
**BIG BEAR LAKE FIRE PROTECTION DISTRICT
MINUTES FOR THE MEETING OF
OCTOBER 27, 2014**

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jackowski at 1:00 p.m., Monday, October 27, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Obernolte

Board Members Present: Chairman Jackowski
Vice Chairman Jahn
Board Member Caretto
Board Member Herrick
Board Member Obernolte

Board Members Excused: None

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

ANNOUNCEMENTS

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

- Tuesday, November 11, 2014 in observance of Veteran's Day and will re-open on Wednesday, November 12, 2014 at 8:00 a.m.;
- Thursday, November 27 and Friday, November 28, 2014 in observance of the Thanksgiving Holiday. The Administrative Office will re-open on Monday, December 1, 2014 at 8:00 a.m.;
- Wednesday, December 24, 2014 and Thursday, December 25, 2014 in observance of the Christmas holiday; and
- Wednesday, December 31, 2014 and January 1, 2015 in observance of the New Year's holiday.

BOARD MEMBERS' GENERAL ANNOUNCEMENTS

None.

PUBLIC COMMUNICATIONS

None.

CONSENT CALENDAR

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

FP1. Approval of Demands – Check Issue Date 06/14/14 through 10/17/14 in the amount of \$509,084.05

FP2. Approval of Minutes for the Regular Meeting of June 23, 2014

Approved.

FP3. Approval of Minutes for the Special Meeting of September 22, 2014

Approved.

FP4. Fire District Monthly Report for June 2014

Received and filed.

FP5. Fire District Monthly Report for July 2014

Received and filed.

FP6. Fire District Monthly Report for August 2014

Received and filed.

FP7. Fire District Monthly Report for September 2014

Received and filed.

The Consent Calendar was approved by the following vote:

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

ABSTAIN: Obernolte (abstained from Item FP2 as he was not present at the meeting)

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

DISCUSSION/ACTION ITEMS

FP8. Budget Adjustment for Fiscal Year 2014/15

Board consideration of approving an adjustment to the Fiscal Year 2014/15 Fire District Budget in the amount of \$91,750.

Chief Willis advised that these items were discussed and approved at the October 21, 2015 Fire Authority Board meeting. These expenditures are in line with the Fire Authority becoming responsible for fiscal management and fiscal control.

Board Member Obernolte asked the following questions: will hiring a Senior Finance Officer take some of the burden off City staff as they will no longer provide some of those functions for the District; does this total expenditure reflected the savings to the District in the money that we are no longer going to pay the City for administrative services; will the District continue to pay the City for administrative services during the transition through the end of the budget cycle. Chief Willis responded yes; this was all part of the cost of transition.

Board Member Obernolte expressed concern this adjustment would put the District in the red this year, and he inquired if the District expects next year's budget to remain in the black. COO Smith replied there is always salary savings at the end of the year and with the savings from not paying the administrative fee to the City and CSD, the District will have the money to absorb this.

Board Member Caretto added there will be a residual payment to the City and the CSD for processing taxes and possibly some auditing services, but it will not be close to the \$439,000 now paid to the City and the CSD.

Motion by Board Member Caretto; seconded by Board Member Obernolte, to approve an adjustment to the Fiscal Year 2014/15 Fire District Budget in the amount of \$91,750.

Said Motion was approved by the following vote:

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

ABSENT: None
ABSTAIN: None

FP9. Proposal for the Development of Schematic Design for Additional Office Space at Station 281 and the Establishment of an Ad Hoc Headquarters Design and Office Expansion Committee

Board consideration of authorizing the Fire Chief to execute an agreement with James M. Nicoloff, Architect for the preparation of schematic design and documentation for additional office space at Station 281 in the amount of \$7,811 and the establishment of an ad hoc Headquarters Design and Office Expansion Committee to assist and provide direction to Staff for the project.

Chief Willis stated there is a need to create office and work space for the employees and developer impact fees have been set aside to cover this project. He is looking at a sole source contract with the architect that originally designed the fire station as this firm specializes in fire station design and construction.

Discussion ensued by Board Member Obernolte and Vice Chairman Jahn that a minor refurbishment was recently done at one of the fire stations in the CSD area, and the Fire District paid for half of that. Both Directors expressed that this expense should be shared with the CSD.

COO Smith clarified funds for maintenance projects and improvements/expansions are expended differently. Impact fees can only be used for increasing capacity, not maintenance.

In response to Vice Chairman Jahn's question, Chief Willis advised before approaching the CSD, the District first needs to understand what the cost of construction is going to be. The proposed work will do so.

Board Member Caretto stated should the Fire District and CSD choose to withdraw from the Authority, repayment of maintenance contributions to the other agency's facilities should be included in an agreement. COO Smith stated improvement and maintenance costs are being tracked on the Fire District side. Should a separation occur, cost shared amounts would be returned to the applicable agency. COO Smith suggested maintenance and improvements be discussed at the next Fire Authority Board meeting.

Board Member Herrick stated he would support Staff's recommendation if these costs were clearly included with the actual construction costs for an even cost share by both agencies.

Chairman Jackowski agreed the CSD should be included in these discussions as they should pay half the cost of this project.

Motion by Vice Chairman Jahn; seconded by Board Member Herrick, to authorize a contract with James M. Nicoloff, Architect for the preparation of schematic design and documentation for additional office space at Station 281, with amended language to include these costs be rolled into construction costs and split with the CSD at some time in the future; Chairman Jackowski appointed Vice Chairman Jahn and Board Member Herrick to serve on the ad hoc committee.

Said Motion was approved by the following vote:

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

FP10. Fire District Meeting Schedule for 2015

Board consideration of approving the proposed modified 2015 meeting schedule, which includes the cancellation of the December 28, 2015 meeting.

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: None
ABSTAIN: Obernolte (abstained as he will not be on the Board during this time period)

BOARD MEMBER CLOSING COMMENTS

None.

ADJOURNMENT

There being no further business to come before the Fire Protection District at this session, Chairman Jackowski adjourned the meeting at 1:29 p.m.


Corinne E. Flores
Board Secretary

APPROVED AT THE MEETING OF APRIL 27, 2015.