



Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY
MEETING AGENDA
AUGUST 19, 2014**

ORDER OF BUSINESS:

Closed Session – 5:00 p.m. – Training Room, 39707 Big Bear Blvd., Big Bear Lake, CA 92315

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 JAY OBERNOLTE
DIRECTOR KARYN OXANDABOURE
DIRECTOR PAUL TERRY
DIRECTOR LARRY WALSH**

STAFF

**FIRE CHIEF JEFF WILLIS
AUTHORITY COUNSEL JEFF FERRE
TREASURER-AUDITOR/CONTROLLER KATHLEEN SMITH
BOARD SECRETARY CORINNE FLORES**

OPEN SESSION

CLOSED SESSION PUBLIC COMMUNICATIONS: Any member of the public is entitled to speak on Closed Session Agenda items. If you wish to address any other items listed on the Agenda, you must do so during Open Session.

CLOSED SESSION

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - pursuant to Government Code Section 54957**

Title of Position: Fire Chief

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.

RESULTS OF CLOSED SESSION**ANNOUNCEMENTS & UPCOMING EVENTS**

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

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

PRESENTATIONS

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

Chief Willis will introduce Greg Robinson, who promoted to Fire Captain. He will be pinned with a Captain's badge by Susanne Saderup.

Chief Willis will introduce Norman Dykesten, who promoted to Fire Engineer. He will be pinned with an Engineer's badge by his wife, Mikala Dykesten.

DIRECTORS' 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 05/24/14 through 08/11/14 in the amount of \$158,167.57

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

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

FA4. 2014 Mandatory Review of the Conflict of Interest Code

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

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

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

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

NEW BUSINESS

FA7. Possible Donation of Surplus Tools and Equipment

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

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

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

FA9. Discussion of a Proposal for Audit Services

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

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

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

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

Board consideration of directing the Administrative Committee to develop strategies for a smooth transfer of fiscal accounting responsibility from the parent organizations to the Big Bear Fire Authority and include the Fire Chief, General Manager, City Manager, and Finance department heads in its meetings.

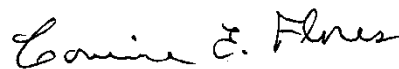
OLD BUSINESS

COMMITTEE REPORTS

DIRECTORS' 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 14th day of August, 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: August 19, 2014

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

FROM: Jeff Willis, Fire Chief 

SUBJECT: CHIEF'S REPORT

Baldwin Lake Annexation for Fire and Emergency Medical Services

On August 11, 2014, the Local Agency Formation Commission (LAFCO) held the final protest hearing. At this hearing, LAFCO staff reported that it had received letters of opposition from 4% of the property owners, indicating that 96% of the property owners are in support of annexation into the Big Bear City Community Services District (CSD). Following the public comment portion of the meeting (during which there were no public comments), the LAFCO Chief Executive Officer announced that LAFCO 3172, As Modified, would carry and that the annexation of the Baldwin Lake community into the CSD for fire protection was complete.

Fire Hazard Abatement 2014

The 2014 Fire Hazard Abatement Program is now underway. As in previous years, particular attention is being paid to juniper bushes located within fifteen feet of a structure. Residents began receiving abatement notices in early July, and as expected, there has been some objection in regards to the removal of juniper bushes. In most cases, fire department staff has been able to work with objecting homeowners to achieve an amenable resolution.

In conjunction with the Fire Hazard Abatement Program, the Curbside Chipping Program is also proving to be a great benefit to numerous properties throughout the jurisdictions served.

Budget

The Finance Departments are still wrapping up year end performance for fiscal year 2013/14. Very preliminary estimates are showing better than expected budget performance for all three agencies.



Big Bear Fire Authority

Item No. FA1

Checks Issued 05/24/14 through 08/11/14

Check#	Vendor/Employee	Transaction	Date	Amount
64153	Action Response Team, Inc	General Household Supplies	05/28/14	963.38
64154	Administrative Services Inc.	Copier Lease	05/28/14	341.04
64155	All Pro Outdoor Power Equipment	Maintenance/Repair	05/28/14	64.54
64157	Butchers Blocks & Building Materials	Materials/Supplies	05/28/14	36.21
64158	D'Alesio Inc.	Magnet Helmet Panels	05/28/14	32.67
64160	Jim McDaniel	Reimb - ICEMA EMT-P Renewal	05/28/14	60.00
64161	Randy Spitz	Coffee/Supplies	05/28/14	189.00
64162	NAPA Auto Parts	Vehicle Maintenance/Repair	05/28/14	278.83
64164	Shawn Sutherland	Reimb - ICEMA EMT Renewal	05/28/14	97.00
64165	Southwest Gas Corporation	Natural Gas Usage	05/28/14	1,258.06
64166	Verizon California	Telephone Service	05/28/14	422.90
64201	Kelsey Bowers	Department Pictures	05/30/14	125.00
64202	Bear Valley Electric	Electricity Usage	05/30/14	1,901.91
64203	Charter Communications	Cable/Internet/Intranet	05/30/14	1,235.46
64204	General Svc Admin-U.S.	Copy Paper	05/30/14	157.84
64205	Mission Linen Supply Inc.	Towels	05/30/14	67.85
64206	Traction	Primer Motor/Valve	05/30/14	211.20
64207	Luke Wagner	Reimb Tuition - Management 1 Class	05/30/14	172.00
64210	US Bank Corporate Payment Systems	Wood Roof Enforcement Letters/Postage Office Supplies/Fuel/Meeting Expense Employee Appreciation/Broadband FDAC Conference Expenses	05/30/14	1,943.47
64235	Department of Forestry and Fire Protection	I-300 Class Materials	06/06/14	408.00
64236	Big Bear City CSD	Water Usage	06/06/14	330.19
64237	VA Communications	Emergency Phones	06/06/14	49.88
64241	Globalstar	Satellite Phone	06/06/14	48.76
64242	The Grizzly	Legal Notices	06/06/14	436.75



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Check#	Vendor/Employee	Transaction	Date	Amount
64244	H & S Fire Equipment Repair	Monthly Inspection/Repair	06/06/14	880.00
64245	Jeter Systems Corporation	File Folder Label Numbers	06/06/14	139.63
64246	Deanne Johanson	Consulting Services	06/06/14	494.00
64248	Quill Corporation	Office Supplies	06/06/14	206.55
64249	Verizon California	Telephone Service	06/06/14	153.78
64254	City of Big Bear Lake Dept of Water & Power	Water Usage	06/12/14	300.28
64255	Big Bear City CSD	Water/Fuel/Waste Removal	06/12/14	10,090.17
		Telephone/Cable/Electricity Usage		
		Maintenance/Conference Expenses		
64256	AT&T Corp	Long Distance Telephone Service	06/12/14	68.00
64257	Bear Valley Electric	Electricity Usage	06/12/14	1,201.91
64259	Car Quest Auto Parts	Vehicle Maintenance/Repair	06/12/14	23.30
64260	Charter Communications	Intranet	06/12/14	505.60
64261	Andrew Crane	Reimb - S-270 Registration	06/12/14	200.00
64263	DIY Home Center	Maintenance	06/12/14	6.94
64264	Image 2000 Inc.	Shipping Charges/Copy Charges	06/12/14	96.87
64265	KBHR-FM	Community Outreach	06/12/14	89.00
64266	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	06/12/14	209.02
64267	South Coast Emergency Inc.	Vehicle Maintenance/Repair	06/12/14	405.72
64269	United Parcel Service	Shipping Charges	06/12/14	32.48
64270	Verizon Wireless	Cell Phone & iPad Data Usage/iPad	06/12/14	999.78
64271	Jeff Willis	Reimb - Employee Appreciation	06/12/14	25.00
64331	US Bank Corporate Payment Systems	Broadband/Business Meeting/Employee	06/19/14	520.58
		Appreciation/Equipment Repair/Conf.		
		Expenses /PDF Converter Software		
64338	County of SB Information Services Department	Radio Access/Maintenance	06/19/14	1,999.93
64339	Petty Cash	Meeting Expenses/Nameplate Engraving	06/19/14	70.38



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Check#	Vendor/Employee	Transaction	Date	Amount
		Key/Vehicle Marker/Postage/Propane		
64340	Advanced Auto	Vehicle Maintenance/Repair	06/19/14	447.48
64341	All Star Fire Equipment Inc	Restocking Fee , Adapters, Nozzles	06/19/14	800.00
64342	Best Best & Krieger LLP	Legal Services	06/19/14	2,301.90
64343	Carrot-Top Industries, Inc	Flag	06/19/14	107.99
64344	Chevron USA	Fuel	06/19/14	143.32
64345	Justin Fluke	Per Diem - Instruction 1B Training	06/19/14	95.00
64347	H & S Fire Equipment Repair	Vehicle Inspection/Maintenance/Repairs	06/19/14	1,960.00
64348	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	06/19/14	326.83
64349	Laerdal Medical Corporation	Pocket Masks/CPR Workbooks/BLS	06/19/14	408.14
64353	Randy Spitz	Coffee	06/19/14	311.00
64354	Quill Corporation	Office Supplies	06/19/14	300.30
64356	Traction	Spare Primer Motor	06/19/14	271.47
64357	Verizon California	Traffic Signal	06/19/14	53.28
64364	Department of Forestry and Fire Protection	Command 1A Class Registration	06/26/14	328.00
64365	Administrative Services Inc.	Copier Lease	06/26/14	376.92
64366	Bruinsma Nick	Reimb - ICEMA EMT-I Renewal	06/26/14	97.00
64367	The Counseling Team International, Inc.	Employee Support Services	06/26/14	450.00
64368	Direct Signs	Banners	06/26/14	108.00
64369	Farsight Technologies, Inc.	Big Bear Fire Authority Meeting	06/26/14	100.00
64370	John Green	Big Bear Fire Authority Meeting	06/26/14	100.00
64371	Rick Herrick	Big Bear Fire Authority Meeting	06/26/14	100.00
64374	NAPA Auto Parts	Vehicle Maintenance/Repair	06/26/14	271.33
64375	Jeff Newsome	Big Bear Fire Authority Meeting	06/26/14	100.00
64376	Karyn Oxandaboure	Big Bear Fire Authority Meeting	06/26/14	100.00
64377	South Coast Emergency Inc.	Vehicle Repair Parts	06/26/14	8.83
64378	Southwest Gas Corporation	Natural Gas Usage	06/26/14	649.63



Big Bear Fire Authority

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Check#	Vendor/Employee	Transaction	Date	Amount
64379	Paul Terry	Big Bear Fire Authority Meeting	06/26/14	100.00
64380	United Parcel Service	Shipping Charges	06/26/14	33.86
64381	Larry Walsh	Big Bear Fire Authority Meeting	06/26/14	100.00
64382	Joseph Webb	Reimb - PALS Renewal	06/26/14	175.00
64383	Billy Wormsbecker	Vehicle Labeling	06/26/14	3,100.00
64384	David Yegge	Wooden Bear for Firewise Appreciation	06/26/14	135.00
64464	California EMS Authority	Ca EMT-P License Renewal	07/03/14	200.00
64466	Petty Cash	Board Secretaries Mtg Exp/Postage	07/03/14	22.80
64468	Action Response Team, Inc	General Household Supplies	07/03/14	344.64
64469	All Star Fire Equipment Inc	Structure Helmet - Red	07/03/14	279.11
64470	VA Communications	Emergency Phones	07/03/14	50.00
64471	Bear Valley Electric	Electricity Usage	07/03/14	1,694.88
64473	Charter Communications	Cable/Internet/Intranet	07/03/14	1,741.06
64474	DIY Home Center	Maintenance/Repair	07/03/14	158.62
64475	Entenmann-Rovin Co	Wallet Badges	07/03/14	295.02
64476	Firefighters Safety Center	Uniforms	07/03/14	423.77
64477	Justin Fluke	Reimb - Training Expenses	07/03/14	254.40
64478	H & S Fire Equipment Repair	Vehicle Inspection	07/03/14	960.00
64479	Image 2000 Inc.	Copy Charges	07/03/14	922.75
64480	KBHR-FM	Community Outreach	07/03/14	99.00
64481	KME Fire Apparatus Inc.	Vehicle Repair Parts	07/03/14	13.68
64482	JSL Automotive Group, LLC	Vehicle Maintenance	07/03/14	112.31
64483	Mission Linen Supply Inc.	Towels	07/03/14	47.94
64484	Randy Spitz	Coffee & Supplies	07/03/14	306.16
64485	NAPA Auto Parts	Vehicle Repair Parts	07/03/14	9.02
64486	Verizon California	Telephone Service	07/03/14	410.21
64487	Jeff Willis	Reimb - FDAC Conference Expenses	07/03/14	15.07



Big Bear Fire Authority

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Check#	Vendor/Employee	Transaction	Date	Amount
64493	California State Board of Equalization	Quarterly Sales & Use Tax Submittal	07/10/14	281.06
64519	City of Big Bear Lake Dept of Water & Power	Water Usage	07/10/14	342.12
64520	Big Bear City CSD	Water Usage	07/10/14	389.39
64521	Jeffrey Alexy	Refund I-400 Class Registration	07/10/14	50.00
64522	All Pro Outdoor Power Equipment	Maintenance/Repair	07/10/14	73.22
64523	Apple Valley Communications, Inc.	Alarm Monitoring	07/10/14	132.00
64524	AT&T Corp	Long Distance Telephone Service	07/10/14	66.81
64525	Big Bear Lake Antique Car Club	Award Sponsorship	07/10/14	75.00
64526	Bear Valley Electric	Electricity Usage	07/10/14	1,616.03
64527	Bear Valley Printing Inc	Business Cards	07/10/14	33.25
64528	California Fire Chiefs Assoc	Membership Dues	07/10/14	250.00
64529	The Counseling Team International, Inc.	Employee Support Services	07/10/14	450.00
64531	Eighth Avenue Enterprise	Radio Frequency Books	07/10/14	331.08
64532	Entenmann-Rovin Co	Firefighter Badges	07/10/14	1,020.53
64533	ExpeData LLC	Natural Forms Licenses	07/10/14	769.43
64534	FAIRA	Business Insurance Coverage	07/10/14	293.00
64535	FDAC	Membership Dues	07/10/14	550.00
64536	Globalstar	Satellite Phone	07/10/14	48.76
64537	Goodyear Tire & Rubber Co Inc.	Tires	07/10/14	2,357.77
64538	The Grizzly	Legal Notices	07/10/14	132.00
64540	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	07/10/14	1,000.00
64541	Deanne Johanson	Consulting Services	07/10/14	893.00
64542	Jerry Knutsen	Backflow Certifications	07/10/14	200.00
64544	Sigtronics Corporation	Upgrade 7 Headsets for 800 Radios	07/10/14	2,950.53
64545	United Parcel Service	Shipping Charges	07/10/14	14.16
64546	The UPS Store	Shipping Charges	07/10/14	67.25
64547	Verizon California	Telephone Service	07/10/14	152.59



Big Bear Fire Authority

Item No. FA1

Checks Issued 05/24/14 through 08/11/14

Check#	Vendor/Employee	Transaction	Date	Amount
64549	Trevor Wilding	Refund I-400 Class Registration	07/10/14	50.00
64566	US Bank Corporate Payment Systems	Wood Roof Enforcement Letters/Office Supplies/Fuel/Banquet Lodging/ Broadband/Calibration Filter	07/21/14	1,140.51
64571	County of SB Information Services Department	Radio Access/Maintenance	07/25/14	1,999.93
64572	Confire	Dispatching Services	07/25/14	45,089.02
64573	Big Bear City CSD	Water/Fuel/State EE Posters Veh Repair/Telephone/Internet/Electricity Alarm Monitoring/Port. Toilets/Dishwasher DMV Physicals/Computer Equipment	07/25/14	7,692.96
64574	AFSS Southern Division	Membership Dues	07/25/14	50.00
64575	Best Best & Krieger LLP	Legal Services	07/25/14	1,942.10
64576	Bear Valley Electric	Electricity Usage	07/25/14	167.79
64577	Bear Valley Printing Inc	Office Supplies	07/25/14	75.86
64578	Gregory Buckner	Rebuilt Stretcher	07/25/14	6,000.00
64579	Chevron USA	Fuel	07/25/14	133.34
64581	FailSafe Testing	Vehicle Inspection	07/25/14	600.00
64582	H & S Fire Equipment Repair	Vehicle Inspection	07/25/14	960.00
64583	ICEMA	Administration Fees	07/25/14	2,229.70
64584	Image 2000 Inc.	Toner Waste Containers/Return Ricoh	07/25/14	342.70
64586	Brian Lambert	Reimb - Redback Boots	07/25/14	180.24
64587	Ludecke's Electrical Service, Inc.	Repair Flag Wall Light	07/25/14	181.50
64588	Mine Safety Appliances Co, LLC	Repair Altair 5 Multigas Detector	07/25/14	405.00
64589	Jessica Ortega	Reimb - EMT-P Application	07/25/14	110.00
64590	Radio Shack Corporation	Cell Dash Mobiledock	07/25/14	26.99
64593	Traction	Vehicle Repair Parts	07/25/14	1,127.42
64594	Tri-County Fire Equipment	Fire Extinguisher Service	07/25/14	456.90



Big Bear Fire Authority

Item No. FA1

Checks Issued 05/24/14 through 08/11/14

Check#	Vendor/Employee	Transaction	Date	Amount
64595	United Parcel Service	Shipping Charges	07/25/14	21.42
64596	Verizon California	Traffic Signal	07/25/14	53.28
64597	Verizon Wireless	Cell Phone/iPad Cases	07/25/14	972.83
64598	Zhappo Studios	Web Site Maintenance and Update Services	07/25/14	3,120.00
64672	San Bernardino County Fire Protection District	Haz Mat Facility Charge	07/25/14	311.00
64673	Petty Cash	Postage	07/25/14	28.03
64674	Administrative Services Inc.	Copier Lease	07/25/14	376.92
64675	A Plumbing & Heating, Inc	Back Flow Test	07/25/14	50.00
64676	A-Z Bus Sales Inc.	Vehicle Repair Parts	07/25/14	586.03
64677	Butchers Blocks & Building Materials	Stain & Painting Supplies	07/25/14	259.11
64678	Cody Cronk	Reimb - Station Boots	07/25/14	152.60
64679	H & S Fire Equipment Repair	Vehicle Maintenance	07/25/14	960.00
64680	Image 2000 Inc.	Copy Charges	07/25/14	239.52
64681	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	07/25/14	1,178.69
64682	Mission Linen Supply Inc.	Towels	07/25/14	47.94
64683	NAPA Auto Parts	Vehicle Maintenance/Repair	07/25/14	97.61
64684	Radio Shack Corporation	Bluetooth Headsets	07/25/14	304.14
64685	Southwest Gas Corporation	Natural Gas Usage	07/25/14	229.84
64686	Westrux International, Inc.	Vehicle Repair Parts	07/25/14	38.87
64696	Department of Forestry and Fire Protection	Fire Management 1 Class Registration	07/31/14	488.00
64698	Charter Communications	Cable/Intranet	07/31/14	647.03
64699	Ludecke's Electrical Service, Inc.	Replace Ballast at Flag Pole	07/31/14	352.50
64700	Randy Spitz	Coffee	07/31/14	353.20
64701	Southwest Gas Corporation	Natural Gas Usage	07/31/14	154.03
64702	Traction	Vehicle Maintenance/Repair	07/31/14	467.78
64703	Verizon California	Telephone Service	07/31/14	383.05
64795	Big Bear City CSD	Water/Fuel/Travel Expenses	08/11/14	8,025.20



Big Bear Fire Authority

Item No. FA1

Checks Issued 05/24/14 through 08/11/14

Check#	Vendor/Employee	Transaction	Date	Amount
		Advertising/Telephone/Electricity/Portable Toilets/Projector Lamp/DMV Physicals Training Expenses		
ACH David Caretto		Big Bear Fire Authority Meeting	06/26/14	100.00
ACH Don Smith		Reimb - Tomahawk Fire Expense	05/30/14	16.18
ACH Don Smith		Reimb - CFEDWest Conf Expenses	06/12/14	780.25
				<u>158,167.57</u>

Big Bear Fire Authority
Fiscal Year 2013-14 Quarterly Report
as of June 30, 2014

PRELIMINARY - UNAUDITED

Balance Sheet

Account Number	Description	As of 6/30/2014
222-0000-1310	Share of Pooled Cash/Investments	184,015
222-0000-1021	Petty Cash	250
222-0000-1030	Accounts Receivable	-
222-0000-1320	Due from Other Governmental Agency	50,361
	Total Assets	234,626
222-0000-2010	Vouchers Payable	35,326
222-0000-2211	Due to Fire District for Petty Cash Advance	250
222-0000-2035	Sales Tax Payable	-
222-0000-2214	Due to Other Governmental Agency	-
	Total Liabilities	35,576
222-0000-2435	Vehicle Replacement Reserve	63,050
222-0000-2438	Office Equipment Reserve	26,000
222-0000-2442	Equipment Replacement Reserve	60,000
222-0000-2451	Contingency Reserve	50,000
222-0000-2531	Unassigned Fund Balance	-
	Total Fund Balance	199,050

Big Bear Fire Authority
Fiscal Year 2013-14 Quarterly Report
Year Ended June 30, 2014 (July 2013-June 2014)

PRELIMINARY - UNAUDITED

Statement of Revenues and Expenditures

Account	Description	Budget	YTD 6/30/2014	Available Budget	
3472	Public Training	-5,000	-11,901	6,901	
3742	Reimb from FPD - BBFA Costs	-415,112	-353,147	-61,965	
3743	Reimb from CSD - BBFA Costs	-415,112	-353,147	-61,965	
3744	FPD Share of CSD Paid Costs	-36,543	-36,543	0	
3745	CSD Share of CSD Paid Costs	-36,543	-36,543	0	
3751	Use of Personnel/Equip	0	-71,350	71,350	
3769	Donations	-1,269	-1,268	-1	
	Total Revenues	-909,579	-863,899	-45,680	5%
1400	Office Expense	5,400	4,283	1,117	
1410	General Household	21,700	17,406	4,294	
1420	Fuel	56,150	50,736	5,414	
1440	Basic Materials	9,000	8,171	829	
1450	Automotive Expense	155,260	155,249	11	
1470	Disaster Supplies	1,000	702	298	
1480	Small Tools	1,000	217	783	
1490	Clothing and Personal Equipment	41,100	39,860	1,240	
	Supplies	290,610	276,624	13,986	5%
2110	Advertising	2,310	2,300	10	
2120	Data/Telephone Lines	49,850	49,843	7	
2129	Communications - Radio	4,910	4,902	8	
2140	Utilities - Gas	22,060	20,632	1,428	
2150	Utilities - Water	7,500	7,109	391	
2160	Utilities - Electric	46,200	45,686	514	
2170	Printing	3,300	2,614	686	
2190	Postage	3,000	2,471	529	
2220	Maint-Buildings and Grounds	31,000	27,271	3,729	
2230	Maintenance - Equipment	26,490	26,367	123	
2240	Professional Services	35,850	23,634	12,216	
2244	Professional Services - Legal	44,800	37,796	7,004	
2300	Contractual Services-Govt	168,940	168,936	4	
2317	Recruitment Expense	9,110	7,841	1,269	
2600	Insurance	320	312	8	
2640	Memberships and Dues	5,310	5,302	9	
2650	Publications	3,500	2,430	1,070	
2660	Travel-Conferences and Meeting	8,200	7,421	779	
2670	Education / Training	43,060	42,015	1,045	
2700	Public Training	5,440	5,439	1	
2825	Software	7,769	6,905	864	
	Other Services & Charges	528,919	497,225	31,694	6%
3930	Vehicle Replacement Reserve	24,050	24,050	0	
3950	Office Equipment Reserve	11,000	11,000	0	
3966	Contingency Reserve	25,000	25,000	0	
3969	Other Equipment Reserve	30,000	30,000	0	
	Capital Outlay	90,050	90,050	0	0%
	Total Expenditures	909,579	863,899	45,680	5%
	Excess (Deficiency) of Revenues				
	Over (Under) Expenditures	-	-	-	

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
JUNE 3, 2014**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:30 p.m., Tuesday, June 3, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director David Caretto

Directors Present: Chairman John Green
Director David Caretto
Director Rick Herrick
Director Jay Obernolte
Director Karyn Oxandaboure
Director Paul Terry
Director Larry Walsh

Directors Absent: Vice Chairman Bill Jahn
Director Bob Jackowski
Director Jeff Newsome

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

ANNOUNCEMENTS & UPCOMING EVENTS

The regular Big Bear Fire Authority meeting scheduled for Tuesday, August 5, 2014 has been adjourned to Tuesday, August 19, 2014 at 6:30 p.m.

PRESENTATIONS

Chief Willis introduced and presented Firefighter/Paramedic Brandon Willis with his wallet badge.

At the hour of 6:35 p.m., Director Newsome arrived at the meeting.

Chairman Green recognized USAA Insurance with a Certificate of Appreciation for obtaining rate reductions from the California Insurance Commissioner that will result in

savings of homeowner insurance premiums for their policyholders located within the active Firewise communities of Big Bear Lake and Big Bear City. Representatives from USAA Insurance were unable to attend the meeting, however, Fire Fuels Program Supervisor David Yegge accepted the Certificate of Appreciation on their behalf. Mr. Yegge will present the Certificate of Appreciation and a wooden bear to USAA Insurance at the 12th Annual Xeriscape Garden Tour in July.

At the June 2, 2014 regular meeting of the Big Bear City Community Services District (CSD), Director Newsome announced his intention to resign from the CSD Board, effective June 17, 2014. Chief Willis commented on his excellent working relationship with Director Newsome, expressed his congratulations, and stated he will miss him. Chairman Green presented Director Newsome with a Fire Authority plaque in recognition and appreciation for his twelve plus years of service to the Big Bear Valley. Director Newsome commented it was his honor to serve, and he is very proud of the organization and all of the people he has worked with.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Caretto extended his congratulations to Director Newsome for his new job and relocation. He also congratulated Chief Willis for being nominated for a Visioning Award at the upcoming Annual SANBAG General Assembly meeting on June 12.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis reported on: the proposed Baldwin Lake annexation into the CSD for fire and emergency medical services; third quarter financials; 2014 fire season; fire hazard abatement; and the Big Bear Emergency Medical Technician class.

Received and filed.

CONSENT CALENDAR

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

FA1. Approval of Demands – Check Issue Date 04/12/14 through 05/23/14 in the amount of \$55,879.59

Approved.

FA2. Fiscal Year 2013/14 Quarterly Report as of March 31, 2014

Received and filed.

FA3. Proposed Resolution to Reaffirm the Statement of Investment Policy

Board consideration of adopting a resolution reaffirming the Statement of Investment Policy for Fiscal Year 2014/15.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2014-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ADOPTING THE STATEMENT OF
INVESTMENT POLICY FOR FISCAL YEAR 2014/15

FA4. Approval of meeting Minutes from the April 22, 2014 Regular Meeting of the Fire Authority

Approved with corrections as specified in the green sheet for the April 22, 2014 Minutes and with the removal of the reference to quarterly financials in the Chief's Report.

Motion to approve the Consent Calendar was amended by Director Newsome; and seconded by Director Obernolte, to include the corrections identified in Item FA4. Minutes of April 22, 2014.

The Consent Calendar was approved, with the corrections to Item FA4, by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

PUBLIC HEARING

Any person may appear and be heard in support or opposition to the proposal at the time of the meeting. If you challenge the action in court, you may be limited to raising only those

issues which you or someone else raised at the public meeting described in the notice, or in written correspondence delivered to the Authority at or before the public meeting.

FA5. Second Reading and Possible Adoption of an Ordinance Adopting the 2013 Edition of the California Fire Code with Local Amendments

Board consideration of second reading and adoption of Ordinance No. BBFA2014-001 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; and directing the Board Secretary to file the findings with the Department of Housing and Community Development.

At the hour of 7:00 p.m., Chairman Green opened the public hearing. Hearing no public comment, at the hour of 7:01 p.m., Chairman Green closed the public hearing.

Motion by Director Caretto; seconded by Director Herrick, to adopt the following Ordinance entitled:

ORDINANCE NO. BBFA2014-001

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

Said Motion was approved by the following vote:

AYES: Newsome, Obernolte, Oxandaboure, Terry, Walsh, Caretto, Herrick, Green

NOES: None

ABSENT: Jackowski, Jahn

ABSTAIN: None

FA6. Adoption of the Fiscal Year 2014/15 Big Bear Fire Authority Budget

Board consideration of conducting a public hearing and adopting a resolution of the Board of Directors of the Big Bear Fire Authority, a California Joint Powers

Authority, adopting the Big Bear Fire Authority Budget for the Fiscal Year 2014/15.

Chairman Green asked Chief Willis if he had any comments regarding this agenda item. Chief Willis provided a short overview of some of the budget highlights. He further stated as the Authority continues to build in its capability and capacity, the organization is at the point where active management of the daily operations of both fire departments belong to the Fire Authority. As the organization continues to grow, which is reflected in the last three budgets, he would like to dialogue with the Board about transitioning the fiscal responsibility of this organization to that of the Authority.

At the hour of 7:05 p.m., Chairman Green opened the public hearing. Hearing no public comment, at the hour of 7:06 p.m., Chairman Green closed the public hearing.

Motion by Director Newsome; seconded by Director Caretto, to adopt the following resolution entitled:

RESOLUTION NO. BBFA2014-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ADOPTING THE BIG BEAR FIRE
AUTHORITY APPROVED BUDGET FOR FISCAL YEAR
2014/15

At the hour of 7:06, Chairman Green opened the floor to the Board for questions and comments.

Director Obernolte asked whether this is the exact budget that was presented at the last Board meeting. Chief Willis replied yes.

Director Obernolte stated that from the public's perspective, it may be alarming that every year the Fire Authority budget doubles. He wanted to clarify that this is a planned transition and the added expenses to the Authority budget are from the budgets of the CSD and the Big Bear Lake Fire Protection District; that more money is being spent under the Authority and less money from the respective agencies. This year, there is a transitioning of vehicular reserves to the Authority from the respective agencies, which is almost a quarter of a million dollars this year.

Director Obernolte had a concern regarding Line Item 2300, Contractual Services-Government. He asked the Chief to explain why the dispatch service costs are going up as it has increased from \$167,000 last year to \$254,000 this

year. Chief Willis replied the transition to 800 MHz radios requires a subscription, similar to cell phone technology, that resulted in increased dispatch costs. Additionally, the Fire Hazard Abatement contract amount and the ICEMA agreement cost that allows paramedics to operate were added to Contractual Services for both jurisdictions.

Director Obernolte asked how much of that increase is a result of shifting cost from the respective agencies and how much are real additional dollars going out the door? Chief Willis replied, from his memory, about an additional \$25,000 directed toward dispatch service. The other costs were moved out of one budget into this budget. Director Obernolte clarified the additional cost in total to both agencies is \$25,000. Chief Willis answered yes.

Director Terry commented the Fire Authority budget has to fit within the CSD budget. He stated he agreed with the Fire Chief that the Board needs to start looking into a finance officer within the fire department.

Director Caretto asked the Chief what his plan is to move forward with hiring a finance officer. Chief Willis responded that this will be a work in process, and he believed the correct course is to begin discussion at the Administrative Committee level as there is much to consider. Staff from both finance departments will be included in the discussions to help determine what that will entail. The information will be brought back to the full Board.

Director Herrick stated he would like discussion at the Board level first. The Board can then provide the Administrative Committee with direction so there is Board consensus from the start resulting in a smoother process.

Director Caretto commented he asked the question so the Board could discuss the concept of hiring a finance officer; then direct the Administrative Committee to work out the details. He stated he is okay either way, but he prefers Board consensus first.

Chairman Green inquired if there might be a problem with timeframes in getting things accomplished as the Board meets bi-monthly and a committee can meet as needed. Chief Willis replied Staff is prepared to work at the Board's direction.

Director Newsome asked if it would be appropriate, at this time, to give the Chief direction to explore the feasibility of hiring a finance officer with the committee. He suggested taking a temperature of the Board, at this point, then committee out.

Director Herrick commented the Board is passing a budget that does not include costs for a Chief Financial Officer so there is no need to rush at this point. He further stated it appears the Board would like to hire a finance officer. However, there are a lot of moving parts to this, and he needs more information.

Director Newsome commented that because there are a lot of moving parts, it works effectively to get a very basic idea/direction from the Board Chairman, committee it out, and then have it come back to the Board.

Director Herrick stated he doesn't disagree with Director Newsome but this is a large Board. There should be Board consensus for direction to provide the Administrative Committee. He asked that this item be agendized for discussion at the next Board meeting. He would like to get the big picture before it goes to committee.

Director Terry commented that budget discussions need to start at the CSD in January regarding the next fiscal year budget.

Chief Willis stated this item will be agendized or discussion at the August meeting.

Director Walsh stated, in terms of timeline, he agrees with Directors Newsome and Terry, and he disagrees with Director Herrick. However, he questioned Board discussion of this topic when it was not agendized. Chairman Green clarified the Board was discussing this under the topic of budget.

Said Motion was approved by the following vote:

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

NEW BUSINESS

FA7. Establishment of a Fire Code Appeals Board

Board consideration of establishing a committee to serve as the Appeals Board pursuant to Section 108.1 of Ordinance No. BBFA2014-001 adopting the 2013 California Fire Code.

Motion by Chairman Green; seconded by Director Newsome, to approve the Administrative Committee, along with the Chairman, to serve as the established Fire Code Appeals Board.

Chairman Green opened the floor to the Board for questions and comments.

Director Obernolte asked Chairman Green to list the members of the Administrative Committee. Chairman Green stated they are Vice Chairman Jahn, Director Jackowski, Director Newsome, and Director Walsh.

Director Caretto inquired if the vacancy created by Director Newsome will be filled at the next meeting. Chairman Green responded yes.

Director Obernolte asked Chief Willis if there have been many appeals that rose to the level of the Fire District Board in previous years. Chief Willis replied he is not anticipating more than a half dozen appeals.

Director Obernolte expressed concern that if the workload gets too heavy, it may not be fair to the Directors who serve on both the Administrative Committee and the Appeals Board. Should the Appeals Board need to meet often, he would be open to shifting the workload, but he would like to give it a year.

Chairman Green asked Chief Willis if the Board can revisit this item at any time if the Appeals Board workload becomes onerous. Chief Willis responded he believes the answer to be yes.

Director Walsh commented he recalled from the last meeting, this issue was beaten up severely about how many committees to have, and he is surprised to now hear the recommendation that there may be need for more than one committee. Director Newsome stated the motion is to have one committee.

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

COMMITTEE REPORTS

None.

DIRECTORS' CLOSING COMMENTS

Director Herrick and Director Terry commented they will miss Director Newsome.

Director Obernolte stated it was a pleasure and an honor to serve with Director Newsome, and he wished him well in his future endeavor.

Director Oxandaboure stated she would miss a part of it.

Director Caretto congratulated Director Newsome.

The following are Director Newsome's closing comments - He is very proud of the uniform employees. In terms of working with the Board, it has been easy and gratifying and has been a good experience working with true professionals. It has been a joy to be in this building and to work with the City of Big Bear Lake; it has worked out far better than he had hoped. The Board has engaged in a lot of team spirit and a lot of exchange. Both Boards have different ways of doing things; the paradigms are a little bit different, but he believes they have melded well. He hopes the Directors will continue in this fashion. A lot of good work has been accomplished while maintaining a high quality of fire service for the entire Valley with minimal extra cost during terrible financial times. We have Chief Willis to thank for that.

Chief Willis commented he has always appreciated Director Newsome; he's never short on words; and he conveys messages very well. It has truly been a pleasure working with him, and he is going to miss him.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 7:25 p.m. in honor of Director Newsome's last meeting.

Corinne E. Flores, Board Secretary



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne Flores, Administrative Assistant – Fire Chief *CF*

SUBJECT: **2014 MANDATORY REVIEW OF THE CONFLICT OF INTEREST CODE**

BACKGROUND

The Political Reform Act requires every local government agency to review its conflict of interest code biennially each even-numbered year, to file biennial notices with their code-reviewing bodies, and update their Conflict of Interest Codes, if necessary.

DISCUSSION

No later than October 1, 2014, the Big Bear Fire Authority is required to submit a 2014 Local Agency Biennial Notice to its code reviewing body, the County Board of Supervisors, indicating whether or not an amendment is necessary. Attached for the Board's review is a letter from the County of San Bernardino Clerk of the Board of Supervisors and a memorandum from Best Best & Krieger LLP advising of the filing requirements. The review process must be completed ninety days from the filing of the biennial notice.

RECOMMENDATION

Staff recommends the Fire Authority Board direct the Board Secretary to review the Authority's Conflict of Interest Code in compliance with the requirements of the Political Reform Act.

/cef

Attachment 1: Letter from the County of San Bernardino Clerk of the Board of Supervisors dated July 2, 2014
Attachment 2: Memorandum from Best Best & Krieger LLP dated May 16, 2014



COUNTY OF
SAN BERNARDINO
Clerk of the Board of Supervisors

County Government Center
385 North Arrowhead Avenue, Second Floor
San Bernardino, CA 92415-0130
www.sbcounty.gov/cob
(909) 387-3841 Fax (909) 387-4554

BOARD OF SUPERVISORS

Robert A. Lovingood *First District*
Janice Rutherford *Second District*
James Ramos *Third District*
Gary C. Ovitt *Fourth District*
Josie Gonzales *Fifth District*

GREGORY C. DEVEREAUX
Chief Executive Officer

LAURA H. WELCH
Clerk of the Board of Supervisors

July 2, 2014

Big Bear Fire Authority
PO Box 10000
Big Bear Lake, CA 92315

SUBJECT: 2014 Biennial Notice for Conflict of Interest Codes

Dear Sir or Madam:

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. No later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. To assist you in making that determination, please review the enclosed "Should You Amend Your Conflict of Interest Code?" document. The enclosed "2014 Local Agency Biennial Notice" form must be returned to the Board of Supervisors, via the Clerk of the Board, no later than **October 1, 2014**.

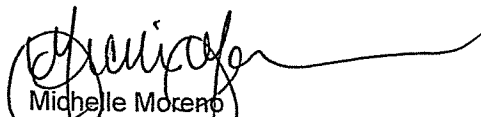
If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days** of filing the biennial notice. For example, if your agency files its notice on October 1, 2014, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2014. An agency's amended code is **not effective** until it has been approved by the Board of Supervisors. Our County Counsel has advised that amended code information must include either of the following:

- A copy of the resolution adopted by your governing body showing that these Conflict of Interest Code changes were approved, **or**
- A copy of the minutes from the board meeting where the Conflict of Interest changes were discussed and approved

The Fair Political Practices Commission (FPPC) offers free seminars on how to amend a conflict of interest code. To register for a seminar, call the FPPC at (866) ASK-FPPC, and press 4. Information is also available on the FPPC's website at www.fppc.ca.gov.

If you have any questions, please contact me at (909) 387-4265.

Sincerely,


Michelle Moreno
Board Services Supervisor

Enclosures (2)

RECEIVED

JUL 03 2014

BIG BEAR LAKE FIRE DEPT.

RECEIVED

MAY 20 2014

BIG BEAR LAKE FIRE DEPT.

INDIAN WELLS
(760) 568-2611

IRVINE
(949) 263-2600

LOS ANGELES
(213) 617-8100

ONTARIO
(909) 989-8584



BEST BEST & KRIEGER
ATTORNEYS AT LAW

3390 UNIVERSITY AVENUE, 5TH FLOOR, P.O. Box 1028, RIVERSIDE, CA 92502
PHONE: (951) 686-1450 | FAX: (951) 686-3083 | WWW.BBK.LAW.COM

SACRAMENTO
(916) 325-4000

SAN DIEGO
(619) 525-1300

WALNUT CREEK
(925) 977-3300

WASHINGTON, DC
(202) 785-0600

DIANNA MARIE VALDEZ, SENIOR PARALEGAL
(951) 826-8252
DIANNAMARIE.VALDEZ@BBKLAW.COM

Attachment 2 for FA4

May 16, 2014

TO: PUBLIC AGENCY CLIENTS
FROM: BEST BEST & KRIEGER LLP
RE: 2014 MANDATORY REVIEW OF CONFLICT-OF-INTEREST CODES

This is a reminder that 2014 is a mandatory review year for all public agencies to review their Conflict-of-Interest Codes, file Biennial Notices with their code-reviewing bodies, and update their Conflict-of-Interest Codes, if necessary.

On or before July 1, your code-reviewing body must notify you of this and direct you to review your agency's Code. You will then have until October 1 to complete your Code review and file your Biennial Notice with your code-reviewing body reflecting the results of your review. If you find that your Code needs to be amended, you will have 90 days after the date of filing your Biennial Notice to complete the adoption of the amendment and submit it to your code-reviewing body for approval.

Throughout the summer and fall, we will be assisting clients with these reviews and any necessary updates. If you participate in Project 1 of BBK's Public Law Update Program, we will be contacting you directly for certain specifics regarding your list of designated employees and the filing of your Biennial Notice. Meanwhile, if you have any questions regarding the 2014 biennial review process, please contact Dianna Valdez, our conflicts of interest and ethics coordinator, or your principal lawyer here.

Also, please contact Dianna if you are not currently a participant in our Project 1 Update Program but would like to participate beginning this code-review cycle.

MICHAEL T. RIDDELL

cc: Filing Officers



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Erica Stephenson, Finance Supervisor

SUBJECT: **PROPOSED RESOLUTION APPROVING THE CARRYOVER OF APPROPRIATIONS FROM FISCAL YEAR 2013/14 TO FISCAL YEAR 2014/15**

BACKGROUND/DISCUSSION

The Big Bear Fire Authority adopted the Annual Operating Budget for Fiscal Year 2013/14 on June 25, 2013 and the Annual Operating Budget for Fiscal Year 2014/15 on June 3, 2014. At the end of Fiscal Year 2013/14, there were appropriations still encumbered with additional work to be done in Fiscal Year 2014/15. Funds associated with these appropriations are not part of the Fiscal Year 2014/15 budget. In order to complete the work on the Fiscal Year 2013/14 projects and record expenses in the appropriate fiscal year, the balance of the appropriations supporting these projects needs to be carried over to the new fiscal year as shown in the attached carryover list (Exhibit A).

FISCAL IMPACT

Approval of the attached carryover list will have no impact on fund balances. The Board expected to make these expenditures in Fiscal Year 2013/14; instead, these expenditures will be made in Fiscal Year 2014/15.

RECOMMENDATION

Staff recommends the Fire Authority Board adopt the attached resolution approving the carryover appropriations from Fiscal Year 2013/14 to Fiscal Year 2014/15 as shown in Exhibit A.

RESOLUTION NO. BBFA2014-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING CHANGES TO THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2014/15 TO CARRYOVER APPROPRIATIONS FROM THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2013/14

WHEREAS, the Board of Directors of the Big Bear Fire Authority wishes to carryover appropriations from Fiscal Year 2013/14 to Fiscal Year 2014/15 in order to complete and pay for projects associated with these appropriations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Big Bear Fire Authority does hereby adopt the carryover changes (appropriation increases) to specific accounts in the approved Fiscal Year 2014/15 Budget for the Big Bear Fire Authority as shown on Exhibit 1.

PASSED, APPROVED, AND ADOPTED this ____ day of August, 2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

John Green
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Corinne E. Flores
Board 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 resolution, being Resolution No. BBFA2014-XX was duly passed and adopted by said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ___th day of August, 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 August, 2014.

Corinne E. Flores
Board Secretary
Big Bear Fire Authority

EXHIBIT A

**BIG BEAR FIRE AUTHORITY
FISCAL YEAR 2013/14 TO FISCAL YEAR 2014/15
CARRYOVER LIST**

PO#	Vendor Name	Account#	Date	Original	Carryover	Description
13087	Employees' Retirement Association	222-4222-2240	06/18/14	\$10,800	\$10,800	Termination Liability Study
13086	Best Best & Krieger, LLP	222-4222-2244	06/18/14	\$7,000	\$7,000	Consolidation Retirement Benefit Implications
			BBFA TOTAL		\$17,800	



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*

SUBJECT: **PROPOSED AGREEMENT FOR MUTUAL AID FIRE PROTECTION BETWEEN THE BIG BEAR FIRE AUTHORITY AND CALFIRE**

BACKGROUND

The California Department of Forestry and Fire Protection (CALFIRE) currently maintains and operates a fully staffed fire engine within the Big Bear Valley for the purpose of providing wildland fire protection to State Responsibility Area (SRA) lands. SRA lands correspond to areas within the Big Bear Valley that are covered with vegetation and do not fall within federal responsibility or within an incorporated city.

DISCUSSION

A CALFIRE engine is currently stationed in the Baldwin Lake area and is available to provide assistance, when needed, to incidents occurring within the Fire Authority's jurisdiction. Conversely, the Big Bear Fire Authority may provide assistance to CALFIRE for incidents occurring within SRA lands, when needed. In addition to providing assistance during an active incident, each agency may provide move-up station coverage in the event that a station's resources are displaced for a prolonged period.

To carry out this cooperative effort, CALFIRE and Fire Authority staff, along with legal counsel for the Fire Authority and the State, have developed a mutual aid agreement for the purposes of providing reciprocal assistance, when needed.

RECOMMENDATION

Staff recommends the Fire Authority Board authorize the Fire Chief to execute the Agreement for Mutual Aid Fire Protection between the Big Bear Fire Authority and CALFIRE.

/cef

Attachment A: Agreement for Mutual Aid Fire Protection

AGREEMENT FOR MUTUAL AID FIRE PROTECTION

THIS AGREEMENT, made this **Choose an item.** day of August, 2014, by and between the State of California, hereinafter called STATE, and Big Bear Fire Authority, hereinafter called LOCAL AGENCY, through its duly authorized officers.

WITNESSETH:

WHEREAS:

1. Big Bear Fire Authority maintains and operates a fire protection organization in the area generally known as Big Bear Valley ; and
2. CALFIRE maintains and operates a fire protection organization for the purpose of providing basic wildland fire protection to State Responsibility Area lands which are adjacent or proximate to the area protected by LOCAL AGENCY; and
3. It is the desire of the parties hereto to render aid, each to the other, to combat the effect of fire, when such aid is necessary as herein set forth; and
4. The parties hereto desire to affect the purpose of this agreement pursuant to the provisions of the "Joint Exercise of Power Act" (Gov. Code Section 6500-6547) and Health and Safety Code Section 13050.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. To furnish fire protection personnel and equipment and to render such fire protection services to each other as may be necessary to suppress fire of a size beyond the control of either of the parties hereto acting without the assistance of the other and control of which therefore requires assistance from the other.
2. Such mutual aid shall be provided within LOCAL AGENCY jurisdiction, provided, however, that neither party shall be required to reduce its own fire protection resources, personnel, services, and facilities to the detriment of its normal fire protection capability.
3. No response to a mutual aid request provided for in this agreement will be made by the parties hereto unless such request is received through the established communication channels common to each party and made by a responsible fire official of the party requesting such aid.
4. That any mutual aid extended under this agreement will be extended with the express understanding that the fire official in charge (in whose jurisdiction a fire requiring mutual aid occurs) shall remain in charge at such incident including the direction of personnel and equipment provided through the operation of this mutual aid agreement.

5. Except as may be provided by separate agreement between the parties hereto, the assurance of mutual aid set forth herein shall constitute the sole consideration for the performance hereof and neither party shall be obligated to reimburse the other for any action taken or aid rendered hereunder, or for any use of material, damage to equipment, or liability incurred which may occur in the course of rendering the firefighting assistance herein provided for.
6. That certain specialized types of fire protection resources may not be made available subject to the provisions of this agreement, and that such resources will be available only on a reimbursement basis.
7. This agreement shall remain in full force and effect for a period of five (5) years from the date hereinabove written unless sooner terminated by either of the parties giving to the other fifteen (15) days written notice of such termination.

ADDENDUM #1 HAS BEEN ADDED PRIOR TO EXECUTION

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED AS OF THE DAY AND YEAR FIRST HEREINABOVE WRITTEN.

STATE:

California Department of Forestry & Fire Protection (CAL FIRE)

*San Bernardino Unit
3800 N. Sierra Way.
San Bernardino, CA 92405*

LOCAL AGENCY:

*Big Bear Fire Authority
P. O. Box 2830
Big Bear Lake, CA 92315*

By: _____

(Authorized Signature-blue ink only)
Rod Bywater, UNIT CHIEF

Print Name and Title

[Click here to enter text.](#)

Date

By: _____

(Authorized Signature-blue ink only)
Jeff Willis, Fire Chief

Print Name and Title

Date

ATTEST:

(Authorized Signature-blue ink only)
Corinne E. Flores, Board Secretary

Print Name and Title

[Click here to enter text.](#)

Date

ADDENDUM # 1

ASSISTANCE BY HIRE:

CALFIRE may require additional planned need resources to support the State's Mission. CALFIRE agrees to pay the LOCAL AGENCY the current established California Fire Assistance Agreement (CFAA) rates for the resource(s). An inquiry will be made by CALFIRE to the LOCAL AGENCY to determine the availability for the resource(s) needed. If the LOCAL AGENCY resource(s) is available for assignment, CALFIRE will make the official request with date, time and reporting location.

CIVIL COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009 and 13009.1, and any other applicable law, an emergency response agency may bring an action for collection of suppression costs of any fire that is kindled as a result of negligence or violation of law. Either party may investigate any wildfire in that party's jurisdiction for origin and cause of the fire and document investigation findings, determine potential for cost recovery reimbursement, and appropriate corrective and/or mitigation action(s). For large wildfires or otherwise complex investigations, LOCAL AGENCY may request STATE, or STATE may choose in consultation with LOCAL AGENCY, to provide fire investigation support with the level of support based on the availability of STATE personnel and equipment. For joint jurisdictional incidents, the parties may enter into an agreement as to the conduct of the investigation, documentation, and evidence to avoid duplication of effort. If either party determines that a wildfire resulted from the negligence of or violation of law by an identified responsible person or entity, that party shall so notify the other party.

When either party determines that civil cost recovery is appropriate, that party will notify the other party in writing. Either party may bring an action for civil cost recovery for its own costs and, upon the written delegation of the other party, the other party's costs. Each party agrees to cooperate with the other party in any civil cost recovery action, including, without limitation, providing to the other party all documentation necessary to establish the cost of suppression activities and all applicable investigation information, documentation, reports, interview records, and evidence relating to the incident. If either party determines not to pursue civil cost recovery where there is an act of negligence or violation of law by an identified responsible person or entity, that party shall so notify the other party so that the other party may determine its appropriate cost recovery action(s).

Prior to pursuing civil cost recovery jointly, the parties shall enter into an agreement: (i) governing the prosecution of such action; (ii) allocating the costs and legal fees of the civil cost recovery action; and (iii) establishing the pro-rata apportionment of any amounts recovered in the civil cost recovery action. For those incidents on which the parties are jointly pursuing civil cost recovery, a pre-settlement consultation will be undertaken by the parties prior to entering into any cost recovery settlement agreement. For those incidents on which the parties are separately pursuing civil cost recovery, the parties must advise each other before entering into any cost recovery action.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*

SUBJECT: **POSSIBLE DONATION OF SURPLUS TOOLS AND EQUIPMENT**

BACKGROUND

Firefighters for Christ is an international, non-profit, tax exempt 501(c)3 organization established in 1978. This organization is currently working in Mexico to establish fire departments in areas that previously did not have fire or life safety services. The Big Bear Chapter of the Firefighters for Christ organization is currently assisting the town of San Ignacio, Mexico with establishing their first fire department.

DISCUSSION

The Firefighters for Christ "Big Bear" Chapter have located a fire engine to donate to the town of San Ignacio, however, they are in the process of raising monies to complete the purchase. As such, they are looking for tools and equipment to outfit the fire engine.

A request has been made for the donation of Fire Authority tools and equipment that is no longer in use and scheduled for surplus. A list of the items for surplus has been created and is attached (Attachment A).

RECOMMENDATION

Staff recommends the Fire Authority Board authorize the Fire Chief to declare the attached list of items as surplus and discharge these items as he deems appropriate.

MM/cef

Attachment A: Surplus Tools & Equipment List



BIG BEAR FIRE DEPARTMENT

Jeff Willis, Fire Chief

Surplus Tools & Equipment List

1. Four Round Nose Shovels
2. One Square Nose Shovel
3. Three Slam Handle Pry-Bars
4. One small pike pole
5. Eight McClouds
6. One old Hux Bar
7. Two Pulaskies
8. Four small Pry Bars
9. One Cutting Tool (Tree)
10. One old Sledge Hammer
11. Two old Gas operated Exhaust Fans
12. One old Rotary Saw (Box)
13. One long Pry Bar
14. Hydraulic Hand Operated Spreaders (Box)
15. Six Trauma Bags
16. Three Small Trauma Bags
17. One old KED
18. One old Air Chisel (Box)
19. Two old Harness bags
20. Two old small Tool Boxes
21. One old Hare splint
22. One Come a Long set (Box)
23. Three Canteens
24. One old Stokes Basket
25. One old Collapsible Stokes Basket
26. Old Fire Hose




BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief 

PREPARED BY: Eileen Berne, EMS/Fire Financial Coordinator

SUBJECT: **POSSIBLE ADOPTION OF AN ORDINANCE ESTABLISHING
COST RECOVERY FEES AND CHARGES**

BACKGROUND

Subject to Proposition 218 and authorized under Sections 13009 and 13916 et. seq. of the California Health and Safety Code and through Government Code Sections 53150 et. seq., 61621, and 61621.2, it is appropriate for special districts and municipalities to establish special fees to recover costs associated with certain services provided (cost recovery fees). Both the Big Bear Lake Fire Protection District (District) and the Big Bear City Community Services District (CSD) have such fees in place. However, the fees, services, and charges are disparate and are inadequate to fund the services provided.

DISCUSSION

To standardize these charges throughout the Fire Authority's jurisdiction and to bring the current fees in line with actual costs associated with the provided services, Staff has established a Proposed Schedule of Fees and Charges for Cost Recovery (Exhibit A), which is supported by a cost study (Attachment C). The proposed Schedule of Fees and Charges for Cost Recovery will simplify, standardize, and recover costs per service. Staff has prepared a Proposed Cost Recovery Fee Schedule (Comparative) (Attachment B), which provides a side-by-side comparison of the current fees charged. The associated proposed ordinance (Attachment A) establishes the authority to charge approved cost recovery fees in compliance with Proposition 218 and in lieu of the fees by District and the CSD.

FISCAL IMPACT

It is assumed that the minimum impact would be a simple shift of cost recovery fee revenues from the District and the CSD to the Fire Authority. However, the District and the CSD have not reviewed fees in several years (the CSD in 2003 and the District in 2006). Therefore, if the fee schedule is adopted, an increase in revenue beyond the amounts previously collected by the CSD and the District may be anticipated. Due to standard government accounting methods used for

such fees, the amount of any potential increase cannot be estimated. The revenues are posted to a generalized account.

Fees collected for fiscal year 2012/13 (provided by agency Finance personnel):

CSD -	\$17,630
Fire Protection District -	\$28,290

Total - \$45,920

RECOMMENDATION

Staff recommends the Fire Authority Board introduce and waive first reading of an ordinance establishing cost recovery fees and charges and set a public hearing for second reading and adoption of the ordinance at the next regularly scheduled Fire Authority meeting.

EB/cef

Attachment A: Proposed Ordinance with Exhibit A - Schedule of Fees and Charges for Cost Recovery

Attachment B: Proposed Cost Recovery Fee Schedule (Comparative)

Attachment C: Fee Schedule Cost Study

ORDINANCE NO. BBFA2014-XXX

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

WHEREAS, the Big Bear Fire Authority (“Authority”) exists pursuant to the laws of the state of California and that certain Joint Powers Agreement entered into by and between the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, a subsidiary fire protection district of the City of Big Bear Lake; and

WHEREAS, pursuant to Health and Safety Code Section 13800 et seq. and 13916, the Authority is authorized to charge fees and charges to cover the cost of any service which the Authority provides; and

WHEREAS, pursuant to Government Code Section 53150 et seq., an individual who is under the influence of alcohol and/or any drug and whose negligent operation of any vehicle due to such influence proximately causes an incident requiring emergency response is liable for reimbursement to the Authority for costs of such response; and

WHEREAS, in accordance with the applicable provisions of the Health and Safety Code, the Authority is authorized to require reimbursement for costs incurred due to an individual who initiates more than a certain number of false alarms within a specified period of time which cause the Authority to respond or who acts negligently or in violation of the law and thereby requires the Authority to provide an emergency response to a danger posed by a fire or hazardous substance; and

WHEREAS, pursuant to Health and Safety Code Section 13916, Authority fees may not exceed the costs reasonably borne by the Authority in providing the service for which the fee is charged; and

WHEREAS, the Board desires to adopt a consolidated schedule of fees and charges to reflect the Authority’s actual or estimated reasonable costs of providing response services by way of this Ordinance, as required by the Health and Safety Code, and to provide for adoption of updates by Board resolution; and

WHEREAS, at least 10 days prior to considering this Ordinance, the Authority made available to the public, data indicating the amount of cost, or estimated cost, required to provide the service for which each fee or charge is imposed and the revenue sources anticipated to provide the service; and

WHEREAS, the Authority has published notice of its intention to adopt a schedule of fees pursuant to Government Code Section 6066 and California Health and Safety Code Section 13916; and

WHEREAS, notice of the meeting where this Ordinance was considered for adoption has been provided by mail at least 14 days before said meeting to any interested party who filed a written request with the Board within the last year for mailed notice of meetings on new or increased fees; and

WHEREAS, at the meeting where this Ordinance was adopted, the Board heard and considered any objections or protests to the proposed schedule of fees.

NOW THEREFORE, the Board of Directors of the Big Bear Fire Authority does ordain as follows:

Section 1. Adoption of Fee Schedule - The Board hereby finds and determines that the fees set forth in the fee schedule attached hereto as Exhibit "A," and incorporated herein by reference, do not exceed the actual cost reasonably borne by the Authority in providing the service for which the fee or charge is imposed. Said fees and charges are based on the cost analysis data completed by the Authority and made available to the public no less than 10 days prior to the meeting at which this Ordinance was presented for first reading. Said data indicates the amount of cost, or estimated cost, required to provide the service or the cost of enforcing any regulation for which the fee or charge is imposed and the revenue sources anticipated to provide the service or the cost of enforcing any regulation. The Board therefore adopts the fee schedule attached as Exhibit "A" to this Ordinance.

Section 2. Collection of Fees and Charges - Charges will be billed to the responsible party by the Authority or its authorized contractor in accordance with applicable limitations of law.

Section 3. Waiver - Upon request of an individual or entity ("Applicant"), the Fire Chief may reduce or waive payment of any fee provided by this Ordinance when he or she determines such a reduction or waiver is in the public interest. Unless some other procedure applies pursuant to any other applicable regulations of the Authority, the following notice and appeal procedures will apply. Notice of the determination shall be provided in writing to the Applicant by any reasonable means, including personal delivery, first class mail or facsimile transmission. Within 7 calendar days of an Applicant's receipt of the Fire Chief's decision, he or she may appeal the determination in writing to the Board. The written appeal shall state specifically the fee or charge being appealed, as well as the particular reasons why the fee or charge should be reduced or waived. The Board shall hear the appeal as soon as is practicable, but in no event more than 60 days following the Authority's receipt of the appeal, and shall determine whether the public interest warrants a fee/charge reduction or waiver. The Board's determination shall be final.

Section 4. Future Adoption or Adjustments - The Authority shall review the adopted schedule of fees and charges from time to time in its discretion to ensure they accurately reflect the cost of providing services and adjust them as necessary to ensure that they are representative of actual costs borne by the Authority. The fee schedule may be updated by Board resolution

following compliance with the public notice requirements of Health and Safety Code Section 13916.

Section 5. Incorporation of Recitals - All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Ordinance.

Section 6. Consistency - All ordinances, resolutions, minute orders, or administrative actions by the Board, or parts thereof, that are inconsistent with any provision of this Ordinance are hereby superseded only to the extent of such inconsistency. Except as specifically set forth herein, all other provisions of the rules and regulations of Authority or any other ordinance, resolution or Board action, shall remain in full force and effect.

Section 7. Severability - If any section, subsection, clause or phrase in this Ordinance is for any reason held invalid, the validity of the remainder of this Ordinance shall not be affected thereby. The Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

Section 8. Date of Effect - This Ordinance shall take effect and be in force thirty (30) days after its final passage at a public meeting as required by law. First read at a regular meeting of the Board of Directors of the Authority, held on the ____ day of _____, 2014, and finally adopted in the manner required by law at the meeting on the ____ day of _____, 2014, by the following vote:

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

John Green
Chairman, Board of Directors
Big Bear Fire Authority

ATTEST:

Corinne E. Flores
Board 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
Board Secretary
Big Bear Fire Authority

EXHIBIT "A"

BIG BEAR FIRE DEPARTMENT	
PROPOSED SCHEDULE OF FEES AND CHARGES FOR COST RECOVERY	
	Staff Recommended Fee
PERMITS	
<i>Special Clearance Permits</i>	
Blasting Operations	\$ 175.00
Christmas Tree Lot	\$ 75.00
Haunted House	\$ 75.00
Pumpkin Patch	\$ 75.00
Bonfires, Open Fires, Public Burns	\$ 75.00
Carnivals, Fairs, Circus, Outdoor Assemblage	\$ 175.00
Fireworks	\$ 250.00
Tents, canopies and temporary membranes	\$ 125.00
Hot work - welding, cutting operations	\$ 75.00
General Operational Permit	\$ 75.00
RESPONSES	
<i>False Alarm</i>	
Due to alarm system testing, maint., alteration, modification or tampering w/o prior jurisdiction notification	Actual Cost
Due to alarm system malfunction > 3 alarms in 12 consec. months	Actual Cost
Due to intentional wrongful conduct or omission of reasonable precaution, care or action	Actual Cost
<i>Fire Suppression & Rescue</i>	
Due to intentional wrongful conduct or omission of reasonable precaution, care or action	Actual Cost
Illegal or non-permitted campfires, bonfires, outside cooking fire or warming fires	Actual Cost
Search and rescue operations	Actual Cost

-	Mutual aid responses, per mutual aid agreements	Greater of actual or agreement cost
-	Due to under the Influence or intentional wrong conduct	Actual cost (not to exceed \$1500.00)
-	Taxpayer, Business Owner, and Resident Fee	Waived pursuant to H&SC Sec. 13916
-	Non-taxpayer and Non-Resident Fee - lesser of cost or \$321.00	Actual cost (not to exceed \$321.00)
-	Federal, State, County Facilities	Greater of actual or agreement cost
-	<i>Hazardous Substances</i>	
-	Hazardous Substances	Actual Cost
-	Water Removal / Salvage	Actual Cost
SPECIAL STANDBY		
-	Overcrowding & Occupancy Prevention	Actual Cost
-	Dangerous and Hazardous Ops Prevention	Actual Cost
-	Standby - movie shoot	Actual Cost
-	Standby - special event	Actual Cost
-	Standby - public event - event holder request	Actual Cost
SPECIAL INSPECTIONS		
-	Site inspection - sprinkler/alarm	\$ 80.00
-	Required due to non-compliance after initial or subsequent inspection	\$ 80.00
-	Required to mitigate immediate hazards	\$ 80.00
-	Fuels management inspection	\$ 80.00
-	Dead, dying or diseased tree inspection	\$ 80.00
-	Hazardous tree abatement admin. fee	\$ 150.00
-	Hazardous tree removal filing tax lien	\$ 150.00
-	Hazardous tree removal contractor fee	Actual Cost

-	State required (Title 19) - day care, elder care, etc. > 7 occupants	\$ 80.00
-	Special events/special effects	\$ 150.00
ADMINISTRATIVE PLAN REVIEW		
-	Site plan review w/ fire flow and construction requirement report - Standard	\$ 100.00
-	Site plan review - Parcel development/ subdivision	Actual Cost (not to exceed \$300.00)
-	Land use review per County Planning Dept. request	\$ 225.00
-	Land use review per City of Big Bear Lake Planning Dept. request	Fee subject to City of Big Bear Lake Planning Department fee schedule
-	Water Flow Test	\$ 100.00
-	Sprinkler, alarm, standpipe, extinguishing or special system review (plus consultant fee if required)	\$225.00 + consultant's fee if required
-	Flammable liquid tank review	\$ 200.00
REPORTS		
-	Fire cause and origin report (actual investigation time and administrative support)	\$ 25.00
-	Hazardous materials report	\$ 25.00
-	Incident Report	\$ 25.00
COPIED MATERIAL		
-	Subpoena response (subject to statutory limitations)	Per statute \$15.00 min.
-	Codes, ordinances, reports, test results and other general information	\$1.00/pg + 0.10/ pg beyond initial pg.
PENALTIES		
-	Failure to meet for scheduled inspection (additional inspection charge)	Add'l inspection charge (\$80.00)
-	Returned check (actual bank charge)	Actual bank charge

<u>PUBLIC EDUCATION</u>	
-	
CPR classes	\$ 65.00
Fire extinguisher and use indications	\$ 65.00
First aid certification	\$ 65.00
<u>OTHER</u>	
-	
Technical research	Actual Cost
Code, ordinance, or hazard abatement appeal to Board of Appeals	\$250.00 (returned if appeal is upheld)
Research to create documents or statistics	\$35/hr - 1 hr min.
<u>INVESTIGATIONS</u>	
-	
Fire Cause and Origin	Actual cost (not to exceed \$500.00)
Illegal Dumping/Hazardous Material	Actual cost (not to exceed \$500.00)

Actual costs will include but are not limited to:

Personnel time to the nearest quarter hour multiplied by the direct burdened rate as defined in the attached schedule "Direct Burdened Rates Fire and Administrative Personnel."

Any outside contractor fees charged to complete process or service.

Actual cost of miscellaneous expenses such as fuel, disposable equipment, tools, apparatus use, etc., or as identified in mutual aid agreements as applicable.

**BIG BEAR FIRE DEPARTMENT
PROPOSED COST RECOVERY FEE SCHEDULE (COMPARATIVE)**

	CSD Fee per Ord. 216	BBLFPD Fee per Ord. FP2006-11	Mean Fee Similar Orgs.	Recommended Fee	Staff
PERMITS					
<i>Special Clearance Permits</i>					
Blasting Operations	\$ 65.00	N/A	\$ 191.58	\$ 175.00	
Christmas Tree Lot	\$ 65.00	\$ 83.00	\$ 117.36	\$ 75.00	
Haunted House	\$ 65.00	\$ 83.00	\$ 182.00	\$ 75.00	
Pumpkin Patch	\$ 65.00	\$ 83.00	\$ 119.67	\$ 75.00	
Bonfires, Open Fires, Public Burns	\$ 65.00	\$ 83.00	\$ 73.34	\$ 75.00	
Carnivals, Fairs, Circus, Outdoor Assemblage	\$ 65.00	\$ 83.00	\$ 161.23	\$ 175.00	
Fireworks	N/A	\$ 83.00	\$ 369.24	\$ 250.00	
Tents, canopies and temporary membranes	N/A	\$ 84.00	\$ 123.45	\$ 125.00	
Hot work - welding, cutting operations	N/A	\$ 75.00	\$ 95.00	\$ 75.00	
General Operational Permit	N/A	N/A	N/A	\$ 75.00	

RESPONSES

<i>False Alarm</i>					
Due to alarm system testing, maint., alteration, modification or tampering w/o prior jurisdiction notification	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Due to alarm system malfunction > 3 alarms in 12 consec. months	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Due to intentional wrongful conduct or omission of reasonable precaution, care or action	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
<i>Fire Suppression & Rescue</i>					
Due to intentional wrongful conduct or omission of reasonable precaution, care or action	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Illegal or non-permitted campfires, bonfires, outside cooking fire or warming fires	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Search and rescue operations	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost

**BIG BEAR FIRE DEPARTMENT
PROPOSED COST RECOVERY FEE SCHEDULE (COMPARATIVE)**

		CSD Fee per Ord. 216	BBLFPD Fee per Ord. FP2006-11	Mean Fee Similar Orgs.	Staff Recommended Fee
Mutual aid responses, per mutual aid agreements	Greater of actual or agreement cost	Response	Greater of actual or agreement cost	Greater of actual or agreement cost	Greater of actual or agreement cost
Due to under the Influence or intentional wrong conduct	Response (not to exceed \$1000)	Expense	Response Expense	Actual Cost	Actual Cost (not to exceed \$1500.00)
Taxpayer, Business Owner, and Resident Fee	Waived pursuant to H&SC Sec. 13916	Waived pursuant to H&SC Sec. 13916	Waived pursuant to H&SC Sec. 13916	Waived pursuant to H&SC Sec. 13916	Waived pursuant to H&SC Sec. 13916
Non-taxpayer and Non-Resident Fee - lesser of cost or \$321.00	actual cost up to \$130	actual cost up to \$130	\$ 321.00	Actual Cost	Actual Cost (not to exceed \$321.00)
Federal, State, County Facilities	Greater of actual or agreement cost	Greater of actual or agreement cost	Greater of actual or agreement cost	Actual Cost	Greater of actual or agreement cost
<i>Hazardous Substances</i>					
Hazardous Substances	Actual cost	Actual cost	Actual Cost	Actual Cost	Actual Cost
Water Removal / Salvage	Actual cost	Actual cost	Actual Cost	Actual Cost	Actual Cost

**BIG BEAR FIRE DEPARTMENT
PROPOSED COST RECOVERY FEE SCHEDULE (COMPARATIVE)**

CSD Fee per Ord.	BBLFPD Fee per	Mean Fee Similar	Staff
216	Ord. FP2006-11	Orgs.	Recommended
			Fee

SPECIAL STANDBY

	Actual Cost	Actual time for top step engineer hourly rate	Actual Cost	Actual Cost
Overcrowding & Occupancy Prevention		Actual time for top step engineer hourly rate	Actual Cost	Actual Cost
Dangerous and Hazardous Ops Prevention		Actual time for top step engineer hourly rate	Actual Cost	Actual Cost
Standby - movie shoot		Actual time for top step engineer hourly rate	Actual Cost	Actual Cost
Standby - special event		Actual time for top step engineer hourly rate	Actual Cost	Actual Cost
Standby - public event - event holder request		Actual time for top step engineer hourly rate	Actual Cost	Actual Cost

SPECIAL INSPECTIONS

Site inspection - sprinkler/alarm	\$ 65.00	\$155-\$383 plan check + inspection	\$ 148.34	\$ 80.00
Required due to non-compliance after initial or subsequent inspection	\$ 65.00	99.00	\$ 151.67	\$ 80.00
Required to mitigate immediate hazards	\$ 35.00	N/A	\$ 97.16	\$ 80.00
Fuels management inspection		84.00	\$ 176.16	\$ 80.00
Dead, dying or diseased tree inspection	Actual cost	Actual Cost	N/A	\$ 80.00
Hazardous tree abatement admin. fee	\$ 100.00	Actual Cost	Actual Cost	\$ 150.00
Hazardous tree removal filing tax lien	N/A	N/A	N/A	\$ 150.00
Hazardous tree removal contractor fee	N/A	Actual Cost	Actual Cost	Actual Cost

**BIG BEAR FIRE DEPARTMENT
PROPOSED COST RECOVERY FEE SCHEDULE (COMPARATIVE)**

	CSD Fee per Ord. 216		BBLFPD Fee per Ord. FP2006-11		Mean Fee Similar Orgs.	Recommended Fee
	Fee per Ord.	Staff	Fee per Ord.	Staff		
State required (Title 19) - day care, elder care, etc. > 7 occupants	N/A		\$ 75.00		\$ 148.34	\$ 80.00
Special events/special effects	N/A		\$ 83.00		\$ 201.67	\$ 150.00
ADMINISTRATIVE PLAN REVIEW						
Site plan review w/ fire flow and construction requirement report - Standard	\$ 75.00		N/A		\$ 238.36	\$ 100.00
Site plan review - Parcel development/ subdivision	\$ 75.00		\$155-\$282		\$ 355.39	Actual Cost (not to exceed \$300.00)
Land use review per County Planning Dept. request	\$ 75.00		N/A		\$ 1,198.67	\$ 225.00
Land use review per City of Big Bear Lake Planning Dept. request	N/A		\$45-\$282	N/A		Fee subject to City of Big Bear Lake Planning Department fee schedule
Water Flow Test	\$ 75.00		\$ 63.00		\$ 261.28	\$ 100.00
Sprinkler, alarm, standpipe, extinguishing or special system review (plus consultant fee if required)	\$ 75.00		\$155-\$383		\$ 766.51	\$225.00 + consultant's fee if required
Flammable liquid tank review	\$ 75.00		\$119-\$348		\$ 315.50	\$ 200.00

**BIG BEAR FIRE DEPARTMENT
PROPOSED COST RECOVERY FEE SCHEDULE (COMPARATIVE)**

	CSD Fee per Ord. 216	BBLFPD Fee per Ord. FP2006-11	Mean Fee Similar Orgs.	Staff Recommended Fee
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REPORTS

Fire cause and origin report (actual investigation time and administrative support)	\$ 25.00	\$ 25.00	\$ 82.62	\$ 25.00
Hazardous materials report	\$ 25.00	N/A	\$ 123.00	\$ 25.00
Incident Report	\$ 25.00	\$ 24.00	\$ 41.31	\$ 25.00

COPIED MATERIAL

Subpoena response (subject to statutory limitations)	\$ 25.00	Per statute	Per statute	Per statute \$15.00 min.
Codes, ordinances, reports, test results and other general information	\$1.00 + .10 per page beyond initial page	Per statute	\$0.38 / pg	\$1.00/pg + 0.10/ pg beyond initial pg.

PENALTIES

Failure to meet for scheduled inspection (additional inspection charge)	\$ 65.00	\$ 75.00	\$ 115.63	\$80.00 (add'l inspection charge)
Returned check (actual bank charge)	\$ 10.00	N/A	\$ 30.00	Actual bank charge

PUBLIC EDUCATION

CPR classes	\$ 40.00	N/A	\$ 65.60	\$ 65.00
Fire extinguisher and use indications	\$ 40.00	N/A	N/A	\$ 65.00
First aid certification	\$ 40.00	N/A	\$ 43.70	\$ 65.00

**BIG BEAR FIRE DEPARTMENT
PROPOSED COST RECOVERY FEE SCHEDULE (COMPARATIVE)**

	CSD Fee per Ord. 216	BBLFPD Fee per Ord. FP2006-11	Mean Fee Similar Orgs.	Staff Recommended Fee
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OTHER

	N/A	N/A	\$85 + consultant fees	Actual Cost
Technical research	N/A	N/A		\$250.00
Code, ordinance, or hazard abatement appeal to Board of Appeals	\$80 per item, returned if appeal upheld	N/A	\$ 216.67	(returned if appeal is upheld)
Research to create documents or statistics	\$35/hr., min 1 hr.	N/A	\$35/ hr	\$35/hr - 1 hr min.

INVESTIGATIONS

	\$	N/A	\$	Actual cost (not to exceed \$500.00)
Fire Cause and Origin	75.00	N/A	296.75	Actual cost (not to exceed \$500.00)
Illegal Dumping/Hazardous Material	75.00	N/A	663.75	Actual cost (not to exceed \$500.00)

Administrative and staff processes may be performed by a variety of personnel. When applicable, direct burdened wages were averaged for costing purposes.

Actual costs will include but are not limited to:

- Personnel time to the nearest quarter hour multiplied by the direct burdened rate as defined in the attached schedule "Direct Burdened Rates Fire and Administrative Personnel."*
- Any outside contractor fees charged to complete process or service.*
- Actual cost of miscellaneous expenses such as fuel, disposable equipment, tools, apparatus use, etc. or, as identified in mutual aid agreements as applicable.*

**BIG BEAR FIRE DEPARTMENT
FEE SCHEDULE COST STUDY**

	Avg. Total Cost	Staff Recommended Fee
PERMITS		
<i>Special Clearance Permits</i>		
Blasting Operations	\$ 214.28	\$ 175.00
Christmas Tree Lot	\$ 120.28	\$ 75.00
Haunted House	\$ 120.28	\$ 75.00
Pumpkin Patch	\$ 120.28	\$ 75.00
Bonfires, Open Fires, Public Burns	\$ 120.28	\$ 75.00
Carnivals, Fairs, Circus, Outdoor Assemblage	\$ 214.28	\$ 175.00
Fireworks	\$ 257.59	\$ 250.00
Tents, canopies and temporary membranes	\$ 125.39	\$ 125.00
Hot work - welding, cutting operations	\$ 96.40	\$ 75.00
General Operational Permit	\$ 141.11	\$ 75.00
RESPONSES		
Due to alarm system testing, maint., alteration, modification or tampering w/o prior jurisdiction notification	\$92.42 min. variable	Actual Cost
Due to alarm system malfunction > 3 alarms in 12 consec. months	\$92.42 min. variable	Actual Cost
Due to intentional wrongful conduct or omission of reasonable precaution, care or action	\$92.42 min. variable	Actual Cost
<i>Fire Suppression & Rescue</i>	Variable	Actual Cost
Due to intentional wrongful conduct or omission of reasonable precaution, care or action	Variable	Actual Cost
Illegal or non-permitted campfires, bonfires, outside cooking fire or warming fires	Variable	Actual Cost
Search and rescue operations	Variable	Actual Cost

**BIG BEAR FIRE DEPARTMENT
FEE SCHEDULE COST STUDY**

		Avg. Total Cost	Staff Recommended Fee
Mutual aid responses, per mutual aid agreements	Variable	Greater of actual or agreement cost	
Due to under the influence or intentional wrong conduct	Variable	Actual cost (not to exceed \$1500.00)	
Taxpayer, Business Owner, and Resident Fee	Variable	Waived pursuant to H&SC Sec. 13916	
Non-taxpayer and Non-Resident Fee - lesser of cost or \$321.00	Variable	Actual cost (not to exceed \$321.00)	
Federal, State, County Facilities	Variable	Greater of actual or agreement cost	
<i>Hazardous Substances</i>			
Hazardous Substances	Variable	Actual Cost	
Water Removal / Salvage	Variable	Actual Cost	
SPECIAL STANDBY			
Overcrowding & Occupancy Prevention	\$51.69 min. variable	Actual Cost	
Dangerous and Hazardous Ops Prevention	\$51.69 min. variable	Actual Cost	
Standby - movie shoot	\$50.55 min. variable	Actual Cost	
Standby - special event	\$50.55 min. variable	Actual Cost	
Standby - public event - event holder request	\$50.55 min. variable	Actual Cost	

**BIG BEAR FIRE DEPARTMENT
FEE SCHEDULE COST STUDY**

	Avg. Total Cost	Staff Recommended Fee
<u>SPECIAL INSPECTIONS</u>		
Site inspection - sprinkler/alarm	\$ 81.63	\$ 80.00
Required due to non-compliance after initial or subsequent inspection	\$ 81.63	\$ 80.00
Required to mitigate immediate hazards	\$ 81.63	\$ 80.00
Fuels management inspection	\$ 81.63	\$ 80.00
Dead, dying or diseased tree inspection	\$ 123.13	\$ 80.00
Hazardous tree abatement admin. fee	\$ 292.39	\$ 150.00
Hazardous tree removal filing tax lien	\$ 338.52	\$ 150.00
Hazardous tree removal contractor fee	Variable	Actual Cost
State required (Title 19) - day care, elder care, etc. > 7 occupants	\$ 80.05	\$ 80.00
Special events/special effects	\$ 142.87	\$ 140.00
<u>ADMINISTRATIVE PLAN REVIEW</u>		
Site plan review w/ fire flow and construction requirement report - Standard	\$ 111.40	\$ 100.00
Site plan review - Parcel development/ subdivision	\$118.18 min. variable	Actual Cost (not to exceed \$300.00)
Land use review per County Planning Dept. request	\$ 293.53	\$ 225.00
Water Flow Test	\$ 111.41	\$ 100.00
Sprinkler, alarm, standpipe, extinguishing or special system review (plus consultant fee if required)	\$ 248.52	\$225.00 + consultant's fee if required
Flammable liquid tank review	\$ 212.49	\$ 200.00

BIG BEAR FIRE DEPARTMENT FEE SCHEDULE COST STUDY

	Avg. Total Cost	Staff Recommended Fee
<u>REPORTS</u>		
Fire cause and origin report (actual investigation time and administrative support)	\$ 26.28	\$ 25.00
Hazardous materials report	\$ 282.00	\$ 25.00
Incident Report	\$ 120.28	\$ 25.00
<u>COPIED MATERIAL</u>		
Subpoena response (subject to statutory limitations)	\$ 22.19	Per statute \$15.00 min.
Codes, ordinances, reports, test results and other general information	\$ 24.49	\$1.00/pg + 0.10/ pg beyond initial pg.
<u>PENALTIES</u>		
Failure to meet for scheduled inspection (additional inspection charge)	\$ 79.84	\$80.00 (add'l inspection charge)
Returned check (actual bank charge)	Bank charge	Actual bank charge
<u>PUBLIC EDUCATION</u>		
CPR classes	\$325.30 + CPR consumables / class size	\$ 65.00
Fire extinguisher and use indications	\$153.86 + extinguisher consumables / class size	\$ 65.00
First aid certification	\$322.30 + first aid consumables / class size	\$ 65.00

**BIG BEAR FIRE DEPARTMENT
FEE SCHEDULE COST STUDY**

		Avg. Total Cost	Staff Recommended Fee
OTHER			
Technical research		Variable	Actual Cost
Code, ordinance, or hazard abatement appeal to Board of Appeals	\$ 707.94		\$250.00 (returned if appeal is upheld)
Research to create documents or statistics	\$ 239.91		\$35/hr - 1 hr min.
INVESTIGATIONS			
Fire Cause and Origin		Variable	Actual cost (not to exceed \$500.00)
Illegal Dumping/Hazardous Material		Variable	Actual cost (not to exceed \$500.00)

Administrative and staff processes may be performed by a variety of personnel. When applicable, direct burdened wages were averaged for costing purposes.

Actual costs will include but are not limited to:

- Personnel time to the nearest quarter hour multiplied by the direct burdened rate as defined in the attached schedule "Direct Burdened Rates Fire and Administrative Personnel."*
- Any outside contractor fees charged to complete process or service.*
- Actual cost of miscellaneous expenses such as fuel, disposable equipment, tools, apparatus use, etc. or, as identified in mutual aid agreements as applicable.*



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA9

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kelly Ent, Director of Administrative Services

SUBJECT: **DISCUSSION OF A PROPOSAL FOR AUDIT SERVICES**

BACKGROUND

The City of Big Bear Lake (City) utilizes Lance, Soll & Lunghard for audit and reporting services for all City funds including the Big Bear Lake Fire Protection District. Although the Big Bear Fire Authority (Authority) is a separate legal entity from the City, the Authority also utilizes this firm since the City handles the Authority's accounting and financial reporting.

The City's contract for auditing services has been fulfilled. As a result, the City is planning to issue a Request for Proposal (RFP) for auditing services beginning with Fiscal Year 2014/15. As the City prepares to enter into a new contract, this is an opportunity for the Authority Board to consider whether to be included in the City's RFP or issue an RFP for auditing services independent of the City's process.

In considering the options, it is Staff's recommendation that the Authority be included in the City's RFP. The City provides the accounting system and staff, which process the Authority's financial transactions. As part of the annual audit, the auditors must assess the system of controls. Because the control environment is in place for all transactions processed by the City, regardless of the reporting entity, the Authority can benefit from having the same auditors as the City. By utilizing the same auditors as the City, the Authority only pays for a portion of the control environment testing, the direct cost of testing the Authority specific transactions, and creating the Authority's financial report.

If the Board prefers to issue an RFP for auditing services independent of the City's processes, the services provided to the Authority will require separate testing of the control environment, which will be paid for by the Authority along with the cost for the transaction testing and report generation. Thus, Staff recommends that the Authority take advantage of the economies of scale and be included as part of the City's RFP.

RECOMMENDATION

Staff recommends the Fire Authority Board discuss and provide direction to Staff regarding the inclusion of the Authority in the City's request for proposals for auditing services.

JW/cef



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA10

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*

SUBJECT: **APPOINTMENT OF A DIRECTOR TO FILL A VACANCY ON THE ADMINISTRATIVE COMMITTEE**

BACKGROUND

The Fire Authority bylaws established that the Board Chair may nominate such committees as are necessary to assist the Board with carrying out its duties. Each committee shall consist of up to four members appointed by the Chair and approved by the majority vote of the Board.

DISCUSSION

At the February 4, 2014 meeting, the Board established a standing Administrative Committee. At that time, it was determined that an equitable distribution of two members from each parent Board would serve to make up the standing Administrative Committee. The Committee is currently made up of Vice Chairman Jahn and Directors Caretto, Walsh, and Newsome.

On June 17, 2014, Big Bear City Community Services District Director Newsome resigned his position from the Board and thereby, created a vacancy on the Administrative Committee.

RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint a Director to fill the current vacancy on the Administrative Committee.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA11

MEETING DATE: August 19, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **BOARD DISCUSSION FOR HIRING A SENIOR FINANCE OFFICER AND BOARD DIRECTION TO THE ADMINISTRATIVE COMMITTEE TO DEVELOP STRATEGIES FOR A SMOOTH TRANSFER OF FISCAL ACCOUNTING RESPONSIBILITY**

BACKGROUND

On June 7, 2011, Staff presented a staff report to the Directors/Board Members of the Big Bear City Community Services District and the Big Bear Lake Fire Protection District that identified three separate but distinct phases for the consolidation of the two fire departments.

Phase I consisted of the consolidation and restructure of administrative services previously provided separately by both departments. Phase I reassigned administrative personnel; standardized policies and procedures; implemented training procedures; and improved fire prevention operations. Phase I has been successfully implemented and is considered completed.

As presented in Phase II, two key objectives have been accomplished: (1) the creation of the Big Bear Fire Authority; and (2) blending of fire suppression personnel. Both of these objectives have been successfully implemented and are considered completed but still remain a work in progress. It will take additional time, Board approvals, and further collaboration of the labor units to fully realize maximum potential. Phase II also proposed the gradual transition to become a single stand-alone agency by assuming finance, human resources, and risk management functions currently provided by the parent organizations.

Phase III is the establishment of an independent fire district that includes the service areas of the existing Big Bear Lake Fire Protection District and the Big Bear City Fire Department. Establishing this fire district requires the approval of the Local Agency Formation Commission of San Bernardino. The intent is to develop a self-sustaining fire district that provides fire and other emergency services for the Big Bear Valley under the oversight of residents within the areas served. Phase III will be studied with potential implementation in two to three years.

DISCUSSION

With the completion of two key objectives or near completion as prescribed within Phase II, the Big Bear Fire Authority is now in position to assume additional responsibility as the organization

continues the pursuit of a single stand-alone agency. Staff is seeking Board approval to fill the position of Senior Finance Officer. The Senior Finance Officer will work with the finance departments of both agencies to assist in the alignment and consolidation of financial services. It is proposed that the Senior Finance Officer for the Authority “shadow” the current finance departments of the CSD and City of Big Bear Lake for a sufficient period of time to allow for a smooth transition. With a Senior Finance Officer, the Authority will have the capability to assume accounts payable, receivable, and patient billing by December 2015. This position is necessary to fully implement Phase II.

BUDGET IMPACT

In order to fund the Senior Finance Officer position, a reduction in the current contribution paid by both Fire Departments to their parent organization for administrative support services is necessary. The fully burdened salary range for this position is \$140,000 to \$180,000 annually, depending on qualifications. Other associated costs for consideration are office space, accounting software, and computer hardware.

Through the budget development process for the upcoming 2015/16 fiscal year, Staff will propose a transitional timeline with corresponding reductions for administrative support services in collaboration with the General Manager of the Big Bear City Community Services District and the City Manager for the City of Big Bear Lake.

RECOMMENDATION

Staff recommends the Fire Authority Board direct the Administrative Committee to develop strategies for a smooth transfer of fiscal accounting responsibility from the parent organizations to the Big Bear Fire Authority and include the Fire Chief, General Manager, City Manager, and Finance department heads in its meetings.