



Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY
MEETING AGENDA
OCTOBER 21, 2014**

ORDER OF BUSINESS:

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

BOARD OF DIRECTORS

**CHAIRMAN JOHN GREEN
VICE CHAIRMAN BILL JAHN
DIRECTOR DAVID CARETTO
DIRECTOR RICK HERRICK
DIRECTOR BOB JACKOWSKI
DIRECTOR 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

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

Please Note: The Chair may, at his or her discretion, take items out of order at the meeting in order to facilitate the business of the Board and/or for the convenience of the public.

ANNOUNCEMENTS & UPCOMING EVENTS

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

- Tuesday, November 11, 2014 in observance of Veteran's Day. The Authority's office will re-open at 8:00 a.m. on Wednesday, November 12; and

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

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

PRESENTATIONS

Recognition of Greg Robinson's promotion from Engineer to Captain. Captain Robinson will be pinned with a Captain's badge by Susanne Saderup.

Presentation of a twenty-year employee service pin to David Jayne, Fire Engineer.

Recognition of William Schlosser's promotion from Apprentice Firefighter/Paramedic to full time Firefighter/Paramedic.

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

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

COMMITTEE REPORTS

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

CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 08/12/14 through 10/10/14 in the amount of \$80,433.49**
- FA2. Approval of Meeting Minutes from the August 19, 2014 Regular Meeting of the Fire Authority**

ITEMS REMOVED FROM THE CONSENT CALENDAR**PUBLIC HEARING**

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

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

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

NEW BUSINESS**FA4. Hiring of a Senior Finance Officer**

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

FA5. Hiring of an Administrative Clerk

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

FA6. Purchase of Financial Accounting Software

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

FA7. Establishing the Fire Authority as an Employing Agency

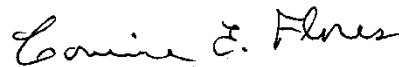
Board consideration of authorizing the expenditure of an amount not to exceed \$20,000 for consulting services; preparation of a mid-year budget adjustment to reflect this expenditure; and authorize the Fire Chief to enter into a contract with Keenan and Associates for consulting services.

FA8. Fire Authority Meeting Schedule for 2015

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

OLD BUSINESS**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 16th day of October, 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: October 21, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: CHIEF'S REPORT

Baldwin Lake Annexation for Fire and Emergency Medical Services

On August 11, 2014, LAFCO 3172 became effective establishing the annexation of the Baldwin Lake community into the Big Bear City Community Services District. On October 1, 2014, the Big Bear Fire Authority assumed service to the Baldwin Lake area and is working in cooperation with CALFIRE to provide coverage for the Big Bear Fire Department Station 284 located in the Baldwin Lake community.

Testing and Promotions

Promotional testing was recently held for the positions of Fire Captain and Fire Engineer to establish a list of qualified candidates in anticipation of necessary staffing adjustments as a result of the Baldwin Lake annexation.

Paid Call Firefighter Hiring

A recent recruitment for Paid Call Firefighter resulted in 23 applicants. After the completion of the testing and background process, 18 candidates are expected to complete the hiring process and begin training in the near future. Included are many of the personnel brought over from the Baldwin Lake Volunteer Fire Department.

Financial Update

Unaudited year ending budget performance for Fiscal Year 2013/14 indicates excellent budget performance.

- (1) The Big Bear Fire Authority required a mid-year budget adjustment in the amount of \$129,000. Of this additional allocation, \$77,000 was expended to fund Authority expenses.
- (2) The Big Bear Lake Fire Protection District budget is coming in \$200,000 under budget.
- (3) The Big Bear City Fire Department budget is coming in \$200,000 plus under budget.

Station 281 Office Space Addition

We have contacted a few architecture, design, and engineering firms. This work plan item allows for conceptual drawings to be drafted up for presentation and further consideration.

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of October 9, 2014

Staff Notes

CALL TO ORDER

An Administrative Committee meeting of the Governing Board of the Big Bear Fire Authority was held on Thursday, October 9, 2014 at 1:33 p.m. in the Executive Conference Room – City Hall at 39707 Big Bear Boulevard, Big Bear Lake, CA.

Governing Board Members present: Vice Chairman Bill Jahn, Director Bob Jackowski, Director Paul Terry, and Director Larry Walsh (arrived at 1:39 PM).

Staff present: Jeff Willis, Fire Chief; Mike Maltby, Battalion Chief; Kelly Ent, Director of Administrative Services; Scott Heule, CSD General Manager; Shari Strain, CSD Finance Officer; Eileen Berne, EMS/Fire Financial Coordinator; and Jamie Gustason, Administrative Specialist-Fire.

Others present: Rob Robbins and John Green.

1. DISCUSSION ITEMS

- 1.1 Fiscal Year 2015/16 Annual Operating Budget and**
- 1.2 Fiscal Year 2014/15 Annual Operating Budget**

Discussion and Possible Recommendation to the Board.

The Administrative Committee will deal with financial issues, explore ideas, and make recommendations to the full Board.

Cost of Administrative Services paid to:

Big Bear City Community Services District (CSD) - \$200,000 for Human Resources (HR), fiscal reporting and accounting, payroll, Information Technology, and other associated services.

City of Big Bear Lake (City) - \$239,000 for HR, fiscal reporting and accounting, payroll, and other associated services.

These costs to continue through June 30, 2015 and will be appropriately reduced as administrative support service is transferred to the Fire Authority effective July 1, 2015.

Scott Heule and Kelly Ent stated they are fine with the financial reduction as the work will be moving from the City/CSD to the Authority.

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of October 9, 2014

Staff Notes

CALL TO ORDER

An Administrative Committee meeting of the Governing Board of the Big Bear Fire Authority was held on Thursday, October 9, 2014 at 1:33 p.m. in the Executive Conference Room – City Hall at 39707 Big Bear Boulevard, Big Bear Lake, CA.

Governing Board Members present: Vice Chairman Bill Jahn, Director Bob Jackowski, Director Paul Terry, and Director Larry Walsh (arrived at 1:39 PM).

Staff present: Jeff Willis, Fire Chief; Mike Maltby, Battalion Chief; Kelly Ent, Director of Administrative Services; Scott Heule, CSD General Manager; Shari Strain, CSD Finance Officer; Eileen Berne, EMS/Fire Financial Coordinator; and Jamie Gustason, Administrative Specialist-Fire.

Others present: Rob Robbins and John Green.

1. DISCUSSION ITEMS

- 1.1 Fiscal Year 2015/16 Annual Operating Budget and**
- 1.2 Fiscal Year 2014/15 Annual Operating Budget**

Discussion and Possible Recommendation to the Board.

The Administrative Committee will deal with financial issues, explore ideas, and make recommendations to the full Board.

Cost of Administrative Services paid to:

Big Bear City Community Services District (CSD) - \$200,000 for Human Resources (HR), fiscal reporting and accounting, payroll, Information Technology, and other associated services.

City of Big Bear Lake (City) - \$239,000 for HR, fiscal reporting and accounting, payroll, and other associated services.

These costs to continue through June 30, 2015 and will be appropriately reduced as administrative support service is transferred to the Fire Authority effective July 1, 2015.

Scott Heule and Kelly Ent stated they are fine with the financial reduction as the work will be moving from the City/CSD to the Authority.

The Committee Members asked Chief Willis if he could hire the necessary personnel for the cost of \$439,000? Chief Willis replied he could, but also noted that the full amount should not be considered as a small portion of administrative work will remain with each district to properly reflect tax roll collection, pass through agreements, and accounting needs of these activities.

Director Jackowski asked if the Fire Authority would be able to provide all of these services. Kelly Ent, Chief Willis, and Shari Strain all answered yes.

Eileen Berne guided the group through a Comparative Analysis worksheet (copy attached).

A question was asked if there would be a legal transfer of assets. Reply: Yes – a transfer of facilities and other assets from the CSD and Fire District into the Authority would occur to correctly account for Authority responsibility.

Staff was directed to:

- Clarify who owns the land that all the fire stations sit on.
- Separate out ambulance monies to determine what the impact will be to the CSD once the monies are transferred to the Authority.
- \$225,000 GEMT to be included in the worksheet.
- Adjust Fixed Assets of Buildings to reflect book value, not purchase value.
- Update the Draft Comparative Analysis.
- Director Jackowski asked Staff to create a breakdown on labor per position (FTE vs. cost) (copy attached of Wages, Benefits & Cost Comparison 2014/15 Budget Basis).
- Provide a cash flow spreadsheet and what will be needed in reserves.
- Provide the historical use of property tax revenues.
- Explain how the Authority will directly receive monies if not through the CSD.
- Prepare ambulance figures based on actual figures.
- Keep things moving by taking items directly to the full Board and not the Committee, however, prior to Board meetings, Staff is to provide the above information to the full Board.
- Staff is to provide all requested documents for the October 21, 2014 Fire Authority Board meeting.

Software needs:

Kelly Ent recommended the Authority purchase Springbrook software, which is used by the City as it will be compatible and data can be exported easily. The financial module is \$22,000, and the payroll & HR module is \$28,000.

CSD currently outsources payroll to ADP at a cost of \$6 per paycheck.

Hiring timeline recommendation to the full Board:

- By January 1, 2015, hire a Senior Financial Officer, \$140,000-\$180,000 annually (dependent upon experience), fully encumbered, contract. To accommodate the new position, a work space will need to be created.
- After January 1, 2015, hire an Administrative Clerk, \$70,000 annually, fully encumbered, contract. To accommodate the new position, a work space will need to be created.
- January 1, 2015 through July 30, 2015 - both of the above positions to be funded equally by CSD and Fire District.
- By July 1, 2015, Paid Call and Apprentice Firefighters are to be transferred into the Authority as well as the Senior Financial Officer and Administrative Clerk positions. Keenan and Associates can help with the setup and process.

Staff to provide the following to the full Board:

- Timeline/flow chart for all occurring events (data migration, hiring of staff, software purchase, training, etc.).
- Profit and loss statement regarding ambulance costs.
- Job descriptions for the proposed new positions.
- Request full Board approval to hire these positions as contract employees with a one year contract until the Authority can fully fund.
- Authority to establish itself as an Employer by hiring only contract employees initially.
- Budget adjustment cost breakdown by the next Board meeting.

Office Space:

1. Work stations for the new employees - offices are being created at Station 281, but they will not be ready for two years. \$200,000-\$300,000 is encumbered through the Fire District budget. A mid-year budget adjustment should include two complete work stations and corresponding office space.
2. Short-term Recommendation:
 - A. Add a work trailer on site at Station 281 for two people (around \$500/month); or
 - B. Use the Administrative Offices at Station 282 as a temporary office.

The Committee recommends option 1 so all Administrative personnel are at one location.

COMMITTEE RECOMMENDATION TO THE FULL BOARD:

The Authority purchase the Springbrook Financial module by July 1, 2015, and possibly, the payroll and HR module.

ADJOURNMENT

With no further business to come before the Administrative Committee, Vice Chairman Jahn adjourned the meeting at 4:22 p.m.

Jamie Gustason, Administrative Specialist-Fire

COMPARATIVE ANALYSIS

Big Bear City CSD, Big Bear Lake FPD and Big Bear Fire Authority Fixed assets, liabilities, revenues and payroll related expenses*

	Big Bear Lake FPD	Big Bear Fire Authority	Big Bear City CSD
Revenues:			
Property tax	4,329,945	6,192,585	1,862,640
Voter approved tax		1,638,624	1,638,624
Ambulance Revenue (adjusted)		1,448,994	1,448,994
GEMT		-	-
Ambulance Membership Program		61,193	61,193
Other (fees, interest, miscellaneous)	347,248	367,028	19,780
Subventions & grants	62,359	62,359	
Current service charges	222,443	222,443	
Use of money & property	45,221	45,221	
	5,007,216	10,038,447	5,031,231
Payroll related expenses:			
Workers comp insurance***	85,144	196,144	111,000
Employee benefits	1,241,083	2,529,738	1,288,655
Salaries & wages	1,962,247	4,575,507	2,613,260
	3,288,474	7,301,389	4,012,915
	63.2%		49.3%
<hr style="border-top: 1px dashed black;"/>			
Fixed assets:			
Equipment	1,210,011	2,425,654	1,215,643
Land	555,237	738,890	183,653
Land improvements	-	-	-
Buildings	2,332,709	2,895,260	562,551
Software		8,361	8,361
	4,097,957	6,068,166	1,970,209
Other assets:			
Cash	107,795	246,453	138,658
Accounts receivable:			
Ambulance		320,393	320,393
Grants receivable	5,466	11,402	5,936
Due from other govt agencies	238,637	445,890	207,253
Deferred revenue	13,400	19,522	6,122
Due from other funds	124,796	124,796	
	382,299	922,002	539,704
Reserves:			
Reserves	4,697,257	Cash Flow	1,655,706
	4,697,257	Cash Flow	1,655,706
Liabilities:			
Current A/P	106,304	244,962	138,658
CIPIA Retro Deposit	171,600	171,600	
Pension related debt		1,054,559	1,054,559
Vacation/Comp Time payable***	215,639	358,320	142,681
Due to other govt. agencies	84,519	84,519	
	578,062	1,913,960	1,335,898

*Financial data is unaudited @ 6/30/2014, and provided by the respective agencies' finance depts.

Wages, Benefits & Cost Comparison 2014/15 Budget Basis

Job classification	Base pay avg.	Employee benefits BBL	Employee benefits CSD	Employer costs BBL	Employer costs CSD	Total costs BBL	Total Cost CSD
Captain	\$ 97,989.08	\$ 81,035.93	\$ 54,504.42	\$ 1,363.94	\$ 6,327.57	\$ 180,388.95	\$ 158,821.07
Engineer/Paramedic	\$ 85,318.24	\$ 73,532.67	\$ 47,259.16	\$ 1,175.32	\$ 5,384.06	\$ 160,026.23	\$ 123,023.15
Firefighter/Paramedic	\$ 75,331.90	\$ 61,230.60	\$ 38,990.67	\$ 1,016.51	\$ 4,694.04	\$ 137,579.01	\$ 105,044.71
Apprentice Firefighter/Paramedic	\$ 44,115.00	n/a	\$ 22,228.95	n/a	\$ 2,640.40	n/a	\$ 59,384.35

Salary information sourced from each entity's 2014-15 Salary Plan.

All benefit % and employer costs provided by each agency's Finance and HR departments.

Defined contribution % are net of employee contribution.

BBL employer costs include 1.45% Medicare contribution.

CSD employer costs include 1.45% Medicare contribution and 6.2% FICA contribution.



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
64800	California State Cal Fire/Fire Training	Firefighter II Certification	08/12/14	105.00
64801	City of Big Bear Lake Dept of Water & Power	Water Usage	08/12/14	295.11
64802	Big Bear City CSD	Water Usage	08/12/14	330.19
64803	Action Response Team, Inc	General Household Materials & Supplies	08/12/14	971.19
64804	AT&T Corp	Long Distance Telephone Service	08/12/14	62.64
64805	VA Communications	Emergency Phones	08/12/14	50.00
64806	Bear Valley Electric	Electricity Usage	08/12/14	3,760.61
64808	Charter Communications	Cable/Internet/Intranet	08/12/14	1,198.62
64809	DIY Home Center	Materials & Supplies	08/12/14	12.67
64810	Norman Dykesten	Reimb - Firefighter Boots	08/12/14	170.00
64811	First Aid Now	First Aid Cabinet Supplies	08/12/14	132.50
64812	Justin Fluke	Reimb - Registration Instructor 1B	08/12/14	225.00
64813	Globalstar	Satellite Phone	08/12/14	48.62
64814	The Grizzly	Informational Notice	08/12/14	568.00
64815	H & S Fire Equipment Repair	Vehicle Inspection/Repair	08/12/14	1,864.00
64816	Interstate Battery of Southern California	Battery for Inventory	08/12/14	172.75
64817	KME Fire Apparatus Inc.	Vehicle Repair	08/12/14	810.53
64818	South Coast Emergency Inc.	Vehicle Repair Parts	08/12/14	201.38
64819	Thomas Gas Company	Propane	08/12/14	67.24
64820	United Parcel Service	Shipping	08/12/14	143.54
64821	Verizon California	Telephone Service	08/12/14	153.68
64833	US Bank Corporate Payment Systems	Meeting Exp/Honor Guard Accessories/Broadband LED Flashlights/Email Host	08/15/14	865.65
64836	Department of Forestry and Fire Protection	Fire Command 1B Class Registration	08/15/14	328.00
64837	Best Best & Krieger LLP	Legal Services	08/15/14	942.14
64838	Bear Valley Electric	Electricity Usage	08/15/14	102.17
64840	Center for Health Education	ACLS Cards	08/15/14	321.49



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
64841	Chevron USA	Fuel	08/15/14	660.52
64842	Compressed Air Specialties, Inc.	Air Compressor Service	08/15/14	1,651.89
64843	Elijah Covarrubio	Reimb - Lenses for SCBA Mask	08/15/14	47.56
64845	Ryan Harold	Reimb - S-330 Class	08/15/14	685.00
64846	H & S Fire Equipment Repair	Vehicle Service/Repair	08/15/14	800.00
64848	KME Fire Apparatus Inc.	Vehicle Repair	08/15/14	385.00
64849	Radio Shack Corporation	Wiring Supplies for Headsets/Cell Phone Charger	08/15/14	78.74
64851	Tri-County Fire Equipment	Fire Extinguisher Service	08/15/14	256.00
64852	Verizon California	Traffic Signal	08/15/14	53.70
64853	Verizon Wireless	Cell Phone & iPad Data Usage/iPad	08/15/14	776.51
64885	Larry Walsh	Big Bear Fire Authority Meeting	08/19/14	200.00
64888	Ryan Nelby	Lock & Key	08/27/14	25.00
64889	David Kendall	FAU Maintenance at All Stations	08/27/14	520.00
64890	Bernard Dougherty	Plumbing Repair	08/27/14	200.00
64891	Butchers Blocks & Building Materials	Vehicle Maintenance/Signs/Facility Repairs	08/27/14	866.46
64894	The Counseling Team International, Inc.	Employee Support Services	08/27/14	500.00
64895	CPS Human Resource Services	Exams	08/27/14	786.35
64896	Firefighters Safety Center	Boots	08/27/14	180.29
64897	Deanne Johanson	Consulting Services	08/27/14	209.00
64898	KME Fire Apparatus Inc.	Vehicle Repair Parts	08/27/14	255.00
64899	Mission Linen Supply Inc.	Towels	08/27/14	47.94
64901	Quill Corporation	Office Supplies	08/27/14	291.07
64902	Radio Shack Corporation	Bluetooth Headset	08/27/14	101.38
64903	Southwest Gas Corporation	Natural Gas Usage	08/27/14	324.12
64904	Trace Analytics, LLC	Analyze Compressed Breathing Air	08/27/14	687.00
64916	Department of Forestry and Fire Protection	I-400 Advanced ICS Class	08/29/14	188.00
64917	Petty Cash	Office Supplies/Meeting Expenses	08/29/14	77.61



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
64918	Administrative Services Inc.	Copier Lease	08/29/14	376.92
64920	Car Quest Auto Parts	Generator Battery/Vehicle Repair Parts	08/29/14	125.26
64921	Charter Communications	Cable/Internet	08/29/14	604.88
64923	DIY Home Center	Facility Repairs	08/29/14	33.77
64924	Farsight Technologies, Inc.	Big Bear Fire Authority Meeting	08/29/14	100.00
64925	John Green	Big Bear Fire Authority Meeting	08/29/14	100.00
64926	Rick Herrick	Big Bear Fire Authority Meeting	08/29/14	100.00
64927	H & S Fire Equipment Repair	Vehicle Inspection/Repair	08/29/14	1,676.70
64928	Image 2000 Inc.	Postage for Toner Cartridges	08/29/14	21.00
64929	Robert Jackowski	Big Bear Fire Authority Meeting	08/29/14	100.00
64930	K-Mart 7653	USB Drives/Testing Materials/Frames	08/29/14	154.30
64931	Laerdal Medical Corporation	Student Workbooks	08/29/14	251.86
64932	JSL Automotive Group, LLC	Vehicle Maintenance	08/29/14	68.63
64933	Randy Spitz	Coffee Materials & Supplies	08/29/14	364.00
64934	NAPA Auto Parts	Vehicle Repair Parts	08/29/14	23.18
64935	Karyn Oxandaboure	Big Bear Fire Authority Meeting	08/29/14	100.00
64937	Quill Corporation	Office Supplies	08/29/14	63.46
64938	Radio Shack Corporation	Wiring Supplies for Headsets	08/29/14	25.89
64939	SatCom Global, Inc.	Satellite Services	08/29/14	111.33
64940	Paul Terry	Big Bear Fire Authority Meeting	08/29/14	100.00
64941	United Parcel Service	Shipping	08/29/14	14.67
64942	Verizon California	Telephone Service	08/29/14	413.92
64943	Larry Walsh	Big Bear Fire Authority Meeting	08/29/14	100.00
65005	Charter Communications	Cable/Internet	09/03/14	516.57
65007	Image 2000 Inc.	Copy Charges	09/03/14	297.68
65034	US Postal Service	Post Office Box Rent	09/12/14	232.00
65035	City of Big Bear Lake Dept of Water & Power	Water Usage	09/12/14	309.95



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
65036	Big Bear City CSD	Water Usage	09/12/14	374.59
65038	David Kendall	Facility Maintenance	09/12/14	220.00
65039	VA Communications	Emergency Phones	09/12/14	50.00
65040	Bear Valley Electric	Electricity Usage	09/12/14	2,159.14
65041	Charter Communications	Cable/Internet	09/12/14	672.64
65043	CPS Human Resource Services	Exams	09/12/14	465.75
65044	Jon Curtis	Reimb - S-244 Field Observer Tuition	09/12/14	450.00
65045	DIY Home Center	Materials & Supplies	09/12/14	39.86
65046	Firefighters Safety Center	Shirts	09/12/14	250.53
65047	Matthew Fonda	Reimb - ICEMA EMT-P Renewal	09/12/14	60.00
65048	Galls/Quartermaster	Class A Hat Pin	09/12/14	81.61
65049	H & S Fire Equipment Repair	Vehicle Repair	09/12/14	371.00
65051	San Bernardino County Fire Chiefs Assoc.	Annual Membership	09/12/14	75.00
65053	Stater Bros Market No 91	Engineer Assessment Center Expenses	09/12/14	34.33
65055	Traction	Vehicle Maintenance	09/12/14	717.66
65090	All Pro Outdoor Power Equipment	Gas Blower	09/15/14	269.95
65091	AT&T Corp	Long Distance Telephone Service	09/15/14	58.69
65092	Best Best & Krieger LLP	Legal Services	09/15/14	2,602.80
65093	Big Bear Lake Urgent Care	DMV Physical	09/15/14	95.00
65094	Butchers Blocks & Building Materials	Materials & Supplies/Facility Maint.	09/15/14	1,256.00
65095	Bear Valley Electric	Electricity Usage	09/15/14	1,778.05
65097	Jon Curtis	Reimb - Command 1C Tuition	09/15/14	250.00
65098	Firefighters Safety Center	Pants	09/15/14	241.96
65099	Franklin Truck Parts, Inc	Vehicle Repair Parts	09/15/14	712.85
65100	Generator Services Co Inc	Annual Service on Generators	09/15/14	2,387.74
65101	Globalstar	Satellite Phone	09/15/14	48.62
65102	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	09/15/14	1,574.00



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
65104	Quill Corporation	Office Supplies	09/15/14	124.42
65105	Charles Robillard	Reimb - ICEMA EMT-I Renewal	09/15/14	97.00
65106	SatCom Global, Inc.	Satellite Services	09/15/14	59.13
65107	Tri-County Fire Equipment	Fire Extinguisher Service	09/15/14	25.00
65108	Verizon California	Telephone Service	09/15/14	153.89
65109	Verizon Wireless	Cell Phone & iPad Data Usage/iPad	09/15/14	806.87
65110	Billy Wormsbecker	Vehicle Magnets/Stickers	09/15/14	870.00
65129	Bad Bear Sportswear	Ball Caps/Beanies	09/23/14	570.24
65130	Bear Valley Printing Inc	Business Cards	09/23/14	33.25
65131	The Counseling Team International, Inc.	Psychological Assessments	09/23/14	250.00
65132	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	09/23/14	920.00
65134	JSL Automotive Group, LLC	Vehicle Service/Tire Dismount/Mount	09/23/14	485.58
65135	Shawn Sutherland	Reimb - Firefighter I Certification	09/23/14	40.00
65136	United Parcel Service	Shipping	09/23/14	7.17
65137	Department of Forestry and Fire Protection	Fire Investigation 1A Training	09/24/14	408.00
65138	Petty Cash	Assessment Center Expenses/Meeting Expenses	09/24/14	127.48
65140	Firefighters Safety Center	Work Shirts	09/24/14	250.13
65142	Randy Spitz	Coffee Materials & Supplies	09/24/14	292.50
65152	Administrative Services Inc.	Copier Lease	09/24/14	376.92
65153	Big Bear Lake Urgent Care	DMV Physical	09/24/14	95.00
65155	Chevron USA	Fuel	09/24/14	1,070.63
65156	The Counseling Team International, Inc.	Employee Support Services	09/24/14	500.00
65157	Goodyear Tire & Rubber Co Inc.	Tires	09/24/14	4,659.81
65158	Kelvin McElfish	Reimb - Training Expense	09/24/14	334.96
65159	Mission Linen Supply Inc.	Towels	09/24/14	47.94
65160	Jessica Ortega	Reimb - State EMT-P License	09/24/14	250.00
65162	South Coast Emergency Inc.	Vehicle Repair Parts	09/24/14	25.83



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
65163	Sam Brown Shields	Helmet Shields	09/24/14	365.73
65164	Stater Bros Market No 91	Assessment Center Expenses	09/24/14	27.95
65165	Verizon California	Traffic Signal	09/24/14	53.50
65177	US Bank Corporate Payment Systems	Badge Numbering/Hat Straps/Office Supplies Recycle Bucket/EE Recognition/Vehicle Repair Parts Broadband/Fit Tester Repair/Assessment Cntr Exp Publication/Conf-Training Registration/Mtg Exp	10/01/14	2,312.37
65186	Nicholas Stanton	Refund - CPR and First Aid Class	10/03/14	80.00
65188	Charter Communications	Cable/Internet	10/03/14	516.57
65190	Les Curtis	Reimb - Fuel	10/03/14	120.76
65191	Jon Curtis	Reimb - Regional Instruction Tuition	10/03/14	275.00
65194	Image 2000 Inc.	Copy Charges	10/03/14	461.75
65196	KME Fire Apparatus Inc.	Vehicle Repair	10/03/14	217.07
65197	Quill Corporation	Office Supplies	10/03/14	97.14
65198	Red Helmet Training, Inc.	Command 2D Registration	10/03/14	250.00
65199	Southwest Gas Corporation	Natural Gas Usage	10/03/14	358.61
65200	Verizon California	Telephone Service	10/03/14	422.27
65280	City of Big Bear Lake Dept of Water & Power	Water Usage	10/06/14	295.11
65281	Action Response Team, Inc	Restock Household Supply Inventory	10/06/14	4,324.42
65283	Butchers Blocks & Building Materials	Materials & Supplies	10/06/14	222.48
65284	Charter Communications	Cable/Internet	10/06/14	771.92
65286	The Counseling Team International, Inc.	Psychological Assessments	10/06/14	1,000.00
65287	DIY Home Center	Office Supplies	10/06/14	9.70
65288	Entenmann-Rovin Co	Badges/Wallet Badges	10/06/14	1,385.70
65289	First-In Communications LLC	Speaker Microphones	10/06/14	2,332.00
65290	H & S Fire Equipment Repair	Vehicle Repair	10/06/14	880.00
65291	K-Mart 7653	County Chiefs' Meeting Expense	10/06/14	32.77



Big Bear Fire Authority

Item No. FA1

Checks Issued 08/12/14 through 10/10/14

Check#	Vendor/Employee	Transaction	Date	Amount
65292	Ludecke's Electrical Service, Inc.	Electrical Services	10/06/14	1,530.00
65293	JSL Automotive Group, LLC	Vehicle Repair Parts	10/06/14	152.16
65294	Quill Corporation	Office Supplies	10/06/14	115.66
65296	Verizon California	Telephone Service	10/06/14	154.14
	ACH Bill Jahn	Big Bear Fire Authority Meeting	08/29/14	100.00
	ACH David Caretto	Big Bear Fire Authority Meeting	08/29/14	100.00
	ACH Don Smith	Reimb - Travel Expenses	10/03/14	146.36
				<u>80,433.49</u>

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

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

PUBLIC FORUM FOR CLOSED SESSION: None.

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

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

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman Jahn

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

Directors Excused: None

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

RESULTS OF CLOSED SESSION:

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

No reportable action.

ANNOUNCEMENTS & UPCOMING EVENTS

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

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

PRESENTATIONS

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

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

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

DIRECTORS' GENERAL ANNOUNCEMENTS

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

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

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

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

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

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

CONSENT CALENDAR

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

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

Approved.

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

Received and filed.

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

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

FA4. 2014 Mandatory Review of the Conflict of Interest Code

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

Approved.

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

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

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2014-004

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

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

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

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

Approved.

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

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

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

Said Motion was approved by the following vote:

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

NEW BUSINESS

FA7. Possible Donation of Surplus Tools and Equipment

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

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

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

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

Said Motion was approved by the following vote:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Said Motion was approved by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

FA9. Discussion of a Proposal for Audit Services

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

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

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

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

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

Said Motion was approved by the following vote:

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

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

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

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

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

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

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

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

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

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

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

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

COMMITTEE REPORTS

None.

DIRECTORS' CLOSING COMMENTS

None.

ADJOURNMENT

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

Corinne E. Flores, Board Secretary




BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA3

MEETING DATE: October 21, 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: **SECOND READING AND ADOPTION OF AN ORDINANCE
ESTABLISHING COST RECOVERY FEES AND CHARGES**

BACKGROUND

At their regular meeting of August 19, 2014, the Authority Board introduced for first reading an Ordinance to establish cost recovery fees and charges. During this meeting, the Board requested amendments be made to the proposed Ordinance and fee schedule for the next regular meeting, and at least ten (10) days prior to considering this Ordinance, the Authority make available to the public, data indicating the amount of cost, or estimated cost, required to provide the service for which each fee or charge is imposed and the revenue sources anticipated to provide the service.

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) to simplify, standardize, and recover costs per service. The 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 the Big Bear Lake Fire Protection District (Fire District) and the Big Bear City Community Services District (CSD).

The following items have been addressed in the proposed Ordinance and Schedule of Fees and Charges as a result of Board discussion from the August 19, 2014 regular Board meeting:

- A waiver clause for non-profit users was updated with language provided by legal counsel.
- Applicable fees identified as "Actual Cost" have been capped.
- Ordinance No. BBFA2014-XXX, Section 3. Waiver: Board references were changed to Appeals Board.
- All requirements for noticing, posting, and availability of the proposed Ordinance and supporting documentation have been met.

- With regard to rescinding fees and charges by the Fire District and CSD, legal counsel advises that the act of adopting the Authority Cost Recovery Ordinance does not automatically require that the Fire District or CSD revise their individual policies. The Authority's Cost Recovery Fees are controlling, however, counsel recommends rescinding similar fees for similar cost recovery at the level of the Fire District and CSD in order to reduce potential confusion.
- Staff clarified with legal counsel that when a regular or adjourned regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes, pursuant to Government Code Section 54955.

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.

RECOMMENDATION

Staff recommends the Fire Authority Board conduct second reading of and adopt Ordinance No. BBFA2014-XXX, entitled:

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

EB/cef

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

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. The Board also desires to adopt a procedure by which an applicant may request a reduction or waiver of a fee. It is anticipated that such requests may be made by community/non-profit organizations, individuals, or other applicants which make contributions to the local community and where the reduction or waiver of a fee would serve the public interest; 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 Appeals 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 Appeals 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 Appeals 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 19th day of August, 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

**BIG BEAR FIRE DEPARTMENT
SCHEDULE OF FEES AND CHARGES FOR COST RECOVERY**

-	Fee
<u>PERMITS</u>	
<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
<u>RESPONSES</u>	
-	Due to alarm system testing, maint., alteration, modification or tampering w/o prior jurisdiction notification Actual Cost (not to exceed \$420.00)
-	Due to alarm system malfunction > 3 alarms in 12 consec. months Actual Cost (not to exceed \$210.00)
-	Due to intentional wrongful conduct or omission of reasonable precaution, care or action Actual Cost (not to exceed \$420.00)
<i>Fire Suppression & Rescue</i>	
-	Due to intentional wrongful conduct or omission of reasonable precaution, care or action, or under the influence Actual Cost
-	Illegal or non-permitted campfires, bonfires, outside cooking fire or warming fires Actual Cost (not to exceed \$210.00)
-	Search and rescue operations Actual Cost
-	Mutual aid responses, per mutual aid agreements Greater of actual or agreement cost

-	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 (not to exceed \$420.00)
<u>SPECIAL STANDBY</u>		
-	Overcrowding & Occupancy Prevention	Actual Cost (not to exceed \$420.00)
-	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
<u>SPECIAL INSPECTIONS</u>		
-	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	\$ 140.00
<u>ADMINISTRATIVE PLAN REVIEW</u>		
-		

-	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
-	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
<u>REPORTS</u>			
-	Fire cause and origin report (actual investigation time and administrative support)	\$	25.00
-	Hazardous materials report	\$	25.00
-	Incident Report	\$	25.00
<u>COPIED MATERIAL</u>			
-	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.
<u>PENALTIES</u>			
-	Failure to meet for scheduled inspection (additional inspection charge)		\$80.00 (add'l inspection charge)
-	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 (not to exceed \$225.00)
-	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 at rates identified in the current Salary Survey/Actual Administrative Rate for the Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies and any outside contractor fees charged to complete process or service.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: October 21, 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: **HIRING OF A SENIOR FINANCE OFFICER**

BACKGROUND

Over the last three year period, significant steps have been taken that effectively result in the Fire Authority emerging as the organization charged with the responsibility of delivering services to the communities served. The Boards have received multiple presentations and participated in numerous discussions regarding further consolidation of services and functions. The Fire Authority has now grown to a point in which the continuation and use of Administrative Services of each parent jurisdiction has become increasingly inefficient from the standpoint of cost sharing and cross billing and reconciliation of fiscal information. Fire Authority management, clerical staff, and those working in each respective finance department desire fiscal management and other associated administrative functions be transferred and assumed by the Fire Authority. At the August 19, 2014 Fire Authority meeting, staff presented an agenda item reintroducing the need to create and hire a Senior Finance Officer to accommodate transition of administrative services from each district to the Fire Authority. This discussion item was directed to the Administrative Committee for further discussion and direction.

DISCUSSION

Staff is seeking Board approval to fill the position of Senior Finance Officer with the goal of a January 1, 2015 start date. 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 six month period of time to allow for a smooth transition.

FISCAL IMPACT

Currently, the Fire District pays \$239,000 to the City of Big Bear Lake and the Big Bear City Fire Department pays \$200,000 to the Big Bear City Community Services District for these services. The fully burdened salary range for the Senior Finance Officer position is \$140,000 to \$180,000 annually, depending on qualifications. In order to start this position on the January 1,

2015 date, a budget adjustment of \$90,000 will be necessary to fund this position for the remaining six months of the 2014/15 budget year. Other associated costs to fill this position include a temporary office, office furniture, computer hardware, and other miscellaneous expenses with an estimated total of \$8,500. Total fiscal impact for this position within the 2014/15 budget is approximately \$98,500.

RECOMMENDATION

Staff recommends the Fire Authority Board:

1. Approve the Senior Finance Officer job description;
2. Authorize the Fire Chief to advertise for the position;
3. Authorize the setup and rental of a temporary office; and
4. Authorize the Fire Chief to prepare a mid-year budget adjustment in the amount of \$98,500.

BIG BEAR FIRE AUTHORITY

SENIOR FINANCE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

POSITION SUMMARY:

This position performs internal auditing functions and provides professional supervision to assigned Department staff. This position is responsible for carrying out the duties of the Authority Treasurer-Auditor/Controller at the direction of the Fire Authority Board.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Fire Chief. Exercises general direction over professional, para-professional, technical, and administrative support staff.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs and controls various administrative activities of the Authority, including the accounting, investing, and revenue collections.
- Prepares or directs the preparation, implementation and control of the Authority's annual budget and capital improvement budget; forecasts revenues, staffing, and equipment needs to accomplish the Authority's priorities and objectives.
- Evaluates annual budget preparation procedures on a regular basis and adjusts, when appropriate, to ensure compliance with applicable guidelines and maximize effectiveness.
- Prepares or directs the preparation of a variety of financial reports including quarterly and annual financial statements and investment reports.
- Supervises and reviews the work of staff responsible for accounts payable, accounts receivable, and payroll functions.
- Oversees completion of, and ensures compliance with, mandated financial reporting requirements such as annual audit report and state controller's report.
- Manages the Authority's treasuring function, debt management activities, and ensures the Authority cash flow needs are met; establishes and maintains sound internal controls over all cash and securities; manages the Authority's banking relationships.
- Maintains and updates the Authority's Long-Range Financial Plan including financial projections and forecasts; analyzes financial trends and the impacts of various scenarios for planning and decision making purposes.

- Attends Board meetings, prepares and presents reports on all financial matters.
- Ensures compliance with the Authority's purchasing policies; oversees preparation and approval of purchase requisitions and purchase orders.
- Monitors developments in areas of responsibility including proposed legislation and/or court decisions; assesses potential impact on Authority practices and operations; and makes recommendations regarding appropriate policy and procedural changes.
- Prepares contracts and agreements and monitors compliance for major capital purchases of goods and services.
- Develops issues and evaluates requests for proposal as required for Authority projects contracts and/or services.
- Provides professional technical support and assistance to staff when appropriate.
- Performs various related duties as required.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university within major course work in accounting/finance, public administration, business administration, or a related field is required.

Experience: Three years related financial experience in the public sector, including two years in a supervisory capacity is preferred.

License/Certificate: Possession of a valid Class C driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge/abilities/skills necessary to perform essential duties of the position.)*

Knowledge of:

Public sector financial operations, including governmental accounting and generally accepted accounting principles; principles and practices of municipal government budget preparation and administration; methods and techniques of public administration research, analysis, and report

preparation; principles and practices of internal control and auditing; principles, practices, laws and regulations governing the investment and management of public funds; modern office equipment, including a computer and applicable software; pertinent fiscal management and word processing.

Ability to:

Effectively plan, organize, direct, and coordinate a wide range of administrative services, programs and operations; exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, and be proactive, flexible, and cooperative; establish and evaluate the implementation of organizational goals, policies, and objectives; research and prepare complex written reports with recommendations; handle multiple priorities, problems and demanding situations; prepare and present accurate, concise reports to the Authority Board and make presentations in public forums; interpret, explain, and apply applicable laws, codes, ordinances, and regulations; make sound decisions within established guidelines; and establish and maintain effective working relationships.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: October 21, 2014

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

FROM: Jeff Willis, Fire Chief *[Signature]*

PREPARED BY: Mike Maltby, Battalion Chief *[Signature]*

SUBJECT: **HIRING OF AN ADMINISTRATIVE CLERK**

BACKGROUND

Over the last three year period, significant steps have been taken that effectively result in the Fire Authority emerging as the organization charged with the responsibility of delivering services to the communities served. The Boards have received multiple presentations and participated in numerous discussions regarding further consolidation of administrative services and functions. This discussion item was directed to the Administrative Committee for further discussion and direction.

DISCUSSION

In order for the Fire Authority to assume Administrative functions effective July 1, 2014, adequate clerical support is needed. The Senior Finance Officer position, if approved, will need significant clerical support. The Administrative Clerk position will also support existing positions that currently batch accounts payable and receivable prior to being submitted to each respective finance department.

FISCAL IMPACT

The fully burdened salary for the Administrative Clerk position is as follows:

Hourly	16.66	17.49	18.36	19.28	20.24
Monthly	2,887.73	3,031.60	3,182.40	3,182.40	3,508.27
Annually	34,652.80	36,379.20	38,188.80	40,102.40	42,099.20

In order to start this position after the first of the year, a budget adjustment of \$32,500 will be necessary to fund this position for the remaining six months of the 2014/15 budget year. Other associated costs for this position include a temporary office, office furniture, computer hardware and other miscellaneous expenses with an estimated total of \$4,500. A mid-year budget adjustment of \$37,000 will be required for this position.

RECOMMENDATION

Staff recommends the Fire Authority Board:

1. Approve the Administrative Clerk job description and pay scale;
2. Authorize the Fire Chief to advertise for the position; and
3. Authorize the Fire Chief to prepare a mid-year budget adjustment in the amount of \$37,000.

BIG BEAR FIRE AUTHORITY
ADMINISTRATIVE CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

POSITION SUMMARY:

Under direction of the Senior Finance Officer, provides support services to administrative staff. Provides information to citizens, clients, allied organizations, assists officials with Department clerical work, and administrative details.

ESSENTIAL FUNCTIONS:

Customer services and clerical duties:

- Receives and routes incoming phone calls and mail.
- Greets visitors, ascertains nature of business and directs or assists visitors.
- Responds to customer questions and complaints, either by phone, in writing, or in person concerning Department operations.
- Manages Department website.
- Reviews customer correspondence and responds accordingly.
- Composes and types correspondence, forms, legal documents, reports, etc.
- Drafts and participates in development of operational procedures.
- Monitors tree falling, alarm contractors, and other service contractor licensing and insurance requirements.
- Files and maintains correspondence and various documents and records.
- Prepares letters and Notices of Violation for the Fire Department.
- Prepares invoices for recovery incidents, issues letters for delinquent accounts, and arranges payment installments, collections, and deposits.
- Performs purchasing and ordering functions.
- Processes purchase orders as needed.
- Performs registrations and makes hotel reservations for employee training programs and classes.
- Records and transcribes minutes of meetings.
- Maintains accurate records.

Other Essential Duties:

- Operates office machines, computers, printers, typewriters, copiers, calculators, de-collator, bookbinder, and postage machine.
- Serves on project teams.
- Attends conferences, meetings, and/or seminars.

- Operates motor vehicles while performing certain assigned duties.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job exercises no supervisory responsibilities.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training/Experience: Any combination of education, training, and/or experience that provides necessary skills, abilities, licenses and/or certificates. Knowledge of office machines and computer environment including word processing and spreadsheets.

Language Skills: Ability to read and comprehend basic instructions, correspondence, and memos written in English. Ability to write correspondence in English. Ability to effectively present information in one-on-one and group situations to customers and other employees of the organization.

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

Reasoning Ability: Ability to exercise sound judgment to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, organizational rules and regulations, and policies and procedures.

Certificates/Licenses/Registration: Possession of a valid California Class C Driver's License; and ability to meet eligibility standards for motor vehicle insurance coverage established by the organization's insurance carrier.

Other Qualifications: Ability to satisfactorily carry out the duties and responsibilities of this job includes typing at a speed of 40 words per minute. Ability to use a calculator and work with Excel spreadsheets, Learn how to quickly direct calls for assistance to the proper person, department, or agency. Ability to work overtime. Ability to establish and maintain effective working relationships with others; work independently and on project teams.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: October 21, 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: **PURCHASE OF FINANCIAL ACCOUNTING SOFTWARE**

BACKGROUND

Over the last three year period, significant steps have been taken that effectively result in the Fire Authority emerging as the organization charged with the responsibility of delivering services to the communities served. The Boards have received multiple presentations and participated in numerous discussions regarding further consolidation of services and functions. The Fire Authority has now grown to a point in which the continuation and use of Administrative Services of each parent jurisdiction has become increasingly inefficient from the standpoint of cost sharing and cross billing and reconciliation of fiscal information. Fire Authority management, clerical staff, and those working in each respective finance department desire fiscal management and other associated administrative functions be transferred and assumed by the Fire Authority. At the August 19, 2014 Fire Authority meeting, staff presented an agenda item reintroducing the need to create and hire a Senior Finance Officer to accommodate transition of administrative services from each district to the Fire Authority. This discussion item was directed to the Administrative Committee for further discussion and direction.

DISCUSSION

The purchase of financial accounting software will be necessary to transfer the financial accounting services to the Authority. Fire Authority data is currently stored on Springbrook Accounting Software systems used by the City of Big Bear Lake. The purchase of the Springbrook Accounting Software module for the Fire Authority will allow for a more seamless transition and data migration from the City system to the Authority.

FISCAL IMPACT

The cost of the Springbrook Accounting Software module is \$28,000.

ADMINISTRATIVE COMMITTEE RECOMMENDATION

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



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: October 21, 2014

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

FROM: Jeff Willis, Fire Chief

SUBJECT: **ESTABLISHING THE FIRE AUTHORITY AS AN EMPLOYING AGENCY**

BACKGROUND

It is necessary for the Fire Authority to begin taking affirmative steps towards establishing the organization as an employing organization. This has been a pursuit and an established goal for a number of years. One of the major obstacles in accomplishing this goal is the complexities in the alignment of two separate and distinct pension systems. Staff has worked with legal counsel during the last year and has made significant progress understanding different pathways to pursue toward pension alignment of existing personnel employed by each parent district. This is a work in progress that will likely take a couple of years to fully implement the process and pathway.

DISCUSSION

The Fire Authority as an organization has the ability to establish employer status. In order to accomplish this goal, there are a series of Human Resources policies that need to be developed and benefits need to be identified and shopped for. Workers' compensation insurance needs to be obtained and a whole host of other employment related items need to be developed and implemented.

The first employees of the Fire Authority will be thirty (30) Paid Call Firefighter positions, five (5) Paid Call Battalion Chief positions, nine (9) Apprentice Firefighter positions, one (1) Administrative Clerk position, and one (1) Senior Finance Officer.

Staff has identified Keenan and Associates as a consultant to work with the Fire Authority Board and management staff to fully develop and implement all items necessary for the Fire Authority to establish itself as an employer.

Keenan and Associates has established a cost estimate for consulting service in the amount of \$15,000 to \$20,000, which is variable and depends on the range and depth of projects as may be directed by the Board.

FISCAL IMPACT

Not to exceed \$20,000.

RECOMMENDATION

Staff recommends the Fire Authority Board:

1. Authorize the expenditure of an amount not to exceed \$20,000 for consulting services;
2. Prepare a mid-year budget adjustment to reflect this expenditure; and
3. Authorize the Fire Chief to enter into a contract with Keenan and Associates for consulting services.

JW/cef



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

MEETING DATE: October 21, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

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

SUBJECT: **FIRE AUTHORITY MEETING SCHEDULE FOR 2015**

BACKGROUND

Staff has reviewed the 2015 upcoming meeting calendar for the Big Bear Fire Authority in an attempt to foresee potential scheduling conflicts with other agency board meetings. In reviewing the approved City of Big Bear Lake City Council (City Council) 2015 meeting schedule and in consideration of the Big Bear City Community Services District (CSD) 2015 meeting schedule, Staff is recommending the Fire Authority consider using the same modified meeting schedule of 2014.

DISCUSSION

The proposed modified 2015 schedule reflects the following:

- City Council will meet on March 9 and will not meet again until April 27. The CSD will meet on April 20. Spring break for the Bear Valley Unified School District is April 6 – 10.

The Regular Meeting of the Fire Authority is April 7, however, Staff recommends that the April 7 meeting be adjourned to April 21, 2015 to allow the Directors the ability to attend community functions/events while seeking community input. It should be noted the Big Bear High School will be rehearsing in the Performing Arts Center on April 21, which may result in occasional noise disturbance.

- City Council will meet on July 13; their next Regular Meeting will be August 24. The CSD will meet on August 17.

The Regular Meeting of the Fire Authority is August 4, however, Staff recommends that the August 4 meeting be adjourned to August 18, 2015.

- The Fire Authority meeting of October 6 coincides with the Bear Valley Unified School District fall break.

Staff recommends that the Authority Board adjourn the October 6 regular meeting to October 20, 2015.

- The December 1 Fire Authority meeting conflicts with a recurring Christmas program by a local elementary school, which has previously established utilizing the PAC/Hofert Hall the first Tuesday of every December.

Staff recommends that the Authority Board adjourn the December 1 Regular Meeting to December 8, 2015.

A proposed 2015 meeting calendar is attached for Board review and possible discussion. For the convenience of the Board, the proposed calendar includes the board meetings of the Big Bear Fire Authority, Big Bear Lake Fire Protection District, Big Bear City Community Services District, and the City of Big Bear Lake.

RECOMMENDATION

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

JW/cef

Attachment: Proposed 2015 Meeting Calendar

2015

City Council

Fire Board

Fire Authority

BBCCSD

Holidays

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		