



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
MEETING AGENDA  
DECEMBER 17, 2013**

**ORDER OF BUSINESS:**

Regular Session - 6:30 p.m. – Training Room, 39707 Big Bear Blvd., Big Bear Lake, CA 92315  
Closed Session – Immediately Following – Training Room

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**BOARD OF DIRECTORS**

**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**

**STAFF**

**FIRE CHIEF JEFF WILLIS  
ASSISTANT FIRE CHIEF MARK MILLS  
TREASURER-AUDITOR/CONTROLLER KATHLEEN SMITH  
BOARD SECRETARY CORINNE FLORES**

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**OPEN SESSION**

**CALL TO ORDER**

**MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**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.**

**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**

Presentation recognizing Scott Tangenberg, District Ranger for the San Bernardino National Forest, for his years of service to our District and the region, and congratulating him on his promotion to Deputy Forest Supervisor for the Stanislaus National Forest.

**BOARD MEMBER GENERAL ANNOUNCEMENTS**

**GENERAL PUBLIC COMMENT** - Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the Authority. Please note that State law prohibits the Fire Authority from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the respective Board during this time period.

**CONSENT CALENDAR**

- FA1. Approval of Demands – Check Issue Date 09/21/13 through 12/08/13 in the amount of \$238,217.68**
- FA2. Approval of meeting Minutes from the October 1, 2013 Special Workshop Meeting of the Fire Authority**
- FA3. Approval of meeting Minutes from the October 1, 2013 Regular Meeting of the Fire Authority**

**ITEMS REMOVED FROM THE CONSENT CALENDAR****NEW BUSINESS**

- FA4. 2013 Fire Code Adoption**  
Board consideration of receiving and filing the report.
- FA5. Ambulance Revenue and Expense**  
Board consideration of receiving and filing the report.
- FA6. Operational Capability and Capacity of the Big Bear Fire Department**  
Board consideration of receiving and filing the report.
- 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.

**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.

**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.

**OLD BUSINESS**

**COMMITTEE REPORTS**

**BOARD MEMBER CLOSING COMMENTS**

**CEREMONIAL**

**FIRE AUTHORITY REORGANIZATION**

**Selection of the Chairman and Vice Chairman**

Board nominations for Chairman and Vice Chairman who will serve for a period of one year.

**CLOSED SESSION PUBLIC COMMUNICATIONS:** (Any member of the public is entitled to speak only on items listed on the agenda.)

**CLOSED SESSION**

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

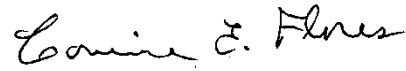
Agency Designated Representative: Fire Chief Willis  
Unrepresented Employees: Assistant Fire Chief, Administrative Assistant, and  
Apprentice Firefighter/Paramedic

**OPEN SESSION**

**RESULTS OF CLOSED SESSION**

**ADJOURN**

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 13th day of December, 2013.



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Corinne E. Flores, Board Secretary

*The Big Bear Fire Authority 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 Authority to make reasonable arrangements to ensure accessibility to this meeting.*



**Big Bear Fire Authority**

**Item No. FA1**

**Checks Issued 09/21/13 through 12/08/13**

<b>Check#</b>	<b>Vendor/Employee</b>	<b>Transaction</b>	<b>Date</b>	<b>Amount</b>
62166	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	09/25/13	24,143.04
62174	US Bank Corporate Payment Systems	Mtg Exp/Courage Awards/Vehicle Repair Broadband/Cell Phone/Shipping/Materials Sta 292 Doors/Posicheck Calibration Training Exp/Conference Exp/Domain Reg	09/25/13	4,549.36
62191	BBC Saw Works, Inc.	1 Case of Pre-Mix Oil	10/02/13	72.14
62196	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	10/02/13	920.00
62197	John Robert Petrucelli, Jr.	Station 292 Flooring	10/02/13	2,756.00
62198	Laerdal Medical Corporation	Public Training Supplies	10/02/13	217.03
62201	Quill Corporation	Office Supplies	10/02/13	291.59
62202	Ricoh USA, Inc.	Copier Lease	10/02/13	400.85
62203	Southwest Gas Corporation	Natural Gas Usage	10/02/13	423.00
62204	Verizon California	Telephone Service	10/02/13	406.77
62208	California State Board of Equalization	Quarterly Sales & Use Tax Reporting	10/04/13	136.22
62209	County of SB Information Services Department	Monthly Radio/Pager	10/04/13	1,810.37
62211	City of Big Bear Lake Dept of Water & Power	Water Usage	10/04/13	445.88
62212	Petty Cash	Velcro/Crew Provisions for Structure Fire Postage	10/04/13	211.70
62213	All Star Fire Equipment Inc	Structure Helmets	10/04/13	503.77
62215	Bad Bear Sportswear	Print Logo on Wildland Jackets	10/04/13	226.80
62216	Butchers Blocks & Building Materials	Materials/Supplies	10/04/13	70.04
62217	Bear Valley Electric	Electricity Usage	10/04/13	1,945.79
62218	Charter Communications	Intranet-Internet Services/Cable	10/04/13	1,251.94
62221	DIY Home Center	Materials/Supplies	10/04/13	105.82
62222	Entenmann-Rovin Co	911 Remembrance Badges/Service Pins	10/04/13	223.22
62223	Generator Services Co, Inc	Generator Service/Repair	10/04/13	1,445.27
62224	Globalstar	Satellite Phone	10/04/13	49.11
62225	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	10/04/13	1,920.00



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62226	Deanne Johanson	Consulting Services	10/04/13	494.00
62227	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	10/04/13	67.52
62228	L N Curtis & Sons Inc.	Repair Paratech Dual Controller	10/04/13	329.62
62229	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	10/04/13	961.79
62231	Quill Corporation	Office Supplies	10/04/13	234.32
62232	Radio Shack Corporation	Olympus Recorder	10/04/13	53.99
62233	Ricoh USA, Inc.	Copy Charges	10/04/13	48.62
62234	Stater Bros Market No 91	Fire Auth Workshop and Mtg Expense	10/04/13	49.13
62236	Verizon California	Telephone Service	10/04/13	150.98
62281	Lance Soll & Lunghard	Financial Audit	10/10/13	2,475.00
62305	San Bernardino County Vehicle Svcs Dept	Fuel	10/10/13	2,272.31
62306	Big Bear City CSD	Training Expense/Uniform Shirts/Mtg Exp	10/10/13	1,778.56
		Radio Repair & Battery/Cell Phone		
		Software/Instructor Card/Keyboards		
62308	AT&T Corp	Long Distance Telephone Service	10/10/13	69.95
62309	Butchers Blocks & Building Materials	Materials/Supplies	10/10/13	201.05
62310	Bear Valley Electric	Electricity Usage	10/10/13	1,782.09
62311	Charter Communications	Intranet-Internet Services	10/10/13	516.57
62312	Galls/Quartermaster	Uniforms	10/10/13	1,156.68
62313	Interstate Battery of Southern California	Vehicle Batteries	10/10/13	712.85
62314	K-Mart 7653	Medication Storage	10/10/13	33.11
62315	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	10/10/13	425.32
62316	Randy Spitz	Coffee Supplies	10/10/13	168.90
62317	NAPA Auto Parts	Vehicle Maintenance/Repair	10/10/13	168.56
62318	RELM Wireless Corporation	Radio Repair Parts	10/10/13	633.59
62320	Verizon California	Telephone Service	10/10/13	50.98
62321	Verizon Wireless	Cell Phone/iPad Data Usage	10/10/13	1,100.20
62322	Air Cleaning Systems, Inc.	Motor for Exhaust Extractors	10/10/13	1,975.82



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62390	County of SB Information Services Department	Monthly Radio/Pager	10/25/13	1,810.95
62391	Confire	Dispatch Services	10/25/13	73,873.77
62392	Big Bear City CSD	Training Supplies/Fuel/Groceries/AQMD Vehicle Batteries/Vehicle Maintenance Telephone Service/Cell Phone Long Distance Telephone Service Natural Gas Usage/Copier Charges Training Expense/DMV Physicals	10/25/13	3,554.84
62393	Action Response Team, Inc	Janitorial Supplies	10/25/13	964.29
62394	Best Best & Krieger LLP	Legal Services	10/25/13	8,818.79
62395	David Kendall	Air Conditioning Repair	10/25/13	579.93
62396	Clifford Fowler	Tarp Straps/Adjusters	10/25/13	169.56
62398	Butchers Blocks & Building Materials	Materials/Supplies	10/25/13	366.00
62399	Bear Valley Electric	Electricity Usage	10/25/13	1,899.57
62400	Bear Valley Printing Inc	Business Cards/Purchase Order Forms	10/25/13	185.31
62401	Car Quest Auto Parts	Vehicle Maintenance/Repair	10/25/13	68.86
62402	Chevron USA	Fuel	10/25/13	72.76
62403	The Counseling Team International, Inc.	Employee Support Services/Psychological Assessments	10/25/13	1,950.00
62404	Jon Curtis	Reimb Exp for Trauma Packs	10/25/13	880.75
62406	DIY Home Center	Materials/Supplies	10/25/13	277.44
62407	Farsight Technologies, Inc.	Big Bear Fire Authority Meeting	10/25/13	200.00
62409	Fitness Appraisal Inc	Wellness Evaluations w/ Analysis	10/25/13	13,400.00
62411	Geiger Supply, Inc.	Plumbing Repairs	10/25/13	89.10
62412	General Svc Admin-U.S.	Office Supplies	10/25/13	103.60
62414	John Green	Big Bear Fire Authority Meeting	10/25/13	100.00
62415	Rick Herrick	Big Bear Fire Authority Meeting	10/25/13	200.00
62416	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	10/25/13	1,900.00



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62417	K-Mart 7653	DVD Player/Waste Basket	10/25/13	181.40
62418	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	10/25/13	862.92
62419	Knight Plumbing Service	Plumbing Repairs	10/25/13	320.00
62420	Mission Linen Supply Inc.	Towels	10/25/13	45.42
62421	Randy Spitz	Coffee Supplies	10/25/13	82.00
62422	Jeff Newsome	Big Bear Fire Authority Meeting	10/25/13	200.00
62423	Karyn Oxandaboure	Big Bear Fire Authority Meeting	10/25/13	200.00
62424	Ricoh USA, Inc.	Copier Lease	10/25/13	400.85
62425	Charles Robillard	Reimb- Halloween Candy	10/25/13	194.87
62426	South Coast Emergency Inc.	Vehicle Maintenance/Repair	10/25/13	1,053.98
62427	Stater Bros Market No 91	Meeting Supplies	10/25/13	6.14
62429	Paul Terry	Big Bear Fire Authority Meeting	10/25/13	200.00
62430	United Parcel Service	Postage Charges	10/25/13	19.45
62432	Verizon California	Telephone Service	10/25/13	389.79
62433	Verizon Wireless	Cell Phone/iPad Data Usage	10/25/13	640.20
62434	Brandon Willis	Reimb- Training Expenses	10/25/13	709.60
62435	Ziggles	Sew on New Patches	10/25/13	126.00
62463	Bad Bear Sportswear	Cancer Awareness & Dept. Logo Apparel	11/01/13	4,253.04
62464	Jon Curtis	Reimb- Rim Fire Expenses	11/01/13	164.10
62465	Direct Signs	Cancer Awareness Stickers & Magnets	11/01/13	259.20
62466	Kelvin McElfish	Reimb- Certificate Renewal	11/01/13	97.00
62467	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	11/01/13	127.28
62472	Bad Bear Sportswear	Cancer Awareness Apparel	11/06/13	918.54
62473	Best Best & Krieger LLP	Registration	11/06/13	150.00
62474	Butchers Blocks & Building Materials	Materials/Supplies	11/06/13	553.97
62475	Charter Communications	Intranet-Internet Services/Cable	11/06/13	1,250.82
62476	Direct Signs	Dept Logos for Board Meetings	11/06/13	75.60
62477	DIY Home Center	Materials/Supplies	11/06/13	60.17





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62478	Globalstar	Satellite Phone	11/06/13	49.10
62479	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	11/06/13	480.00
62480	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	11/06/13	727.73
62481	JSL Automotive Group, LLC	Vehicle Maintenance/Repair	11/06/13	83.50
62482	Porter's Firewood	Tree Removal	11/06/13	395.00
62483	Quill Corporation	Office Supplies	11/06/13	215.73
62484	Thomas Gas Company	Propane	11/06/13	70.84
62486	City of Big Bear Lake Dept of Water & Power	Water Usage	11/07/13	420.40
62487	AT&T Corp	Long Distance Telephone Service	11/07/13	64.11
62488	Aya Group, Inc.	Window 7 Pro Software	11/07/13	213.44
62489	Battery Zone, Inc	Batteries	11/07/13	998.32
62490	Bear Valley Electric	Electricity Usage	11/07/13	1,218.12
62491	Bear Valley Hearing Services	Earmold	11/07/13	25.00
62492	BW Printworks	2014 Single Sheet & Wallet Calendars	11/07/13	130.63
62493	Car Quest Auto Parts	Tie Straps	11/07/13	11.22
62494	Charter Communications	Internet	11/07/13	516.57
62495	Compressed Air Specialties, Inc.	Safety Relief Valve for Compressor	11/07/13	94.70
62496	The Counseling Team International, Inc.	Psychological Assessments	11/07/13	250.00
62497	DIY Home Center	Materials/Supplies	11/07/13	262.41
62498	Entenmann-Rovin Co	Wallet Badge/Flat Badge	11/07/13	243.02
62499	Firefighters Safety Center	Boots/Uniforms	11/07/13	2,000.96
62500	Geiger Supply, Inc.	Plumbing Repairs	11/07/13	42.38
62501	The Grizzly	Legal Notices	11/07/13	917.50
62502	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	11/07/13	1,920.00
62503	J G Tucker & Son, Inc	Vehicle Maintenance/Repair	11/07/13	124.34
62504	K-Mart 7653	Halloween Decorations for Engine	11/07/13	34.47
62505	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	11/07/13	122.68
62506	Randy Spitz	Coffee Supplies	11/07/13	188.95



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62508	NAPA Auto Parts	Vehicle Maintenance/Repair	11/07/13	6.32
62509	Robert Rowe	Reprogram Phone System	11/07/13	85.00
62511	Southwest Gas Corporation	Natural Gas Usage	11/07/13	11.00
62512	United Parcel Service	Postage Charges	11/07/13	107.54
62513	Verizon California	Telephone Service	11/07/13	154.37
62586	US Bank Corporate Payment Systems	Mtg Exp/EE Appreciation/Supplies/Charger Badge Engraving/Broadband/Bluetooth Construction Supplies/Training	11/07/13	1,552.38
62590	Stater Bros Market No 91	Meeting Exp	11/12/13	93.56
62598	San Bernardino County Vehicle Svcs Dept	Fuel	11/15/13	2,234.16
62599	Action Response Team, Inc	Janitorial Supplies	11/15/13	970.04
62600	Battery Zone, Inc	Batteries	11/15/13	57.60
62601	Best Best & Krieger LLP	Legal Services	11/15/13	7,309.72
62602	VA Communications	Emergency Phone	11/15/13	99.76
62604	Chevron USA	Fuel	11/15/13	222.40
62608	Galls/Quartermaster	Shirts/Uniforms	11/15/13	887.28
62609	Ralph W Haupt, Inc	Diesel for Generator	11/15/13	378.47
62610	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	11/15/13	921.60
62611	Laerdal Medical Corporation	Public Training Supplies	11/15/13	165.19
62612	Landstar Pacific, Inc.	Keys	11/15/13	133.88
62613	Roger LaVoire	Reimb- Certificate Renewal	11/15/13	60.00
62614	Mike Maltby	Reimb- Tuition	11/15/13	30.00
62616	Traction	Vehicle Maintenance/Repair	11/15/13	358.99
62617	United Parcel Service	Postage Charges	11/15/13	41.77
62619	Verizon California	Telephone Service	11/15/13	50.72
62620	Verizon Wireless	Cell Phone/iPad Data Usage	11/15/13	645.53
62621	Westrux International, Inc.	Vehicle Maintenance/Repair	11/15/13	179.48
62622	County of SB Information Services Department	Monthly Radio/Pager	11/21/13	957.41



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62623	Petty Cash	Postage/Sew Patch/Hem Uniform Pants	11/21/13	42.24
62624	Big Bear Paint Center	Paint Supplies	11/21/13	78.16
62625	Butchers Blocks & Building Materials	Materials/Supplies	11/21/13	155.40
62626	Bear Valley Printing Inc	Business Cards	11/21/13	66.51
62627	Chariot Spring Corp.	Vehicle Maintenance/Repair	11/21/13	1,765.91
62628	CP Products	Upright Vacuum	11/21/13	264.60
62629	The Counseling Team International, Inc.	Employee Support Services	11/21/13	450.00
62630	DIY Home Center	Materials/Supplies	11/21/13	16.43
62632	The Grizzly	Subscription	11/21/13	34.00
62634	Randy Spitz	Coffee Supplies	11/21/13	221.95
62635	Quill Corporation	Office Supplies	11/21/13	226.47
62636	Ricoh USA, Inc.	Copier Lease	11/21/13	400.85
62637	Sam Brown Shields	Shields	11/21/13	229.45
62638	Verizon California	Telephone Service	11/21/13	391.82
62715	Mike Maltby	Reimb- Workshop Expenses	11/26/13	10.85
62717	Ricoh USA, Inc.	Copy Charges	11/26/13	338.40
62738	US Bank Corporate Payment Systems	Broadband/Mtg Expenses/Vehicle Repair	11/26/13	3,153.24
		PO Box Rental/Key Deposit/Vacuum		
		Code Books/Academy Expenses/Tasktracker		
62751	Southwest Gas Corporation	Natural Gas Usage	12/05/13	812.84
62753	City of Big Bear Lake Dept of Water & Power	Water Usage	12/05/13	351.24
62754	Bad Bear Sportswear	Cancer Awareness Apparel	12/05/13	147.96
62755	Richard Steven Riddle	SCBA Hydro Testing	12/05/13	182.46
62756	Butchers Blocks & Building Materials	Materials/Supplies	12/05/13	400.48
62757	Bear Valley Electric	Electricity Usage	12/05/13	2,160.15
62758	Center for Health Education In	ACLS Course Completion Cards	12/05/13	91.82
62759	Charter Communications	Intranet-Internet Services/Cable	12/05/13	1,766.28
62760	Compressed Air Specialties, Inc.	Air Compressor Repair	12/05/13	770.50



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62762	DIY Home Center	Materials/Supplies	12/05/13	248.56
62763	Globalstar	Satellite Phone	12/05/13	48.56
62764	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	12/05/13	2,930.00
62765	Kimbro's Appliance Service Inc.	Washer	12/05/13	253.80
62766	K-Mart 7653	Supplies	12/05/13	134.75
62767	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	12/05/13	97.32
62768	JSL Automotive Group, LLC	Tire Change	12/05/13	160.00
62769	Randy Spitz	Coffee Supplies	12/05/13	294.95
62770	Quill Corporation	Office Supplies	12/05/13	226.58
62771	Radio Shack Corporation	E-291 Resistors	12/05/13	8.09
62772	Southwest Gas Corporation	Natural Gas Usage	12/05/13	250.83
62773	United Safety Accessories, Inc	Auto Light Bulbs	12/05/13	210.00
62774	Verizon California	Telephone Service	12/05/13	148.64
62776	Robert Whitmore	Reimb- PCF Academy Expenses	12/05/13	120.80
62777	WW Grainger Inc	Heater Fans	12/05/13	417.42
62778	David Yegge	Reimb- Lodging & Meals	12/05/13	631.00
	ACH Bill Jahn	Big Bear Fire Authority Meeting	10/25/13	200.00
	ACH David Caretto	Big Bear Fire Authority Meeting	10/25/13	200.00
	ACH Brandon Willis	Reimb- Fire Investigations 1B	11/26/13	126.00
				<b>238,217.68</b>

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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE WORKSHOP MEETING OF  
OCTOBER 1, 2013**

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A Special Meeting of the Big Bear Fire Authority was called to order by Chairman Caretto at 3:07 p.m., Tuesday, October 1, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Bill Jahn

Directors Present: Chairman David Caretto  
Director Rick Herrick  
Director Bill Jahn  
Director Jay Obernolte  
Director Karyn Oxandaboure  
Director Larry Walsh

Directors Excused: Vice Chairman John Green  
Director Bob Jackowski  
Director Jeff Newsome  
Director Paul Terry

Others Present: Jeff Willis, Fire Chief  
Jeffrey Ferre, Authority Counsel  
Isabel Safie, Authority Counsel  
Corinne Flores, Authority Board Secretary  
Jeff Mathieu, City Manager  
Rob Hopkins, CSD General Manager  
Shari Strain, CSD Finance Manager  
Mary Reeves, CSD Board Secretary  
Mitch Hollenbaugh, Local 935 Representative

**GENERAL PUBLIC COMMENT**

None.

**INFORMATIONAL AND DISCUSSION PURPOSES ONLY**

1. Address Issues Related to the Employee Retirement Plans and Other Benefits.

At the hour of 3:11 p.m., Director Jeff Newsome arrived at the meeting.

Chief Willis stated the Authority Board is at a point to begin discussion in becoming an employing agency. He introduced Authority Counsel, Jeffrey Ferre and Isabel Safie, who led the discussion for employee benefit options.

At the hour of 3:15 p.m., Director Paul Terry arrived at the meeting.

#### Power of Authority to Hire Employees

- A. The Authority has the power to combine current personnel of the two entities and/or directly hire new fire and medical personnel.
- B. Unless or until the Authority employs the current employees, or directly hires new employees, the current personnel of the Big Bear City Fire Department and the Big Bear Lake Fire Department will remain employed by their respective employers.

#### Existing Pension and Health Benefits – Big Bear City

- A. California Public Employees' Retirement System (CalPERS)
- B. Federal Benefits – Social Security and Medicare
- C. CalPERS health insurance, inclusive of retiree health

#### Existing Pension and Health Benefits – Big Bear Lake

- A. San Bernardino County Employees' Retirement Association (SBCERA)
- B. Federal Benefits – Medicare
- C. Blue Cross or Kaiser Permanente Health Insurance – no retiree health benefits

#### Defined Contribution Plan

- A. Advantages
  - i. Investment risk is transferred to employee
  - ii. No unfunded liability
- B. Disadvantages
  - i. Would make it difficult to retain skilled employees
  - ii. Not a solution for existing employees due to vested rights doctrine unless the plan offers substantially equal benefits
  - iii. Neither CalPERS nor SBCERA permit a group of employees within same membership category to be covered by a different retirement system than another group

#### Defined Benefit Plan

- A. Advantages
  - i. Authority remains competitive for recruitment and retention

- ii. Easily designed around vested rights
- iii. Opportunity for Authority to select most cost effective retirement system
- B. Disadvantages
  - i. Investment risk generally lies with the employer
  - ii. Unfunded liability

Identified Options

- A. Authority to contract with CalPERS to provide its employees with a defined benefit plan
  - i. Prior to transferring employees to Authority, it must first establish that it is eligible to participate in CalPERS
  - ii. Big Bear City employees transferred to Authority retain “classic member” status
  - iii. New Authority employees join CalPERS
  - iv. Three possible scenarios for Big Bear Lake employees:

*First Scenario*

- Remain employees of Big Bear Lake and remain in SBCERA
- Big Bear Lake must retain control of these employees rather than Authority
- Common law employee dilemma

*Second Scenario*

- Transfer employees of Big Bear Lake to Authority
- All future service accrual under CalPERS
- Big Bear Lake retains responsibility over SBCERA accrued benefits
- City of Big Bear Lake “master” contract may be sufficient to avoid withdrawal liability

*Third Scenario*

- Transfer employees of Big Bear Lake to the Authority
- All future service accrual under CalPERS
- Negotiate “reallocation agreement” between Big Bear Lake, CalPERS, SBCERA, and Authority so that Authority assumes Big Bear Lake assets, liabilities, and accrued service under SBCERA
- Consider Big Bear Lake’s obligation to Authority for the assumption

- v. Meet and confer obligations must be observed

Retiree Health Benefits

- A. Authority may, but not required to, contract with CalPERS for health benefits
- B. If Authority chooses CalPERS health, it must comply with the Public Employees' Medical and Hospital Care Act (PEMHCA) rules, including providing retiree health benefits
- C. If Authority does not provide CalPERS health, then it must consider obligations with respect to retired employees and existing employees of Big Bear City
- D. Meet and confer obligations must be observed

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Caretto adjourned the meeting at 6:13 p.m.

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Corinne E. Flores, Board Secretary



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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
OCTOBER 1, 2013**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Caretto at 6:30 p.m., Tuesday, October 1, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

**OPEN SESSION**

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Terry

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

Directors Excused: Director Bob Jackowski

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

**ANNOUNCEMENTS & UPCOMING EVENTS**

None.

**PRESENTATIONS**

Chief Willis recognized the following personnel for their recent promotions:

Ryan Harold, from Captain to Battalion Chief - pinned by his daughters, Brooke and Emily.

Dan Rogers, from Engineer to Fire Captain – pinned by his sons, Tanner and Austin, who are Big Bear City Fire Explorers.

Mitch Hollenbaugh, from Firefighter/Paramedic to Engineer – pinned by his daughters, Savanaugh and Sunny Ray.

Edwina Scott, Executive Director of the Mountain Communities Fire Safe Council, recognized David Yegge, Fire Fuels Program Supervisor, with a plaque as an expression of their appreciation for his support and technical assistance with their wood shake/shingle roof replacement grant. In turn, Mr. Yegge provided Ms. Scott, Mountain Communities Fire Safe Council, with a carved wooden bear.

### **BOARD MEMBER GENERAL ANNOUNCEMENTS**

Director Herrick stated he witnessed different fire techniques he hadn't seen before at the Riffenburgh Lumber fire on Sunday morning, i.e., the ladder truck and a backhoe in operation. He commented the firefighters did a good job of putting the fire out.

Director Jahn advised he enjoyed that afternoon's workshop discussion, but we have a long way to go. He expressed his faith in the Board, the Fire Chief, and the rank & file that we're going to get there.

Vice Chairman Green congratulated everyone involved with bringing the Traveling Vietnam Wall to the Valley as it was a very moving experience.

Chairman Caretto echoed the comments of Director Herrick and Vice Chairman Green. He stated the fire department has been very busy this last week, particularly with the Vietnam Wall celebration, a structure fire, the Riffenburgh Lumber fire, and the plane crash at the airport – all happening at once. The fire department handled everything very well, and he appreciates them. He further stated the ladder truck was very important in reducing the amount of damage to the Riffenburgh structures.

### **GENERAL PUBLIC COMMENT**

None.

### **CHIEF'S REPORT**

Chief Willis reported on the modifications to Stations-281, -291, and -292; the new patch that is now on all uniforms; the results of the Memorial Stair Climb in San Diego to raise funds for the families of the fallen firefighters on September 11; the purchase of a new ambulance; and a status for duty officer responses.

Received and Filed.

### **CONSENT CALENDAR**

Authority Counsel, Jeffrey Ferre, addressed Item FA4 to clarify that the Board may direct the Board Secretary to adjourn the Regular Meeting of December 3, 2013 to December 10, 2013 instead of cancelling it.

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

**FA1. Approval of Demands – Check Issue Date 05/25/13 through 09/20/13 in the amount of \$122,924.65**

Approved.

**FA2. Approval of Meeting Minutes from the June 4, 2013 Regular Meeting of the Fire Authority**

Approved.

**FA3. Approval of Meeting Minutes from the June 25, 2013 Special Meeting of the Fire Authority**

Approved.

**FA4. Proposed Cancellation of the Fire Authority Regular Board Meeting of December 3, 2013 and Proposed Special Meeting of December 10, 2013**

Board consideration of cancelling the Regular Meeting of December 3, 2013 and directing Staff to notice a Special Meeting for December 10, 2013.

The Board Secretary was directed to post a Notice of Adjournment of the December 3, 2013 Regular Meeting to December 10, 2013.

The Consent Calendar was approved by unanimous vote.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**NEW BUSINESS**

**FA5. Emergency Medical Dispatch System**

Board consideration of receiving and filing the report.

Battalion Chief Ryan Harold introduced Karon Humphreys-Assistant Dispatch Manager and Linda Luna-Case Reviewer, both of Confire. Ms. Humphreys gave

a brief presentation on Emergency Medical Dispatch (standard protocols to assist with call processing and unit response by sending only those resources that match the identified need).

Chairman Caretto presented Ms. Humphreys and Ms. Luna with a proclamation congratulating Confire for earning an Accredited Center of Excellence Award from the International Academies of Emergency Dispatch in September 2012.

Received and filed.

#### **FA6. Community Risk Reduction**

Board consideration of authorizing Staff to develop a presentation that can be given to various stakeholder groups to obtain their input.

Chief Willis advised that, for all the right reasons, the fire department has evolved into areas of expanded scope of services, but as it assumed community risk reduction programs, which were largely funded with grant funds, regular reoccurring revenue to continue the programs did not occur. Community risk reduction programs include: Curbside Chipping, the Community Wildfire Protection Plan, Forest Care, Ready, Set, Go, Fire Safe Council, Wood Shake/Shingle Roof Replacement, Fire Hazard Abatement, shaded fuel breaks, Hazardous Tree Abatement, and Disaster Mitigation/Management (emergency evacuation route signage).

Chief Willis provided a Power Point presentation of the above past, grant funded programs and the associated costs to continue said programs. He asked for Board direction to develop a presentation(s) to be given to service groups in order to seek their input for the programs that the community sees value in and to identify regular reoccurring revenue that can be relied upon.

Motion by Director Obernolte; seconded by Director Terry to approve Staff's recommendation and direct the Chief to include existing programs/costs on the list so the public can help prioritize them and to not include a per parcel cost as we're not yet at a point of how to fund.

Said Motion was approved by the following vote:

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

#### **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 stated that fleet maintenance is currently in the Fire Authority's budget. After today's meeting, he will move into budget preparation for the Authority, and he desired Board direction for developing that budget.

Chief Willis introduced Eileen Berne, EMS/Fire Financial Coordinator, who gave a Power Point presentation on fleet consolidation that includes a proposed vehicle replacement schedule for the Authority. Ms. Berne also reported on a possible lease/purchase option for replacement of the ladder truck.

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

Said Motion was approved by the following vote:

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

### **OLD BUSINESS**

None.

### **COMMITTEE REPORTS**

None.

### **BOARD MEMBER CLOSING COMMENTS**

Director Obernolte expressed that he continues to be impressed and amazed at how well the process of consolidation has gone. He congratulated his colleagues for the congeniality with which they are approaching this issue.

Director Terry agreed with Director Obernolte's comments.

Director Herrick welcomed Deputy Collins to the Big Bear area. It's great to see him back at work.

Director Walsh stated he received another annual invoice for a CAL FIRE State Responsibility Fee and expressed concerned that the unincorporated area of the Valley is not represented by a State-recognized fire agency even though the fire departments have

consolidated. He asked the Chief if he was aware of Sacramento's efforts to address this. Counsel replied that Staff can look into the matter and return to the next meeting with an update.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Caretto adjourned the meeting at 8:51 p.m.

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Corinne E. Flores, Board Secretary



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

**MEETING DATE:** December 17, 2013

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

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

**PREPARED BY:** Mark E. Mills, Assistant Chief *MEM*

**SUBJECT:** 2013 FIRE CODE ADOPTION

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## BACKGROUND

The California Building Standards Commission has adopted the 2013 California Building Standards Code including the 2013 California Fire Code. The California Building Standards Code was published by the Commission in July 2013 and becomes applicable to all occupancies in the State on January 1, 2014. Whenever a new code is adopted by the State, it must also be adopted by the local agency. Local agencies may amend the standard code providing that the amendments are supported by findings showing that the amendments are necessary because of local climatic, geological, or topographical conditions that exist within that jurisdiction.

In the past, both independent agencies had to adopt the code separately with individual amendments specific to each jurisdiction. Due to the formation of the Big Bear Fire Authority, the Fire Authority will now become the agency having jurisdiction. The intent is to have the Fire Authority adopt the code and combine the specific amendments in order to have one code that can be enforced throughout the entire jurisdiction. Once the Fire Authority adopts the code, the Big Bear City Community Services District and the Big Bear Lake Fire Protection District Boards will have the ability to ratify the new code for use.

## DISCUSSION

In order to combine the amendments needed by each independent organization, specific ordinances from each agency (Big Bear City and Big Bear Lake) will be included in the amendments so that they can be applied across the entire jurisdiction of the Big Bear Fire Authority. The ordinances will be adopted into the fire code and the terminology modified to apply to the new jurisdiction.

The Wood Shake/Shingle Ordinance will be included as an appendix so that the enforcement date will remain consistent throughout Big Bear Valley. The Native Shrub and Brush Ordinance will be included as an appendix as well because it roughly mirrors the San Bernardino County Flammable Fuels and Vegetation Ordinance. This will allow for consistent enforcement across

the jurisdiction. Additionally, weed abatement will be addressed in the code so that one reference can be used in citations throughout the Big Bear Fire Authority, which will minimize issues that have occurred in previous years.

**RECOMMENDATION**

Staff recommends that the Fire Authority Board receive and file this report.

MEM





# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

**MEETING DATE:** December 17, 2013

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

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

**SUBJECT:** AMBULANCE REVENUE AND EXPENSE

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## **BACKGROUND**

At the October 1, 2013 Fire Authority Board meeting, staff presented for Board consideration a proposal that consolidates the apparatus replacement schedule of the Big Bear City Fire Department (BBCFD) and Big Bear Lake Fire Department (BBLFD) into one consolidated fleet replacement schedule within the Big Bear Fire Authority.

At this meeting, the Fire Authority Board expressed interest in the fleet consolidation proposal, however, directed staff to develop a presentation regarding revenue and expense related to patient transport services provided through the ambulance operation, which currently remains the sole responsibility of the Big Bear City Community Services District.

## **DISCUSSION**

Revenue derived from ambulance transport services has historically been less than the cost of providing the service. There are three primary factors that create this condition: (1) emergency and non-emergency call volume; (2) charges for ambulance service are set by county regulations; and (3) payer mix performance.

- (1) Emergency call volume dictates the number of necessary staffed ambulances to provide patient transport without delay in patient care. Currently, the Big Bear Fire Department staffs three paramedic ambulances 24/7. To date, we have experienced no call failures - the ambulances were always available to respond to emergency calls. The Big Bear Fire Department does increase staffing on additional ambulances due to predicted increased visitor population during certain holiday periods.

By far, the biggest demand placed upon the fire department today comes from the emergency medical response side of department operations. While the call volume for emergency medical service represents nearly 80% of the total call volume, it is important to recognize that incident duration is fairly short for medical calls, when compared to fire incidents that require substantial commitment of personnel and apparatus. In other words, patient transport revenue helps offset the true cost of providing fire rescue standby and response.

- (2) The Inland Counties Emergency Medical Agency (ICEMA) establishes a variety of policies and protocols related to emergency medical services (EMS). Each year, ICEMA studies costs of member EMS providers and establishes rates in effect for the next year (July 1 thru June 30). In addition to providing allowed rates, ICEMA also provides the criteria under which those rates may be charged based on operating area designation (urban or rural/wilderness operating areas). Our operating area is considered rural/wilderness.
- (3) Payer mix is how BBLFD identifies reimbursement likelihood based upon the type of payer represented in our accounts. The mix currently takes the following payers into consideration when determining anticipated reimbursement of our accounts receivables:
- A. Medicare payers represent 37% of our calls and reimburse us at 32% of charges billed.
  - B. Medi-Cal (Medicaid) represent 15% of our calls and reimburse at 10% of charges billed.
  - C. Private insurance plans represent 23% of our calls and reimburse at 94% of charges billed.
  - D. Uninsured represent 20% of our calls and reimburse at 13% of charges billed.
  - E. Other types of payers represent 5% of our calls and reimburse an average of 25% of charges billed.

Attachment A represents the most current financial data as of June 30, 2013. There are numerous variables to be accounted for during the budget development and approval process as the ambulance operation is a true enterprise type of business. Revenue derived from this type of operation is completely dependent on number of incidents and collection rate once service is provided.

### **RECOMMENDATION**

Staff recommends the Fire Authority Board receive and file this report.

**ATTACHMENT A**

BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
Statement of Revenues, Expenditures and Changes in Net Assets  
Public Safety and Ambulance Services Funds  
For the Fiscal Year Ended June 30, 2013

	<b>Public Safety</b>	<b>Ambulance Services</b>	<b>Total Fire Activities</b>
Revenues:			
Property Taxes	1,781,207	-	1,781,207
Voter approved taxes	1,621,766	-	1,621,766
Charges for services	-	1,208,979	1,208,979
Interest earnings	848	1,012	1,860
Other	470,374	62,423	532,797
Total revenues	<u>3,874,195</u>	<u>1,272,414</u>	<u>5,146,609</u>
Operations and maintenance (O&M):			
Salaries and benefits	2,591,863	1,544,190	4,136,053
Materials and supplies	639,785	186,364	826,149
Capital outlay	7,941	5,155	13,096
Total expenditures	<u>3,239,589</u>	<u>1,735,709</u>	<u>4,975,298</u>
<b>Net Income(Loss)</b>	634,606	(463,295)	171,311
Operating transfers In/(Out)	<u>(13,481)</u>	<u>-</u>	<u>(13,481)</u>
<b>Excess(deficiency) of revenues over         expenditures prior to depreciation</b>	<u><b>621,125</b></u>	<u><b>(463,295)</b></u>	<u><b>157,830</b></u>
Depreciation expense	<u>(311,833)</u>	<u>(12,101)</u>	<u>(323,934)</u>
Change in net assets	309,292	(475,396)	(166,104)



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

**MEETING DATE:** December 17, 2013

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

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

**PREPARED BY:** Mark E. Mills, Assistant Fire Chief *MEM*

**SUBJECT:** **OPERATIONAL CAPABILITY AND CAPACITY OF THE BIG BEAR FIRE DEPARTMENT**

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## BACKGROUND

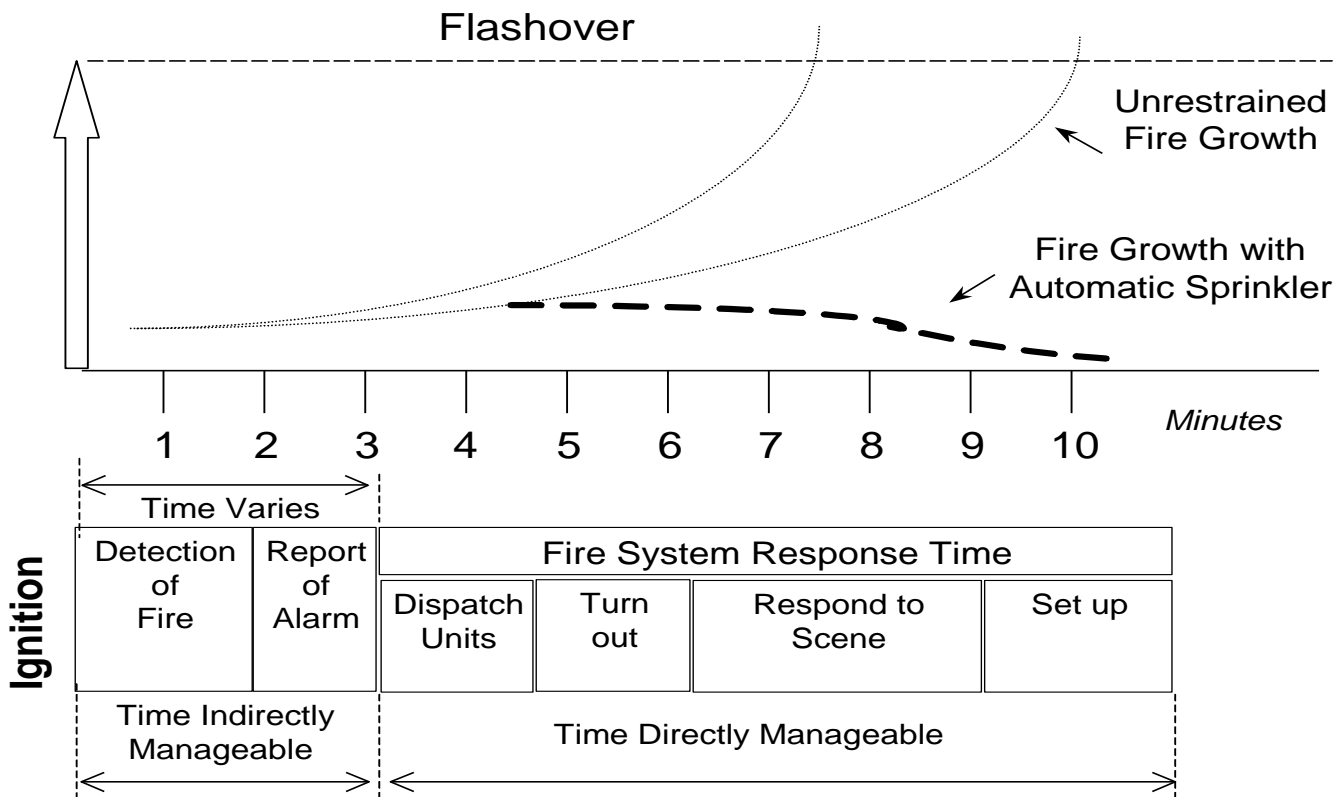
The National Fire Protection Association (NFPA) is a non-profit organization established to create standards of operation for fire departments throughout the country. The codes written by the NFPA are considered the standards that fire departments are expected to meet. These codes include everything from safety equipment worn by fire fighters, apparatus, and equipment used in the fire service to minimum staffing of a career fire department. These codes not only protect fire fighters, but also protect citizens by giving cities standards of operation that are expected to be met. NFPA codes are not laws, but rather standards of quality to ensure the health and safety of everyone affected by any fire department.

NFPA Code 1710 - Standard for Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments - involves staffing of career fire departments. In this code, the NFPA has used scientific evidence, past history, and firsthand experience to establish the minimum number of personnel required to safely and effectively operate on a fire scene. NFPA 1710 guidelines say that a first arriving company must consist of four (4) fire fighters and arrive within four (4) minutes of the initial 911 call. For an initial full alarm assignment (any structure fire), minimum personnel on scene should consist of 15-17 fire fighters arriving on scene within eight (8) minutes of the initial 911 call.

Understaffing of fire departments is a nationwide problem. So much so in fact, that the International City Managers Association (ICMA) has conducted studies to determine the effectiveness of fire companies based on staffing. This information was published in *Managing Fire Services, 2nd edition*. This international organization of city leaders recognizes the importance of a properly staffed fire department. According to their study, if 15 trained firefighters are not operating at the scene of a working fire within the critical time period, then dollar loss and injuries are significantly increased as is fire spread.

The “time-temperature curve” standard in the figure below is based on data from the NFPA and the Insurance Services Organization (ISO), which have established that a typical point source of ignition in a residential house will “flash over” at some time between 5 and 10 minutes after ignition, turning a typical “room and contents” fire into a structure fire of some magnitude.

**Table 1**



On-scene operations and critical tasking are ultimately the elements that determine staffing levels, number of units needed, and duties to be performed on the emergency scene. The Fire Department has determined the tasks needed on an emergency scene based on CalOSHA 1910.136 and NFPA 1710. Together these two standards help determine and ensure a positive outcome of a situation and the number of personnel and apparatus required to complete tasks.

The variable of fire growth dynamics and property and life risk determine the tasks that must be accomplished to mitigate life and property loss. These tasks are interrelated but can be separated into two basic types: fire flow and life safety. Fire flow tasks are those related to getting water on the fire. Life safety tasks are those related to finding trapped victims, safely removing them from the building, and providing emergency medical care for victims of illnesses or injuries.

Several critical tasks need to be performed during the initial stages of a structure fire or medical event. In a structure fire event, it is the placement of fire personnel in a two-in, two-out law as identified in CalOSHA 1910.136 for initial attack and or initial management of a fire scene.

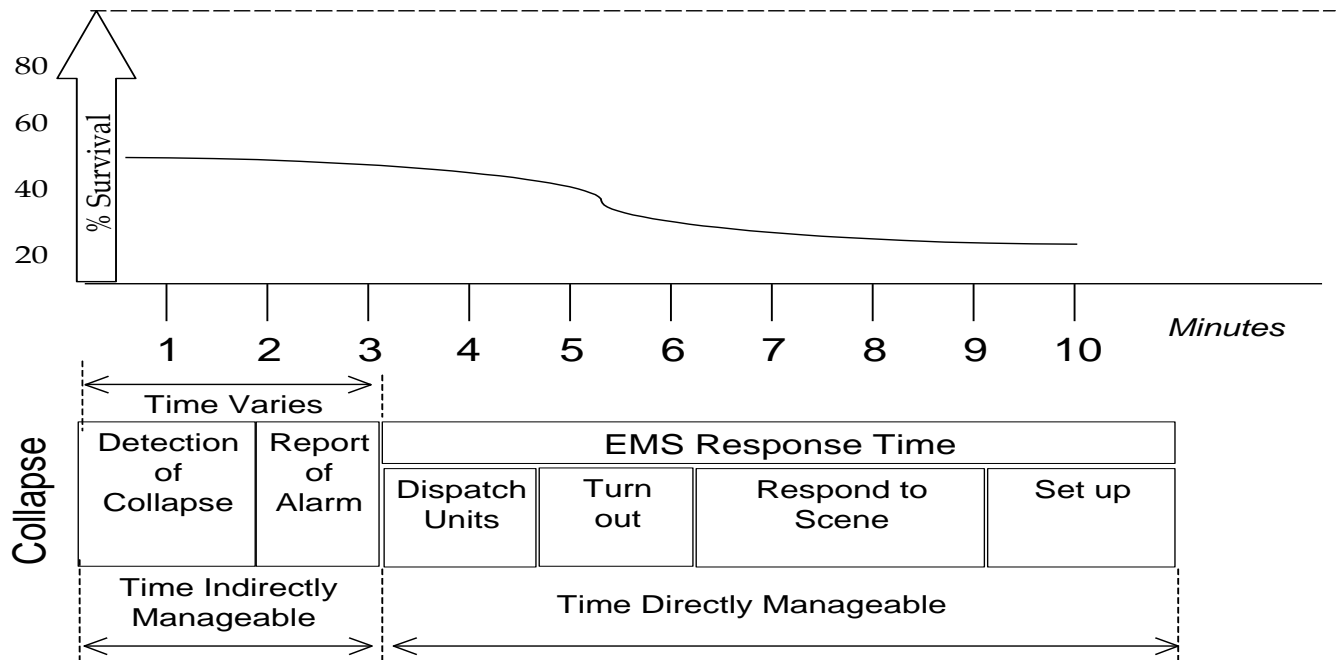
Single-family dwelling fires are the moderate average fire types. Critical tasks in this standard are outlined for this type of response. These tasks must be conducted in a timely manner by firefighters in order to control the fire prior to flashover or to extinguish the fire in a timely manner. The Fire Department is responsible for assuring that responding companies are capable of performing all of the described tasks in a prompt and efficient manner (Table 2).

**Table 2**

<b>Responsibility/Position</b>	<b>Residential</b>
Incident Commander	1
Initial company with minimum 400 gpm uninterrupted water supply pump operator	1
One attack line with minimum 185-200 gpm flow	2
One back-up line with minimum 185-200 gpm flow	2
Support person for each attack line and backup line (hydrant hookup, help lay line, utility control, forcible entry)	2
Victim Search and Rescue Team	2
Initial Rapid Intervention Crew (IRIC)	2
Ventilation Team	2
If an aerial device is in operation	1
<b>TOTAL</b>	<b>15</b>

In communities like ours where the fire service is the principal provider of EMS first response, the “chain of survival” standard shown in Table 3 below was developed by the American Heart Association often is used to provide guidance for distribution of resources. The chain of survival suggests that basic life support (CPR and defibrillation) should be available to the victim of a cardiac arrest within four (4) minutes of the event and that advanced life support (paramedic service) should be available within eight (8) minutes or less of the event. Early notification, distribution, and concentration of emergency response services are thus paramount to successful resuscitation efforts.

**Table 3**



In trauma events, the golden hour is the historic benchmark applied to victims with significant critical traumatic injuries. The golden hour reflects the concept that survivability decreases significantly if the patient is not in the operating room within one hour of receiving a critical traumatic injury.

In order to present an accurate picture of the current capacity and capability of Big Bear’s fire service today, it is important to understand a brief history of the fire service and the evolution to what it is today as and all risk department and how the ambulance transport revenue offsets the true cost of providing service under various rules, regulations, and best practice standards.

1960 - Cardiopulmonary resuscitation (CPR) was shown to be efficacious. Shortly thereafter, model EMS programs were developed based on successes in Belfast, where hospital-based mobile coronary care unit ambulances were being used to treat prehospital cardiac patients. American systems relied on fire department personnel trained in the techniques of cardiac resuscitation. These new modernized EMS systems spurred success stories from cities such as Columbus, Los Angeles, Seattle, and Miami.

1966 – The Highway Safety Act established the Department of Transportation (DOT). DOT was given authority to improve EMS, including program implementation and development of standards for provider training. States were required to develop regional EMS systems, and costs of these systems were funded by the Highway Safety Program. Over the next 12 years, the DOT contributed more than \$142 million for EMS system development. The Highway Safety Act of 1966 included funds to create an appropriate training course for emergency care providers.

1969 - The Miami Florida Fire Department started the nation's first paramedic program under Dr. Eugene Nagel. The very first out-of-hospital defibrillation occurred shortly thereafter (the patient survived and left the hospital neurologically intact).

1971 - The television show “Emergency” debuted. “Emergency” contributed to changed public attitudes concerning the fire service and emergency medical care. At the start of the show, there were only 12 paramedic units in the entire country. Four years later at least 50% of the population of this country was within ten (10) minutes of a paramedic unit.

It is impossible to overestimate the influence of the media on the evolution of EMS. The television program “Emergency” caught the attention of the country — it was visionary in itself. The program suggested to the public that paramedics existed everywhere. In reality, they did not. Additionally, it portrayed paramedics as frequent lifesavers when they were part of an integrated EMS system.

1970-1980 - Big Bear City and Big Bear Lake Fire Departments really began to embrace the idea that a role expansion into the delivery of emergency medical care is necessary and warranted. At this time, basic first aid was the standard of care delivered. Both organizations fairly quickly moved and advanced the standard of care to the level of Emergency Medical Technician (EMT). This service level was provided in the field as first responders and then care was transferred to a private ambulance company (Mountain Ambulance) for patient transport to the hospital, if needed.

1981 - Direct funding of EMS systems by the Federal government is replaced by block grants. A study shows that 73 percent of all American fire departments, career and volunteer, are involved in some level of EMS service.

1985 - Bear Valley Community Hospital begins service as the Bear Valley Paramedic Ambulance Service. Service area includes the entire Big Bear Valley. Through this, the standard of care was increased to that of paramedic level for Big Bear Valley.

1990 - The Trauma Care System Planning & Development Act is passed by Congress. Fire Department organizations join together in a resolution to expand into EMS.

1991 - The Commission on Accreditation of Ambulance Services sets standards and benchmarks for ambulance services.

1993 - It is proposed that paramedics assume an expanded role in primary care of non-emergent patients by learning expanded skills.

1998 – A Joint Powers Agreement is created between the Bear Valley Community Healthcare District and Big Bear City Community Services District. This initial agreement allowed for the transfer of ambulance personnel employed by the Healthcare District to the Big Bear city Community Services District. This was the beginning of paramedic level service into the fire service of Big Bear Valley.



2003 – Big Bear Lake Fire Protection District joins the effort and enters into an agreement with the Healthcare District to provide paramedics to staff an additional ambulance. The Healthcare District retains ownership of the ambulance service; however, staffing for the service is provided by the Big Bear City and Big Bear Lake Fire Departments.

2005 – Ownership of the ambulance service is transferred in its entirety to the Big Bear City Community Services District.

2012 – 2013 - Big Bear City and Big Bear Lake firefighters have been consolidated into one work group. This arrangement has provided tremendous flexibility regarding apparatus and station assignments.

Today, there are numerous standards, regulations, and best practices that must be followed to ensure the safety of our firefighting personnel on the fire ground. As presented in Table 2, the rules of engagement on any fire incident of moderate magnitude require the assembly of 15-17 personnel to safely perform firefighting and rescue operations.

Current total shift staffing on any given day through a consolidated work force coming from three staffed stations of BBC and BBL is a total of 12 personnel. In order to meet the 15-17 personnel requirement, the gap between 12 on-duty personnel and the 15-17 minimum personnel is filled with Big Bear Chief Officers, mutual aid, and recall of off-duty personnel.

## **DISCUSSION**

Considering all revenues into the Big Bear City and Big Bear Lake Fire Departments, approximately \$1,500,000 is derived from the paramedic ambulance service. Should this revenue be removed from the operation, it would require the layoff of 12 firefighter positions. This would be spread across three (3) shifts and equates to reduced staffing of four (4) positions daily. The resulting daily staffing would then be eight (8) personnel total. This situation would force drastic operational changes regarding fireground strategy and tactics.

Maintaining the current staffing levels is critical to the success of the Fire Department's operations. This includes utilizing ambulance response personnel in dual roles to assist in firefighting and rescue operations. Although the primary responsibility of the ambulances are patient transport, without the additional personnel being utilized for fire suppression operations, the mission of the Fire Department would be impossible to achieve at the current service levels.

## **RECOMMENDATION**

Staff recommends the Fire Authority Board receive and file this report.




# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

**MEETING DATE:** December 17, 2013

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

**FROM:** Jeff Willis, Fire Chief 

**SUBJECT:** **CONSOLIDATE FLEET REPLACEMENT**

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## **BACKGROUND**

Through the creation of the Big Bear Fire Authority, the consolidation of the two respective departments continues to flourish. Numerous cost saving opportunities have been captured and implemented and efficiencies have been obtained. The end result for Fiscal Year 2013/14 was a cost shift for each individual jurisdiction's budgets into the budget of the Big Bear Fire Authority.

In preparation for the Fiscal Year 2014/15 Budget development process, staff is seeking direction as to how to address the fleet replacement needs. Staff has analyzed the current fleet replacement schedule and associated cost for each department on its own. Staff has determined the current fleet replacement schedule for each department reflects the needs of each department as a stand-alone organization.

## **DISCUSSION**

As the Big Bear Fire Authority continues to grow in strength and capability, we have reached a point in which we need to address the fleet replacement needs. It is clear that substantial savings can be achieved through the development of a single fleet replacement schedule. There are additional operational advantages that can also be realized through a consolidated fleet replacement program as we look at the age and capability of first line equipment that is backed up with reserve or second-out apparatus when first line equipment is out-of-service for maintenance or something more long term like catastrophic loss due to a vehicle accident.

Timing is an important consideration as to when to implement a consolidated fleet replacement schedule. Big Bear Lake has a current need to replace one (1) type-one structure engine, however, we have the ability through fleet consolidation to consider the two (2) type-one engines owned by Big Bear City as a consolidated fleet, thereby negating the need for Big Bear Lake to purchase a new engine. Should this option be pursued, the collective consolidated fleet needs quickly change to the need to replace Big Bear Lake's type-one Ladder Truck. This is the only type-one truck in Big Bear Valley. While this truck is still in great serviceable condition, there is no backup replacement for this specialized piece of apparatus.

We have the ability and the timing is right to set into motion a consolidated fleet replacement program that completely eliminates one type-one engine, accelerates the purchase of one type-one truck, which in effect establishes a reserve or second-out type-one truck that can be maintained going forward in perpetuity.

There are numerous advantages to a consolidated fleet replacement program that equally benefits both jurisdictions from a depth of resource perspective, increased capability/capacity, and substantial cost savings achieved along the way.

Attached is a Fleet Replacement Schedule (Attachment 1) that lists all shared equipment as well as a proposed Fire Authority fleet replacement schedule for 2014/15. Attachment 2 is a Lease Purchase informational sheet detailing three options that may be considered to purchase a new fire truck.

### **RECOMMENDATION**

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

JW/cef

Attachment 1: Big Bear Fire Authority Fleet Replacement Schedule

Attachment 2: Lease Purchase, \$900,000 Purchase of a Fire Apparatus

## Big Bear Fire Authority Fleet Replacement Schedule

### Designator Legend

E = Engine    BE = Brush Engine    WT = Water Tender    S = Squad  
 MA = Ambulance    T = Truck    BP = Brush Patrol    R = Rescue

### Big Bear City Current Fleet Replacement Schedule

Engine	Model	Purch Date	Orig Useful Life	Orig Repl. Date	Repl. Sched.	Est Rep. Cost	7/1/13 Reserve Amount	Annual Reserve Set Aside
E-291	2011 KME	2011	10 years	2020/21	2020/21	\$ 450,000	\$ 90,000	\$ 45,000
E-292	2004 KME	2004	20 years		reserve			
E-291A	1990 Beck	1990	20 years		reserve			
E-291R	1990 Beck	1990	20 years		reserve			
BE-291	1999 Brush Engine	1999	20 year	2019/20	2019/20	\$ 300,000	\$ 210,000	\$ 15,000
WT-291	2006 Water Tender	2006	25 years	2031/32	2031/32	\$ 275,000	\$ 77,000	\$ 11,000
S-291	2004 Utility/Lighting	2004	15 years	2019/20	2019/20	\$ 100,000	\$ 60,000	\$ 6,667
MA-291	2007 McCoy Miller	10 years	2017/18	10 Years	2015/16	\$ 155,000	\$ 113,667	\$ 20,667
MA-281	2007 McCoy Miller	10 years	2017/18	10 Years	2017/18	\$ 155,000	\$ 93,000	\$ 15,500
MA-291A	2009 McCoy Miller	10 years	2019/20	10 Years	2019/20	\$ 155,000	\$ 62,000	\$ 15,500
MA-291C	2013/2009 Leader	5 years	2018/19	5 years	2018/19	\$ 77,000		\$ 15,400
MA-281C	2008 Wheel Coach				reserve			
MA-291B	2004 Wheel Coach				reserve			
MA-292A	2002 Wheel Coach				reserve			
MA-96	1999 Wheel Coach				reserve			
<b>TOTAL:</b>						<b>\$ 1,667,000</b>	<b>\$ 705,667</b>	<b>\$ 144,734</b>

### Big Bear Lake Current Fleet Replacement Schedule

Engine	Model	Purch Date	Orig Useful Life	Orig Repl. Date	Repl. Sched.	Est Repl. Cost	7/1/13 Reserve Amount	Annual Reserve Set Aside
E-281	Seagrave	1989	25 years	2009/10	2015/16	\$ 550,000	\$ 161,330	\$ 22,000
T-281	E-One	2001	20 years	2021/22	2021/22	\$ 673,000	\$ 159,700	\$ 33,650
E-282	KME	2005	20 years	2025/26	2025/26	\$ 480,625	\$ 91,550	\$ 24,030
BE-281	Brush Engine	2003	20 years	2023/24	2023/24	\$ 465,750	\$ 97,440	\$ 23,290
WT-281	Water Tender	2004	30 years	2034/35	2024/25	\$ 294,900	\$ 42,054	\$ 9,830
BP-281	Ford Type IV	2011	10 years	2020/21	2020/21	\$ 190,000	\$ 51,690	\$ 19,000
R-281	2006 Rescue	2006	20 years	2026/27	none	\$ -	\$ 62,990	\$ 18,850
<b>TOTAL:</b>						<b>\$ 2,654,275</b>	<b>\$ 666,754</b>	<b>\$ 150,650</b>

### Proposed Big Bear Fire Authority Fleet Replacement Schedule (2014/15)

Engine	Purch Date	Useful Life	Repl. Sched.	Est Repl. Cost	7/1/14 Reserve Amount	Annual Reserve Set Aside	Ownership
TRUCK	2014	21 years	2035/26	\$ 900,000	\$ -	\$ 42,857	
ENGINE	2021	21 years	2021/22	\$ 450,000	\$ 265,000	\$ 26,430	
ENGINE	2028	21 years	2028/29	\$ 450,000	\$ 176,000	\$ 19,600	
T-281	E-One	2001	reserve				Big Bear Lake
E-282	KME	2005	reserve				Big Bear Lake
BRUSH ENGINE	2019	25 years	2044/45	\$ 350,000	\$ 262,500	\$ 17,500	
BRUSH ENGINE	2030	26 years	2055/56	\$ 350,000	\$ 148,100	\$ 13,462	
BE-291	1999 Brush Engine	1999	reserve				Big Bear City
WATER TENDER	2024	30 years	2024/25	\$ 275,000	\$ 137,500	\$ 13,750	
WATER TENDER	2034	30 years	2034/35	\$ 275,000	\$ 88,393	\$ 9,821	
WT-291	2006 Water Tender	2006	reserve				Big Bear City
SQUAD	2016	12 years	2016/17	\$ 100,000	\$ 83,333	\$ 8,333	
AMBULANCE	2014	10 years	2024/25	\$ 155,000	\$ 113,667	\$ 20,667	
AMBULANCE	2017	10 years	2027/28	\$ 155,000	\$ 93,000	\$ 15,500	
AMBULANCE	2019	10 years	2029/30	\$ 155,000	\$ 62,000	\$ 15,500	
AMBULANCE	2018	5 years	2023/24	\$ 77,000		\$ 15,400	
MA-281C	2008 Wheel Coach		reserve				Big Bear City
MA-291B	2004 Wheel Coach		reserve				Big Bear City
MA-292A	2002 Wheel Coach		reserve				Big Bear City
MA-96	1999 Wheel Coach		reserve				Big Bear City
<b>TOTALS:</b>				<b>\$ 3,692,000</b>	<b>\$ 1,429,493</b>	<b>\$ 218,820</b>	

**50% Cost Share: \$ 109,410**

**BBC Savings: \$ 35,324**

**BBL Savings: \$ 41,240**

## Lease Purchase

### \$900,000 purchase of fire apparatus

#### Option 1 - monthly payment

Term	Full financing			
	8 years	10 years	12 years	15 years
% rate	3.15%	3.50%	3.65%	4.25%
Monthly payment	\$ 10,618	\$ 8,900	\$ 7,727	\$ 6,771
Annual expense	\$ 127,418	\$ 106,801	\$ 92,729	\$ 81,248
Total paid to term	\$ 1,019,347	\$ 1,068,012	\$ 1,112,746	\$ 1,218,726

Term	\$100K down payment			
	8 years	10 years	12 years	15 years
% rate	3.15%	3.50%	3.65%	4.25%
Monthly payment	\$ 9,438	\$ 7,911	\$ 6,869	\$ 6,018
Annual expense	\$ 113,261	\$ 94,934	\$ 82,426	\$ 72,221
Total paid to term	\$ 1,006,086	\$ 1,049,344	\$ 1,089,107	\$ 1,183,312

#### Option 2 - quarterly payment

Term	Full financing			
	8 years	10 years	12 years	15 years
% rate	3.15%	3.50%	3.65%	4.25%
Quarterly payment	\$ 31,928	\$ 26,764	\$ 23,239	\$ 20,363
Annual expense	\$ 127,710	\$ 107,057	\$ 92,956	\$ 81,450
Total paid to term	\$ 1,021,680	\$ 1,070,568	\$ 1,115,467	\$ 1,221,750

Term	\$100K down payment			
	8 years	10 years	12 years	15 years
% rate	3.15%	3.50%	3.65%	4.25%
Quarterly payment	\$ 28,380	\$ 23,790	\$ 20,657	\$ 18,100
Annual expense	\$ 113,520	\$ 95,162	\$ 82,627	\$ 72,400
Total paid to term	\$ 1,008,160	\$ 1,051,616	\$ 1,091,526	\$ 1,186,000

#### Option 3 - annual payment

Term	Full financing			
	8 years	10 years	12 years	15 years
% rate	3.15%	3.50%	3.65%	4.25%
Annual payment	\$ 129,023	\$ 108,217	\$ 93,960	\$ 82,368
Total paid to term	\$ 1,032,185	\$ 1,082,169	\$ 1,127,520	\$ 1,235,520

Term	\$100K down payment			
	8 years	10 years	12 years	15 years
% rate	3.15%	3.50%	3.65%	4.25%
Annual payment	\$ 114,687	\$ 96,193	\$ 83,520	\$ 73,216
Total paid to term	\$ 1,017,498	\$ 1,061,928	\$ 1,102,240	\$ 1,198,240



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

**MEETING DATE:** December 17, 2013

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

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

**PREPARED BY:** Corinne E. Flores, Administrative Secretary/Board Secretary *cf*

**SUBJECT:** **UPCOMING MEETING SCHEDULE FOR 2014**

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## **BACKGROUND**

Staff has reviewed the 2014 upcoming meeting calendar for the Big Bear Fire Authority in an attempt to foresee potential scheduling conflicts.

## **DISCUSSION**

The October 7, 2014 Authority meeting coincides with the Bear Valley Unified School District fall break. Staff recommends that the Authority Board adjourn the October 7, 2014 regular meeting to October 21, 2014.

Additionally, the December 2, 2014 Authority meeting conflicts with a recurring Christmas program by a local elementary school, which has previously established utilizing the PAC/Hofert Hall the first Tuesday of every December. Staff recommends that the Authority Board adjourn the December 2, 2014 regular meeting to December 9, 2014.

The proposed 2014 meeting calendar is attached. For the convenience of the Board, in addition to the Fire Authority meetings, the proposed calendar also includes the meetings of the Big Bear Lake Fire Protection District, the Big Bear City Community Services District, and the City of Big Bear Lake.

## **RECOMMENDATION**

Staff recommends the Fire Authority Board consider 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.

# 2014

City Council

Fire Board

Fire Authority

BBCCSD

Holidays

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA9

**MEETING DATE:** December 17, 2013

**TO:** Honorable Chairman and Members of the Big Bear Fire Authority

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

**PREPARED BY:** Mark E. Mills, Assistant Chief *MEM*

**SUBJECT:** STATION AND UNIT DESIGNATORS

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## BACKGROUND

Due to the consolidation efforts and formation of the Big Bear Fire Department under the Big Bear Fire Authority, the boundaries between the two previous jurisdictions have been erased. This has allowed for the creation of the Big Bear Fire Department (BFA) jurisdiction. The previous designations for the Big Bear City Fire Department (BBC) and the Big Bear Lake Fire Protection District (BBL) are no longer being used.

## DISCUSSION

The creation of the new jurisdiction and the combination of the previous boundaries allows for the appropriate resources to be selected from the computer aided dispatch (CAD) system. In order to move forward with the process, the current station and unit designators should be modified to reflect the new jurisdiction in CAD. The San Bernardino County Fire Chiefs' Association has adopted a model numbering and designator system that needs to be implemented for the new jurisdiction.

Staff has developed a new station and unit designation list according to the San Bernardino County Fire Chiefs' Association policy. All of the stations will be renamed to reflect the Big Bear Fire Department with the three letter designator of BFA, which has been assigned by the California State Fire Marshal's Office. With Board approval, renumbering of the staffed fire stations will occur as follows:

- The Headquarters fire station, located at 41090 Big Bear Boulevard, will remain Station 281.
- The Big Bear City Fire Station, located at 301 W. Big Bear Boulevard, will become Station 282.
- The Big Bear City Fire Station, located at 550 Maple Lane, will become Station 283.
- The current outlying stations in Big Bear Lake will lose their number designations because they are not staffed. They will be known as the Moonridge and Boulder Bay Stations.



The response units will be relabeled according to the specific station they are assigned to as follows:

- Units located at Station 281 will be labeled Medic Engine 281 (ME281), Medic Ambulance 281 (MA281), etc.
- Units at Station 282 will be Medic Engine 282 (ME282), Medic Ambulance 282 (MA282), etc.
- The Chief Officers will be renumbered to Chief 2800, Assistant Chief 2801, Battalion Chiefs 2805 and 2806. The command vehicles are permanently marked.

The units will have removable panels that reflect the current station assignment to allow flexibility to move the units to additional stations as necessary.

### **RECOMMENDATION**

Staff recommends that the Fire Authority Board approve the station and unit designation changes according to the San Bernardino County Fire Chiefs' Association policy.

MEM