsibilities have been assigned that are appropriate for the position. This will strengthen the operational capability of the organization with limited negative effects directed towards administrative capabilities.

With approval of this job description, the Training Battalion Chief position, currently designated as a Monday through Friday, 40-hour work week will be vacated. Battalion Chief Ryan Harold, who currently holds this position, will be reassigned to 56 hour work week (shift schedule) as a

Shift Battalion Chief. A promotional exam will be administered with the intention of a Fire Captain promoting to Shift Battalion Chief. There will be a trickledown effect as a Fire Engineer is promoted to Fire Captain, Firefighter to Fire Engineer, etc.

FISCAL IMPACT

Considering all of the above, the net effect will be a cost savings of approximately \$75,000 annually that should be equally distributed though cost allocation between the two parent organizations.

The annual salary for the Shift Battalion Chief position is \$105,907 to \$115,817. This range was derived by calculating a 15% increase above the Fire Captain position, which created the bottom of the wage scale for the Battalion Chief position and then, increased 10% to reflect the top of wage scale. This hourly wage range will be stepped-in over a ten year period, which is consistent with other positions assigned to shift work.

<u>Range</u>	<u>STEPS</u>									
	1	2	3	4	5	6	7	8	9	10
34.52 – 43.15	34.52	35.38	36.27	37.17	38.10	39.06	40.03	41.03	42.06	43.11

RECOMMENDATION

Staff recommends the Authority Board authorize 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 attached Battalion Chief (Shift) job description and salary range as presented above.



BIG BEAR FIRE AUTHORITY

Battalion Chief (Shift) Job Description

FLSA CATEGORY: Non-Exempt
CONFIDENTIAL: Yes
REPORTS TO: Fire Chief
APPROVED BY: Board of Directors
APPROVED DATE: Pending

SUMMARY

Under general direction, performs responsible management, technical and administrative work in commanding and coordinating emergency operations, training, prevention, public education, emergency planning, facility/equipment maintenance, and other related programs and services; provides responsible and technical staff assistance; implements program goals and objectives; assists with preparation and administration of budget; oversees and supervises assigned staff.

SUPERVISORY RESPONSIBILITIES

- The Battalion Chief functions with primary responsibility to assure that assigned personnel, apparatus, equipment and facilities are maintained in appropriate readiness to respond to a variety of emergency calls for service
- Under general direction, directs, manages, supervises, and coordinates the activities and operations of assigned shift within the organization including operations, training, facility/equipment maintenance, public education and related programs
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs and services; recommends and administers policies and procedures
- Carries out supervisory responsibilities in accordance with department policies and applicable laws
- Conducts thorough fact finding investigations and enforces regulations firmly, tactfully, and impartially

ADMINISTRATIVE SUPPORT

- Provides highly responsible and complex administrative support to the Fire Chief
- Participates in the development of the organization's annual budget
- Handles confidential operational and employee information
- Addresses personnel issues related to assignments, training, discipline, morale, team building, and enforcement of job-related functions
- Interprets job-related information conveyed orally and in writing
- Appraises performance and initiates disciplinary actions
- Addresses complaints and resolves problems
- Prepare and maintain a variety of records and reports

TRAINING

- Has the ability to function as a Training Officer for the organization
- Oversees the development and implementation of the organization's training programs
- Identifies the training needs of subordinate personnel
- Provides or coordinates shift level training and drills in fire fighting methods, techniques, and related subjects
- Maintains shift personnel training records
- Participates with company captain in the training of personnel and serves as an instructor for specialized in-service training courses
- Conducts surveys and studies to determine training needs
- Coordinates training records; reviews and updates individual and company training records

EMERGENCY MEDICAL SERVICES

- Knowledge of emergency medical care, basic and advanced life support standards and care delivery systems
- Monitors programs, operations, and personnel for compliance with local and state rules, regulations, and guidelines related to emergency medical services
- Evaluates, coordinates, and monitors Continuous Quality Improvement (CQI) issues
- Develops and implements CQI mechanisms necessary for evaluation of system compliance to ensure EMS excellence
- Coordinates the Department's paramedic and EMS pre-hospital care and transportation system
- Coordinates billing procedures in conjunction with Financial Services Coordinator
- Manages EMS records to ensure accuracy and confidentiality
- Acts as liaison with local and state regulatory EMS agencies, hospital personnel, paramedic trainers, other fire agencies, and the public in the course of managing the EMS program

FIRE PREVENTION

- Participates with the shift captain in the performance of annual business inspections
- Performs inspections - commercial and residential
- Coordinates prevention activities assigned to shift personnel
- Coordinates prevention activities during special events
- Coordinates public fire safety training program
- Issues citations, when necessary, at the direction of the Fire Chief

FIRE AND ARSON INVESTIGATIONS

- Knowledge of proper methods, practices, and procedures to conduct fire cause and origin investigations
- Determines fire cause and origin in conjunction with the shift captain
- Compiles investigation results, determines probable causes of fire and reports results to superiors

- Prepares reports detailing results of fire investigations
- Responds to calls from schools and parents to instruct children in dangers of fires

DATA COLLECTION, REPORTING, AND INVESTIGATIONS

- Communicates effectively with the public in person, by phone, or in writing, occasionally in adverse situations
- Conducts investigations of reported fire hazards
- Investigates incidents relating to hazardous material handling, illegal dumping, illegal business activity, and illegal citizen activity

ATTENDS MISCELLANEOUS COMMUNITY AND SPECIAL INTEREST GROUP MEETINGS

- Disseminates information relevant to the current activities or concerns of the fire department organization
- Communicates meeting information to fire department administration
- Elicits and maintains cooperative work relationships; communicates effectively both verbally and in writing; and conducts effective meetings

ABILITIES:

- Direct and supervise forces to mitigate the impact of emergency incidents (all hazard)
- Ascertain the need for and type of additional equipment necessary to counteract the emergency
- Make technical decisions utilizing emergency services best practices and methods for incident mitigation
- Communicate clearly and concisely, both orally and in writing
- Lead, direct, and motivate others
- Work independently
- Establish and maintain effective working relationships
- Analyze problems and apply sound judgment in developing alternatives
- Interpret, explain, and apply policies and procedures in managing a variety of diverse and complex situations
- Serve as liaison to affiliate organizations
- Operate office equipment including computers and supporting word processing, spreadsheet, e-mail, and incident reporting software applications

EDUCATION/TRAINING/EXPERIENCE

Knowledge of the principles, systems, procedures, practices, and methods employed in fire prevention and investigation; knowledge of fire fighting methods, equipment, and apparatus; knowledge of fire engineering principles, systems, and equipment used in detecting and suppressing fires; knowledge of departmental policies and procedures; knowledge of Human Resources rules and regulations regarding performance appraisal, administrative investigation, and discipline.

The individual must possess the ability to satisfactorily carry out the duties and responsibilities of this job and deal effectively with employees, property owners, and the general public. The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, and be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet. The individual should be able to provide administrative and professional leadership and direction for staff. The individual should have the ability to establish and maintain effective working relationships with others, work independently and on project teams.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations written in English. Ability to write reports, business correspondence, and procedure manuals in English. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Abilities: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Learn and adhere to applicable terms and conditions of employment including health and safety rules and regulations, department rules and regulations, policies and procedures.

A combination of the following experience and training is required for this position:

- Ten (10) years of fire service experience, including two (2) years at the shift supervisory level, is required
- Equivalent to completion of an Associate's degree in fire science, management, business administration, or related field is highly desirable
- Completion of California Level 1 Investigation, Fire Command courses 2A, 2B, and 2E required by the end of probationary period

CERTIFICATES/LICENSES

- Possess and maintain current Emergency Medical Technician or First Responder Certification
- Possession of a valid California Class C Driver License with Firefighter endorsement
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists
- Use hands to finger, handle, or feel
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear
- The employee is occasionally required to sit, stoop, kneel, crouch or crawl, taste and smell
- The employee must be capable of occasionally lifting and/or moving objects weighing more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months
- The employee is frequently exposed to moving mechanical parts
- The employee is required to meet department's grooming standards

The employee may occasionally be exposed to:

- Wet and/or humid conditions
- High, precarious places
- Fumes or airborne particles
- Toxic or caustic chemicals
- Blood borne pathogens and other communicable diseases
- Extreme heat
- Risk of electrical shock
- Explosives
- Vibration
- Noise levels in the work environment that are usually loud



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **MID-YEAR BUDGET ADJUSTMENTS FOR FY 2013-14**

BACKGROUND

The current FY 2013-14 Authority Budget was developed about a year ago. This is the first year of a consolidated budget in which several line items were removed from the individual districts' budgets and placed within the Authority budget. While much care and consideration was placed in the development of a consolidated Fire Authority, there was simply no previous budget history to review that adequately reflected the cost of a consolidated operation.

DISCUSSION

The Big Bear Fire Authority has now entered the last half of the agency's second fiscal year. There have been numerous accomplishments and work towards further consolidation. As this work continues, the Fire Authority is growing in complexity and strength. As we continue on the path of further consolidation and improved efficiencies, there are associated transitional costs. These costs are primarily one-time cost necessary for the creation of guidance documentation, analysis, and systems/program development. This is particularly true regarding legal and professional services. The Fire Authority has experienced additional costs that directly tie to the daily operation. This is mainly true within the fleet maintenance budget line item. Below is a detailed list of funding necessary to continue or complete certain projects and programs for the remaining months of the current fiscal year.

Project Description: Continue proper maintenance and repair of fire department apparatus.

Anticipated Results: Maintains organizational response capability by providing in-service first line apparatus. Maintains sufficient reserve apparatus that covers first line fleet when first line apparatus is out of service for repairs.

Current Status: Work is continuous with ongoing associated expense. Unanticipated significant mechanical repair has been required, thus requiring additional funding to continue with normal regular reoccurring periodic maintenance schedules.

Budget Adjustment: \$42,500 Automotive Expense Line Item

Project Description: Replace unserviceable personal protective equipment. Rotate used serviceable personal protective equipment into supply for reissuance. Warehouse/stock other department apparel for member purchase pursuant to bargaining unit Memorandum of Understanding (MOU).

Anticipated Results: Provides proper protection for our emergency responders. Managed system extends the life of serviceable protective equipment by rotating used personal protective equipment from full time personnel to part-time personnel. This extends the life cycle, while at the same time, provides decent in-service protective gear to our part-time personnel.

Current Status: Department currently has all personnel properly fitted in good serviceable personal protective equipment. Department inventory of approved wearing apparel needs to be created that allows personnel to purchase pursuant to the bargaining unit MOU.

Budget Adjustment: \$8,000 Clothing and Personal Equipment Line Item

Project Description: Education and Training budget category provides necessary training and continuous education for organizational personnel.

Anticipated Results: Enables the organization to meet training mandates as prescribed through certain statutes, regulations, and best practice standards. This also provides funding to meet training costs per the MOU for approved courses.

Current Status: All personnel are meeting annual training requirements. Annual physical fitness testing is a form of training. The cost for this service was inadvertently omitted from the consolidated Fire Authority budget. Additional funding is needed to cover the cost of fitness testing.

Budget Adjustment: \$13,500 Education and Training Line Item

Project Description: Modify the living quarters at Station-283 (Sugarloaf Station) to accommodate a three-person engine response capability as part of the Board approved staffing model. Remodel living quarters at Station-282 (Big Bear City Station) to provide appropriate gender separation within sleeping areas. Develop plans for the addition of bathroom facilities at the Paradise Training Facility.

Anticipated Results: Improved response capability created by providing station facility improvements that allow for three-person staffing at Station-283. Improved work environment provided through modification of sleeping quarters at Station-282. Improved use of training classroom located at the Paradise Training Facility. This will open up training and revenue opportunities as various classes are offered.

Current Status: Work is 100% complete at Stations-282 and -283. Plans were developed internally. All labor was provided by in-house personnel that resulted in substantial savings to the organization. Conceptual plans have been sketched for the addition of bathroom facilities at the Paradise Training Facility. Construction blue prints are needed to develop construction cost estimates. Bathrooms required to be constructed to meet ADA requirements. With this information, staff will present to the Board a work plan for restroom facilities within the FY 2014/15 Authority Budget.

Budget Adjustment: \$20,000 Maintenance Building and Grounds Line Item

Project Description: Identify potential strategies that can be employed to facilitate the orderly transfer of personnel from current employing agency to that of the Big Bear Fire Authority.

Anticipated Results: The development of a strategic transition plan that reduces number of personnel employed by each respective district as it relates to retirement system liabilities. Though this effort, the desired effect is to reduce retirement liabilities to a point in which complete withdrawal can occur without negative fiscal consequence.

Current Status: A series of Board workshops have occurred over the past year. Authority legal counsel has presented several options for Board consideration. Staff and legal counsel have met with representatives from the County retirement system (SBCERA). An actuarial study is necessary to evaluate associated fiscal impacts as the number of personnel are reduced through attrition.

Budget Adjustment: \$15,000 Professional Service Line Item

Project Description: Continuous development of legal documents and analysis that provide further consolidation work and policy direction from the Board.

Anticipated Results: Enables staff to work with legal counsel to create legal documents and presentations for the Board's consideration, discussion, and action. Enables staff to set up the Big Bear Fire Authority as an employing agency.

Current Status: Work is ongoing. It is anticipated that substantial legal service will be needed prior to the end of the fiscal year.

Budget Adjustment: \$30,000 Professional Service-Legal Line Item

Summary of Transfer Request

Automotive Expense \$42,500

Clothing and Personal Equipment	8,000
Education and Training	13,500
Maintenance Building and Grounds	20,000
Professional Services	15,000
Professional Services-Legal	<u>30,000</u>
Total	\$129,000

The total amount of \$129,000 will be equally split between the two parent organizations at \$64,500 each.

Due to attrition and resignations, the Big Bear Lake Fire Protection District is currently not funding three vacant firefighter positions nor are these positions being backfilled. This reduction is made possible through a consolidated workforce and apparatus staffing assignments. It is the intent to convert these vacant firefighter positions to Apprentice Firefighters. The effect of this arrangement is Big Bear Lake is tracking well below budget and can accommodate this additional cost without depleting reserves. Inequity issues need to be addressed through modification of the staff cost sharing agreement as part of the FY 2014/15 Authority Budget.

The Big Bear City Fire Department's budget is currently performing better than projected; as such, this funding request will not impact reserves. Providing the inequity regarding staff cost sharing issues are resolved within the FY 2014/15 Authority Budget, the Big Bear City Fire Department's budget will be greatly improved.

With the approval of this Authority mid-year budget request, this item will be brought back before each district for independent Board action through the mid-year budget review and adjustment process.

RECOMMENDATION

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



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

MEETING DATE: February 4, 2014

TO: Honorable Chairman and Members of the Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant/Board Secretary *cef*

SUBJECT: **BOARD DISCUSSION OF THE FIRE AUTHORITY REGULAR BOARD MEETING OF APRIL 22, 2014**

BACKGROUND

At its' meeting of December 17, 2013, the Authority Board discussed the meeting schedule for 2014 and approved adjournments for two meetings that coincided with school breaks during the months of April and August.

DISCUSSION

One of the adjournments involved moving the April 1, 2014 regular meeting to April 22, 2014. However, after checking with City staff regarding the availability of Hofert Hall for April 22, it was learned the City has a contract in place with the high school for the use of the Performing Arts Center (PAC) from April 13 through May 3, 2014.

It is important to establish a date for the April Board meeting at this time due to the impending adoption of the 2013 Fire Code Ordinance, which requires a public hearing and the posting of public notices as required by statute.

For Board consideration and discussion, there are two options: (1) conduct the April 22, 2014 meeting in the Training Room; or (2) conduct the April 22, 2014 meeting in Hofert Hall with the understanding there may be some minor disturbances such as noise from the PAC or people coming and going.

RECOMMENDATION

Staff recommends the Authority Board conduct the April 22, 2014 meeting in Hofert Hall as scheduled.