
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
DECEMBER 17, 2013**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Caretto at 6:32 p.m., Tuesday, December 17, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Larry Walsh

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 Larry Walsh

Directors Excused: Director Karyn Oxandaboure
Director Paul Terry

Others Present: Jeff Willis, Fire Chief
Mark Mills, Assistant Fire Chief
Kathleen Smith, Treasurer-Auditor/Controller
Rob Hopkins, CSD General Manager
Corinne Flores, Board Secretary
Shari Strain, CSD Finance Officer
Eileen Berne, EMS/Fire Financial Coordinator

ANNOUNCEMENTS & UPCOMING EVENTS

The Administrative Office will be closed Tuesday, December 24, 2013 and Wednesday, December 25, 2013 for the Christmas Holiday and Tuesday, December 31, 2013 and Wednesday, January 1, 2014 for the New Year's Holiday.

PRESENTATIONS

Chairman Caretto presented Scott Tangenberg, District Ranger of the San Bernardino National Forest, with a proclamation to recognize his years of dedicated service to our

District and the region. Chairman Caretto stated the Fire Authority Board is comprised of City Council, Fire District Board of Directors, and Big Bear City Community Services District Board of Directors so each agency was represented this evening to extend their congratulations for his promotion to Deputy Forest Supervisor for the Stanislaus National Forest. On behalf of the Fire Authority, Chief Willis presented District Ranger Tangenberg with a congratulatory Big Bear Fire Department logo plaque; and on behalf of City Council, Chief Operations Officer Smith presented District Ranger Tangenberg with a carved wood bear to remind him of Big Bear.

BOARD MEMBER GENERAL ANNOUNCEMENTS

Director Herrick stated he met earlier with Congressman Paul Cook. He was able to briefly bring up some issues in Big Bear. Congressman Cook is looking forward to meeting with the Board in the future.

Director Obernolte wished his colleagues and their families a very Merry Christmas and a Happy New Year.

Director Jahn echoed Director Obernolte's comments.

Chairman Caretto advised there was a flurry of emails today among him, Chief Willis, Director Terry, and Treasurer Smith regarding the financial statement that was submitted to the Board via email. Chairman Caretto stated the Board had decided some time ago that the financial statements would be provided by email, and if there were questions, the Directors have the opportunity to ask questions of the Chief.

As Director Terry was not present at this meeting, Chairman Caretto stated he believed Director Terry was concerned with the financial statement not being listed on the agenda as he wanted more information on the line items that were over twenty-five percent for the first quarter.

Chairman Caretto directed Chief Willis to provide a written statement and a proposal to address the eight line items and to distribute the statement to the Directors within the next few days. Chairman Caretto suggested placing this item on the February meeting agenda for Board discussion on how to present the financial statements in the future.

GENERAL PUBLIC COMMENT

None.

CONSENT CALENDAR

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

FA1. Approval of Demands – Check Issue Date 09/21/13 through 12/08/13 in the amount of \$238,217.68

This item was removed from the Consent Calendar for separate discussion.

FA2. Approval of meeting Minutes from the October 1, 2013 Special Workshop Meeting of the Fire Authority

Approved.

FA3. Approval of Meeting Minutes from the October 1, 2013 Regular Meeting of the Fire Authority

Approved.

The balance of the Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA1. Approval of Demands – Check Issue Date 09/21/13 through 12/08/13 in the amount of \$238,217.68

Director Obernolte had a question regarding Vehicle Maintenance/Repair, which is tracking higher than expected. Chief Willis agreed and advised this is due to a repair of the turntable on the ladder truck in the amount of \$24,000, which was part of past budget discussion.

Motion by Director Obernolte; seconded by Director Newsome to approve the Demands – Check Issue from 09/21/13 through 12/08/13 in the amount of \$238,217.68.

Director Walsh expressed concern regarding legal consulting fees expended to-date vs. the budgeted amount. Chief Willis answered that most of the legal expenses were going toward understanding retirement system differences and its negotiation for the consolidation process; he will be proposing a mid-year budget adjustment for legal fees at the February meeting.

Director Walsh asked if the \$74,000 expense to Confire (dispatch) was for the full year. Chief Willis answered it was for six months. Director Walsh also inquired if the \$5,000 expense for cancer awareness was budgeted. Chief Willis responded

that was an expense/revenue account to pay for pink T-shirts and associated costs the department ordered, however, Fire personnel reimbursed the department for these items (revenue offset the expense).

Director Jackowski inquired if the Fitness Appraisal Inc. expense was an annual or quarterly expense. Chief Willis stated this was for the annual physical fitness performance testing, which is a measurement of fitness progress. This item did not carry over from either Fire District or CSD budgets so this line item will need to be adjusted at mid-year.

Said Motion was approved by the following vote:

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

NEW BUSINESS

FA4. 2013 Fire Code Adoption

Assistant Chief Mills gave a verbal report regarding the adoption of the 2013 Fire Code with amendments and appendixes that include the Wood Shake/Shingle Ordinance and the Native Shrub and Brush Ordinance. Weed abatement will also be addressed in the code for ease of enforcement.

Received and filed.

FA5. Ambulance Revenue and Expense

At the last Authority Board meeting, Chief Willis presented a proposal to consolidate the apparatus replacement schedule of the two agencies with associated costs. This agenda item is a result of Board direction for Chief Willis to return with a report of revenue and expense related to the ambulance service.

A Power Point presentation was given by Shari Strain, Finance Officer of the Community Services District, regarding an overview of the Statement of Revenues, Expenditures, and Changes in Net Assets, Public Safety and Ambulance Services Funds for FY ending June 30, 2013.

Director Newsome stated the ambulance company may break even, however, it allows the fire department to maintain fire suppression staffing for the size of our community and resources. Chief Willis agreed adding it allows for personnel to go from an ambulance to an engine and back throughout the day. It also allows

for staffing of three ambulances 24 hours a day, 7 days a week, and permits flexibility for ambulance personnel to conduct fire rescue and other emergency work.

At Director Obernolte's inquiry, clarification was given that ambulance personnel, associated ambulance costs, and revenue are not being shared at this time. He asked Chief Willis to identify the path that he is suggesting for moving the ambulance service to the Authority. Chief Willis responded the pathway, with Board approval, is to jointly share the cost of purchasing all fleet at this point.

Director Obernolte further stated the consolidation process is comprised of baby steps; that the Board Members are interested in providing the best service possible to the Valley; and that the Authority could cost share all the positions with personnel remaining employees of their respective agency. Director Obernolte stated he is struggling with cost sharing equipment that is not related to the job the Authority now does.

Received and filed.

FA6. Operational Capability and Capacity of the Big Bear Fire Department

Assistant Chief Mills gave a Power Point presentation on National Fire Protection Association 1710, Standard for Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, which establishes the minimum number of personnel required to safely and effectively operate on a fire scene.

Received and filed.

FA7. Consolidate Fleet Replacement

Board consideration of approving the consolidated fleet replacement schedule to be considered as part of the Fiscal Year 2014/15 Big Bear Fire Authority Budget.

Chief Willis gave an overview of a proposed Authority Fleet Replacement Schedule for eliminating equipment and redundancy while maintaining a quality fleet. By approving the proposed fleet schedule, a savings to Big Bear City Fire would be \$35,324 and \$41,240 for Big Bear Lake Fire.

Director Herrick inquired about renting a vehicle from another fire department in lieu of purchasing one. Chief Willis responded that in today's world of shrinking budgets, most departments do not have much to offer.

Eileen Berne, EMS/Fire Financial Coordinator, provided a Power Point presentation of available lease/purchase options for the replacement of a type 1 truck for future Board consideration.

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

Said Motion was approved by the following vote:

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

FA8. Upcoming Meeting Schedule for 2014

Board consideration of approving the proposed 2014 meeting calendar, which includes the adjournments of the October 7, 2014 regular meeting to October 21, 2014 and the December 2, 2014 regular meeting to December 9, 2014.

The Board discussed teleconferencing capabilities in the Training Room and Hofert Hall for future meetings. Treasurer Smith advised there were no phone lines in either meeting room.

General discussion ensued regarding adjourning the April 1, 2014 and August 5, 2014 meeting dates as both coincide with school breaks.

Motion by Director Herrick; seconded by Director Jahn to approve Staff's recommendation with amendment of adjourning the April 1, 2014 regular meeting to April 22, 2014 and adjourning the August 5, 2014 regular meeting to August 19, 2014.

Said Motion was approved by the following vote:

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

FA9. Station and Unit Designators

Board consideration of approving the station and unit designation changes according to the San Bernardino County Fire Chiefs' Association policy.

Assistant Chief Mills advised that the Big Bear Fire Department's new three letter designator is now BFA as assigned by the California State Fire Marshal's Office; and, with Board approval, the fire stations, apparatus, and chief officers' designations will be changed in accordance with the San Bernardino County Fire Chiefs' Association policy.

Motion by Director Jackowski; seconded by Director Walsh to approve Staff's recommendation.

Said Motion was approved by the following vote:

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

OLD BUSINESS

None.

COMMITTEE REPORTS

None.

BOARD MEMBER CLOSING COMMENTS

Chairman Caretto postponed Board Member Closing Comments until after Closed Session.

CEREMONIAL

FIRE AUTHORITY REORGANIZATION

Selection of Chairman and Vice Chairman

As per the Bylaws and Policies of the Big Bear Fire Authority, "The Chair shall alternate between Participating Agencies each year, such that the Chair selected for the following year shall not be from the same Participating Agency that provided that Chair for the current year. The Vice-Chair shall also alternate between the Participating Agencies each year, such that the Vice-Chair selected for the following year shall not be from the same Participating Agency that provided the Vice-Chair for the current year."

Chairman Caretto called for nominations for Chairman to serve for a period of one year.

Director Jahn nominated Director Green to serve as Chairman for a period of one year; seconded by Director Herrick.

Director Green was elected to serve as Chairman for a period of one year by the following vote:

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

Chairman Green called for nominations for Vice Chairman to serve for a period of one year.

Director Newsome nominated Director Jahn to serve as Vice Chairman for a period of one year; seconded by Director Obernolte.

Director Jahn was elected to serve as Vice Chairman for a period of one year by the following vote:

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

PUBLIC FORUM FOR CLOSED SESSION: None.

At the hour of 8:41 p.m., the Fire Authority adjourned to Closed Session.

At the hour of 10:22 p.m., the Fire Authority reconvened to Open Session.

RESULTS OF CLOSED SESSION

1. **CONFERENCE WITH LABOR NEGOTIATOR** pursuant to Government Code Section 54957.6

Agency Designated Representative: Fire Chief Willis
Unrepresented Employees: Assistant Fire Chief, Administrative Assistant, and Apprentice Firefighter/Paramedic

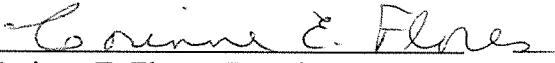
No reportable action.

BOARD MEMBER CLOSING COMMENTS CONTINUED

None.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 10:23 p.m.



Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF FEBRUARY 4, 2014.