



# **Big Bear Lake Fire Protection District**

## **BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA APRIL 28, 2014**

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

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### **BOARD OF DIRECTORS**

**CHAIRMAN BOB JACKOWSKI  
VICE CHAIRMAN BILL JAHN  
BOARD MEMBER DAVID CARETTO  
BOARD MEMBER RICK HERRICK  
BOARD MEMBER JAY OBERNOLTE**

### **STAFF**

**FIRE CHIEF JEFF WILLIS  
BATTALION CHIEF MIKE MALTBY  
DISTRICT COUNSEL STEPHEN DEITSCH  
CITY MANAGER JEFF MATHIEU  
CHIEF OPERATIONS OFFICER KATHLEEN SMITH  
BOARD SECRETARY CORINNE FLORES**

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### **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**

### **ANNOUNCEMENT**

The Fire District's Administrative Office will be closed on Monday, May 26, 2014 in observance of Memorial Day.

**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 02/18/14 through 04/18/14 in the amount of \$210,641.86**

**FP2. Approval of Minutes for the Regular Meeting of February 24, 2014**

**FP3. Fire District Monthly Report for January 2014**

Board consideration of receiving and filing the report.

**FP4. Fire District Monthly Report for February 2014**

Board consideration of receiving and filing the report.

**FP5. Fire District Monthly Report for March 2014**

Board consideration of receiving and filing the report.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**DISCUSSION/ACTION ITEMS**

**FP6. Grant Acceptance for 2014 Chipper Program**

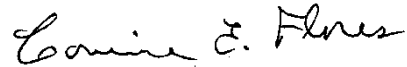
Board consideration of directing the Fire Chief to accept grant funds from the California Fire Safe Council Clearinghouse through a cooperative working relationship with the USDA, United States Forest Service in the amount of \$199,500 and approve the additional expenditures in the Fiscal Year 2013/14 HUFU Budget.

**FP7. Proposed Adoption of a Resolution Modifying a Benefits Package for Non-Represented, Non-Supervisory Administrative Personnel**

Board consideration of adopting a resolution modifying a benefits package for non-represented, non-supervisory administrative personnel.

**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 24th day of April, 2014.



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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**

**Item No. FP1**

**Checks Issued 02/18/14 through 04/18/14**

| Check#                                       | Vendor/Employee                                | Transaction   | Amount             |
|--|--|---|--------------------|
| <b>Fire Protection District</b>              |  |   |                    |
| 63423  | Farsight Technologies, Inc.                    | Fire Board Meeting  | 02/28/14 100.00    |
| 63426  | Rick Herrick                                   | Fire Board Meeting  | 02/28/14 100.00    |
| 63428  | Robert Jackowski                               | Fire Board Meeting  | 02/28/14 100.00    |
| 63430  | Lynne Mandich                                  | Reimb - CPR Class Registration                                      | 02/28/14 40.00     |
| 63533  | Wells Fargo Equipment Finance, Inc.            | Vehicle Lease Payment   | 03/14/14 682.80    |
| 63557  | Big Bear City CSD                              | Shared Services - Min Staffing (Jan)                                | 03/20/14 10,889.56 |
| 63557  | Big Bear City CSD                              | Shared Services - Admin (Jan)                                       | 03/20/14 14,871.29 |
| 63651  | Lance Soll & Lunghard                          | Audit Services  | 03/27/14 659.00    |
| 63658  | Big Bear City CSD                              | Shared Services - Min Staffing (Feb)                                | 03/28/14 8,283.36  |
| 63658  | Big Bear City CSD                              | Shared Services - Admin (Feb)                                       | 03/28/14 19,157.07 |
| 63665  | Chase Dennis Emg Medical Group                 | Medical Services  | 03/28/14 419.00    |
| 63708  | Wells Fargo Equipment Finance, Inc.            | Vehicle Lease Payment   | 04/04/14 682.80    |
| 63713  | California State Board of Equalization         | Quarterly Sales & Use Tax   | 04/09/14 0.74      |
| 63781  | Lance Soll & Lunghard                          | Audit Services  | 04/11/14 73.00     |
| 63825  | Big Bear City CSD                              | Shared Services - Min Staffing (March)                              | 04/17/14 23,575.44 |
| 63825  | Big Bear City CSD                              | Shared Services - Admin<br>(March-Includes Shift BC Labor Expenses) | 04/17/14 34,572.94 |
|  | ACH Bill Jahn                                  | Fire Board Meeting  | 02/28/14 100.00    |
|  | ACH David Caretto                              | Fire Board Meeting  | 02/28/14 100.00    |
| <b>Fire Protection District Total</b>        |  |   | <b>114,407.00</b>  |
| <b>Healthy Urban Forest Initiative</b>       |  |   |                    |
| <b>Internal Services</b>                     |  |   |                    |
| 63781  | Lance Soll & Lunghard                          | Single Audit Services   | 04/11/14 784.00    |
| <b>Internal Services Total</b>               |  |   | <b>784.00</b>      |
| <b>DR 1884 - HMGP II</b>                     |  |   |                    |
| 63372  | Verizon Wireless                               | Data Service/Cell Phone   | 02/19/14 188.73    |
| 63373  | San Bernardino County Fire Protection District | Assessor Services   | 02/20/14 6,667.88  |
| 63376  | Ricoh USA, Inc.                                | Copy Charges  | 02/20/14 214.94    |
| 63518  | Charter Communications                         | Telephone Service   | 03/14/14 102.31    |
| 63575  | Verizon Wireless                               | Data Service/Cell Phone   | 03/20/14 166.75    |
| 63656  | San Bernardino County Fire Protection District | Assessor Services   | 03/28/14 4,865.90  |
| 63664  | Charter Communications                         | Telephone Service   | 03/28/14 102.31    |
| 63669  | Image 2000                                     | Copy Charges  | 03/28/14 14.65     |
| 63836  | Verizon Wireless                               | Data Service/Cell Phone   | 04/17/14 163.27    |
| <b>DR 1884 - HMGP II Total</b>               |  |   | <b>12,486.74</b>   |
| <b>LPDM 08 - Shake Shingle Project Phase</b> |  |   |                    |
| 63358  | Ross or Cynthia Bumgarner                      | Shake Shingle Roof Replacement                                      | 02/19/14 4,500.00  |
| 63366  | Andy or Barbara Pino                           | Shake Shingle Roof Replacement                                      | 02/19/14 4,500.00  |
| 63372  | Verizon Wireless                               | Data Service/Cell Phone   | 02/19/14 12.61     |
| 63374  | Roger Dawson                                   | Shake Shingle Roof Replacement                                      | 02/20/14 4,032.00  |
| 63375  | James or Margaret Perry                        | Shake Shingle Roof Replacement                                      | 02/20/14 4,500.00  |
| 63376  | Ricoh USA, Inc.                                | Copy Charges  | 02/20/14 214.95    |
| 63377  | Sue Ellen Van Horn-Casalenuovo                 | Shake Shingle Roof Replacement                                      | 02/20/14 3,115.00  |
| 63412  | James Cowan or John Posthuma                   | Shake Shingle Roof Replacement                                      | 02/26/14 3,500.00  |
| 63418  | Carol Wood                                     | Shake Shingle Roof Replacement                                      | 02/26/14 2,450.00  |
| 63467  | OnTrac   | Shipping Charges  | 02/28/14 8.44      |
| 63511  | Bear Valley Mutual Water Co                    | Shake Shingle Roof Replacement                                      | 03/14/14 4,114.50  |
| 63514  | Anderson Family: Janice Anderson               | Shake Shingle Roof Replacement                                      | 03/14/14 4,500.00  |
| 63518  | Charter Communications                         | Telephone Service   | 03/14/14 102.31    |
| 63520  | Michael Douglas                                | Shake Shingle Roof Replacement                                      | 03/14/14 4,256.00  |
| 63526  | Robert LeClerc                                 | Shake Shingle Roof Replacement                                      | 03/14/14 4,500.00  |
| 63528  | Timothy O'Shea                                 | Shake Shingle Roof Replacement                                      | 03/14/14 3,484.00  |
| 63530  | Richard or Mary Lou Scott Family Trust         | Shake Shingle Roof Replacement                                      | 03/14/14 3,010.00  |
| 63535  | Jan Siu Wong Trust                             | Shake Shingle Roof Replacement                                      | 03/14/14 3,894.00  |
| 63558  | Abundant Living Family Church                  | Shake Shingle Roof Replacement                                      | 03/20/14 4,500.00  |
| 63575  | Verizon Wireless                               | Data Service/Cell Phone   | 03/20/14 50.21     |



**Big Bear Lake Fire Protection District**

**Item No. FP1**

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| <b>Check#</b>                                    | <b>Vendor/Employee</b>                  | <b>Transaction</b>             | <b>Amount</b>     |
|--|---|--------------------------------|-------------------|
| 63664  | Charter Communications                  | Telephone Service              | 03/28/14 102.31   |
| 63666  | Eveland Family Trust & Charles Klingler | Shake Shingle Roof Replacement | 03/28/14 4,500.00 |
| 63668  | Thomas or Patricia Gray                 | Shake Shingle Roof Replacement | 03/28/14 4,032.00 |
| 63669  | Image 2000                              | Copy Charges                   | 03/28/14 23.70    |
| 63677  | David Varman                            | Shake Shingle Roof Replacement | 03/28/14 3,484.00 |
| 63703  | Norman or Lisa Lussier                  | Shake Shingle Roof Replacement | 04/04/14 4,500.00 |
| 63705  | Zoltan or Shanna Matrai                 | Shake Shingle Roof Replacement | 04/04/14 3,704.40 |
| 63748  | Gary or Diana Tucker                    | Shake Shingle Roof Replacement | 04/11/14 3,321.50 |
| 63836  | Verizon Wireless                        | Data Service/Cell Phone        | 04/17/14 42.04    |
| 63863  | OnTrac                                  | Shipping Charges               | 04/17/14 10.15    |
| <b>LPDM 08 Shake Shingle Project Phase Total</b> |   |                                | <b>82,964.12</b>  |
| <b>Healthy Urban Forest Initiative Total</b>     |   |                                | <b>96,234.86</b>  |

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**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE MEETING OF  
FEBRUARY 24, 2014**

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A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jackowski at 1:02 p.m., Monday, February 24, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Board Member Rick Herrick

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

Board Members Excused: None

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief  
Mike Maltby, Battalion Chief  
Jeff Mathieu, City Manager  
Kathleen Smith, Chief Operations Officer  
Corinne Flores, Fire Board Secretary

**BOARD MEMBER GENERAL ANNOUNCEMENTS**

A few of the Directors advised they could not open the emailed agenda packet so they downloaded the packet from the City's website. It appears there is a problem with using Dropbox.

**PUBLIC COMMUNICATIONS**

None.

**CONSENT CALENDAR**

Motion by Vice Chairman Jahn, seconded by Board Member Obernolte to approve the Consent Calendar as follows:

**FP1. Approval of Demands – Check Issue Date 09/01/2013 through 02/17/2014 in the amount of \$565,599.50**

Approved.

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

Approved.

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

Approved.

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

Approved.

**FP5. Fire District Monthly Reports**

**FP5a. Monthly Report for August 2013**

Received and filed.

**FP5b. Monthly Report for September 2013**

Received and filed.

**FP5c. Monthly Report for October 2013**

Received and filed.

**FP5d. Monthly Report for November 2013**

Received and filed.

**FP5e. Monthly Report for December 2013**

Received and filed.

**FP6. 2014 Cardiac Monitor Grant**

Board consideration of accepting the award of grant.

Approved.

The Consent Calendar was approved by the following vote:

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

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**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.

Fire Fuels Program Supervisor David Yegge provided a brief power point presentation regarding last year's statistics for the Big Bear City and Big Bear Lake areas. He advised the use of Ipads for field inspections allowed the inspectors to build the notice in the field utilizing the applicable code references, which is then stored in the Cloud. Office personnel can then download the Cloud accessible information and mail the notices resulting in greater program efficiently.

Chief Willis stated he would take this agenda item to the next Fire Authority meeting for discussion, along with an estimated budget to facilitate the program in-house.

Amended Motion by Board Member Obernolte; seconded by Vice Chairman Jahn that the District designate responsibility for administration of the fire abatement program to the Big Bear Fire Authority.

Said Motion was approved by the following vote:

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



ABSENT: None  
ABSTAIN: None

**FP8. Proposed Resolution Approving a Mid Year Budget Adjustment**

Board consideration of adopting Resolution No. FP2014-01 approving adjustments to the Big Bear Lake Fire Protection District approved Budget for Fiscal Year 2013-14.

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

RESOLUTION NO. FP2014-01

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, APPROVING ADJUSTMENTS TO THE BIG BEAR LAKE FIRE PROTECTION DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2013-14

Said Motion was approved by the following vote:

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

**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; and
- (2) Adopt Resolution No. FP2014-02 to establish a new employment position for Battalion Chief – Shift; and
- (3) Approve the job description, other compensation/benefits, and salary range.

For clarification, the resolution will be amended to include this position is a non-exempt, non-represented, hourly position.

Board Member Herrick would like the Chief to report back to the Board in six months as to how this structure is working out.

Motion by Vice Chairman Jahn; seconded by Board Member Caretto, to adopt the following resolution, with amended language to paragraph 3 that includes “non-exempt, hourly position, non-represented,” entitled:

RESOLUTION NO. FP2014-02

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, TO  
ESTABLISH A NEW EMPLOYMENT POSITION FOR  
BATTALION CHIEF - SHIFT

Said Motion was approved by the following vote:

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

**ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Chairman Jackowski adjourned the meeting at 2:00 p.m.

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Corinne E. Flores  
Board Secretary

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

**DATE:** February 25, 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 – JANUARY 2014**

**1. SERVICE DELIVERY**

|    |  | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 93            | 93                    |
| b. | Rescue/Medical Calls                       | 272           | 272                   |
| c. | Training Class Summary                     | 170.67        | 170.67                |
| d. | DRC Reviews                                | 2             | 2                     |
| e. | Fire Flow Reviews                          | 1             | 1                     |

**2. COMMUNITY RELATIONS**

- 2.1 January 3 – “B” Shift/Station-281 provided three visiting adults with a station tour.
- 2.2 January 9 – Chief Willis was the guest speaker for the Bear Valley Historical Society. He spoke about the history of the Big Bear City and Big Bear Lake Fire Departments and provided a sample of old photos for attendees to view.

**3. OPERATIONS**

- 3.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
  - CSD Board – January 6 & 20
  - Big Bear Lake City Council – January 13 & 27
  - Administrative Staff – January 14 & 28
- 3.2 January 8 – Battalion Chief Harold attended the monthly meeting of the EMS Officers Section of the San Bernardino County Fire Chiefs’ Association.

- 3.3 January 9 – Chief Willis met with General Manager Hopkins, Water Superintendent Griffith, Solid Waste Supv. Zamorano and Sewer Supervisor Zamorano to discuss vehicle maintenance.
- 3.4 January 9 – Battalion Chief Maltby attended the monthly meeting of the Arson Section of the San Bernardino County Fire Chiefs’ Association, hosted by the Redlands Fire Department.
- 3.5 January 9 – Battalion Chief Harold attended the monthly meeting of the Training Officers Section of the San Bernardino County Fire Chiefs’ Association hosted by the Rancho Cucamonga Fire Department.
- 3.6 January 15 – Discussion regarding available FEMA grants for Mountain Mutual Aid (MMA). Attendees: Chief Willis, Asst. Chief Mills; Battalion Chief Maltby, Battalion Chief Harold, Safety Coordinator Bruinsma, Battalion Chief Smith, Battalion Chief Wilde, MMA Secretary Cleary, and MMA Treasurer Peralez.
- 3.7 January 17 – Chief Willis attended a presentation by Deputy Chief Mike Metro regarding “Fire Service as a Competitor” and “Impacts of the Affordable Care Act on America’s Fire Service.”
- 3.8 January 21 – Battalion Chief Harold attended an American Heart Association Training Center Coordinator symposium held at the Loma Linda Medical Center.
- 3.9 January 22 – Battalion Chief Maltby attended the City of Big Bear Lake, Development Review Committee meeting to discuss several upcoming events within the city.
- 3.10 January 23 – Chief Willis attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, hosted by Rancho Cucamonga Fire Department.
- 3.11 January 28 – Chief Willis attended the monthly Confire JPA Administrative Committee meeting.
- 3.12 January 30 – Chief Willis attended a CSD Finance Committee meeting regarding the FY 2013-14 mid-year budget adjustments/expenses and next year’s audit.
- 3.13 Congratulations to Fire Fuels Program Supervisor Yegge for obtaining a California Fire Safe Council 2014 Clearinghouse Award in the amount of \$199,500 (50/50 match) for the 2014 Consolidated Big Bear Valley Chipping Program.

#### **4. HEALTH AND SAFETY**

Nothing to report.

#### **5. PERSONNEL**

- 5.1 January 13 – Chief's interviews were conducted for four Apprentice Firefighter/Paramedic candidates. Congratulations to Joey Webb and Bill Schlosser for their promotion to the position of Apprentice Firefighter/Paramedics, effective January 25.

## **6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS**

- 6.1 January 28 – Asst. Chief Mills, Battalion Chiefs Maltby and Harold, along with “C” Shift/Station 282, attended drug lab awareness classroom training at Pine Summit in preparation for a multi casualty incident training exercise training on January 29. This training was in conjunction with the San Bernardino County Sheriff's Department, the Ninth Civil Support Team of the Army National Guard, and the San Bernardino County Hazardous Materials Division.

## **7. MISCELLANEOUS**

- 7.1 January 27 – May 28 - In cooperation with the Action Response Team, Battalion Chief Harold is teaching an Emergency Medical Technician – Basic EMT-B Program at the Training Center on Mondays and Wednesdays, from 6:00 p.m. to 10:00 p.m. This class will prepare students for a career in the Emergency Medical Services field.

## Training Class Summary by Category

Class Date Between {01/01/2014} And {01/31/2014}

| Category                                | Classes   | Pct of<br>Classes | Hours         | Pct of<br>Hours |
|---|-----------|-------------------|---------------|-----------------|
| 11PF LADDER RAISES                      | 1         | 3.12%             | 1.00          | 0.58%           |
| 14PE EMS TRAINING SHIFTS [3 REQUIRED]   | 4         | 12.50%            | 44.00         | 25.78%          |
| 14PF FIRE TRAINING SHIFTS [3 REQUIRED]  | 5         | 15.62%            | 60.00         | 35.15%          |
| 7PF 10 MINUTE DRILLS                    | 1         | 3.12%             | 1.00          | 0.58%           |
| 8PF EXPOSURE LINES                      | 1         | 3.12%             | 1.00          | 0.58%           |
| 9PF SETUP [RPM] RAISING/LOWERING        | 2         | 6.25%             | 3.00          | 1.75%           |
| AERIAL OPS Aerial Truck Operations      | 1         | 3.12%             | 0.75          | 0.43%           |
| CSD35 Drug Awareness                    | 1         | 3.12%             | 4.00          | 2.34%           |
| EMS C PROTICOL UPDATE                   | 2         | 6.25%             | 4.00          | 2.34%           |
| EMS J EMS CE's                          | 2         | 6.25%             | 2.00          | 1.17%           |
| EVOLUTIONS ENGINE CO EVOLUTIONS         | 2         | 6.25%             | 1.92          | 1.12%           |
| FF1E SELF CONTAINED BREATHING APPARATUS | 1         | 3.12%             | 1.00          | 0.58%           |
| FF1G ROPES, KNOTS AMD HITCHES           | 1         | 3.12%             | 1.00          | 0.58%           |
| FF1S VEHICLE EXTRICATION                | 1         | 3.12%             | 1.00          | 0.58%           |
| FF2D FIREFIGHTER SAFETY                 | 1         | 3.12%             | 31.00         | 18.16%          |
| FF2K RESCUE                             | 1         | 3.12%             | 2.00          | 1.17%           |
| HAZ HAZMAT                              | 1         | 3.12%             | 7.00          | 4.10%           |
| PHY1 PHYSICAL FITNESS PROGRAM           | 1         | 3.12%             | 1.00          | 0.58%           |
| SKI A Assessment ( Patient )            | 2         | 6.25%             | 3.00          | 1.75%           |
| SKI E EMS New Equipment Training        | 1         | 3.12%             | 1.00          | 0.58%           |
| <b>Totals</b>                           | <b>32</b> |                   | <b>170.67</b> |                 |

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

**DATE:** March 10, 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 – FEBRUARY 2014**

**1. SERVICE DELIVERY**

|    |  | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 52            | 145                   |
| b. | Rescue/Medical Calls                       | 169           | 441                   |
| c. | Training Class Summary                     | 95            | 265.67                |
| d. | DRC Reviews                                | 0             | 2                     |
| e. | Fire Flow Reviews                          | 0             | 1                     |

**2. COMMUNITY RELATIONS**

- 2.1 February 14 – Chief Willis attended the Big Bear Lake Rotary Club Foundation and the Bear Valley Hospital Foundation Valentine’s Day Sweetheart Ball fundraiser held at the Northwoods Resort.
- 2.2 February 16 – Directors Green and Jackowski, Chief Willis, and A-Shift-281 attended the Fire & Burn Foundation Winter Burn Camp VIP Day at the Presbyterian Camp and Conference Center. This opportunity provided attendees with a chance to spend time with the campers and staff to see what the camp is all about and what a difference it makes in the life of a young burn survivor. Tours were also available. See attached Winter Camp Recap.
- 2.3 February 16 – Team Big Bear Fire, six members strong, is once again doing their part in fighting blood cancer worldwide by participating in the Scott Firefighter Stairclimb in Seattle. Last year, Team Big Bear Fire was recognized by the Leukemia and Lymphoma Society for being one of the top fundraisers for a single event. This year, the Team would like to top it with a climbathon in the Von’s shopping center, where they will gladly accept donations. The 23<sup>rd</sup> Annual Scott Firefighter Stairclimb will take place on March 9. The Team covers all associated costs for participating in this event. Climb. Conquer. Cure.

- 2.4 February 20 – Chief Willis was the guest speaker at the monthly AARP meeting where he spoke on senior public safety.

### **3. OPERATIONS**

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:

- CSD Board – February 3
- Big Bear Lake City Council – February 10 and 24
- Fire District – February 24
- Fire Authority – February 4
- Mountain Mutual Aid – February 11

- 3.2 February 12 – Battalion Chief Maltby attended a station alerting demonstration at Rialto Fire Station 202.

- 3.3 February 12 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, EMS Officers Section. Battalion Chief Harold is the Secretary of this organization.

- 3.4 February 13 – Battalion Chief Harold attended the Training Officers Section of the San Bernardino County Fire Chiefs’ Association. He holds the position of Secretary for this organization.

- 3.5 February 19 & 20 – Fire Fuels Program Supervisor Yegge was a guest speaker at a Natural Resource Conservation and Development Conference in Calabasas. David spoke on “stepping up to the challenge of developing and implementing sustainable political, economic, and socially acceptable wildfire prevention programs in today’s environment.” The main emphasis of the meeting was to familiarize the audience with the International Code Councils Wildland Urban Interface Code, 2012 edition.

- 3.6 February 18 – Chief Willis attended the monthly General Managers lunch.

- 3.7 February 19 – Chief Willis is attending meetings regarding the adoption of the Building and 2014 Fire Codes.

- 3.8 February 19 – Chief Willis is attending ongoing meetings at the Local Agency Formation Commission (LAFCO) regarding the petition by Baldwin Lake Volunteer Fire Department to become a special district. At LAFCO’s recommendation, Chief Willis met with Kathleen Rollins-McDonald of LAFCO, General Manager Hopkins, and Finance Manager Strain on February 26 to discuss participation and assistance on developing a plan for service.

- 3.9 February 25 – Battalion Chief Maltby attended the monthly Confire Technical Committee meeting.



- 3.10 February 25 – Chief Willis attended an EMS meeting at County Fire Headquarters to discuss the current position of the San Bernardino County Fire Chiefs’ Association in regard to the present ambulance contract process.
- 3.11 February 25 – Chief Willis attended the monthly Confire Administrative Committee meeting in the EOC of Loma Linda.
- 3.12 February 26 – Chief Willis and Battalion Chief Maltby attended a State of the County conference in Ontario.
- 3.13 February 27 – Chief Willis and Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association hosted by San Bernardino City/Inland Counties Emergency Medical Agency.
- 3.14 February 27 – Battalion Chief Harold attended an American Heart Association meeting in Redlands for Training Center Coordinators.

#### **4. HEALTH AND SAFETY**

Nothing to report.

#### **5. PERSONNEL**

- 5.1 February 5 – applications due for in-house Apprentice Firefighter/EMT recruitment. Written exam was administered on February 10 and 11.
- 5.2 February 5 – Battalion Chief Harold attended a Victor Valley College Cooperative Work Experience Education Department meeting regarding the placement of fire academy students at Big Bear Fire Stations for on-the-job training.
- 5.3 The Fire Department wishes to acknowledge the outstanding service of Assistant Chief Mark Mills, who resigned February 21 in order to accept the position of Fire Chief for the Ross Valley Fire Department. Chief Mills began employment with the Big Bear Lake Fire Protection District in November 2006, was Interim Fire Chief in September 2008, and returned to the Assistant Fire Chief position in April 2009. The Fire Department wishes him well in his career path - he will be missed by all.

#### **6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS**

- 6.1 Battalion Chief Harold was voted Secretary for the Training Officers and the EMS Officers Sections of the San Bernardino County Fire Chiefs’ Association. Congratulations, Ryan!
- 6.2 February 26 & 27 – Administrative Assistant Flores attended a California Special Districts Association Board Secretary/Clerk Conference. Breakout sessions included: Claims Management 101, the Clock is Ticking; Let’s Be Clear: Plain Language in Special Districts; A Foundation for Grants Success; Rules of Order Made Easy; Best

Practices in Agenda Preparation & Minutes; and The People's Business: the Ralph M. Brown Act.

## **7. MISCELLANEOUS**

- 7.1 January 27 through May 28 - In cooperation with the Action Response Team, Battalion Chief Harold is teaching an Emergency Medical Technician – Basic EMT-B Program at the Training Center on Mondays and Wednesdays, from 6:00 p.m. to 10:00 p.m. This class will prepare students for a career in the Emergency Medical Services field.
  
- 7.2 February 1 – the Big Bear Fire Boxing Team will represent the Department at the SoCal Battle of the Badges, to be held at Pechanga Casino. Rick “El Bombero” Seward’s opponent also works in the public safety arena. Win or lose, we sincerely appreciate Ricky proudly representing Big Bear and his dedication to physical fitness. For Ricky’s next fight on April 19, log onto [www.unitedcombatassociation.com](http://www.unitedcombatassociation.com), Battlezone Live for Internet Pay per View. Copy attached. Great job, Ricky!

Copy of Training Class Summary by Category  
 Class Date Between {02/01/2014} And {02/28/2014}

| Category                               | Classes   | Pct of Classes | Hours        | Pct of Hours |
|--|-----------|----------------|--------------|--------------|
| 14PF FIRE TRAINING SHIFTS [3 REQUIRED] | 4         | 11.42%         | 48.00        | 50.52%       |
| AB11 Forms, Reports, & Records         | 1         | 2.85%          | 1.00         | 1.05%        |
| BB.9 Salvage                           | 1         | 2.85%          | 1.00         | 1.05%        |
| BB10 Overhaul                          | 1         | 2.85%          | 1.00         | 1.05%        |
| BB15 Forcible Entry                    | 1         | 2.85%          | 1.00         | 1.05%        |
| BB16 Ropes & Knots                     | 2         | 5.71%          | 2.00         | 2.10%        |
| BB17 Over-the Side Rescue              | 2         | 5.71%          | 2.00         | 2.10%        |
| BB18 Ice & Cold Water rescue           | 2         | 5.71%          | 2.00         | 2.10%        |
| BB21 Water Shut Off Operations         | 1         | 2.85%          | 1.00         | 1.05%        |
| BB22 Fire Extinguishers                | 1         | 2.85%          | 1.00         | 1.05%        |
| BB23 Chaining Apparatus                | 1         | 2.85%          | 1.00         | 1.05%        |
| EM23.5 PROTOCOL UPDATE                 | 1         | 2.85%          | 2.00         | 2.10%        |
| EMS C PROTICOL UPDATE                  | 5         | 14.28%         | 9.00         | 9.47%        |
| EMS J EMS CE's                         | 3         | 8.57%          | 7.00         | 7.36%        |
| EVOLUTIONS ENGINE CO EVOLUTIONS        | 1         | 2.85%          | 1.00         | 1.05%        |
| FF1B MISCELLANEOUS EQUIPMENT AND TOOLS | 1         | 2.85%          | 1.00         | 1.05%        |
| FF1C FIRE BEHAVIOR AND EXTINGUISHMENT  | 1         | 2.85%          | 1.00         | 1.05%        |
| FF1G ROPES, KNOTS AMD HITCHES          | 1         | 2.85%          | 2.00         | 2.10%        |
| FF1H HOSE, NOZZLES AND APPLIANCES      | 1         | 2.85%          | 1.00         | 1.05%        |
| FF2K RESCUE                            | 1         | 2.85%          | 2.00         | 2.10%        |
| SKI B SKILLS DAY RECERT                | 2         | 5.71%          | 6.00         | 6.31%        |
| SKI T EMS Skills / Assesment Testing   | 1         | 2.85%          | 2.00         | 2.10%        |
| <b>Totals</b>                          | <b>35</b> |                | <b>95.00</b> |              |



## FIRE & BURN FOUNDATION February 2014 Update

### **Event Calendar:**

Saturday, March 22 - Cherry Hills Club Chili Challenge 11:00 AM – 3:00 PM at the Cherry Hills Club Senior Housing in Sun City. This is a chili competition between Brookdale Culinary, Riverside Cal Fire and other community groups. A flyer is attached.

May 30, 31, June 1, 7 & 8 – New dates - Tennis Tournament at the University of Redlands

May 8 – Give Big San Bernardino County 1-day Web-a-Thon fundraiser

July 28 – August 4 – Summer Youth Camp in San Diego

### **Programs/Patient Support:**

We are finalizing a replacement program for Fire Safe Kids. We have grant money available from Edison International to help fund the start-up of the program.

We are hosting the first Youth Support Group at the Burn Unit at ARMC on March 27.

Youth News – Beginning in March we will be mailing a quarterly newsletter to the children and their families on our mailing list. The newsletter will include events and prevention tips.

### **Other News:**

Purchase your raffle ticket today for a chance to win a pair of round trip tickets to anywhere in the continental United States on Southwest Airlines - **No Blackout Dates!** Tickets are \$10 each and can be purchased by cash or check through the Fire & Burn Foundation office. Please call 909-580-6339. The winning ticket will be drawn on April 10, 2014.

We are very excited to have been awarded a GMC Sierra from the East Valley Water District. This donation was part of their Surplus Vehicle program where they award decommissioned vehicles to local non-profits. This vehicle will be used to transport prevention materials, at community events, as well as provide mobile advertising for the Foundation.

We have revamped our President's Circle annual giving program. It is now the Champions Circle and has a donation level starting at \$500. A brochure is attached.

For more information contact the Fire & Burn Foundation at 909-580-6339 or by email to [jterwilliger@fireandburn.org](mailto:jterwilliger@fireandburn.org)



# Winter Camp Recap!

## Attendees:

43 campers ages 5-17

8 Leaders-in-Training, who are burn survivors ages 18-20

Campers from the Inland Empire were joined by campers from San Diego, Orange County and Las Vegas

## This year's activities included:

NASA's mobile planetarium

Bowling at The Bowling Barn in Big Bear Lake

An instructor led painting class put on by Purple Easel

An hour of entertainment by Fantastic Patrick which generated a lot of laughs!

These activities were in addition to the typical camp activities, like playing games, arts and crafts, and outdoor play, team building and therapy support sessions!

Thank you for your continued support of our camp program!!







# UNITED COMBAT ASSOCIATION

## Public Safety Amateur Boxing

- HOME
- ABOUT
- EVENTS
- RESULTS
- MEN'S RANKING
- WOMEN'S RANKING
- PHOTOS
- VIDEOS
- UCA STORE
- SIGN UP

### Moment to Shine

Posted In Blog



On April 19, 2014 DJ Vargas, Avenal Police Dept. looks to make a triumphed return to the ring and establish himself as one of the elites in Public Safety Boxing. He is taking on a fighter in Ricky Seward, Big Bear City Fire Dept. who has been recognized as one of the best fighters in California for the past 3 years. Seward is a true veteran of the sport and is a handful for anyone from middleweight to light heavyweight. It is a fact Seward will fight anyone anywhere anytime. Seward has traveled and fought on the big stage, in enemy territory, and still performed at a high level. Vargas believes he is best middleweight in California and he will get his chance to prove it when he takes on Police Olympic Gold Medalist and #1 ranked Seward for the UCA Middleweight State Championship Title. Vargas is an ultra-flashy crafty veteran with an assortment of weapons. Vargas has the clear speed advantage and the only thing that can overcome speed is timing. Look for Seward to get Vargas timing down early and catch him coming in or with counter shots. Vargas will need to put together a precise and strategic game plan during training camp to get through Seward. Vargas and Seward will step into the ring to test their skills against one another to see who truly the best in the Middleweight division is. Both fighters have been waiting to make their mark and Saturday night will be their moment. The Central California Battle of the Badges event will take place at the Historic Hanford Civic Auditorium. Doors open at 5:00 and the first bout will begin at 7:00pm. General Admission tickets are \$30 and Pre sale ticket prices before April 14th, are \$25.

### CENTRAL CALIFORNIA – BATTLE OF THE BADGES



### UCA Live Pay Per View Event

Posted In Blog



Can't Make It To The Fights? Watch The Live Broadcast Online! The United Combat Association and Battle Zone LIVE! have forged a strategic relationship to bring live-streamed Pay Per View broadcasting to Battle of the Badges boxing events featuring phenomenal athletes ranging from Law Enforcement, Firefighters and U.S. Armed Forces. Even if fans can't make it to the event, they can still watch from the comfort of their homes through the live-streamed video coverage on the Battle Zone Live! Website. The video will be broadcasted live in real-time, with multiple camera angles and offered as a Pay Per View service. This exciting new technology will give fans the ability to watch the fights from anywhere in the world with an Internet connection. The video will be broadcasted live in high definition and if fans have a high-speed broadband connection, they can also watch the broadcast in high definition. Our live feed can be viewed on most Internet-enabled devices such as

computers, laptops, tablets and smart phones. These devices can be connected to your television with an HDMI cable. Then, fans can sit back and enjoy these fights on their widescreen TV's — just like watching a regular television broadcast. The Pay Per View passes can be purchased here at <http://www.thebattlezonelive.com/watch-live/> and are currently

02 MAR 2014

TICKETS ON SALE NOW



Central California Battle of the Badges tickets on sale now. April 19, 2014.

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

**DATE:** April 14, 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 – MARCH 2014**

**1. SERVICE DELIVERY**

|    |  | Current Month | Calendar Year to Date |
|----|--|---------------|-----------------------|
| a. | Fire Calls, Hazardous Condns., Serv. Calls | 52            | 197                   |
| b. | Rescue/Medical Calls                       | 182           | 623                   |
| c. | Training Class Summary                     | 112.05        | 377.72                |
| d. | DRC Reviews                                | 3             | 5                     |
| e. | Fire Flow Reviews                          | 0             | 1                     |

**2. COMMUNITY RELATIONS**

- 2.1 March 8 – Chief Willis attended the Chamber of Commerce’s Denim & Diamonds fundraiser held at the Northwood’s Resort.
- 2.2 March 8 – Chief Willis and firefighters participated in the annual Polar Plunge, a community event to fundraise for Special Olympics.
- 2.3 March 12 – Safety Coordinator Bruinsma gave a presentation on senior safety at the Mountain Meadows Senior Complex. See attached thank you card from Pam Graham, Lutheran Social Services, Older Adult Programs who hosted the luncheon for the seniors.
- 2.4 March 25 – the Registrar of Voters utilized the Fire Station-283 (Sugarloaf) as a voting location.
- 2.5 March – Engineer Jayne provided students of Co-op in the Pines Preschool with a station tour. See attached thank you card from Dawn Wortham.

**3. OPERATIONS**

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
  - CSD Board – March 3 and 17
  - CSD Budget Workshop – March 25
  - Big Bear Lake City Council – March 10
- 3.2 March 3 – Chief Willis met with PCF Battalion Chiefs Smith and Wilde to discuss the Emergency Operations Center located in the Civil Air Patrol building.
- 3.3 March 6 – Chief Willis met with Chief Winslow, David Higgins, Battalion Chief Maltby, PCF Battalion Chief Don Smith to discuss the Baldwin Lake Volunteer Fire Dept. Plan for Service.
- 3.4 March 10 – Chief Willis, Battalion Chief Maltby, and Fire Fuels Program Supv. Yegge attended a meeting with representatives of the San Bernardino County Land Use Services Division to discuss the 2014 fire hazard abatement inspections for Big Bear.
- 3.5 March 12 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, EMS Officers Section held in Ontario.
- 3.6 March 13 – Chief Willis attended a meeting with the EMS City Managers in Rialto to discuss EMS issues with some legal insight for a proposed letter to Greg Devereaux, Chief Executive Officer for the County of San Bernardino.
- 3.7 March 13 – Battalion Chief Harold attended the monthly meeting of the Training Officers Section of the San Bernardino County Fire Chiefs’ Association held in Loma Linda.
- 3.8 March 14 – Chief Willis participated in a teleconference regarding the Fire Districts Association of California.
- 3.9 March 20 – Chief Willis, Battalion Chiefs Maltby, Harold, and Parham met with labor (Captain Rogers and Engineer Hollenbaugh) to discuss the possible annexation of the Baldwin Lake community for fire service and emergency services.
- 3.10 March 21 – Battalion Chief Parham met with Running Springs Chiefs Tony Grabow and George Corley to discuss duty officer response.
- 3.11 March 25 – Battalion Chief Maltby attended the Confire Technical Committee meeting in Rialto, and Chief Willis attended the Confire Administrative Committee meeting in Loma Linda.
- 3.12 March 27 – Chief Willis and Battalion Chief Maltby attended the monthly meeting of the San Bernardino County Chiefs’ Association held in Hesperia.

#### **4. HEALTH AND SAFETY**



Nothing to report.

## **5. PERSONNEL**

- 5.1 March 5 – Congratulations to Brian Parham for successfully completing the written exam, assessment center, and Chief's interview process and promoting to Battalion Chief – Shift.
- 5.2 March 27-28 – Paramedic Whitmore and Captain Mandolini took the Big Bear Fire Explorers on a climbing/camping trip to Apple Valley Horsemen's Center.

## **6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS**

- 6.1 March 4 – Battalion Chief Harold participated in Target Solutions training.
- 6.2 March 17 – Battalion Chief Maltby attended a San Bernardino County Arson Task Force hosted class in Officer Involved Shooting course, which was designed for investigators, law enforcement, and administrators. Topics of discussion included: court testimony, weapons, ammunition, interview techniques, liability, etc.
- 6.3 March 19 – Battalion Chief Harold attended a State Fire Training update for registered instructors at the Ben Clark Training Center.
- 6.4 March 25 – Battalion Chief Harold provided an Advanced Cardiac Life Support refresher class to Suppression personnel.

## **7. MISCELLANEOUS**

Nothing to report.

## Copy of Training Class Summary by Category

Class Date Between {03/01/2014} And {03/31/2014}

| Category                                | Classes       | Pct of<br>Classes | Hours                             | Pct of<br>Hours    |
|---|---------------|-------------------|-----------------------------------|--------------------|
| 14PF FIRE TRAINING SHIFTS [3 REQUIRED]  | 1             | 1.88%             | 12.00                             | -42.17%            |
| BB.5 WT-291 & BE-291 Equipment          | 4             | 7.54%             | 4.25                              | -14.93%            |
| BB.7 Cutting Tools                      | 4             | 7.54%             | 2.75                              | -9.66%             |
| BB.8 Foam Fire Fighting                 | 2             | 3.77%             | 1.50                              | -5.27%             |
| BB12 Ladders                            | 3             | 5.66%             | 2.50                              | -8.78%             |
| BB13 Methods of Fire Attack             | 1             | 1.88%             | 1.00                              | -3.51%             |
| BB14 Department Hose Evolutions         | 2             | 3.77%             | 2.00                              | -7.02%             |
| BB15 Forcible Entry                     | 2             | 3.77%             | 2.00                              | -7.02%             |
| BB16 Ropes & Knots                      | 1             | 1.88%             | 1.00                              | -3.51%             |
| BB17 Over-the Side Rescue               | 2             | 3.77%             | 2.00                              | -7.02%             |
| BB19 S.C.B.A. s                         | 3             | 5.66%             | 2.25                              | -7.90%             |
| BB20 Electrical Equipment               | 4             | 7.54%             | 2.75                              | -9.66%             |
| BB21 Water Shut Off Operations          | 1             | 1.88%             | 0.50                              | -1.75%             |
| BB24 Paramedic Skills                   | 2             | 3.77%             | 1.25                              | -4.39%             |
| CB.1 S-291 & E-291A Equipment           | 1             | 1.88%             | 1.00                              | -3.51%             |
| CB15 Commercial Inspections             | 1             | 1.88%             | 1.00                              | -3.51%             |
| CSD4 Hearing Conservation Program       | 1             | 1.88%             | 1.00                              | -3.51%             |
| CSD5 Annual Hearing Tests               | 1             | 1.88%             | 1.00                              | -3.51%             |
| DB.2 Ropes & Knots & Over the Side      | 1             | 1.88%             | 1.00                              | -3.51%             |
| EMS E ACLS RECERT/MEGA CODE             | 1             | 1.88%             | 6.50                              | -22.84%            |
| <del>EMS C CPR RECERT</del>             | <del>1</del>  | <del>1.88%</del>  | <del>140.50</del>                 | <del>492.84%</del> |
| EMS J EMS CE's                          | 1             | 1.88%             | 2.00                              | -7.02%             |
| EVOLUTIONS ENGINE CO EVOLUTIONS         | 2             | 3.77%             | 6.00                              | -21.08%            |
| FF1E SELF CONTAINED BREATHING APPARATUS | 1             | 1.88%             | 4.00                              | -14.05%            |
| FF1G ROPES, KNOTS AMD HITCHES           | 1             | 1.88%             | 2.00                              | -7.02%             |
| FF1H HOSE, NOZZLES AND APPLIANCES       | 1             | 1.88%             | 1.50                              | -5.27%             |
| FF1I GROUND LADDERS                     | 1             | 1.88%             | 1.00                              | -3.51%             |
| FF1L VENTILATION                        | 1             | 1.88%             | 1.00                              | -3.51%             |
| FF1Q FIRE PREVENTION AND INVESTIGATION  | 1             | 1.88%             | 32.00                             | ***.**%            |
| FF1T WILDLAND FIRE FIGHTING             | 1             | 1.88%             | 2.00                              | -7.02%             |
| FF2P FIRE PROTECTION SYSTEMS            | 1             | 1.88%             | 2.00                              | -7.02%             |
| ORIET PCF ORIENTATION                   | 1             | 1.88%             | 2.30                              | -8.08%             |
| SKI T EMS Skills / Assesment Testing    | 1             | 1.88%             | 4.00                              | -14.05%            |
| TRSOLUTIONS Target Solutions            | 1             | 1.88%             | 3.00                              | -10.54%            |
|   | <b>Totals</b> | <b>53</b>         | <del>28.45</del><br><b>112.05</b> |                    |

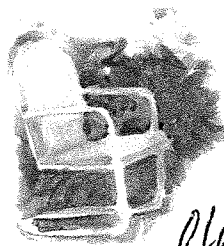
Big Bear Grove Sept.

Thank you so much for the presentation on 'Disast. & Preparedness' at Mtn Meadows apts.

Our Bear Valley Seniors really enjoyed it and learned much!

Pam Graham  
Insurance Social  
Services

Older Adult Program.

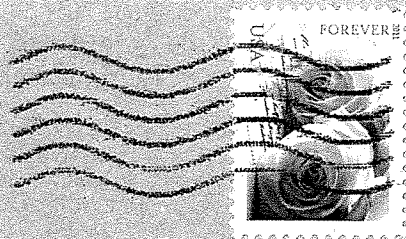


Just a friendly note



5N BERNARDINO CA 925

11 MAR 2014 PM 6 L



Big Bear fire Station 291  
Attn: David Jayne  
PO BOX 10000  
Big Bear Lake, CA  
92315



Dear David Jayne: Everyone at Station 291,  
all of us at Co-op in the pines  
would like to thank you for the  
wonderful tour of your fire Station.

The kids and parents had a  
wonderful time!

Thank you for your time,  
Dawn Wortham



## AGENDA REPORT

Item No. **FP6**

**MEETING DATE:** April 28, 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:** **GRANT ACCEPTANCE FOR 2014 CHIPPER PROGRAM**

### **BACKGROUND**

The first Curbside Chipping Program was held in conjunction with the Fire Safe Council in 2004. It was entitled, "Chipper Days." The program steadily grew in capacity, capability, and community support until 2012 when grant funding ended.

The following statistics indicate the success of the program since its implementation in 2004:

- Approximately 11,500 requests for pickup
- Removal of greater than 7,000 tons of vegetation
- 19,000 volunteer hours logged on [thinisin.org](http://thinisin.org)

The Curbside Chipping Program has been funded by a series of grants from the California Fire Safe Council Clearinghouse with a cooperative working relationship through the USDA, United States Forest Service National Fire Plan. The last grant timeline ended on September 15, 2012. During the 2014 grant cycle, the Big Bear Fire Department submitted a proposal for \$199,500 (the maximum an applicant can apply for is \$200,000) and has been selected for funding predicated on the completion of a CEQA environmental review, which is currently in progress.

### **DISCUSSION**

The Big Bear Fire Department would oversee the day-to-day administration of the chipping program. There may be a need to hire part-time administrative support staff for an estimated 60-90 day period to assist with the anticipated volume of increased telephone calls, tracking requests for pickup, and assigning chipping crews.

The full cost of operating a Valley-wide chipping program, without grant assistance, has been estimated to have an annual operational cost of \$250,000. The current grant term is for two years, balancing the use of \$199,500 over a two year time frame. Therefore, due to the limited funding, staff proposes to move forward with the chipping program in a modified form. The

program would focus primarily on those areas where these services are determined to be most needed, thereby providing the most benefit. Staff is still considering various methods and means of application.

This grant requires a 100% match commitment of \$199,500. As in the past, we will satisfy this match requirement with in-kind services by utilizing the ThinIsIn.org website where property owners will account for their time creating defensible space and cleaning up their property. In addition to the in-kind community match, staff hours used in the management of the chipping program will be recorded and appropriately assigned as part of the matching funds requirement.

In years past, the temporary storage of chipped material was accomplished through a cooperative relationship with the City of Big Bear Lake at no charge. It is anticipated that this relationship will continue.

### **BUDGET IMPACT**

The Fiscal Year 2013/14 HUFBI Budget should be amended to reflect the acceptance of this grant award in the amount of \$199,500 and include all corresponding chipping expenditures. Any unused funds will be rolled over to the next fiscal year until the total funds of \$199,500 are expended.

### **RECOMMENDATION**

Staff recommends the Fire District Board direct the Fire Chief to accept grant funds from the California Fire Safe Council Clearinghouse through a cooperative working relationship with the USDA, United States Forest Service in the amount of \$199,500 and approve the additional expenditures in the Fiscal Year 2013/14 HUFBI Budget.



## AGENDA REPORT

Item No. FP7

**MEETING DATE:** April 28, 2014

**TO:** Honorable Chairperson and Members of the Fire Protection District

**FROM:** Jeff Willis, Fire Chief *JW*

**PREPARED BY:** Erica Stephenson, Finance Supervisor

**SUBJECT:** **PROPOSED ADOPTION OF A RESOLUTION MODIFYING A BENEFITS PACKAGE FOR NON-REPRESENTED, NON-SUPERVISORY ADMINISTRATIVE PERSONNEL**

### BACKGROUND

In February 2012, a personnel reassignment occurred between the City of Big Bear Lake and the Big Bear Lake Fire Protection District, which resulted in two part-time employees being transferred to the Fire District. The personnel fit the need within the Fire District for administrative clerical assistance in the management of a number of shake shingle roof replacement grant programs as well as a host of other programs primarily focused on community risk reduction. In April 2013, one of the part-time staff members resigned to accept fulltime employment with another organization. Consequently, the remaining part-time position was converted to fulltime status with the adoption of the District's FY 2013-14 Budget.

### DISCUSSION

Historically, the Fire District's non-suppression, administrative employees have been included in the City of Big Bear Lake Memorandum of Understanding (MOU) between the City of Big Bear Lake and the General Employees Unit. The fulltime administrative position that was approved in the District's FY 2013-14 Budget was considered a Fire District position; as a result, it was not included in City's General Employees Unit MOU. It was understood at the time of the personnel reassignment between the City and the Fire District that the transferred employees would retain their current City benefits package. The benefits not currently provided to the District's non-represented, non-supervisory administrative positions primarily include: longevity pay, additional life insurance coverage, and the ability to receive cost of living salary adjustments (offset by the employee paying an additional portion of their SBCERA retirement contribution).

In order to formally honor the above agreement, it is necessary to tie the hourly wage and benefits to similar administrative positions, which are found within the City's job classifications. By adopting the proposed resolution, the Board will remedy the inequity that currently exists between the City General Employees Unit and the Fire District's non-represented, non-

Agenda, April 28, 2014

Proposed Adoption of a Resolution Modifying the Benefit Package for Non-Represented, Non-Supervisory Administrative Personnel

Page 2

supervisory administrative personnel. This action will currently affect one Fire District employee.

**FISCAL IMPACT**

The current fiscal impact to provide the Fire District employee the benefits defined in the City's General Employees Unit MOU is approximately \$1,400.

**RECOMMENDATION**

Staff recommends that the Fire District Board adopting Resolution No. FP2014-XX modifying a benefits package for non-represented, non-supervisory administrative personnel.

JW/cef

Attachment: Proposed Resolution



**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 RELATING TO BENEFITS FOR NON-SUPERVISORY, NON-REPRESENTED ADMINISTRATIVE PERSONNEL**

WHEREAS, the Board of Directors 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 of Directors has adopted job classifications of non-supervisory, non-represented administrative personnel; and

WHEREAS, this resolution shall remain in effect until superseded by a subsequent resolution concerning this matter.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Big Bear Lake Fire Protection District does hereby adopt benefits consistent with benefits contained in the current City of Big Bear Lake Memorandum of Understanding between the City of Big Bear Lake and the General Employees Unit, subject to provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and Public Employees' Retirement Law (PERL).

PASSED, APPROVED, AND ADOPTED this \_\_\_th day of April, 2014.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Robert Jackowski, Chairman

ATTEST:

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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 Big Bear Lake 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 \_\_\_\_th day of April, 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 \_\_\_\_th day of April, 2014.

---

Corinne E. Flores  
Board Secretary