



Big Bear Lake Fire Protection District

BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA JUNE 23, 2014

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

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**

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 Friday, July 4, 2014 in observance of the Fourth of July holiday.

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 04/19/14 through 06/13/14 in the amount of \$116,818.86

FP2. Approval of Minutes for the Regular Meeting of April 28, 2014

FP3. Fire District Monthly Report for April 2014

Board consideration of receiving and filing the report.

FP4. Fire District Monthly Report for May 2014

Board consideration of receiving and filing the report.

FP5. Changes to Fire Administrative Staff

Board consideration of adopting resolutions approving the job descriptions and corresponding salary ranges for the Administrative Assistant – Fire Chief and Administrative Specialist – Fire positions.

FP6. Proposed Resolution Adopting a Statement of Investment Policy for Fiscal Year 2014/15

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

FP7. Proposed Resolution Adopting the Fiscal Year 2014/15 Appropriations Limit for the Big Bear Lake Fire Protection District

Board consideration of adopting a resolution establishing the Appropriations Limit for Fiscal Year 2014/15.

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARING

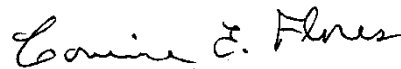
Any person may appear and be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered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

FP8. Proposed Resolution to Adopt the Fiscal Year 2014/15 Big Bear Lake Fire Protection District Budget

Board consideration of conducting a public hearing and adopting a resolution adopting the Fiscal Year 2014/15 Big Bear Lake Fire Protection District Budget.

DISCUSSION/ACTION ITEMS**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 19th day of June, 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

Item No. FP1

Checks Issued 04/19/14 through 06/13/14

Check#	Vendor/Employee	Transaction	Amount
Fire Protection District			
63909	All Star Fire Equipment Inc	Fire Suppression Tools (Grant Funded)	05/02/14 4,955.79
63911	Best Best & Krieger LLP	Legal Services	05/02/14 4,022.50
64019	Rick Herrick	Fire Board Meeting	05/09/14 100.00
64023	Robert Jackowski	Fire Board Meeting	05/09/14 100.00
64035	Wells Fargo Equipment Finance, Inc.	Vehicle Lease	05/09/14 682.80
64076	Farsight Technologies, Inc.	Fire Board Meeting	05/22/14 100.00
64079	Rick Herrick	Fire Board Meeting	05/22/14 100.00
64081	Robert Jackowski	Fire Board Meeting	05/22/14 100.00
64200	All Star Fire Equipment Inc	Fire Suppression Tools (Grant Funded)	05/30/14 1,324.16
64250	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment	06/06/14 682.80
64255	Big Bear City CSD	Shared Services - Min. Staffing (Apr)	06/12/14 4,705.94
64255	Big Bear City CSD	Shared Services - Admin. Staffing (Apr)	06/12/14 24,805.20
	ACH Bill Jahn	Fire Board Meeting	05/09/14 100.00
	ACH David Caretto	Fire Board Meeting	05/09/14 100.00
	ACH Bill Jahn	Fire Board Meeting	05/22/14 100.00
	ACH David Caretto	Fire Board Meeting	05/22/14 100.00
Fire Protection District Total			42,079.19
Healthy Urban Forest Initiative			
DR 1884 - HMGP II			
63907	Petty Cash	Postage	05/02/14 12.85
63927	Image 2000	Copy Charges	05/02/14 10.47
64046	SB County Fire Protection District	Assessor Services	05/15/14 8,523.13
64068	Petty Cash	Flash Drives	05/22/14 21.58
DR 1884 - HMGP II Total			8,568.03
LPDM 08 - Shake Shingle Project Phase PJ02			
63884	Enrico or Patricia DiCesare	Shake Shingle Roof Replacement	04/24/14 3,605.00
63885	Jeffrey or Leah Schuesler	Shake Shingle Roof Replacement	04/24/14 3,007.20
63886	Thomas Ware	Shake Shingle Roof Replacement	04/24/14 4,500.00
63927	Image 2000	Copy Charges	05/02/14 21.94
63982	John Woods	Shake Shingle Roof Replacement	05/02/14 3,097.50
64003	Garry or Linda Smith	Shake Shingle Roof Replacement	05/07/14 4,088.00
64032	Quill Corporation	Office Supplies	05/09/14 43.18
64047	Charter Communications	Telephone Service	05/15/14 95.96
64048	Rick or Simonetta Dodd	Shake Shingle Roof Replacement	05/15/14 2,808.00
64049	Verizon Wireless	Data Service/Cell Phone	05/15/14 191.43
64052	Rodney or Barbara Nelson	Shake Shingle Roof Replacement	05/15/14 2,032.00
64053	Pamela Reames	Shake Shingle Roof Replacement	05/15/14 4,500.00
64127	OnTrac	Shipping Charges	05/22/14 10.15
64156	Richard or Kathleen Basil	Shake Shingle Roof Replacement	05/28/14 3,346.00
64159	Carolynn Marie Gibbons	Shake Shingle Roof Replacement	05/28/14 3,171.00
64203	Charter Communications	Telephone Service	05/30/14 96.04
64238	Robert Chicha	Shake Shingle Roof Replacement	06/06/14 4,500.00
64240	Vicki Garner	Shake Shingle Roof Replacement	06/06/14 3,843.00
64243	Judy Helm & Christopher Olson	Shake Shingle Roof Replacement	06/06/14 4,500.00
64247	Louis & Irene Monroy Family Trust	Shake Shingle Roof Replacement	06/06/14 4,500.00
64258	Gordon Capel	Shake Shingle Roof Replacement	06/12/14 4,500.00
64262	Anthony Cuesta	Shake Shingle Roof Replacement	06/12/14 3,804.00
64264	Image 2000	Copy Charges	06/12/14 35.95
64268	Katherine Schat	Shake Shingle Roof Replacement	06/12/14 4,500.00
64270	Verizon Wireless	Data Service/Cell Phone	06/12/14 134.94
64310	OnTrac	Shipping Charges	06/12/14 9.31
LPDM 08 Shake Shingle Project Phase PJ02 Total			64,940.60
Curbside Chipping			
63887	Zhappo Studios	Web Hosting	04/24/14 239.76
64047	Charter Communications	Telephone Service	05/15/14 95.96
64049	Verizon Wireless	Cell Phone	05/15/14 15.55



Big Bear Lake Fire Protection District

Item No. FP1

Checks Issued 04/19/14 through 06/13/14

Check#	Vendor/Employee	Transaction	Amount
64163	Sierra Club Big Bear Group	12th Annual Xeriscape Tour Sponsor	05/28/14 375.00
64167	David Yegge	Reimb - Fire Summit Conference	05/28/14 144.97
64203	Charter Communications	Telephone Service	05/30/14 96.05
64242	The Grizzly	Legal Notices	06/06/14 247.50
64270	Verizon Wireless	Cell Phone	06/12/14 16.25
Curbside Chipping Total			1,231.04
Healthy Urban Forest Initiative Total			74,739.67

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
APRIL 28, 2014**

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jackowski at 1:02 p.m., Monday, April 28, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence:

Pledge of Allegiance: Led by Board Member Caretto

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

Board Members Excused: Board Member Rick Herrick
Board Member Jay Obernolte

Board Members Absent: None

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

ANNOUNCEMENT

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

BOARD MEMBER GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

CONSENT CALENDAR

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

FP1. Approval of Demands – Check Issue Date 02/18/14 through 04/18/14 in the amount of \$210,641.86

Approved.

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

Approved.

FP3. Fire District Monthly Report for January 2014

Received and filed.

FP4. Fire District Monthly Report for February 2014

Received and filed.

FP5. Fire District Monthly Report for March 2014

Received and filed.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

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.

Board Member Herrick arrived at the meeting at 1:06 p.m.

Motion by Board Member Caretto; seconded by Vice Chairman Jahn to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

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.

Motion by Board Member Caretto; seconded by Vice Chairman Jahn, to adopt the following resolution entitled:

RESOLUTION NO. FP2014-03

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

Said Motion was approved by the following vote:

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

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Jackowski adjourned the meeting at 1:22 p.m.

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

DATE: May 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 – APRIL 2014**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	50	247
b.	Rescue/Medical Calls	132	755
c.	Training Class Summary	150.30	528.02
d.	DRC Reviews	3	8
e.	Fire Flow Reviews	0	1

2. COMMUNITY RELATIONS

- 2.1 April 9 – Battalion Chief Maltby represented the fire department at a Big Bear Lake Quilters Club meeting where he was presented with twelve lap quilts that will be carried on the first-out engines and ambulances. The purpose for the quilts is for the firefighter/paramedics to give them to those who are in need of emergency services as a source of comfort.
- 2.2 April 12 – Suppression personnel attended the Big Bear Youth Baseball Opening Day Ceremonies held at Meadow Park. Sparky the Fire Dog was on hand to greet the children and fire safety stickers were distributed.
- 2.3 April 15 – Apprentice FF/PM Webb provided a Healthcare Provider class to five members of the department to satisfy continuing education requirements.
- 2.4 April 19 – ‘A’ Shift participated in the 14th annual Soroptimist Spring Easter Egg Hunt held at the Community Church by the Lake by providing a public safety message craft for the children. The firefighters also gave out candy to the attendees.
- 2.5 April 21 – Paramedic Whitmore provided an advanced cardiac life support (ACLS) training for Fire Department personnel and some employees of Bear Valley Community Hospital.

- 2.6 April 24 – Paramedic Seward and PCF Evangelisti provided a CPR/AED training for ten employees of El Jacalito.
- 2.7 April 26 – Safety Coordinator Bruinsma staffed a table with public education materials at the Crisis Response International and Crisis Response Unit-Big Bear Lake event held at the Community Church by the Lake. The event focused on what the public can do if an emergency strikes in Big Bear. The on-duty crew provided a static display of an engine and an ambulance.
- 2.8 April – Chief Willis is attending various fundraisers for the Soroptimists’ Man About Town campaign.
- 2.9 April – the fire department received a thank you letter dated April 4, 2014 from Big Bear Cycling for the department’s support, assistance, and cooperation with the April 3 Big Bear Trial of the Redlands Bicycle Classic. See attached correspondence.
- 2.10 April – the Fire Explorers received a thank you note from the Breakthrough Task Force for their support during the Salute to its community partners. See attached correspondence.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
 - CSD Board – April 7 and 21
 - CSD Board, Special Meeting (First Capital Leasing) – April 24
 - Fire District – April 28
 - Fire Authority – April 22
 - Fire Authority Administrative Committee (budget discussion) – April 17
 - Administrative Staff meeting– April 15
 - Budget meetings/workshops – April 1
 - Baldwin Lake Annexation meetings – April 2 and April 19
 - Big Bear Lake City Council – April 28
- 3.2 April 3 – Chief Maltby met with Fire Financial Coordinator Berne to discuss a possible cost recovery ordinance for the Fire Authority.
- 3.3 April 3 – In conjunction with the San Bernardino County Fire Chiefs’ Association, Chief Willis participated in a City Managers update presentation in San Bernardino. Topics covered emergency medical response and basic & advanced life support services.
- 3.4 April 3 – Chief Willis participated in a telephone conference call with the Fire Districts Association of California Legislative Committee.

- 3.5 April 8 – Battalion Chief Maltby met with Phil Mosley, Chief Building Official for the City of Big Bear Lake to discuss the adoption of the 2013 Fire Code, with amendments, additions, and deletions.
- 3.6 April 9 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, Emergency Medical Services section.
- 3.7 April 10 – Battalion Chief Harold attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, Training Officers section.
- 3.8 April 14 - the fire department recognized Confire dispatchers for the exceptional service they provide to the firefighters in observance of National Public Safety Telecommunication Week, which is April 14 – 18. See attached thank you note, signed by the dispatchers.
- 3.9 April 17 – Battalion Chiefs Maltby, Harold, and Parham met with Terry McDonald of Snow Summit to coordinate emergency response for mountain bike operations for this summer.
- 3.10 April 21 – Battalion Chief Harold provided an advanced cardiac life support continuing education training to Suppression personnel.
- 3.11 April 22 – Battalion Chief Maltby attended a Confire Technical Committee meeting and later that day, he and Chief Willis attended a Confire Administrative Committee meeting.
- 3.12 April 24 – Chief Willis and Battalion Chief Maltby attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, which was hosted by the Fire & Burn Foundation. This was a joint meeting with the Riverside County Chiefs. A short press event was given for the new Ready, Set, Go brochure.
- 3.13 April 25 – Chief Willis met with Tom Lynch of the Inland Counties Emergency Medical Agency to discuss ambulance transportation.

4. HEALTH AND SAFETY

Nothing to report.

5. PERSONNEL

- 5.1 April – William Evangelisti successfully completed testing and promoted from Paid Call Firefighter to Apprentice Firefighter/EMT. Congratulations!
- 5.2 April 8 – Battalion Chief Parham met with Cheryl Hunter of the Career Institute, a career, education, and life planning company that assists young adults in becoming skilled workers in the workplace. The fire department has participated in this program

in the past and will partner with another young adult by providing hands-on work experience.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 April 8-11 – Chief Willis attended the annual Fire Districts Association of California conference with Director Jeff Newsome.
- 6.2 April 10 – Battalion Chief Maltby attended a County Arson training.
- 6.3 April 14 – Battalion Chief Parham received Ignition Officer training at the Crest Forest Fire Protection District.

7. MISCELLANEOUS

- 7.1 April 27 – Chief Willis attended a retirement luncheon for Dan Odom, a San Bernardino County Fire Protection District Chief.

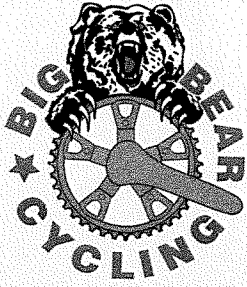
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BBC Fire

Copy of Training Class Summary by Category

Class Date Between {04/01/2014} And {04/30/2014}

Category	Classes	Pct of Classes	Hours	Pct of Hours
11PE CPR/AED CARD	1	2.85%	3.00	1.99%
14PF FIRE TRAINING SHIFTS [3 REQUIRED]	1	2.85%	12.00	7.98%
AB.1 Orientation and Introduction	1	2.85%	0.50	0.33%
AB.2 Notebook	1	2.85%	0.50	0.33%
AB.3 Policies & Procedures	1	2.85%	1.00	0.66%
AB.6 Introduction to District	1	2.85%	2.50	1.66%
AB.8 Uniforms	1	2.85%	1.50	0.99%
AB12 Daily Log Entries	1	2.85%	1.00	0.66%
AERIAL OPS Aerial Truck Operations	1	2.85%	1.00	0.66%
BB12 Ladders	1	2.85%	1.00	0.66%
BB16 Ropes & Knots	1	2.85%	1.00	0.66%
CO OFF TR Company Officer Training	2	5.71%	86.00	57.21%
CSD32 HEAT STRESS	1	2.85%	1.00	0.66%
CSD33 Environmental Health & Safety	1	2.85%	1.00	0.66%
CSD7 Fire Extinguisher Training	1	2.85%	2.50	1.66%
DRIVEOP DRIVER / OPERATOR	2	5.71%	4.00	2.66%
EMS E ACLS RECERT/MEGA CODE	1	2.85%	4.00	2.66%
FF1E SELF CONTAINED BREATHING APPARATUS	1	2.85%	2.00	1.33%
FF1G ROPES, KNOTS AMD HITCHES	2	5.71%	2.00	1.33%
FF1H HOSE, NOZZLES AND APPLIANCES	2	5.71%	3.00	1.99%
FF1I GROUND LADDERS	2	5.71%	2.30	1.53%
FF1J FORCIBLE ENTRY	1	2.85%	2.00	1.33%
FF1L VENTILATION	2	5.71%	3.00	1.99%
FF2K RESCUE	1	2.85%	2.00	1.33%
PUMP EVOL Pumping Evolutions	1	2.85%	2.00	1.33%
SKI A Assessment (Patient)	2	5.71%	5.50	3.65%
SKI T EMS Skills / Assesment Testing	1	2.85%	2.00	1.33%
TRSOLUTIONS Target Solutions	1	2.85%	1.00	0.66%
Totals	35		150.30	



tour de big bear
www.tourdebigbear.com • tourdebigbear@live.com

Ride with Us!

April 4, 2014

Mr. Jeff Willis
Fire Chief – Big Bear Fire District
PO Box 10000
Big Bear Lake, CA 92315

Dear Chief Willis:

On behalf of Big Bear Cycling and the Redlands Bicycle Classic, we would like to thank you and your staff again for the support, assistance and cooperation with the April 3 Big Bear Time Trial of the Redlands Bicycle Classic. It was very exciting to again host 357 professional cyclists for Stage #2, of the opening race, of the 2014 National Race Calendar . . . THE domestic racing series in the United States!! The Redlands Bicycle Classic is a prestigious world class five day road cycling race that consists of professional men's and women's cycling teams that come from all over the United States to compete. The event includes a nationally recognized paracycling race for people with diverse disabilities.

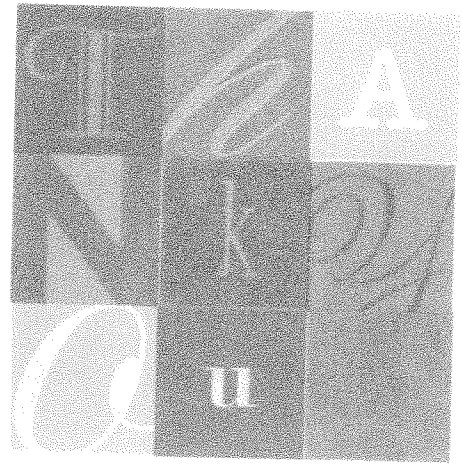
The department support with EMT and ambulances services for both Fawnskin and the East Boat Ramp for the race was VERY much appreciated and your staff did a great job is assisting to make sure the event was safe.

The event was a HUGE success yesterday. "Huge success" is quantified not by revenue, but in this case exposure to the Big Bear Valley, to the professional cycling world, its participants and spectators. Although this type of event does not draws the 10's of thousands of spectators an international race potentially could, teams have been visiting and training in the Valley for the last couple of weeks (even in the snow). This event is another added to the AMGEN Tour of California that **cumulatively** has made a HUGE impact on road cycling in the Big Bear Valley and tourism in general.

Thank you again for support and look forward to working with you on future events.

Sincerely,

Craig Smith
Big Bear Cycling



There are
many words
I could use
to express my
appreciation...

The Breakthrough Task Force
would like to thank the

Explorers and all who showed
us support at our Salute to
our Community Partners!

...but

"THANK YOU"

still says it best!

We appreciated your attendance
and help and look forward to
working with you in the future as we partner to
reduce access and use of alcohol and other drugs by you
through positive and creative community efforts!

Sincerely,
Bonnie Shaffer

CONFIRE JPA

Thank You!

Thank you! The key chains are awesome!!
Thank you! ^{Wister} Thank you
Johanna
Thanked
Gory
Elena

Thanks Big Bear!

Thank you
-Caset-

Thank you!
Scott
Thank you
Bunch
DOM. Am'

Thank you
-Danielle

Thank you
for all your
thoughtful
ideas
Terri Nelson

Thank
you
Tim

Very Cool Thank you! Yvette
THANK you For THE Goodies,
NOAH

Loved everything! Thank you! Lanette Thanks Daria

Thank
you for
everything!
Shereen

Thank you!
Christine

Thank you Big Bear
Fire For the Coffee, TEA
and Key Chains. We appreciate
it all!
thanks
he

SO NICE!!
THANK YOU!!
Vanessa

Thank you!
-Kim

Thank you!
Barley

Thank you!
-otto-

Thanks so much
for everything!!
A...

THANK YOU!
ARMANDO

Thank you!
BRIANA

Thank you!
R...

THANK YOU!!
C...

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

DATE: June 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 – MAY 2014**

1. SERVICE DELIVERY

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	56	303
b.	Rescue/Medical Calls	146	901
c.	Training Class Summary	100.0	628.02
d.	DRC Reviews	9	17
e.	Fire Flow Reviews	0	1

2. COMMUNITY RELATIONS

- 2.1 May 3 – Chief Willis made an appearance at the MS walk fundraiser.
- 2.2 May 4 – ‘C’ Shift-282 displayed a fire engine at the Seventh Day Adventist Church during a Fire Safety Fair. Firefighters were able to distribute fire safety brochures while there.
- 2.3 May 5 - Mercy Air Helicopter flew Quest volunteers to the Big Bear City Airport where they were met by personnel and units from the Big Bear Professional Firefighters’ Association and Baldwin Lake Volunteer Fire Department. During this time, the Firefighters’ Association presented Firefighters Quest for Burn Survivors with a check in the amount of \$500 and the Baldwin Lake Volunteer Fire Department gave a donation as well. Quest is a non-profit organization managed by firefighters and civilians who volunteer their services and are dedicated to assist those that have been affected by burn injuries.
- 2.4 May 15 – Through the 2013 Big Bear Leadership Connection, Firefighter/Paramedic LaVoire provided a dynamic and interactive presentation to approximately ten Career Institute students and three instructors. His presentation covered educational requirements and leadership skills in becoming a firefighter/paramedic in the fire service. Following the presentation, Firefighter/Paramedic LaVoire provided the students with a tour of the fire station.

- 2.5 May 17 - “B” Shift-281 participated in the Big Bear Library “Safety Around Water” event. Firefighters were able to speak to the children, ages three to eleven, about water safety.
- 2.6 May 18 – Firefighter/Paramedic Ricky Seward provided Healthcare Provider CPR/AED training for two Suppression members and one Explorer.
- 2.7 May 18 – Chief Willis attended the Soroptimist “Man About Town” finale at the Northwoods Resort.
- 2.8 May 19 – Apprentice Firefighter/Paramedic Joey Webb taught First Aid and CPR/AED to eighteen MWD employees.
- 2.9 May 20 – on-duty personnel attended a fundraiser for the Search and Rescue Team at Sonora Cantina Restaurant.
- 2.10 May 21 – ‘B’ Shift-281 participated in the annual Kiwanis Mountain Fun Day for special needs children, which was held at Meadow Park. The ladder truck and an ambulance were available for the children to check out and the firefighters handed out stickers. The event included a petting zoo, organized games, music by a deejay, and a barbecue lunch. Other participating agencies included Citizens on Patrol and Search & Rescue.
- 2.11 May 25 – During the Memorial Day holiday, “C” Shift-281 provided an engine for display in the Village for public viewing and answered questions.
- 2.12 May 28 – Administrative Assistant Flores attended the 40th Anniversary Celebration for the Big Bear Area Regional Wastewater Agency.
- 2.13 May Correspondence – (1) attached is a thank you note from the CCPS Pandas (students approximately 3 years of age), and (2) a thank you email from a woman involved in a biking accident at Snow Summit.

3. OPERATIONS

- 3.1 Chief Willis and/or Battalion Chief Maltby attended the following meetings during the reporting month:
 - CSD Board – May 5 and 19
 - CSD, Finance Committee – May 1
 - CSD, Park & Recreation Committee – May 14
 - Fire District Budget Workshop – May 12
 - Departmental Administrative Staff meeting – May 13
 - Baldwin Lake Annexation meetings – May 3 and 7
 - Big Bear Lake City Council – May 12

- 3.2 May 6 - Chief Willis, Battalion Chief Maltby, Fire Fuels Program Supervisor Yegge, and Administrative Assistant Gustason met with representatives of the County of San Bernardino Land Use Services Division to discuss the upcoming hazard abatement season.
- 3.3 May 13 – Chief Willis attended the monthly General Managers’ lunch meeting.
- 3.4 May 13 – Chief Willis, Fire Fuels Program Supervisor Yegge, and Administrative Assistant Gustason met with Phil Mosley to discuss potential appeals for the wood shake/shingle roof replacement program.
- 3.5 May 14 – Battalion Chief Maltby attended the Development Review Committee meeting at City Hall.
- 3.6 May 22 – Chief Willis and Battalion Chief Maltby attended the annual Building and Safety Open House.
- 3.7 May 22 – Chief Willis attended the monthly meeting of the San Bernardino County Fire Chiefs’ Association, held at the Rancho Cucamonga Fire Department Emergency Operations Center. Prior to this meeting, members of the Fire Chiefs’ Association attended the County Peace Officer Memorial Ceremony at the same location.
- 3.8 May 28 – Chief Willis and Battalion Chiefs Maltby, Harold and Parham met to preplan Zone 3 fire responses for the upcoming, anticipated high fire season.
- 3.9 May 28 – Battalion Chief Maltby met with representatives from the City of Big Bear Lake and County of San Bernardino Building & Safety Departments, Department of Water and Power, Big Bear City Community Services District, and local fire sprinkler contractors to coordinate requirements for residential fire sprinklers and backflow devices.
- 3.10 May 28 – Chief Willis, Battalion Chiefs Maltby, Walker, and Smith and Administrative Assistant McIlwain met to discuss incident reimbursements from the U.S. Forest Service.

4. HEALTH AND SAFETY

Nothing to report.

5. PERSONNEL

- 5.1 May 31 – a written exam was administered for the position of Paid Call Firefighter.

6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS

- 6.1 May 1 – Administrative Assistant Flores participated in a records management webinar (generating, receiving, processing, accessing, and archiving).

- 6.2 May 15 – Battalion Chief Parham attended a Fire Command 2B class.
- 6.3 May 19 – Battalion Chiefs Maltby, Harold, and Parham attended the CFED-West conference and expo in Palm Springs. This conference was created for emergency personnel by emergency personnel.
- 6.4 May 22 – Administrative Assistant Gustason completed HIPAA scenario-based DVD training for a better understanding of the obligations under the newly revised HIPAA rules.

7. MISCELLANEOUS

- 7.1 May 6 – fire department personnel took a group photo that will be displayed in Administration.
- 7.2 May 14 – The following personnel participated in the Rancho Bernardo and San Diego Complex strike team assignments: Chief Willis, Captain Rogers, Engineer McElfish, and Firefighter/Paramedic Willis.

Training Class Summary by Category

Class Date Between {05/01/2014} And {05/31/2014}

Category	Classes	Pct of Classes	Hours	Pct of Hours
14PF FIRE TRAINING SHIFTS [3 REQUIRED]	2	5.71%	24.00	***.***%
AB.9 Time Sheets/Pay System	1	2.85%	2.00	-9.30%
AB11 Forms, Reports, & Records	1	2.85%	2.00	-9.30%
AB13 Chain of Command	1	2.85%	2.00	-9.30%
AB14 Satation Computer & Software	1	2.85%	2.00	-9.30%
AB23 Wildland Fire Fighting	1	2.85%	1.50	-6.97%
BB.9 Salvage	1	2.85%	1.00	-4.65%
CB.2 Engine Company Evolutions VII & VIII	1	2.85%	1.00	-4.65%
CB.6 Search & Rescue of Buliding	1	2.85%	1.00	-4.65%
CB16 Maps	1	2.85%	1.00	-4.65%
CO OFF TR Company Officer Training	2	5.71%	16.00	-74.41%
DB.3 Master Stream Appliances	1	2.85%	3.00	-13.95%
EMS D PEER REVIEW	1	2.85%		
FF1G ROPES, KNOTS AMD HITCHES	6	17.14%		
FF1K RESCUE	1	2.85%	3.00	-13.95%
FF1T WILDLAND FIRE FIGHTING	1	2.85%	3.00	-13.95%
FF2K RESCUE	1	2.85%	2.50	-11.62%
LEG A Documentation/Computer entries	3	8.57%	6.00	-27.90%
SKI B SKILLS DAY RECERT	1	2.85%	4.00	-18.60%
SKI D EMS SIMULATOR	1	2.85%	2.00	-9.30%
SKI T EMS Skills / Assesment Testing	1	2.85%	4.00	-18.60%
TRSOLUTIONS Target Solutions	2	5.71%	6.00	-27.90%
WLREF WILDLAND ANNUAL REFRESHER	3	8.57%	12.00	-55.81%
	Totals	35	100.0	

Sue McIlwain

From: Big Bear Fire Department [smcilwain@bigbearfire.org]
Sent: Wednesday, May 14, 2014 12:29 PM
To: Sue McIlwain
Subject: Big Bear Fire Department: thank you!

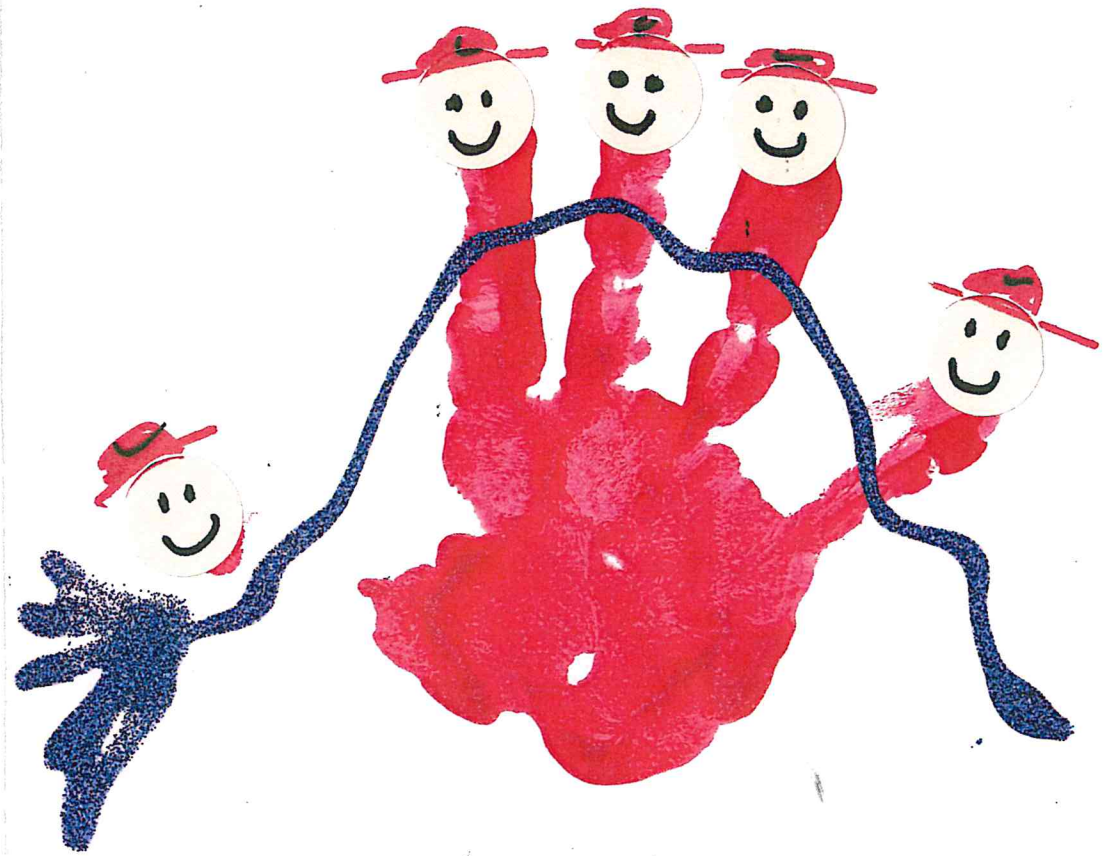
This is an enquiry email via <http://bigbearfire.com/> from:
[REDACTED]@yahoo.com>

Just wanted to send a big thank you to the team (Bill?, Andrew?, and ?? - I'm terrible with names, especially after a head injury) that helped me after my biking accident on Saturday at the Summit bike park. That was a pretty scary ordeal for me and their kindness, care and professionalism kept me calm and feeling safe. I can't express how much I appreciate everything you guys did! Hopefully I don't end up in an ambulance again, but if I do I hope it's with a team that is as great as you guys.

Sincerely,
[REDACTED]

For protecting
us and being
so very brave!
You are our heroes!

♥, CCPS Pandas
Mrs. ^{Suzanne} Raj (3 years old) Ty
Aria Molly
Kurt Reese Arjun Blake Cat
Joonwon Brayden Courtney Gabby
Karina Jack Stella Mrs. Kim



♥ Thank you! ♥



AGENDA REPORT

Item No. FP5

MEETING DATE: June 23, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kathleen Smith, Chief Operations Officer

SUBJECT: **CHANGES TO FIRE ADMINISTRATIVE STAFF**

BACKGROUND

For a number of years, there has been ambiguity with regard to certain administrative employees that work for the Fire Protection District, but are tied to the City of Big Bear Lake's General Employees Bargaining Unit. At times, this dual employment affiliation has created confusion due to the lack of clear distinction between the Fire District and City's employment benefits, regulations, and job descriptions.

DISCUSSION

As discussed and approved as part of the Fiscal Year 2014/15 Fire Board Budget Workshop, management is currently taking steps to clearly identify administrative personnel working for the Fire Department as Fire District personnel. In an effort to formally reclassify these employees, management has created job descriptions that accurately reflect the functions currently performed by the Fire District's administrative personnel. The proposed budget includes changes in two Administrative Assistant positions resulting in the upgrade of the Administrative Assistants to Accounting Technician and Administrative Specialist - Fire. In addition, the position of Administrative Assistant - Fire Chief is being proposed. The reclassification of the Administrative Assistant - Fire Chief will not be implemented until the connection to the City's General Employees Bargaining Unit is eliminated.

Attached for your review are the proposed changes to the administrative titles and job descriptions we are recommending to be reclassified as Fire District personnel. The Accounting Technician position already has an established job description and salary range.

- Administrative Assistant – Fire Chief
- Administrative Specialist – Fire

FISCAL IMPACT

The Administrative Specialist – Fire and the Accounting Technician positions are already included in the proposed Fiscal Year 2014/15 Budget. The fiscal impact of the Administrative Assistant - Fire Chief salary range adoption is not material and can be absorbed into the proposed Fiscal Year 2014/15 Budget.

RECOMMENDATION

Staff recommends that the Fire District Board adopt the attached resolutions approving the job descriptions and salary ranges for the Administrative Assistant - Fire Chief and Administrative Specialist - Fire positions.

Attachment A and Exhibits: Proposed Resolution - Administrative Assistant – Fire Chief
Attachment B and Exhibits: Proposed Resolution- Administrative Specialist – Fire

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, ADOPTING THE JOB DESCRIPTION AND SALARY RANGE FOR ADMINISTRATIVE ASSISTANT - FIRE CHIEF

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

WHEREAS, the City Council of the City of Big Bear Lake (“Council”) has the authority to provide for the management and administration of the City; and

WHEREAS, the Fire Board and the City Council (“Council/Board”) are composed of the same individuals; and

WHEREAS, it is necessary to adopt the attached job description (Exhibit A) and establish the attached salary range (Exhibit B) for the Administrative Assistant - Fire Chief position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Bear Lake Fire Protection District that the job description be adopted and the salary range be established for the position of Administrative Assistant - Fire Chief.

PASSED, APPROVED, AND ADOPTED this __ day of June, 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 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 ____ day of June, 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 June, 2014.

Corinne E. Flores
Board Secretary

EXHIBIT A
BIG BEAR LAKE FIRE PROTECTION DISTRICT
ADMINISTRATIVE ASSISTANT - FIRE CHIEF

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

DEFINITION:

Under general supervision, performs a wide variety of routine and complex office, clerical, and office administrative support tasks and duties in support of the Fire Chief, Fire District Board, and Fire Authority Board; assists the public by providing information personally or directing information requests according to established procedures; performs work on special programs and projects; sorts, logs, and maintains records and other documents; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Assistant - Fire Chief** is the full working level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including organizing and coordinating workloads, maintaining calendars, scheduling appointments, and preparing documents.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Fire Chief or his/her designee.

ESSENTIAL FUNCTIONS: *(included but are not limited to the following)*

- Performs a wide variety of routine and complex office, clerical and administrative support tasks and duties in support of the Fire Chief, Fire District Board, and Fire Authority Board and other staff; assists the public by providing information personally or directing information requests according to established procedures; serves as the Board Secretary.
- Receives and disseminates all of the Fire Chief's calls and determines the appropriate Battalion Chief to research and respond to issues.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public requiring in-depth knowledge of the District/Authority; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the District/Authority to callers and visitors in a professional and customer friendly manner.
- Assists in the preparation of agenda reports, official documents, minutes, resolutions, ordinances and agreements; prepares and distributes Fire District and Fire Authority agenda packets; manages records and official files for the Fire District and Fire Authority; attends Fire District and Fire Authority meetings.

ADMINISTRATIVE ASSISTANT – FIRE CHIEF

Page 2

- Performs a wide variety of sensitive and complex clerical, office, and administrative support tasks and duties.
- Coordinates and oversees a variety of special projects and programs as assigned by the Fire Chief; conducts research and provides recommendations regarding project activity.
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, including general correspondence, staff reports, press releases, public information items, spreadsheets, agendas, resolutions, meeting minutes, legislative documents, and memos; gathers data and keeps necessary records to support administrative decision making; establishes and maintains a variety of public records and files; responds to requests for public records; researches files for information requested for the preparation of reports or conduct of other office business.
- Compiles and maintains records and prepares reports; maintains a variety of files.
- Schedules meetings and appointments; maintains a calendar for meetings and other events; arranges travel to meetings and conferences.
- Attends bid openings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District/Authority management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Assistant - Fire Chief**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative and clerical support experience of a highly confidential nature, and a high school diploma or equivalent, supplemented with specialized training in the

clerical/secretarial field. The possession of an associate's degree in a related field can substitute for two years experience. Public sector experience is preferred.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

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

Knowledge of:

Modern office, administrative, and clerical policies and procedures; District/Authority codes and ordinances; complex clerical and administrative tasks, including agenda and meeting minutes preparation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Provide complex clerical support to executive management; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of work; maintain complex office records and files; oversee special projects and programs; meet critical deadlines; deal successfully with the public, in person, and over the telephone; courteously respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

EXHIBIT B

**SALARY RANGE
ADMINISTRATIVE ASSISTANT – FIRE CHIEF**

	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	22.84	23.98	25.18	26.44	27.76
Monthly	3,958.93	4,156.53	4,364.53	4,582.93	4,811.73
Annually	47,507.20	49,878.40	52,374.40	54,995.20	57,740.80

DRAFT

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, ADOPTING THE JOB DESCRIPTION AND SALARY RANGE FOR ADMINISTRATIVE SPECIALIST - FIRE

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

WHEREAS, the City Council of the City of Big Bear Lake (“Council”) has the authority to provide for the management and administration of the City; and

WHEREAS, the Fire Board and the City Council (“Council/Board”) are composed of the same individuals; and

WHEREAS, it is necessary to adopt the attached job description (Exhibit A) and establish the salary range (Exhibit B) for the Administrative Specialist - Fire position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Bear Lake Fire Protection District that the job description be adopted and the salary range be established for the position of Administrative Specialist – Fire.

PASSED, APPROVED, AND ADOPTED this __ day of June, 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 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 ____ day of June, 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 June, 2014.

Corinne E. Flores
Board Secretary

EXHIBIT A
BIG BEAR LAKE FIRE PROTECTION DISTRICT
ADMINISTRATIVE SPECIALIST - FIRE

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

DEFINITION:

Under general supervision, performs administrative duties of a highly responsible, specialized, and technical nature; provides administrative support for preparing state and federal grant applications; and in the oversight of grant funds and project activities.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Specialist - Fire** is the full journey level class in which incumbents are expected to independently perform the full scope of duties for the Fire District. Incumbents perform a full range of administrative support duties, including preparation of reports, review of grant applications, and submittals.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Fire Chief or his/her designee. Incumbents in this class may provide functional supervision over assigned clerical personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of complex, responsible and technical administrative professional duties for the Fire Chief and other designated personnel; completes special projects and assignments; coordinates and prioritizes workflow; recommends improvements in procedures and use of equipment.
- Assists the public by phone and receives visitors at the counter; listens to and receives complaints; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; represents the Fire District to all callers and visitors in a professional and customer friendly manner.
- Monitors and coordinates the daily operation of assigned program areas; maintains appropriate records and statistics; conducts surveys and performs research and statistical analyses as requested; prepares related reports.
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, which may include complex correspondence, agendas, press releases, reports, and memos; prepares and distributes a variety of documents; creates logs, databases, and forms; maintains accurate files and records.
- Researches grant availability, requirements, and administrative criteria; monitors state and federal legislation related to grant opportunities.

ADMINISTRATIVE SPECIALIST - FIRE

Page 2

- Prepares or assists in preparing grant proposals; monitors active grants to ensure that all stipulations and regulations regarding the use of funds are met; maintains or assists in maintaining appropriate records and documentation to satisfy audit requirements.
- Processes requests for grant funds; ensures funds are expended in accordance with grant requirements and restrictions; prepares and processes documentation to ensure grant monies are received and grants are closed-out with granting agencies upon completion.
- Prepares and administers contracts.
- Conducts surveys and performs research and statistical analyses as requested; prepares related reports.
- Uses computers to prepare and proofread drafts, forms, spreadsheets, and a variety of documents, which may include complex correspondence, press releases, reports, and grant documents; maintains accurate files and records.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Specialist - Fire**. A typical way of obtaining the required qualifications is to possess three years of progressive, responsible, directly related experience and an Associate's Degree or equivalent in business or public administration, finance or a closely related field. Experience in the public sector is preferred.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment.

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

Knowledge of:

Standard office and administrative policies and procedures; principles, practices and administration of grants; records processing and maintenance procedures and systems; preparation of complex documents; basic principles of mathematics; survey methodology and statistical analysis; typical federal and state grant processes and procedures; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Provide administrative support; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; learn the policies, procedures, and guidelines of the Fire District in a timely manner; collect, evaluate, and interpret varied information and data; maintain accurate files; make effective public presentations; research and prepare complex written reports with recommendations; compose correspondence or documents; coordinate multiple projects and meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, ordinances, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; work independently in the absence of supervision; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications including Excel and Access.

EXHIBIT B

**SALARY RANGE
ADMINISTRATIVE SPECIALIST – FIRE**

	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	21.80	22.89	24.03	25.23	26.49
Monthly	3,778.67	3,967.60	4,165.20	4,373.20	4,591.60
Annually	45,344.00	47,611.20	49,982.40	52,478.40	55,099.20

DRAFT



AGENDA REPORT

Item No. **FP6**

MEETING DATE: June 23, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kelly Ent, Administrative Services Director

SUBJECT: **PROPOSED RESOLUTION ADOPTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2014/15**

BACKGROUND

Pursuant to Government Code 53646, the Investment Policy shall be reviewed and submitted annually for adoption at a public meeting. The last review and adoption was on June 20, 2013 for the 2013/14 fiscal year.

DISCUSSION

The attached Statement of Investment Policy (Attachment B) remains unchanged from last year. The last revision was made in August 1999 to:

- Emphasize the safeguarding of funds;
- Simplify its scope and direction;
- Customize it to the needs of the City of Big Bear Lake; and
- Make it conform to guidelines developed by the Municipal Treasurers Association.

The Investment Policy covers all funds and investment activity under the authority of the City Council and the Fire Protection District. Therefore, the requirement that safety and appropriate liquidity be maintained, with yield becoming a consideration only after these basic safety and liquidity requirements are met, is the basis for all investments of funds not needed to meet immediate demands. The Investment Policy allows for the diversification of investments beyond the California State Local Agency Investment Fund (LAIF) provided emphasis is placed on safety and liquidity over yield; however, all investments have remained with LAIF.

By participating in the LAIF, local agencies have the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars using the investment expertise of the California State Treasurer's Office investment staff. Investments of funds held by Trustees and Paying Agents for long-term debt are guided by various bond indentures. Additional information regarding LAIF can be found on the State Treasurer's website located at <http://www.treasurer.ca.gov/pmia-laif/>

Agenda, Proposed Resolution Adopting a Statement of Investment Policy for Fiscal Year
2014/15
June 23, 2014
Page 2

RECOMMENDATION

It is recommended that the Fire District Board adopt the attached resolution (Attachment A) reaffirming the Statement of Investment Policy for Fiscal Year 2014/15.

KE/JW/cef

Attachment A: Proposed Resolution No. FP2014-XX Adopting the Statement of Investment Policy for FY 2014/15

Attachment B: Big Bear Lake City Council Policy, Statement of Investment Policy

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, ADOPTING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2014/15

WHEREAS, the Big Bear Lake Fire Protection District (Fire District) became a subsidiary district to the City of Big Bear Lake on November 28, 1980; and

WHEREAS, it is necessary to annually readopt the Fire District Investment Policy as provided in Government Code Section 53646; and

WHEREAS, it is desirable for the Fire District to adopt the same Investment Policy as the City.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Bear Lake Fire Protection District that the attached Statement of Investment Policy be adopted.

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

Corinne E. Flores
Board Secretary

BIG BEAR LAKE CITY COUNCIL POLICY

STATEMENT OF INVESTMENT POLICY

Issued: 01-3-84

Revised: 10-29-88
12-16-92
06-27-96
08-09-99

Purpose:

This statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash and outline the procedures for maximizing the efficiency of the cash management system. The ultimate goal is to safeguard the assets of the City while enhancing its economic status.

Policy:

It is the policy of the City of Big Bear Lake to invest public funds in a manner which will safeguard these monies, meet the daily cash flow demands of the City, conform to all state and local statutes governing the investment of public funds, while seeking the highest investment return within the aforementioned constraints.

Scope:

This investment policy applies to all financial assets of the City of Big Bear Lake. These funds are accounted for in the City of Big Bear Lake **Comprehensive Annual Financial Report** and include:

Funds:

- > The General Fund
- > Special Revenue Funds
- > Capital Project Funds
- > Enterprise Funds
- > Trust and Agency Funds
- > Retirement Funds

Prudence:

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the Treasurer shall be the “**prudent investor**” standard and shall be applied in the context of managing an overall portfolio. The Treasurer and his employees, when exercising due diligence and acting in accordance with the investment policy, shall be relieved of personal responsibility and liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objective:

The primary objectives, in priority order, of the City of Big Bear Lake’s investment activities shall be:

Safety:

Safety of principal is the foremost objective of the investment program. Investments of the City of Big Bear Lake shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity:

The City of Big Bear Lake’s investment portfolio will remain sufficiently liquid to enable the City of Big Bear Lake to meet all operating requirements which might be reasonably anticipated.

Return on Investments:

The City of Big Bear Lake’s investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City of Big Bear Lake’s investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority:

Authority to manage the City of Big Bear Lake’s investment program is derived from the City Council. Management responsibility for the investment program is hereby delegated to the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate employees acting on his or her behalf.

Ethics and Conflicts of Interest:

Employees and financial dealers/institutions involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such employees and financial dealers/institutions shall disclose to the City Manager, any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Big Bear Lake, particularly with regard to the timing of purchases and sales.

Authorized Financial Dealers and Institutions:

If the City expands its investment vehicles beyond Local Agency Investment Fund (LAIF) accounts, the Treasurer will compile and maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of California. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following: (e.g. audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, certification of having read the City of Big Bear Lake’s investment policy and depository contracts.)

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City of Big Bear Lake invests.

Authorized & Suitable Investments:

The City of Big Bear Lake is empowered by the California Government code to, and as a matter of City policy may, invest in the following types of securities.

- Securities of the U.S. Government, or its agencies
- Certificates of deposit, placed with commercial banks and S&L’s
- Commercial paper
- Medium term corporate notes
- Repurchase agreements
- Passbook savings account demand deposits
- Money market mutual funds
- Government sponsored pools and/or mutual funds

As a matter of practice, the City of Big Bear Lake shall favor the California State Local Agency Investment Fund (LAIF). Common stocks are not authorized for investment.

Investment Pools:

A thorough investigation of government sponsored pools and/or mutual funds is required prior to investing. A questionnaire or other method shall be developed to solicit the following information for subsequent review by the City:

- A description of eligible investment securities, and a written statement of investment policy and objectives.

- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, and maximum/minimum deposit/withdrawal.
- A schedule for receiving statements and portfolio listings.
- An explanation as to how reserves and retained earnings are utilized by the pool/fund.
- A fee schedule, and when and how fees are assessed.
- As statement as to whether the pool/fund is eligible for the investment of bond proceeds or whether it accepts such proceeds

Collateralization:

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be (102%) of market value of principal and accrued interest.

As required by federal statute, banks doing business with governmental entities are required to collateralize deposits. The City of Big Bear Lake maintains a bank account with Union Bank of California. All City deposits are collateralized.

When collateralizing investments other than bank deposits, collateral will be held by an independent third party with whom the City of Big Bear Lake has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City of Big Bear Lake and retained.

Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements, entered into by the City of Big Bear Lake shall be conducted on a **delivery-versus-payment (DVP)** basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

Maximum Maturities:

To the extent possible, the City of Big Bear Lake will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Big Bear Lake will not directly invest in securities maturing more than **five** years from the date of purchase.

With City Council approval, reserve funds may be invested in securities exceeding **five** years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

Internal Control:

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

Market Yield (Benchmark):

The City of Big Bear Lake's investment strategy is **passive**. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be the **6 month U.S. T-Bill**.

Reporting:

The Treasurer shall provide to City Council, monthly investment reports which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the monthly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount, or earnings rate
- Par value, Amortized Book Value, and Market Value
- Percentage of the Portfolio represented by each investment category

Legislative Changes

Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into this investment policy and supersede any and all applicable language.

Investment Policy Adoption:

The City of Big Bear Lake's investment policy shall be adopted by resolution of the City of Big Bear Lake City Council. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

Glossary of Treasury Terms:

Accrued Interest- Interest earned but not yet received.

Active Deposits- Funds which are immediately required for disbursement.

Amortization- An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Asked Price- The price a broker dealer offers to sell securities.

Basis Point- One basis point is one hundredth of one percent (.01).

Bid Price- The price a broker dealer offers to purchase securities.

Bond- A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Value- The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Certificate of Deposit- A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

Collateral- Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Comprehensive Annual Financial Report (CAFR)- The official annual financial report for the City. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principals (GAAP).

Constant Maturity Treasury (CMT)- An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Coupon- The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Analysis- A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield- The interest paid on an investment expressed as a percentage of the current price of the security.

Custody- A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Delivery vs. Payment (DVP)- Delivery of securities with a simultaneous exchange of money for the securities.

Discount- The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification- Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration- The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.

Fannie Mae- Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Federal Reserve System- The central bank of the U.S. which consists of a seven member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

Federal Deposit Insurance Corporation (FDIC)- Insurance provided to customers of a subscribing bank which guarantees deposits to a set limit (currently \$100,000) per account.

Fed Wire- A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Freddie Mac- Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae- Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

Inactive Deposits- Funds not immediately needed for disbursement.

Interest Rate- The annual yield earned on an investment, expressed as a percentage.

Investment Agreements- An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Liquidity- Refers to the ability to rapidly convert an investment into cash.

Market Value- The price at which a security is trading and could presumably be purchased or sold.

Maturity- The date upon which the principal or stated value of an investment becomes due and payable.

New Issue- Term used when a security is originally "brought" to market.

Perfected Delivery- Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Portfolio- Collection of securities held by an investor.

Primary Dealer- A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Purchase Date- The date in which a security is purchased for settlement on that or a later date.

Rate of Return- The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (REPO)- A transaction where the seller (bank) agrees to buy back from the buyer (City) the securities at an agreed upon price after a stated period of time.

Reverse Repurchase Agreement (REVERSE REPO)- A transaction where the seller (City) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.

Risk- Degree of uncertainty of return on an asset.

Safekeeping- see custody.

Sallie Mae- Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

Secondary Market- A market made for the purchase and sale of outstanding issues following the initial distribution.

Settlement Date- The date on which a trade is cleared by delivery of securities against funds.

Treasury Bills- U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

U.S. Government Agencies- Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

Yield- The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity- The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

Yield Curve- The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.



AGENDA REPORT

Item No. **FP7**

MEETING DATE: June 23, 2014

TO: Honorable Chairman and Members of the Fire Protection District

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kelly Ent, Administrative Services Director

SUBJECT: **PROPOSED RESOLUTION ADOPTING THE FISCAL YEAR 2014/15 APPROPRIATIONS LIMIT FOR THE BIG BEAR LAKE FIRE PROTECTION DISTRICT**

BACKGROUND

Since the 1979 passage of Proposition 4, legislative bodies of taxing agencies are required to adopt an appropriations limit for their agencies. This required action must comply with Article XIII B of the State Constitution and Government Code 7901 et seq. The limit specifies the maximum appropriations that may be funded by proceeds of taxes. The adopted limits are to be adjusted each year by a “change factor” that is tied to growth indicators specified by the State. One indicator is the change in State per capita income. The other is population growth of the City or alternatively, the County. The formula provided by the State calls for conversion of each indicator to a ratio. The two ratios multiplied together produce the factor by which to change the appropriations limit. By applying the change factor to the prior year’s appropriations limit, the new limit is calculated.

The appropriations limit established by Resolution No. FP2013-05 for Fiscal Year 2013/14 is \$8,551,322. This becomes the basis for the Fiscal Year 2014/15 appropriations limit in the proposed resolution (Attachment A – Calculation of Appropriations). The limit to be established by resolution (Attachment B) for Fiscal Year 2014/15 is \$8,598,354.

RECOMMENDATION:

It is recommended that the Fire District Board adopt the attached resolution establishing the appropriations limit for fiscal year 2014/15.

KE/JW/cef

Attachment A: Calculation of Appropriations Limit for FY 2014/15

Attachment B: Proposed Resolution No. FP2014-XX

**BIG BEAR LAKE FIRE PROTECTION DISTRICT
CALCULATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014/15**

APPROPRIATIONS LIMIT 2013/14		<u>FIRE</u>
		8,551,322
	<u>City</u>	<u>County</u>
Per capita Personal Income (converted to a ratio)	0.9977	0.9977
Population Growth (converted to a ratio)	1.0057	1.0078
Combined Factor	1.0034	1.0055
Factor Applied (higher of City or County)		1.0055
APPROPRIATIONS LIMIT 2013/14		8,598,354

COMPARISON: APPROPRIATIONS LIMIT VS. PROCEEDS OF TAXES

		<u>FIRE</u>
Estimated Proceeds of Taxes 2014/15		4,411,400
Capital Projects Excludable (streets)		-
Total Subject to the Limit		4,411,400
APPROPRIATIONS LIMIT 2013/14		8,598,354
Amount Available from Limit		4,186,954

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, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014/15 FOR THE BIG BEAR LAKE FIRE PROTECTION DISTRICT IN ACCORDANCE WITH PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE

WHEREAS, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979 provides that the total annual appropriations subject to limitation of each local government shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Article; and

WHEREAS, the State legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Proposition 111, the Traffic and Congestion Relief and Spending Limitation Act of 1990 which was authorized on June 5, 1990, modified the calculation method for the limitation; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting. Fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Section 7902 (a) and 7902.6 of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for the 2014/15 fiscal year; and

WHEREAS, the Board of the Fire Protection District wishes to establish the appropriations limit for fiscal year 2014/15 for the Big Bear Lake Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Bear Lake Fire Protection District, as follows:

Section 1. That it is hereby found and determined that the documentation used in the determination of the appropriations limit for the Big Bear Lake Fire Protection District for fiscal year 2014/15 was available to the public in the Finance Division at least fifteen days prior to this date.

Section 2. That the appropriations limit for the Big Bear Lake Fire Protection District as established in accordance with Section 7902 (a) and 7902.6 of the California Government Code for fiscal year 2014/15 is \$8,598,354.

Section 3. That the cost of living factor selected was the California per capita personal income factor, which was a decrease of 0.23% for 2014/15.

Section 4. That the population growth factor for 2014/15 was that of the County of San Bernardino, which grew by 0.78%.

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

Corinne E. Flores
Board Secretary



AGENDA REPORT

Item No. **FP8**

MEETING DATE: June 23, 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: **PROPOSED RESOLUTION TO ADOPT THE FISCAL YEAR 2014/15 BIG BEAR LAKE FIRE PROTECTION DISTRICT BUDGET**

BACKGROUND

Attached is the Big Bear Lake Fire Protection District proposed Budget for Fiscal Year 2014/15 (Attachment B), which was reviewed and discussed at the May 12, 2014 special joint meeting with City Council. The proposed Fiscal Year 2014/15 Budget continues to shift operational costs over to the Authority through the consolidation effort. As a result, both agencies are reporting savings through the consolidation of these costs.

To adopt the budget, the Board must conduct a public hearing, as noticed in the local newspaper on June 11 and June 18, 2014, and adopt a resolution (Attachment A) approving the budget. The attached resolution summarizes the total Appropriated Resources and Appropriated Uses included in the proposed budget.

RECOMMENDATION

Staff recommends the Board conduct a public hearing and adopt the attached resolution adopting the Fiscal Year 2014/15 Big Bear Lake Fire Protection District Budget.

MM/cef

Attachment A: Proposed Resolution Adopting the Big Bear Lake Fire Protection District Approved Budget for Fiscal Year 2014/15

Attachment B: Proposed Big Bear Lake Fire Protection District FY 2014/15 Operating Budget

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, ADOPTING THE BIG BEAR LAKE FIRE PROTECTION DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2014-15

WHEREAS, the Big Bear Lake Fire Protection District held a budget conference and a public hearing on the proposed budget.

NOW, THEREFORE, BE IT RESOLVED, that the Big Bear Lake Fire Protection District does hereby adopt the approved budget for the Big Bear Lake Fire Protection District; and

BE IT FURTHER RESOLVED that the appropriated resources and uses are as follows for the Fiscal Year 2014-15 budget:

Fund	Appropriated Resources	Appropriated Uses
Fire Operating Fund	4,887,470	4,857,185
Fire Shared Administration Fund	890,775	890,775
Fire Capital Fund	15,000	15,000
Fire Suppression Fees	10,300	15,000
HUFI	199,500	179,700

PASSED, APPROVED AND ADOPTED this day of June, 2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Jackowski, Chairman

ATTEST:

Corinne E. Flores, Board Secretary

Page 2

Resolution No. FP2014-XX

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 ___th day of June, 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 June, 2014.

Corinne E. Flores
Board Secretary

Big Bear Lake Fire Protection District

FY 2014-15 Operating Budget (Draft)



Budget Meeting
May 12, 2014

TABLE OF CONTENTS

1.0	INTRODUCTION	
	All Funds Summary by Type	3
	Full-Time Equivalent (FTE) Distribution of Personnel	4
2.0	SUMMARIES	
	District Fund Balance Projection	5
3.0	OPERATIONS	
	Fund 220 - District Operating Fund Detail	10
	Fund 221 - Shared Administration Detail	15
	Reserve Summary	17
	Vehicle Inventory	18
3.1	CAPITAL	
	Fund 325 - Capital Projects Fund	20
	Fund 335 - Fire Suppression Developer Fees	21
4.0	HEALTHY URBAN FOREST INITIATIVE (HUPI)	23

FY 2014-15 ALL FIRE PROTECTION DISTRICT FUNDS FUND TYPE

		FY 2014-15 Proposed Budget					
Fund Description	Fund #	Estimated Beginning Fund Balance 7/01/14	Recurring Revenue & Transfers In	Recurring Expenses & Transfers Out	Net Recurring Surplus (Shortfall)	Net Non-Recurring Revenue (Expenses)	Estimated Ending Fund Balance 6/30/15
Special Revenue Funds:							
Fire District Operations	220	\$ 646,099	\$ 4,491,370	\$ 4,449,335	\$ 42,035	\$ (21,750)	\$ 666,384
Fire District Administration	221	0	890,775	890,775	-	-	0
Fire Suppression Developer Fees	335	171,776	10,300	-	10,300	15,000	197,076
Healthy Urban Forest Initiative	994	(12,465)	-	-	-	19,800	7,335
Total Special Revenue Funds		\$ 805,411	\$ 5,392,445	\$ 5,340,110	\$ 52,335	\$ 13,050	\$ 870,796
Capital Project Funds:							
Capital Projects - Fire	325	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Capital Project Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total All Funds		\$ 805,411	\$ 5,392,445	\$ 5,340,110	\$ 52,335	\$ 13,050	\$ 870,796

**Big Bear Lake Fire Protection District
Full-time Equivalent Distribution**

Position	FY 2013-14				FY 2014-15				
	Adopted Budget	Fire Suppression	Shared Administration (1)	HUFI Grant Administration	Proposed Budget	Fire Suppression	Shared Administration (1)	HUFI Grant Administration	
Captain	3.00	3.00	-	-	3.00	3.00	-	-	
Engineer	3.00	3.00	-	-	3.00	3.00	-	-	
Firefighter	-	-	-	-	-	-	-	-	
Firefighter/Paramedic (2)	9.00	9.00	-	-	6.00	6.00	-	-	
Suppression FTEs Employed by FPD	15.00	15.00	-	-	12.00	12.00	-	-	
Administrative Assistant	3.00	1.00	1.25	0.75	1.00	0.50	0.50	-	
Accounting Technician	-	-	-	-	1.00	0.50	0.50	-	
Administrative Specialist - Fire	-	-	-	-	1.00	0.125	0.125	0.75	
Assistant Chief	1.00	0.50	0.50	-	-	-	-	-	
Shift Battalion Chief	-	-	-	-	1.00	0.50	0.50	-	
Battalion Chief - Paid Call	0.03	0.015	0.015	-	0.62	0.31	0.31	-	
Fire Fuels Program Supervisor	1.00	-	-	1.00	1.00	0.25	-	0.75	
Administrative FTEs Employed by FPD	5.03	1.52	1.77	1.75	5.62	2.18	1.93	1.50	
Chief	0.50	-	0.50	-	0.50	-	0.50	-	
Training Battalion Chief	0.50	-	0.50	-	-	-	-	-	
Shift Battalion Chief	-	-	-	-	0.50	-	0.50	-	
Administrative Battalion Chief	-	-	-	-	0.50	-	0.50	-	
Fire Inspector	0.50	-	0.50	-	-	-	-	-	
Apprentice Firefighter/Medic	-	-	-	-	4.50	4.50	-	-	
FTEs Employed by CSD	1.50	-	1.50	-	6.00	4.50	1.50	-	
Total Positions	21.53	16.52	3.27	1.75	23.62	18.68	3.43	1.50	
FTEs Employed by FPD	20.03	16.52	1.77	1.75	17.62	14.18	1.93	1.50	
FTEs Employed by CSD	1.50	-	1.50	-	6.00	4.50	1.50	-	
Total Positions by Employer	21.53	16.52	3.27	1.75	23.62	18.68	3.43	1.50	
					Prior Year	21.53	16.52	3.27	1.75
					Difference	2.12	2.18	0.18	(0.25)

(1) Costs associated with the administrative positions are shared by FPD and CSD.

(2) Three Firefighter/Paramedic positions currently vacant. FY 2014-15 plan to fill with 9 cost shared Apprentice Firefighters.

Summary of Changes		
Position	Description of Changes	FTE
Assistant Chief	Vacancy - Replaced with Shift Battalion Chief	(1.00)
Shift Battalion Chief	Shift Battalion Chief replacing Assistant Chief	1.00
Fire Inspector	CSD cost shared Fire Inspector replaced with Training Battalion Chief	(0.50)
Training Battalion Chief	CSD cost shared Training Battalion Chief replacing Fire Inspector	0.50
Training Battalion Chief	CSD cost shared Training Battalion Chief replaced with Shift BC	(0.50)
Shift Battalion Chief	CSD cost shared Shift Battalion Chief replacing Training BC	0.50
Battalion Chief - Paid Call	Increased hours based on utilization - 2/3 reimbursable	0.62
Firefighter/Paramedic	Vacancies - Replaced with cost shared Apprentice Firefighters	(3.00)
Apprentice Firefighter	Cost shared positions replacing vacant Firefighter/Paramedics	4.50
Administrative Assistant	Eliminate and upgrade to Accounting Technician & Admin. Analyst	(2.00)
Accounting Technician	Upgraded from Administrative Assistant	1.00
Administrative Specialist-Fire	Upgraded from Administrative Assistant	1.00
		2.12

FIRE DISTRICT PROJECTION

	[A]	[B]	[C]	[D]	[E] [D] - [C]	[F] [E] \ [C]	[I] [D] - [A]	[J] [I] \ [A]
	FY 2013-14 Adopted Budget	FY 2013-14 Adjusted Budget	FY 2013-14 Projected Year End	FY 2014-15 Proposed Budget	Proposed - Projected Difference		Proposed - Adopted Difference	
					\$	%	\$	%
Unassigned Fund Balance								
Balance, Start of year	509,839	1,852,854	1,852,854	646,099				
Total Revenue	4,875,900	4,978,580	4,932,800	5,038,345	105,545	2%	162,445	3%
Total Expenditures	(4,808,955)	(6,536,535)	(6,139,555)	(5,095,560)	1,043,995	-17%	(286,605)	6%
Net Revenue (Expenditures)	66,945	(1,557,955)	(1,206,755)	(57,215)	1,149,540		(124,160)	
Net Transfers	-	-	-	77,500	77,500	%	77,500	%
Projected Increase (Decrease) in fund balance	66,945	(1,557,955)	(1,206,755)	20,285	1,227,040		(46,660)	
Projected Ending Unassigned Fund Balance	576,784	294,899	646,099	666,384				
Total One-time Revenue	209,250	219,630	219,630	303,600	83,970	38%	94,350	45%
Total One-time Expenditures	(205,000)	(1,685,280)	(1,688,400)	(402,850)	1,285,550	-76%	(197,850)	97%
Net One-time Transfers	-	-	-	77,500	77,500	%	77,500	%
One-time Resources / (Uses)	4,250	(1,465,650)	(1,468,770)	(21,750)				
Total Recurring Revenue	4,666,650	4,758,950	4,713,170	4,734,745	21,575	0%	68,095	1%
Total Recurring Expenditures	(4,603,955)	(4,851,255)	(4,451,155)	(4,692,710)	(241,555)	5%	(88,755)	2%
Net Recurring Transfers	-	-	-	-	-	%	-	%
Recurring Surplus / (Shortfall)	62,695	(92,305)	262,015	42,035				

FIRE DISTRICT PROJECTION

	[A]	[B]	[C]	[D]	[E]	[F]	[I]	[J]
					[D] - [C]	[E] \ [C]	[D] - [A]	[I] \ [A]
Revenue Summary	FY 2013-14 Adopted Budget	FY 2013-14 Adjusted Budget	FY 2013-14 Projected Year End	FY 2014-15 Proposed Budget	Proposed - Projected Difference		Proposed - Adopted Difference	
					\$	%	\$	%
Property Taxes	4,288,400	4,288,400	4,244,100	4,362,400	118,300	3%	74,000	2%
Subventions & Grants	57,000	67,380	67,380	49,000	(18,380)	-27%	(8,000)	-14%
One-time Grants	8,000	18,380	18,380	-	(18,380)	-100%	(8,000)	-100%
Recurring pass throughs & homeowners exemption	49,000	49,000	49,000	49,000	-	0%	-	0%
Licenses & Permits	38,200	38,200	29,700	29,200	(500)	-2%	(9,000)	-24%
Use of Money & Property	43,350	43,350	50,270	50,270	-	0%	6,920	16%
Current Service Charges	201,650	201,650	201,750	304,100	102,350	51%	102,450	51%
One-time Charges	201,250	201,250	201,250	303,600	102,350	51%	102,350	51%
Reimbursable Use of Personnel/Equipment	201,250	201,250	201,250	303,600	102,350	51%	102,350	51%
Recurring Charges	400	400	500	500	-	0%	100	25%
Miscellaneous	-	-	-	-	-	%	-	%
One-time sale of equipment	-	-	-	-	-	%	-	%
Recurring Miscellaneous Revenue	-	-	-	-	-	%	-	%
Shared Admin Cost Reimbursement	247,300	339,600	339,600	243,375	(96,225)	-28%	(3,925)	-2%
From CSD (50% of Admin FTEs employed by FPD)	247,300	339,600	339,600	243,375	(96,225)	-28%	(3,925)	-2%
Total Revenue	4,875,900	4,978,580	4,932,800	5,038,345	105,545	2%	162,445	3%
Total One-time Revenue	209,250	219,630	219,630	303,600	83,970	38%	94,350	45%
Total Recurring Revenue	4,666,650	4,758,950	4,713,170	4,734,745	21,575	0%	68,095	1%

FIRE DISTRICT PROJECTION

	[A]	[B]	[C]	[D]	[E]	[F]	[I]	[J]
					[D] - [C]	[E] \ [C]	[D] - [A]	[I] \ [A]
Expenditure Summary	FY 2013-14 Adopted Budget	FY 2013-14 Adjusted Budget	FY 2013-14 Projected Year End	FY 2014-15 Proposed Budget	Proposed - Projected Difference		Proposed - Adopted Difference	
					\$	%	\$	%
Direct Labor Costs	3,971,000	4,056,700	3,666,600	3,892,850	226,250	6%	(78,150)	-2%
One-time Labor Costs - Reimbursable	175,000	175,000	175,000	303,600	128,600	73%	128,600	73%
District Labor	3,255,600	3,242,100	2,852,000	2,698,475	(153,525)	-5%	(557,125)	-17%
Shared Labor	540,400	639,600	639,600	890,775	251,175	39%	350,375	65%
District Employees	247,300	339,600	339,600	243,375	(96,225)	-28%	(3,925)	-2%
CSD Employees	293,100	300,000	300,000	647,400	347,400	116%	354,300	121%
Supplies	-	-	-	-	-	%	-	%
One-time Supplies	-	-	-	-	-	%	-	%
Recurring Supplies	-	-	-	-	-	%	-	%
District Supplies	-	-	-	-	-	%	-	%
Shared Admin Supplies	-	-	-	-	-	%	-	%
Other Services & Charges	821,955	983,555	973,555	1,202,710	229,155	24%	380,755	46%
One-time Services & Charges	14,000	14,000	14,000	99,250	85,250	609%	85,250	609%
District Services & Charges	-	-	-	10,000	10,000	%	10,000	%
Authority Services & Charges	14,000	14,000	14,000	89,250	75,250	538%	75,250	538%
Shared Admin Services & Charges	-	-	-	-	-	%	-	%
Recurring Services & Charges	807,955	969,555	959,555	1,103,460	143,905	15%	295,505	37%
District Services & Charges	448,800	531,900	521,900	515,100	(6,800)	-1%	66,300	15%
Authority Services & Charges	373,155	437,655	437,655	588,360	150,705	34%	215,205	58%
Shared Admin Services & Charges	-	-	-	-	-	%	-	%
Capital Outlay	16,000	1,496,280	1,499,400	-	(1,499,400)	-100%	(16,000)	-100%
One-time Capital Outlay	16,000	1,496,280	1,499,400	-	(1,499,400)	-100%	(16,000)	-100%
Contributions to Reserves	-	1,469,900	1,469,900	-	(1,469,900)	-100%	-	%
Capital Outlay Funded by Reserves	-	-	-	-	-	%	-	%
Capital Outlay Funded by Grants	16,000	26,380	29,500	-	(29,500)	-100%	(16,000)	-100%
Recurring Capital Outlay	-	-	-	-	-	%	-	%
Contributions to Reserves	-	-	-	-	-	%	-	%
Total Expenditures	4,808,955	6,536,535	6,139,555	5,095,560	(1,043,995)	-17%	286,605	6%
Total One-time Expenditures	205,000	1,685,280	1,688,400	402,850	(1,285,550)	-76%	197,850	97%
Total Recurring Expenditures	4,603,955	4,851,255	4,451,155	4,692,710	241,555	5%	88,755	2%

FIRE DISTRICT PROJECTION

	[A]	[B]	[C]	[D]	[E]	[F]	[I]	[J]
					[D] - [C]	[E] \ [C]	[D] - [A]	[I] \ [A]
Transfer Summary	FY 2013-14 Adopted Budget	FY 2013-14 Adjusted Budget	FY 2013-14 Projected Year End	FY 2014-15 Proposed Budget	Proposed - Projected Difference		Proposed - Adopted Difference	
					\$	%	\$	%
Net Transfers	-	-	-	77,500	77,500	%	77,500	%
One-time Transfers	-	-	-	77,500	77,500	%	77,500	%
One-time Transfer In from Reserves	-	-	-	77,500	77,500	%	77,500	%
One-time Transfer In from DIF (335)	-	-	-	15,000	15,000	%	15,000	%
One-time Transfer Out to Capital (Fund 325)	-	-	-	(15,000)				
One-time Transfer In from HUF1 (Fund 994)	-	-	-	-	-	%	-	%
One-time Transfer Out to HUF1 (Fund 994)	-	1,350	-	-	-	%	-	%
Recurring Transfers	-	-	-	-	-	%	-	%
Transfer In from FPD to Shared Admin (Fund 221)	293,100	300,000	300,000	647,400	347,400	116%	354,300	121%
Transfer Out to Shared Admin (Fund 221)	(293,100)	(300,000)	(300,000)	(647,400)	(347,400)	116%	(354,300)	121%
Total Net Transfers	-	-	-	77,500	77,500	%	77,500	%
Total One-time Transfers	-	-	-	77,500	77,500	%	77,500	%
Total Recurring Transfers	-	-	-	-	-	%	-	%

BIG BEAR LAKE FIRE PROTECTION DISTRICT
FY 2014-15
OPERATIONS BUDGET

FIRE OPERATING DISTRICT FUND

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
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Fund 220

Revenue

Property Taxes

3110	Current Secured Taxes	3,410,831	3,455,767	3,518,200	3,518,200	3,462,800	3,567,400	49,200	1.4%	Adopted budget based on HdL projection increasing assessed valuations by 1.27%; Projected based on TEETER allocation; FY 2014-15 budget based on HdL projected increase of 3.02%
3113	RDA Residual Balance RR09	530,406	1,922,879	327,200	327,200	335,000	345,100	17,900	5.5%	Adopted budget and Projected Year End based on actual; Proposed Budget based on HdL projected increase of 3.02%
3114	RDA Residual Balance RR10	117,006	84,546	63,800	63,800	60,100	61,900	(1,900)	-3.0%	
3120	Current Unsecured Taxes	150,635	155,085	198,900	198,900	198,900	198,900	0	0.0%	Revenue <u>not</u> guaranteed. Projected based on YTD actual; FY 2014-15 proposed budget assumed flat
3125	Suppl Roll Prtx Current Year	3,325	8,246	3,500	3,500	3,500	3,500	0	0.0%	Revenue not guaranteed. Projected based on YTD actual; Transfers of ownership have increased, thus FY 2014-15 proposed budget consistent with prior year projected yearend.
3126	Unitary Tax	92,374	88,995	91,100	91,100	98,800	98,800	7,700	8.5%	Projected based on TEETER allocation; Proposed assumed flat
3130	Prior Year Taxes	(2,536)	114	2,000	2,000	2,000	2,000	0	0.0%	
3132	Suppl Roll Prtx Prior Year	17,669	15,795	20,000	20,000	20,000	20,000	0	0.0%	
3134	Penalties On Taxes	5,702	5,695	5,000	5,000	5,000	5,000	0	0.0%	
3363	RDA Sharing Agreement RR09	5,964	46,820	49,300	49,300	48,700	50,200	900	1.8%	AB1290 / SB 211 statutory pass through from IA based on property tax allocations
3364	RDA Sharing Agreement RR10	33,145	9,679	9,400	9,400	9,300	9,600	200	2.1%	
Total Property Taxes		4,364,520	5,793,622	4,288,400	4,288,400	4,244,100	4,362,400	74,000	1.7%	

Subventions and Grants

3314	SB211 Sharing Agreement	57,352	0	0	0	0	0	0	%	AB1290 / SB 211 statutory pass through from IA based on property tax allocations; With dissolution of IA, pass through payments are now included as property taxes; see accounts 3363 & 3364
3381	Misc awards from Federal Gov	23,167	120,702	0	10,380	10,380	0	0	%	Beginning FY 2014-15 grants will be applied for by the Authority
3382	Misc awards from State	0	0	8,000	8,000	8,000	0	(8,000)	-100.0%	Beginning FY 2014-15 grants will be applied for by the Authority
3370	Homeowners Exemption	50,601	48,070	49,000	49,000	49,000	49,000	0	0.0%	Based on property tax data
3399	FEMA and OES Reimbursement	37	0	0	0	0	0	0	%	Beginning FY 2014-15 reimbursements will be requested by the Authority
Total Subventions and Grants		131,157	168,772	57,000	67,380	67,380	49,000	(8,000)	-14.0%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Licenses and Permits										
3408	New Construction Plan	189	1,092	1,500	1,500	1,500	1,500	0	0.0%	
3419	Uniform Fire Code Permits	2,394	1,489	1,200	1,200	2,700	2,200	1,000	83.3%	
3423	Fire Suppression Services	3,195	0	500	500	500	500	0	0.0%	Hazmat, Negligent fires
3457	Fire Service Fees	3,145	3,637	5,000	5,000	5,000	5,000	0	0.0%	DRC reviews/slope
3472	Public Training	3,300	2,551	0	0	0	0	0	%	CPR/AED; CSD and FPD effort combined through the Authority in FY 2013-14
3474	Emergency Services	71,765	19,521	30,000	30,000	20,000	20,000	(10,000)	-33.3%	Emergency medical dispatch; Reduction reflects reduced runs and year-to-date actual billed
Total Licenses and Permits		83,988	28,290	38,200	38,200	29,700	29,200	(9,000)	-23.6%	
Use of Money and Property										
3611	Interest On Bank Deposits	11,040	9,296	8,700	8,700	15,600	15,600	6,900	79.3%	
3612	Other Interest	0	4	0	0	20	20	20	%	
3621	Rent Income-Bear Mtn	3,750	3,750	3,750	3,750	3,750	3,750	0	0.0%	Per rental agreement
3622	Rent/Options - Cell Tower	29,349	28,851	30,900	30,900	30,900	30,900	0	0.0%	Per rental agreement
3638	Change in Fair Market Value	(1,318)	(2,634)	0	0	0	0	0	%	GASB entry; not budgeted
Total Use of Money and Property		42,821	39,267	43,350	43,350	50,270	50,270	6,920	16.0%	
Current Service Charges										
3731	Miscellaneous Revenue	343	101	100	400	500	500	400	400.0%	
3751	Use Of Personnel/Equipment	39,790	199,022	201,250	201,250	201,250	303,600	102,350	50.9%	Reimbursable Strike Team (including Paid-Call BC)
3752	Fire Report Sales	261	268	300	0	0	0	(300)	-100.0%	
Total Current Service Charges		40,393	199,391	201,650	201,650	201,750	304,100	102,450	50.8%	
Before Transfers		4,662,879	6,229,343	4,628,600	4,638,980	4,593,200	4,794,970	166,370	3.6%	
Interfund Transfers										
4104	Transfer In-HUFI (994)	25,000	0	0	0	0	0	0	%	
4110	Transfer In-Reserves	0	0	0	0	0	77,500	77,500	%	Authority ambulance purchase
4113	Transfer In-Fire Supp (335)	0	0	0	0	0	15,000	15,000	%	HQ design for office space expansion
Total Interfund Transfers		25,000	0	0	0	0	92,500	0	%	
Total Revenue		4,687,879	6,229,343	4,628,600	4,638,980	4,593,200	4,887,470	92,500	2.0%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses										
Department 4210										
Direct Labor Costs										
0010	Salaries	1,575,664	1,356,472	1,573,500	1,448,600	1,375,500	1,265,300	(308,200)	-19.6%	Calculated per payroll database
0013	Salaries - Disability	50,252	2,658	0	0	0	0	0	%	
0016	Salaries - Retirement	0	439,116	0	0	0	0	0	%	
0019	Minimum Staffing by FPD-Reimb	0	7,346	0	0	0	0	0	%	FPD coverage CSD minimum staffing; Reimbursable by CSD
0020	OT Additional Staff Operations	72,973	47,442	37,300	74,000	74,000	252,900	215,600	578.0%	FY 2014-15 account includes FLSA OT pay & Minimum Staffing
0021	OT Minimum Staff Requirement	315,992	393,217	200,000	163,000	163,000	0	(200,000)	-100.0%	FY 2014-15- Combined with 0020
0022	OT Reimbursed Staff Event	15,284	177,248	175,000	175,000	175,000	303,600	128,600	73.5%	Reimbursable Strike Team (FY 2014-15 includes Paid-Call BC)
0024	OT Special Event/Project	1,650	169	0	3,000	3,000	0	0	%	
0025	OT Training Staffing Event	5,238	873	800	800	500	0	(800)	-100.0%	
0027	OT Training Reimbursed	1,023	0	0	0	0	0	0	%	
0028	OT Backfill Work Comp Injury	98,231	5,164	6,500	6,500	0	0	(6,500)	-100.0%	FY 2014-15 -No longer tracking misc. overtime payroll codes
0029	OT Recall Holdover	1,912	921	900	3,000	3,000	0	(900)	-100.0%	
0030	Wages Part-Time	1,372	7,769	0	0	0	0	0	%	No part-time FTEs since FY 2012-13
0035	Wages Part-Time-PCF	3,461	15,907	15,900	17,500	17,500	9,175	(6,725)	-42.3%	Paid Call Battalion Chief wages; FY 2013-14 based on actual hours to date projected through year end. FY 2014-15 excludes reimbursable strike team costs.
0038	Board Stipend	7,900	5,800	7,000	7,000	5,000	5,000	(2,000)	-28.6%	FPD Board Stipend \$100 per member per meeting
0080	Direct Benefits	1,119,945	1,032,248	1,344,700	1,333,200	1,025,000	999,700	(345,000)	-25.7%	Calculated per payroll database
0082	Workman Comp Claims Reimb	51,668	19,365	0	0	0	0	0	%	
0090	Direct Benefits - Cafeteria	14,335	10,512	9,000	20,500	20,500	13,500	4,500	50.0%	Calculated per payroll database
0092	Minimum Staffing by CSD	34,482	198,624	60,000	165,000	165,000	152,900	92,900	154.8%	CSD coverage of FPD minimum staffing; FPD payable to CSD
Total Direct Labor Costs		3,371,381	3,720,851	3,430,600	3,417,100	3,027,000	3,002,075	(428,525)	-12.5%	
Supplies										
1400	Office Expense	3,769	1,923	0	0	0	0	0	%	FY 2013-14 Authority budget
1410	General Household	5,263	11,481	0	0	0	0	0	%	FY 2013-14 Authority budget
1420	Fuel	25,105	24,931	0	0	0	0	0	%	FY 2013-14 Authority budget
1430	Special Dept Expense	11,727	6,377	0	0	0	0	0	%	FY 2013-14 Authority budget
1440	Basic Materials	1,155	575	0	0	0	0	0	%	FY 2013-14 Authority budget
1450	Automotive Expense	63,583	53,053	0	0	0	0	0	%	FY 2013-14 Authority budget
1460	Medical Supplies	2,578	2,472	0	0	0	0	0	%	FY 2013-14 all medical supplies purchased through EMS program
1480	Small Tools	311	15	0	0	0	0	0	%	FY 2013-14 Authority budget
1481	Paramedic Supplies	3,698	5,009	0	0	0	0	0	%	FY 2013-14 all paramedic supplies purchased through EMS program
1482	Safety Supplies	184	0	0	0	0	0	0	%	FY 2013-14 Authority budget
1490	Clothing and Personal Equipt	21,432	16,322	0	0	0	0	0	%	FY 2013-14 Authority budget
Total Supplies		138,805	122,159	0	0	0	0	0	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Other Services and Charges										
2110	Advertising	225	1,272	0	0	0	0	0	%	FY 2013-14 Authority budget
2120	Telephone	13,687	4,591	0	0	0	0	0	%	FY 2013-14 Authority budget
2129	Communications - Radio	385	1,570	0	0	0	0	0	%	FY 2013-14 Authority budget
2140	Utilities - Gas	13,100	12,534	0	0	0	0	0	%	FY 2013-14 Authority budget
2150	Utilities - Water	4,752	4,246	0	0	0	0	0	%	FY 2013-14 Authority budget
2160	Utilities - Electric	24,936	33,390	0	0	0	0	0	%	FY 2013-14 Authority budget
2170	Printing	611	594	0	0	0	0	0	%	FY 2013-14 Authority budget
2190	Postage Charges	1,968	760	0	0	0	0	0	%	FY 2013-14 Authority budget
2210	Rents and Leases - Equipment	0	8,152	8,700	8,200	8,200	8,200	(500)	-5.7%	Lease ending 12/15/2015
2220	Maint-Buildings and Grounds	5,553	14,366	0	0	0	0	0	%	FY 2013-14 Authority budget
2230	Maintenance - Equipment	5,155	6,385	0	0	0	0	0	%	FY 2013-14 Authority budget (e.g. bottles, life pack, air sample)
2240	Professional Services	4,362	5,976	5,800	7,700	7,700	6,500	700	12.1%	Annual auditing services & misc. professional services
2244	Professional Services - Legal	75,369	60,831	20,000	20,000	10,000	20,000	0	0.0%	FY 2013-14 combined legal costs to Authority budget; This budget includes only legal costs applicable to the FPD. FY 2014/15 includes additional \$10,000 one-time consolidation costs
2251	Administration Overhead	83,600	239,500	149,000	239,500	239,500	239,500	90,500	60.7%	
2253	Small Office Equipment	1,000	0	0	0	0	0	0	%	FY 2013-14 Authority budget
2300	Contractual Services-Govt	63,856	74,978	0	0	0	0	0	%	FY 2013-14 Authority budget
2305	Property Tax Collect Charges	0	42,588	0	7,500	7,500	6,000	6,000	%	FY 2012-13 included one-time payment related to SB 2557
2310	Contractual Services	23,273	27,314	0	0	0	0	0	%	FY 2013-14 Authority budget
2317	EE Recruitment Exp.	2,013	3,511	0	0	0	0	0	%	FY 2013-14 Authority budget
2320	Laundry	921	554	0	0	0	0	0	%	FY 2013-14 Authority budget
2552	Accidents and Damage	998	1,034	0	0	0	0	0	%	FY 2013-14 Authority budget
2553	Workers Compensation Insurance	104,898	72,979	0	0	0	0	0	%	FY 13/14 combined with 2600 acct.
2600	Insurance	135,871	154,875	251,300	245,000	245,000	230,900	(20,400)	-8.1%	
2640	Memberships and Dues	3,129	1,870	0	0	0	0	0	%	FY 2013-14 Authority budget
2650	Publications	1,791	56	0	0	0	0	0	%	FY 2013-14 Authority budget
2660	Travel-Conferences and Meeting	3,254	2,104	0	4,000	4,000	4,000	4,000	%	
2661	Meetings - Non Travel	1,198	539	0	0	0	0	0	%	FY 2013-14 Authority budget
2670	Education / Training	17,707	5,379	0	0	0	0	0	%	FY 2013-14 Authority budget
2683	Community Events	135	1,477	0	0	0	0	0	%	FY 2013-14 Authority budget
2700	Public Training	1,741	1,334	0	0	0	0	0	%	FY 2013-14 Authority budget
2705	Share of Fire Authority exp	0	124,920	387,155	451,655	451,655	677,610	290,455	75.0%	See Authority Budget for Detail
2820	Other Services and Charges	153	252	0	0	0	0	0	%	FY 2013-14 Authority budget
2824	Small Machinery / Equipment	108	3,146	0	0	0	0	0	%	FY 2013-14 Authority budget
2825	Software/Other Peripherals	1,076	1,234	0	0	0	0	0	%	FY 2013-14 Authority budget
Total Other Services and Charges		596,824	914,310	821,955	983,555	973,555	1,192,710	370,755	45.1%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Capital Outlay										
3381	Federal Grant Expenditures	14,149	129,001	0	10,380	13,500	0	0	%	Beginning FY 2014-15 grants will be applied for by the Authority
3382	State Grant Expenditures	0	0	16,000	16,000	16,000	0	(16,000)	-100.0%	Beginning FY 2014-15 grants will be applied for by the Authority
3929	Radio Equipment	2,487	1,389	0	0	0	0	0	%	Funded by equipment replacement reserves
3944	Fire Equipment	21,940	0	0	0	0	0	0	%	
3945	Paramedic Equipment	26,510	0	0	0	0	0	0	%	
3949	Living Space Equipment	2,470	0	0	0	0	0	0	%	
3950	Office Equipment	500	0	0	0	0	0	0	%	
3951	Computer Equipment	22,967	1,615	0	0	0	0	0	%	
3960	Machinery and Equipment	2,715	0	0	0	0	0	0	%	
Total Capital Outlay		93,738	132,005	16,000	26,380	29,500	0	(16,000)	-100.0%	
Reserve Set Aside										
3930	Vehicle Replacement Reserve	0	0	0	669,400	669,400	0	0	%	Annual set-aside for suppression vehicle replacement (see schedule). FY 2014-15 set-aside for administration and suppression vehicles will be set-aside by the Authority
3966	Contingency Reserve	0	0	0	800,500	800,500	0	0	%	Annual set-aside for contingencies
Total Reserve Set Aside		0	0	0	1,469,900	1,469,900	0	0	%	
Before Transfers		4,200,747	4,889,325	4,268,555	5,896,935	5,499,955	4,194,785	(73,770)	-1.7%	
Interfund Transfers										
5101	Transfer Out-Cap Project (325)	19,546	20,000	0	0	0	15,000	15,000	%	HQ design for office space expansion
5103	Transfer Out-HUFI (994)	0	0	0	1,350	0	0	0	%	Grant 1731 cost match
5106	Transfer Out-Dist Admin (221)	178,272	247,996	293,100	300,000	300,000	647,400	354,300	120.9%	See Fund 221 for detail
Total Interfund Transfers		197,818	267,996	293,100	301,350	300,000	662,400	369,300	126.0%	
Total Expenses		4,398,565	5,157,321	4,561,655	6,198,285	5,799,955	4,857,185	295,530	6.5%	
FIRE OPERATING DISTRICT FUND		289,314	1,072,022	66,945	(1,559,305)	(1,206,755)	30,285	(203,030)	-303.3%	

FIRE DISTRICT SHARED ADMINISTRATION FUND

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Fund 221										
Revenue										
Current Service Charges										
3743	Reimb Shared Costs from CSD	63,934	219,169	247,300	339,600	339,600	243,375	(3,925)	-1.6%	Reimbursement for shared administrative labor employed by FPD
Total Current Service Charges		63,934	219,169	247,300	339,600	339,600	243,375	(3,925)	-1.6%	
Before Transfers		63,934	219,169	247,300	339,600	339,600	243,375	(3,925)	-1.6%	
Interfund Transfers										
4106	Transfer In-Fire (220)	178,272	247,996	293,100	300,000	300,000	647,400	354,300	120.9%	FPD funding of shared administrative & apprentice FF/medic labor employed by CSD
Total Interfund Transfers		178,272	247,996	293,100	300,000	300,000	647,400	354,300	120.9%	
Total Revenue		242,206	467,165	540,400	639,600	639,600	890,775	350,375	64.8%	
Expenses										
Department 4221										
Direct Labor Costs										
0010	Salaries	35,936	125,753	136,300	180,000	180,000	128,700	(7,600)	-5.6%	1.94 FPD Administrative FTEs cost shared with CSD (0.5 Admin BC replaced 0.5 Assistant Chief in FY 2014-15, 1.125 Full-time Administrative Staff, 4 Part-time Battalion Chiefs equaling 0.31 FTEs)
0020	Salaries - Overtime	1,936	2,067	2,100	2,100	2,100	1,500	(600)	-28.6%	
0030	Wages Part-Time	94	3,531	0	0	0	0	0	%	
0035	Wages Part-Time-PCF	0	0	0	17,500	17,500	9,175	9,175	%	
0080	Direct Benefits	23,475	88,999	99,900	128,500	128,500	95,000	(4,900)	-4.9%	
0090	Direct Benefits - Cafeteria	2,493	8,491	9,000	11,500	11,500	9,000	0	0.0%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
0092	Shared Labor	178,272	247,996	293,100	300,000	300,000	647,400	354,300	120.9%	3.00 CSD Administrative FTEs cost shared 50/50 with FPD = 1.5 FTEs (Chief, Shift BC replaced Training BC, Inspector replaced with Admin BC in FY 2014-15) plus 9.00 CSD Apprentice Firefighter/Medic positions cost shared 50/50 with FPD = 4.5 FTEs
Total Direct Labor Costs		242,206	476,838	540,400	639,600	639,600	890,775	350,375	64.8%	
Total Expenses		242,206	476,838	540,400	639,600	639,600	890,775	350,375	64.8%	

Fire District - Operating Fund (Fund 220)
Summary of Reserve Commitments
Fiscal Year 2014-15

	A	B	C	D (A + B - C)	E	F	G (D + E - F)
Fire District Operating Fund							
Committed Fund Balance	Beginning Fund Balance 7/1/13	Fiscal Year 2013-14 Contributions	Fiscal Year 2013-14 Uses	Fund Balance 6/30/2014	Fiscal Year 2014-15 Contributions	Fiscal Year 2014-15 Uses	Projected Fund Balance 6/30/15
Facility Reserve - Fire Station (1)	987,468	-	-	987,468	-	-	987,468
Contingency Reserve (2)	815,000	800,500	-	1,615,500	-	-	1,615,500
Vehicle Replacement Reserve (3)	737,255	669,400	-	1,406,655	-	77,500	1,329,155
Other Equipment Reserve (4)	287,088	-	-	287,088	-	-	287,088
Committed Fund Balance	2,826,811	1,469,900	-	4,296,711	-	77,500	4,219,211
One-time contributions to reserves		1,469,900	(2), (3)		-		FY 2013-14 Investment of one-time redevelopment dissolution revenue
Recurring contributions to reserves		-			-		

Reserve Policy	Basis	Target	Trigger *	Projected Balance	Reserve Shortfall	Comments
(1) Basis = Original cost of structures Target = 25% of Basis	3,232,152	808,038	727,234	987,468	-	
(2) Basis = Recurring Expenditures Target = 25% of Basis	4,692,710	1,173,178	1,055,860	1,615,500	-	
(3) Basis = Replacement per Vehicle Inventory Target = 50% of Basis	2,654,224	1,327,112	1,194,401	1,329,155	-	Estimated replacement cost per vehicle inventory based on the life used - FY 2014-15 Vehicle Reserves are being set aside in the Authority budget.
(4) Basis = Flat amount \$250K Target = Basis	250,000	250,000	225,000	287,088	-	
* Point at which Board action is required; Trigger allows 10% variance from Target						

FIRE PROTECTION DISTRICT VEHICLES

FY 2014-15

Capital Item	Radio Designator	Year Purchased	Original Cost	Estimated Life (Years)	Replacement Fiscal Year	Estimated Replacement Cost		Annual Set Aside
1989 Seagrave Engine	E-281	1989	176,563	25	2015-2016	550,000	1	33,000
2001 Dodge Pickup	U-281	2001	24,207	15	2016-2017	42,240	3, 4	0
2010- Ford Type IV Engine	BP-281	2011	98,000	10	2020-2021	190,000		19,800
2001 E-One Ladder Truck	T-281	2001	443,048	20	2021-2022	673,000		64,200
2003 Brush Engine	BE-281	2003	222,369	20	2023-2024	465,750		36,800
2005 KME Engine	E-282	2005	337,857	20	2025-2026	480,625		32,400
2006 Rescue	R-281	2006	283,250	20	2026-2027	377,040	3	0
2009 Trailer	IS-281	2009	15,000	20	2029-2030	26,302	3	0
2004 Water Tender	WT-281	2004	194,291	30	2034-2035	294,900		12,000
1950 FWD Engine	E-283A	1950	Unknown	N/A	N/A	Antique	2	N/A
Calculated Set Aside								\$198,200
Additional contribution								\$0
Total FY 2014-15 Contribution								\$0

1. Replacement rescheduled for a later date.
2. This is an historic vehicle and will not be replaced.
3. This vehicle is not scheduled for replacement.
4. The Fire District possesses a 2010 Ford F250 assigned to the Fuels Reduction Supervisor currently under lease. This vehicle will become the property of the District during FY 2015-16 and is planned to replace the 2001 Dodge pick-up.

Not included on this list, the Fire District possesses a chipper, chipper truck, 2 Polaris snow mobiles with utility trailer, and a trailer mounted generator.

BIG BEAR LAKE FIRE PROTECTION DISTRICT
FY 2014-15
CAPITAL BUDGET

FIRE CAPITAL PROJECTS FUND

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Fund 325										
Revenue										
Interfund Transfers										
4101	Transfer In-Fire (220)	19,546	20,000	0	0	0	15,000	15,000	%	
	Total Interfund Transfers	19,546	20,000	0	0	0	15,000	15,000	%	
Total Revenue		19,546	20,000	0	0	0	15,000	15,000	%	
Expenses										
Department 4325										
Capital Outlay										
3920	Design Engineer Head Qtr	0	0	0	0	0	15,000	15,000	%	HQ design for office space expansion
3940	Automotive Equipment	19,546	20,000	0	0	0	0	0	%	Actual expenditures are for existing vehicle command package
	Total Capital Outlay	19,546	20,000	0	0	0	0	0	%	
Total Expenses		19,546	20,000	0	0	0	0	0	%	
FIRE CAPITAL PROJECTS FUND		0	0	0	0	0	15,000	15,000	%	

FIRE SUPPRESSION FEES FUND

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Fund 335										
Revenue										
Licenses and Permits										
3471	Developer Impact - Fire	1,728	2,373	9,000	9,000	9,900	9,900	900	10.0%	Based on building permit activity; Proposed assumed flat
Total Licenses and Permits		1,728	2,373	9,000	9,000	9,900	9,900	900	10.0%	
Use of Money and Property										
3611	Interest On Bank Deposits	0	0	400	400	400	400	0	0.0%	
3638	Change in Fair Market Value	(206)	(172)	0	0	0	0	0	%	
Total Use of Money and Property		(206)	(172)	400	400	400	400	0	0.0%	
Total Revenue		1,522	2,201	9,400	9,400	10,300	10,300	900	9.6%	
Expenses										
Department 4345										
Interfund Transfers										
5901	Transfer Out-Fire (220)	0	0	0	0	0	15,000	15,000	%	HQ design for office space expansion
Total Interfund Transfers		0	0	0	0	0	15,000	15,000	%	
Total Expenses		0	0	0	0	0	15,000	15,000	%	
FIRE SUPPRESSION FEES FUND		1,522	2,201	9,400	9,400	10,300	(4,700)	(14,100)	-150.0%	

Healthy Urban Forest Initiative (HUPI)

FY 2014-15

GRANT FUND BUDGET

HEALTHY URBAN FOREST INITIATIVE (HUPI) FUND

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Fund 994										
Revenue										
Subventions and Grants										
3355	Shake Shingle DR-1585	232,976	333,638	0	0	0	0	0	%	Grant period closed [Dept 4272]
3359	Shake Shingle DR 1731-HMGP	0	521,406	0	0	25,600	0	0	%	Full grant amount expended [Dept 4275]
3360	Curbside Chipping 11USFS0236	130,801	119,011	0	0	0	0	0	%	Grant period closed [Dept 4276]
3362	Shake Shingle DR 1884 -HMGP II	7,178	22,225	93,862	93,862	81,060	0	(93,862)	-100.0%	Phase I grant to be fully expended in FY 2013-14. Budgeted revenue not received prior to year end will be carried over [Dept 4278]
3365	Curbside Chipping 14USFS0006	0	0	0	199,500	0	199,500	199,500	%	This is a 2 year grant beginning April 2014. Budgeted revenue not received prior to year end will be carried over to FY 2014-15 & FY 2015-16. [Dept 4281]
Total Subventions and Grants		370,955	996,280	93,862	293,362	106,660	199,500	105,638	112.5%	
Use of Money and Property										
3638	Change in Fair Market Value	75	(75)	0	0	0	0	0	%	GASB entry; not budgeted
Total Use of Money and Property		75	(75)	0	0	0	0	0	%	
Current Service Charges										
3731	Miscellaneous Revenue	0	888	0	0	0	0	0	%	
3741	Citizen Participant 14USFS0006	0	0	0	199,500	199,500	0	0	%	Homeowner in-kind cost share for 14-USFS-0006 (offset account 994-4281-2705)
3749	HUPI Contribution	0	3,620	0	0	0	0	0	%	Income Fund for HUPI USAA
3756	Slash/Biomass Reimbursement	7,197	0	0	0	0	0	0	%	Interagency reimbursements from CSD for the valley wide chipping program; Grant period closed [Dept 4271]
3761	SBCF Reimb LPDM08 Planning	53,726	105,776	149,000	149,000	74,480	0	(149,000)	-100.0%	San Bernardino County Fire awarded a grant in the amount of \$311,977 (75% \$233,982 to be reimbursed by SBC Fire for administering this mountain top grant; 25% to homeowner); amount not received in FY 2013-14 will be carried over to FY 2014-15 [Dept 4277]

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
3762	SBCF Reimb LPDM08 Project 02	0	0	609,600	609,600	609,600	0	(609,600)	-100.0%	San Bernardino County Fire awarded a grant in the amount of \$812,818 (75% \$609,613 to be reimbursed by SBC Fire for administering this mountain top grant; 25% to homeowner); amount not received in FY 2013-14 will be carried over to FY 2014-15 [Dept 4270]
3769	Citizen Participation/Contrib	0	193,514	0	0	2,800	0	0	%	Homeowner in-kind cost share for DR 1731 (offset account 994-4275-2705)
3781	Sale of Chipped Material	1,201	1,000	0	0	0	0	0	%	
	Total Current Service Charges	62,124	304,798	758,600	958,100	886,380	0	(758,600)	-100.0%	
Transfers In										
4103	Transfer In-Fire (220)	0	0	0	1,350	1,350	0	0	%	
	Total Transfers In	0	0	0	1,350	1,350	0	0	%	
Total Revenue		433,154	1,301,003	852,462	1,252,812	994,390	199,500	(652,962)	-76.6%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Internal Services										
Department 4270										
Direct Labor Costs										
0010	Salaries	(25,460)	65,866	0	104,000	104,000	102,900	102,900	%	General HUFU Labor Costs (administrative grant costs); Actual labor costs will be transferred to each active grant's 0079 account monthly.
0020	Salaries - Overtime	0	0	0	0	0	0	0	%	
0030	Wages Part-Time	0	32,610	0	0	0	0	0	%	
0079	Salary Adj to Funded Amt	0	(130,402)	0	(169,000)	(169,000)	0	0	%	
0080	Direct Benefits	13,009	42,689	0	47,800	47,800	54,500	54,500	%	
0090	Direct Benefits - Cafeteria	2,946	12,990	0	17,200	17,200	13,500	13,500	%	
Total Direct Labor Costs		(9,505)	23,752	0	0	0	170,900	170,900	%	
Supplies										
1430	Special Dept Expense	(20)	41	0	0	0	0	0	%	
Total Supplies		(20)	41	0	0	0	0	0	%	
Other Services and Charges										
2120	Telephone	0	0	0	0	0	0	0	%	
2170	Printing	(1,126)	33	0	0	0	0	0	%	
2190	Postage Charges	(22)	439	0	0	0	0	0	%	
2244	Professional Services - Legal	(1,185)	0	0	0	0	0	0	%	
2300	Contractual Services	154	762	0	0	0	0	0	%	
2600	Insurance	0	0	0	0	0	8,800	8,800	%	
2660	Travel-Conferences and Meeting	0	0	0	0	0	0	0	%	
2670	Education / Training	0	0	0	0	0	0	0	%	
2680	Vehicle Costs	(806)	0	0	0	0	0	0	%	
2705	Cost Share Match	0	191,957	0	0	(156,425)	0	0	%	Required grant matching cost (offset account 2705 in each grant department)
Total Other Services and Charges		(2,985)	193,191	0	0	(156,425)	8,800	8,800	%	
Interfund Transfers										
5104	Transfer Out-Fire (220)	25,000	0	0	0	0	0	0	%	
Total Interfund Transfers		25,000	0	0	0	0	0	0	%	
Total Expenses - Internal Services		12,491	216,984	0	0	(156,425)	179,700	179,700	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - DR 1731 - HMGP										
Department 4275										
Direct Labor Costs										
0010	Salaries	214	0	0	0	0	0	0	%	Full amount of grant expended in FY 2013-14
0030	Wages Part-Time	94	0	0	0	0	0	0	%	
0079	Salary Adj to Funded Amt	0	55,695	0	0	4,400	0	0	%	
0080	Direct Benefits	133	0	0	0	0	0	0	%	
0090	Direct Benefits - Cafeteria	17	0	0	0	0	0	0	%	
	Total Direct Labor Costs	458	55,695	0	0	4,400	0	0	%	
Supplies										
1400	Office Expense	0	554	0	0	0	0	0	%	
1430	Special Dept Expense	600	815	0	0	0	0	0	%	
	Total Supplies	600	1,369	0	0	0	0	0	%	
Other Services and Charges										
2120	Telephone	0	959	0	0	0	0	0	%	
2180	Photocopy	0	455	0	0	0	0	0	%	
2190	Postage Charges	0	143	0	0	100	0	0	%	
2230	Maintenance - Equipment	0	244	0	0	0	0	0	%	
2243	Professional Services	0	460,211	0	0	19,700	0	0	%	
2244	Professional Services - Legal	0	470	0	0	0	0	0	%	
2600	Insurance	0	3,971	0	0	0	0	0	%	
2680	Vehicle Costs	0	19	0	0	0	0	0	%	
2705	Cost Share Match	0	(179,527)	0	0	(18,575)	0	0	%	25% cost share match requirement (offset account 994-4270-2705)
2706	Homeowner Contribution	0	193,514	0	0	2,800	0	0	%	Homeowner in-kind cost share (offset account 994-0000-3769)
	Total Other Services and Charges	0	480,458	0	0	4,025	0	0	%	
Total Expenses - DR 1731 - HMGP		1,058	537,522	0	0	8,425	0	0	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - LPDM 08 - Shake Shingle Planning Grant										
Department 4277										
Direct Labor Costs										
0010	Salaries	30,842	0	27,000	0	0	0	(27,000)	-100.0%	Planning grant to be fully expended by the end of FY 2013-14
0030	Wages Part-Time	17,550	0	0	0	0	0	0	%	
0079	Salary Adj to Funded Amt	0	61,416	0	43,900	43,900	0	0	%	
0080	Direct Benefits	0	0	12,400	0	0	0	(12,400)	-100.0%	
0090	Direct Benefits- Cafeteria	0	0	4,500	0	0	0	(4,500)	-100.0%	
Total Direct Labor Costs		48,392	61,416	43,900	43,900	43,900	0	(43,900)	-100.0%	
Supplies										
1400	Office Expense	286	504	700	700	0	0	(700)	-100.0%	
1430	Special Dept Expense	1,772	1,311	1,500	1,500	0	0	(1,500)	-100.0%	
1450	Automotive Expense	0	0	3,000	3,000	0	0	(3,000)	-100.0%	
Total Supplies		2,058	1,814	5,200	5,200	0	0	(5,200)	-100.0%	
Other Services and Charges										
2120	Telephone	469	1,456	1,600	1,600	0	0	(1,600)	-100.0%	
2170	Printing	0	280	400	400	0	0	(400)	-100.0%	
2190	Postage Charges	0	461	400	400	0	0	(400)	-100.0%	
2230	Maintenance - Equipment	2,291	991	2,000	2,000	0	0	(2,000)	-100.0%	
2243	Professional Services	13,729	32,172	42,100	42,100	17,990	0	(42,100)	-100.0%	
2600	Insurance	0	1,316	3,400	3,400	3,790	0	(3,400)	-100.0%	
2680	Vehicle Costs	641	819	3,000	3,000	0	0	(3,000)	-100.0%	
Total Other Services and Charges		17,130	37,494	52,900	52,900	21,780	0	(52,900)	-100.0%	
Total Expenses - LPDM 08 - Shake Shingle		67,581	100,725	102,000	102,000	65,680	0	(102,000)	-100.0%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - DR 1884 - HMGP II										
Department 4278										
Direct Labor Costs										
0010	Salaries	10,993	0	60,400	0	0	0	(60,400)	-100.0%	Phase I grant to be fully expended in FY 2013-14 [Dept 4278]
0030	Wages Part-Time	1,937	0	0	0	0	0	0	%	
0079	Salary Adj to Funded Amt	0	13,291	0	98,100	62,800	0	0	%	
0080	Direct Benefits	4,893	0	27,800	0	0	0	(27,800)	-100.0%	
0090	Direct Benefits - Cafeteria	2,234	0	9,900	0	0	0	(9,900)	-100.0%	
	Total Direct Labor Costs	20,056	13,291	98,100	98,100	62,800	0	(98,100)	-100.0%	
Supplies										
1400	Office Expense	0	45	400	400	0	0	(400)	-100.0%	
1430	Special Dept Expense	2,187	6,596	900	900	1,000	0	(900)	-100.0%	
	Total Supplies	2,187	6,641	1,300	1,300	1,000	0	(1,300)	-100.0%	
Other Services and Charges										
2120	Telephone	149	672	3,600	3,600	2,000	0	(3,600)	-100.0%	
2170	Printing	32	204	300	300	300	0	(300)	-100.0%	
2180	Photocopy	0	219	220	220	400	0	(220)	-100.0%	
2190	Postage Charges	22	178	300	300	100	0	(300)	-100.0%	
2243	Professional Services	0	3,058	20,000	20,000	23,100	0	(20,000)	-100.0%	
2600	Insurance	0	2,205	7,600	7,600	8,500	0	(7,600)	-100.0%	
2670	Education / Training	26	0	0	0	0	0	0	%	
2680	Vehicle Costs	165	0	2,000	2,000	0	0	(2,000)	-100.0%	
2705	Cost Share Match	0	(12,276)	0	0	(24,500)	0	0	%	
	Total Other Services and Charges	394	(5,741)	34,020	34,020	9,900	0	(34,020)	-100.0%	
Total Expenses - DR 1884 - HMGP II		22,637	14,191	133,420	133,420	73,700	0	(133,420)	-100.0%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - LPDM 08 - Shake Shingle Project Grant										
Department 4279										
Direct Labor Costs										
0010	Salaries	0	0	16,600	0	0	0	(16,600)	-100.0%	Project grant expenditures (for Planning phase of grant see Dept 4277), remaining budget will be carried forward to FY 2014-15
0079	Salary Adj to Funded Amt	0	0	0	57,000	57,000	0	0	%	
0080	Direct Benefits - Cafeteria	0	0	7,600	0	0	0	(7,600)	-100.0%	
0090	Direct Benefitis - Cafeteria	0	0	2,800	0	0	0	(2,800)	-100.0%	
Total Direct Labor Costs		0	0	27,000	57,000	57,000	0	(27,000)	-100.0%	
Supplies										
1400	Office Expense	0	0	1,100	1,100	1,100	0	(1,100)	-100.0%	
1430	Special Dept Expense	0	0	2,300	2,300	2,300	0	(2,300)	-100.0%	
Total Supplies		0	0	3,400	3,400	3,400	0	(3,400)	-100.0%	
Other Services and Charges										
2120	Telephone	0	0	5,700	5,700	5,700	0	(5,700)	-100.0%	
2170	Printing	0	0	3,300	3,300	3,300	0	(3,300)	-100.0%	
2190	Postage Charges	0	0	700	700	700	0	(700)	-100.0%	
2243	Professional Services	0	0	560,000	530,000	530,000	0	(560,000)	-100.0%	
2600	Insurance	0	0	2,100	2,100	2,100	0	(2,100)	-100.0%	
2680	Vehicle Costs	0	0	7,400	7,400	7,400	0	(7,400)	-100.0%	
Total Other Services and Charges		0	0	579,200	549,200	549,200	0	(579,200)	-100.0%	
Total Expenses - LPDM 08 - Shake Shingle		0	0	609,600	609,600	609,600	0	(609,600)	-100.0%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Curbside Chipping 14USFS0006										
Department 4281										
Direct Labor Costs										
0079	Salary Adj to Funded Amt	0	0	0	74,500	74,500	0	0	%	Remaining budget will be carried forward to FY 2014-15
Total Direct Labor Costs		0	0	0	74,500	74,500	0	0	%	
Supplies										
1400	Office Expense	0	0	0	2,000	2,000	0	0	%	
1420	Fuel	0	0	0	1,500	1,500	0	0	%	
1482	Safety Supplies	0	0	0	1,000	1,000	0	0	%	
Total Supplies		0	0	0	4,500	4,500	0	0	%	
Other Services and Charges										
2110	Advertising	0	0	0	2,000	2,000	0	0	%	
2120	Telephone	0	0	0	4,000	4,000	0	0	%	
2170	Printing	0	0	0	500	500	0	0	%	
2180	Photocopy	0	0	0	1,000	1,000	0	0	%	
2230	Maintenance - Equipment	0	0	0	1,000	1,000	0	0	%	
2244	Professional Services - Legal	0	0	0	1,000	1,000	0	0	%	
2300	Contractual Services	0	0	0	100,000	100,000	0	0	%	
2600	Insurance	0	0	0	9,000	9,000	0	0	%	
2670	Education / Training	0	0	0	2,000	2,000	0	0	%	
2705	Cost Share Match	0	0	0	199,500	199,500	0	0	%	
Total Other Services and Charges		0	0	0	320,000	320,000	0	0	%	
Total Expenses - Curbside Chipping 14USFS0006		0	0	0	399,000	399,000	0	0	%	
Total Expenses		525,609	1,120,346	845,020	1,244,020	999,980	179,700	(665,320)	-78.7%	

Healthy Urban Forest Initiative (HUPI)

FY 2014-15

GRANT FUND BUDGET

Inactive Accounts

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Neighborhood Chipping										
Department 4271										
Direct Labor Costs										
0010	Salaries	8,419	0	0	0	0	0	0	%	
0080	Direct Benefits	2,703	0	0	0	0	0	0	%	Grant period closed
0090	Direct Benefits - Cafeteria	1,290	0	0	0	0	0	0	%	
	Total Direct Labor Costs	12,411	0	0	0	0	0	0	%	
Other Services and Charges										
2120	Telephone	103	0	0	0	0	0	0	%	
2170	Printing	(391)	0	0	0	0	0	0	%	
2300	Contractual Services	(30)	0	0	0	0	0	0	%	
	Total Other Services and Charges	(318)	0	0	0	0	0	0	%	
Total Expenses - Neighborhood Chipping		12,093	0	0	0	0	0	0	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Shake Shingle Grant										
Department 4272										
Direct Labor Costs										
0010	Salaries	25,244	8,067	0	0	0	0	0	%	
0080	Direct Benefits	9,633	3,430	0	0	0	0	0	%	Grant period closed
0090	Direct Benefits - Cafeteria	5,597	1,295	0	0	0	0	0	%	
Total Direct Labor Costs		40,474	12,792	0	0	0	0	0	%	
Other Services and Charges										
2170	Printing	1,311	0	0	0	0	0	0	%	
2180	Photocopy	0	200	0	0	0	0	0	%	
2190	Postage Charges	499	488	0	0	0	0	0	%	
2210	Rents and Leases - Equipment	4,221	0	0	0	0	0	0	%	
2243	Professional Services	219,579	114,430	0	0	0	0	0	%	
2244	Professional Services - Legal	1,185	0	0	0	0	0	0	%	
2600	Insurance	4,605	0	0	0	0	0	0	%	
2705	Cost Share Match	0	(8,310)	0	0	0	0	0	%	
Total Other Services and Charges		231,400	106,808	0	0	0	0	0	%	
Total Expenses - Shake Shingle Grant		271,873	119,600	0	0	0	0	0	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Community Wildfire Protection										
Department 4273										
Direct Labor Costs										
0010	Salaries	6,027	0	0	0	0	0	0	%	Grant period closed
	Total Direct Labor Costs	6,027	0	0	0	0	0	0	%	
Total Expenses - Community Wildfire Protection		6,027	0	0	0	0	0	0	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Assistance Grant										
Department 4274										
Other Services and Charges										
2243	Professional Services	(154)	0	0	0	0	0	0	%	Grant period closed
	Total Other Services and Charges	(154)	0	0	0	0	0	0	%	
Total Expenses - Assistance Grant		(154)	0	0	0	0	0	0	%	

Acct #	Title	2011-12 Actual	2012-13 Actual	2013-14 Adopted Budget	2013-14 Adjusted Budget	2013-14 Projected Year End	2014-15 Proposed Budget	Proposed- Adopted Difference	% Diff	Comments
Expenses - Curbside Chip 11-USFS										
Department 4276										
Direct Labor Costs										
0010	Salaries	23,827	7,799	0	0	0	0	0	%	Full amount of grant was expended in FY 2012-13
0030	Wages Part-Time	2,713	4,486	0	0	0	0	0	%	
0079	Salary Adj to Funded Amt	0	3,853	0	0	0	0	0	%	
0080	Direct Benefits	9,791	3,681	0	0	0	0	0	%	
0090	Direct Benefits - Cafeteria	5,422	1,600	0	0	0	0	0	%	
	Total Direct Labor Costs	41,753	21,418	0	0	0	0	0	%	
Supplies										
1420	Fuel	0	50	0	0	0	0	0	%	
1482	Safety Supplies	13	67	0	0	0	0	0	%	
	Total Supplies	13	117	0	0	0	0	0	%	
Other Services and Charges										
2110	Advertising	4,597	13,856	0	0	0	0	0	%	
2120	Telephone	1,771	381	0	0	0	0	0	%	
2170	Printing	867	835	0	0	0	0	0	%	
2210	Rents and Leases - Equipment	4,221	0	0	0	0	0	0	%	
2244	Professional Services - Legal	1,315	0	0	0	0	0	0	%	
2300	Contractual Services	71,909	93,856	0	0	0	0	0	%	
2600	Insurance	4,605	0	0	0	0	0	0	%	
2670	Education / Training	952	236	0	0	0	0	0	%	
2683	Community Events	0	625	0	0	0	0	0	%	
	Total Other Services and Charges	90,236	109,789	0	0	0	0	0	%	
Total Expenses - Curbside Chip 11-USFS		132,003	131,324	0	0	0	0	0	%	