



# Big Bear Lake Fire Protection District

## BIG BEAR LAKE FIRE PROTECTION DISTRICT REGULAR MEETING AGENDA SEPTEMBER 11, 2013

Regular Session - 9:00 a.m. – Hofert Hall, 39707 Big Bear Boulevard, Big Bear Lake  
Closed Session – immediately following – Executive Conference Room

---

### OPEN SESSION

#### CALL TO ORDER

#### MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

September 11 remembrance presentation by Chief Willis.

ROLL CALL Caretto, Herrick, Jackowski, Obernolte, Jahn

**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.**

#### PRESENTATIONS

Presentation of a ten year Fire District employee service pin to Firefighter/Paramedic Tony Picciano.

**BOARD MEMBER GENERAL ANNOUNCEMENTS:** Comments shall pertain to items not on the posted agenda and are limited to three minutes per Board Member.

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

#### CONSENT CALENDAR

- FP1. Approval of Demands – Check Issue Date 06/01/13 through 08/31/13 in the amount of \$370,793.50**
- FP2. Approval of Minutes for the Regular Meeting of June 12, 2013**
- FP3. Approval of Minutes for the Special Meeting of June 20, 2013**
- FP4. Fire District Monthly Report for June 2013**

Board consideration of receiving and filing the report.

**FP5. Fire District Monthly Report for July 2013**

Board consideration of receiving and filing the report.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**DISCUSSION/ACTION ITEMS**

**FP6. Proposed Resolution to Establish a New Position for Battalion Chief and Approve a Job Description and Total Other Compensation/Benefits for the Position**

Board consideration of adopting a resolution to establish a new employment position for Battalion Chief and approve the job description and total other compensation/benefits for the Battalion Chief position.

**FP7. Discussion Concerning 2013 Status and Enforcement of the Wood Shake/Shingle Roof Replacement Ordinance**

Board consideration of authorizing Staff to work with the City Code Compliance Division in implementing compliance actions.

**FP8. Discussion of Scheduling Options for Fire Board Meetings**

Board consideration of discussing possible scheduling options to better accommodate Board Members' schedules.

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

**CLOSED SESSION**

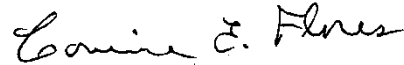
1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957  
Title of Position: Fire Chief

**OPEN SESSION**

**RESULTS OF CLOSED SESSION**

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 6th day of September, 2013.



---

Corinne E. Flores, Board Secretary

*The Big Bear Lake Fire Protection District wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact Board Secretary Corinne Flores at 909/866-7566. Notification 48 hours prior to the meeting will enable the Fire District to make reasonable arrangements to ensure accessibility to this meeting.*



## Big Bear Lake Fire Protection District

Checks Issued 06/01/13 through 08/31/13

Check#	Vendor/Employee	Transaction	Amount
<b>Fire Protection District</b>			
61253	City of Big Bear Lake Dept of Water & Power	Water Usage	06/12/13 433.47
61255	Big Bear City CSD	Shared Services Expense Reimbursement	06/12/13 103.00
61258	Big Bear Lake Antique Car Club	Award Sponsorship	06/12/13 37.50
61262	Butchers Blocks & Building Materials	Materials/Supplies	06/12/13 34.91
61263	Bear Valley Electric	Electricity Usage	06/12/13 21.63
61265	Charter Communications	Intranet-Internet Services	06/12/13 516.57
61266	Dapper Tire Co, Inc.	Tires	06/12/13 662.43
61268	DIY Home Center	Materials/Supplies	06/12/13 82.26
61270	Evergreen Int'l Restaurant	Fire Board Meeting	06/12/13 226.00
61272	First Aid Now	First Aid Cabinet Supplies	06/12/13 54.00
61273	Artcraft & Foremost Promotions	Fire Safety Promotion	06/12/13 148.65
61276	Kevin Riese	Remove and Sew on Patches	06/12/13 72.00
61277	JSL Automotive Group, LLC	Mount Tires	06/12/13 80.00
61278	Randy Spitz	Coffee Supplies	06/12/13 41.00
61279	NAPA Auto Parts	Vehicle Maintenance Supplies	06/12/13 110.31
61280	Valley Power Systems, Inc	Vehicle Maintenance/Repair	06/12/13 2,446.30
61282	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment	06/12/13 682.80
61353	San Bernardino County Vehicle Svcs Dept	Fuel	06/20/13 1,709.81
61359	Bear Valley Electric	Electricity Usage	06/20/13 41.30
61360	Center for Health Education In	ACLS Course Completion Cards	06/20/13 122.47
61362	Galls Retail CA Lock Box	Uniforms	06/20/13 688.34
61363	H & S Fire Equipment Repair	Vehicle Maintenance/Repair	06/20/13 600.00
61364	KME Fire Apparatus Inc.	Vehicle Maintenance/Repair	06/20/13 201.05
61365	Life Assist, Inc.	Pharmaceuticals/Gloves	06/20/13 1,033.00
61373	Verizon California	Traffic Signal	06/20/13 50.46
61383	H & S Fire Equipment Repair	Vehicle Inspection	06/28/13 960.00
61385	US Bank Corporate Payment Systems	Fit Tester Service/Domain Renewal	06/28/13 953.47
		Meeting Expenses/Office Supplies	
61388	County of SB Information Services Department	Monthly Radio/Pager	07/02/13 1,235.90
61389	City of Big Bear Lake	Postage/Meeting Supplies/Sew Patches	07/02/13 49.56
61391	All Around Town Locksmithing	Keys/Decode Lock	07/02/13 91.10
61395	Butchers Blocks & Building Materials	Materials/Supplies	07/02/13 17.27
61396	Bear Valley Electric	Electricity Usage	07/02/13 2,147.04
61397	C & D Termite & Pest Control	Insect Control	07/02/13 240.00
61398	Charter Communications	Intranet-Internet Services	07/02/13 516.57
61399	Chevron USA	Fuel	07/02/13 139.92
61400	The Counseling Team International, Inc.	Employee Support Services	07/02/13 450.00
61401	Farsight Technologies, Inc.	Fire Board Meetings	07/02/13 400.00
61403	General Svc Admin-U.S.	Copy Paper	07/02/13 118.70
61405	Rick Herrick	Fire Board Meetings	07/02/13 300.00
61406	Robert Jackowski	Fire Board Meetings	07/02/13 300.00
61407	Johnson Equipment Company	Navigator Antenna w GPS/Docking Sta.	07/02/13 1,712.30
61408	Kevin Riese	Logo Uniform Patches	07/02/13 549.18
61410	Mission Linen Supply	Towels	07/02/13 68.45
61411	Randy Spitz	Coffee Supplies	07/02/13 72.00
61412	NAPA Auto Parts	Vehicle Repair Parts	07/02/13 294.70
61414	Jerry Knutsen	Annual Backflow Certifications	07/02/13 200.00
61416	Quill Corporation	Office Supplies	07/02/13 92.13
61418	Ricoh USA, Inc.	Copier Lease	07/02/13 400.85
61419	South Coast Emergency Inc.	Vehicle Repair Parts	07/02/13 738.09
61421	Stater Bros Market No 91	Water	07/02/13 7.79
61422	Southwest Gas Corp	Natural Gas Usage	07/02/13 315.88
61424	United Parcel Service	Postage Charges	07/02/13 27.29
61426	Norman Walker	Reimb. - CFAA Workshop Lunch	07/02/13 8.04



## Big Bear Lake Fire Protection District

Checks Issued 06/01/13 through 08/31/13

Check#	Vendor/Employee	Transaction	Amount
61431	Alliant Insurance Services, Inc.	Crime Insurance	07/02/13 229.48
61434	Calif Joint Powers Ins Auth	General Liability & Work Comp Insurance	07/02/13 239,691.83
61460	Best Best & Krieger LLP	Legal Services	07/02/13 1,244.00
61515	San Bernardino County Human Resources	Employment Physicals	07/11/13 1,080.79
61516	City of Big Bear Lake	Kitchen Supplies	07/11/13 22.28
61517	City of Big Bear Lake Dept of Water & Power	Water Usage	07/11/13 444.00
61519	All Pro Outdoor Power Equipment	Equipment Repair/Maintenance	07/11/13 157.19
61525	Bear Valley Electric	Electricity Usage	07/11/13 323.39
61531	The Grizzly	Legal Notices	07/11/13 1,036.75
61533	Poma Distribution Company, Inc.	Oil Test Kits	07/11/13 82.37
61534	United Parcel Service	Postage	07/11/13 6.28
61536	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment	07/11/13 682.80
61567	Lance Soll & Lunghard	Audit Services	07/11/13 1,800.00
61582	California State Board of Equalization	Quarterly Sales & Use Tax Remittance	07/19/13 217.39
61587	San Bernardino County Vehicle Svcs Dept	Fuel	07/19/13 822.30
61589	Big Bear City CSD	Shared Services Expense Reimbursement	07/19/13 1,408.00
61595	Best Best & Krieger LLP	Legal Services	07/19/13 2,299.00
61599	Richard Steven Riddle	Hydro Testing	07/19/13 212.87
61606	Calif Joint Powers Ins Auth	Property Insurance	07/19/13 29,853.00
61646	United Parcel Service	Shipping	07/19/13 6.83
61651	Verizon Wireless	Data Service/Cell Phone	07/19/13 60.04
61653	Eugene Welder's Supply Co	Smoke Jumper Wildland Interface	07/23/13 2,458.00
61657	County of SB Information Services Department	Monthly Radio/Pager	07/24/13 1,235.90
61665	Chevron USA	Fuel	07/24/13 798.69
61666	The Counseling Team International, Inc.	Employee Support Services	07/24/13 450.00
61676	Kevin Riese	Logo Uniform Patches	07/24/13 549.18
61692	Action Response Team, Inc	Janitorial Supplies	08/01/13 977.00
61704	Kelvin McElfish	Reimburse Travel Expenses	08/01/13 718.53
61750	US Bank Corporate Payment Systems	Powerhouse Fire Travel Exp/Create Form	08/02/13 789.73
61786	Johnson Equipment Company	Email Host/Workshop Exp/Weight Bar	08/14/13 13,449.36
		Panasonic Tablet/Printer/Modem	
		Antennas/Mounting Parts/Cables/Labor	
61794	AccuSource, Inc.	New Hire Background Check	08/15/13 19.50
61799	Chevron USA	Fuel	08/15/13 112.13
61807	Mark Mills	Reimburse Sharp Fire Expenses	08/15/13 67.37
61818	Wells Fargo Equipment Finance, Inc.	Vehicle Lease Payment	08/15/13 682.80
61910	Jon Curtis	Fuel Reimbursement	08/23/13 127.64
61988	Farsight Technologies, Inc.	Fire Board Meetings	08/30/13 200.00
61997	Kelvin McElfish	Reimburse Shirley Complex Fire Exp	08/30/13 106.40
62000	United Healthcare of California	Reimburse EMS Overpayment	08/30/13 80.25
	ACH Bill Jahn	Fire Board Meetings	07/02/13 400.00
	ACH David Caretto	Fire Board Meetings	07/02/13 200.00
	ACH Don Smith	Reimb-Powerhouse Fire & Workshop Exp	07/02/13 18.73
	ACH Bill Jahn	Fire Board Meetings	08/30/13 200.00
			<b>Fire Protection District Total 327,927.29</b>
<b>Healthy Urban Forest Initiative</b>			
<b>DR 1731 - HMGP Shake Shingle</b>			
61264	Lee Carr	Shake Shingle Roof Replacement	06/12/13 4,410.00
61265	Charter Communications	Telephone Service	06/12/13 69.69
61374	Verizon Wireless	Data Service/Cell Phone	06/20/13 47.72
61720	David or Linda Anselmo	Shake Shingle Roof Replacement	08/02/13 3,133.20
61736	Knappe Family Trust	Shake Shingle Roof Replacement	08/02/13 4,980.50
61923	Ricoh USA, Inc.	Copy Charges	08/23/13 33.92
			<b>DR 1731 - HMGP Shake Shingle Grant Total 12,675.03</b>
<b>LPDM 08 - Shake Shingle</b>			



## Big Bear Lake Fire Protection District

Checks Issued 06/01/13 through 08/31/13

Check#	Vendor/Employee	Transaction	Amount
61261	Bernhard O. Voelkelt	Assessor Services	06/12/13 1,135.79
61265	Charter Communications	Telephone Service	06/12/13 69.70
61267	Davey Resource Group, Inc.	Assessor Services	06/12/13 354.80
61358	Bernhard O. Voelkelt	Assessor Services	06/20/13 880.38
61371	Douglas Craig	Assessor Services	06/20/13 1,194.12
61374	Verizon Wireless	Data Service/Cell Phone	06/20/13 136.72
61385	US Bank Corporate Payment Systems	iPad Case/Natural Forms Services	06/28/13 153.29
61398	Charter Communications	Telephone Service	07/02/13 102.83
61434	Calif Joint Powers Ins Auth	General Liability & Work Comp Insurance	07/02/13 3,785.05
61613	Davey Resource Group, Inc.	Assessor Services	07/19/13 609.55
61651	Verizon Wireless	Data Service/Cell Phone	07/19/13 131.43
61750	US Bank Corporate Payment Systems	Natural Forms Services	08/02/13 87.00
61923	Ricoh USA, Inc.	Copy Charges	08/23/13 30.67
<b>LPDM 08 Shake Shingle Total</b>			<b>8,671.33</b>
<b>DR 1884 - HMGP II</b>			
61265	Charter Communications	Telephone Service	06/12/13 69.69
61374	Verizon Wireless	Data Service/Cell Phone	06/20/13 30.02
61385	US Bank Corporate Payment Systems	Natural Forms License	06/28/13 58.00
61398	Charter Communications	Telephone Service	07/02/13 102.84
61434	Calif Joint Powers Ins Auth	General Liability & Work Comp Insurance	07/02/13 8,467.30
61600	Bernhard O. Voelkelt	Assessor Services	07/19/13 2,124.13
61648	Douglas Craig	Assessor Services	07/19/13 455.60
61651	Verizon Wireless	Data Service/Cell Phone	07/19/13 77.96
61661	Bear Valley Printing Inc	Logo Envelopes	07/24/13 260.16
61685	Christopher Traub	Assessor Services	07/24/13 478.73
61698	Charter Communications	Telephone Service	08/01/13 103.57
61750	US Bank Corporate Payment Systems	Natural License Forms	08/02/13 58.00
61779	Davey Resource Group, Inc.	Assessor Services	08/14/13 1,119.83
61782	ExpeData LLC	Annual Natural Forms License	08/14/13 900.00
61796	Bernhard O. Voelkelt	Assessor Services	08/15/13 2,573.74
61813	Christopher Traub	Assessor Services	08/15/13 130.00
61817	Verizon Wireless	Data Service/Cell Phone	08/15/13 172.28
61823	US Bank Corporate Payment Systems	Natural Forms Services	08/15/13 58.00
61923	Ricoh USA, Inc.	Copy Charges	08/23/13 119.93
61984	Charter Communications	Telephone Service	08/30/13 103.56
61999	Quill Corporation	Office Supplies	08/30/13 17.29
	ACH Charles Lindeen	Assessor Services	08/23/13 1,027.95
<b>DR 1884 - HMGP II Total</b>			<b>18,508.58</b>
<b>LPDM 08 - Shake Shingle Project Phase</b>			
61434	Calif Joint Powers Ins Auth	General Liability & Work Comp Insurance	07/02/13 2,327.11
61698	Charter Communications	Telephone Service	08/01/13 103.56
61782	ExpeData LLC	Annual Natural Forms License	08/14/13 345.00
61817	Verizon Wireless	Data Service/Cell Phone	08/15/13 45.03
61823	US Bank Corporate Payment Systems	Natural Forms License	08/15/13 87.00
61984	Charter Communications	Telephone Service	08/30/13 103.57
<b>LPDM 08 Shake Shingle Project Phase Total</b>			<b>3,011.27</b>
<b>Healthy Urban Forest Initiative Total</b>			<b>42,866.21</b>

---

**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE MEETING OF  
JUNE 12, 2013**

---

A Regular Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jahn at 9:00 a.m., Wednesday, June 12, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Board Member Jay Obernolte

Board Members Present: Chairman Bill Jahn  
Vice Chairman Bob Jackowski  
Board Member David Caretto  
Board Member Rick Herrick  
Board Member Jay Obernolte

Board Members Excused: None

Board Members Absent: None

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

**BOARD MEMBER GENERAL ANNOUNCEMENTS**

None.

**PUBLIC COMMUNICATIONS**

None.

**CONSENT CALENDAR**

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

**FP1. Approval of Demands – Check Issue Date 05/02/13 through 05/31/13 in the amount of \$84,663.58**

Approved.

**FP2. Approval of Minutes for the Regular Meeting of May 8, 2013**

Approved.

**FP3. Fire District Monthly Update for April 2013**

Received and filed.

**FP4. Fire District Monthly Update for May 2013**

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

The balance of the Consent Calendar was approved by unanimous vote.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**FP4. Fire District Monthly Update for May 2013**

Correction to Page 2; 4. Operations; 4.4 May 29 – Director Terry was in attendance, not Director Newsome.

Motion by Board Member Caretto; seconded by Board Member Obernolte to receive and file the report with the above correction.

Said Motion, to receive and file the report, was approved by unanimous vote.

**DISCUSSION/ACTION ITEMS**

**FP5. Fire District Monthly Customer Satisfaction Surveys – Discussion and possible action**

Board consideration of receiving and filing the report.

Chief Willis advised that the delivery method for the Customer Satisfaction Survey is changing. At the time service is rendered, firefighters will drop off a card referring the customer to the new website to complete a survey.

Board Member Obernolte stated he'd like the program to continue as is - the expense is not that great, and it sends a message to the public we're genuinely interested in their feedback.

Received and filed.



**FP6. Fire Hazard Abatement 2013** – Discussion and possible action

Board consideration of approving the continuation of current contract for fire hazard abatement services.

Chief Willis gave an overview of last year's Fire Hazard Abatement program that included: (1) abatement notices citing County codes that had not been adopted by the City; (2) County Code Enforcement as the appeals board; and (3) new this year is the utilization of Board approved iPads uploaded with District forms/codes for use by County inspectors. Chief Willis asked the Board to reaffirm that the County contract is still in place and that past practice will continue as outlined in the City's municipal code.

All Board Members spoke in agreement to bring the Fire Hazard Abatement functions in-house - perhaps under the Fire Authority. Chief Willis advised a detailed plan of what it will take to administer this program is forthcoming. In that plan would be a Board decision to make changes for the 2014 season. Board Member Caretto cautioned if it cost substantially more than \$19,000 a year, the Board seriously reconsider their position as the District's finances are not flushed.

Motion by Board Member Obernolte; seconded by Vice Chairman Jackowski approving the continuation of the current contract for fire hazard abatement services with amended language that approval is for this year only and Staff is directed to bring back a proposal to conduct fire hazard abatement in-house.

Said Motion was approved by the following vote:

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

Chief Willis announced there will be a small memorial service for past CSD Director Bob Colven on June 13, 2013, 9:00 a.m. at Boulder Bay Park.

**ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Chairman Jahn adjourned the meeting at 9:16 a.m.

---

**BIG BEAR LAKE FIRE PROTECTION DISTRICT  
MINUTES FOR THE MEETING OF  
JUNE 20, 2013**

---

A Special Meeting of the Big Bear Lake Fire Protection District was called to order by Chairman Jahn at 9:00 a.m., Thursday, June 20, 2013, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Board Member Herrick

Board Members Present: Chairman Bill Jahn  
Vice Chairman Bob Jackowski  
Board Member Rick Herrick  
Board Member Jay Obernolte

Board Member Excused: Board Member David Caretto

Board Members Absent: None

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

**PUBLIC COMMUNICATIONS**

None.

**CONSENT CALENDAR**

Motion by Board Member Obernolte; seconded by Board Member Herrick to approve the Consent Calendar as follows:

**FP1. Resolution to Adopt the Fiscal Year 2013-14 Appropriations Limit for the Fire District**

Board consideration of adopting a resolution establishing the Fire District appropriations limit for Fiscal Year 2013-14.

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

**FP2. Resolution to Adopt the Statement of Investment Policy for Fiscal Year 2013-14**

Board consideration of approving a resolution adopting the Statement of Investment Policy for Fiscal Year 2013-14.

Adopted the following resolution, entitled:

RESOLUTION NO. FP2013-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2013-14

The balance of the Consent Calendar was approved by unanimous vote.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**FP1. Resolution to Adopt the Fiscal Year 2013-14 Appropriations Limit for the Fire District**

Board consideration of adopting a resolution establishing the Fire District appropriations limit for Fiscal Year 2013-14.

This item will be added to the City Council meeting of June 24, 2013 for Fire Board approval as the green sheet agenda report subject line did not reference adopting a resolution to modify the FY2012-13 Appropriations Limit in Resolution No. FP2012-06. A resolution to adopt the FY2013-14 Appropriations Limit for the Fire District will also be presented at that time.

**DISCUSSION/ACTION ITEMS**

**FP3. Presentation of the Proposed Fiscal Year 2013-14 Operating Budget**

Board consideration of receiving a presentation and discussing the proposed Fiscal Year 2013-14 Operating Budget for the Big Bear Lake Fire Protection District.

Received and filed.

**PUBLIC HEARING**

**FP4. Adoption of the Fiscal Year 2013-14 Annual Operating Budget**

Board consideration of a resolution adopting the Big Bear Lake Fire Protection District Annual Operating Budget for Fiscal Year 2013-14.

At the hour of 9:37 a.m., Chairman Jahn opened the Public Hearing. Hearing no comment, the public hearing was closed.

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

RESOLUTION NO. FP2013-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR LAKE FIRE PROTECTION DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2013-14

Said Motion was approved by the following vote:

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

**PUBLIC FORUM FOR CLOSED SESSION:** None.

At the hour of 9:39 a.m., the Fire Board adjourned to Closed Session.

At the hour of 9:58 a.m., the Fire Board reconvened to Open Session.

**RESULTS OF CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6  
Name of Negotiator: Fire Chief  
Name of Employee Organization: San Bernardino County Professional Firefighters,  
International Association of Firefighters, Local 935  
No reportable action.

**ADJOURNMENT**

There being no further business to come before the Fire Protection District at this session, Chairman Jahn adjourned the meeting at 9:58 a.m.

---

Corinne E. Flores  
Board Secretary

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

**DATE:** July 1, 2013

**TO:** Chairman and Members of the Fire Board

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

**PREPARED BY:** Corinne E. Flores, Administrative Assistant

**SUBJECT:** **FIRE DEPARTMENT UPDATE – JUNE 2013**

**1. SERVICE DELIVERY**

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	66	343
b.	Rescue/Medical Calls	133	1,004
c.	Training Class Summary	5	210
d.	DRC Reviews	4	25
e.	Fire Flow Reviews	2	7

**2. CORRESPONDENCE**

- 2.1 June 13 – the Fire Department received a thank you letter from the Ventura County Fire Protection District for its participation in a strike team assignment in May. Copy attached.

**3. COMMUNITY RELATIONS**

- 3.1 June 8 – Chief Willis was one of many public officials who participated in a town hall meeting as a panelist at the Discovery Center; it was followed by a question/answer session for the public. A thank you note is attached.
- 3.2 June 14 – Director Green and Fire personnel and the antique fire engines from the East and West Divisions as well as a fire engine and ladder truck were in the Heritage Parade.
- 3.3 June 20 – Chief Willis attended an installation of officers ceremony for the Soroptimist International of Big Bear.
- 3.4 June 25 – Kat Sawyer of KBHR interviewed Chief Willis regarding the upcoming 4<sup>th</sup> of July fireworks display as well as steps the public can do now to prepare for a large Valley fire.

#### **4. OPERATIONS**

- 4.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
- Fire District Closed Session – June 4 and 20
  - Fire District budget meetings – June 5 and 20
  - Fire District Regular Board meeting – June 12
  - Fire District Special Board meeting – June 24
  - Big Bear Fire Authority Regular Board meeting – June 4
  - Big Bear Fire Authority Special Board meeting – June 25
  - CSD Board – June 3 and 17
  - CSD Finance Committee – June 6 and 10
- 4.2 June 11 – Chief Willis attended the bi-monthly meeting of the Big Bear Valley Mountain Mutual Aid Association at the Civil Air Patrol building.
- 4.3 June 11 – Chief Mills attended a Victor Valley College Cooperative Work Experience Education Department meeting regarding the placement of fire academy students at Stations-281 and -291 for on-the-job training.
- 4.4 June 11 – Chief Willis attended a Local Agency Formation Commission Departmental Review Committee meeting regarding an application for the reorganization of the Baldwin Lake Volunteer Fire Department to a fire protection district.
- 4.5 June 14 – Chiefs Willis and Mills and Battalion Chiefs Delay and Maltby met with Terry McDonald of Snow Summit Ski Resort to discuss summer mountain bike operations.
- 4.6 June 24 – Chiefs Willis and Mills met with Captain Bradford of the Big Bear Sheriff Station to discuss the Telephone Emergency Network System (known as TENS or reverse 9-1-1).
- 4.7 June 25 – Chief Mills attended a Confire Tech Committee meeting and Chief Willis attended a Confire JPA Administrative Committee meeting.
- 4.8 June 27 – Chief Mills and Battalion Chief Maltby conducted a Fourth of July Pre-Planning Incident Action Report meeting in readiness of the upcoming holiday/fireworks display.

#### **5. HEALTH AND SAFETY**

- 5.1 Firefighter/Paramedic Willis updated the East Division's target hazards book by implementing the West Division's pre-plan format, which is easier to read, and removing occupancies which no longer exist nor are a hazard any longer. Digital copies of the target hazards book will soon be available for all apparatus.

- 5.2 June 24 – Chief Mills and Battalion Chief Maltby met with the owners of the Convention Center to discuss possibly staging a food truck with a propane tank on-site for cooking while the kitchen is under remodel due to a fire.

## **6. PERSONNEL**

- 6.1 June 7 and 12 – Meet and confer with labor representatives from East and West Divisions.
- 6.2 June 18 – Big Bear City Apprentice Firefighter/Paramedic Andrew Crane promoted to a Big Bear Lake Firefighter/Paramedic position. Congratulations!
- 6.3 Open recruitments: Apprentice Firefighter/ EMT; Paid Call Firefighters; Firefighter/Paramedic; Battalion Chief-Training; Captain; and Engineer.

## **7. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS**

- 7.1 June 18 – PCF Battalion Chiefs Smith and Walker and Administrative Assistant Sue McIlwain attended the 2013 California Fire Assistance Agreement Rates and Reimbursement Workshop held in Riverside. This training will assist the Fire Department in understanding changes to the reimbursement process, rates, formulas, and methodologies for reimbursement from the State or Federal Government.

## **8. MISCELLANEOUS**

- 8.1 June 13 – Fire personnel attended a memorial celebration of life at the Boulder Bay Park for former CSD Director Bob Colven. Chief Willis also attended the graveside service at the Riverside National Cemetery.



Big Bear Fire Department

Copy of Training Class Summary by Category

Class Date Between {06/01/2013} And {06/30/2013}  
and Station = "ALL"

---

Category	Classes	Pct of Classes	Hours	Pct of Hours
CO OFF TR Company Officer Training	1	20.00%	40.00	76.92%
WLPHY WILDLAND ANNUAL PHYSICAL ABILITY	4	80.00%	12.00	23.07%
	<b>Totals</b>	<b>5</b>	<b>52.00</b>	

---

# VENTURA COUNTY FIRE PROTECTION DISTRICT

MARK LORENZEN  
County Fire Chief



165 Durley Avenue  
Camarillo, CA 93010-8586  
(805) 389-9710  
FAX (805) 388-4356

May 31, 2013

Fire Chief Jeff Willis  
Big Bear City Fire Department  
P.O. Box 3028  
Big Bear City, CA 92314

Dear Chief Willis,

On Thursday, May 2, 2013, at 6:35 a.m., a fire started just off the southbound lanes of Highway 101 in Ventura County. It could not have started at a worse time. We were experiencing strong northeast winds, single-digit relative humidity, and fuel moisture levels that were more reflective of what we should see in August. Needless to say, these factors were all ingredients in a recipe for disaster.

Our call for help went out almost immediately and your agency responded by sending critical resources to assist us in protecting life, property and the environment. Thanks to you, your agency and the professional firefighters you sent, disaster was averted. Your response is evidence that our California mutual aid system does indeed work and is one of the primary reasons we have experienced so many successes in our region. I recognize that no one agency can effectively handle an emergency of this magnitude and appreciate the robust mutual aid response that you were a part of.

On behalf of a grateful community and the men and women of the Ventura County Fire Department, thank you!

Sincerely,

Mark Lorenzen  
Fire Chief

RECEIVED

JUN 13 2013

BIG BEAR LAKE FIRE DEPT

**Committed to Excellence . . . Delivered with Pride**

Dear Chief Willis,

Thank you for participating  
in the Big Bear Valley townhall  
meeting as a panelist. We  
appreciate your time and expertise.

-Mandy Lynn-

for Friends of  
Fawnskin

Dandy Steers



⌘ Wildflowers of the San Bernardino National Forest ⌘

⌘ *Allium* sp. - Wild Onion ⌘

(Entire cluster about half-dollar-sized)

⌘ Photo taken in Big Bear, California ⌘

© 2009 moongraphic.net

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

**DATE:** August 1, 2013

**TO:** Chairman and Members of the Fire Board

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

**PREPARED BY:** Corinne E. Flores, Administrative Assistant

**SUBJECT:** **FIRE DEPARTMENT UPDATE – JULY 2013**

**1. SERVICE DELIVERY**

		Current Month	Calendar Year to Date
a.	Fire Calls, Hazardous Condns., Serv. Calls	63	406
b.	Rescue/Medical Calls	132	1,136
c.	Training Class Summary	67.75	277.75
d.	DRC Reviews	3	28
e.	Fire Flow Reviews	0	7

**2. COMMUNITY RELATIONS**

- 2.1 July 4 – Asst. Chief Mills coordinated/facilitated an incident action plan and extra staffing for the 4<sup>th</sup> of July Fireworks event. Participating agencies included the Sheriff's Department, Big Bear Municipal Water District, Department of Fish and Game, U.S. Forest Service, Cal Trans, and Public Works.
- 2.2 July 13 – Fire personnel participated in the 3rd annual Free Health Fair sponsored by the Big Bear Lions Club and Sunset Lions of Big Bear in collaboration with the Bear Valley Community Hospital. The event was held at the Elk's Lodge. Firefighters provided free blood pressure checks; other free services included vision, hearing and dental screenings, and child identification.
- 2.3 July 13 – Suppression personnel, with Susan Bathurst at the helm, participated in the Out House Races at the Chili Cookoff.
- 2.4 July 16 – Fire personnel attended the annual Firefighters' Appreciation Night hosted by the Elk's Lodge.
- 2.5 July 19 – B-Shift at Station-281 provided a station tour for campers of Camp Vayachanu.

- 2.6 July 20 – Fire Fuels Program Supervisor Yegge and Admin. Asst. Gustason participated in the Sierra Club’s 11th annual Xeriscape Garden Tour by working at the Firewise home. The Firewise home creates defensible space with drought tolerant and native plants. Defensible space and native plant information was available to the attendees.
- 2.7 July 24 – B Shift provided a safety presentation for the children of The Crossings on Knickerbocker Road.

### **3. OPERATIONS**

- 3.1 Chief Willis and/or Assistant Chief Mills attended the following meetings during the reporting month:
  - CSD Board – July 15
  - CSD Special Mtgs – July 8, 22, and 23
- 3.2 July 11 – Chief Willis attended a Bear Valley Mountain Mutual Aid Executive Board meeting.
- 3.3 July 11 – Chiefs Willis and Mills, Admin. Assts. Flores, McIlwain, and Gustason, Ken Booth, and Deanne Johanson met to fine tune the fire department’s new website and discuss the migration of all Fire users to the new bigbearfire.com domain.
- 3.4 July 18 – Chief Willis attended a Reverse 9-1-1 (TENS – Telephone Emergency Network System) mapping meeting at Lake Arrowhead Station-91.
- 3.5 July 23 – Chief Willis attended the monthly Confire Administrative Chiefs’ meeting in the Loma Linda Fire Department’s emergency operations center.
- 3.6 July 25 – Chief Willis attended the monthly San Bernardino County Fire Chiefs’ Association at the Redlands Fire Department.

### **4. HEALTH AND SAFETY - No report**

### **5. PERSONNEL**

- 5.1 July 8, 18, 25, & 31 – ongoing meet and confer work with labor representatives/staff from East and West Divisions.
- 5.2 July 8 – Brian Walker, Rilynn Company gave a presentation to the on-duty shift regarding insurance needs.
- 5.3 July 9 – Met with Human Resources regarding EMS Fire Financial Coordinator position.
- 5.4 July 10 – Jonathan Bidwell promoted to Firefighter/Paramedic with the Fire District.

- 5.5 July 16 & 17 – A written exam and an assessment center was given for Battalion Chief –Training; interviews were conducted on July 30; and Ryan Harold (BBL) was selected for the position and will be appointed upon the retirement of Battalion Chief Delay. Congratulations to Battalion Chief Harold.
- 5.6 July 16 – Asst. Chief Mills, Captain Mandolini, Engineer Lambert, Firefighter/Paramedic Whitmore, and PCF Ortega participated in a strike team assignment for the Mountain Fire in Idyllwild.
- 5.7 July 18 – Apprentice Firefighter/EMT Joey Webb graduated from the Crafton Hills College Paramedic Program. Joey was a speaker at the graduation ceremony. Good job!
- 5.8 July 30 – a Captains’ written exam was given.
- 5.9 Open recruitments: Paid Call Firefighters, Engineer, Captain, and Battalion Chief – Training.

## **6. ADMINISTRATIVE STAFF TRAINING/CONFERENCES/SEMINARS**

- 6.1 July 14 to 16 – Chief Willis attended the General Manager Leadership Summit hosted by the California Special Districts’ Association.
- 6.2 July 18 – Admin. Assts. Flores and Gustason attended Office Personnel Ergonomics training at the CSD board room.

## **7. MISCELLANEOUS**

- 7.1 July 6 – Firefighter/Paramedic Seward and Paid Call Firefighter Sutherland participated in the Battle at the Academy, hosted by the Los Angeles Police Academy. This was an LAPD boxing team vs. public safety departments. Ricky Seward won by decision against a member of the LAPD boxing team and Shaun Sutherland fought very well – he should have been given the decision. PCFs Covarrubio and Evangelisti supported the team with their attendance. Great job, Ricky and Shaun!
- 7.2 July 9 – Chief Willis presented former Fire District/Fire Authority Board Member Liz Harris with a plaque of appreciation for her service to the Fire District.
- 7.3 July 10 – Chief Willis, Asst. Chief Mills, and Admin. Asst. Flores attended the annual CSD annual picnic.
- 7.4 July 11 – the fire department hosted the monthly meeting of the San Bernardino County Fire Chiefs Association – Training Officers Section. The meeting was held in View Haus at Snow Summit.

**Big Bear Lake Fire**

**Training Class Summary by Category**

**Class Date Between {07/01/2013} And {07/31/2013}**

<b>Category</b>	<b>Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
11PF LADDER RAISES	1	3.12%	1.00	1.47%
6PF HYDRANT CONNECTIONS	1	3.12%	1.00	1.47%
ADM TR Admin Training	1	3.12%	2.00	2.95%
AERIAL OPS Aerial Truck Operations	1	3.12%	1.00	1.47%
BBCFD07 Wildland Firefighting Skills	1	3.12%	1.50	2.21%
CO OFF TR Company Officer Training	6	18.75%	20.75	30.62%
CSD24 Emergency Action	3	9.37%	6.00	8.85%
DRIVEOP DRIVER / OPERATOR	1	3.12%	2.00	2.95%
EMS E ACLS RECERT/MEGA CODE	1	3.12%	4.00	5.90%
EMS H CPR Instructor Training	1	3.12%	4.00	5.90%
FF1B MISCELLANEOUS EQUIPMENT AND TOOLS	3	9.37%	5.00	7.38%
FF1I GROUND LADDERS	1	3.12%	1.00	1.47%
FF1L VENTILATION	1	3.12%	1.00	1.47%
FF1P FIRE PROTECTION SYSTEMS	1	3.12%	1.00	1.47%
FF1T WILDLAND FIRE FIGHTING	1	3.12%	4.00	5.90%
FF2K RESCUE	1	3.12%	1.00	1.47%
PUMP EVOL Pumping Evolutions	1	3.12%	2.00	2.95%
RADIO HT OPERATIONS	4	12.50%	7.00	10.33%
SAFETY MTG SAFETY MEETING	1	3.12%	1.00	1.47%
SKI A Assessment ( Patient )	1	3.12%	1.50	2.21%
<b>Totals</b>	<b>32</b>		<b>67.75</b>	



## AGENDA REPORT

Item No. **FP6**

**MEETING DATE:** September 11, 2013

**TO:** Honorable Chairman and Members of the Fire Protection District

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

**SUBJECT:** **PROPOSED RESOLUTION TO ESTABLISH A NEW POSITION FOR BATTALION CHIEF AND APPROVE A JOB DESCRIPTION AND TOTAL OTHER COMPENSATION/BENEFITS FOR THE POSITION**

### **BACKGROUND**

Upon the formation of the Big Bear Fire Authority, a Shared Services Agreement was created. Within this Agreement, the Big Bear Lake Fire Protection District (BBLFPD) and the Big Bear Community Services District (BCCSD) have agreed to equally share the full cost of the Training Battalion Chief position.

### **DISCUSSION**

With the recent retirement of Battalion Chief Dave Delay, formerly employed by BCCSD, the Big Bear Fire Department offered competitive testing to qualified applicants from both jurisdictions to fill this vacancy. At the completion of the testing process, Captain Ryan Harold, employed by the BBLFPD, has been promoted to fill this vacancy.

In essence this is a new job classification for the BBLFPD but not new for the Big Bear Fire Authority nor the BCCSD. Since the Battalion Chief position will now be filled by a BBLFPD employee, it is necessary to accept the job description and define the other compensation and benefits for this position within the BBLFPD.

This position is a mid management position that is cost shared with the BCCSD. The job description and salary range of \$107,286 to \$117,520 has been previously approved by the Big Bear Fire Authority. Since this is a new position within the BBLFPD, it is necessary for the Board to approve other compensation that goes along with the position. The Compensation/Benefits portion for this position (Attachment C) has been developed with the assistance of Human Resources and Finance. This position is aligned with other mid management City positions with a few deviations that are necessary to reflect that of public safety employment as the Big Bear Fire Department.

### **FISCAL IMPACT**

The fiscal impact to the District for this position is \$45,500. Fifty (50) percent of this cost will



Agenda, September 11, 2013

Approval of Training Battalion Chief Other Compensation and Benefits

Page 2

be split with the BBCCSD (\$22,750). The net effect to the District will be cost savings as one fulltime employee entry level fire fighter/paramedic position will be vacated and/or converted to an apprentice firefighter position.

**RECOMMENDATION**

Staff recommends that the Fire Board adopt Resolution No. FP2013-XX to establish a new employment position for Battalion Chief (Attachment A) and approve the job description (Attachment B) and total other compensation/benefits (Attachment C) for the Battalion Chief position.

JW

Attachment A: Draft Resolution No. FP2013-XX to Establish a New Employment Position for Battalion Chief

Attachment B: Battalion Chief Job Description

Attachment C: Compensation/Benefits

**ATTACHMENT A**

**RESOLUTION NO. FP2013-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR LAKE FIRE PROTECTION DISTRICT, A SUBSIDIARY FIRE PROTECTION DISTRICT OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA TO ESTABLISH A NEW EMPLOYMENT POSITION FOR BATTALION CHIEF**

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

WHEREAS, the Board desires and intends to establish the position of Battalion Chief; and

WHEREAS, the Board desires and intends that the Battalion Chief position will be classified as a managerial, exempt and salaried position, a copy of the job description is attached hereto as Attachment B; and

WHEREAS, on June 21, 2012 the Board adopted Resolution No. FP2012-05, approving a joint powers agreement pursuant to the Joint Exercise of Powers Act, codified at California Government Code sections 6500 et seq., with Big Bear City Community Services District creating an agency known as the Big Bear Fire Authority (“Authority”); and

WHEREAS, the Board desires and intends that the Battalion Chief position be “shared” with the Big Bear City Community Services District, pursuant to any existing agreement or agreements in place for that purpose; and

WHEREAS, the Board desires and intends that the Battalion Chief position be subject to the authority and supervision of the Authority; and

WHEREAS, the Board desires and intends to authorize the Fire Chief to negotiate with and provide compensation and benefits to the Battalion Chief consistent with Attachment C; and

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby establishes the position of Battalion Chief.

Section 2. The Board hereby authorizes the Fire Chief to negotiate with and provide compensation and benefits to the Battalion Chief consistent with Attachment C.

Section 3. The Board hereby authorizes that the Battalion Chief position be shared with the Big Bear City Community Services District for the purposes of funding.

Section 4. The Board hereby authorizes and directs that the Battalion Chief position be subject to the authority and supervision of the Authority.

Section 5. The Board hereby authorizes the Fire Chief and/or his/her designee to review and revise the Battalion Chief job description as necessary.

Section 6. This Resolution shall take effect upon its adoption.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of September, 2013.

AYES:

NOES:

ABSENT:

ABSTAIN:

---

W. E. Jahn, Chairman

ATTEST:

---

Corinne E. Flores, Board Secretary

STATE OF CALIFORNIA                             )  
COUNTY OF SAN BERNARDINO             ) ss  
CITY OF BIG BEAR LAKE                     )

I, Corinne E. Flores, Secretary of the Fire Protection District Board, do hereby certify that the whole number of members of the said Board is five; that the foregoing resolution, being Resolution No. FP2013-XX was duly passed and adopted by the said Board, approved and signed by the Chairman of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the \_\_\_\_ day of September, 2013, and that the same was so passed and adopted by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Witness my hand and the official seal of said District this \_\_\_\_ day of September, 2013.

---

Corinne E. Flores  
Board Secretary

## **ATTACHMENT B**

### **BIG BEAR FIRE DEPARTMENT Job Description**

#### **BATTALION CHIEF**

**FLSA CATEGORY:** Exempt – Non-Represented  
**CONFIDENTIAL:** Yes  
**REPORTS TO:** Assistant Fire Chief  
**APPROVED BY:** Board of Directors  
**APPROVED DATE:** Draft

#### **SUMMARY**

Under general direction, performs responsible management, technical and administrative work in commanding and coordinating fire emergency operations, training, public education, emergency planning, facility/equipment maintenance, and other related programs and services; provides responsible and technical staff assistance; implements program goals and objectives; assists with preparation and administration of budget; oversees and supervises assigned staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Make periodic inspections of personnel and the general condition of equipment, apparatus, and fire stations.
- Plan, organize, direct, and participate in the organization's program based training program including the administration of the paid call academy.
- Participate with company captain in the training of personnel and serve as an instructor for specialized in-service training courses.
- Coordinate public fire safety training program.
- Prepare and maintain a variety of records and reports.

#### **SUPERVISORY RESPONSIBILITIES**

- The Battalion Chief functions with primary responsibility to assure that assigned personnel, apparatus, equipment and facilities are maintained in appropriate readiness to respond to a variety of emergency calls for service.
- Under general direction, directs, manages, supervises, and coordinates the activities and operations of assigned shift within the organization including operations, training, facility/equipment maintenance, public education and related programs.
- Has the ability to function as a Training Officer for the organization.
- Oversees the development and implementation of the organization's training programs.

- Ability to serve as Duty Chief for assigned periods and responds to emergency incidents; coordinates assigned activities with other shifts, divisions, departments, and outside agencies
- Provides highly responsible and complex administrative support to the Fire Chief and Assistant Chief
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs and services; recommends and administers policies and procedures
- Handles personnel issues including disciplinary actions
- Participates in the development of the organization's annual budget
- Identifies the training needs of subordinate personnel
- Provides or coordinates shift level training and drills in fire fighting methods, techniques, and related subjects
- Coordinates training programs with other shifts, divisions, departments and outside agencies
- Maintains shift personnel training records

#### **ABILITY TO**

- Direct and supervise forces in the suppression of fires, in the control of incidents involving hazardous chemicals and other materials as required; ascertain the need for and type of additional equipment necessary to counteract the emergency; make technical decisions utilizing emergency services best practices and methods for incident mitigation after observing the fire, receiving and interpreting oral reports from initial command officers.
- Communicate clearly and concisely, both orally and in writing
- Lead, direct, and motivate others
- Work independently
- Establish and maintain effective working relationships
- Analyze problems and apply sound judgment in developing alternatives
- Interpret, explain, and apply policies and procedures in managing a variety of diverse and complex situations
- Handle confidential operation and employee information
- Lead operations staff in delivering emergency services
- Conduct surveys and studies to determine training needs
- Perform post incident analysis
- Coordinate training records; set up system and review updating of individual and company training records
- Serves as liaison with the San Bernardino County Training Officers Association
- Operate office equipment including computers and supporting word processing, spreadsheet, e-mail, and incident reporting software applications

## **EDUCATION/TRAINING/EXPERIENCE**

A combination of the following experience and training is required for this position:

- Ten (10) years of fire service experience, including two (2) years at the shift supervisory level, is required.
- Equivalent to completion of an Associate's degree in fire science, management, business administration, or related field is highly desirable.
- Qualification as Big Bear Valley Duty Officer must be completed by the end of probation.

## **CERTIFICATES/LICENSES**

- Possess and maintain current Emergency Medical Technician or First Responder certification.
- Possession of a valid California Class C Driver License with Firefighter endorsement.
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists.
- Use hands to finger, handle, or feel.
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear.
- The employee is occasionally required to sit, stoop, kneel, crouch, or crawl, and smell.
- The employee must be capable of occasionally lifting and/or moving objects weighing more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses as necessary.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months.
- The employee is frequently exposed to moving mechanical parts.
- The employee is required to meet department's grooming standards.

The employee may occasionally be exposed to:

- Wet and/or humid conditions.
- High, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Blood borne pathogens and other communicable diseases
- Extreme heat.
- Risk of electrical shock.
- Explosives.
- Vibration.
- Noise levels in the work environment that is usually loud.



## ATTACHMENT C

### BATTALION CHIEF BIG BEAR LAKE FIRE PROTECTION DISTRICT EFFECTIVE AUGUST 5, 2013

#### I. Compensation/Benefits:

- Cafeteria will be paid at the City's Mid-Management rate. Employee's first cafeteria payment will be in September 2013.
- Fire District paid Life insurance and Vision insurance will be equal to the Fire Suppression Staffs' benefits.
- Employee will receive the same retirement benefits as the Fire Suppression Staff.
- Employee will receive the same longevity benefit as the Fire Suppression Staff.
- Employee will receive Paramedic Pay commensurate with Fire Suppression Staff.
- Employee will be removed from Union, and Finance will stop withholding Union Dues and the \$70 Arrowhead Credit Union direct deposit as of PP 17 (pay date 8/20/13).
- Employee is eligible to receive Educational Incentive Reimbursement in accordance with the Fire Suppression Staff Memorandum of Understanding (MOU).
- Employee is eligible to work on a strike team and will be paid according to the current approved California Fire Assistance Agreement (CFAA), which is currently "The employee will receive his or her normal salary for the first 40 hours worked. Any time beyond 10 hours per day or 40 hours cumulative shall be compensated at the rate of straight time. All assignments are to be compensated portal to portal and the compensation shall be based on the most current approved CFAA."
- Employee is eligible for Physical Exams/Fitness Incentive annual bonus pursuant to MOU.

#### II. Leave Accruals:

- Book 8 hours in Personal Day Bank on July 1st each year.
- Accrue 40 hours Admin Leave on January 1st each year (prorate 2013 based on promotion date).
- Accrue 3.39 hours of Sick Leave each pay period. No maximum cap on this Sick accrual. Employee will be allowed to buyout twice per fiscal year up to an annual total of 60 hours, as long as 80 hours remain in the leave bank.
- Employee will receive 8 hours of pay on Holidays. If employee works on a Holiday, he can add 8 hours in his Holiday leave bank. This bank has no cap. If the employee is working on a modified schedule, he will need to use leave banks to make up the hours over 8 (i.e., a 4-10 schedule would need to use 2 hours of leave on a holiday).

- Vacation will be earned at the accrual rates of the City's Mid-Management employees. If the employee hits his max accrual limit, he will stop accruing leave and will not be paid out for vacation leave ("use it or lose it").
- During the first 5 years of service, employee shall accrue 80 hours of vacation 3.08 hours per PP (max 160 hours).
- After 5 full years of service, employees shall accrue 120 hours of vacation 4.62 hours per PP (max 240 hours).
- After 10 full years of service, employees shall accrue 160 hours of vacation 6.15 hours per PP (max 320 hours).
- Employee's current ETO bank will be converted using his new rate, which will result in reducing his current ETO leave bank by approximately 40%. He will be allowed to purchase up to 192 hours of this bank and shall use this bank for leave prior to using his new leave accrual banks.
- Employee may request to cash out all of his leave banks (except sick) at anytime with the Chief's approval.
- Employee will receive up to 3 days (up to 24 hours) for Bereavement Leave, for immediate family as defined in the Fire Suppression Staff Memorandum of Understanding (MOU) and shall be charged to employee leave bank.
- Employee will receive his regular pay and benefits for up to 80 hours for Jury Duty.

**III. Employee is not eligible for the following:**

- Employee will not automatically receive any increased benefits (unless it is the retirement, longevity, vision, and life insurance benefits noted above) or salary adjustments that are included in the MOU. Increase in most benefits and salary ranges will need to be approved by the Fire Board.
- Employee will no longer receive a Uniform Allowance.
- Employee will not be compensated for "working out of class."
- Employee will not receive employer paid 457 contributions.
- Employee is not eligible for Emergency Situation Compensation.



## AGENDA REPORT

Item No. **FP7**

**MEETING DATE:** September 11, 2013

**TO:** Honorable Chairman and Members of the Fire Protection District

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

**PREPARED BY:** David Yegge, Fire Fuels Program Supervisor

**SUBJECT:** **DISCUSSION CONCERNING 2013 STATUS AND ENFORCEMENT OF THE WOOD SHAKE/SHINGLE ROOF REPLACEMENT ORDINANCE**

### **BACKGROUND**

On August 17, 2001, the Federal government listed the communities of Big Bear City and Big Bear Lake as communities at high risk from a wildfire. In October 2003, the Old Fire occurred - Big Bear Valley was evacuated and 1,100 structures were destroyed. In 2007, the Slide Fire occurred and impacted the communities of Green Valley Lake and Running Springs - 272 structures were destroyed. Of the homes lost, 33.8% were homes with shake roofs and/or adjacent to homes with shake roofs. At the same time, the Grass Valley Fire occurred in Lake Arrowhead - 198 homes were destroyed. Of the homes destroyed, 51% either had shake roofs or were adjacent to structures that had shake roofs. In addition to the identified high fire risk and fire history in our area, an article published in the Journal of Forestry by Jack Cohen quoted a study that indicated that homeowners can reduce their risk of their homes igniting during a wildfire by 51% if they remove their wood shake/shingle roofs.

Acting on the concerns identified above, we conducted a wood shake/shingle survey of all structures within the Big Bear Lake Fire Protection District boundaries in 2007/08. This survey revealed that there were approximately 525 structures with wood shake/shingle roofs within the City of Big Bear Lake boundaries alone. Recognizing the significant fire risk to our community posed by these structures, the Big Bear Lake Fire Protection District and City Council adopted Ordinance No. FP2008-16 and Ordinance No. 2008-383 respectively on July 28, 2008. These ordinances amended the Big Bear Lake Municipal Code by declaring that structures that had not had their wood shake/shingle roofs removed and replaced with a Class A fire-retardant roof covering on or before September 2012 would be deemed to constitute a public nuisance and classify these structures as dangerous buildings. In concert with the passage of these ordinances, we continued our efforts to secure any available State and Federal grant funding to assist property owners to offset the costs of reroofing these structures.

### **DISCUSSION**

Our efforts in applying for and obtaining State and Federal grant funding to assist property

owners in offsetting the costs of reroofing structures with wood shake/shingle roofs were extremely successful. Three separate Federal grants were obtained that provided funding to offset up to 70% of the cost to the property owner performing the reroof. In addition to obtaining this grant funding, Fire Department Staff conducted numerous public outreach campaigns and individual mailings to affected property owners to inform them of the availability of this grant funding. As a direct result of these efforts, 452 of the identified structures have been reroofed. Of the 73 structures that still have not been reroofed, 67 are single-family homes and 6 are commercial buildings. Of these 67 single-family homes, 57 are second homes and 10 are occupied by the owner as the primary resident. Three of these single-family homes are currently registered as Transient Private Home Rental (TPHR) units.

As noted above, Fire District and City Ordinances required reroofing of all of these structures on or before September 2012. However, active enforcement of this compliance date was purposefully suspended due to Federal grant approval and funding timelines. Fire Department Staff deemed it imprudent to pursue requiring property owners to absorb the full cost of reroofing these structures knowing that they would then not be in a position to obtain much needed financial assistance in offsetting these reroofing costs. However, all available grant funding obtained for the replacement of wood shake/shingle roofing has been exhausted, and it has been clearly identified that no additional grant funding for this work will be made available. As such, Staff feels that it is now appropriate to commence compliance actions as necessary to compel non-compliant property owners to reroof the 67 structures and eliminate the fire hazard they pose to our community. The proposed enforcement actions to be taken are as follows:

1. A "Notice and Order to Comply" signed jointly by the Fire Chief and Director of Community Services will be mailed to the non-compliant property owner. The Notice and Order will identify the need to bring the structure(s) on the property into compliance within 90 days in order to avoid the commencement of additional enforcement proceedings as necessary to obtain compliance; and that a "Notice of Pendency" clouding the title of the property will be filed by the Code Compliance Division in conjunction with the mailing of the Notice and Order.
2. The Code Compliance Division will send a certified letter to the homeowner of the registered TPHR units advising them they have 90 days to replace the wood shake/shingle roof or their TPHR registration will be suspended until the roof is replaced.
3. After 90 days from the mailing of the Notice and Order, the Fire Department will perform a compliance survey to identify the remaining non-compliant structures.
4. Upon completion of the survey, the Fire Department will mail a notification letter to the property owner's insurance and/or mortgage company. The notification letter will be an advisory with regard to a structure in which they have a financial interest is being declared a public nuisance and dangerous building.
5. The Fire Department will work in conjunction with the Code Compliance Division in utilizing the City's Administrative Citation Process to bring about full compliance.

Every property owner within the City of Big Bear Lake, on which there is located a structure with a wood shake/shingle roof, was contacted on numerous occasions through direct mailings, telephone calls, and public information campaigns. These efforts resulted in 86% compliance. Staff believes it is now prudent to pursue the compliance actions outlined above to bring the remaining 14% of these structures into compliance and fully eliminate the fire hazard these structures pose to our community.

### **FISCAL IMPACT**

Costs associated with the proposed compliance program will be negligible as these compliance activities are a part of the normal and usual business activities of the Fire District and Code Compliance Division. Any unusual compliance costs will be offset through the Administrative Citation Process.

### **RECOMMENDATION**

Staff recommends that the Fire Board authorize Staff to work with the City Code Compliance Division in implementing the compliance actions as identified above.

DAY



## AGENDA REPORT

Item No. FP8

**MEETING DATE:** September 11, 2013

**TO:** Honorable Chairman and Members of the Fire Protection District

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

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

**SUBJECT:** **DISCUSSION OF SCHEDULING OPTIONS FOR FIRE BOARD MEETINGS**

### **BACKGROUND**

Historically, the Big Bear Lake Fire Protection District Board held its meetings in conjunction with the City of Big Bear Lake Council meetings. The meetings were normally held during evenings. With the abundance of City and Fire District business that needed to be conducted, the meetings generally lasted late into the evening. In early 2009, it was decided that the Fire District Board meet separately in order to facilitate earlier meeting times and possibly encourage public input on matters being considered by the elected body.

### **DISCUSSION**

Since 2009, several changes have occurred to City Council and the Fire Board that has added additional meetings to the elected officials' schedules, i.e., Big Bear Fire Authority Board meetings, workshops, and committee meetings. With the increase in meetings, scheduling Fire Board meetings has become onerous. To better accommodate Board Members' schedules, consideration to selecting a different meeting date/time may be necessary. A possible solution may be to combine Fire Board/Fire Authority Board meetings.

### **STAFF RECOMMENDATION**

Staff recommends that the Fire Board discuss possible scheduling options to better accommodate Board Members' schedules.

MEM