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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
JULY 10, 2012**

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A Special Meeting of the Big Bear Fire Authority was called to order by Director Caretto at 6:45 p.m., Tuesday, July 10, 2012, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Liz Harris

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

Directors Excused: None

Directors Absent: None

Others Present: Jeff Willis, Interim Fire Chief  
Mark Mills, Assistant Fire Chief  
Rob Hopkins, CSD General Manager  
Jeff Mathieu, CBBL City Manager  
Jonathan Lamb, Authority Counsel  
Corinne Flores, Fire District Board Secretary  
Mary Reeves, CSD Board Secretary

**SWEARING IN OF DIRECTORS.**

CEREMONIAL - Fire District Board Secretary Corinne Flores administered the official Oath of Office to Directors David Caretto, John Green, Liz Harris, Rick Herrick, Bill Jahn, Jeff Newsome, Jay Obernolte, Karyn Oxandaboure, Paul Terry, and Larry Walsh.

**SELECTION OF CHAIR AND VICE CHAIR BY DIRECTORS.**

Director Caretto opened nominations for Chairperson.

Director Jahn nominated Director Caretto as Chair.

Director Caretto was elected to serve as Chairperson until the Regular Meeting in the last quarter of calendar year 2013 by the following vote:

AYES: Green, Harris, Newsome, Herrick, Oxandaboure, Jahn, Terry,  
Obermolte, Walsh, Caretto  
NOES: None  
ABSENT: None  
ABSTAIN: None

Chairperson Caretto opened nominations for Vice Chairperson.

Director Terry nominated Board Member Green as Vice Chair.

Director Green was elected to serve as Vice Chairperson until the Regular Meeting in the last quarter of calendar year 2013 by the following vote:

AYES: Harris, Newsome, Herrick, Oxandaboure, Jahn, Terry, Obermolte,  
Walsh, Green, Caretto  
NOES: None  
ABSENT: None  
ABSTAIN: None

#### **BOARD MEMBER GENERAL ANNOUNCEMENTS.**

Director Harris suggested that a new Big Bear Fire Authority patch be made for the daises.

Several Directors spoke about the spirit of cooperation by both Boards during the joint powers authority process and their appreciation for the hard work by Chief Willis and staff.

#### **PUBLIC COMMUNICATIONS.**

None.

#### **NEW BUSINESS.**

**A. Resolution No. BBFA2012-001 Appointing and Designating an Authority Secretary**

Motion by Director Obermolte; seconded by Director Terry to approve the following resolution entitled:

RESOLUTION NO. BBFA2012-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, APPOINTING AND DESIGNATING AN AUTHORITY SECRETARY

Said Motion was approved by the following voice vote:

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

**B. Resolution No. BBFA2012-002 Appointing and Designating Treasurer-Auditor/Controller**

Motion by Director Jahn; seconded by Director Herrick to approve the following resolution, with amended language to include that the Big Bear Lake Fire Protection District and the Big Bear City Community Services District equally split the costs of the work performed by the Treasurer-Auditor/Controller on behalf of the Authority, entitled:

RESOLUTION NO. BBFA2012-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, APPOINTING AND DESIGNATING AN AUTHORITY TREASURER-AUDITOR/CONTROLLER

Said Motion was approved by the following vote:

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

**C. Resolution No. BBFA2012-003 Adopting the Big Bear Fire Authority Preliminary Budget for Fiscal Year 2012-13**

Motion by Director Newsome; seconded by Director Harris to approve the following resolution entitled:

RESOLUTION NO. BBFA2012-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE BIG BEAR FIRE AUTHORITY PRELIMINARY BUDGET FOR FISCAL YEAR 2012-13

Said Motion was approved by the following vote:

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

**D. Resolution No. BBFA2012-004 Adopting the Bylaws and Policies for the Big Bear Fire Authority**

Discussion included the following:

Section 5.10 Conducting the Meeting and Rules of Order. Utilize Rosenberg's Rules of Order.

Section 4.4(a). Compensation and Reimbursement. Better define meeting compensation and have the individual agencies pay their board members.

Section 6. Officers, Selection of Chair and Vice-Chair. The Chair and Vice-Chair shall alternate between the participating agencies each year, and the position selected for the following year shall not be from the same participating agency for the current year.

Section 5.8 Agenda Format. Format to be changed to: Call to Order; Moment of Silence, Pledge of Allegiance; Roll Call; Board Member General Announcements; General Public Comment; Chief's Report; Consent Calendar; New Business; Old Business; Committee Reports; General Counsel's Report; Board Member Closing Comments; Adjourn.

Motion by Director Obernolte to have the General Public Comment period immediately follow Board Member General Announcements, followed by the Chief's Report, and the balance of the agenda; seconded by Director Harris; Ayes: Caretto, Green, Harris, Herrick, Jahn, Obernolte, Oxandaboure, Terry, Walsh; Noes: Newsome; Motion carried.

Discussion regarding the utilization of (1) speaker cards and (2) the one minute wording under Discussion/Action Items on page two of the Meeting Agenda cover sheet.

Motion by Director Jahn to (1) utilize the speaker card system under the process as utilized by the City of Big Bear Lake and (2) eliminate the one minute restriction; seconded by Director Herrick; Ayes: Caretto, Green, Harris, Herrick, Jahn, Obernolte, Oxandaboure, Terry; Noes: Newsome and Walsh; Motion carried.

Section 5.9 Setting of Agenda. General discussion.

Motion by Director Newsome that the second sentence of Section 5.9 be changed to read: 'Any Director wishing to include an item of business on the agenda shall notify the Fire Chief at least one week before the Board's regular meeting or at least three days before any special meeting [add], and the item shall be placed on the agenda.', and the last three lines be stricken as presented; seconded by Director Walsh; Ayes: Newsome, Oxandaboure, Terry, Walsh, Green, Harris, Caretto; Noes: Jahn, Herrick, Obernolte; Motion carried.

Section 6.2(a) Secretary. First sentence, add: The Board shall, from time to time, designate an employee of the Participating Agencies, or an employee or contractor of the Authority....

Section 4.4(a). Compensation and Reimbursement (includes travel to meetings by the Board Members). Discussion. Suggested that the Board adopt the bylaws as presented and research the ability of the individual agencies to pay the compensation, and any further provisions regarding restrictions on travel and meetings for individual Board Members; and direct Counsel to look at the existing policies and practices of the Fire District and CSD and merge them into one policy that meets the needs of the Fire Authority.

Section 1.2(3) Purpose. Directors Terry and Walsh expressed concern with (3) the authority over fire and medical administrative services personnel language, which is a part of the CSD Enterprise. Chief Willis explained that the bylaws were broadly written to encompass all operations of the public safety system for fire, rescue, and EMS.

Section 4.1 Powers and Duties of the Board. Director Walsh asked for clarification regarding the third sentence: "The primary responsibility of the Board is the formulation and evaluation of policy appropriation of Authority funds, and supervision of the Fire Chief and professional staff of the Participating Agencies...." Legal Counsel explained that the Authority is appointing a Secretary and the Treasurer/Auditor/Controller and it will have the ability to

direct the actions of the Authority staff members, and not other professional staff of the CSD or the Fire Protection District.

Posting of public meetings will be done at the governance office (City Hall); at the principal business office (Big Bear Lake Headquarters fire station); and at the CSD. Staff is looking into legal requirements to post at the post offices.

Section 5.1 Regular Meetings. Discussion regarding regular meeting dates and the timeliness of reconciling Auditor/Controller reports.

Section 6.1(b) Selection of Chair and Vice-Chair. Chairperson Caretto suggested that since there will only be a couple of meetings remaining this year, the initial Chair and Vice-Chair serve through December of 2013.

Motion by Director Obernolte for the Chair and Vice-Chair to serve through December of 2013; seconded by Vice Chairperson Green; all were in favor and the Motion carried.

**PUBLIC COMMENT:**

Al Ziegler, Big Bear City: stated the Fire Authority should meet at least every sixty days; he would like citizens to have the opportunity to speak at meetings; he would like every Director to be able to put an item on the agenda; and he is opposed to utilizing speaker cards.

**D. Continued - Resolution No. BBFA2012-004 Adopting the Bylaws and Policies for the Big Bear Fire Authority**

Section 5.1 Regular Meetings. Several Directors expressed their interest in having six meetings a year. It was agreed meetings would occur in February, April, June, August, October, and December of each year.

Motion by Director Harris to change the number of regular meetings per year to six with a meeting in June to adopt budgets; seconded by Director Jahn; Ayes: Caretto, Green, Harris, Herrick, Jahn, Obernolte, Oxandaboure, Terry, Walsh; Noes: Newsome; Motion carried.

The Board of Directors directed Legal Counsel to research reporting of financial information for the immediately preceding quarter by the Treasurer to the Authority; the payment of meeting stipends by the CSD and Fire District to the Authority's Directors; Board censure of a Director; and integrating the CSD and District's travel and reimbursement policies into one policy for the Authority.

Motion by Director Harris; seconded by Director Obernolte to approve Resolution No. BBFA2012-004, as amended, entitled:

RESOLUTION NO. BBFA2012-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE BYLAWS AND POLICIES OF THE BIG BEAR FIRE AUTHORITY

Said Motion was approved by the following vote:

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

**CHIEF'S REPORT.**

As the August meeting of the Fire Authority will be cancelled, a Special Meeting will be needed in September. Staff will coordinate a date with the Directors.

**GENERAL COUNSEL'S REPORT.**

Per the Joint Exercise of Powers Act, Legal Counsel will provide a full copy of the executed Joint Exercise of Powers Agreement to the State Comptroller and to the Secretary of State.

**BOARD MEMBERS CLOSING COMMENTS.**

Director Herrick reported that Measure M, which was being voted on this date, was not winning at this point.

Director Terry stated he heard the City of San Bernardino may be going into bankruptcy, which is why the Authority is the right way to go.

Director Green is glad we're moving forward. He thanked the Chief Willis and staff.

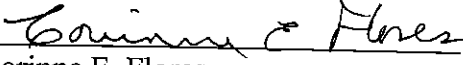
Director Walsh clarified the Minutes for tonight will be available at the next meeting. Minutes from the joint meeting of June 21 will be done independently by the Fire District and CSD.

Several Directors thanked Chief Willis, staff and the other public officials for their hard work in bringing the joint powers authority to this point.

Director Obernolte expressed he is greatly encouraged and optimistic for the future with the adoption of the bylaws that will govern the Board's actions for numerous years to come.

**ADJOURNMENT.**

There being no further business to come before the Fire Authority at this session, Chairperson Caretto adjourned the meeting at 8:57 p.m.

  
Corinne E. Flores  
Board Secretary

APPROVED AT THE MEETING OF SEPTEMBER 11, 2012.