
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
FEBRUARY 5, 2013**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Caretto at 6:38 p.m., Tuesday, February 5, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

PUBLIC FORUM FOR CLOSED SESSION: None.

At the hour of 5:30 p.m., the Fire Authority Board adjourned to Closed Session.

At the hour of 6:32 p.m., the Fire Authority Board adjourned to Open Session.

OPEN SESSION.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Rick Herrick

Directors Present: Chairman David Caretto
Vice Chairman John Green
Director Rick Herrick
Director Bob Jackowski
Director Bill Jahn
Director Jeff Newsome
Director Jay Obernolte
Director Karyn Oxandaboure
Director Paul Terry
Director Larry Walsh

Directors Excused: None

Directors Absent: None

Others Present: Jeff Willis, Fire Chief
Kathleen Smith, Treasurer-Auditor/Controller
Rob Hopkins, CSD General Manager
Corinne Flores, Board Secretary

RESULTS OF CLOSED SESSION:

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

No reportable action.

ANNOUNCEMENTS & UPCOMING EVENTS.

The Fire Authority's Administrative Office will be closed on Monday, February 18, 2013 in observance of Presidents' Day.

Six firefighters will be participating in the Scott Firefighter Stair Climb in Seattle, to benefit the Leukemia and Lymphoma Society.

PRESENTATIONS.

Chief Willis presented the following firefighters with Life Saver Ribbons:

Brian Parham, Captain
Luke Wagner, Engineer/Paramedic
James McDaniel, Engineer/Paramedic
Andrew Crane, Apprentice Firefighter/EMT
Joseph Webb, Apprentice Firefighter/EMT
Brandon Willis, Apprentice Firefighter/EMT

Chairman Caretto and Chief Willis presented the following personnel with employee service pins:

Nic Turner, Firefighter/Paramedic, 5 years
Ryan Harold, Captain, 10 years

On behalf of the California Fire Fighter Joint Apprenticeship Committee, Chief Willis presented Captain Ryan Harold with a Certificate of Completion for the Fire Officer Apprenticeship Program.

The Big Bear City Fire Department was recognized as the Most Fit Fire Department, evaluated by Fitness Appraisal, Inc. for 2012. The following personnel obtained the individual Highest Annual Physical Fitness Scores for 2012:

Joseph Webb, Apprentice Firefighter/EMT – Most Fit Firefighter for 2012
James McDaniel, Engineer/Paramedic
Rick Seward, Firefighter/Paramedic
Note: Robert Whitmore, Firefighter/Paramedic was recognized at the December meeting.

Chief Willis distributed the 2013 Annual Report to the Board of Directors, which outlined the department's 2012 achievements.

Consultants Marcel Turner and Gail Topolinski stated they had met with the Ad Hoc Administrative Committee of the Fire Authority that morning. The Consultants provided the Board with a brief status report for the existing retirement and benefit systems and

compensation plans; advised that the Ad Hoc Administrative Committee had provided them with direction to research specific information concerning the feasibility study; and a timeline had been established.

BOARD MEMBER GENERAL ANNOUNCEMENTS.

Director Herrick stated it was great to see the firefighters recognized for various awards as they've been doing a great job and are very busy responding to a lot of calls. He extended his congratulations to all. Director Jahn concurred.

GENERAL PUBLIC COMMENT.

None.

CHIEF'S REPORT.

Chief Willis reported on exploring options for information technology services; the formation of an ambulance specification committee; FY 2013-14 Budget development; update for duty officer responses; and replacement of uniform patches.

CONSENT CALENDAR.

Motion by Director Newsome; seconded by Director Obernolte to approve the Consent Calendar as follows:

FA1. Approval of Demands – Check Issue Date 12/05/12 through 01/27/13 in the amount of \$9,586.20.

Approved.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR.

None.

NEW BUSINESS.

FA2. Fire Hazard Abatement

Board consideration of receiving and filing report.

Received and filed.

FA3. Administrative Services Battalion Chief Position - Discussion and possible action.

Board consideration of approving the Administrative Services Battalion Chief job description and authorizing the internal posting for the position.

Brian Parham, Fire Captain representing Big Bear City Local 935: questioned the timing and financial impact for hiring this position as the two departments are still in process of meshing the labor units together.

Motion by Director Obernolte; seconded by Director Jahn to approve Staff's recommendation, as amended, to include the Administrative Services Battalion Chief position will not be created until the Chief returns to the Authority Board for further Board action with the name of the successful candidate and financial impact to the Authority.

Said Motion was approved by the following vote:

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

FA4. Mid-Year Budget Adjustments - Discussion and possible action.

Board consideration of approving the mid-year budget adjustments in the amount of \$42,000.

Motion by Director Obernolte; seconded by Director Terry to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

FA5. Executive Finance Officer Position - Discussion and possible action.

Board consideration approving the Executive Finance Officer job responsibilities and approve filling the position with the proposed funding source.

Substitute Motion by Director Obernolte; seconded by Vice Chairman Green to table this item.

This item was tabled by the following vote:

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

FA6. Insurance Coverages - Discussion and possible action.

Board consideration of approving the expenditure of \$16,000 to purchase additional insurance coverage.

Motion by Vice Chairman Green; seconded by Director Terry to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

OLD BUSINESS.

None.

COMMITTEE REPORTS.

None.

BOARD MEMBER CLOSING COMMENTS.

Director Newsome advised that the Board needs to be on guard for mission creep and the stated purpose of the merging of the fire departments.

Director Obernolte expressed that he continues to be impressed with the way the ten member Board is working together. Tonight's meeting was a good illustration of that

because there were some contentious issues; the Board didn't always agree but the debate was very civil and intellectual.

Vice Chairman Green commented that at some point the Fire Authority will need a Chief Financial Officer, but is not there yet. He concurred with the comments made by Director Obernolte.


Director Jackowski concurred with Director Obernolte and Vice Chairman Green's comments and added that in the near future, more power needs to be given to the JPA. He'll look forward to revisiting this issue in the future.

Director Herrick also expressed agreement with the good work that was done tonight.

Chairman Caretto thanked the Chief for putting up with the ten Board members tonight and thanked him for all the work he has done. Chief Willis responded there is a lot of work ahead with decisions to be made as the Authority heads into uncharted territory. He thanked the Board for their support.

ADJOURNMENT.

There being no further business to come before the Fire Authority at this session, Chairman Caretto adjourned the meeting at 9:20 p.m.


Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF JUNE 4, 2013.