



Big Bear Lake Fire Protection District

BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA FEBRUARY 24, 2014

Regular Session - 1:00 p.m. – Hofert Hall, 39707 Big Bear Boulevard, Big Bear Lake

OPEN SESSION

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.

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

BOARD MEMBER GENERAL ANNOUNCEMENTS: Comments shall pertain to items not on the posted agenda and are limited to three minutes per Board 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 Fire District. Please note that State law prohibits the Fire District Board from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the Board during this time period.

CONSENT CALENDAR

FP1. Approval of Demands – Check Issue Date 09/01/13 through 02/17/14 in the amount of \$565,599.50

FP2. Approval of Minutes for the Special Meeting of June 4, 2013

FP3. Approval of Minutes for the Special Meeting of September 9, 2013

FP4. Approval of Minutes for the Regular Meeting of September 11, 2013

FP5. Fire District Monthly Reports

FP5a. Monthly Report for August 2013

Board consideration of receiving and filing the report.

FP5b. Monthly Report for September 2013

Board consideration of receiving and filing the report.

FP5c. Monthly Report for October 2013

Board consideration of receiving and filing the report.

FP5d. Monthly Report for November 2013

Board consideration of receiving and filing the report.

FP5e. Monthly Report for December 2013

Board consideration of receiving and filing the report.

FP6. 2014 Cardiac Monitor Grant

Board consideration of accepting the award of grant.

ITEMS REMOVED FROM THE CONSENT CALENDAR

DISCUSSION/ACTION ITEMS

FP7. 2014 Fire Hazard Abatement Program

Board consideration of:

- (1) Authorizing the continued use of San Bernardino County, Land Use Services, Code Enforcement Division to conduct fire hazard abatement inspections and enforcement for the 2014 season; and
- (2) Transfer this responsibility from the City/Fire District to the Big Bear Fire Authority.

FP8. Proposed Resolution Approving a Mid Year Budget Adjustment

Board consideration of adopting Resolution No. FP2014-XX approving adjustments to the Big Bear Lake Fire Protection District approved Budget for Fiscal Year 2013-14.

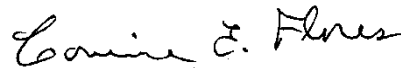
FP9. Proposed Resolution to Establish a New Position of Battalion Chief - Shift and Approve a Job description, Other Compensation/Benefits, and Salary Range for the Position

Board consideration of:

- (1) Directing the Fire Chief to work with Human Resources to convert the Battalion Chief position from a 40 hour work week to a 56 hour work week;
- (2) Adopt Resolution No. FP2014-XX to establish a new employment position for Battalion Chief – Shift; and
- (3) Approve the job description, other compensation/benefits, and salary range.

ADJOURNMENT

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 20th day of February, 2014.



Corinne E. Flores, Board Secretary

The Big Bear Lake Fire Protection District 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 District to make reasonable arrangements to ensure accessibility to this meeting.



Big Bear Lake Fire Protection District

Checks Issued 09/01/13 through 02/17/14

| Check# | Vendor/Employee | Transaction | Amount |
|---|--|--|--------------------|
| Fire Protection District | | | |
| 62035 | Mark Mills | Reimb- Strike Team Travel Expenses | 09/11/13 132.00 |
| 62108 | Wells Fargo Equipment Finance, Inc. | Vehicle Lease Payment | 09/19/13 682.80 |
| 62130 | Farsight Technologies, Inc. | Fire Board Meetings | 09/20/13 200.00 |
| 62133 | Rick Herrick | Fire Board Meeting | 09/20/13 100.00 |
| 62134 | Robert Jackowski | Fire Board Meeting | 09/20/13 100.00 |
| 62153 | Best Best & Krieger LLP | Legal Services | 09/25/13 1,269.00 |
| 62208 | California State Board of Equalization | Quarterly Sales & Use Tax Remittance | 10/04/13 265.97 |
| 62237 | Wells Fargo Equipment Finance, Inc. | Vehicle Lease Payment | 10/04/13 682.80 |
| 62262 | Best Best & Krieger LLP | Legal Services | 10/10/13 2,958.22 |
| 62281 | Lance Soll & Lunghard | Financial Audit | 10/10/13 2,839.50 |
| 62306 | Big Bear City CSD | Shared Services - Min Staffing (May-June) | 10/10/13 52,571.91 |
| 62306 | Big Bear City CSD | Shared Services - Admin (May-June) | 10/10/13 38,326.92 |
| 62392 | Big Bear City CSD | Shared Services - Min Staffing (Jul-Aug) | 10/25/13 40,303.50 |
| 62392 | Big Bear City CSD | Shared Services - Admin (Jul-Aug) | 10/25/13 42,182.93 |
| 62402 | Chevron USA | Strike Team Fuel Expense | 10/25/13 193.98 |
| 62466 | Kelvin McElfish | Reimb- Strike Team Travel Expenses | 11/01/13 272.61 |
| 62514 | Wells Fargo Equipment Finance, Inc. | Vehicle Lease Payment | 11/07/13 682.80 |
| 62537 | Lance Soll & Lunghard | State Controllers Report | 11/07/13 1,069.00 |
| 62586 | US Bank Corporate Payment Systems | Goblers Fire Expenses | 11/07/13 159.59 |
| 62605 | Les Curtis | Reimb- Strike Team Travel Expenses | 11/15/13 705.31 |
| 62666 | Best Best & Krieger LLP | Legal Service | 11/22/13 487.50 |
| 62761 | Connelly Pumping Services, LLC | Portable Toilet Rental | 12/05/13 240.13 |
| 62775 | Wells Fargo Equipment Finance, Inc. | Vehicle Lease Payment | 12/05/13 682.80 |
| 62834 | Craig Baumgartner | Reimb- Canceled First Aid Class | 12/19/13 40.00 |
| 62890 | Best Best & Krieger LLP | Legal Service | 12/19/13 70.50 |
| 62997 | California State Board of Equalization | Quarterly Sales & Use Tax | 01/03/14 150.37 |
| 63047 | Wells Fargo Equipment Finance, Inc. | Vehicle Lease Payment | 01/09/14 682.80 |
| 63060 | Best Best & Krieger LLP | Legal Service | 01/16/14 258.50 |
| 63130 | Big Bear City CSD | Shared Services - Min Staffing (Sep - Nov) | 01/23/14 45,081.85 |
| 63130 | Big Bear City CSD | Shared Services - Admin (Sept - Nov) | 01/23/14 93,532.67 |
| 63144 | Eric Escamilla Mares | Reimb- EMS Overpayment | 01/23/14 288.90 |
| 63165 | Big Bear City CSD | Shared Services - Min Staffing (Dec) | 01/30/14 5,563.24 |
| 63165 | Big Bear City CSD | Shared Services - Admin (Dec) | 01/30/14 14,950.41 |
| 63207 | MWB/Lakeside LLC | Refund of Application Fees | 01/31/14 77.50 |
| 63275 | Bear Valley Community Hospital | Lab/Chemistry | 02/06/14 800.00 |
| 63289 | Wells Fargo Equipment Finance, Inc. | Vehicle Lease Payment | 02/06/14 682.80 |
| | ACH David Caretto | Fire Board Meetings | 09/20/13 200.00 |
| | ACH Bill Jahn | Fire Board Meetings | 09/20/13 200.00 |
| | ACH Don Smith | Reimb- Strike Team Travel Expenses | 09/20/13 227.02 |
| Fire Protection District Total | | | 349,915.83 |
| Healthy Urban Forest Initiative | | | |
| DR 1731 - HMGP Shake Shingle | | | |
| 62132 | Steven or Regana Heller | Shake Shingle Roof Replacement | 09/20/13 9,723.00 |
| 63177 | Phyllis Winnaman | Shake Shingle Roof Replacement | 01/30/14 9,992.50 |
| DR 1731 - HMGP Shake Shingle Grant Total | | | 19,715.50 |
| DR 1884 - HMGP II | | | |
| 62093 | Davey Resource Group, Inc. | Assessor Services | 09/19/13 1,308.26 |
| 62126 | Bernhard O. Voelkelt | Assessor Services | 09/20/13 1,499.37 |
| 62142 | Christopher Traub | Assessor Services | 09/20/13 208.00 |
| 62143 | Douglas Craig | Assessor Services | 09/20/13 1,061.68 |
| 62145 | Christopher Traub | Assessor Services | 09/20/13 130.00 |
| 62174 | US Bank Corporate Payment Systems | Natural Forms License | 09/25/13 58.00 |



Big Bear Lake Fire Protection District

Checks Issued 09/01/13 through 02/17/14

| Check# | Vendor/Employee | Transaction | Amount |
|--|---|--------------------------------|--|
| 62311 | Charter Communications | Telephone Service | 10/10/13 110.16 |
| 62321 | Verizon Wireless | Data Service/Cell Phone | 10/10/13 173.00 |
| 62397 | Bernhard O. Voelkelt | Assessor Services | 10/25/13 1,147.81 |
| 62405 | Davey Resource Group, Inc. | Assessor Services | 10/25/13 3,003.07 |
| 62431 | Douglas Craig | Assessor Services | 10/25/13 564.20 |
| 62433 | Verizon Wireless | Data Service/Cell Phone | 10/25/13 172.79 |
| 62494 | Charter Communications | Telephone Service | 11/07/13 104.99 |
| 62603 | Bernhard O. Voelkelt | Assessor Services | 11/15/13 1,553.29 |
| 62606 | Davey Resource Group, Inc. | Assessor Services | 11/15/13 447.35 |
| 62618 | Douglas Craig | Assessor Services | 11/15/13 456.89 |
| 62620 | Verizon Wireless | Data Service/Cell Phone | 11/15/13 164.87 |
| 62717 | Ricoh USA, Inc. | Copy Charges | 11/26/13 39.14 |
| 62759 | Charter Communications | Telephone Service | 12/05/13 104.13 |
| 62836 | Bernhard O. Voelkelt | Assessor Services | 12/19/13 240.64 |
| 62856 | Verizon Wireless | Data Service/Cell Phone | 12/19/13 167.37 |
| 63033 | Charter Communications | Telephone Service | 01/09/14 102.95 |
| 63154 | Verizon Wireless | Data Service/Cell Phone | 01/23/14 166.53 |
| 63236 | Charter Communications | Telephone Service | 01/31/14 103.29 |
| | ACH Charles Lindeen | Assessor Services | 11/15/13 84.27 |
| | | | DR 1884 - HMGP II Total 13,172.05 |
| LPDM 08 - Shake Shingle Project Phase | | | |
| 62174 | US Bank Corporate Payment Systems | Natural Forms License | 09/25/13 87.00 |
| 62311 | Charter Communications | Telephone Service | 10/10/13 110.15 |
| 62319 | Schenk Trust 6-17-05 | Shake Shingle Roof Replacement | 10/10/13 2,680.00 |
| 62321 | Verizon Wireless | Data Service/Cell Phone | 10/10/13 48.86 |
| 62408 | James or Christine Ferris | Shake Shingle Roof Replacement | 10/25/13 4,500.00 |
| 62410 | Robert Frosh | Shake Shingle Roof Replacement | 10/25/13 3,815.00 |
| 62413 | Jeffrey or Connie Gill | Shake Shingle Roof Replacement | 10/25/13 4,500.00 |
| 62431 | Douglas Craig | Assessor Services | 10/25/13 227.33 |
| 62433 | Verizon Wireless | Data Service/Cell Phone | 10/25/13 45.79 |
| 62454 | Kevin or Draza O'Brien | Shake Shingle Roof Replacement | 10/31/13 4,500.00 |
| 62494 | Charter Communications | Telephone Service | 11/07/13 104.99 |
| 62507 | Dwayne Nagel | Shake Shingle Roof Replacement | 11/07/13 4,020.00 |
| 62510 | Plett Living Trust 3-7-07 | Shake Shingle Roof Replacement | 11/07/13 3,972.50 |
| 62586 | US Bank Corporate Payment Systems | Natural Forms License Fee | 11/07/13 29.00 |
| 62607 | Charles or Jerry Domingue | Shake Shingle Roof Replacement | 11/15/13 3,496.50 |
| 62618 | Douglas Craig | Assessor Services | 11/15/13 463.35 |
| 62620 | Verizon Wireless | Cell Phone | 11/15/13 40.42 |
| 62631 | Lewis or Leilani Glenn | Shake Shingle Roof Replacement | 11/21/13 4,064.00 |
| 62633 | Bob or Diane Lloyd | Shake Shingle Roof Replacement | 11/21/13 4,500.00 |
| 62639 | Vo-Nguyen Family Trust 1/7/06: Thien Vo | Shake Shingle Roof Replacement | 11/21/13 3,594.50 |
| 62640 | Vo-Nguyen Family Trust 1/7/06: Thien Vo | Shake Shingle Roof Replacement | 11/21/13 4,500.00 |
| 62708 | Robert or Wendy Andrews | Shake Shingle Roof Replacement | 11/26/13 2,800.00 |
| 62709 | Donald or Maria Wright | Shake Shingle Roof Replacement | 11/26/13 3,125.50 |
| 62710 | Diana Combs or Suzette Sholtis | Shake Shingle Roof Replacement | 11/26/13 4,025.00 |
| 62711 | Jerry or Ann Donovan | Shake Shingle Roof Replacement | 11/26/13 3,934.00 |
| 62712 | Harold Ent | Shake Shingle Roof Replacement | 11/26/13 4,500.00 |
| 62713 | Christopher or Mary Joy Garcia | Shake Shingle Roof Replacement | 11/26/13 4,500.00 |
| 62714 | Jean M. Kerry Living Trust | Shake Shingle Roof Replacement | 11/26/13 4,218.00 |
| 62716 | Frank or Karyn Oxandaboure | Shake Shingle Roof Replacement | 11/26/13 4,500.00 |
| 62717 | Ricoh USA, Inc. | Copy Charges | 11/26/13 245.20 |
| 62759 | Charter Communications | Telephone Service | 12/05/13 104.13 |
| 62811 | Greg or Cynthia Martin | Shake Shingle Roof Replacement | 12/11/13 3,810.00 |



Big Bear Lake Fire Protection District

Checks Issued 09/01/13 through 02/17/14

| Check# | Vendor/Employee | Transaction | Amount |
|--|--|--------------------------------|-------------------|
| 62839 | Rodolfo or Maria Cabrera | Shake Shingle Roof Replacement | 12/19/13 4,500.00 |
| 62845 | Richard or Lynda Humphrey | Shake Shingle Roof Replacement | 12/19/13 2,730.00 |
| 62847 | Phil Kiyokane | Shake Shingle Roof Replacement | 12/19/13 4,500.00 |
| 62853 | Mary or Seymour Robin | Shake Shingle Roof Replacement | 12/19/13 4,500.00 |
| 62856 | Verizon Wireless | Cell Phone | 12/19/13 49.37 |
| 62910 | OnTrac | Shipping Charges | 12/19/13 8.92 |
| 62967 | OnTrac | Shipping Charges | 01/03/14 9.70 |
| 62985 | Gary Menser | Shake Shingle Roof Replacement | 01/03/14 4,500.00 |
| 62995 | Mark or Shirley Wolfe | Shake Shingle Roof Replacement | 01/03/14 4,500.00 |
| 63033 | Charter Communications | Telephone Service | 01/09/14 102.94 |
| 63036 | James or Marie Daniel | Shake Shingle Roof Replacement | 01/09/14 3,630.20 |
| 63043 | Toninho Marcelli | Shake Shingle Roof Replacement | 01/09/14 3,265.50 |
| 63135 | Samuel or Patricia DePorto | Shake Shingle Roof Replacement | 01/23/14 3,990.00 |
| 63139 | Anthony or Nicole Garcia | Shake Shingle Roof Replacement | 01/23/14 4,500.00 |
| 63140 | Craig or Cynthia Joy Holmes | Shake Shingle Roof Replacement | 01/23/14 4,500.00 |
| 63151 | Schurmer Trust: William or Sharon Schurmer | Shake Shingle Roof Replacement | 01/23/14 4,500.00 |
| 63154 | Verizon Wireless | Cell Phone | 01/23/14 46.06 |
| 63155 | Theodore or Carolyn Wysowski | Shake Shingle Roof Replacement | 01/23/14 3,048.00 |
| 63171 | Joseph Perez | Shake Shingle Roof Replacement | 01/30/14 4,500.00 |
| 63172 | Rolland Pettigrew | Shake Shingle Roof Replacement | 01/30/14 4,500.00 |
| 63174 | Edward or Cynthia Smetak | Shake Shingle Roof Replacement | 01/30/14 4,500.00 |
| 63235 | Samuel or Stephanie Cereceres | Shake Shingle Roof Replacement | 01/31/14 4,500.00 |
| 63236 | Charter Communications | Telephone Service | 01/31/14 103.29 |
| 63280 | Robert or Trudy Critelli | Shake Shingle Roof Replacement | 02/06/14 4,500.00 |
| 63281 | William Fields or Patricia Szychowski | Shake Shingle Roof Replacement | 02/06/14 4,500.00 |
| 63283 | John or Laura Haydel | Shake Shingle Roof Replacement | 02/06/14 4,500.00 |
| 63287 | Susan Olsen-Bathurst | Shake Shingle Roof Replacement | 02/06/14 4,500.00 |
| 63288 | Charles or Jean Spradlin | Shake Shingle Roof Replacement | 02/06/14 4,242.00 |
| 63293 | Marion or Sharon Borrell | Shake Shingle Roof Replacement | 02/13/14 4,500.00 |
| 63337 | OnTrac | Shipping Charges | 02/14/14 8.92 |
| LPDM 08 Shake Shingle Project Phase Total | | | 182,796.12 |
| Healthy Urban Forest Initiative Total | | | 215,683.67 |

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR SPECIAL MEETING
JUNE 4, 2013**

A Special Meeting of the Fire Board of the Big Bear Lake Fire Protection District was called to order by Chairman Jahn at 6:42 p.m., Tuesday, June 4, 2013, at the Civic Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present: Chairman Bill Jahn
 Vice Chairman Bob Jackowski
 Board Member David Caretto
 Board Member Rick Herrick
 Board Member Jay Obernolte

Others Present: Jeff Willis, Fire Chief

OPEN SESSION:

PUBLIC COMMUNICATIONS:

None.

At the hour of 6:42 p.m., Fire Board adjourned to Closed Session.

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

RESULTS OF CLOSED SESSION:

No reportable action.

ADJOURNMENT:

There being no further business to come before the Fire Board at this session, Chairman Jahn adjourned the meeting at 6:42 p.m.

Corinne E. Flores, Board Secretary

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
SEPTEMBER 9, 2013**

A Special Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jahn at 5:00 p.m., Monday, September 9, 2013, at the Civic Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present: Chairman Bill Jahn
 Vice Chairman Bob Jackowski
 Board Member David Caretto
 Board Member Jay Obernolte

Board Members Excused: Board Member Rick Herrick

Others Present: Jeff Willis, Fire Chief
 Kathleen Smith, Chief Operations Officer
 Suzanne Kozma, Human Resources Manager

PUBLIC FORUM FOR CLOSED SESSION: None.

At the hour of 5:01 p.m., the Fire Board adjourned to Closed Session.

At the hour of 6:00 p.m., the Fire Board recessed to allow the Fire Board Labor Committee working on the Memorandum of Understanding between the Big Bear Lake Fire Protection District and the Big Bear Lake Professional Firefighters' Association, IAFF Local 935 to meet.

At the hour of 6:25 p.m., the Fire Board reconvened to Closed Session.

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

OPEN SESSION

RESULTS OF CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(d)1
 Case: City of Big Bear Lake and Big Bear Lake Successor Agency vs. Ana J. Matosantos, et al; Superior Court of the State of California, County of Sacramento, Case No. 34-2013-80001504

No reportable action.

2. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

Name of Negotiators: Fire Chief
Name of Organization: San Bernardino County Professional Firefighters
International Association of Firefighters – Local 935

Motion by Board Member Caretto; seconded by Vice Chairman Jackowski to approve the Memorandum of Understanding between the Big Bear Lake Fire Protection District and the Big Bear Lake Professional Firefighters' Association, IAFF Local 935.

The Motion carried by the following vote:

AYES: Caretto, Jackowski, Obernolte, Jahn
NOES: None
ABSENT: Herrick
ABSTAIN: None

ADJOURNMENT:

There being no further business to come before the Fire Protection District at this session, Chairman Jahn adjourned the meeting at 6:29 p.m.

Corinne E. Flores, Board Secretary

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
SEPTEMBER 11, 2013**

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jahn at 9:00 a.m., Wednesday, September 11, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: September 11 Remembrance Presentation by Chief Willis

Pledge of Allegiance: Led by Board Member Obernolte

Board Members Present: Chairman Bill Jahn
Board Member David Caretto
Board Member Rick Herrick
Board Member Jay Obernolte

Board Members Excused: Vice Chairman Bob Jackowski

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief
Mark Mills, Assistant Fire Chief
Kathleen Smith, Chief Operations Officer
Corinne Flores, Fire Board Secretary

PRESENTATIONS

Chief Willis presented Firefighter/Paramedic Tony Picciano with a ten year Fire District employee service pin.

BOARD MEMBER GENERAL ANNOUNCEMENTS

Board Member Caretto advised he was privileged to have attended the morning commemorative ceremony for September 11 at the high school. Representatives from the Sheriff's Department, Fire Departments/Fire Authority employees along with approximately 300 students and members of the public were in attendance. It was a moving ceremony with a wonderful turnout. He congratulated the high school for hosting the ceremony.

Board Member Obernolte advised the Fire Board approved a new three year Memorandum of Understanding (MOU) with the firefighters, and he thanked them. This was a difficult negotiation because the Fire District worked toward aligning the benefit

packages between the CSD and the Fire District in the interests of teamwork and with a spirit of cooperation.

Chairman Jahn stated he had the pleasure of serving with Board Member Obernolte on the MOU committee, and he also thanked the rank and file and labor to work through difficult situations and issues. He concurred with Board Member Caretto's comments about the September 11 ceremony, however, he was not able to make it to the ceremony today. He did attend last year, and they do a great job.

PUBLIC COMMUNICATIONS

None.

CONSENT CALENDAR

Motion by Board Member Caretto, seconded by Board Member Herrick to approve the Consent Calendar as follows:

FP1. Approval of Demands – Check Issue Date 06/01/13 through 08/31/13 in the amount of \$370,793.50

Approved.

FP2. Approval of Minutes for the Regular Meeting of June 12, 2013

Approved.

FP3. Approval of Minutes for the Special Meeting of June 20, 2013

Approved.

FP4. Fire District Monthly Report for June 2013

Received and filed.

FP5. Fire District Monthly Report for July 2013

Received and filed.

The Consent Calendar was approved by the following vote:

AYES: Herrick, Obernolte, Caretto, Jahn
NOES: None
ABSENT: Jackowski

ABSTAIN: Caretto (abstained from Item FP3 as he did not attend the meeting)

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

DISCUSSION/ACTION ITEMS

FP6. Proposed Resolution to Establish a New Position for Battalion Chief and Approve a Job Description and Total Other Compensation/Benefits for the Position

Board consideration of adopting a resolution to establish a new employment position for Battalion Chief and approve the job description and total other compensation/benefits for the Battalion Chief position.

Motion by Board Member Obernolte; seconded by Board Member Caretto, to adopt the following resolution entitled:

RESOLUTION NO. FP2013-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA TO ESTABLISH A NEW EMPLOYMENT POSITION FOR BATTALION CHIEF

Said Motion was approved by the following vote:

AYES: Obernolte, Caretto, Herrick, Jahn
NOES: None
ABSENT: Jackowski
ABSTAIN: None

FP7. Discussion Concerning 2013 Status and Enforcement of the Wood Shake/Shingle Roof Replacement Ordinance

Board consideration of authorizing Staff to work with the City Code Compliance Division in implementing compliance actions.

David Yegge, Fire Fuels Program Supervisor gave a status report for the Wood Shake Shingle Roof Replacement Program that included proposed enforcement actions for non-compliant property owners that have not met the deadline to replace their wood shake/shingle roof as outlined in Ordinance No. FP2008-16.

Phil Mosley, Code Compliance/Building Official was also on hand to seek concurrence from the Fire Board to proceed with the enforcement action already authorized in the ordinances of the Fire District and City of Big Bear Lake.

Motion by Board Member Obernolte; seconded by Board Member Herrick, to authorize staff to proceed with the ninety day evaluation and initial enforcement period but return to the Fire Board with an update before further action is taken.

Said Motion was approved by the following vote:

AYES: Caretto, Herrick, Obernolte, Jahn
NOES: None
ABSENT: Jackowski
ABSTAIN: None

FP8. Discussion of Scheduling Options for Fire Board Meetings

Board consideration of discussing possible scheduling options to better accommodate Board Members' schedules.

Motion by Board Member Caretto; seconded by Board Member Herrick, to direct staff to research if a resolution is needed to change the Regular meetings of the Fire Board to the fourth Monday in February, April, June, August, October, and December at 1:00 p.m.

Said Motion was approved by the following vote:

AYES: Herrick, Obernolte, Caretto, Jahn
NOES: None
ABSENT: Jackowski
ABSTAIN: None

Chairman Jahn moved Closed Session regarding the Chief's evaluation to the next meeting when a full Board is in place.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Jahn adjourned the meeting at 9:56 a.m.

Corinne E. Flores, Board Secretary

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: October 15, 2013

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – AUGUST 2013**

1. SERVICE DELIVERY

| | | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 60 | 466 |
| b. | Rescue/Medical Calls | 119 | 1,255 |
| c. | Training Class Summary | 131 | 349 |
| d. | DRC Reviews | 8 | 33 |
| e. | Fire Flow Reviews | 0 | 7 |

2. CORRESPONDENCE

- 2.1 Received a thank you card from the family of Brian Wolf, a Battalion Chief for the City of Downey who recently passed away, for the department's assistance in their time of need. See attached.
- 2.2 Received a thank you email from County Fire Chief Mark Hartwig for the department's participation during the Sharp Fire in Wrightwood. See attached.
- 2.3 Received a thank you card from Mrs. Willis for the department's response to a medical emergency. See attached.
- 2.4 Found a Great Job! card on a fire vehicle that was part of a strike team assignment at the Rim Fire. See attached.
- 2.5 Received a thank you card from the Big Bear Group Sierra Club for the fire department's participation in the 2013 Xeriscape Garden Tour in July. See attached.

3. COMMUNITY RELATIONS

- 3.1 August 10 -- personnel from Stations-281 and -291 participated in the Fun Run car show as judges for the Best Flames car category.

- 3.2 August 18 – Chief Willis and fire personnel attended the memorial service for Marge McDonald.
- 3.3 August 18 – Fire personnel hosted the 13th Annual Golf Tournament, which raises money for the Firefighters' Association benevolence fund such as the Christmas shopping spree for our local underprivileged children of the Valley, Firefighters Quest for Burn Survivors, Miss Big Bear Sponsor, sports sponsorships, etc.
- 3.4 August 21 – Chief Willis met with DOVES representative Helen Adams to discuss an upcoming cancer awareness event.

4. OPERATIONS

- 4.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
 - CSD Board – August 5 and 19
 - CSD Board, Special Meeting – August 19
 - Operations Mtg – August 19
 - Big Bear Lake City Council – August 26
- 4.2 August 6 – Chief Willis, Battalion Chief Maltby, Finance Officer Strain, and EMS/Fire Financial Coordinator Berne met to discuss the ambulance program's exclusive operating area under ICEMA.
- 4.3 August 8 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs Association, Training Officers Section.
- 4.5 August 13 – Chief Willis attend the bi-monthly meeting of the Big Bear Valley Mountain Mutual Aid Association.
- 4.6 August 14 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs Association, EMS Officers.
- 4.7 August 15 – Chief Willis and David Yegge met with Phil Mosley to discuss wood shake/shingle roof replacement enforcement.
- 4.8 August 15 – Chief Willis participated in a telephone conference with Isabel Safie, Fire Authority counsel to discuss CalPERS/SBCERA issues.
- 4.9 August 21 – Chief Willis attended a Mountain Area Safety Taskforce (MAST) Stakeholders meeting at County Fire headquarters. The committee reconvened to prepare for the upcoming threat of an active fire season and to meet new personnel from the various participating agencies. At this meeting, retired County Fire Assistant Chief Peter Brierty was honored for his retirement and for his contribution as a co-founder of MAST.

- 4.10 August 22 – the Big Bear Fire Department hosted the monthly meeting of the San Bernardino County Fire Chiefs’ Association, which was held at View Haus-Snow Summit. In attendance were: Chief Willis, Battalion Chief Harold, Battalion Chief Delay, Battalion Chief Maltby, and Admin. Assts. Flores and Gustason.
- 4.11 August 26 – Chief Willis met with staff to discuss County hazard weed abatement issues.
- 4.12 August 26, 27, 29 – Battalion Chief Harold conducted a training planning meeting and needs analysis for the Training/EMS Divisions.
- 4.13 August 27 – Chief Willis attended the monthly Confire JPA Administrative Chiefs’ meeting at the Loma Linda Fire Department EOC.
- 4.14 August 29 – Chief Willis met with County Fire Chief Mark Hartwig to discuss Zone 3 operations.
- 4.15 August – strike team/incident management command team assignments:
 - **Corral Complex** in Six Rivers National Forest - Battalion Chief Smith, Battalion Chief Curtis, and Engineer McElfish
 - **Silver Fire** in Payette National Forest - FF/PMs Curtis and Gehr
 - **Sharp Fire** in Wrightwood - Asst. Chief Mills – Incident Command Team and strike team assignment (Engine-291) with Captain Mandolini, Engineer Lambert, and FF/PMs Willis, Turner, Gehr, Curtis
 - **Falls Fire** in Cleveland National Forest – Engineer Fonda and Apprentice FF/EMT Webb
 - **Rim Fire** in Stanislaus National Forest – FF/PMs Turner, Curtis and Gehr
 - **Gobbler Fire** in San Bernardino National Forest – Asst. Chief Mills, and BCs Smith and Walker

5. HEALTH AND SAFETY - No report

6. PERSONNEL

- 6.1 August 1 – Interviews were conducted for PCF candidates.
- 6.2 August 2, 12, 19 – ongoing meet and confer meetings involving the Labor Negotiations Ad Hoc Committee and Labor representatives to discuss a new MOU for the firefighters (Local 935).
- 6.3 August 5 – a Captains’ assessment lab was conducted at the Community Church by the Lake.
- 6.4 August 6 & 7 – an Engineers’ written exam and assessment center was given.

- 6.5 August 10 – congratulations to Jessica Ortega and Elijah Covarrubio for promoting to the positions of Apprentice Firefighter/EMTs.
- 6.6 August 12 – Chief Mills conducted interviews for the Captain’s position.
- 6.7 August 14 – Chief Mills conducted interviews for the Engineer’s position.
- 6.8 August 19 – Chiefs Willis and Mills, Battalion Chief Delay, Battalion Chief Maltby, Battalion Chief Harold, and Captains Robillard, Parham, and Arden met for a Sub Joint Apprentice Committee meeting to discuss which firefighters would be eligible to participate in this program. Battalion Chief Harold was voted in as Instructor of Record for the Big Bear Fire Department.
- 6.9 August 20 – Assistant Chief Mills attended a Victor Valley Community College, Cooperative Work Experience Education meeting. Students from this program are obtaining hands-on work experience in their career field at no cost to the fire departments.
- 6.10 August 23/25 – Battalion Chief Dave Delay retired from the Big Bear City Fire Department after 30+ years of service. A dinner reception was hosted by his family at the Bear Cave, with Fire personnel in attendance.

7. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 7.1 August 29 – Battalion Chief Maltby, Battalion Chief Harold, and EMS/Fire Financial Coordinator Berne attended a Grant Emergency Medical Transport (GEMT) workshop hosted by the state Department of Health Care Services, DHCS GEMT Division. The workshop provided specific and detailed training to assist staff in the preparation of documentation for future EMS revenues for the department.

8. MISCELLANEOUS

- 8.1 August 17 – the Big Bear Fire Boxing Team, consisting of Ricky Seward and Shawn Sutherland, competed in the SoCal Battle of the Badges at Pala Resort. Both Ricky and Shawn placed in their divisions – congratulations!

BIG BEAR FIRE DEPARTMENT

Training Class Summary by Category

Class Date Between {08/01/2013} And {08/31/2013}

| Category | Classes | Pct of Classes | Hours | Pct of Hours |
|---|-----------|----------------|---------------|--------------|
| AB.4 Daily Routines | 2 | 5.12% | 2.00 | 1.52% |
| AB.5 Dealing with the public. | 2 | 5.12% | 2.00 | 1.52% |
| AB.6 Introduction to District | 1 | 2.56% | 1.50 | 1.14% |
| AB.8 Uniforms | 1 | 2.56% | 1.00 | 0.76% |
| AB21 S.C.B.A.s | 1 | 2.56% | 1.50 | 1.14% |
| AB23 Wildland Fire Fighting | 1 | 2.56% | 1.50 | 1.14% |
| AB26 Hydrant Connections | 1 | 2.56% | 1.00 | 0.76% |
| AB27 Hose Evolutions | 2 | 5.12% | 2.00 | 1.52% |
| AB32 Pride & Ownership | 1 | 2.56% | 1.00 | 0.76% |
| ADM TR Admin Training | 6 | 15.38% | 80.00 | 61.06% |
| BB12 Ladders | 2 | 5.12% | 2.00 | 1.52% |
| CB18 Sections Review | 1 | 2.56% | 2.00 | 1.52% |
| CO OFF TR Company Officer Training | 2 | 5.12% | 9.00 | 6.87% |
| CSD29 Hazardous Materials | 1 | 2.56% | 1.00 | 0.76% |
| CSD8 Personnal Protective Equipment PPE | 1 | 2.56% | 1.00 | 0.76% |
| DRIVEOP DRIVER / OPERATOR | 3 | 7.69% | 4.50 | 3.43% |
| EMS F ARC RECERT | 1 | 2.56% | 2.00 | 1.52% |
| EVOLUTIONS ENGINE CO EVOLUTIONS | 1 | 2.56% | 3.00 | 2.29% |
| FF1E SELF CONTAINED BREATHING APPARATUS | 1 | 2.56% | 2.00 | 1.52% |
| FF1I GROUND LADDERS | 1 | 2.56% | 2.00 | 1.52% |
| FF1K RESCUE | 1 | 2.56% | 2.00 | 1.52% |
| FF1Q FIRE PREVENTION AND INVESTIGATION | 2 | 5.12% | 3.00 | 2.29% |
| HAZ HAZMAT | 1 | 2.56% | 1.00 | 0.76% |
| RADIO HT OPERATIONS | 1 | 2.56% | 1.00 | 0.76% |
| SKI E EMS New Equiptment Training | 1 | 2.56% | 1.00 | 0.76% |
| SKI T EMS Skills / Assesment Testing | 1 | 2.56% | 1.00 | 0.76% |
| Totals | 39 | | 131.00 | |

Chief Willis,


I wanted to thank
you and your depart-
ment for the support
offered when Brian
passed away. I
appreciate Dave Delay
coming over, thank
you Dave! Thank you
for having someone
here at our house
when we were away,
that was incredible.

Thank you

During a time
like this
we realize how much
our friends and relatives
really mean
to us

Your expression
of sympathy will always
be remembered

The Brian Wolf
Family



Sent: Monday, August 12, 2013 5:20 PM

To: Jeff Willis

Subject: Sharp Incident

Chief Willis:

Thank you for Big Bear's recent assistance with the Sharp Incident in Wrightwood. The County Fire Department was in Unified Command with the County Sheriff and the Angeles National Forest. Your engine company was a vital part of structure defense in the East Canyon area of Wrightwood. ME-291 was requested on a Master Mutual Aid request by CONFIRE subsequent to direction from the incident. The order was placed at approximately 1400 hours on Thursday and your unit was released at approximately 0600 on Friday morning.

As a Master Mutual Aid request, there is no reimbursement available to your agency as you know. I understand that your contribution is of great value and I want to assure you that the County Fire Department stands ready, willing, and able to assist Big Bear when requested under similar circumstances.

Respectfully,

Mark A. Hartwig

Fire Chief/Fire Warden

San Bernardino County Fire Department

157 West Fifth Street, Second Floor

San Bernardino, CA 92415

(909) 387-5952

8-23-13

Chief Willis,

Please thank the fire and medical personnel who responded to my mother, and your grandmother's passing on Aug. 17, 2013.

Those who responded were John Arden, Jim McDaniel, Andrew Crane and Elijah Cavarrubio.

They are to be commended for their professional, and yet personal manner for their help, kindness and consideration.

IT WAS MUCH APPRECIATED,

and always remembered.

Sincerely,

[REDACTED]

Great Job!

Presented to

Thank you Big Bear Lake F.D!

Signed



Date

8-27-13



this was on
our
truck
w/ the fire

Big Bear Native Plant
Service Berry

RECEIVED

AUG 02 2013

BIG BEAR LAKE FIRE DEPT.

Thank You for Your Support
of the
2013 Xeriscape Garden Tour

Big Bear Group Sierra Club

Thanks Chief Wells
The addition of a Forewise
home to the Xeriscape Tour adds a
whole new dimension to the tour.
David Jessie does a great job!
Christie
Walker

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: October 15, 2013

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – SEPTEMBER 2013**

1. SERVICE DELIVERY

| | | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 51 | 517 |
| b. | Rescue/Medical Calls | 125 | 1,380 |
| c. | Training Class Summary | 54 | 403 |
| d. | DRC Reviews | 1 | 34 |
| e. | Fire Flow Reviews | 1 | 8 |

2. COMMUNITY RELATIONS

- 2.1 September 4 – Chiefs Willis & Mills, Battalion Chiefs Maltby & Harold, Captain Parham, and Engineer Hollenbaugh met with Sarah Garrison, a DOVES representative to discuss the kick off for Domestic Violence Awareness Month. DOVES hosts the “Walk-a-Mile-in-Her-Shoes” event to help raise awareness about domestic violence. In addition to participating in the walk, the firefighters will wear pink t-shirts under their uniforms during the month of October. Administrative staff will also be wearing pink t-shirts.
- 2.2 September 8 – Apprentice Firefighter/EMT Webb, PCF Demel, and Firefighter/Paramedic Willis participated in the San Diego September 11 Memorial Stair Climb by climbing 110 stories in the memory of a fallen 9/11 hero. Each firefighter carried a photo and name of a fallen hero to complete the journey they undertook in the World Trade Center. Participation in the Stair Climb honored the 343 FDNY Brothers, 23 NYPD Brothers and Sisters, and 37 Port Authority Brothers and Sisters who lost their lives and also raised awareness of the sacrifices made by firefighters everywhere.
- 2.3 September 11 - Chief Officers and on-duty crews attended the Big Bear High School Special Remembrance Ceremony for September 11.

- 2.4 September 18 – Battalion Chief Harold participated in a Career Technical Education Fair at Big Bear High School for future EMS training.
- 2.5 September 25 - Fire Department Chief Officers and on-duty crews participated in the welcome procession for the Traveling Vietnam Wall, which was in Big Bear during September 26 – 28. Additionally, the ladder truck was staged at the Grand Ceremony on Saturday with a large American flag hanging from atop the ladder. A September 11 tribute to the fire service was a part of the Grand Ceremony, which was greatly appreciated by the firefighters.
- 2.6 September 26 – on-duty crews provided a static display of a fire engine and distributed fire safety handouts at the Big Bear Elementary School’s Family Fun Night.

3. OPERATIONS

- 3.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
 - CSD Board – September 16
 - CSD Special Board – September 9
 - Big Bear Lake City Council/Fire Board – September 9
 - Fire District – September 11
 - Operations Mtg – September 16
 - Safety/Staff Mtg – September 3
 - Confire JPA Administrative Chiefs Committee – September 17
- 3.2 September 4 – Chief Willis, Battalion Chief Harold, and EMS/Fire Financial Coordinator Berne met to discuss ambulance billing under the GEMT Program.
- 3.3 September 14 – the Community Emergency Response Team (CERT) group conducted a field exercise that included: light search and rescue; size-up, nine elements of planning and decision making; searching structures and marking techniques; cribbing – team planning work and safety techniques; and fire extinguishers/extinguishing techniques.
- 3.4 September 19 – Chief Willis met with Phil Mosley, City of Big Bear Lake Code Compliance Division to discuss building code options.
- 3.5 September 23 – Chief Willis and Battalion Chiefs Harold & Maltby attended a meeting at Bear Valley Community Hospital to discuss future medical supply needs.
- 3.6 September 27 – Chief Willis attended a Fire Districts Association of California board meeting in Sacramento.
- 3.7 September 30 – Chiefs Willis and Mills, Battalion Chiefs Maltby, Harold, & Wilde, Safety Coordinator Bruinsma, and Mountain Mutual Aid Executive Board Members Cleary and Peralez met to pre-plan a tabletop exercise for the October Big Bear Valley Mountain Mutual Aid meeting.

- 3.8 September – strike team/incident management command team assignments:
- ***Rim Fire*** in Stanislaus National Forest (carryover from August) – FF/PMs Turner, Curtis, and Gehr
 - ***Corral Complex*** in Six Rivers National Forest (carryover from August) – Engineer McElfish
 - ***Sierra Wildfire*** in San Bernardino National Forest – Captain Mandolini, Engineer Lambert, and Firefighter/Paramedic Curtis

4. HEALTH AND SAFETY

- 4.1 Safety Coordinator Nick Bruinsma reports that all personnel have done a great job by keeping their heads up and accidents down.
- 4.2 September 19 - Personal protection equipment safety training provided to CSD personnel.

5. PERSONNEL

- 5.1 Suppression personnel are in process of completing their annual physical fitness testing.
- 5.2 September 11 – Firefighter/Paramedic Picciano was recognized at the Fire District meeting for completing ten years of service.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 September 11 – Battalion Chief Harold attended the State EMS Data CEMSIS Conference.
- 6.2 September 25 – Battalion Chief Harold took an online webinar for planning in Target Solutions.
- 6.3 September 30 – Battalion Chief Harold and Apprentice FF/EMT Webb participated in a one day EMS conference. Topics: dangers of synthetic drugs, child abuse recognition, active shooter events, and sports medicine treatments.

7. MISCELLANEOUS

- 7.1 The Big Bear Fire Department hosted a tour of the Big Bear Valley Wildland Urban Interface, specifically fuel reduction work along the south side of our Valley behind Snow Summit, for the Fire Prevention Officers Section of the California Fire Chiefs Association noting what it takes to become a fire adapted community. In attendance were Chief Willis, Fire Fuels Program Supervisor Yegge, and Fire Authority Director Walsh.

Big Bear Fire Department

Training Class Summary by Category

Class Date Between {08/31/2013} And {09/30/2013}

| Category | Classes | Pct of Classes | Hours | Pct of Hours |
|--------------------------------------|-----------|----------------|--------------|--------------|
| AB.7 City Government | 1 | 3.44% | 0.50 | 0.92% |
| AB.8 Uniforms | 1 | 3.44% | 1.00 | 1.85% |
| AB.9 Time Sheets/Pay System | 1 | 3.44% | 1.00 | 1.85% |
| AB18 Radios & Pagers | 1 | 3.44% | 1.00 | 1.85% |
| AB21 S.C.B.A.s | 3 | 10.34% | 3.50 | 6.48% |
| AB28 Fuel Pump Operations | 1 | 3.44% | 1.00 | 1.85% |
| AERIAL OPS Aerial Truck Operations | 2 | 6.89% | 3.00 | 5.55% |
| BB11 Ventilation | 3 | 10.34% | 3.00 | 5.55% |
| BB12 Ladders | 2 | 6.89% | 2.00 | 3.70% |
| EMS F ARC RECERT | 2 | 6.89% | 4.00 | 7.40% |
| EMS J EMS CE's | 1 | 3.44% | 9.00 | 16.66% |
| FF1G ROPES, KNOTS AMD HITCHES | 1 | 3.44% | 2.00 | 3.70% |
| FF1I GROUND LADDERS | 1 | 3.44% | 1.50 | 2.77% |
| FF1L VENTILATION | 1 | 3.44% | 2.00 | 3.70% |
| PHY1 PHYSICAL FITNESS PROGRAM | 4 | 13.79% | 8.00 | 14.81% |
| SAFETY MTG SAFETY MEETING | 1 | 3.44% | 2.50 | 4.62% |
| SKI B SKILLS DAY RECERT | 2 | 6.89% | 8.00 | 14.81% |
| SKI T EMS Skills / Assesment Testing | 1 | 3.44% | 1.00 | 1.85% |
| Totals | 29 | | 54.00 | |

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: December 5, 2013

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – OCTOBER 2013**

1. SERVICE DELIVERY

| | | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 41 | 558 |
| b. | Rescue/Medical Calls | 114 | 1,494 |
| c. | Training Class Summary | 207.5 | 610.5 |
| d. | DRC Reviews | 0 | 34 |
| e. | Fire Flow Reviews | 0 | 8 |

2. COMMUNITY RELATIONS

- 2.1 October 6 – Asst. Chief Mills, Battalion Chief Harold, and on-duty personnel participated in the DOVES Walk-a-Mile-in Her-Shoes event to help raise awareness about domestic violence. This included wearing high heels, pink t-shirts, and pink fire helmets while walking up Pine Knot and Village Drive to show Fire Department support against domestic violence. See attached thank you note from Sarah Garrison, Asst. Director of Outreach Services for DOVES.
- 2.2 October 10 – Chief Willis attended the dedication ceremony at the Big Bear Disposal Materials Recovery Facility.
- 2.3 October 12 – the fire department conducted a fill-the-boot drive for the Muscular Dystrophy Association (MDA) in front of the Vons Store. See attached thank you note from Lydia Lockhart, MDA.
- 2.4 October 19 & 20 – Chief Willis was a speaker at the Sparkle Day event held in the Village that is a part of breast cancer awareness during the month of October. See attached thank you card from Janet Pflaum. The following day, Chief Willis attended the artful bra contest held at Dulce Vida, a fundraiser to pay for mammograms at the hospital.

- 2.5 October 21 – Fire personnel attended the Community Emergency Response Team (CERT) fundraiser at Sonora Cantina.
- 2.6 October 26 – Fire personnel participated in Boo in the Zoo by handing out candy and public safety information to attendees.
- 2.7 October 31 – the Fire Department was on hand at Halloween in the Village. Firefighters distributed candy to the children and answered fire safety questions/concerns from the parents.
- 2.8 October 31 – Chiefs Willis and Mills attended the Village Grand Re-Opening reception and ceremony held at the Copper Q.

3. OPERATIONS

- 3.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
 - CSD Board – October 7 & 21
 - Big Bear Lake City Council/Fire Board – October 28
 - Fire Authority – Workshop Mtg of October 1 and Regular Mtg of October 1
 - Administrative Staff – October 22
- 3.2 October 3 – Chief Willis, Asst. Chief Mills, Battalion Chief Maltby, Battalion Chief Harold, EMS/Fire Financial Manager Berne, and Admin. Asst. McIlwain met to discuss cost recovery first responder fees and non-transports.
- 3.3 October 8 – Chief Willis, Battalion Chief Maltby, Battalion Chief Harold, PCF Battalion Chief Wilde, and Safety Officer Bruinsma participated in the Mountain Mutual Aid tabletop exercise.
- 3.4 October 9 – Battalion Chief Harold attended a San Bernardino County Fire Chiefs' Association, EMS Officers meeting at the Chino Fire Department.
- 3.5 October 15 – Battalion Chief Harold met with Jared Cheek, City of Big Bear Lake Public Works Division to discuss ICS training for emergency operations center personnel.
- 3.6 October 16 – Battalion Chief Harold, Battalion Chief Wilde, Captain Rogers, Engineer Wagner, and FF/PM Curtis met to discuss a training program manual.
- 3.7 October 17 – Battalion Chief Harold conducted a live fire training with A Shift at the Paradise Training Center.
- 3.8 October 21-25 – Fire personnel conducted Community Emergency Response Team (CERT) training for approximately 50 new members from 6:00 p.m. – 10:00 p.m. at Station 282 (formerly Station 291).

- 3.9 October 22 – Chief Willis attended the San Bernardino County Fire Chiefs’ Association, EMS Advisory Group meeting held at the Loma Linda Fire Department.
- 3.10 October 24 – Chief Willis attended the monthly San Bernardino County Fire Chiefs’ Association held at the Chino Valley Fire Department.
- 3.11 October 24 – Chief Willis, City Manager Mathieu, Chief Operations Officer Smith, Finance Manager Ent, and CSD Finance Manager Strain met to discuss a presentation regarding financials for the ambulance operations.
- 3.12 October 24 – Chief Willis attended the Bear Valley Community Hospital town hall meeting to learn about service updates, new health care coverage options available under the Affordable Care Act, and to converse about our community hospital.
- 3.13 October 29 – Chief Willis gave an organizational fire department update to all personnel along with a question and answer session.
- 3.14 October 31 – Chief Willis attended a meeting to discuss a potential extension of enforcement date for replacement of wood shake shingle roofs within the County’s jurisdiction.

4. HEALTH AND SAFETY

- 4.1 October 3, 10, 17, & 31 – Battalion Chief Harold conducted Safety Training for CSD employees.
- 4.2 October 10 – Battalion Chief Harold facilitated a four hour continuing education EMS class for fire personnel with assistance from Loma Linda University staff.

5. PERSONNEL

Nothing to report.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 October 18 – Battalion Chief Harold participated in an online webinar with Pearson Education regarding emergency medical technician (EMT) testing for the upcoming EMT class.
- 6.2 October 24 – CJPIA conducted a Workplace Harassment Awareness and Prevention training at Station 282. Admin. Assistant Jamie Gustason attended.

7. MISCELLANEOUS

- 7.1 Kudos to FF/PMs Gehr and Fluke for their diligence in locating a Rolex watch in a vehicle involved in a traffic collision. After the accident, the daughter of the driver telephoned the fire department attempting to locate the watch – the Firefighters used

extrication tools to cut into the vehicle to retrieve the watch. See attached thank you note from daughter Dara and pictures.

8. CORRESPONDENCE

- 8.1 Attached is a thank you letter from Charlie Beck, Chief of Police, Los Angeles Police Department expressing gratitude for FF/M Seward and PCF Sutherland's participation in their 1st Annual Battle of the Academy on July 6. Proceeds from this event benefit the families of Los Angeles Police Officers who are injured or killed in the line of duty.
- 8.2 Thank you letter for a response to a request for medical assistance on October 5.

/cef

Copy of Training Class Summary by Category

Class Date Between {09/30/2013} And {10/31/2013}

| Category | Classes | Pct of Classes | Hours | Pct of Hours |
|--|-----------|----------------|---------------|--------------|
| 5PE O2 REFILL/REPLACEMENT | 1 | 2.70% | 1.00 | 0.48% |
| AB.7 City Government | 1 | 2.70% | 1.00 | 0.48% |
| AB10 Recall Procedures | 1 | 2.70% | 1.00 | 0.48% |
| AB12 Daily Log Entries | 1 | 2.70% | 1.00 | 0.48% |
| AB14 Satation Computer & Software | 1 | 2.70% | 1.00 | 0.48% |
| AB15 Reference Materials | 2 | 5.40% | 2.00 | 0.96% |
| AB19 Apparatus Check Forms | 1 | 2.70% | 1.00 | 0.48% |
| AB23 Wildland Fire Fighting | 2 | 5.40% | 2.00 | 0.96% |
| AB26 Hydrant Connections | 1 | 2.70% | 1.00 | 0.48% |
| AB29 Target Hazards & Sprinkered Buildings | 1 | 2.70% | 3.00 | 1.44% |
| ADM TR Admin Training | 1 | 2.70% | 5.00 | 2.40% |
| BB.6 Extrication Rescue Tools | 1 | 2.70% | 1.00 | 0.48% |
| BB11 Ventilation | 1 | 2.70% | 1.00 | 0.48% |
| BB12 Ladders | 1 | 2.70% | 1.00 | 0.48% |
| BB13 Methods of Fire Attack | 1 | 2.70% | 1.00 | 0.48% |
| BB17 Over-the Side Rescue | 1 | 2.70% | 2.00 | 0.96% |
| CSD1 ADA & Sexual Harassment Training | 2 | 5.40% | 5.50 | 2.65% |
| DCTRNG Department Cross Training | 1 | 2.70% | 130.00 | 62.65% |
| E B Field Care Audits | 1 | 2.70% | 3.00 | 1.44% |
| EMS J EMS CE's | 1 | 2.70% | 9.00 | 4.33% |
| FF1C FIRE BEHAVIOR AND EXTINGUISHMENT | 1 | 2.70% | 4.00 | 1.92% |
| FF1D FIRE FIGHTER SAFETY | 1 | 2.70% | 4.00 | 1.92% |
| FF1I GROUND LADDERS | 2 | 5.40% | 3.50 | 1.68% |
| FF1L VENTILATION | 1 | 2.70% | 2.00 | 0.96% |
| FF1Q FIRE PREVENTION AND INVESTIGATION | 1 | 2.70% | 1.50 | 0.72% |
| FF1S VEHICLE EXTRICATION | 2 | 5.40% | 5.00 | 2.40% |
| FF2K RESCUE | 1 | 2.70% | 5.00 | 2.40% |
| LEG A Documentation/Computer entries | 1 | 2.70% | 1.00 | 0.48% |
| SKI A Assessment (Patient) | 1 | 2.70% | 4.00 | 1.92% |
| SKI D EMS SIMULATOR | 1 | 2.70% | 2.00 | 0.96% |
| SKI E EMS New Equipment Training | 1 | 2.70% | 1.00 | 0.48% |
| SKI T EMS Skills / Assesment Testing | 1 | 2.70% | 2.00 | 0.96% |
| Totals | 37 | | 207.50 | |



DOVES

Big Bear Fire Departments,

Thank you for your participation in our "Walk a Mile in Her Shoes" event. We are so grateful for your support with the fight to end domestic violence.

Sincerely,

Sarah Garrison

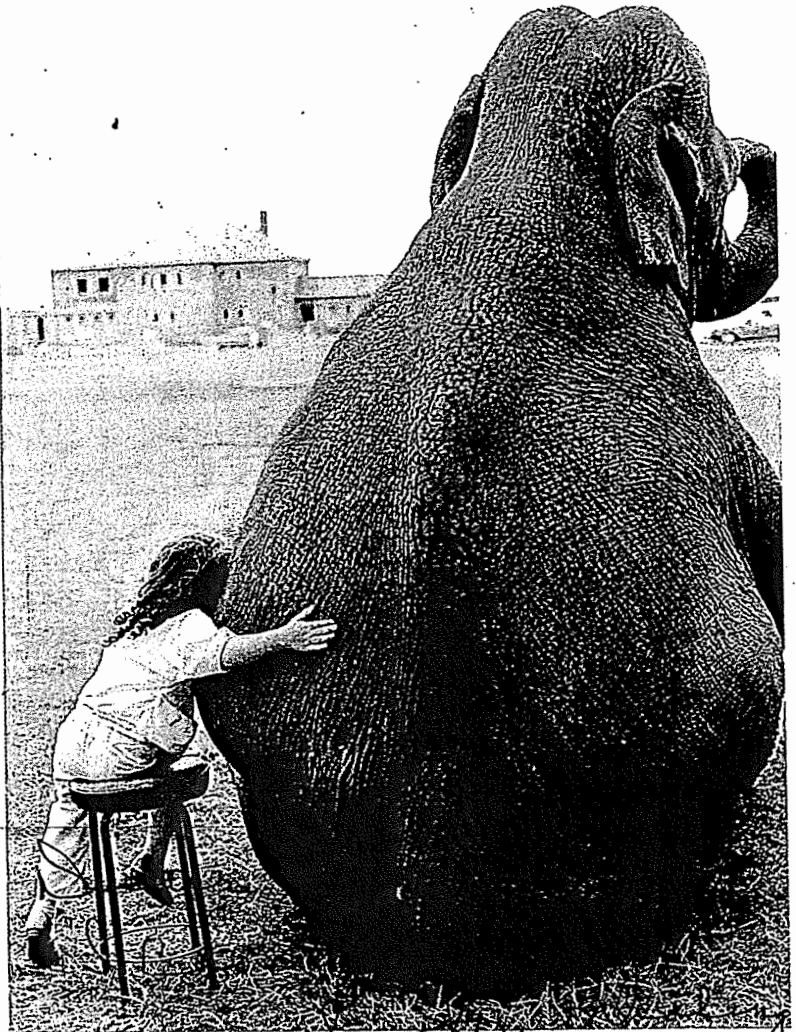
DOVES

MDA[®]

MUSCULAR DYSTROPHY ASSOCIATION, INC.

Dear Chief Willis,
From the bottom of my heart, thank you so much for all of your support during our Fill-the-Boot. It is truly an honor and privilege to partner with the amazing men and women of the Big Bear Fire Department. Our families are able to attend free clinics, support groups, get equipment, and so much more because of your efforts. Words cannot express our gratitude. Sincerely, *Jyana Lockwood*

GRAPHIQUEDEFRANCE®



MAN19

Please
share this
with all the
guys.

I have the video,
and you all are stars

enough
Sparkle Day a huge
success.

Your guys, the fire
trucks and you were
the high light. It
was the best.

Bear Valley Fire Dept,
all of you that
shared Sparkle Day,
I am so grateful for
sparkling with love.

Jan T. Jensen

A needle in a haystack?

To the kind and brave firefighters
of Big Bear City F.D. and Big Bear Lake F.D., ①

I am so sorry it took me so long to write this. My parents were in a car accident on Friday night June 28th off of Hwy 18 near the airport. You saved their lives. I don't know how to put my sincere heartfelt feelings of gratitude into words, so I apologize if this doesn't come out properly. Thank you so much from the bottom of my heart for rescuing my parents promptly, efficiently and professionally. The only reason they survived in

my opinion, was because of your swift ② actions - protecting the integrity of their spines (which, in my dad's case, was essential as he did sustain a [REDACTED]) and responding quickly to the severe [REDACTED] of my dad's [REDACTED]. My parents were treated in Loma Linda - my mom's injuries required a couple months of out-of-patient care. My dad had to be transported to Cedar's Sinai for treatment - 3½ weeks in critical care, 2 on a medical floor, 3 in acute rehab, and an additional 2 months in a skilled nursing facility for rehabilitation. →

I am pleased to say that he is walking again (after [REDACTED]) - It is a challenge, but he is recovering. After the accident (b) I went up to Big Bear to recover his watch for him which he told me (from critical care) had been removed from his wrist. His watch was important to him, as he'd had it for 30 years. I had a strange and hopeful notion that if I could recover it, he would survive. After 3 hours in the hot sun fully uniformed with power-tools, you amazing fire fighters found the watch. Thank you so much. It gave my dad a symbol of hope - if you could find a needle in a haystack, he could find strength within. You are all wonderful individuals and I feel truly blessed. Thank you for touching my life.
Love, Dara



LOS ANGELES POLICE DEPARTMENT

CHARLIE BECK
Chief of Police



ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: (213) 486-0150
TDD: (877) 275-5273
Ref # 1.1

October 9, 2013

Jeff Willis
Fire Chief
Big Bear City Fire Department
41090 Big Bear Boulevard
Big Bear Lake, California 92315

Dear Chief Willis,

I would like to take a moment to express my sincere gratitude for condoning two of your employees to participate in our 1st Annual "Battle at the Academy" on July 6, 2013 at the Los Angeles Police Academy. If you are not aware, a portion of the proceeds generated from this event was donated to the Los Angeles Police Memorial Foundation, an organization geared towards caring for the families of the Los Angeles Police Officers who are injured or killed in the line of duty.

Two of your firefighters, Fire Medic Ricky Seward, #389 and Firefighter Sean Sutherland, #466, eagerly jumped at the opportunity to participate in this event and box against two of our Department's boxers. Their involvement in this event not only ensured a spectacular main event, but also ensures that our chosen charity and the men and women of the Los Angeles Police Department are well taken care of in the event of the unthinkable.

I would like to commend these two individuals for dedicating months of training, maintaining a strict diet, and self-discipline in preparing to engage in a sport, which requires the utmost commitment and sacrifice. We hope that we can reciprocate their gesture and offer our time for your Department's future charity events. In our line of work involvement in charities are so important and we cannot stress how important that gesture is. Thank you again for supporting your employees and promoting this event. Their participation ensured its success.

Very truly yours,

A handwritten signature in black ink, appearing to read "C Beck".

CHARLIE BECK
Chief of Police

RECEIVED

NOV 12 2013

BIG BEAR LAKE FIRE DEPT.

Denisa McCallum
707 Green River St.
Oxnard, CA 93036

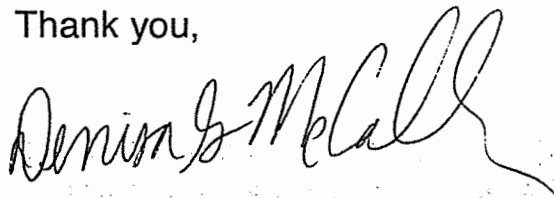
October 7, 2013

Big Bear Fire Department
41090 Big Bear Boulevard
PO Box 100000
Big Bear Lake, CA 92315

Dear Chief Jeff Willis and the Big Bear Fire Department,

My husband and I come to Big Bear every year for Oktoberfest, this happened to be our fifth year. On Saturday, October 5, 2013 while waiting to be seated at the Teddy Bear restaurant for breakfast at around 9:30-10:30 a.m. my husband suddenly lost consciousness and fainted. He is 33 years old. A fire truck and ambulance were dispatched to the restaurant. I just wanted to say that the firefighters that responded were absolutely amazing. They were professional, caring, and very compassionate. My husband Chris started feeling much better thanks to the quick response from the Big Bear Fire Department and would like to apologize for vomiting and hopes it didn't get on any of their uniforms. He was subsequently taken to the hospital and released a couple hours later. We also want to say a big Thank you to the firefighters and rescue ambulance. I wish we could do more to show our appreciation. When we come up next year, I hope I will be allowed to bring some homemade cookies to the fire station.

Thank you,



Denisa G. McCallum

RECEIVED

OCT 14 2013

BIG BEAR LAKE FIRE DEPT.

Denisa [REDACTED]
[REDACTED]
[REDACTED]

October 7, 2013

Big Bear Fire Department
41090 Big Bear Boulevard
PO Box 100000
Big Bear Lake, CA 92315

Dear Chief Jeff Willis and the Big Bear Fire Department,

My husband and I come to Big Bear every year for Oktoberfest, this happened to be our fifth year. On Saturday, October 5, 2013 while waiting to be seated at the Teddy Bear restaurant for breakfast at around 9:30-10:30 a.m. my husband suddenly lost consciousness and fainted. He is 33 years old. A fire truck and ambulance were dispatched to the restaurant. I just wanted to say that the firefighters that responded were absolutely amazing. They were professional, caring, and very compassionate. My husband Chris started feeling much better thanks to the quick response from the Big Bear Fire Department and would like to apologize for vomiting and hopes it didn't get on any of their uniforms. He was subsequently taken to the hospital and released a couple hours later. We also want to say a big Thank you to the firefighters and rescue ambulance. I wish we could do more to show our appreciation. When we come up next year, I hope I will be allowed to bring some homemade cookies to the fire station.

Thank you,

Denisa [REDACTED]

Denisa [REDACTED]

RECEIVED

OCT 14 2013

BIG BEAR LAKE FIRE DEPT.

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: December 9, 2013

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – NOVEMBER 2013**

1. SERVICE DELIVERY

| | | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 60 | 618 |
| b. | Rescue/Medical Calls | 130 | 1,624 |
| c. | Training Class Summary | 50 | 660.5 |
| d. | DRC Reviews | 1 | 35 |
| e. | Fire Flow Reviews | 1 | 9 |

2. COMMUNITY RELATIONS

- 2.1 November 29 – “C” Shift/Station 281 escorted Mr. and Mrs. Santa to Christmas in the Village.
- 2.2 November 30 – Chief Mills and “C” Shift/Station 282 facilitated the annual Big Bear City Christmas Tree Lighting Ceremony.

3. OPERATIONS

- 3.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
- CSD Board – November 4
 - CSD Finance Committee – November 14
 - Administrative Staff – November 12 and 26
- 3.2 November 4 and 12 – Chiefs Willis, Mills, Maltby & Harold, and Fire Fuels Program Supervisor Yegge are conducting ongoing discussions with City staff regarding the adoption of the 2014 Fire Code.

- 3.3 November 5 – Fire Fuels Program Supervisor Yegge attended a wood shake/shingle roof ordinance and grants meeting with San Bernardino County Fire personnel.
- 3.4 November 7 – Assistant Chief Mills met with Jennifer Kruger to preplan the Big Bear City Tree Lighting Ceremony scheduled for November 30.
- 3.5 November 7 – Battalion Chief Harold conducted a live fire training exercise at the Paradise Training Center for Suppression personnel.
- 3.6 November 13 through 15 – Fire Fuels Program Supervisor Yegge was a guest speaker at the 2013 Backyards & Beyond Wildland Fire Education Conference held in Salt Lake City. Conference highlights covered community safety approaches and strategies, home construction and landscape design, research (physical, social, ecology, and environmental), technology, policy and regulations, wildfire planning, suppression and operations.
- 3.7 November 13 – Battalion Chiefs Maltby and Harold attended the San Bernardino County Fire Chiefs’ Association, Emergency Medical Services Officers’ meeting hosted by the Rancho Cucamonga Fire Department.
- 3.8 November 14 – Chief Willis attended the First Annual Joint Police/Fire Chiefs meeting at the Rialto Police Department in lieu of the monthly San Bernardino County Fire Chiefs Association meeting.
- 3.9 November 14 – Battalion Chief Harold attended the San Bernardino County Fire Chiefs’ Association, Training Officers meeting.
- 3.10 November 18 – the following personnel participated in the annual pre-ski season meeting to discuss observations and comments from previous years; winter weather predictions-resort planning; emergency response staffing patterns; anticipated changes from the previous ski season; and open forum/discussion: Chiefs Willis, Mills, Maltby, Harold; Snow Summit – Terry McDonald and Steve Handt; Bear Valley Community Hospital – Mary Norman and Ray Hino; Snow Summit Directors; and Brian Acosta of Confire (dispatch).
- 3.11 November 19 – Chief Willis attended the monthly General Managers meeting.
- 3.12 November 20 – Chiefs Willis, Mills, Maltby and Harold met to discuss the software conversion from Firehouse to Image Trend.
- 3.13 November 21 – Chief Willis attended the Regional Traffic Advisory and Government Affairs meeting hosted by the Big Bear Chamber of Commerce. Previous discussions have included Highway 330 repairs; the bridge by the dam construction; Big Bear freeway signage in 11 new locations; and preparedness discussions for traffic/events.
- 3.14 November 25 – Chief Willis met with retiring USFS District Ranger Scott Tangenberg and City Manager Jeff Mathieu.

- 3.15 November 26 – Chief Willis attended the Confire Administrative Committee meeting held in Loma Linda.

4. HEALTH AND SAFETY

Nothing to report.

5. PERSONNEL

- 5.1 November 5 – Battalion Chief Harold participated in a California Fire Fighter, Joint Apprenticeship Committee orientation meeting in Palm Springs.
- 5.2 November 5 – Battalion Chief Harold provided the new Paid Call Firefighters with an orientation. He also facilitated the fire academy on November 26, and December 3 & 5.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 November 13 – Administrative Assistants Flores and Gustason attended a Filing Officers Training (Form 700) at the office of Best Best & Krieger LLP.
- 6.2 November 14 – Battalion Chief Maltby participated in the County arson/search warrant training at the San Bernardino Police Department.
- 6.3 November 26 – Battalion Chief Maltby attended the Round Table Inland 10 training – Challenging the Opposing Expert held at the San Bernardino County Sheriff's Detention Center West Valley. Training included "how to" information for evaluating the opposing experts' resumes and a review/discussion of a U.S. Supreme Court decision of a murder conviction based on false and unsupported evidence.

7. MISCELLANEOUS

Nothing to report.

8. CORRESPONDENCE

- 8.1 November – the Fire Department received a thank you note from the Bear Valley Community Nursery School Co-op in the Pines for the donation of dinner with the firefighters for their 50th Anniversary Celebration and Annual Harvest Dinner and Silent Auction on November 16. Copy attached.

Training Class Summary by Category

Class Date Between {11/01/2013} And {11/30/2013}

| Category | Classes | Pct of Classes | Hours | Pct of Hours |
|--|-----------|-------------------|--------------|-----------------|
| AB.1 Orientation and Introduction | 1 | 3.03% | 1.00 | 2.00% |
| AB.6 Introduction to District | 1 | 3.03% | 1.00 | 2.00% |
| AB13 Chain of Command | 1 | 3.03% | 1.00 | 2.00% |
| AB14 Satation Computer & Software | 1 | 3.03% | 1.00 | 2.00% |
| AB16 Equipment Check Out | 1 | 3.03% | 1.00 | 2.00% |
| AB20 Respiratory Protection Program | 1 | 3.03% | 1.00 | 2.00% |
| AB21 S.C.B.A.s | 1 | 3.03% | 1.00 | 2.00% |
| AB22 Booster & Preconnect Hand Lines | 1 | 3.03% | 1.00 | 2.00% |
| AB24 Department Apparatus Types | 1 | 3.03% | 1.00 | 2.00% |
| AB27 Hose Evolutions | 2 | 6.06% | 2.00 | 4.00% |
| AB30 Station Auxiliary Generator | 1 | 3.03% | 1.00 | 2.00% |
| AB31 Paramedic Skills | 1 | 3.03% | 1.00 | 2.00% |
| AERIAL OPS Aerial Truck Operations | 1 | 3.03% | 4.00 | 8.00% |
| BB.1 Code 3 Driving | 1 | 3.03% | 1.00 | 2.00% |
| BB11 Ventilation | 2 | 6.06% | 2.00 | 4.00% |
| BB13 Methods of Fire Attack | 2 | 6.06% | 2.00 | 4.00% |
| BB17 Over-the Side Rescue | 1 | 3.03% | 1.00 | 2.00% |
| DB 3 Master Stream Appliances | 1 | 3.03% | 1.00 | 2.00% |
| EM J EMS CE's | 1 | 3.03% | 2.00 | 4.00% |
| EVOLUTIONS ENGINE CO EVOLUTIONS | 2 | 6.06% | 6.00 | 12.00% |
| FF1B MISCELLANEOUS EQUIPMENT AND TOOLS | 1 | 3.03% | 1.50 | 3.00% |
| FF1H HOSE, NOZZLES AND APPLIANCES | 2 | 6.06% | 5.00 | 10.00% |
| FF1I GROUND LADDERS | 1 | 3.03% | 2.00 | 4.00% |
| FF1K RESCUE | 1 | 3.03% | 2.00 | 4.00% |
| FF1M FIRE CONTROL | 1 | 3.03% | 1.00 | 2.00% |
| FF2K RESCUE | 1 | 3.03% | 2.50 | 5.00% |
| ORIET PCF ORIENTATION | 1 | 3.03% | 2.50 | 5.00% |
| SKI A Assessment (Patient) | 1 | 3.03% | 1.50 | 3.00% |
| Totals | 33 | | 50.00 | |



P.O. Box 6066, Big Bear Lake, California 92315
TEL 909.585.2444
EMAIL info@bvcns.com
www.bvcns.com

Dear

We would like to thank you for your generous donation to the Bear Valley Community Nursery School's 50th Anniversary Celebration and annual Harvest Dinner and Silent Auction. Your donation is deeply appreciated and will help make this event a great success. The support we get from you and our community helps enrich our children's futures. One hundred percent of the money raised from your donation item, or your cash donation, goes directly to Bear Valley Community Nursery School.

This year we will be selling special commemorative 50th Anniversary t-shirts. We will happily add your company name or logo to the back as a sponsor if your donation is valued at \$150 or more. We will also add your name or logo for a cash donation of \$150 or more.

Please use this letter for tax purposes. Below you will find the amount donated and our tax ID number.

Amount donated: \$ _____

Date: *November 4, 2013*

Tax ID # 95-2271754

If you are able, we would be so happy if you would join us for the event:

When: Saturday, November 16th 2013
Where: Northwoods Resort (2nd floor event rooms)
Time: 5:00-9:00 p.m.
Cost: \$30 per adult and \$10 per child ages 3-10
RSVP: 909-446-5285

Thank you,
Becky DeGree
Director, Bear Valley Community Nursery School

**INTEROFFICE MEMO****FIRE DEPARTMENT**

DATE: January 2, 2014

TO: Chairman and Members of the Fire Board

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Corinne E. Flores, Administrative Assistant *CF*

SUBJECT: **FIRE DEPARTMENT UPDATE – DECEMBER 2013**

1. SERVICE DELIVERY

| | | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 78 | 696 |
| b. | Rescue/Medical Calls | 216 | 1,840 |
| c. | Training Class Summary | 36 | 696.5 |
| d. | DRC Reviews | 0 | 35 |
| e. | Fire Flow Reviews | 2 | 11 |

2. COMMUNITY RELATIONS

- 2.1 December 2 – “A” Shift provided a Big Bear home school group with a tour of Station-281. The children were taught safety in the home.
- 2.2 December 17 – Chief Willis taped an interview session with Kat Sawyer, KBHR, where he discussed winter safety that included smoke detectors, Christmas trees, candles, fireplaces, frozen pipes, playing on the lake ice, snow shoveling, etc.
- 2.3 December 23 – the Bear Valley Professional Firefighters Association hosted the annual Kmart Shopping Spree for underprivileged children of Bear Valley. Facilitator, Captain Parham, worked with Healthy Start who in turn worked with the local schools to identify participants.

3. OPERATIONS

- 3.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
 - CSD Board – December 2
 - Big Bear Lake City Council/Fire Board – December 9
 - Fire Authority – December 17

- Administrative Staff – December 10

- 3.2 December 10 – Chief Willis is continuing to attend ongoing meetings with City staff regarding the adoption of the 2014 Fire Code.
- 3.3 December 11 – Battalion Chiefs Maltby and Harold attended the San Bernardino County Fire Chiefs' Association, Emergency Medical Services Officers monthly meeting.
- 3.4 December 12 – Battalion Chief Maltby attended a San Bernardino County Fire Chiefs' Association, Arson Investigators meeting.
- 3.5 December 12 – Battalion Chief Harold met with California National guard personnel to discuss and plan for a joint multi casualty cold weather extraction training (search and rescue) involving Blackhawk helicopters.
- 3.6 December 16 – Chief Willis participated in the monthly general managers meeting.
- 3.7 December 17 – Battalion Chief Maltby attended the monthly EMS meeting at the Bear Valley Community Hospital.
- 3.8 December 18 – Chief Willis attended a fire ecology presentation by the San Bernardino Valley College at the high school.

4. HEALTH AND SAFETY

Nothing to report.

5. PERSONNEL

- 5.1 December 5 – Battalion Chief Harold administered a written exam for Apprentice Firefighter/Paramedic. The assessment center was given on December 17 to test the candidates' skills.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

Nothing to report.

Training Class Summary by Category

Class Date Between {12/01/2013} And {12/31/2013}

8

| Category | Classes | Pct of Classes | Hours | Pct of Hours |
|---------------------------------------|-----------|-------------------|--------------|-----------------|
| 14PE EMS TRAINING SHIFTS [3 REQUIRED] | 1 | 5.55% | 12.00 | 33.33% |
| 1PF MORNING EQUIPMENT CHECKS | 1 | 5.55% | 1.00 | 2.77% |
| 3PE LOCATION OF EQUIPMENT | 1 | 5.55% | 1.00 | 2.77% |
| 4PF SCBA | 2 | 11.11% | 2.00 | 5.55% |
| 6PF HYDRANT CONNECTIONS | 1 | 5.55% | 1.00 | 2.77% |
| 8PE DRIVING | 1 | 5.55% | 4.00 | 11.11% |
| CB10 Hazardous Materials | 1 | 5.55% | 0.50 | 1.38% |
| CB11 L.P.G. Emergencies | 1 | 5.55% | 1.00 | 2.77% |
| CB12 Target Hazards | 1 | 5.55% | 0.50 | 1.38% |
| CSD17 INTER-DEPARTMENTAL TRAINING | 1 | 5.55% | 1.00 | 2.77% |
| CSD35 Drug Awareness | 1 | 5.55% | 2.00 | 5.55% |
| FF1G ROPES, KNOTS AMD HITCHES | 1 | 5.55% | 2.00 | 5.55% |
| FF1K RESCUE | 1 | 5.55% | 1.50 | 4.16% |
| ORIET PCF ORIENTATION | 1 | 5.55% | 4.00 | 11.11% |
| SKI A Assessment (Patient) | 1 | 5.55% | 1.50 | 4.16% |
| SKI T EMS Skills / Assesment Testing | 2 | 11.11% | 1.00 | 2.77% |
| Totals | 18 | | 36.00 | |



AGENDA REPORT

Item No. **FP6**

MEETING DATE: February 24, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*

SUBJECT: **2014 CARDIAC MONITOR GRANT**

BACKGROUND

The Big Bear Fire Department currently maintains cardiac monitors on each of its first-out response apparatus and select reserve apparatus. A cardiac monitor is one of the most important tools in the provision of emergency medical care. The Department's current inventory of cardiac monitors is aging with many of them well beyond their expected service life, which has resulted in increasing maintenance costs. The Big Bear Fire Authority is currently allocating funds each year for the future purchase of new cardiac monitors. In the future, we are anticipating the need for complete replacement of all cardiac monitors at one time to ensure standardization of equipment, training, and usage.

DISCUSSION

In an effort to extend the life of the current inventory of cardiac monitors, the Department sought grant opportunities to purchase newer refurbished cardiac monitors of the same type as our current cardiac monitors. This will allow the oldest units to be rotated out-of-service, thereby reducing the potential for failure and maintenance costs.

In July of 2013, the Big Bear Fire Authority submitted a grant request to the Homeland Security Grant Program on behalf of the Big Bear City Community Services District and the Big Bear Lake Fire Protection District for the purchase of two cardiac monitors. In December of 2013, the Department received notification of approval for the sum of \$10,380 per jurisdiction. The Homeland Security Grant is 100% reimbursement up to the allocated amount, with no cost share requirement.

FISCAL IMPACT

There is no budget impact. Grant revenue of \$10,380 will offset the purchase of a cardiac monitor.

RECOMMENDATION

Staff recommends that the Board accept the award of grant.



AGENDA REPORT

Item No. FP7

MEETING DATE: February 24, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Battalion Chief *MM*

SUBJECT: **2014 FIRE HAZARD ABATEMENT PROGRAM**

BACKGROUND

For numerous years, the City of Big Bear Lake has contracted with the County of San Bernardino Land Use Services Department (County) to administer the Fire Hazard Abatement Program within the City. At the September 12, 2012 meeting of the Fire Board, staff reported that the County Fire Hazard Abatement Ordinance was cited regarding fire hazard abatement inspections for the 2012 season within the City's jurisdiction rather than citing the City's Municipal Code sections found within the Native Brush and Shrub Ordinance.

At the September 12, 2012 Board meeting, staff was directed as follows:

- (1) Present an alternate proposal to bring weed abatement and fire hazard abatement in-house to conduct inspections and noticing at the local level.
- (2) Work with County Code Enforcement staff to establish the appropriate procedures and policies to ensure that in the future, defensible space and fire hazard abatement work will be done pursuant to, and by referring to, the City's Municipal Code.

Staff prepared a preliminary cost estimate to terminate the use of County Code Enforcement as a contractor and perform the Fire Hazard Abatement Program in-house. It is estimated, that at a minimum, an additional \$65,000 would be needed on an annual basis to assume this responsibility.

Staff developed alternatives that allowed County Code Enforcement to continue as the contract service provider. This alternative was found in the use of electronic tablet hardware in conjunction with low cost commercially available software that provided for field level inspection and reference to the Municipal Code. This alternative was successfully deployed through the 2013 season.

DISCUSSION

The fire hazard abatement process for 2013 seemed to run fairly smooth. To help streamline the process, all initial inspections and subsequent Notices and Orders to Abate were conducted in the field through the use of the two tablets that were purchased for that use. Fire Department staff, familiar with the use of the tablets in the field as a result of using them in conjunction with the Wood Shake/Shingle Roof Replacement Program, trained County Code Enforcement staff on the use of the tablets. A cloud based program was developed for the tablets and utilized by both Code Enforcement and Fire Department staff. Once familiar with the equipment, surveys of properties were conducted by a team of Code Enforcement employees. In specific cases where the hazard found was difficult to explain, photos of the hazard or nuisance were taken and attached to the property owner's "Notice and Order to Abate."

As a result of this program, there were 27,351 properties surveyed across both jurisdictions. In the City of Big Bear Lake, 11,100 properties were inspected resulting in the issuance of 2,176 Notice and Orders to Abate. Of these, 82 properties failed to voluntarily comply and required fire hazard abatement.

In the Big Bear City unincorporated area, 16,251 properties were inspected, which resulted in 4,029 Notice and Orders to Abate being issued. Of these, 269 properties failed to voluntarily comply and required fire hazard abatement.

The number of Notice and Orders to Abate sent to both jurisdictions totaled 6,205, which equates to 23% of the total amount of properties surveyed. Approximately 85% of the notices were for grasses and weeds greater than four inches in height. The vast majority of the property owners completed their abatement work voluntarily. Approximately 5% of the property owners failed to comply voluntarily with the initial hazard abatement notice.

Overall, Fire Department staff received positive reports from property owners. There appeared to be less confusion and increased clarity of direction in what the property owner was supposed to do.

This year, Fire Department and Code Enforcement staff is excited about building on the accomplishments that were made last year and plan to enhance the process with the continued use of the tablets.

RECOMMENDATION

Staff recommends that the Fire District Board:

- (1) Authorize the continued use of San Bernardino County, Land Use Services, Code Enforcement Division to conduct fire hazard abatement inspections and enforcement for the 2014 season; and
- (2) Transfer this responsibility from the City/Fire District to the Big Bear Fire Authority.



AGENDA REPORT

Item No. **FP8**

MEETING DATE: February 24, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: Kelly Ent, Director of Administrative Services

SUBJECT: **PROPOSED RESOLUTION APPROVING A MID YEAR BUDGET ADJUSTMENT**

BACKGROUND

District revenues are in line with budget projections, and expenditures are under budget due to suppression position vacancies and shared staffing. As a result, the District is generating surplus sufficient to fund the District's share of the mid-year budget amendments adopted by the Big Bear Fire Authority on February 4, 2014. In addition, the one-time money anticipated from the redevelopment dissolution has been received and can now be allocated to fund reserve requirements as planned during the annual budget preparation last June. No further adjustments are being proposed at this time.

FISCAL IMPACT

The proposed adjustments will result in a net change in the District's adopted budget for Fiscal Year 2013-14 of \$1,534,400.

RECOMMENDATION

Staff recommends that the Fire Board adopt Resolution No. FP2014-XX approving adjustments to the Big Bear Lake Fire Protection District approved Budget for Fiscal Year 2013-14.

KE/cef

Attachment: Resolution No. FP2014-XX, Approving Adjustments to the Big Bear Lake Fire Protection District approved Budget for Fiscal Year 2013-14

RESOLUTION NO. FP2014-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING ADJUSTMENTS TO THE BIG BEAR LAKE FIRE PROTECTION DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2013-14

WHEREAS, the Big Bear Lake Fire Protection District adopted the Budget for Fiscal Year 2013-14 on June 20, 2013; and

WHEREAS, there is a need to adjust the Budget for Fiscal Year 2013-14.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Big Bear Lake Fire Protection District does hereby modify and adopt the adjustments to the Budget for the Fiscal Year 2013-14 as attached.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Robert Jackowski, Chairman

ATTEST:

Corinne E. Flores, Board Secretary

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

I, Corinne E. Flores, Secretary of the Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2014-XX was duly passed and adopted by the 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 February, 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 District this ___ day of February, 2014.

Corinne E. Flores
Board Secretary

FY 2013-14 Mid-year Budget Adjustments

| | <u>Current Budget</u> | <u>Proposed Increase (Decrease)</u> | <u>Proposed Budget</u> | |
|---|---------------------------|---|----------------------------|---|
| Fire Protection District | | | | |
| Share of Fire Authority Expenses | 387,155 | 64,500 | 451,655 | 50% share of Fire Authority Mid-Year Budget Adjustment |
| Reserve Contribution - Contingency | - | 800,500 | 800,500 | Invest one-time money from RDA dissolution; Eliminate shortfall |
| Reserve Contribution - Vehicle | - | 669,400 | 669,400 | Invest one-time money from RDA dissolution; Eliminate shortfall |
| | <u>387,155</u> | <u>1,534,400</u> | <u>1,921,555</u> | |
| Net change in Fire Protection District | | | (1,534,400) | |



AGENDA REPORT

Item No. FP9

MEETING DATE: February 24, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **PROPOSED RESOLUTION TO ESTABLISH A NEW POSITION OF BATTALION CHIEF - SHIFT AND APPROVE A JOB DESCRIPTION, OTHER COMPENSATION/BENEFITS, AND SALARY RANGE FOR THE POSITION**

BACKGROUND

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

DISCUSSION

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

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

Attached is a proposed job description for a Battalion Chief - Shift position, which shall be considered a mid-management position assigned to a 56 hour work week (shift schedule.) Job responsibilities have been assigned that are appropriate for the position. This will strengthen the

operational capability of the organization with limited negative effects directed towards administrative capabilities.

With approval of this job description, the Battalion Chief – Training position, currently designated as a Monday through Friday, 40-hour work week will be vacated. Battalion Chief Ryan Harold, who currently holds this position, will be reassigned to 56 hour work week (shift schedule) as a Battalion Chief - Shift. A promotional exam will be administered with the intention of a Fire Captain promoting to Battalion Chief - Shift. There will be a trickle-down effect as a Fire Engineer is promoted to Fire Captain, Firefighter to Fire Engineer, etc.

FISCAL IMPACT

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

The annual salary for the Battalion Chief – Shift position is \$105,907 to \$115,817. This range was derived by calculating a 6% increase above the Fire Captain position, which created the bottom of the wage scale for the Battalion Chief position and then, increased 9.5% to reflect the top of wage scale. This hourly wage range will be stepped-in over a ten year period, which is consistent with other positions assigned to shift work.

| <u>Range</u> | STEPS | | | | | | | | | |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 36.84 – 40.35 | 36.84 | 37.23 | 37.62 | 38.01 | 38.40 | 38.79 | 39.18 | 39.57 | 39.96 | 40.35 |

RECOMMENDATION

Staff recommends the Fire District Board:

- (1) Direct the Fire Chief to work with Human Resources to convert the Battalion Chief position from a 40 hour work week to a 56 hour work week (shift schedule);
- (2) Adopt Resolution No. FP2014-XX to establish a new employment position for Battalion Chief – Shift (Attachment A); and
- (3) Approve the job description (Attachment B), other compensation/benefits (Attachment C), and salary range as presented above.

JW/cef

Attachment A: Resolution No. FP2014-XX Establishing a New Employment Position for Battalion Chief - Shift

Attachment B: Battalion Chief - Shift Job Description

Attachment C: Other Compensation/Benefits for the Position

ATTACHMENT A

RESOLUTION NO. FP2013-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA TO ESTABLISH A NEW EMPLOYMENT POSITION FOR BATTALION CHIEF - SHIFT

WHEREAS, the Board of Directors (“Board”) of the Big Bear Lake Fire Protection District (“District”) has the authority to provide for the management and administration of the District; and

WHEREAS, the Board desires and intends to establish the position of Battalion Chief - Shift; and

WHEREAS, the Board desires and intends that the Battalion Chief - Shift position will be classified as a managerial, exempt and salaried position, a copy of the job description is attached hereto as Attachment B; and

WHEREAS, on June 21, 2012 the Board adopted Resolution No. FP2012-05, approving a joint powers agreement pursuant to the Joint Exercise of Powers Act, codified at California Government Code sections 6500 et seq., with Big Bear City Community Services District creating an agency known as the Big Bear Fire Authority (“Authority”); and

WHEREAS, the Board desires and intends that the Battalion Chief - Shift position be “shared” with the Big Bear City Community Services District, pursuant to any existing agreement or agreements in place for that purpose; and

WHEREAS, the Board desires and intends that the Battalion Chief - Shift position be subject to the authority and supervision of the Authority; and

WHEREAS, the Board desires and intends to authorize the Fire Chief to negotiate with and provide compensation and benefits to the Battalion Chief - Shift consistent with Attachment C; and

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby establishes the position of Battalion Chief - Shift.

Section 2. The Board hereby authorizes the Fire Chief to negotiate with and provide compensation and benefits to the Battalion Chief - Shift consistent with Attachment C.

Section 3. The Board hereby authorizes that the Battalion Chief - Shift position be shared with the Big Bear City Community Services District for the purposes of funding.

Section 4. The Board hereby authorizes and directs that the Battalion Chief - Shift position be subject to the authority and supervision of the Authority.

Section 5. The Board hereby authorizes the Fire Chief and/or his/her designee to review and revise the Battalion Chief - Shift job description as necessary.

Section 6. This Resolution shall take effect upon its adoption.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Jackowski, Chairman

ATTEST:

Corinne E. Flores, Board Secretary

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

I, Corinne E. Flores, Secretary of the Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2013-XX was duly passed and adopted by the 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 February, 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 District this ____ day of February, 2014.

Corinne E. Flores
Board Secretary

ATTACHMENT B

BIG BEAR LAKE FIRE PROTECTION DISTRICT Job Description

BATTALION CHIEF - SHIFT

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

SUMMARY

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

SUPERVISORY RESPONSIBILITIES

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

ADMINISTRATIVE SUPPORT

- Provides highly responsible and complex administrative support to the Fire Chief
- Participates in the development of the organization's annual budget
- Handles confidential operational and employee information
- Addresses personnel issues related to assignments, training, discipline, morale, team building, and enforcement of job-related functions

- Interprets job-related information conveyed orally and in writing
- Appraises performance and initiates disciplinary actions
- Addresses complaints and resolves problems
- Prepare and maintain a variety of records and reports

TRAINING

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

EMERGENCY MEDICAL SERVICES

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

FIRE PREVENTION

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

FIRE AND ARSON INVESTIGATIONS

- Knowledge of proper methods, practices, and procedures to conduct fire cause and origin investigations
- Determines fire cause and origin in conjunction with the shift captain
- Compiles investigation results, determines probable causes of fire and reports results to superiors
- Prepares reports detailing results of fire investigations
- Responds to calls from schools and parents to instruct children in dangers of fires

DATA COLLECTION, REPORTING, AND INVESTIGATIONS

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

ATTENDS MISCELLANEOUS COMMUNITY AND SPECIAL INTEREST GROUP MEETINGS

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

ABILITIES

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

EDUCATION/TRAINING/EXPERIENCE

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

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

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

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

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

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

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

CERTIFICATES/LICENSES

- Possess and maintain current Emergency Medical Technician or First Responder

Certification

- Possession of a valid California Class C Driver License with Firefighter endorsement
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

While performing the duties of this job:

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

The employee may occasionally be exposed to:

- Wet and/or humid conditions
- High, precarious places
- Fumes or airborne particles
- Toxic or caustic chemicals
- Blood borne pathogens and other communicable diseases

- Extreme heat
- Risk of electrical shock
- Explosives
- Vibration
- Noise levels in the work environment that are usually loud

ATTACHMENT C

BATTALION CHIEF - SHIFT BIG BEAR LAKE FIRE PROTECTION DISTRICT EFFECTIVE FEBRUARY __, 2014

I. The Battalion Chief's work schedule shall be changed from a 40 hour work week to a 56 hour work week, shift position.

II. Change to Non-Exempt, Non-Represented Status.

III. **Additional Compensation and Benefits:**

- Cafeteria will be paid at the City's mid-management rate.
- Fire District paid life insurance and vision insurance will be equal to the Fire Suppression Staff's benefits.
- Employee will receive the same retirement benefits and make the same retirement contributions as the Fire Suppression Staff.
- Employee will receive the same longevity benefit as Fire Suppression Staff.
- Employee will receive a paramedic stipend commensurate with Fire Suppression Staff.
- The Fire District will compensate employees for training, licensing and certification of CPR, Advanced Cardiac Life Support and/or Paramedic License including re-certification.
- Employee is eligible to receive at a minimum educational incentive reimbursement in accordance with Fire Suppression Staff's current Memorandum of Understanding (MOU).
- Employee is eligible to work on a strike team and will be paid according to the current approved California Fire Assistance Agreement (CFAA).
- Employee is eligible for physical exams/fitness incentive annual bonus pursuant to the Fire Suppression Staff's current MOU.

IV. **General Leave Accruals:**

- In order to compensate for holidays worked, 3 hours straight time pay, using the employee's base rate including longevity, will be paid each pay period (this is not a District benefit).
- Vacation Leave will accrue at the rate of 12.31 hours per pay period.
- Employee may request to cash out up to one-hundred and ninety-two (192) hours of Vacation Leave per fiscal year. However, employee must keep a minimum leave amount of seventy-two (72) hours in employee's vacation accrual bank.
- This position's maximum accrual of Vacation Leave shall be equal to three (3) times the employee's annual entitlement. If the employee obtains his/her maximum accrual limit, employee will stop accruing leave and won't be paid out for the vacation leave ("use it or lose it").

- Sick Leave will accrue at the rate of 8 hours per pay period. Sick leave shall be accumulated with no maximum cap.
- The employee will be eligible to earn overtime compensation or compensatory time for time worked in excess of regularly scheduled hours. Compensatory time shall be accrued at the FLSA overtime rate and the maximum accrual allowed will be the same as the Fire Suppression Staff.
- Employee will receive up to 3 days (72 hours) for Bereavement Leave, for immediate family as defined in the Fire Suppression Staff MOU and shall be charged to the employee's leave bank.
- Employee will receive his/her regular pay and benefits for up to two (2) weeks (which should closely reflect 4 shift days) if employee is summoned for and participates in Jury Duty.
- Employee's current Holiday, Vacation, Sick, Personal and Administrative Leave (pro-rated for 2014) accruals will be converted using the employee's shift rate of pay.

V. Employee is not eligible for the following:

- Employee will not automatically receive any increased benefits (unless it is the retirement, longevity, vision and life insurance benefits noted above) or salary adjustments that are included in the MOU. Increase in most benefits and salary ranges will need to be approved by the Fire Board.
- Employee will no longer receive a Uniform Allowance. All required uniform apparel and apparatus will be purchased by the Fire District.
- Employee will not be compensated for "working out of class."