
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
DECEMBER 11, 2012**

A Special Meeting of the Big Bear Fire Authority was called to order by Chairman Caretto at 6:33 p.m., Tuesday, December 11, 2012, at 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Karyn Oxandaboure

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

Directors Excused: None

Directors Absent: None

Others Present: Jeff Willis, Fire Chief
Mark Mills, Assistant Fire Chief
Kathleen Smith, Treasurer/Auditor-Controller
Corinne Flores, Board Secretary

ANNOUNCEMENTS & UPCOMING EVENTS.

The Administrative Office will be closed Monday, December 24, 2012 and Tuesday, December 25, 2012 for the Christmas Holiday and Monday, December 31, 2012 and Tuesday, January 1, 2013 for the New Year's Holiday.

The Directors welcomed newly elected Director/City Council Member Bob Jackowski and congratulated re-elected Big Bear City Community Services District Directors Karyn Oxandaboure, Paul Terry, and Larry Walsh.

PRESENTATIONS.

Chief Willis introduced newly hired Paid Call Battalion Chief Norman Walker, who was previously employed with the U.S. Forest Service for thirty-two years and the Idyllwild

Fire Department for two years. Chief Willis presented him with a Big Bear Fire Department badge.

Chief Willis introduced Paid Call Battalion Chief Mark Wilde, a State certified master instructor. He will be providing Suppression personnel with Level II State training locally.

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

David Yegge, Fire Fuels Program Supervisor, five-year pin.
Jamie Gustason, Administrative Assistant, five-year pin.
Susan McIlwain, Administrative Assistant, twenty-year pin.

On behalf of the California Fire Fighter Joint Apprenticeship Committee, Assistant Chief Mills presented Firefighter/Paramedic Scott Gehr with a Certificate of Completion for the Fire Fighter Paramedic Apprenticeship Program.

Firefighter/Paramedic Robert Whitmore was recognized as one of four personnel having the "highest annual physical fitness scores" through Fitness Appraisals, Inc.

BOARD MEMBER GENERAL ANNOUNCEMENTS.

When voting and for the Minutes, Director Walsh asked the Board to use "yes" or "no" instead of "aye" or nay" as the latter sound alike.

GENERAL PUBLIC COMMENT.

None.

CHIEF'S REPORT.

Topics in Chief Willis' report included: integration of Suppression personnel and equipment; possible remodel of Station-292 living quarters by firefighters; seasonal staffing during inclement weather; public officials errors and omissions insurance coverage; possible future mid-year budget adjustment; analysis of the labor units' total compensation and cost of employment; website development service contract award to Zhappo Studios; and posting of meeting notices/agendas on City and Fire Authority websites, at the headquarters fire station, City Hall, CSD, and email distribution list.

CONSENT CALENDAR.

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

FA1. Approval of Demands – Check Issue Date 09/27/12 through 12/04/12 in the amount of \$22,307.48

Approved.

FA2. Approval of Minutes for the Special Meeting of September 11, 2012

Approved.

FA3. Big Bear Fire Authority Financial Administrative Instructions

Board consideration of reviewing and adopting the following financial Administrative Instructions:

FA3.1 Administrative Instruction 2012-01 Purchasing Policy and Procedures

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

FA3.2 Administrative Instruction 2012-02 Accounts Payable Policy and Procedures

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

FA3.3 Administrative Instruction 2012-03 Budget Transfer Procedure

Approved.

FA3.4 Administrative Instruction 2012-04 Reserve Policy

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

FA3.5 Administrative Instruction 2012-05 Bid Policy and Procedures

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

FA3.6 Administrative Instruction 2012-06 Contracts Administration Policy and Procedures

Approved.

FA3.7 Administrative Instruction 2012-07 Statement of Investment

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

FA3.8 Administrative Instruction 2012-08 Procedures for Use of a Big Bear Fire Authority Issued Credit Card

Approved.

FA3.9 Administrative Instruction 2012-09 Unclaimed Check Policy

Approved.

FA3.10 Administrative Instruction 2012-10 Fixed Asset Accounting and Procedures

Approved.

FA3.11 Administrative Instruction 2012-11 Inventory Control Policy and Procedures

Approved.

The Consent Calendar was approved by the following vote:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR.

FA3. Big Bear Fire Authority Financial Administrative Instructions

Board consideration of reviewing and adopting the following financial Administrative Instructions:

FA3.1 Administrative Instruction 2012-01 Purchasing Policy and Procedures

Motion by Director Newsome; seconded by Director Herrick, to add that preference be given to local vendors as long as their price is not more than 10% higher when compared to the lowest priced quoted by a non-local vendor (Section II. C. Vendor Purchasing Preference).

Said Motion was approved by unanimous vote.

Motion by Vice Chairman Green; seconded by Director Obernolte to add language that petty cash be increased up to a maximum of \$250 (Section III. H. Petty Cash).

Said Motion was approved by unanimous vote.

Motion by Director Jahn; seconded by Director Obernolte, to approve Administrative Instruction 2012-01 Purchasing Policy and Procedures as amended.

Said Motion was approved by unanimous vote.

FA3.2 Administrative Instruction 2012-02 Accounts Payable Policy and Procedures

Motion by Director Jahn; seconded by Director Terry, to approve Administrative Instruction 2012-02 Accounts Payable Policy and Procedures as amended.

Said Motion was approved by unanimous vote.

FA3.4 Administrative Instruction 2012-04 Reserve Policy

Motion by Director Obernolte; seconded by Director Jahn, to approve Administrative Instruction 2012-04 Reserve Policy as amended.

Said Motion was approved by unanimous vote.

FA3.5 Administrative Instruction 2012-05 Bid Policy and Procedures

Motion by Vice Chairman Green; seconded by Director Obernolte, to approve Administrative Instruction 2012-05 Bid Policy and Procedures as amended.

Said Motion was approved by unanimous vote.

FA3.7 Administrative Instruction 2012-07 Statement of Investment and Adoption of Resolution No. BBFA2012-007 Adopting the Statement of Investment Policy for Fiscal Year 2012-13

Board consideration of reviewing and adopting Administrative Instruction 2012-07 Statement of Investment, as amended, and adopting Resolution No. BBFA2012-007 adopting the Statement of Investment Policy for Fiscal Year 2012-13.

Motion by Director Oxandaboure; seconded by Vice Chairman Green to adopt Administrative Instruction 2012-07 Statement of Investment as amended and the following resolution, entitled:

RESOLUTION NO. BBFA2012-007

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

Said motion was approved by the following vote:

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

PUBLIC HEARING.

FA4. Public Hearing and Adoption of Resolution No. BBFA2012-008 Adopting a Conflict of Interest Code - Discussion and possible action.

Board consideration of conducting a Public Hearing and approving Resolution No. BBFA2012-008 adopting the Conflict of Interest Code and directing that such Code be submitted to the San Bernardino County Board of Supervisors as the Authority's code-reviewing body (Gov. Code § 82011) requesting approval of the Code as required under Government Code Section 87303.

At the hour of 8:05 p.m., Chairman Caretto opened the Public Hearing. Hearing no comment, the Public Hearing was closed.

Motion by Director Obernolte; seconded by Vice Chairman Green, to adopt the following resolution, entitled:

RESOLUTION NO. BBFA2012-008

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING A CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

Said motion was approved by the following vote:

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

ABSTAIN: None

NEW BUSINESS.

FA5. Fiscal Year 2012-13 Quarterly Report for First Quarter (July – September 2012) – Discussion and possible action.

Board consideration of receiving and filing the Fiscal Year 2012-13 Quarterly Report for First Quarter (July – September 2012).

Received and filed.

FA6. Status of Grants – Discussion and possible action.

Board consideration of receiving and filing the report.

Received and filed.

FA7. New Patch Design – Discussion and possible action.

Board consideration of accepting the new patch by approving it as the new logo for the Big Bear Fire Department. .

Assistant Chief Mills gave a presentation on the historical significance of a department patch. Assistant Chief Mills introduced Captain Josh Mandolini, who combined several patch designs that resulted in the presented patch.

Motion by Director Newsome; seconded by Director Obernolte to approve the new patch, with suggested changes, for the Big Bear Fire Department.

Said Motion was approved by unanimous vote.

FA8. Establishment of an Ad Hoc Administrative Committee – Discussion and possible action.

Board consideration of authorizing the Fire Authority Board Chairman to accept appointments of Directors serving as ad hoc members representing their respective jurisdictions to form an Ad Hoc Administrative Committee of the Fire Authority.

Chairman Caretto, Director Obernolte, Director Newsome, and Director Terry were appointed to the Ad Hoc Administrative Committee for the Fire Authority.

OLD BUSINESS.

None.

COMMITTEE REPORTS.

None.

BOARD MEMBER CLOSING COMMENTS.

The Directors extended Happy Holiday wishes to all.

Director Obernolte stated he is impressed with the ability of the ten person Board to come together to work through the issues associated with adopting policies and procedures.

Director Walsh asked Chief Willis if the service areas will be exempt from next year's State Responsibility Area fee (SRA) as the Fire Authority has officially posted its' consolidation, and it should be recognized by the State. Chief Willis advised the Howard Jarvis group is working on this issue, and it may be tied up in the courts for years. Chief Willis stated he will do everything he can to best represent this community and oppose the SRA fee through his efforts in Sacramento as the Legislative Chair for the Fire Districts' Association of California.

Director Terry expressed his pleasure that the Board is able to work together.

Vice Chairman Green wished all a Merry Christmas. He stated he is glad to be part of this history making venture, and in remembrance of the history, would like to see each Director receive a framed fire department patch.

Chairman Caretto stated that based upon past experience with another agency, the Fire Authority adopted the policies fairly well and quickly.

Chairman Caretto commented that he has been reading about the Baldwin Lake Volunteer Fire Department possibly forming a fire protection district. He inquired of Chief Willis whether he has had any conversations with them about how to participate more actively with the Fire Authority. Chief Willis responded that he has had numerous conversations with Chief Winslow and that an easier remedy may be to annex into the CSD for fire protection only.

ADJOURNMENT.

There being no further business to come before the Fire Authority at this session, Chairman Caretto adjourned the meeting at 8:52 p.m.



Corinne E. Flores
Board Secretary

APPROVED AT THE MEETING OF JUNE 4, 2013.