

**BYLAWS AND POLICIES  
OF  
THE BIG BEAR FIRE AUTHORITY**

**1. Name and Purpose.**

1.1 Name. The name of this public agency is the Big Bear Fire Authority.

1.2 Purpose. The Participating Agencies established the Big Bear Fire Authority in 2012 pursuant to the California Joint Exercise of Powers Act, commencing at California Government Code section 6500 *et seq.*, for the purpose of creating a separate and distinct public agency with: (1) the authority over existing fire prevention and suppression equipment, medical equipment, and associated property and assets of the participating agencies; (2) the authority over fire prevention and suppression equipment, medical equipment, and associated property and assets acquired by the Authority; (3) the authority over fire and medical administrative services personnel, fire and medical operations personnel, and any other fire and medical personnel, when desired by the Participating Agencies; and (4) the authority to take any other permitted actions as are necessary to fulfill the obligations, responsibilities, and purposes set forth in that certain JOINT EXERCISE OF POWERS AGREEMENT CREATING AN AGENCY TO BE KNOWN AS THE BIG BEAR FIRE AUTHORITY entered into by the Participating Agencies.

**2. Definitions.** In addition to the other terms defined herein, the following terms, whether in the singular or in the plural, when used herein, shall have the meanings specified below:

2.1 "Agreement" shall mean that certain JOINT EXERCISE OF POWERS AGREEMENT CREATING AN AGENCY TO BE KNOWN AS THE BIG BEAR FIRE AUTHORITY, dated as of June 21st, 2012, for reference purposes only, as amended from time to time.

2.2 "Act", "Authority", "Authority Area", "Board" or "Board of Directors", "Fiscal Year", "Parties", and "Party" shall have the respective meanings as set forth in the Agreement.

2.3 "Bylaws" shall mean these bylaws and policies and approved and amended from time to time.

2.4 "Director" shall mean a member of the Board of the Authority.

2.5 "Participating Agencies" shall mean the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, unless the Agreement is amended to include participation by additional agencies or parties.

2.6 "State" shall mean the State of California.

**3. Offices and Meeting Locations.**

3.1 Principal Business Office. The "principal business office" of the Authority shall be located at 41090 Big Bear Blvd, Big Bear Lake, CA 92315. The daily operations and transaction of business of the Authority shall be conducted from such location, including the delivery of mail and

other communications. If the United States postal service provides otherwise with respect to delivery of mail, such mail shall be delivered to P.O. Box 2830, Big Bear Lake, CA 92315.

3.2 Principal Governance Office. The “principal governance office” of the Authority shall be Big Bear Fire Authority headquarters, located at 41090 Big Bear Blvd, Big Bear Lake, CA 92315. The Board shall hold all regular, adjourned regular, or special meetings of the Authority at such location unless otherwise determined by the Board or by necessity. All meetings of the Board shall be held within the Authority Area except when applicable law permits the holding of such meetings outside the Authority Area.

3.3 Other Offices. The Authority may also have offices at such other places within the Authority Area as the Board may from time to time determine or the business of the Authority may require. The daily operations and transaction of business of the Authority may be conducted at other locations within the Authority Area as determined by necessity or determination of the Board.

#### 4. Board of Directors.

4.1 Powers and Duties of the Board. The Board shall have the responsibility for the general supervision of the affairs, property and business of the Authority and may, from time to time, adopt and modify these Bylaws and other rules and regulations for that purpose and for the conduct of its meetings as it may deem proper. The Board may exercise and shall be vested with all powers of the Authority insofar as not inconsistent with applicable law, the Agreement or these Bylaws. 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 performing services on behalf of the Authority. Routine matters concerning the operational aspects of the Authority should be delegated to Fire Chief and professional staff of the Participating Agencies performing services on behalf of the Authority.

4.2 Directors. The Directors are appointed to serve in accordance with the provisions of Section 5.1 of the Agreement. The Board consists of ten (10) Directors, including the elected or appointed members of the boards of directors of the Participating Agencies. The term of office of each Director shall be concurrent with that Director’s term of office on the Participating Agency’s board of directors.

4.3 Public Communications. Other than when presenting their own opinions or positions, Directors shall represent the official policies or positions of the Authority to the public, public agencies, or the media to the best of their ability, and only when officially authorized to do so. Except as otherwise officially and expressly authorized by the Board, only the Chair of the Board is authorized to act as the Authority’s spokesperson and may speak on behalf of the Authority. When presenting their individual opinions and positions, Directors shall explicitly state that they do not represent the Authority or any body thereof, and they shall not allow the inference that they do. When making public utterances, Directors shall make it clear whether they are authorized to speak on behalf of the Board, or whether they are presenting their own views.

#### 5. Meeting Standards and Procedures.

5.1 Regular Meetings. Regular meetings of the Authority shall be held on the second Tuesday in February, April, June, August, October, and December during each year at 5:00 p.m., or

as otherwise scheduled by the Board, at the principal governance office of the Authority. The Board may, from time to time, change the date, time and location of such regular meetings, by majority vote, as necessitated by holiday schedules or changing circumstances. In any event, the Board shall hold at least one regular meeting during each quarter. Notice, agendas, and agenda packets of such regular meeting shall be emailed or mailed to each member of the Board of Directors, as appropriate, and to any local newspaper, radio or television station, or person requesting notice of such meetings no later than seventy-two (72) hours before the time of the meeting and as otherwise required by applicable law. The Authority may charge the actual cost of mailing (including administrative time of staff) to any local newspaper, radio or television station, and to any person requesting the mailing of written notice, agendas, and agenda packets to the extent permitted by law.

5.2 Special Meetings. A special meeting of the Board may be called at any time by the Chair, by a majority of the Board, or by a majority vote of the board of directors of any Participating Agency. Notice, agendas, and agenda packets of such special meeting shall be emailed or mailed to each member of the Board of Directors, as appropriate, and to any local newspaper, radio or television station, or person requesting notice of such meetings no later than twenty-four (24) hours before the time of the meeting and as otherwise required by applicable law. The Authority may charge to any person requesting the mailing of written notice, agendas, and agenda packets the actual cost of mailing (including administrative time of Authority staff) to the extent permitted by law.

5.3 Organization. Each meeting of the Board shall be presided over by the Chair or, in his or her absence, by the Vice-Chair, or in the absence of both the Chair and Vice-Chair, by any member of the Board selected to preside by vote of a majority of the members of the Board present. The Secretary, or in his or her absence any person designated by the individual presiding over the meeting, shall act as secretary of the meeting.

5.4 Method of Voting. Votes on all questions shall be by roll call.

5.5 Quorum and Voting.

(a) Six (6) Directors constitutes a quorum for the transaction of business.

(b) The affirmative vote of a majority of the quorum is required to transact business, except:

(i) Where different voting requirements are provided for by applicable law;

(ii) Approval of ordinances and resolutions shall require the affirmative vote of a majority of the entire membership of the Board (i.e., at least six (6) affirmative votes), pursuant to Health & Safety Code § 13856(b) as amended from time to time;

(iii) Approval of budgets, issuance of any bonds, exercise of eminent domain, approval of all Authority purchases over Twenty-Five Thousand Dollars (\$25,000), and incurrence of any debts, liabilities, obligations, certificates of participation or other evidence of indebtedness over Twenty-Five Thousand Dollars (\$25,000) shall require the affirmative vote of seven (7) or more Directors.

5.6 Adjournment. In the absence of a quorum at any meeting of the Board, a majority of the Directors present, or the Secretary in the absence of all Directors, may adjourn the meeting from time to time without further notice except as otherwise required by law, but no other business may be transacted.

5.7 Public Meetings; Notices. All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided in the Ralph M. Brown Act, as amended, and any other applicable law. The Authority shall comply with all public noticing required by the Ralph M. Brown Act, as amended, and any other applicable law.

5.8 Agenda Format. The agenda for the regular meetings the Board of Directors shall be generally as follows, at the discretion of the Fire Chief and the Chair:

- (a) Call To Order
- (b) Moment of Silence/Pledge of Allegiance
- (c) Roll Call
- (d) Report on Closed Session
- (e) Announcements & Upcoming Events
- (f) Presentations
- (g) Director's General Announcements
- (h) General Public Comment
- (i) Chief's Report
- (j) Finance Officer's Report
- (k) Consent Calendar
- (l) Items Removed from Consent Calendar
- (m) Public Hearing
- (n) New Business
- (o) Committee Reports
- (p) Director's Closing Comments
- (q) Adjourn

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.

5.9 Setting of Agenda. The Fire Chief and the Chair shall be responsible for setting items of business on the Board's agenda based on the needs of the Authority and the requests of the Directors. 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, and the item shall be placed on the agenda. Committees shall act at the direction of the Board.

5.10 Conducting the Meeting and Rules of Order. The Chair shall preside over and conduct all Board meetings. Except as modified by these Bylaws, the Board shall follow as a general guide the most current edition of Rosenberg's Rules of Order. Directors shall defer to the Chair for conduct of meetings but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

5.11 Public Comment; Reasonable Limitations. The Board shall encourage and welcome public comment on all items on the Board's agenda and, during the general public comment period, public comment on any matters not on the Board's agenda but within the subject matter jurisdiction of the Board. Pursuant to the Ralph M. Brown Act, and to facilitate an orderly meeting process, the Board shall place the following reasonable requirements on public comment.

(a) Public comment shall be limited to three (3) minutes per speaker per agenda item when commenting on an agenda item, and public comment shall be limited to three (3) minutes per speaker during the general public comment period.

(b) Any person wishing to speak on a particular agenda item shall indicate their desire to speak on that agenda item by completing a speaker slip provided by the Secretary prior to the Board taking up that agenda item. For agenda items, public comment will generally be heard after any staff presentations but before Board deliberations on that item. However, the Chair may use discretion on when to take public comment, provided that public comment is received before action is taken on an item.

(c) Public comments should be addressed to the Board, and not to staff or the public.

(d) The Board may, but is not required to, direct questions raised during public comment to staff for answer at the appropriate time. Directors may make a brief response to matters raised during the general public comment, but no action may be taken on any matter unless it relates to an item on the Board's agenda as required by the Ralph M. Brown Act as amended from time to time.

5.12 Minutes. The Secretary of the Board shall create minutes of open sessions which shall be reviewed and approved by the Board. The minutes shall record the actions taken on agenda items and a brief summary of the items discussed. Directors may request, for inclusion into minutes by the Secretary, brief comments pertinent to an agenda item. Such request may only be made at the meeting during which the comments are made.

5.13 Committees. The Chair may nominate such committees as are necessary to assist the Board in carrying out its duties. Each committee will consist of up to four Board members, or as

otherwise permitted by law. Each committee will report its activities and recommendations during Board meetings.

(a) Committee members shall be selected by the Chair and approved by the majority vote of the Board. Standing committees must comply with the public notice and open meeting requirements of the Ralph M. Brown Act as amended from time to time. Ad hoc committees may, but are not required to, comply with the public notice and open meeting requirements of the Ralph Mr. Brown Act as amended from time to time. Standing committees are those committees that have continuing subject matter jurisdiction over an item or area of business; ad hoc committees are those committees designated to perform a limited, discrete task and whose jurisdiction ends when that task is completed.

5.14 Conflicts of Interest; Code of Conduct. Board members and staff are honored with the public's trust, and must conduct all Authority business in an impartial, objective manner not tainted by financial conflicts of interest. Board members and staff shall abide by the disclosure and disqualification requirements of the Political Reform Act and implementing regulations, the provisions of Government Code 1090 and all other applicable rules regarding conflicts of interest. In addition, Board members shall abide by all rules of conduct duly adopted by the Board.

## 6. Officers.

6.1 Board Officers. By a majority vote of the Directors, the Directors shall select from amongst its membership the Board's officers.

(a) *Chair and Vice-Chair.* The Board's officers shall be the Board Chair and Board Vice-Chair. The Board may establish additional officers and elect members to these positions, provided that no member shall hold more than one office at a time.

(b) *Selection of Chair and Vice-Chair.* At its regular meeting in the last quarter of each calendar year, or as soon thereafter as reasonably possible, the Board shall select from amongst its members its Chair and Vice-Chair for the following year by the following process:

(i) The Chair shall open the nominations for the subsequent Chair. The nomination may come from either member agency. The Chair shall then close the nominations and require a second which may come from either member agency. The Board shall then vote to elect the new Chair. Immediately upon election, the newly elected Chair shall assume all duties and responsibilities of the Chair. The newly elected Chair shall then open the nominations for the Vice-Chair. The nomination may come from either member agency and requires a second which may come from either member agency. The Chair shall close the nominations, and the Board shall vote to elect the new Vice-Chair. Immediately upon election, the newly elected Vice-Chair shall assume all duties and responsibilities of the Vice-Chair.

(ii) The Chair shall alternate between the Participating Agencies each year, such that the Chair selected for the following year shall not be from the same Participating Agency that provided that Chair for the current year. The Vice-Chair shall also alternate between the Participating Agencies each year, such that the Vice-Chair selected for the following year shall not be from the same Participating Agency that provided the Vice-Chair for the current year.

(c) *Powers and Duties of Chair.* The Chair shall preside over and conduct all Board meetings. The Chair shall serve as the head of the Board and is responsible for approving the agenda, leading each meeting, and executing all ordinances, resolutions or other Board documents. Except as otherwise officially and expressly authorized by the Board, only the Chair is authorized to act as the Authority's spokesperson and may speak on behalf of the Authority.

(d) *Powers and Duties of Vice-Chair.* If the Chair is absent or unable to act, the Vice-Chair shall exercise the powers of the Chair as granted by these Bylaws and the Agreement.

(e) *Removal and Resignation of Board Officers.* Officers of the Board such as the Chair and Vice-Chair may, by majority vote of the Board, be removed from office for actions inconsistent with the Bylaws, the Agreement, or other applicable laws and policies. Removal from Board office has no effect on the Board member's status as a Board member. Officers of the Board may resign from office by providing written notice to the Board or to the Secretary. Such resignation shall be effective upon receipt, unless the written resignation provides otherwise.

6.2. Additional Authority Officers. By a majority vote of the Directors, the Directors shall by resolution from time to time select, appoint, or employ a Secretary and a Treasurer/Auditor/Controller.

(a) *Secretary.* The Board shall, from time to time, designate an employee of one of the Participating Agencies, or an employee or contractor of the Authority, as Secretary of the Board. The Secretary shall assist the Fire Chief and the Chair in the preparation of the agenda, shall post the agenda and distribute agenda materials to the Board, shall take and distribute meeting minutes, shall attest to the execution of all resolutions, ordinances or other Board documents by the Chair, and shall have the other duties specified in these Bylaws, the Agreement, or by the Board.

(b) *Treasurer/Auditor/Controller.* The Board shall, from time to time, designate an employee of one of the Participating Agencies, or an employee or contractor of the Authority, as Treasurer/Auditor/Controller. The Treasurer/Auditor/Controller is responsible for all budgets and financial projections, and all duties specified in Government Code sections 6505.5 and 6505.6, as amended from time to time.

(i) The Treasurer/Auditor/Controller, to the extent such officer's duties and responsibilities pursuant to the Act may require, is designated as the public officer or person who has charge of, handles, or has access to property of the Authority, and such officer shall file an official bond or obtain a policy of insurance covering for the faithful performance of duties as required by Section 6505.1 of the Act and Section 13854(c) of the California Health & Safety Code in the amount of \$100,000 or 10% of the Authority's final budget from the prior fiscal year (whichever is greater). The Authority shall pay the premiums on the bond or insurance policy.

(c) *Removal and Resignation of Additional Authority Officers.* Additional Authority officers may, by majority vote of the Board, be removed from office. Such officers may resign from office by providing written notice to the Board or to the Secretary. Such resignation shall be effective upon receipt, unless the written resignation provides otherwise.

6.3 Fire Chief. The Fire Chief shall serve as the Chief Administrative Officer of the Authority, and is charged with overseeing and conducting the day-to-day operations of the

Authority. Except as otherwise provided in duly approved contracts of the Authority, the Act, the Agreement, applicable law or Board action, the Fire Chief shall receive supervision and policy direction from the Board and report to the Board; provided, however, that individual Board members shall not intervene in the day-to-day operations of the Authority.

7. **Compensation and Reimbursement of Expenses.** To conserve Authority resources and keep expenses within community standards for public officials, expenditures should adhere to the guidelines in this Section. In the event that expenses are incurred which exceed the guidelines in this Section, the cost borne or reimbursed by the Authority shall be limited to the costs that fall within the guidelines.

7.1 **Compensation for Authority Meetings.** The compensation for all Directors of the Authority is stipulated in Ordinance No. BBFA2018-002 and shall be One Hundred Thirty Dollars (\$130.00) per meeting (“Per Diem”) for attendance at each official meeting of the Authority, including attendance at meetings of an advisory body of the Authority such as committees or subcommittees, or other meetings per Ordinance No. BBFA2018-002, up to a maximum of four (4) Per Diems in each calendar month pursuant to Health & Safety Code § 13857 or other applicable law as amended from time to time.

(a) The Secretary shall record the attendance of each Director at official meetings of the Authority and shall communicate the same to the Authority Treasurer; such record of attendance shall be sufficient for each Director to receive any Per Diems due from the Authority Treasurer.

(b) Per Diems shall only be paid for attendance at each official meeting of the Authority, including attendance at meetings of an advisory body of the Authority such as committees or subcommittees, but shall not be paid for attendance at other events or in the performance of other official duties upon request of the Chair or the Board.

7.2 **General Guidelines for Attendance at Conferences, Trainings, Organized Educational Activities, Events, and Other Meetings.**

(a) When Directors are requested by the Chair or the Board to attend the following types of activities, such activities shall constitute authorized occurrences for which reimbursements shall be paid while all other expenditures for occurrences not listed below require specific prior approval by the Board at a regular or special meeting:

(i) Communicating with representatives of regional, state and the federal government on Authority adopted policy positions;

(ii) Attending conferences, trainings, or organized educational activities designed to improve Director skill and information levels;

(iii) Participating in meetings or events of regional, state and national organizations whose activities affect the Authority’s interests; and

(iv) Attending Authority and Big Bear Valley events as a representative of the Authority.



(b) Each Director shall be permitted to expend no more than 10% of the total amount established in an annual budget for attendance at conferences, trainings, and organized educational activities of Directors. Notwithstanding the foregoing, Directors shall be entitled to reimbursement for attendance at other meetings and events when attendance is requested by the Chair or the Board pursuant to these Bylaws for an Authority purpose. The Board may approve travel and expense reimbursements which exceed the annual limits established for each Director when due to out of state travel.

(c) Travel expenses other than mileage and meals shall not be permitted for activities held within the Big Bear Valley. In no event shall a Director be reimbursed for any travel expenses related to attending official meetings of the Authority, including attendance at meetings of an advisory body of the Authority such as committees or subcommittees, as the Per Diem is intended to cover such expenses.

(d) Directors shall be requested to provide a brief report on the conference, meeting, training, organized educational activity or other event attended at the next regular meeting of the Authority. If multiple Directors attended, a joint report may be made.

7.3 Travel Expenses. Other than to attend official meetings of the Authority, all Directors of the Authority shall be entitled to reimbursement of actual, necessary, and reasonable expenses incurred for attendance at conferences, meetings, trainings, organized educational activities or other events (collectively, the "Event") when required for the performance of official duties or by request of the Chair or the Board, such as, but not limited to, reasonable travel, car rental, lodging, registrations, meals (excluding alcoholic beverages), and incidental expenses as permitted by law and pursuant to these Bylaws.

(a) *Transportation.* The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements shall be used by Directors, using the most direct and time-efficient route. Government and group rates shall be used whenever available.

(i) *Airfare.* Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities, the California State Association of Counties, or the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under these Bylaws. Directors shall travel by Coach Class airfare.

(ii) *Personal Automobiles.* When Directors use a private automobile for attending an Event, they shall be eligible for a reimbursement per mile equal to the standard rate in effect for business miles deduction, as such rate is established from time to time by the United States Internal Revenue Service. In the case of a Director using a private automobile for attending an Event, it is acknowledged that the mileage reimbursement rate includes the retention of comprehensive automobile liability insurance which shall be considered primary in case an accident occurs during the course of the Authority business. Reimbursement for each mile actually traveled when Directors utilize their vehicles shall be reimbursed provided such mileage compensation does not exceed the lowest available Coach Class airfare plus reasonable cost for transportation to and from the airport at the point of departure and the airport at the destination.

(iii) *Transportation Pooling.* When two or more Directors attend the same Event, they shall be expected, whenever practical, to pool transportation (including use of personal automobile and other ground transportation such as taxis or shuttles).

(iv) *Taxi, Car Rental and "Airport Limousine" Services.* Taxi, shuttle bus, "airport limousine", or other similar transportation shall be used by Directors between airport, hotel, and Event meeting sites whenever available and the Director shall use the lowest cost method available. A 15% gratuity may be included for each fare. Car rental shall be used only when it can be demonstrated that it is less expensive than other forms of ground transportation. Charges for car rental may be reimbursed under this provision if more than one Director is attending an Event, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking, and gasoline shall be compared to the combined cost of such other forms of transportation. Generally, rental rates that are equal or less than those available through the State of California's website (<http://www.dgs.ca.gov/travel/Home.aspx>) shall be considered the most economical and reasonable for purposes of reimbursement under these Bylaws.

(v) *Driving in Lieu of Air Travel.* If a Director chooses to travel in his or her private automobile rather than by scheduled airlines, and the distance traveled requires more than 8 hours driving, overnight lodging and three (3) meals will be reimbursed to the Director, provided that the total of such reimbursement does not exceed the cost of Coach Class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination.

(b) *Lodging.* The actual and reasonable cost of lodging for Events requiring an overnight stay and which are not in the Big Bear Valley shall be reimbursed. Whenever possible, the Director shall secure the group rate made available through the sponsoring organization, and when possible, should stay at or near the event location in order to reduce ground transportation expenses. If the group rate is not available, the Director shall request the government rate. A listing of hotels offering government rates in different areas is available through the State of California's website, (<http://www.dgs.ca.gov/travel/Home.aspx>), and lodging rates that are equal or less than these government rates are presumed to be reasonable and hence reimbursable for purposes of these Bylaws.

(c) *Meals.* Actual and reasonable costs for meals and incidental expenses (including beverages, taxes and gratuities) of up to \$55 per day shall be reimbursed to Directors on Authority-related Event travel lasting at least one full day. Notwithstanding the forgoing and in accordance with Government Code Section 53232.3, Directors shall be required to submit receipts for meals and incidental expenses. The meal rate of \$55 per day shall be deemed the reasonable rate of reimbursement inclusive of all meals and incidental expenses. In the event submitted receipts are less than \$55 per day, Directors shall only receive reimbursement equal to the actual amount incurred for meals and incidental expenses as reflected in the receipts submitted. Meals provided as part of the event registration are not reimbursable and shall be deducted from the maximum daily meal rate of \$55 per day as follows: Breakfast - \$15, Lunch - \$15, Dinner - \$25. In high cost cities including Los Angeles, Monterey, Palm Springs, San Diego, San Francisco, New York, and Washington, D.C., the daily meal rate shall be increased to a maximum of \$65 per day as follows: Breakfast - \$15, Lunch - \$20, Dinner - \$30. Meal reimbursement for partial day traveling shall be based on the actual charge established for each meal by the particular Event attended. When the meal price is not

established by the Event nor included in the registration price, the meal reimbursement shall be based upon the established cost per meal as described above.

(d) *Registrations.* Event registration fees shall be paid in advance directly by the Authority when possible, but shall be reimbursed to Directors if registration costs are incurred by Directors after attendance is requested or approved by the Chair or the Board. When possible, the individual attendee is expected to request lower cost advanced registration.

(e) *Other Expenses.*

(i) *Parking Expenses.* The actual cost of airport, lodging, and event parking shall be reimbursable at the actual rate charged. Directors shall seek the lowest available cost for parking expenses. Long-term airport parking shall be used for travel exceeding 24 hours.

(ii) *Telephone/Fax Charges.* Charges for necessary Authority-related telephone calls incurred by a Director while on authorized travel shall be reimbursed.

(iii) *Internet Charges.* Authority-related internet access charges incurred by a Director while on authorized travel shall be reimbursed, but shall not exceed \$15.00 per day.

(f) *Additional Travel Days.* If a Director elects to travel in advance or stay longer on personal business, the Authority shall be obligated only for the round-trip travel cost and the reimbursable expenditures as described herein. The Authority shall not be obligated for expenses incurred on the additional travel days related to personal business. When traveling before or after attendance at authorized Events results in a cost savings for the Authority, the Chair may authorize additional travel days.

(g) *Non-Reimbursable Expenses.* The following expenses are not considered reimbursable: the personal portion of any trip; political or charitable contributions or events; alcoholic beverages; expenses of a spouse, relative, significant other, or friend accompanying the Director; entertainment expenses (including theater, movies either in-room or at the theater, sporting events including gym, massage or golf, or other cultural events); non-mileage personal automobile expenses including repairs, traffic citations, insurance or gasoline; personal losses incurred while on Authority business; private telephone or internet usage; and personal items such as laundry, dry cleaning, shoe shine and the like.

(h) *Cash Advances.* From time to time, it may be necessary for a Director to request a cash advance to cover anticipated expenses while traveling or doing business on the Authority's behalf. Such request for an advance should be submitted to the Authority Treasurer at least ten (10) days prior to the need for the advance with the following information: the purpose of the expenditure; the benefits of such expenditure to the Authority; the anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and the dates of the expenditure. Any unused advance must be returned to the Authority within two (2) business days of the official's return, along with any expense report and receipts documenting how the advance was used in compliance with these Bylaws. In the event the Authority Treasurer is uncertain as to whether a request complies with these Bylaws, such individual must seek resolution from the Board.

7.4 Non-Travel Expenses. To qualify for reimbursement, non-travel expenses must be reasonable, actual, and necessary and for the specific benefit of the Authority. Reimbursable meal expenses will be reimbursed in the same manner as set forth herein for Authority-related travel above. Officials shall be reimbursed for actual telephone, internet, and fax expenses incurred for Authority business. Telephone bills shall identify which calls were made for Authority business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director shall identify the percentage of calls made for Authority business and the Authority shall reimburse the Director accordingly. The Authority may reimburse other expenses provided such expenses are not personal in nature.

7.5 Method of Reimbursement. Expenses shall not be reimbursed unless an expense form or other suitable form of request is submitted to the Authority Treasurer within thirty (30) days after the expenditure. The expense form or other suitable form of request shall be accompanied by itemized receipts documenting each expense. If no itemized receipt is available, a copy of the available receipt shall be submitted along with a written declaration that no unauthorized expenditures were included within the charges evidenced by the receipt. If no form of receipt is available, the Director shall submit an explanation of the expenditure and any available proof, along with a written declaration that no unauthorized expenditures were included within the charge and that the Director actually incurred such charges while on Authority business. All expense reports of Director reimbursement expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. All expenses are subject to verification that they comply with these Bylaws.

7.6 Violations. Use of public resources or falsifying expense reports in violation of these Bylaws may result in any or all of the following: loss of reimbursement privileges; a demand for restitution to the Authority; the Authority's reporting the expenses as income to the elected official and to state and federal taxing authorities; civil penalties of up to \$1,000 per day and three times the value of the resources used pursuant to California law; and referral to the appropriate authorities for prosecution for misuse of public resources.

## 8. Miscellaneous Provisions.

8.1 Title to Property. The title to all property of the Authority shall be vested in the Authority, and the signature of any Board Officers, Additional Authority Officers, or the Fire Chief, authorized at any meeting of the Board, shall constitute the proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the Authority.

8.2 Amendments to Bylaws. These Bylaws may be altered, amended, repealed, added to or deleted, by an affirmative vote of a majority of the Board at any regular or special meeting of the Board.

8.3 Annual Review of Bylaws. The Board shall review the Bylaws annually and make any changes that are necessary to be consistent with the intent of the Agreement, Authority policy, and any applicable laws or other rules and regulations connected with operation of the Agreement.

8.4 Budget. The Board shall publish notice, hold public hearings, and adopt a budget pursuant to the provisions of California Health & Safety Code beginning with section 13893. After

making changes to the preliminary budget, the Board shall adopt a final budget. Once adopted, the budget shall serve as a delegation to the Fire Chief of Authority to expend the funds on the items designated or otherwise provided pursuant to a duly approved contract of the Authority individually approved by the Board. The Treasurer shall forward the final budget to the San Bernardino County Auditor as may be required by the County Auditor from time to time under the Health and Safety Code.

8.5 Severability. Any adjudication that these Bylaws or any part thereof is invalid shall not affect the validity of the remainder of these Bylaws.

These amended Bylaws and Policies of the Big Bear Fire Authority are hereby adopted on this 14th day of February, 2023.

*Bynette Mote*

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Bynette Mote, Board Chair,  
Board of Directors  
Big Bear Fire Authority

#### SECRETARY'S CERTIFICATE

The undersigned hereby certifies that she is the Secretary of the Big Bear Fire Authority, a California joint powers authority; that attached hereto is a true, correct and complete copy of the Bylaws of the Big Bear Fire Authority; and that said Bylaws are in full force and effect as of the date hereof.

Dated: February 14, 2023

*Chardelle Smith*

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Chardelle Smith, Interim Board Secretary  
Big Bear Fire Authority