



Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY
MEETING AGENDA
DECEMBER 9, 2014**

ORDER OF BUSINESS:

Regular Session - 9:30 a.m. – Training Room, 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 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.

PRESENTATIONS

Presentation to Outgoing Director Jay Obernolte in honor of his service to the Big Bear community.

CEREMONIAL

Oath of Office administered by the Board Secretary to Al Ziegler and Randall Putz.

FIRE AUTHORITY REORGANIZATION**Selection of the Chairman and Vice Chairman**

Board nominations for Chairman and Vice Chairman who will serve for a period of one year.

ANNOUNCEMENTS & UPCOMING EVENTS

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

- Wednesday, December 24, 2014 and Thursday, December 25, 2014 in observance of the Christmas holiday; and
- Wednesday, December 31, 2014 and January 1, 2015 in observance of the New Year's holiday.

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 November 13, 2014, represented by Director Jackowski, Director Terry, and Director Walsh.

CONSENT CALENDAR

FA1. Approval of Demands – Check Issue Date 10/11/14 through 12/01/14 in the amount of \$186,817.13

FA2. Fiscal Year 2014/15 Quarterly Report as of September 30, 2014

FA3. Mid-Year Budget Adjustments for FY 2014/15

Board consideration of approving a mid-year budget adjustment of \$183,500 for the Fire Authority Fiscal Year 2014/15 Budget.

FA4. Approval of Meeting Minutes from the October 21, 2014 Regular Meeting of the Fire Authority

FA5. Amended Conflict of Interest Code

Board consideration of adopting Resolution No. BBFA2014-XXX approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

ITEMS REMOVED FROM THE CONSENT CALENDAR

NEW BUSINESS

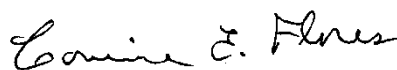
FA6. Board Authorization for Keenan & Associates to Go to Market for Benefits Plan Options for Big Bear Fire Authority Personnel – Effective July 1, 2015.

Board consideration of authorizing Keenan & Associates to market benefits for the Big Bear Fire Authority; authorize the Fire Chief to provide Keenan & Associates with the necessary information to market benefits for the Big Bear Fire Authority; and authorize Keenan & Associates and the Staff of the Big Bear Fire Authority to present their benefit recommendations to the Board of Directors at their meeting of February 3, 2015.

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 3rd day of December, 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: December 9, 2014

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

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: CHIEF'S REPORT

Senior Finance Officer

The hiring of a Senior Finance Officer is proceeding on schedule with the intent to have the Senior Finance Officer in place by mid-January. The application period for this position closed on December 1, 2014 and 73 applications were received.

Temporary Office Space

In order to accommodate the new Senior Finance Officer, a temporary, mobile office facility will be situated at Station 281 in front of the administrative office area. The units under consideration are California ADA compliant and include heating, air conditioning, and electrical connection. After receiving quotes from several vendors, the ModSpace Company based in Fontana has been chosen to provide the temporary office space rental. Delivery is scheduled for the middle of December, weather permitting.

Administrative Office Expansion

An agreement has been entered into with Nicoloff and Associates, Inc. for the preparation of a schematic design for the expansion of the Station 281 administrative offices. Staff has met with the architect to discuss design options for the project, which will consist of approximately 1,300 sq. ft. of additional office space located under the existing entry canopy.

ORI Number

As the Fire Authority moves forward with the process of becoming an employing agency, it will be necessary for the Authority to obtain its own ORI (Originating Agency Identification) number. An ORI number is assigned by the Department of Justice and allows an agency to access state and federal criminal history information for the purpose of pre-employment background (Livescan) checks. A resolution by the Fire Authority Board will be necessary to obtain an ORI number.

Staff is working with the Authority's legal counsel to prepare the necessary documents and complete the application process. This item will be brought to the Board for action in the near future.

Insurance Services Office/ISO Rating

The Fire Authority is preparing to undergo an ISO rating re-evaluation. An ISO rating is used by insurance companies to determine insurance rates and is determined by evaluation of an area's water system, fire department capabilities, and dispatch center. Some of the areas within the fire department that will be evaluated in the process are station locations, training records, apparatus pump testing, and community risk reduction efforts.

Other Post Employment Benefits (OPEB) Side fund

At the November 12, 2014 Big Bear City Community Services District Board meeting, the Board authorized the CSD General Manager to enter into a legally binding contract with the fire department to lend existing sewer department reserves to pay off the CalPERS Safety side fund in the amount of \$1,054,559.

Transfer of Assets

At the November 13, 2014 Administrative Committee meeting, staff provided the Committee with a list of assets currently on the books with each respective jurisdiction that are eligible for transfer into the Fire Authority. Staff received concurrence from Committee Members for the list of assets and agreed that staff should work with legal counsel to prepare documents to facilitate the transfer of these assets from the parent organizations into the Fire Authority. Once the documents are prepared, they will be brought to the full Board.

Fiscal

We have experienced an excellent first quarter for the current fiscal year. Budget performance indicates that we are currently tracking 10% better from the approved budget overall. A review of year-to-date expenses in Vehicle Maintenance shows 14% higher than budget for this line item.

A mid-year budget increase in the amount of \$183,500 is required to fund the cost of transition from City and CSD administrative support services.

Opticom Issue

At the October 21, 2014 Fire Authority meeting, Director Walsh requested that staff look into a concern that he received from a citizen. The information indicated that a fire engine, while exiting station 281, was well into the street before the light changed nearly causing an accident.

The traffic light located in front of Station 281 is activated by a device on the fire engine called an Opticom. The device is activated manually from within the fire engine and changes the traffic light to allow the fire engine to make a safe exit onto the roadway. It has been determined that some crews may not be allowing enough time for the light to fully change before exiting into the roadway.

Shift level training is being conducted to ensure personnel activate the Opticom system as soon as possible and wait for the light to change before proceeding out into the roadway with the fire engine.

BIG BEAR FIRE AUTHORITY
Administrative Committee Meeting of November 13, 2014

Staff Notes

CALL TO ORDER

An Administrative Committee meeting of the Governing Board of the Big Bear Fire Authority was held on Thursday, November 13, 2014 at 1:37 p.m. in the Executive Conference Room – City Hall at 39707 Big Bear Boulevard, Big Bear Lake, CA.

Governing Board Members Present: Director Bob Jackowski, Director Paul Terry, and Director Larry Walsh.

Governing Board Members Absent: Vice Chairman Bill Jahn.

Staff Present: Jeff Willis, Fire Chief; Mike Maltby, Battalion Chief; Scott Heule, CSD General Manager; Kathleen Smith, Authority Treasurer-Auditor/Controller; Shari Strain, CSD Finance Officer; Eileen Berne, EMS/Fire Financial Coordinator; Corinne Flores, Admin. Asst.–Fire Chief; and Mary Reeves, CSD Human Resources.

Others Present: Laurie Lofranco, Keenan & Associates.

1. DISCUSSION ITEMS

1.1 Discussion with Laurie Lofranco, Keenan & Associates to Consider Available Options and Requirements Necessary for the Fire Authority to Become an Employing Organization - Discussion and Possible Recommendation to the Board.

Chief Willis advised at the last Fire Authority meeting of October 21, 2014, the Board authorized him to enter into an agreement with Keenan & Associates to define what the Fire Authority might look like as an employer.

Self introductions occurred.

Chief Willis introduced Laurie Lofranco, Keenan & Associates. She stated her background is in human resources for public agencies. She gave a Power Point overview (copy attached to Notes) of the services Keenan and Associates is able to provide. Her recommendations will be to maximize benefits while minimizing cost.

Medical – The Authority’s initial ten to eleven employees will be classified as a small group (under 50 employees) who are rated on individual premiums (not

composite rate). Ms Lofranco will look into mixing our agency in with Keenan's medical pool, which is currently being revamped.

Dental – there are dental HMO and PPO plans, similar to medical HMO and PPOs. Keenan has a Delta dental pool for insurance on the PPO side. Will be considering a range of products in order to offer employees choices.

Vision – VSP will provide the greatest network selection in Big Bear, however, other vision options will be explored.

Life insurance coverage – she will research different coverage amounts at varying premiums. This is an inexpensive benefit to offer.

Long term disability – this is currently paid by the employee. Keenan will look into cost.

SDI – optional for public agencies; more cost effective to purchase out of state (approx. 10% less). Ms. Lofranco gave an example of a local public agency offering their employees an opportunity to purchase short term and long term disability for a little less than the cost of California SDI.

Life and LTD coverage for Paid Call Firefighters – will research for this group.

Mandatory benefits participation required by all employees.

The following Transition Items serve as a checklist:

- Employee Assistance Program (currently have in place through the Counseling Team)
- 457 deferred compensation (several retirement accounts available)
- Section 225/flexible spending account (employee pre-tax dollars on debit card to pay for medical out of pocket expenses-may also include day care provision and cafeteria plan)
- Social Security (cannot discontinue once started) (Medicare is mandatory)
- Short term disability (if we choose long term disability coverage, short term usually comes with it)
- Voluntary benefits (ability for employee to purchase additional insurance)

Additional Items of Consideration:

- Cafeteria Plan – will require a legally prepared document to implement. Keenan offers this service.

- Health Reimbursement Arrangement (HRA) – this is retiree health coverage and is employer funded; can help pay for Cobra premiums (medical, dental, vision, prescription, etc.). Medicare is mandatory. The HRA account allows the employee to seek their own individual medical coverage. Should the retiree stay on with active employees, the rates are blended evoking a GASB liability. Keenan offers a Medicare exchange of plans for employee selection.
- Policies – includes recruitment, hiring, benefits, legal compliance, present payroll recommendations for payroll services, establish standard operating procedures for benefits and Human Resources for the Authority.
- Other Requirements - as the Authority grows, applicable employment laws will be invoked. With ten to eleven employees, Americans with Disabilities (ADA) will apply; Family and Medical Leave Act (FMLA) will not apply; Healthcare Reform (HCR) will not apply; Consolidated Omnibus Budget Reconciliation Act (Cobra), Calif Cobra will apply/Federal Cobra will not; and Calif. Family Rights Act (CFRA) will not.

Timeline Ancillary Benefits:

December 9, 2014	Ms. Lofranco will provide an agenda report seeking Board approval to shop benefits and return with real numbers and options.
January 8, 2015	Status update provided to the Administrative Committee. Committee will review/discuss/select from the options and make a recommendation to the full Board.
February 3, 2015	Presentation to the Authority Board for their approval of benefits.
March 12, 2015	Status update to the Administrative Committee (where we are, what's been approved, what we are going forward with).
April 28, 2015	Signed contracts with carriers; benefits in place.
May through June	Open enrollment for employees.
July 1, 2015	Benefits effective date.

Ms. Lofranco advised that there are good options out there for this group size. As the agency grows, there's flexibility in what the Authority can do in a larger group by adding benefits. Shopping does not commit the Authority to anything; allows the Board to look at the big picture and make decisions based on real numbers. Ms. Lofranco will advise the carriers the benefit quote is for July 1, 2015, which will lock in the quotes for 90 days from that date.

Chief Willis stated Staff will sort through information and come up with some options/cost for the committee to discuss at the January Committee meeting. The Committee's recommendation will then be forwarded to the full Board on February 3, 2015 for approval to contract for those recommended services.

A placeholder date after January 8, 2015 will be selected in case the Administrative Committee needs more time to review and prepare an agenda report for the February 3, 2015 Authority Board meeting.

1.2 Comparison of Districts' Assets and Method of Transfer to the Fire Authority - Discussion and Possible Recommendation to the Board

The following documents were distributed and available upon request:

- Item No. 1.2A, Fixed Asset Summary;
- Item No. 1.2B, Big Bear Lake FPD Fixed Asset Schedule – Land; and
- Item No. 1.2C, Big Bear City CSD Fire Department Fixed Asset Schedule – Land – copies attached to Notes).

Items No. 1.2B and 1.2C are supporting documentation for Item No. 1.2A.

Chief Willis recommends all the items identified in Misc. Equipment be transferred to the Authority. Each agency's historical records will be maintained to identify ownership prior to the transfer in the event assets have to be returned. This will be accomplished through legal document of the CSD, the Fire District, and the JPA.

Chief Willis advised he has had discussions with CJPIA regarding the transfer of ownership. CJPIA advises we do a transfer as whoever owns the asset, also has the liability risk.

Regarding land and buildings, Chief Willis stated this too would be transferred with the assistance of legal counsel, which may require new deeds through escrows.

Director Jackowski had questions about the upcoming expansion at Station 281. If this project is through the JPA, he asked if both agencies would equally contribute the funding for it.

Chief Willis replied he had not yet spoken with the CSD Board about the project so he provided the following background information. He took a work plan item to the Fire District Board meeting a few weeks ago. He obtained authorization to contract with the architect who initially designed the fire station (James Nicoloff) for the preparation of schematic design and potential configurations for 1,300 sq. ft. of additional office space at Station 281. Amount not to exceed \$15,000. The added office space will fit underneath the existing canopy footprint at the front of the fire station as it is already structurally incorporated into the facility.

Further Board discussion led to the question of how to pay for the project. Within the Fire District budget, money has been set aside to cover the cost of expansion for services directly related to the fire department. The developer's impact account is currently just short of \$200,000. It is believed the cost will most likely be closer to \$400,000.

The Fire District Board asked if the CSD would be willing to participate in paying for half of the cost. Chief Willis responded he had not yet discussed the project with the CSD Board as, at this time, he had no idea of what the anticipated costs would be.

To protect each agency should the JPA dissolve, Board approvals and legal agreements by the general counsels of the Fire District, CSD, and Authority will be required.

Director Jackowski commented the Fire District would like to suggest the CSD share half of the \$15,000 amount just as the Fire District shared the expense of the improvements at the Sugarloaf fire station. Based upon that concept, he wanted to ensure there is a clear understanding that all future improvements would be shared.

Director Terry asked for clarification that the CSD is being asked to pay half of the \$15,000 expenditure. Chief Willis advised the Fire District Board authorized an expenditure to get us to a point where we understand the scope of the project. If we get to the point of accomplishing the modification, the money would be folded back into the total cost of the project. The CSD was not being asked to pay half of the \$15,000 now, that the JPA would pay for the improvements and the Fire District and CSD would split the cost.

Director Terry asked at what point the Boards would know how much they have to spend to know what the cost is going to be. Chief Willis responded that the Fire District issued a purchase order today in the amount of \$7,800. This work is a facility capital improvement as a Fire District expense. In the event of separation, it would be an investment that the CSD would have to pay back to the Fire District.

Chief Willis advised, with Committee consensus, he will work with legal counsel for an agreement that reflects the transfer of assets, which will include an “out clause.” This is going to result in legal fees, and the Chief wanted the Committee members apprised of this expenditure.

To accomplish the transfer of assets, Chief Willis will (1) meet with CSD General Manager Scott Heule and Treasurer Kathleen Smith to discuss the interests of each district; (2) begin work with the attorneys and have contracts drawn up by Jeff Ferre, BB&K representing the interests of both agencies; (3) provide the Committee’s recommendation to the full Board for review/approval of the contracts.

1.3 Method and Potential Pathways to Transfer Operational Responsibility and Assets of the Ambulance Operation - Discussion and Possible Recommendation to the Board

Chief Willis explained this needs to be methodically and carefully done as there are a lot of legal documents and contractual obligations regarding patient transport currently between the CSD, ICEMA, and a relationship from the County to the State. He has spoken with the Board previously about transfer of ownership although ownership may not be the correct term at this point. It’s about the responsibility of the ambulance operation and its assets.

The Chief advised a lot of ongoing discussions are taking place with regard to reducing the number of exclusive operating areas (EOAs). The County Fire Chiefs Association, city managers, a high level at the County level, the private sector, hospitals, etc. are involved in these discussions. At this time, Chief Willis advised the Committee he is unsure if he is at a point for the transfer of the ownership in its entirety or transfer the responsibility and the assets of the ambulance into the JPA. It will be one or the other. Chief Willis needs to understand more in the next couple of months before moving forward.

Chief Willis clarified the assets are the ambulances and beyond that are the fiscal assets - the billing, accounts receivables and payables, etc. The first employees of the Authority will be staffing the ambulances so Chief Willis needs to transfer the operations and assets over to the Authority. Director Jackowski asked if there are any liabilities associated with previous issues of the CSD. There are none.

If there is a change of ownership of the enterprise, Medicare requires the transfer of the liability to the new enterprise. Assets cannot be transferred until responsibility is transferred.

Treasurer Smith suggested the ambulance assets be moved out of Item No. 1.2 and placed into Item No. 1.3 as the assets cannot be transferred until responsibility is transferred. Chief Willis agreed.

Jackowski asked for clarification of what the Chief is actually asking for.

Chief Willis wanted the Committee to be aware that behind transferring the ownership is a whole slew of regulations that are so far reaching that they are hard to convey. For now, rather than ownership, he would prefer an agreement where we transfer the assets for the operation and build into that agreement that the risk is with the JPA. There are a couple of pathways that he is looking at and right now, he has not decided which path to take. The Authority is at a point where we will get the right agreements, the right contracts, the right path and process before the CSD transfers to the Authority.

Director Jackowski expressed concern with a comment made by a member of the CSD Board that the ambulance operates at a loss so he asked to see a P&L for a better understanding from the revenue side. Director Walsh replied billing was for \$3.5 million but only \$1.5 million came in. Eileen Berne explained there is no separate P&L for the ambulance agency that does not include personnel, other than her and Battalion Chief Parham, that is not also used on the suppression side. Therefore, while they show up on the ambulance side of that P&L enterprise, there is cost that could be assigned to the suppression side as well. The information was presented at the last meeting. The Authority is already paying for personnel, the revenue will offset that cost.

Chief Willis stated a good solid recommendation will be provided to the committee and to the Board to follow and respect and acknowledges all the statutes.

1.4 Purchase of Fiscal Accounting Software - Discussion and Possible Recommendation to the Board

Chief Willis advised it was brought up at the last JPA Board meeting to further research Springbrook's capabilities. He did that and the financial module of Springbrook will currently meet all of the Authority's needs. Purchase of the payroll and HR modules will be deferred at this time.

Chief Willis, Treasurer Smith, Kelly Ent, Mary Reeves, and Agnes Roberts will meet to further discuss what ADP offers. Additionally, the Senior Financial Officer will be tasked with deciding if payroll will be conducted in-house or outsourced in conjunction with Telestaff.

1.5 Status of Recruitment Process and Temporary Office Facility - Discussion and Possible Recommendation to the Board

Recruitment Status for Senior Finance Officer – approximately \$3,600 has been expended in advertising for this position and approximately twenty applications have been received. Resumes are due by December 1, 2014. At that time, Kathleen Smith, Suzzanne Kozma, and Shari Strain will review the resumes and sort out. Will recommend three good choices to the Chief. It is important to stress this position as an “interim contract temporary person” – not an employee. Interviews to be conducted between December 15 – 19, 2014. Goal is to have this person selected by January 1, 2015.

Temporary Office Facility – a temporary office trailer will be placed adjacent to the headquarters fire station.

ADJOURNMENT

With no further business to come before the Administrative Committee, the meeting was adjourned at 3:44 p.m.

Corinne E. Flores, Administrative Assistant-Fire Chief



Big Bear Fire Authority

Item No. FA1

Checks Issued 10/11/14 through 12/01/14

Check#	Vendor/Employee	Transaction	Date	Amount
65308	Confire	Dispatching Services	10/14/14	45,089.02
65309	Big Bear City CSD	Water Usage	10/14/14	344.99
65311	AT&T Corp	Long Distance Telephone Service	10/14/14	58.63
65312	Best Best & Krieger LLP	Legal Services	10/14/14	433.80
65313	VA Communications	Emergency Phones	10/14/14	50.00
65315	Bear Valley Electric	Electricity Usage	10/14/14	1,688.26
65316	BW Printworks	2015 Shift Calendars	10/14/14	292.12
65317	The Counseling Team International, Inc.	Psychological Assessments	10/14/14	500.00
65319	Fitness Appraisal Inc	Physical Assessments	10/14/14	13,600.00
65320	The Grizzly	Community Outreach	10/14/14	365.00
65321	Deanne Johanson	Consulting Services	10/14/14	361.00
65323	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	10/14/14	14,807.91
65326	Pruetts Precision Alignment	Vehicle Maintenance/Repair	10/14/14	229.00
65327	SatCom Global, Inc.	Satellite Services	10/14/14	56.59
65328	South Coast Emergency Inc.	Vehicle Maintenance/Repair	10/14/14	756.45
65329	Verizon California	Traffic Signal	10/14/14	53.50
65330	Verizon Wireless	Cell Phone & iPad Data Usage/iPad	10/14/14	805.21
65333	Billy Wormsbecker	Vehicle Decals	10/14/14	256.75
65337	California State Board of Equalization	Quarterly Sales & Use Tax Submittal	10/15/14	28.32
65343	US Bank Corporate Payment Systems	Broadband/Fuel/Vehicle Repair Parts	10/15/14	1,428.84
		Posicheck Calibration/Assess Cntr Suppl		
		Seminar/Workshop Expenses		
65431	California State Cal Fire/Fire Training	Fire Officer Certification	10/27/14	65.00
65432	San Bernardino County Fire Protection District	HazMat Generator Fee	10/27/14	666.00



Big Bear Fire Authority

Checks Issued 10/11/14 through 12/01/14

Check#	Vendor/Employee	Transaction	Date	Amount
65433	Big Bear City CSD	Electricity/Water/Fuel/Internet Service Vehicle Repair Parts/Data/Telephone Alarm Monitoring/Building Maintenance Equipment Maintenance/Advertising Generator Permit/Membership Education/Training	10/27/14	17,291.05
65434	All Star Fire Equipment Inc	SCBA Mask Straps	10/27/14	894.62
65436	Richard Steven Riddle	SCBA Hydro, Orings	10/27/14	760.25
65437	Bear Valley Printing Inc	Date Stamp/Thank You Cards	10/27/14	131.96
65438	Chevron USA	Fuel	10/27/14	908.31
65439	The Counseling Team International, Inc.	Psychological Assessment	10/27/14	1,000.00
65441	Norman Dykesten	Reimb - State EMT-P Renewal	10/27/14	260.00
65442	Firefighters Safety Center	Uniforms	10/27/14	346.62
65443	K-Mart 7653	Floor Mats	10/27/14	80.95
65444	KME Fire Apparatus Inc.	Vehicle Inspection/Repair	10/27/14	5,440.00
65445	Laerdal Medical Corporation	Completion Cards 1st Aid CPR AED	10/27/14	123.02
65447	JSL Automotive Group, LLC	Vehicle Service	10/27/14	635.57
65448	Mission Linen Supply Inc.	Towels	10/27/14	47.94
65449	Randy Spitz	Coffee Supplies	10/27/14	381.99
65450	North Net Fire Training Center	Tuition - Training	10/27/14	1,300.00
65451	Stater Bros Market No 91	Supplies	10/27/14	57.93
65452	Southwest Gas Corporation	Natural Gas Usage	10/27/14	440.46
65453	Tri-County Fire Equipment	Fire Extinguisher Service	10/27/14	25.00
65454	United Parcel Service	Shipping	10/27/14	11.45
65455	Luke Wagner	Reimb - Command 1C Class	10/27/14	250.00
65476	Lance Soll & Lunghard	Audit Services	10/31/14	2,655.00
65480	Petty Cash	Postage	10/31/14	98.24



Big Bear Fire Authority

Checks Issued 10/11/14 through 12/01/14

Check#	Vendor/Employee	Transaction	Date	Amount
65481	Administrative Services Inc.	Copier Lease	10/31/14	376.92
65482	Butchers Blocks & Building Materials	Materials/Supplies	10/31/14	180.03
65483	The Counseling Team International, Inc.	Psychological Assessment	10/31/14	250.00
65484	First Aid Now	First Aid Cabinet Supplies	10/31/14	172.71
65485	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	10/31/14	1,314.86
65487	Bear Valley Printing Inc	Envelopes	10/31/14	32.88
65488	Charter Communications	Cable/Internet/Intranet	10/31/14	1,795.77
65489	The Counseling Team International, Inc.	Psychological Assessments	10/31/14	1,250.00
65491	John Green	Big Bear Fire Authority Meeting	10/31/14	100.00
65493	Robert Jackowski	Big Bear Fire Authority Meeting	10/31/14	200.00
65494	J G Tucker & Son, Inc	Shipping	10/31/14	27.65
65495	Deanne Johanson	Reimb - Advertisement	10/31/14	275.00
65496	K-Mart 7653	Poster Strips/Memory Cards/EE Service	10/31/14	435.94
65497	Jessica Ortega	Reimb - ICEMA EMT-P	10/31/14	100.00
65498	Karyn Oxandaboure	Big Bear Fire Authority Meeting	10/31/14	100.00
65499	Sam Brown Shields	Firefighter Helmet Shields	10/31/14	897.35
65500	Southwest Gas Corporation	Natural Gas Usage	10/31/14	132.32
65501	Paul Terry	Big Bear Fire Authority Meeting	10/31/14	200.00
65502	Verizon California	Telephone Service	10/31/14	407.44
65503	Larry Walsh	Big Bear Fire Authority Meeting	10/31/14	200.00
65533	The Sun	Recruitment Advertisement	11/05/14	1,387.50
65621	City of Big Bear Lake Dept of Water & Power	Water Usage	11/14/14	295.11
65622	Big Bear City CSD	Water Usage	11/14/14	374.59
65623	AT&T Corp	Long Distance Telephone Service	11/14/14	53.87
65624	Bad Bear Sportswear	Clothing	11/14/14	1,539.00
65625	BBC Saw Works, Inc.	Snowplow	11/14/14	7,427.92
65626	VA Communications	Emergency Phones	11/14/14	50.00



Big Bear Fire Authority

Checks Issued 10/11/14 through 12/01/14

Check#	Vendor/Employee	Transaction	Date	Amount
65627	Bear Valley Carpet Cleaning	Carpet & Chair Cleaning	11/14/14	735.00
65628	Bear Valley Electric	Electricity Usage	11/14/14	1,188.08
65629	Chevron USA	Fuel	11/14/14	365.58
65630	Connelly Pumping Services, LLC	Portable Toilet Rental/Service	11/14/14	240.13
65631	The Counseling Team International, Inc.	Employee Support Services	11/14/14	1,250.00
65632	Les Curtis	Reimb - Mileage	11/14/14	1,364.72
65633	Firefighters Safety Center	Uniforms	11/14/14	131.34
65634	The Grizzly	Community Outreach	11/14/14	281.00
65635	Deanne Johanson	Consulting Services	11/14/14	1,520.00
65636	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	11/14/14	19,845.36
65637	L N Curtis & Sons Inc.	Rescue Goggles, Shrouds	11/14/14	602.04
65638	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	11/14/14	1,424.35
65639	Randy Spitz	Coffee Supplies	11/14/14	370.17
65640	SatCom Global, Inc.	Satellite Services	11/14/14	56.59
65641	Verizon California	Telephone Service	11/14/14	157.29
65645	Brian Bock	Paint Sta-282 Exterior	11/18/14	6,850.00
65649	Entenmann-Rovin Co	Badges	11/18/14	231.22
65650	Galls/Quartermaster	Hat Badge	11/18/14	28.17
65651	Image 2000 Inc.	Copy Charges	11/18/14	291.85
65654	Randy Spitz	Coffee Supplies	11/18/14	214.00
65655	Red Helmet Training, Inc.	Training Registration	11/18/14	500.00
65657	Verizon California	Traffic Signal	11/18/14	58.85
65658	Verizon Wireless	Cell Phone & iPad Data Usage/iPad	11/18/14	1,402.79
65660	US Bank Corporate Payment Systems	Lunch Mtgs/iPhone Cases/Broadband	11/18/14	1,038.25
		Conference Expense/Keyboard		
65737	Butchers Blocks & Building Materials	Materials/Supplies	11/25/14	147.01
65738	DIY Home Center	Materials/Supplies	11/25/14	211.36



Big Bear Fire Authority

Checks Issued 10/11/14 through 12/01/14

Check#	Vendor/Employee	Transaction	Date	Amount
65739	Hoppers Office & Drafting Furniture	Credenza, Chair	11/25/14	2,347.92
65740	ICEMA	Administration Fees	11/25/14	1,730.83
65741	Robert Jackowski	Big Bear Fire Authority Meeting	11/25/14	100.00
65742	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	11/25/14	2,900.23
65743	Kelvin McElfish	Reimb - Lodging	11/25/14	103.09
65744	JSL Automotive Group, LLC	Mount Tires	11/25/14	50.00
65745	Mission Linen Supply Inc.	Towels	11/25/14	84.30
65746	Mountain Architecture, Inc.	Plans for Grenfall Restrooms	11/25/14	2,500.00
65747	Jessica Ortega	Reimb - DMV Physical	11/25/14	70.00
65748	Quill Corporation	Office Supplies	11/25/14	180.66
65749	Southwest Gas Corporation	Natural Gas Usage	11/25/14	1,091.34
65750	Paul Terry	Big Bear Fire Authority Meeting	11/25/14	100.00
65751	Larry Walsh	Big Bear Fire Authority Meeting	11/25/14	100.00
	ACH Bill Jahn	Big Bear Fire Authority Meeting	10/31/14	200.00
	ACH David Caretto	Big Bear Fire Authority Meeting	10/31/14	100.00
				<u>186,817.13</u>

Big Bear Fire Authority
 Fiscal Year 2014-15 Quarterly Report
 as of September 30, 2014
 Balance Sheet

Account Number	Description	As of 9/30/2014
222-0000-1310	Share of Pooled Cash/Investments	203,460
222-0000-1021	Petty Cash	250
222-0000-1030	Accounts Receivable	-
222-0000-1320	Due from Other Governmental Agency	94,681
Total Assets		298,391
<hr/>		
222-0000-2010	Vouchers Payable	15,494
222-0000-2211	Due to Fire District for Petty Cash Advance	250
222-0000-2035	Sales Tax Payable	28
222-0000-2214	Due to Other Governmental Agency	-
Total Liabilities		15,772
<hr/>		
222-0000-2435	Vehicle Replacement Reserve	123,760
222-0000-2438	Office Equipment Reserve	32,470
222-0000-2442	Equipment Replacement Reserve	67,500
222-0000-2451	Contingency Reserve	56,280
222-0000-2531	Unassigned Fund Balance	2,609
Total Fund Balance		282,619

Big Bear Fire Authority
Fiscal Year 2014-15 Quarterly Report
Quarter Ended September 30, 2014 (July 2014-September 2014)
Statement of Revenues and Expenditures

Account	Description	Budget	YTD 9/30/2014	Available Budget	
3472	Public Training	-5,000	-989	-4,011	
3742	Reimb from FPD - BBFA Costs	-677,860	-94,581	-583,279	
3743	Reimb from CSD - BBFA Costs	-677,860	-94,581	-583,279	
3744	FPD Share of CSD Paid Costs	-8,650	-8,646	-4	
3745	CSD Share of CSD Paid Costs	-8,650	-8,646	-4	
3751	Use of Personnel/Equip	-116,000	-17,943	-98,057	
3756	Hazard Mitigation Reimb	-25,000	0	-25,000	
	Total Revenues	-1,519,020	-225,386	-1,293,634	85%
1400	Office Expense	5,400	528	4,872	
1410	General Household	29,600	2,696	26,904	
1420	Fuel	66,700	12,269	54,431	
1440	Basic Materials	12,000	1,054	10,946	
1450	Automotive Expense	147,572	30,708	116,864	
1470	Disaster Supplies	2,500	0	2,500	
1480	Small Tools	1,000	270	730	
1490	Clothing and Personal Equipment	54,600	2,661	51,939	
	Supplies	319,372	50,185	269,187	84%
2110	Advertising	3,000	568	2,432	
2120	Data/Telephone Lines	46,300	9,269	37,031	
2129	Communications - Radio	10,000	85	9,915	
2140	Utilities - Gas	23,300	708	22,592	
2150	Utilities - Water	9,000	1,310	7,690	
2160	Utilities - Electric	49,200	9,964	39,236	
2170	Printing	1,950	364	1,586	
2190	Postage	1,800	764	1,036	
2220	Maint-Buildings and Grounds	31,000	3,412	27,588	
2230	Maintenance - Equipment	25,000	8,276	16,724	
2240	Professional Services	40,800	4,329	36,471	
2241	Hazard Condition Mitigation	25,000	0	25,000	
2244	Professional Services - Legal	57,000	3,545	53,455	
2300	Contractual Services-Govt	254,000	47,319	206,681	
2317	Recruitment Expense	15,000	2,262	12,738	
2600	Insurance	14,000	293	13,707	
2640	Memberships and Dues	10,000	1,050	8,950	
2650	Publications	3,500	0	3,500	
2660	Travel-Conferences and Meeting	10,000	900	9,100	
2670	Education / Training	48,500	2,842	45,658	
2700	Public Training	5,000	-10,319	15,319	
2824	Machinery and Equipment	17,500	243	17,257	
2825	Software	7,500	907	6,593	
3751	Use of Personnel/Equipment	5,000	150	4,850	
	Other Services & Charges	713,350	88,240	625,110	88%
3951	Capital Outlay	162,428	6,000	156,428	
	Capital Outlay	162,428	6,000	156,428	96%
3930	Vehicle Replacement Reserve	242,870	60,710	182,160	
3950	Office Equipment Reserve	26,000	6,470	19,530	
3966	Contingency Reserve	25,000	6,280	18,720	
3969	Other Equipment Reserve	30,000	7,500	22,500	
	Reserves	323,870	80,960	242,910	75%
	Total Expenditures	1,519,020	225,386	1,293,634	85%
	Excess (Deficiency) of Revenues				
	Over (Under) Expenditures	-	-	-	



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA3

MEETING DATE: December 9, 2014
TO: Honorable Chairman and Members of the Big Bear Fire Authority
FROM: Jeff Willis, Fire Chief *JW*
SUBJECT: **MID-YEAR BUDGET ADJUSTMENTS FOR FY 2014/15**

BACKGROUND

The Big Bear Fire Authority has continuously pursued the goal of becoming a standalone employing organization over the past couple of years. As this is the goal, there is a transition period in which current administrative services provided by each parent organization must continue with associated cost. The Fire Authority is preparing to assume administrative services provided by each parent organization with an effective date of July 1, 2015. The Fire Authority is now taking steps to ensure additional personnel, work stations, and office space are in place to assume this additional responsibility.

DISCUSSION

At the Fire Authority Board meeting of October 21, 2014, the Board authorized and approved the Fire Chief to prepare a mid-year budget adjustment to reflect the cost of transition to occur within the last two fiscal quarters of the FY 2014/15 budget as outlined below:

Contract Personnel	\$122,500
Office Space / Work Stations	13,000
Accounting Software	28,000
<u>Consulting Services</u>	<u>20,000</u>
Total	\$183,500

Both Districts have agreed to equally fund this additional expense in the amount of \$91,750. This expense was approved by the Fire District Board at their regular meeting October 27, 2014 and the Big Bear City Community Services Board at their regular meeting November 3, 2014.

RECOMMENDATION

Staff recommends the Fire Authority Board approve a mid-year budget adjustment of \$183,500 for the Fire Authority Fiscal Year 2014/15 Budget.

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

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:32 p.m., Tuesday, October 21, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chairman Bill Jahn

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

Directors Excused: Director Rick Herrick
Director Jay Obernolte

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

ANNOUNCEMENTS & UPCOMING EVENTS

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

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

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

PRESENTATIONS

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

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

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

DIRECTORS' GENERAL ANNOUNCEMENTS

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

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

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

Director Walsh thanked all who serve their community.

Chairman Green seconded Director Walsh's comment above.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

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

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

COMMITTEE REPORTS

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

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

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

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

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

Received and filed.

CONSENT CALENDAR

Motion by Vice Chairman Jahn; seconded by Director Caretto, to approve the Consent Calendar as follows:

FA1. Approval of Demands – Check Issue Date 08/12/14 through 10/10/14 in the amount of \$80,433.49

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

Approved.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

PUBLIC HEARING

Any person may appear and be heard in support or opposition to the proposal at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice, or in written correspondence delivered to the Authority at or before the public meeting.

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

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

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

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

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

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

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

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

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

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

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

ORDINANCE NO. BBFA2014-002

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

Said Motion was approved by the following vote:

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

NEW BUSINESS

FA4. Hiring of a Senior Finance Officer

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

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

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

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

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

AND

FA5. Hiring of an Administrative Clerk

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

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

Said Motions were approved by the following vote:

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

FA6. Purchase of Financial Accounting Software

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

The following issues were discussed by the Directors:

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

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

Director Caretto called for the Question on the Motion.

Said Motion was approved by the following vote:

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

FA7. Establishing the Fire Authority as an Employing Agency

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

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

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

Said Motion was approved by the following vote:

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

FA8. Fire Authority Meeting Schedule for 2015

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

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

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

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

DIRECTORS' CLOSING COMMENTS

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

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

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

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

Chief Willis thanked the Board for their continued support.

ADJOURNMENT

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

Corinne E. Flores, Board Secretary



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: December 9, 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/Board Secretary *CF*

SUBJECT: **AMENDED CONFLICT OF INTEREST CODE**

BACKGROUND

The Political Reform Act requires every local government to review its conflict of interest code biennially (on even numbered years) and to either amend the code or report to the code reviewing body that no amendment is necessary. At its August 19, 2014, the Board authorized the Board Secretary to review the Authority's Conflict of Interest Code to ascertain whether amendments would be needed. To accomplish this review, the Board Secretary has been working with legal counsel.

DISCUSSION

A conflict of interest code designates those employees, members, officers, and consultants who make or participate in the making of governmental decisions which may affect their financial interests, who must disclose those interests in financial disclosure statements, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests. Authority officials who manage public investments are not subject to the Authority's Code but must file disclosure statements under Government Code Section 87200 et seq. The Authority's proposed amendment adds five new positions that must be designated, deletes a position that has been abolished, and includes clarifying language as provided by the Fair Political Practices Commission.

A Notice of Intention to Amend the Conflict of Interest Code, which was published in the local newspaper and distributed to all persons holding a position designated in Part A of the Appendix of the disclosure categories assigned to the position, is attached (Attachment A). Also attached for the Board's review is a legislative version of the amended Conflict of Interest Code showing all proposed changes (Attachment B).

It is recommended that the Authority Board adopt a Resolution (Attachment C) that would approve and adopt the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974. After the Authority Board has adopted the proposed amended Code, it will be submitted to the Board of Supervisors of the County of San Bernardino for approval as the Authority's code-reviewing body. The effective date of the Code will be the approval date by the Board of Supervisors.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Staff recommends the Authority Board adopt Resolution No. BBFA2014-XXX approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

/cef

Attachment A: Notice of Intention to Amend the Conflict of Interest Code

Attachment B: Legislative Version of the Amended Conflict of Interest Code (Shows Changes Made)

Attachment C: Resolution No. BBFA2014-XXX Amending the Conflict of Interest Code Pursuant to the Political Reform Act of 1974



**BIG BEAR FIRE AUTHORITY
NOTICE OF INTENTION TO AMEND THE
CONFLICT OF INTEREST CODE
(BBFA14-05)**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Big Bear Fire Authority intends to amend its Conflict of Interest Code pursuant to Government Code Section 87306.

A conflict of interest code designates those employees, members, officers and consultants who make or participate in the making of governmental decisions which may affect their financial interests, who must disclose those interests in financial disclosure statements, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests. The Authority's proposed amendment adds new positions that must be designated, deletes a position that has been abolished, and includes clarifying language as provided by the Fair Political Practices Commission.

The proposed amended Conflict of Interest Code will be considered by the Board of Directors on December 9, 2014, at Big Bear Lake Civic Center, 39707 Big Bear Boulevard, Big Bear Lake, California. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amended Code. Any comments or inquiries should be directed to the attention of Corinne Flores, Board Secretary, 41090 Big Bear Boulevard, Big Bear Lake, CA 92315; (909) 866-7566. Written comments must be submitted no later than December 9, 2014 at 9:30 a.m.

The proposed amended Code may also be reviewed at, and copies obtained from, the Administrative Assistant/Board Secretary.

A handwritten signature in black ink that reads "Corinne E. Flores".

Corinne E. Flores
Board Secretary

Published: December 3, 2014

FA5 Attachment B

LEGISLATIVE VERSION
(SHOWS CHANGES MADE)

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CONFLICT OF INTEREST CODE
OF THE
BIG BEAR FIRE AUTHORITY

FA5 Attachment B

BIG BEAR FIRE AUTHORITY **CONFLICT OF INTEREST CODE**

(Amended ~~December 11, 2012~~December 9, 2014)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Big Bear Fire Authority** (the "**Authority**").

All officials and designated positions shall file their statements of economic interests with the **Administrative Assistant/Board Secretary** as the **Authority's** Filing Officer/Official. The **Administrative Assistant/Board Secretary** shall make and retain a copy of all statements filed by Members of the Board of Directors and the Fire Chief, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Bernardino. The **Administrative Assistant/Board Secretary** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

BIG BEAR FIRE AUTHORITY

(Amended ~~December 11, 2012~~ December 9, 2014)

EXHIBIT PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Authority officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the Authority's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:¹

Members of the Board of Directors

Treasurer

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
--	---

<u>Accounting Technician</u>	<u>4</u>
Administrative Assistant	4
<u>Administrative Assistant – Fire Chief</u>	<u>4</u>
<u>Administrative Specialist – Fire</u>	<u>5, 7</u>
Assistant Fire Chief	4
Battalion Chief	5
Captain	5
EMS Coordinator	5
Fire Chief	1, 2
<u>Fire Fuels Program Coordinator</u>	<u>5, 6, 7</u>
Fire Prevention Inspector	5, 6
<u>Senior Finance Officer</u>	<u>4</u>
General Counsel	1, 2

Consultants and New Positions²

² Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Fire Chief may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Fire Chief's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

EXHIBIT PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Authority.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the Authority.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Authority.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Authority.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, supplies products, materials, machinery, vehicles or equipment of a type purchased or leased by the Authority.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, supplies products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's—position's department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

RESOLUTION NO. BBFA2014 –XXX

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 AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”) that contains provisions relating to conflicts of interest, which potentially affect all officers, employees, and consultants of the Big Bear Fire Authority (the “Authority”) and requires all public agencies to adopt and promulgate a Conflict of Interest Code (“Code”); and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code on December 11, 2012 in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the Authority have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the Authority’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability as well as equitable relief, which could result in the Authority being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Conflict of Interest Code was provided each designated position and publicly posted for review at the offices of the Authority; and

WHEREAS, a public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the Board of Directors on December 9, 2014, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED that the the Board of Directors of the Big Bear Fire Authority does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Administrative Assistant/Board Secretary and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Bernardino for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Conflict of Interest Code as submitted.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

VACANCY:

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-XXX 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 ____ day of December, 2014 and that the same was so passed and adopted by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- VACANCY:

Witness my hand and the official seal of said Authority this ____ day of December, 2014.

Corinne E. Flores
Board Secretary
Big Bear Fire Authority

LAW OFFICES OF
BEST BEST & KRIEGER LLP

CONFLICT OF INTEREST CODE

OF THE

BIG BEAR FIRE AUTHORITY

BIG BEAR FIRE AUTHORITY **CONFLICT OF INTEREST CODE**

(Amended December 9, 2014)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Big Bear Fire Authority** (the "**Authority**").

All officials and designated positions shall file their statements of economic interests with the **Administrative Assistant/Board Secretary** as the **Authority's** Filing Officer/Official. The **Administrative Assistant/Board Secretary** shall make and retain a copy of all statements filed by Members of the Board of Directors and the Fire Chief, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Bernardino. The **Administrative Assistant/Board Secretary** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

BIG BEAR FIRE AUTHORITY

(Amended December 9, 2014)

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Authority officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the Authority's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:¹

Members of the Board of Directors

Treasurer

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accounting Technician	4
Administrative Assistant	4
Administrative Assistant – Fire Chief	4
Administrative Specialist – Fire	5, 7
Assistant Fire Chief	4
Battalion Chief	5
Captain	5
Fire Chief	1, 2
Fire Fuels Program Coordinator	5, 6, 7
Fire Prevention Inspector	5, 6
Senior Finance Officer	4
General Counsel	1, 2

Consultants and New Positions²

² Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Fire Chief may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Fire Chief's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Authority.

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Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Authority.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position’s department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: December 9, 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: **BOARD AUTHORIZATION FOR KEENAN & ASSOCIATES TO GO TO MARKET FOR BENEFITS PLAN OPTIONS FOR BIG BEAR FIRE AUTHORITY PERSONNEL - EFFECTIVE JULY 1, 2015**

BACKGROUND

On October 21, 2014, the Board of Directors for the Big Bear Fire Authority authorized the Fire Chief to enter into a contract with Keenan & Associates to work with the Administrative Committee and Staff to fully develop and implement all items necessary for the Fire Authority to establish itself as an employer.

DISCUSSION

Keenan & Associates representative, Laurie LoFranco, has met with and presented Staff and the Administrative Committee with a list of discussion items for the development of a benefit strategy for the Big Bear Fire Authority. Included, in her presentation was a timeline for soliciting carriers for benefit quotes to provide benefit coverage for the anticipated eleven employees that will be employed by the Big Bear Fire Authority on July 1, 2015. It is the goal of the Administrative Committee to present to the Board of Directors definitive benefit plans for approval at their February 3, 2015 meeting and thus, is seeking the Board's approval to shop the market for benefit quotes.

FISCAL IMPACT

Benefit costs will be presented at the February 3, 2015 meeting.

RECOMMENDATION

The Administrative Committee recommends the Fire Authority Board:

1. Authorize Keenan & Associates to market benefits for the Big Bear Fire Authority;
2. Authorize the Fire Chief to provide Keenan & Associates with the necessary information to market benefits for the Big Bear Fire Authority; and
3. Authorize Keenan & Associates and the Staff of the Big Bear Fire Authority to present their benefit recommendations to the Board of Directors at their meeting of February 3, 2015.