



Big Bear Fire Authority

BIG BEAR FIRE AUTHORITY
February 14, 2023, Regular Board Meeting
5:00 p.m.

BOARD OF DIRECTORS

Board Chair Bynette Mote
Vice Chair Bob Rowe
Director John Green
Director Rick Herrick
Director Perri Melnick
Director Randall Putz
Director John Russo
Director Kendi Segovia
Director Larry Walsh
Director Al Ziegler

STAFF

Fire Chief Jeff Willis
Assistant Chief/Fire Marshal Mike Maltby
Director of Business Services Kristin Mandolini
Interim Board Secretary Chardelle Smith
Authority Counsel Joseph Sanchez

NOTICE IS HEREBY GIVEN, that a Regular Meeting of the Big Bear Fire Authority will be held on Tuesday, February 14, 2023, at 5:00 p.m. This meeting will be held at the Big Bear Fire Department, Station 281, located at 41090 Big Bear Boulevard, Big Bear Lake, CA; said meeting being called pursuant to Section 54953 of the Government Code of the State of California to consider the following matters:

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

ROLL CALL

Please Note: The Chair may, at his or her discretion, take items out of order at the meeting to facilitate the business of the Board and/or for the convenience of the public.

OATH OF OFFICE

Administered by Interim Board Secretary Chardelle Smith to Director Kendi Segovia.

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed:

- Monday, February 20, 2023, in observance of Presidents Day and will reopen on Tuesday, February 21, 2023.

PRESENTATIONS

None

DIRECTORS' GENERAL ANNOUNCEMENTS – *Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.*

GENERAL PUBLIC COMMENT – *Members of the public who wish to comment on topics not included on the agenda or comment on agenda items are invited to provide comments. Please note that State law prohibits the Authority from taking action on items not listed on the agenda. There is a three-minute maximum time limit when addressing the Board; this time limit may be shortened by the Chair to accommodate a large number of speakers.*

CHIEF'S REPORT

Speaker: Jeff Willis, Fire Chief

FINANCE OFFICER'S REPORT

Speaker: Kristin Mandolini, Director of Business Services

FIRE AUTHORITY CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 11/1/2022 through 12/31/2022 in the amount of \$2,004,462.90.**
- FA2. Approval of Meeting Minutes from the December 6, 2022 Regular Meeting of the Big Bear Fire Authority.**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Report for December 2022.**
- FA4. Big Bear Fire Authority FY2021-22 Audited Financial Report**

Board consideration to accept, receive, and file FY2021-22 Audited Financial Report.
- FA5. Revision to Big Bear Fire Authority Bylaws**

Board consideration of approving changes to the Bylaws as presented in Attachments A and B.
- FA6. Adopt Resolution No. BBFA2023-001 Rescinding Resolution No. BBBFA2020-001, which Granted Special Powers to the Fire Chief in Response to Covid-19 Emergency**

Board consideration of adopting Resolution No. BBFA2023-001 rescinding Resolution No. BBFA2020-001, which granted the Fire Chief expanded authority to ensure the health and safety of the public and staff during Covid-19 State of Emergency.

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARING

Any person can be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.

None

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA7. Introduction of Ordinance BBFA2023-001 Authorizing Establishing Penalties for Violations of the Fire Code to be Considered for Adoption at a Public Hearing on April 11, 2023.

Board consideration of introducing proposed Ordinance BBFA2023-001 that establishes penalties for violations of the fire code for Big Bear Fire Authority, waiving the full reading and introduce by reading title only.

ORDINANCE NO. BBFA2023-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ESTABLISHING PENALTIES FOR VIOLATIONS OF THE FIRE CODE

Speaker: Mike Maltby, Assistant Fire Chief/Fire Marshal

FA8. Appointment of a Fire Code Appeals Board

Board consideration of the Board Chairman selecting four members from the Fire Authority Board to serve, along with the Board Chair, as the Appeals Board, for a period of one year, pursuant to Section 108.1 of Ordinance No. BBFA2014-001, and for the Board approve the appointments by vote.

Speaker: Board Chair Mote

FA9. Appointment of a Standing Administrative Committee

Board consideration of the Board Chair selecting four directors, to serve as the Administrative Committee for a period of one year, to assist staff in the further development of further Department strategies, and for the Board approve the appointments by vote.

Speaker: Board Chair Mote

FA10. Annual Assignment of Board Representative to CJPIA

Board Chairman to appoint a delegate and their alternate(s), annually, authorizing them to act as official representatives of the Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for 2023.

Speaker: Board Chair Mote

FA11. Agency Three Letter Designator Related to State Master Mutual Aid

Board to receive and file a presentation regarding the apparatus placards stating Big Bear Fire Department in lieu of Big Bear Fire Authority.

Speaker: Jeff Willis, Fire Chief

COMMITTEE REPORTS

None

DIRECTORS' CLOSING COMMENTS

CLOSED SESSION PUBLIC COMMUNICATIONS: (Any member of the public is entitled to speak on Closed Session Agenda item. If you wish to address any other items listed on the Agenda, you must do so during Open Session.)

CLOSED SESSION

Conference with Labor Negotiators (Government Code §54957.6)

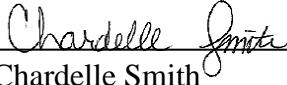
Agency Designated Representative: Fire Chief

Employee Organization: Big Bear Professional Firefighters' Assoc., IAFF, Local 935

REPORT FROM CLOSED SESSION

ADJOURN

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 9th day of February, 2023.



Chardelle Smith
Interim Board Secretary

The Big Bear Fire Authority wishes to make all its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact the Interim Board Secretary Chardelle Smith at (909) 866-7566. Notification 48 hours prior to the meeting will enable the Fire Authority to make reasonable arrangements to ensure accessibility to this meeting.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: February 14, 2023
TO: Board Chair and Directors of Big Bear Fire Authority
FROM: Jeff Willis, Fire Chief *[Signature]*
SUBJECT: CHIEF'S REPORT

APPARATUS UPDATE

New Pierce Arrow Ladder/Tower Truck

December 5, 2022, through the 8th, the apparatus committee traveled to Pierce's facility in Appleton, WI and completed the pre-construction conference. The members in attendance were Captain Dykesten, Captain Schlosser, Engineer Eaton, and Fire Mechanic Hoss. During this 4-day trip, 12+ hour days were put in making decisions on over 537 different line items. This effort ensures a quality build with longevity to serve this jurisdiction for decades to come.

New Battalion Chief Command Vehicle

We have received the new Battalion Chief vehicle from American Emergency Products (AEP). This vehicle has been placed in service as BC-2806 and is assigned to Battalion Chief Luke Wagner. This new vehicle replaces a 13-year-old command vehicle that has 190k miles on it. This new vehicle has modern emergency lighting and various digital devices. Due to ongoing supply chain issues, we are still awaiting mobile communications equipment to be delivered.

Medic Ambulance 282 Status

On November 11, 2022, Medic Ambulance 282 (MA-282) was involved in a vehicle traffic collision. This accident has been deemed no fault to the Authority or Department personnel involved in the collision. At the December 6, 2022, Board meeting the Board was apprised of the incident and at that time it was unknown if this vehicle was going to be repaired or was going to be considered a total loss. This vehicle has been deemed repairable and has been approved for the repair work to begin. Damage repair estimate is near \$30,000. Maximum exposure to the Authority is \$10,000 as our deductible. We are pursuing the other parties insurance to cover or offset cost to the Authority.

Medic Ambulance 282-B

On January 31, 2022, Medic Ambulance 282-B (MA-282B) was involved in a vehicle traffic collision. This accident has been deemed no fault to the Authority or Department personnel involved in the collision. This Collision in total is closely comparable to the accident with MA-282. The vehicle has been towed to American Autobody in Riverside and we are awaiting a damage assessment report. Maximum exposure to the Authority is \$10,000 as our deductible. We are pursuing the other party's insurance to cover or offset cost to the Authority.

Community Risk Reduction

The Community Risk Reduction Administrative Assistant and Inspector have been hired and are now in place. The Community Risk Reduction team, along with the Departments IT manager and ESRI are currently working on the development of a tablet-based program that integrates GPS technology, San Bernardino County Parcel map data base, County Assessor's Office data base, and Data Ticket. Once implemented, the program will allow an inspector to go to a property, identify a violation, take pictures of the violation, obtain all parcel and owner information in real time, and generate a notice or report on site. Additionally, the program will be integrated with the Data Ticket system in the event a citation is required. It is anticipated that this tablet-based program will be used for all fire department inspection types, including Fire Hazard Abatement, AB38 inspections, citizen complaints, and commercial business inspections.

Assistance to Firefighters Grant (AFG)

On February 7, 2023, a grant application was submitted to AFG requesting funding in the amount of \$515,571 to purchase ten (10) new cardiac monitors. The department maintains a cache of 10 Physio Control Life Pack monitors. Of these 10 monitors three (3) are 14 years old and seven (7) were purchased in 2018. All ten (10) monitors have become dated and are increasingly becoming difficult to repair. Many of the electronic control parts are no longer being manufactured which results in repair parts being acquired through used sources. If the Authority is awarded this grant, a 5% match in the amount of \$24,551 will be required. Battalion Chief Brain Parham and Engineer Jon Bidwell led this effort.

Review and update of Cost Recovery Ordinance

Administrative Staff have successfully gathered preliminary cost and service information and delivered to consulting firm AP Trident who has been contracted to evaluate and analyze various administrative and operational functions associated with eligible recoverable cost. This information is on target to be considered as part of the FY-2023/24 budget process.

Community Facilities District

DTA Public Financing Group has been contracted for special tax consulting services. The purpose and scope of this consulting service is to perform a financial impact analysis related to new development that creates a negative financial impact on the Authority's operations. Considerable

Administrative staff time has been directed towards this effort. This project remains a work in progress as we work towards deliverables. Progress indicates we are on track for further discussion and direction at the April 11, 2023, Board meeting.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: February 14, 2023
TO: Board Chair and Directors of Big Bear Fire Authority
FROM: Jeff Willis, Fire Chief *JW*
PREPARED BY: Kristin Mandolini, Director of Business Services *KM*
SUBJECT: December 2022 YTD FINANCE REPORT

DECEMBER YTD FINANCIALS – 50% Through the Year

Big Bear Fire Authority

Revenues

- Revenues are at 54% of our YTD budget as of 12/31/2022.

Expenses

- Expenses are exactly on target at 50% of our budget.

**Big Bear Fire Authority
Operating Budget Variance Report
December 31, 2022**

	Annual Budget	YTD Total	Variance	%
<i>Revenue</i>				
Property Tax Revenue	12,221,006	6,913,076	(5,307,930)	57%
Current Service Charges	4,762,811	1,905,407	(2,857,404)	40%
Interagency Revenues	1,141,300	1,021,505	(119,795)	90%
Use of Money and Property	194,344	136,975	(57,369)	70%
Other Revenue	12,900	5,580	(7,320)	43%
Total Revenue	18,332,361	9,982,543	(8,349,818)	54%
<i>Expenses</i>				
Salaries & Benefits	14,983,320	7,754,330	(7,228,990)	52%
Supplies	329,124	125,704	(203,420)	38%
Professional Services	899,550	336,544	(563,006)	37%
Maintenance and Equipment	953,131	284,629	(668,502)	30%
Utilities	193,000	90,878	(102,122)	47%
Other Expenditures	583,833	303,082	(280,751)	52%
Total Expenses	17,941,958	8,895,167	(9,046,791)	50%
Capital Expenditures	219,500	0	(219,500)	0%

Accounts Payable

Checks by Date - Detail by Check Number

User: kmandolini
Printed: 2/7/2023 1:11 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02EDD	California State Employment Development PR Batch 00001.12.2022 State Unemployment I PR Batch 00001.12.2022 State Income Tax	12/09/2022 PR Batch 00001.12.2022 Stat PR Batch 00001.12.2022 Stat	438.75 17,299.11
Total for this ACH Check for Vendor 02EDD:				17,737.86
ACH	IRS	Department Of Treasury PR Batch 00001.12.2022 Medicare PR Batch 00001.12.2022 Medicare Employer PR Batch 00001.12.2022 Federal Income Tax	12/09/2022 PR Batch 00001.12.2022 Med PR Batch 00001.12.2022 Med PR Batch 00001.12.2022 Fed	5,301.23 4,565.41 42,119.72
Total for this ACH Check for Vendor IRS:				51,986.36
ACH	02EDD	California State Employment Development PR Batch 00001.11.2022 State Income Tax PR Batch 00001.11.2022 State Unemployment I	11/11/2022 PR Batch 00001.11.2022 Stat PR Batch 00001.11.2022 Stat	18,161.07 225.10
Total for this ACH Check for Vendor 02EDD:				18,386.17
ACH	IRS	Department Of Treasury PR Batch 00001.11.2022 Medicare PR Batch 00001.11.2022 Federal Income Tax PR Batch 00001.11.2022 Medicare Employer	11/11/2022 PR Batch 00001.11.2022 Med PR Batch 00001.11.2022 Fed PR Batch 00001.11.2022 Med	5,289.95 44,027.72 4,676.06
Total for this ACH Check for Vendor IRS:				53,993.73
ACH	02EDD	California State Employment Development PR Batch 00002.11.2022 State Unemployment I PR Batch 00002.11.2022 State Income Tax	11/29/2022 PR Batch 00002.11.2022 Stat PR Batch 00002.11.2022 Stat	236.67 18,903.30
Total for this ACH Check for Vendor 02EDD:				19,139.97
ACH	IRS	Department Of Treasury PR Batch 00002.11.2022 Medicare Employer PR Batch 00002.11.2022 Federal Income Tax PR Batch 00002.11.2022 Medicare	11/29/2022 PR Batch 00002.11.2022 Med PR Batch 00002.11.2022 Fed PR Batch 00002.11.2022 Med	5,408.20 46,086.43 6,329.38
Total for this ACH Check for Vendor IRS:				57,824.01
ACH	02EDD	California State Employment Development PR Batch 00002.12.2022 State Unemployment I PR Batch 00002.12.2022 State Income Tax	12/23/2022 PR Batch 00002.12.2022 Stat PR Batch 00002.12.2022 Stat	134.25 20,277.17
Total for this ACH Check for Vendor 02EDD:				20,411.42
ACH	IRS	Department Of Treasury PR Batch 00002.12.2022 Federal Income Tax PR Batch 00002.12.2022 Medicare Employer PR Batch 00002.12.2022 Medicare	12/23/2022 PR Batch 00002.12.2022 Fed PR Batch 00002.12.2022 Med PR Batch 00002.12.2022 Med	49,116.72 5,093.88 5,938.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor IRS:	60,149.18
ACH	Mote 202221Decc	Bynette Mote Board Stipend	12/21/2022	130.00
			Total for this ACH Check for Vendor Mote:	130.00
ACH	PutzR 202221Dece	Randall Putz Board Stipend	12/21/2022	130.00
			Total for this ACH Check for Vendor PutzR:	130.00
ACH	WinsL DecStatement22d	Scanner 1 FS 284 Jan-Mar Rent	12/21/2022	8,941.26
			Total for this ACH Check for Vendor WinsL:	8,941.26
13639	BVElect 20221031	Bear Valley Electric FS285 Electric Service	11/02/2022	473.62
			Total for Check Number 13639:	473.62
13640	55BBCSD 20221031b 20221031c 20221031d	Big Bear City CSD FS282 Dumpster Service FS283 Dumpster Service TC Dumpster Service	11/02/2022	295.14 191.67 191.67
			Total for Check Number 13640:	678.48
13641	55BBCSD 1096911	Big Bear City CSD FS285 Water Service	11/02/2022	458.31
			Total for Check Number 13641:	458.31
13642	Grizzly OctState2022e OctState2022e	Big Bear Grizzly Public Service Ads Public Service Notices	11/02/2022	266.00 140.25
			Total for Check Number 13642:	406.25
13643	caltool OctState2022a OctState2022b	CTWS LLC FS282 Oxygen FS281 Oxygen	11/02/2022	395.95 407.69
			Total for Check Number 13643:	803.64
13644	CarQuest OctState2022d	CJTK LLC Fleet Parts/Supplies	11/02/2022	77.25
			Total for Check Number 13644:	77.25
13645	04DWP 20221031e 20221031f 20221031g 20221031h	CBBL Dept of Water Boulder Bay FS Water Service FS281 Water Service FS281 Frire Sprinkler System Water Service Moonridge FS Water Service	11/02/2022	48.75 287.47 9.85 48.75
			Total for Check Number 13645:	394.82
13646	ConnPump 26044	Connelly Pumping Services, LLC FS284 Holding Tank Pumping Service	11/02/2022	200.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13646:	200.00
13647	HutchinD 20221031i	Dawn Hutchinson Mutual Aid/Reimbursement Mileage (Mosquito]	11/02/2022	599.04
			Total for Check Number 13647:	599.04
13648	Frontier 20221031m	Frontier Communications FS281 Fax Line	11/02/2022	59.65
			Total for Check Number 13648:	59.65
13649	Frontier 20221031l	Frontier Communications FS282 AUX Bldg Phone Service	11/02/2022	54.26
			Total for Check Number 13649:	54.26
13650	Frontier 20221031k	Frontier Communications FS282 Phone Service	11/02/2022	57.27
			Total for Check Number 13650:	57.27
13651	Frontier 20221031j	Frontier Communications FS283 Phone Service	11/02/2022	201.35
			Total for Check Number 13651:	201.35
13652	Kimbros 57633	Jerry Kimbro FS282 Pilot Light Repair	11/02/2022	257.33
			Total for Check Number 13652:	257.33
13653	NAPA BB OctState2022c	NAPA Auto Parts Fleet Parts/Supplies	11/02/2022	257.94
			Total for Check Number 13653:	257.94
13654	Amazon OctState2022 OctState2022 OctState2022 OctState2022 OctState2022 OctState2022	Syncb/Amazon Fleet Maintenance Maint-Buildings and Grounds Software/Other Peripherals General household Machinery and Equipment Communications - Radio	11/02/2022	261.72 43.76 168.03 176.92 213.14 81.66
			Total for Check Number 13654:	945.23
13655	CounTeam 83997	Nancy K. Bohl Inc Employee Support Services	11/02/2022	500.00
			Total for Check Number 13655:	500.00
13656	BBTeleph 12826	Vatch Arouchian Outdoor Emergency FS Phones	11/02/2022	74.00
			Total for Check Number 13656:	74.00
13657	ModSpace 9015657423	Williams Scotsman, Inc. FS281 Temp Office Space Rental	11/02/2022	653.06
			Total for Check Number 13657:	653.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13658	SBCERA	SBC Employees' Retirement Association	11/02/2022	
		PR Batch 00003.10.2022 SBCERA EE Safety Ti	PR Batch 00003.10.2022 SBC	11,861.03
		PR Batch 00003.10.2022 SBCERA ER Adjustm	PR Batch 00003.10.2022 SBC	4,820.43
		PR Batch 00003.10.2022 SBCERA ER Cont. T2	PR Batch 00003.10.2022 SBC	-702.60
		PR Batch 00003.10.2022 SBCERA ER Contribu	PR Batch 00003.10.2022 SBC	99,250.45
		PR Batch 00003.10.2022 Survivor SBCERA Em	PR Batch 00003.10.2022 Surv	20.93
		PR Batch 00003.10.2022 SBCERA EE General	PR Batch 00003.10.2022 SBC	424.99
		PR Batch 00003.10.2022 SBCERA EE Tier 2	PR Batch 00003.10.2022 SBC	14,338.65
		PR Batch 00003.10.2022 Survivor SBCERA ER	PR Batch 00003.10.2022 Surv	20.93
		PR Batch 00003.10.2022 SBCERA EE Adjustm	PR Batch 00003.10.2022 SBC	2,587.03
		Total for Check Number 13658:		132,621.84
13659	02FranTx	Franchise Tax Board	11/11/2022	
		PR Batch 00003.10.2022 California Tax Disburs	PR Batch 00003.10.2022 Cali	100.00
		Total for Check Number 13659:		100.00
13660	Lincoln	Lincoln National Life Insurance Co (5H-26	11/11/2022	
		PR Batch 00001.11.2022 Lincoln 457 Flat Amou	PR Batch 00001.11.2022 Linc	500.00
		PR Batch 00001.11.2022 Lincoln Roth Flat Amo	PR Batch 00001.11.2022 Linc	75.00
		PR Batch 00001.11.2022 Lincoln 457 Percentage	PR Batch 00001.11.2022 Linc	629.83
		Total for Check Number 13660:		1,204.83
13661	MidAmeri	MidAmerica Admin & Retirement Solution	11/11/2022	
		PR Batch 00001.11.2022 Apple 457 Paid Call Pa	PR Batch 00001.11.2022 App	179.36
		Total for Check Number 13661:		179.36
13662	NatRetSo	Nationwide Retirement Solution	11/11/2022	
		PR Batch 00001.11.2022 Nationwide Roth Perce	PR Batch 00001.11.2022 Nati	391.82
		PR Batch 00001.11.2022 Nationwide Percentage	PR Batch 00001.11.2022 Nati	3,298.57
		PR Batch 00001.11.2022 Nationwide Roth Flat	PR Batch 00001.11.2022 Nati	10.00
		PR Batch 00001.11.2022 Nationwide Flat Amou	PR Batch 00001.11.2022 Nati	1,860.00
		Total for Check Number 13662:		5,560.39
13663	SBCProFF	San Bernardino County Professional Firefig	11/11/2022	
		PR Batch 00003.10.2022 Union Dues Local 935	PR Batch 00003.10.2022 Unic	2,656.50
		Total for Check Number 13663:		2,656.50
13664	SBCERA	SBC Employees' Retirement Association	11/11/2022	
		PR Batch 00001.11.2022 Survivor SBCERA ER	PR Batch 00001.11.2022 Surv	20.93
		PR Batch 00001.11.2022 SBCERA ER Contribu	PR Batch 00001.11.2022 SBC	99,379.30
		PR Batch 00001.11.2022 SBCERA EE Tier 2	PR Batch 00001.11.2022 SBC	15,408.01
		PR Batch 00001.11.2022 Survivor SBCERA Em	PR Batch 00001.11.2022 Surv	20.93
		PR Batch 00001.11.2022 SBCERA ER Cont. T2	PR Batch 00001.11.2022 SBC	3,057.03
		PR Batch 00001.11.2022 SBCERA EE General	PR Batch 00001.11.2022 SBC	424.99
		PR Batch 00001.11.2022 SBCERA EE Safety Ti	PR Batch 00001.11.2022 SBC	12,180.20
		Total for Check Number 13664:		130,491.39
13665	AlexM 20221108k	Alex Marshall Transfer Meal Reimbursement	11/08/2022	
		Total for Check Number 13665:		12.71
13666	Triton 2022-395	AP Triton LLC FY 19/20 GEMT Cost Report	11/08/2022	
		Total for Check Number 13666:		15,448.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13666:	15,448.17
13667	Triton 2022-394	AP Triton LLC FY 18/19 GEMT Cost Report	11/08/2022	13,443.81
			Total for Check Number 13667:	13,443.81
13668	Triton 2022-396	AP Triton LLC FY 20/21 GEMT Cost Report	11/08/2022	12,097.64
			Total for Check Number 13668:	12,097.64
13669	50ComHos 20221108i	Bear Valley Community Healthcare District Recruitment	11/08/2022	172.52
			Total for Check Number 13669:	172.52
13670	BVElect 20221108f	Bear Valley Electric FS284 Electric Service	11/08/2022	2,308.93
			Total for Check Number 13670:	2,308.93
13671	55BBCSD 20221108 20221108a	Big Bear City CSD FS282 Aux Bldg. Water Service FS282 Water Service	11/08/2022	387.11 859.73
			Total for Check Number 13671:	1,246.84
13672	Bound 20221108h	Bound Tree Medical, LLC Medical Supplies Restock	11/08/2022	1,353.48
			Total for Check Number 13672:	1,353.48
13673	BCarp 20221108j	Brandon Carpenter Transfer Meal Reimbursement	11/08/2022	13.87
			Total for Check Number 13673:	13.87
13674	BraunNW 33517	Braun NW, Inc. 2022 North Star Ambulance Outfit	11/08/2022	155,177.24
			Total for Check Number 13674:	155,177.24
13675	MeleB 20221108l	Brittany Melendez Transfer Meal Reimbursement	11/08/2022	17.58
			Total for Check Number 13675:	17.58
13676	Charter 0294199103022	Charter Communications FS 283 Enterprise TV	11/08/2022	128.11
			Total for Check Number 13676:	128.11
13677	CrystalR 20221108g	Crystal Rodriguez Transfer Meal Reimbursement	11/08/2022	20.00
			Total for Check Number 13677:	20.00
13678	DoucG 20221108c	Geneva Doucette Patient Refund	11/08/2022	225.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13678:	225.00
13679	FlorA 20221108b	Alexis Flores Patient Refund	11/08/2022	100.00
			Total for Check Number 13679:	100.00
13680	LifeAssi NovStatement22	Life Assist Inc Medical Supplies Restock	11/08/2022	6,714.52
			Total for Check Number 13680:	6,714.52
13681	M&MMech NovStatement22b	M&M Mechanical Services Inc. Preventative Maintenance/Ac Repair	11/08/2022	1,120.00
			Total for Check Number 13681:	1,120.00
13682	MissLin NovStatement22a	Mission Linen Supply Shop Linen Service	11/08/2022	179.32
			Total for Check Number 13682:	179.32
13683	Haupt 20221108d 20221108d	Ralph W. Haupt INC Fuel Fuel	11/08/2022	400.92 779.67
			Total for Check Number 13683:	1,180.59
13684	KBHR 1200004096	Parallel Broadcasting Inc Radio Public Service Messaging	11/08/2022	249.20
			Total for Check Number 13684:	249.20
13685	Neopost 20221108e	Quadient Finance USA,Inc Postage/Machine Rental	11/08/2022	227.24
			Total for Check Number 13685:	227.24
13686	Quill 28761827	Staples Inc Office Supply Restock	11/08/2022	263.79
			Total for Check Number 13686:	263.79
13687	SBCFuel FLT22/23-053 FLT22/23-053	San Bernardino County - Fleet Managemen Fuel Fuel	11/08/2022	4,345.26 4,529.49
			Total for Check Number 13687:	8,874.75
13688	AdminSvc 13931174	Administrative Services Inc Copier Lease	11/16/2022	694.03
			Total for Check Number 13688:	694.03
13689	Thomgas 3143043957	AmeriGas FS284 Propane	11/16/2022	1,217.89
			Total for Check Number 13689:	1,217.89
13690	BVElect 20221116b	Bear Valley Electric Moonridge FS Electric Service	11/16/2022	54.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13690:	54.91
13691	BVElect 20221116c	Bear Valley Electric Boulderbay FS Electric Service	11/16/2022	92.42
			Total for Check Number 13691:	92.42
13692	BBUrgent 1043	Big Bear Urgent Care New Employee Physical	11/16/2022	231.00
			Total for Check Number 13692:	231.00
13693	callek 20221116	Kay Calley-Martin Ambulance Reimbursement to Patient	11/16/2022	49.87
			Total for Check Number 13693:	49.87
13694	Charter 0321562111022	Charter Communications FS284 Enterprise Internet/Voice	11/16/2022	159.97
			Total for Check Number 13694:	159.97
13695	Charter 0153686102722	Charter Communications FS282 Enterprise Internet/Voice	11/16/2022	522.05
			Total for Check Number 13695:	522.05
13696	Charter 0223364102822	Charter Communications FS281 Enterprise Internet	11/16/2022	1,374.00
			Total for Check Number 13696:	1,374.00
13697	Charter 0153702102772	Charter Communications FS281 Enterprise Internet/Voice	11/16/2022	522.05
			Total for Check Number 13697:	522.05
13698	Charter 0004775110122	Charter Communications Control Account Enterprise Services	11/16/2022	622.63
			Total for Check Number 13698:	622.63
13699	Charter 0148579102622	Charter Communications FS281 Enterprise TV	11/16/2022	122.91
			Total for Check Number 13699:	122.91
13700	Cypher C-22-282026	Cypheron Healthcare Solutions Ambulance Billing	11/16/2022	6,501.71
			Total for Check Number 13700:	6,501.71
13701	MountBev 29537	Randy J. Spitz Beverage Service/Supplies	11/16/2022	245.00
			Total for Check Number 13701:	245.00
13702	ParcelQu 23984	CD-DATA Property Research Software Renewal	11/16/2022	1,799.00
			Total for Check Number 13702:	1,799.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13703	South 510100	South Coast LLC T-281 Repairs	11/16/2022	6,690.14
Total for Check Number 13703:				6,690.14
13704	TriTech 2022116a	TriTech Software Systems Ambulance Billing Platform Reconciliation	11/16/2022	3,464.88
Total for Check Number 13704:				3,464.88
13705	TriTech 367856	TriTech Software Systems Ambulance Billing Platform	11/16/2022	577.48
Total for Check Number 13705:				577.48
13706	AmeriFid	American Fidelity Assurance PR Batch 00002.11.2022 Am Fidelity Pre Tax PR Batch 00001.11.2022 Am Fidelity After Tax PR Batch 00001.11.2022 Am Fidelity Pre Tax PR Batch 00001.11.2022 Life Ins Flight PR Batch 00001.11.2022 Long & Short Term Di PR Batch 00002.11.2022 Am Fidelity After Tax nov liab	11/29/2022 PR Batch 00002.11.2022 Am PR Batch 00001.11.2022 Am PR Batch 00001.11.2022 Am PR Batch 00001.11.2022 Life PR Batch 00001.11.2022 Long PR Batch 00002.11.2022 Am	368.01 596.68 368.01 160.04 453.96 596.68 -195.22
Total for Check Number 13706:				2,348.16
13707	AmeriFlex	American Fidelity Assurance Company PR Batch 00001.11.2022 Am Fidelity FSA Full PR Batch 00001.10.2022 Am Fidelity FSA Full	11/29/2022 PR Batch 00001.11.2022 Am PR Batch 00001.10.2022 Am	300.00 300.00
Total for Check Number 13707:				600.00
13708	Ameritas nov liab	Ameritas Life Insurance Corp PR Batch 00001.11.2022 Vision ER	11/29/2022 PR Batch 00001.11.2022 Visi	1,125.12 -965.68
Total for Check Number 13708:				159.44
13709	Ameritas nov liab	Ameritas Life Insurance Corp PR Batch 00001.11.2022 Dental ER	11/29/2022 PR Batch 00001.11.2022 Den	6,818.88 1,213.08
Total for Check Number 13709:				8,031.96
13710	02FranTx	Franchise Tax Board PR Batch 00001.11.2022 California Tax Disburs	11/29/2022 PR Batch 00001.11.2022 Cali	100.00
Total for Check Number 13710:				100.00
13711	Kaiser nov liab	Public Agency Coalition Enterprise. ATTN PR Batch 00001.11.2022 Health ER Kaiser	11/29/2022 PR Batch 00001.11.2022 Heal	9,452.68 3,747.09
Total for Check Number 13711:				13,199.77
13712	Keenan nov liab	Keenan & Associates PR Batch 00001.11.2022 Health ER EPO	11/29/2022 PR Batch 00001.11.2022 Heal	75,701.94 5,720.55
Total for Check Number 13712:				81,422.49
13713	Lincoln	Lincoln National Life Insurance Co (5H-26	11/29/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00002.11.2022 Lincoln 457 Flat Amou	PR Batch 00002.11.2022 Linc	500.00
		PR Batch 00002.11.2022 Lincoln 457 Flat ER	PR Batch 00002.11.2022 Linc	9,000.00
		PR Batch 00002.11.2022 Lincoln Roth Flat Amo	PR Batch 00002.11.2022 Linc	75.00
		PR Batch 00002.11.2022 Lincoln 457 Percentage	PR Batch 00002.11.2022 Linc	780.21
		Total for Check Number 13713:		10,355.21
13714	MidAmeri	MidAmerica Admin & Retirement Solution	11/29/2022	
		PR Batch 00002.11.2022 Apple 457 Paid Call Pa	PR Batch 00002.11.2022 App	269.54
		Total for Check Number 13714:		269.54
13715	NatRetSo	Nationwide Retirement Solution	11/29/2022	
		PR Batch 00002.11.2022 Nationwide Flat Amou	PR Batch 00002.11.2022 Nati	15,044.82
		PR Batch 00002.11.2022 Nationwide Roth Flat	PR Batch 00002.11.2022 Nati	10.00
		PR Batch 00002.11.2022 Nationwide Roth Perce	PR Batch 00002.11.2022 Nati	338.20
		PR Batch 00002.11.2022 Nationwide Percentage	PR Batch 00002.11.2022 Nati	2,590.11
		Total for Check Number 13715:		17,983.13
13716	SBCProFF	San Bernardino County Professional Firefig	11/29/2022	
		PR Batch 00001.11.2022 Union Dues Local 935	PR Batch 00001.11.2022 Unic	2,656.50
		Total for Check Number 13716:		2,656.50
13717	ReliStan	Reliance Standard Life Insurance Co.	11/29/2022	
		PR Batch 00001.11.2022 Short Term Disability	PR Batch 00001.11.2022 Sho	1,133.47
		PR Batch 00001.11.2022 Long Term Disability	PR Batch 00001.11.2022 Lon	821.88
		PR Batch 00001.11.2022 Life and AD and D ER	PR Batch 00001.11.2022 Life	689.00
	nov liab			88.98
		Total for Check Number 13717:		2,733.33
13718	SBCERA	SBC Employees' Retirement Association	11/29/2022	
		PR Batch 00001.10.2022 SBCERA EE Safety Ti	PR Batch 00001.10.2022 SBC	13,438.89
		PR Batch 00001.10.2022 SBCERA EE Tier 2	PR Batch 00001.10.2022 SBC	15,451.79
		PR Batch 00002.11.2022 SBCERA EE General T	PR Batch 00002.11.2022 SBC	424.99
		PR Batch 00001.10.2022 Survivor SBCERA ER	PR Batch 00001.10.2022 Surv	21.84
		PR Batch 00002.11.2022 Survivor SBCERA Em	PR Batch 00002.11.2022 Surv	21.84
		PR Batch 00002.11.2022 Survivor SBCERA ER	PR Batch 00002.11.2022 Surv	21.84
		PR Batch 00002.11.2022 SBCERA EE Safety Ti	PR Batch 00002.11.2022 SBC	17,171.93
		PR Batch 00002.11.2022 SBCERA ER Adjustme	PR Batch 00002.11.2022 SBC	806.39
		PR Batch 00001.10.2022 Survivor SBCERA Em	PR Batch 00001.10.2022 Surv	20.93
		PR Batch 00002.11.2022 SBCERA ER Cont. T2	PR Batch 00002.11.2022 SBC	3,057.03
		PR Batch 00001.10.2022 SBCERA ER Contribu	PR Batch 00001.10.2022 SBC	105,500.83
		PR Batch 00001.10.2022 SBCERA EE General T	PR Batch 00001.10.2022 SBC	424.99
		PR Batch 00002.11.2022 SBCERA ER Contribu	PR Batch 00002.11.2022 SBC	120,463.30
		PR Batch 00001.10.2022 SBCERA ER Cont. T2	PR Batch 00001.10.2022 SBC	3,057.03
		PR Batch 00002.11.2022 SBCERA EE Tier 2	PR Batch 00002.11.2022 SBC	15,374.20
	nov liab correc			-150,891.98
		Total for Check Number 13718:		144,365.84
13719	Texas	Texas Life Insurance Company	11/29/2022	
		PR Batch 00001.11.2022 Texas Life Ins Post Tax	PR Batch 00001.11.2022 Texe	119.88
		PR Batch 00003.10.2022 Texas Life Ins Post Tax	PR Batch 00003.10.2022 Texe	119.88
		Total for Check Number 13719:		239.76
13720	SheeA 20221123a3	Alisha Sheehan Education/Training Reimbursement	11/30/2022	635.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13720:	635.08
13721	AllStar 244116	All Star Fire Equipment Personal Equipment/Shields	11/30/2022	338.05
			Total for Check Number 13721:	338.05
13722	AllStar 243943	All Star Fire Equipment Personal Equipment/Helmets & Accessories	11/30/2022	1,542.95
			Total for Check Number 13722:	1,542.95
13723	AllStar 244057	All Star Fire Equipment Personal Equipment/Turnouts & Accessories	11/30/2022	3,257.28
			Total for Check Number 13723:	3,257.28
13724	PerfTow 20221123o	A-Performance Towing, Inc. Ambulance Tow	11/30/2022	750.00
			Total for Check Number 13724:	750.00
13725	AutoZone 3480 3480	AutoZone Fleet Parts/Supplies Fleet Parts/Supplies	11/30/2022	88.82 12.91
			Total for Check Number 13725:	101.73
13726	BancA R15185 R15185	Banc Of America Public Capitol Corp Interest Banc of America Brush/Ladder Trucks Principal Banc of America Brush/Ladder Trucks	11/30/2022	28,400.00 147,632.00
			Total for Check Number 13726:	176,032.00
13727	BVElect 20221123j	Bear Valley Electric FS282 Aux Bldg Electrical Servive	11/30/2022	411.39
			Total for Check Number 13727:	411.39
13728	BVElect 20221123a4	Bear Valley Electric FS285 Electrical Servive	11/30/2022	330.43
			Total for Check Number 13728:	330.43
13729	BVElect 20221123i	Bear Valley Electric FS282 Electrical Servive	11/30/2022	1,318.08
			Total for Check Number 13729:	1,318.08
13730	BVPrint 9674	Bear Valley Printing Printing New Employee Business cards	11/30/2022	54.58
			Total for Check Number 13730:	54.58
13731	BBK 20221123l	Best Best & Krieger Legal/Taxes,Fees,Assessments	11/30/2022	2,695.75
			Total for Check Number 13731:	2,695.75
13732	BBK 20221123k	Best Best & Krieger Legal/Labor Related	11/30/2022	703.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13732:	703.80
13733	BBK 20221123m	Best Best & Krieger Legal/General Fees	11/30/2022	210.60
			Total for Check Number 13733:	210.60
13734	55BBCSD 1113133	Big Bear City CSD FS285 Water Service	11/30/2022	119.91
			Total for Check Number 13734:	119.91
13735	Ticer 20221123a1	Blake Ticer Transfer Meal Reimbursement	11/30/2022	15.54
			Total for Check Number 13735:	15.54
13736	BCarp 20221123v	Brandon Carpenter Transfer Meal Reimbursement	11/30/2022	18.73
			Total for Check Number 13736:	18.73
13737	Butc 2211-030468	Pinon Enterprises INC Building/Facilities Supplies	11/30/2022	470.44
			Total for Check Number 13737:	470.44
13738	CAJPIA NOVStatement22a NOVStatement22a NOVStatement22a NOVStatement22a	California JPIA Annual Liability/WC Program Payment 2022/23 Annual Liability/WC Program Payment 2022/23 Annual Liability/WC Program Payment 2022/23 Annual Liability/WC Program Payment 2022/23	11/30/2022	3,789.00 11,367.00 17,261.00 51,783.00
			Total for Check Number 13738:	84,200.00
13740	TrujC 20221123y	Christopher Trujillo Transfer Meal Reimbursement	11/30/2022	20.00
			Total for Check Number 13740:	20.00
13741	VelaC 20221123z	Christopher Velasquez Transfer Meal Reimbursement	11/30/2022	14.62
			Total for Check Number 13741:	14.62
13742	52Confir 2023-040	Consolidated Fire Agencies Software/ Other Peripheral/ User licenses Fire M	11/30/2022	1,075.00
			Total for Check Number 13742:	1,075.00
13743	ConnPump 26134	Connelly Pumping Services, LLC FS284 Holding Tank Pumping Service	11/30/2022	200.00
			Total for Check Number 13743:	200.00
13744	Frontier NovStatement22g	Frontier Communications FS 283 Phone Service	11/30/2022	207.99
			Total for Check Number 13744:	207.99
13745	Frontier NovStatement22h	Frontier Communications FS 281 FAX Line	11/30/2022	59.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13745:	59.65
13746	Frontier NovStatement22e	Frontier Communications FS 282 AUX BLDG Phone Service	11/30/2022	60.76
			Total for Check Number 13746:	60.76
13747	Frontier NovStatement22f	Frontier Communications FS 282 Phone Service	11/30/2022	63.93
			Total for Check Number 13747:	63.93
13748	GlobStar 000000041408696	Globalstar INC and Subsidiary Satellite Phone Service	11/30/2022	135.13
			Total for Check Number 13748:	135.13
13749	Granit 1021622-IN	Granitize Products, Inc Fleet Maintenance - Wash/Protection	11/30/2022	1,153.76
			Total for Check Number 13749:	1,153.76
13750	ChanJo 200019700 20221123q	Joanne Chan Training Reimbursement Transfer Meal Reimbursement	11/30/2022	295.00 9.15
			Total for Check Number 13750:	304.15
13751	LNCurtis 20221123a6	LN Curtis & Sons Inc Equipmrnt Restock Fee	11/30/2022	235.37
			Total for Check Number 13751:	235.37
13752	M&MMech 9622	M&M Mechanical Services Inc. Heater Repair	11/30/2022	250.00
			Total for Check Number 13752:	250.00
13753	MountBev 29550	Randy J. Spitz Beverage Service/Supplies	11/30/2022	30.00
			Total for Check Number 13753:	30.00
13754	Newkirk 20221123t	Nolan Newkirk Transfer Meal Reimbursement	11/30/2022	20.00
			Total for Check Number 13754:	20.00
13755	PortersF 2560	Porter's INC Contractual Services / Tree Removal	11/30/2022	7,800.00
			Total for Check Number 13755:	7,800.00
13756	SWGas 20221123	Southwest Gas Corporation FS281 Natural Gas Service	11/30/2022	956.57
			Total for Check Number 13756:	956.57
13757	SWGas 20221123e	Southwest Gas Corporation Boulder Bay FS Natural Gas Service	11/30/2022	39.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13757:	39.23
13758	SWGAs 20221123a	Southwest Gas Corporation FS282 Natural Gas Service	11/30/2022	577.44
			Total for Check Number 13758:	577.44
13759	SWGAs 20221123h	Southwest Gas Corporation Training Center C Natural Gas Service	11/30/2022	119.92
			Total for Check Number 13759:	119.92
13760	SWGAs 20221123c	Southwest Gas Corporation FS283 Natural Gas Service	11/30/2022	143.52
			Total for Check Number 13760:	143.52
13761	SWGAs 20221123f	Southwest Gas Corporation Moonridge FS Natural Gas Service	11/30/2022	317.66
			Total for Check Number 13761:	317.66
13762	SWGAs 20221123b	Southwest Gas Corporation FS282 Aux Bldg Natural Gas Service	11/30/2022	334.27
			Total for Check Number 13762:	334.27
13763	SWGAs 20221123d	Southwest Gas Corporation FS285 Natural Gas Service	11/30/2022	174.47
			Total for Check Number 13763:	174.47
13764	SWGAs 20221123g	Southwest Gas Corporation Training Center B Natural Gas Service	11/30/2022	11.00
			Total for Check Number 13764:	11.00
13765	NAPA NOVStatement22	Superior Automotive Warehouse Fleet Parts/Supplies	11/30/2022	1,125.15
			Total for Check Number 13765:	1,125.15
13766	TGuyon 20221123s	Tyler Guyon Transfer Meal Reimbursement	11/30/2022	9.73
			Total for Check Number 13766:	9.73
13767	BBTeleph 12854	Vatch Arouchian Outdoor Emergency FS Phones	11/30/2022	74.00
			Total for Check Number 13767:	74.00
13768	VeriWire 20221123m	Verizon Wireless Cell/Phone Service	11/30/2022	1,724.17
			Total for Check Number 13768:	1,724.17
13769	WinfR 20221123p	Ross Winfield Boot Purchase Reimbursement	11/30/2022	155.68
			Total for Check Number 13769:	155.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13770	WardZac 20221123a2 20221123r	Zachary Ward Transfer Meal Reimbursement Transfer Meal Reimbursement	11/30/2022	16.68 12.02
Total for Check Number 13770:				28.70
13771	02FranTx	Franchise Tax Board PR Batch 00001.12.2022 California Tax Disburs	12/09/2022 PR Batch 00001.12.2022 Cali	100.00
Total for Check Number 13771:				100.00
13772	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00001.12.2022 Lincoln 457 Flat ER PR Batch 00001.12.2022 Lincoln Roth Flat Amc PR Batch 00001.12.2022 Lincoln 457 Flat Amou PR Batch 00001.12.2022 Lincoln 457 Percentag	12/09/2022 PR Batch 00001.12.2022 Linc PR Batch 00001.12.2022 Linc PR Batch 00001.12.2022 Linc PR Batch 00001.12.2022 Linc	9,000.00 75.00 500.00 1,053.27
Total for Check Number 13772:				10,628.27
13773	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00001.12.2022 Apple 457 Paid Call Pa	12/09/2022 PR Batch 00001.12.2022 App	133.29
Total for Check Number 13773:				133.29
13774	NatRetSo	Nationwide Retirement Solution PR Batch 00001.12.2022 Nationwide Percentage PR Batch 00001.12.2022 Nationwide Roth Flat PR Batch 00001.12.2022 Nationwide Roth Perce PR Batch 00001.12.2022 Nationwide Flat Amou	12/09/2022 PR Batch 00001.12.2022 Nati PR Batch 00001.12.2022 Nati PR Batch 00001.12.2022 Nati PR Batch 00001.12.2022 Nati	2,800.59 10.00 421.39 1,835.00
Total for Check Number 13774:				5,066.98
13775	SBCProFF	San Bernardino County Professional Firefig PR Batch 00002.11.2022 Union Dues Local 935	12/09/2022 PR Batch 00002.11.2022 Unic	2,656.50
Total for Check Number 13775:				2,656.50
13776	SBCERA	SBC Employees' Retirement Association PR Batch 00001.12.2022 SBCERA ER Contribu PR Batch 00001.12.2022 SBCERA EE Safety Ti PR Batch 00001.12.2022 Survivor SBCERA Em PR Batch 00001.12.2022 SBCERA EE General PR Batch 00001.12.2022 SBCERA ER Cont. T2 PR Batch 00001.12.2022 SBCERA EE Tier 2 PR Batch 00001.12.2022 Survivor SBCERA ER	12/09/2022 PR Batch 00001.12.2022 SBC PR Batch 00001.12.2022 SBC PR Batch 00001.12.2022 Surv PR Batch 00001.12.2022 SBC PR Batch 00001.12.2022 SBC PR Batch 00001.12.2022 SBC PR Batch 00001.12.2022 Surv	104,288.52 12,487.56 21.84 424.99 3,057.03 16,240.96 21.84
Total for Check Number 13776:				136,542.74
13777	AEP INV0029421	AEP California, LLC BC2806	12/12/2022	1,616.25
Total for Check Number 13777:				1,616.25
13778	AllStar 244171 244172	All Star Fire Equipment Equipment/Boots Equipment	12/12/2022	278.00 80.54
Total for Check Number 13778:				358.54
13779	Thomgas 3143953638	AmeriGas FS284 Propane	12/12/2022	4.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13779:	4.30
13780	BVElect 20221208	Bear Valley Electric FS285 Electric Service	12/12/2022	586.61
			Total for Check Number 13780:	586.61
13781	55BBCSD 20221208a	Big Bear City CSD FS283 Dumpster Service	12/12/2022	191.67
			Total for Check Number 13781:	191.67
13782	55BBCSD 20221208b	Big Bear City CSD FS282 Dumpster Service	12/12/2022	295.14
			Total for Check Number 13782:	295.14
13783	55BBCSD 23-1002	Big Bear City CSD Sewer Side Fund Loan - Principal	12/12/2022	56,188.00
			Total for Check Number 13783:	56,188.00
13784	55BBCSD 20221208c	Big Bear City CSD TC Dumpster Service	12/12/2022	191.67
			Total for Check Number 13784:	191.67
13785	55BBCSD 23-1002	Big Bear City CSD Sewer Side Fund Loan - Interest	12/12/2022	5,469.00
			Total for Check Number 13785:	5,469.00
13786	Ticer 20221208j 20221208k	Blake Ticer Transfer Meal Reimbursement Transfer Meal Reimbursement	12/12/2022	11.72 13.37
			Total for Check Number 13786:	25.09
13787	BCarp 22021208h 22021208i	Brandon Carpenter Transfer Meal Reimbursement Transfer Meal Reimbursement	12/12/2022	18.51 16.47
			Total for Check Number 13787:	34.98
13788	MeleB 20221208n 20221208o 20221208p 20221208q	Brittany Melendez Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement	12/12/2022	13.78 20.00 9.73 17.58
			Total for Check Number 13788:	61.09
13789	BWPrint IN005032/2022	BW Printworks Calendars	12/12/2022	84.20
			Total for Check Number 13789:	84.20
13790	04DWP 20221208d 20221208e 20221208f 20221208g	CBBL Dept of Water Boulder Bay FS Water Service Moonridge FS Water Service FS281 Water Service FS281 Sprinkler System Water Service	12/12/2022	48.75 48.75 266.35 9.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13790:	373.70
13791	TrujC 22021208f 22021208g	Christopher Trujillo Transfer Meal Reimbursement Transfer Meal Reimbursement	12/12/2022	17.40 17.61
			Total for Check Number 13791:	35.01
13792	VelaC 20221208l 20221208m	Christopher Velasquez Transfer Meal Reimbursement Transfer Meal Reimbursement	12/12/2022	9.11 12.82
			Total for Check Number 13792:	21.93
13793	DIY NOVStatement22	Lumber City Corp Hardware/Repair Supplies	12/12/2022	2,076.92
			Total for Check Number 13793:	2,076.92
13794	Frontier NovStatement22b	Frontier Communications FS281 Fax Line	12/12/2022	59.65
			Total for Check Number 13794:	59.65
13795	ICEMA 22-205 22-215	Inland Counties Emergency Medical Agenc FY22/23 - 1st QTR Fees FY22/23 - 2nd QTR Fees	12/12/2022	4,707.90 5,079.97
			Total for Check Number 13795:	9,787.87
13796	LifeAssi NOVStatement22a	Life Assist Inc Medical Supplies Restock	12/12/2022	6,624.68
			Total for Check Number 13796:	6,624.68
13797	MissLin NOVStatement22c	Mission Linen Supply Shop Linen Service	12/12/2022	134.11
			Total for Check Number 13797:	134.11
13798	Haupt NOVStatement22b NOVStatement22b	Ralph W. Haupt INC Fuel/Ambulance Fuel/Fire	12/12/2022	999.11 177.14
			Total for Check Number 13798:	1,176.25
13799	NewkN 20221208e	Nolan Newkirk Transfer Meal Reimbursement	12/12/2022	30.00
			Total for Check Number 13799:	30.00
13800	KBHR 12N0004096	Parallel Broadcasting Inc Radio Public Service Messaging	12/12/2022	231.40
			Total for Check Number 13800:	231.40
13801	SBCFuel FLT22/23-070 FLT22/23-070	San Bernardino County - Fleet Managemen Fuel Fuel	12/12/2022	4,474.22 5,791.26
			Total for Check Number 13801:	10,265.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13802	South 510100a	South Coast LLC T-281 Repairs	12/12/2022	12,813.93
Total for Check Number 13802:				12,813.93
13803	TwinBrEq 24795	Twin Bear Equipment Rental, Inc. Scissor Lift Rental	12/12/2022	217.47
Total for Check Number 13803:				217.47
13804	ModSpace 10432649	Williams Scotsman, Inc. FS281 Temp Office Space Rental	12/12/2022	653.06
Total for Check Number 13804:				653.06
13805	USBank OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22 OCTStatement22	US Bank Corporate Payment Systems Mutual Aid Fuel Mutual Aid Travel Building Maintenance Equipment Maintenance Fleet Maintenance Onstar Uniforms Advertising Fuel Training Courses and License Renewal Software and License Renewal Lunch Meeting Periodical Subscriptions Postage Hotel Deposit/refund, airfare, rental car, airport p Printing Stamps.com	12/13/2022	278.95 3,414.16 169.77 338.35 1,120.94 49.98 1,903.41 199.00 358.89 4,264.42 818.92 122.25 132.00 15.79 3,747.80 79.83 24.99
Total for Check Number 13805:				17,039.45
13806	AdminSvc 14058231	Administrative Services Inc Copier Lease	12/14/2022	694.03
Total for Check Number 13806:				694.03
13807	AllStar 244438	All Star Fire Equipment Boots	12/14/2022	382.51
Total for Check Number 13807:				382.51
13808	Thomgas 3144121475	AmeriGas FS 284 Propane	12/14/2022	2,307.19
Total for Check Number 13808:				2,307.19
13809	AutoZone 3488	AutoZone Fleet Parts/ Supplies	12/14/2022	163.98
Total for Check Number 13809:				163.98
13810	BVElect DecStatement22f	Bear Valley Electric FS 281 Electric Service	12/14/2022	2,142.84
Total for Check Number 13810:				2,142.84
13811	BVElect	Bear Valley Electric	12/14/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	DecStatement22e	Boulder Bay FS Electric Service		105.32
			Total for Check Number 13811:	105.32
13812	BBK 926184	Best Best & Krieger Fees	12/14/2022	54.80
			Total for Check Number 13812:	54.80
13813	55BBCSD DecStatement22c DecStatement22d	Big Bear City CSD FS 283 Water Service Training Center Water Service	12/14/2022	110.62 99.42
			Total for Check Number 13813:	210.04
13814	Grizzly DECStatement22h	Big Bear Grizzly Public Notices	12/14/2022	1,060.20
			Total for Check Number 13814:	1,060.20
13815	BBUrgent DecStatement22g	Big Bear Urgent Care New Employee Physical	12/14/2022	570.00
			Total for Check Number 13815:	570.00
13816	BCarp 20221213c 20221213d	Brandon Carpenter Transfer Meal Reimbursements Transfer Meal Reimbursements	12/14/2022	11.96 18.14
			Total for Check Number 13816:	30.10
13817	Charter 0321562121022	Charter Communications FS 284 Enterprise Internet/Voice	12/14/2022	159.97
			Total for Check Number 13817:	159.97
13818	Charter 029419913022	Charter Communications FS 283 Enterprise TV	12/14/2022	128.11
			Total for Check Number 13818:	128.11
13819	Charter 0004775120122	Charter Communications Control Account - Enterprise TV	12/14/2022	622.63
			Total for Check Number 13819:	622.63
13820	Charter 0223364112822	Charter Communications FS 281 Enterprise Internet	12/14/2022	1,374.00
			Total for Check Number 13820:	1,374.00
13821	Charter 0148579112622	Charter Communications FS 281 Enterprise TV	12/14/2022	122.91
			Total for Check Number 13821:	122.91
13822	Charter 0153686112722	Charter Communications FS 282 Enterprise Internet/Voice	12/14/2022	522.05
			Total for Check Number 13822:	522.05
13823	Charter 0153702112722	Charter Communications FS 281 Enterprise Internet/Voice	12/14/2022	522.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13823:	522.05
13824	TrujC 20221213e	Christopher Trujillo Transfer Meal Reimbursements	12/14/2022	12.60
			Total for Check Number 13824:	12.60
13825	ConnPump 26164	Connelly Pumping Services, LLC FS 284 Holding Tank Pumping Service	12/14/2022	200.00
			Total for Check Number 13825:	200.00
13826	RogeD 20221213	Dan Rogers Mileage Reimbursement	12/14/2022	96.63
			Total for Check Number 13826:	96.63
13827	Granicus 159402	Granicus Website Design	12/14/2022	6,200.00
			Total for Check Number 13827:	6,200.00
13828	CravK 20221213g	Karen Craven Patient Refund - WILLIAM CRAVEN	12/14/2022	250.00
			Total for Check Number 13828:	250.00
13829	ClemK 20221213h	Kevin Clem BV Hazardous Tree Removal Grant	12/14/2022	700.00
			Total for Check Number 13829:	700.00
13830	LNCurtis DecStatement22	LN Curtis & Sons Inc Equipment	12/14/2022	1,007.97
			Total for Check Number 13830:	1,007.97
13831	NAPA BB DecStatement22b	NAPA Auto Parts Fleet Parts/Supplies	12/14/2022	169.61
			Total for Check Number 13831:	169.61
13832	DykeN 20221213a	Norman Dykesten Parking Reimbursement	12/14/2022	84.00
			Total for Check Number 13832:	84.00
13833	ZurkR 20221213f	Robert Zurko Patient Refund	12/14/2022	200.00
			Total for Check Number 13833:	200.00
13834	NAPA DecStatement22a	Superior Automotive Warehouse Fleet Parts/Supplies	12/14/2022	3,268.80
			Total for Check Number 13834:	3,268.80
13835	Teleflex 9506318190	c/oTeleflex Funding,LLC Teleflex, LLC EZ-10 25MM Bone Marrow Needles	12/14/2022	1,200.75
			Total for Check Number 13835:	1,200.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13836	CounTeam 84269	Nancy K. Bohl Inc Pre Employment Psych Assessment	12/14/2022	600.00
Total for Check Number 13836:				600.00
13837	WardZac 20221213b	Zachary Ward Transfer Meal Reimbursements	12/14/2022	9.77
Total for Check Number 13837:				9.77
13838	JPIARegi DecStatement22j DecStatement22j DecStatement22j DecStatement22j	California JPIA Annual Liability/Workers Comp Payment 2022/ Annual Liability/Workers Comp Payment 2022/ Annual Liability/Workers Comp Payment 2022/ Annual Liability/Workers Comp Payment 2022/	12/14/2022	3,789.00 51,783.00 17,261.00 11,367.00
Total for Check Number 13838:				84,200.00
13839	SmitC 20221214a	Chardelle Smith Travel Reimbursement	12/14/2022	1,849.84
Total for Check Number 13839:				1,849.84
13840	Eagel 1-196094	RJ & JJ Enterprises INC Fleet Maintenance	12/14/2022	5,149.71
Total for Check Number 13840:				5,149.71
13841	South 510716	South Coast LLC Fleet Maintenance	12/14/2022	13,447.68
Total for Check Number 13841:				13,447.68
13842	Amazon DecStatement22i DecStatement22i DecStatement22i DecStatement22i DecStatement22i	Syncb/Amazon Halloween Decorations for Village event General Household Supplies Fleet Maintenance Office Supplies Computer Supplies/Equipment	12/14/2022	49.19 695.19 289.48 414.26 962.95
Total for Check Number 13842:				2,411.07
13844	02FranTx	Franchise Tax Board PR Batch 00002.12.2022 California Tax Disburs	12/23/2022 PR Batch 00002.12.2022 Cali	100.00
Total for Check Number 13844:				100.00
13845	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00002.12.2022 Lincoln Roth Flat Amo PR Batch 00002.12.2022 Lincoln 457 Percentag PR Batch 00002.12.2022 Lincoln 457 Flat ER PR Batch 00002.12.2022 Lincoln 457 Flat Amou	12/23/2022 PR Batch 00002.12.2022 Linc PR Batch 00002.12.2022 Linc PR Batch 00002.12.2022 Linc PR Batch 00002.12.2022 Linc	75.00 788.01 9,000.00 500.00
Total for Check Number 13845:				10,363.01
13846	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00002.12.2022 Apple 457 Paid Call Pe	12/23/2022 PR Batch 00002.12.2022 App	133.29
Total for Check Number 13846:				133.29
13847	NatRetSo	Nationwide Retirement Solution PR Batch 00002.12.2022 Nationwide Percentage	12/23/2022 PR Batch 00002.12.2022 Nati	2,999.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00002.12.2022 Nationwide Flat Amou	PR Batch 00002.12.2022 Nati	1,835.00
		PR Batch 00002.12.2022 Nationwide Roth Flat	PR Batch 00002.12.2022 Nati	10.00
		PR Batch 00002.12.2022 Nationwide Roth Perce	PR Batch 00002.12.2022 Nati	402.56
			Total for Check Number 13847:	5,247.51
13848	SBCProFF	San Bernardino County Professional Firefig	12/23/2022	
		PR Batch 00002.12.2022 Union Dues Local 935	PR Batch 00002.12.2022 Uni	2,656.50
			Total for Check Number 13848:	2,656.50
13849	SBCERA	SBC Employees' Retirement Association	12/23/2022	
		PR Batch 00002.12.2022 SBCERA ER Contribu	PR Batch 00002.12.2022 SBC	99,405.67
		PR Batch 00002.12.2022 SBCERA EE Tier 2	PR Batch 00002.12.2022 SBC	15,793.39
		PR Batch 00002.12.2022 Survivor SBCERA Em	PR Batch 00002.12.2022 Sur	20.93
		PR Batch 00002.12.2022 SBCERA ER Cont. T2	PR Batch 00002.12.2022 SBC	1,563.04
		PR Batch 00002.12.2022 Survivor SBCERA ER	PR Batch 00002.12.2022 Sur	20.93
		PR Batch 00002.12.2022 SBCERA EE Safety Ti	PR Batch 00002.12.2022 SBC	11,352.50
		PR Batch 00002.12.2022 SBCERA EE General T	PR Batch 00002.12.2022 SBC	592.33
	Dec liab			-231.89
			Total for Check Number 13849:	128,516.90
13850	ZieglerA 202221Decg	Al Ziegler Board Stipend	12/21/2022	130.00
			Total for Check Number 13850:	130.00
13851	AllStar 244496	All Star Fire Equipment Clothing	12/21/2022	1,725.02
			Total for Check Number 13851:	1,725.02
13852	AllStarr 202221Deck	All Starr Rain Gutters Rain Gutters	12/21/2022	2,600.00
			Total for Check Number 13852:	2,600.00
13853	AlliMech 81634	Allison Mechanical Inc Heater Repair FS281	12/21/2022	1,254.71
			Total for Check Number 13853:	1,254.71
13854	Atkinson 668932	Atkinson, Andelson, Loya, Ruud & Romo Legal Fees	12/21/2022	2,892.50
			Total for Check Number 13854:	2,892.50
13855	BVElect Decstatement22c	Bear Valley Electric Boulder Bay FS Electric Service	12/21/2022	120.06
			Total for Check Number 13855:	120.06
13856	BretM 202221Decn	Brett Minor Patient Refund	12/21/2022	85.00
			Total for Check Number 13856:	85.00
13857	CaMedMnt 020123	California Medical Maintenance Healthcare Tech Management Program	12/21/2022	3,613.00
			Total for Check Number 13857:	3,613.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13858	CaMedMnt 010123	California Medical Maintenance Healthcare Tech Management Program	12/21/2022	5,468.16
Total for Check Number 13858:				5,468.16
13859	Carrot INV113088	Carrot-Top Industries Inc Flags	12/21/2022	889.90
Total for Check Number 13859:				889.90
13860	CrystalR 202221Decj	Crystal Rodriguez Transfer Meal Reimbursement	12/21/2022	20.00
Total for Check Number 13860:				20.00
13861	GlobStar 42950315	Globalstar INC and Subsidiary Satellite Phone Service	12/21/2022	135.13
Total for Check Number 13861:				135.13
13862	Image200 570724	Image 2000 Copier Toner	12/21/2022	11.49
Total for Check Number 13862:				11.49
13863	JoeAr 202221Deco	Joe Arroyo Patient Refund	12/21/2022	50.00
Total for Check Number 13863:				50.00
13864	GreenJo 202221Deca	John Green Board Stipend	12/21/2022	130.00
Total for Check Number 13864:				130.00
13865	KayP 202221Decl	Kay Pham Patient Refund	12/21/2022	1,970.45
Total for Check Number 13865:				1,970.45
13866	WalshLa 202221Decf	Larry Walsh Board Stipend	12/21/2022	130.00
Total for Check Number 13866:				130.00
13867	LNCurtis INV658729	LN Curtis & Sons Inc Equipment	12/21/2022	265.19
Total for Check Number 13867:				265.19
13868	brookman 202221Dech	Michael Brookman BV Hazardous Tree Removal Grant	12/21/2022	550.00
Total for Check Number 13868:				550.00
13869	MidAmerL MAR000021990	MidAmerica Admin.& Retirement Solution Retirement Admin Fees and Charges	12/21/2022	1,704.00
Total for Check Number 13869:				1,704.00
13870	MountBev 29557 29570	Randy J. Spitz Beverage Service/Supplies Beverage Srvice/Supplies	12/21/2022	224.22 220.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 13870:	444.22
13871	MountWat	Eric Heino	12/21/2022	
	9333-1	Bottled Water Service		40.00
	9333-10	Bottled Water Service		16.00
	9333-11	Bottled Water Service		40.00
	9333-2	Bottled Water Service		56.00
	9333-7	Bottled Water Service		8.00
	9333-7-1	Bottled Water Service		8.00
	9333-8	Bottled Water Service		8.00
			Total for Check Number 13871:	176.00
13872	DykeN	Norman Dykesten	12/21/2022	
	202221Dec	Reimbursement for Hitch for ME283		163.89
			Total for Check Number 13872:	163.89
13873	PeteP	Peter Phillips	12/21/2022	
	202221Deep	Patient Refund		75.00
			Total for Check Number 13873:	75.00
13874	HerrR	Rick Herrick	12/21/2022	
	202221Decb	Board Stipend		130.00
			Total for Check Number 13874:	130.00
13875	RRowe	Robert Rowe	12/21/2022	
	202221Decd	Board Stipend		130.00
			Total for Check Number 13875:	130.00
13876	SandR	Robert Sandin	12/21/2022	
	000000007	Transfer Meal Reimbursement		25.79
	106142	Transfer Meal Reimbursement		30.00
	1117723604617	Transfer Meal Reimbursement		30.00
	20211027O	Transfer Meal Reimbursement		18.48
	20211118D	Transfer Meal Reimbursement		13.77
	20220105O	Ambulance Transfer Meal Reimbursement		19.58
	572725	Transfer Meal Reimbursement		26.27
	639399-1	Transfer Meal Reimbursement		11.91
	PY0QRC6MN1WME	Transfer Meal Reimbursement		29.91
			Total for Check Number 13876:	205.71
13877	SWGAs	Southwest Gas Corporation	12/21/2022	
	DecStatement22b	FS 281 Natural Gas Service		2,206.82
	DecStatement22f	FS 283 Natural Gas Service		367.39
			Total for Check Number 13877:	2,574.21
13878	SWGAs	Southwest Gas Corporation	12/21/2022	
	DecStatement22a	Moonridge FS Natural Gas Service		675.70
			Total for Check Number 13878:	675.70
13879	SWGAs	Southwest Gas Corporation	12/21/2022	
	DecStatement22	Boulder Bay FS Natural Gas Service		204.43
			Total for Check Number 13879:	204.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
13880	Amazon	Syncb/Amazon	12/21/2022	
	DecStatement22e	Employee Appreciation		139.83
	DecStatement22e	Computer Peripherals		524.94
	DecStatement22e	Office Supplies		34.89
	DecStatement22e	Fleet Maintenance		164.27
	DecStatement22e	General Household		856.89
	DecStatement22e	Building Maintenance		1,321.45
			Total for Check Number 13880:	3,042.27
13881	TriTech 370287	TriTech Software Systems Ambulance Billing Platform	12/21/2022	577.48
			Total for Check Number 13881:	577.48
13882	VeriWire 9922778898	Verizon Wireless Cell Phone Service	12/21/2022	1,723.17
			Total for Check Number 13882:	1,723.17
13883	WandG 202221Decm	Wanda Groppi-Mccracken Patient Refund	12/21/2022	150.00
			Total for Check Number 13883:	150.00
13884	WardZac 202221Deci	Zachary Ward Transfer Meal Reimbursement	12/21/2022	16.25
			Total for Check Number 13884:	16.25
			Report Total (255 checks):	2,004,462.90

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
December 6, 2022**

A Regular Meeting of the Big Bear Fire Authority was called to order by Board Chair Green at 5:00 p.m., Tuesday, December 6, 2022, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present: Board Chair John Green
 Director Rick Herrick
 Director Bynette Mote
 Director Randall Putz
 Director Bob Rowe
 Director Larry Walsh
 Director Al Ziegler

Board Members Absent: Vice Chair Perri Melnick
 Director Alan Lee
 Director John Russo

Others Present: Jeff Willis, Fire Chief
 Mike Maltby, Assistant Chief/Fire Marshal
 Kristin Mandolini, Director of Business Services
 Chardelle Smith, Interim Board Secretary

OPEN SESSION

CALL TO ORDER

Moment of Silence: Observed

Pledge of Allegiance: Led by Director Herrick

ROLL CALL

Please Note: The Chair may, at his or her discretion, take items out of order at the meeting to facilitate the business of the Board and/or for the convenience of the public.

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed:

- Monday, December 26, 2022, in observance of Christmas and will reopen on Tuesday, December 27, 2022, at 8:00 a.m.
- Monday, January 2, 2023, in observance of New Year's Day and will reopen on Tuesday, January 3, 2023, at 8:00 a.m.
- Monday, January 16, 2023, in observance of Martin Luther King, Jr. Day and will reopen on Tuesday, January 17, 2023, at 8:00 a.m.

PRESENTATIONS

- 1. Recognition of Excellence**
 - Captain Brian Lambert
 - Station repairs (rain gutter)

- 2. Distinguished Citizens Award**

Speaker: Jeff Willis, Fire Chief

Chief Willis presented certificates and challenge coins to Randy, Maggie, and Lucas for their above and beyond acts of kindness with assisting firefighters on November 9, 2022, by clearing snow for gurney access at a residential home that had called for medical aid.

DIRECTORS' GENERAL ANNOUNCEMENTS – Comments shall pertain to items not on the posted agenda and are limited to three minutes per Authority Member.

Director Herrick said he is happy the election season is over.

Director Putz congratulated friends of Big Bear City Community Services District for their re-election.

GENERAL PUBLIC COMMENT – *Members of the public who wish to comment on topics not included on the agenda or comment on agenda topics are invited to provide comments in either of the methods described above.*

None.

CHIEF'S REPORT

Chief Willis reported on the newly acquired and recently placed in service Pierce Fire Engine. It's first structure fire response was within a few hours of being placed in service. Nothing but positive reports from the firefighters so far. He mentioned four members from the truck committee, Captain Dykesten, Captain Schlosser, Engineer Eaton, and department Mechanic Keith Hoss, will be visiting the Pierce facility from Dec 5th to Dec 8th, for a pre-construction meeting regarding the new Pierce Ladder Truck. Willis told the Board the newly acquired Braun Medic Ambulance 281 was placed into service on October 21, 2022. Willis reported Station 282 will be hosting a blood drive with LifeStream on Thursday, December 29, 2022, from 10 a.m. to 3 p.m.

FINANCE OFFICER'S REPORT

Director of Business Services, Kristin Mandolini, presented the finance report as of October 31, 2022. Mandolini also gave an update on the GEMT reimbursements with an anticipated reimbursement in the amount of \$768,000.

FIRE AUTHORITY CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 8/1/2022 through 10/31/2022 in the amount of \$2,868,503.07.**

Discussion was held regarding the purchase of Artificial Turf.

- FA2. Approval of Meeting Minutes from the October 4, 2022, Regular Meeting of the Big Bear Fire Authority.**

- FA3. Receive and File Big Bear Fire Department Monthly Activity Report for July and August, 2022.**

- FA4. Memorandum of Understanding between Big Bear Fire Authority and Running Springs Fire Department.**

Discussion was held regarding who falls under the title of Chief Officer in the Memorandum of Understanding.

Action: Motion by Director Herrick, seconded by Director Walsh, to approve the Consent Calendar as follows:

AYES: Herrick, Mote, Putz, Rowe, Walsh, Ziegler, Green
NOES: None
ABSENT: Lee, Melnick, Russo
ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

None

PUBLIC HEARING

None

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

- FA5. Repair of Medic Ambulance 282**

Board to consider the purchase of a replacement Dodge 3500 cab and chassis and make budget adjustment for FY 2022/2023.

Speaker: Jeff Willis

Chief Willis mentioned there was a two-vehicle traffic accident that involved Medic Ambulance 282 on November 11, 2022. The personnel driving the ambulance were not found at fault. The vehicle was taken to Moss Brothers Dodge dealership where it was found the damage was more extensive than shown, involving the frame and chassis. Willis said during this time they were looking for a commercial autobody shop that could possibly fix the ambulance. Knowing there is a three-to-five-month delay in the ordering and building process of a new chassis, the Authority is requesting the approval of purchasing a new cab and chassis in the current fiscal year. This cab and chassis can be used to replace the ambulance involved in the accident, or go towards the build of a new ambulance next fiscal year. Willis states the cost of the new cab and chassis will be covered from the incoming GEMT reimbursement.

Discussion ensued regarding the attached estimate, and who handles the exempt plates. A Board member asked if CJPIA is aware the Authority is purchasing and using reimbursements monies and requested administration send CJPIA all documents.

Staff responded to questions from Board members. Board members provided comment.

Action: Motion by Director Walsh, seconded by Director Mote to authorize the Fire Chief to purchase a new 2022 Dodge Ram 3500 Regular cab and chassis and authorize a budget amendment for FY2022/2023 in the amount of \$80,500.

Said Motion was approved by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Walsh, Ziegler, Green
NOES: None
ABSENT: Lee, Melnick, Russo
ABSTAIN: None

FA6. Replacement of Roll Up Garage Doors at Station 281

Board to consider replacement of roll up garage doors at Station 281 and make budget adjustment for FY 2022/2023.

Speaker: Jeff Willis, Fire Chief

Chief Willis stated the ongoing issue of the garage doors at Station 281. The garage doors are over 20 years old and in the last 5 years, the Authority has spent \$30,000 in repair and maintenance. Willis mentioned this is not only a safety issue with the springs that assist with opening and closing the garage doors, but also a weather issue with freezing temperatures that could freeze the water in the trucks.

It was suggested we check with Big Bear City Community Services District as to who they use for their commercial garage doors for a second bid. It was expressed by many Board members that this is an employee and public safety issue and needs to be replaced as soon as possible.

Staff responded to questions from Board members. Board members provided comment.

Action: Motion by Director Putz, seconded by Director Herrick to approve the replacement of four apparatus bay garage doors and authorize a budget adjustment for FY 2022/2023 in the amount of \$57,020.

Said Motion was approved by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Walsh, Ziegler, Green
NOES: None
ABSENT: Lee, Melnick, Russo
ABSTAIN: None

FA7. Fire Authority 2023 Meeting Calendar

Board consideration of approving the proposed 2023 Regular Board Meeting Calendar and adding two Budget Workshops on April 19 and May 17, 2023.

Speaker: Jeff Willis, Fire Chief

Chief Willis stated this is an annual agenda item. He mentioned this item was brought to the Board earlier this year with possible changes to the regular Board meeting dates due to a Board member not able to attend the regular scheduled meetings. Willis states any other Tuesday but the current Tuesday would work for the Board member.

Discussion ensued regarding other local entity meeting schedules. One Board member mentioned he would like to attend other entity Board meetings during the week. It was requested the closed sessions be held prior to the regular Board meeting.

Staff responded to questions from Board members. Board members provided comment.

Action: Motion by Director Putz, seconded by Director Herrick, to change the Authority regular Board meeting schedule to the second Tuesday of every other month and approve the revised 2023 Fire Authority meeting calendar, which includes the April 19 and May 17 Special Board meetings.

Said Motion was approved by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Walsh, Ziegler, Green
NOES: None
ABSENT: Lee, Melnick, Russo
ABSTAIN: None

FA8. Fire Authority Board Reorganization – Selection of the Chair and Vice Chair for 2023

Board nominations and selection of Chair and Vice Chair, who will serve for a period of one year.

Speaker: Board Chair Green

Board Chair Green called for nominations for Board Chair to serve for a period of one year.

Director Putz nominated Director Mote to serve as Board Chair; seconded by Director Green.

Director Herrick nominated Director Melnick to serve as Board Chair. There was no second.

A break was taken at 5:59 p.m., returning at 6:14 p.m.

Director Mote was elected to serve as Board Chair by the following vote:

AYES: Herrick, Mote, Putz, Rowe, Walsh, Ziegler, Green
NOES:
ABSENT: Lee, Melnick, Russo
ABSTAIN:

Board Chair Mote called for nominations for Vice-Chair to serve for a period of one year.

Director Herrick nominated Director Walsh to serve as Vice-Chair; seconded by Director Rowe.

Director Green nominated Director Rowe to serve as Vice-Chair; seconded by Director Ziegler.

The Board nominated the following individuals:

Director Green: Rowe
Director Herrick: Rowe
Director Putz: Rowe
Director Rowe: Rowe
Director Walsh: Rowe

Director Ziegler: Rowe
Board Chair Mote: Rowe

ABSENT: Lee, Melnick, Russo
ABSTAIN: None

Director Rowe was elected to serve as Vice-Chair for a period of one year.

Chief reminded Board Chair Mote that the committee reorganization will come before the Board in the February 2023 Board meeting.

COMMITTEE REPORTS

None

DIRECTORS' CLOSING COMMENTS

Director Walsh mentioned actress Kirstie Alley died today of colon cancer. Please get your screening done. He stated KFI reported Pasadena has a new subscription service like the Authority. For \$85.00, you get coverage for you and your family by marriage, blood, or adopted. Walsh said he has seen BBFA, BFA, and BBFD on the vehicles. He requested clarification on when we are a Fire Authority Board vs Fire Department Board.

Director Herrick echoed Director Walsh's comment regarding colon cancer since he has a family member fighting that battle as well.

Director Green wished everyone Happy Holidays and congratulated Board Chair Mote.

Director Putz congratulated the new Board Chair and Vice Chair.

Board Chair Mote wished everyone Happy Holidays and Happy New Year.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Board Chair Mote adjourned the meeting at 6:26 p.m.

Chardelle Smith
Interim Board Secretary



INTEROFFICE MEMO

Big Bear Fire Authority

DATE: February 8, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Interim Board Secretary *CS*

SUBJECT: **DECEMBER 2022 FIRE DEPARTMENT MONTHLY ACTIVITY REPORT**

1. SERVICE DELIVERY

Year-to-date incidents by call type percentages (see attached report)

1.1 Call types by month and year-to-date:

		Current Month	Calendar Year to Date
1.2.1	Fire Calls, Hazardous Conditions, Service Calls	168	1,513
1.2.2	Rescue/Medical Calls	417	3,597
1.2.3	Medical Flight Missions	37	406
1.2.4	Training Class Summary (hours)	560.50	6,509.25
1.2.5	Plan Check/Fire Letter	11	202
1.2.6	Chipping Requests (2020 Suspended)	--	--
1.2.7	Trees Removed/Reimbursed Through Grant	1	3
1.2.8	Hazardous Tree Removal Notice to Proceed	1	4
1.2.9	Hazardous Tree 1 st Abate Notice/Order	1	12
1.2.10	Hazardous Tree 2 nd & Final Abate Notice/Order	0	2
1.2.11	Tree Abatement Issues Resolved	0	3
1.2.12	Hazard Abatement Notices Sent (County)	--	2,143 (2021)

2. COMMUNITY RELATIONS

2.1 December 29 –LifeStream held a blood drive in Station 282 front parking lot..

3. OPERATIONS

3.1 Chief Willis, Assistant Chief Maltby, and/or Director of Business Services Mandolini attended the following meetings during the reporting month:

- Big Bear Fire Authority Board meeting – December 6
- Fire Districts Association of California (FDAC) Board meeting – December 12
- Kick off meeting with Consulting Firm DTA – December 19

3.2 Battalion Chief Parham attended the following meetings/trainings during the reporting month:

- EMS Officers meeting – December 14

3.3 Battalion Chief Wagner attended the following meetings/trainings during the reporting month:

- None

3.4 Battalion Chief Rogers attended the following meetings/trainings during the reporting month:

- None

4. HEALTH AND SAFETY

4.1 December 3 – Ambulance Operator/EMT Dupre taught a First Aid/CPR class with 7 participants.

5. ADVERTISING, PRESS RELEASES AND SOCIAL MEDIA

5.1 December – The following advertisements were placed:

- “Ambulance Membership” KBHR

5.2 December – The following social media posts were placed:

- 12/01/2022 – Now Hiring – Board Secretary
- 12/14/2022 – Blood Drive on December 29, 2022, at Station 282.
- 12/27/2022 – Administrative Office closed in observance of Christmas.

6. PERSONNEL

- 6.1 December 5,7,8 – An ACLS and BLS recertification class was held for all shifts.
- 6.2 December 6,14,16 – EMS skills lab training on needle cricothyrotomy/thoracostomy and intubations was held for all shifts.
- 6.3 December 6 – Interviews were held for the Fire Inspector position.
- 6.4 December 7 – Director Mote and Director Segovia were given a tour of the fire stations by Chief Willis.
- 6.5 December 8 – Interviews were held for the Fire Prevention Administrative Assistant position.
- 6.6 December 9 – The family department Christmas party was held at Station 281.
- 6.7 December 13 – Chief Willis and Assistant Chief Maltby met with County of San Bernardino Code Enforcement Supervisor Salazar to discuss the hazard abatement contract between Big Bear Fire and Land Use Services.
- 6.8 December 19 – Station 284 staffing responsibilities switched from CAL FIRE to Big Bear Fire for the winter months.
- 6.9 December 20 – Chiefs meeting was held to discuss ongoing department operations.
- 6.10 December 19 – Chief Willis met with C-shift at each station to discuss ongoing department operations.
- 6.11 December 21 – Chief Willis met with A-shift at each station to discuss ongoing department operations.

7. ADMINISTRATIVE STAFF TRAINING/ CONFERENCES/ SEMINARS

- 7.1 December 6 – Facilities and Systems Manager Dickerson attended an Elections Infrastructure Information Sharing and Analysis Center/Multi-State Information Sharing and Analysis Center (EI/MS-ISAC) meeting for government agencies to discuss current and projected cyber security threats via WebEx.

8. STRIKE TEAMS & DUTY COVERAGE FOR FIRE RESPONSE

None

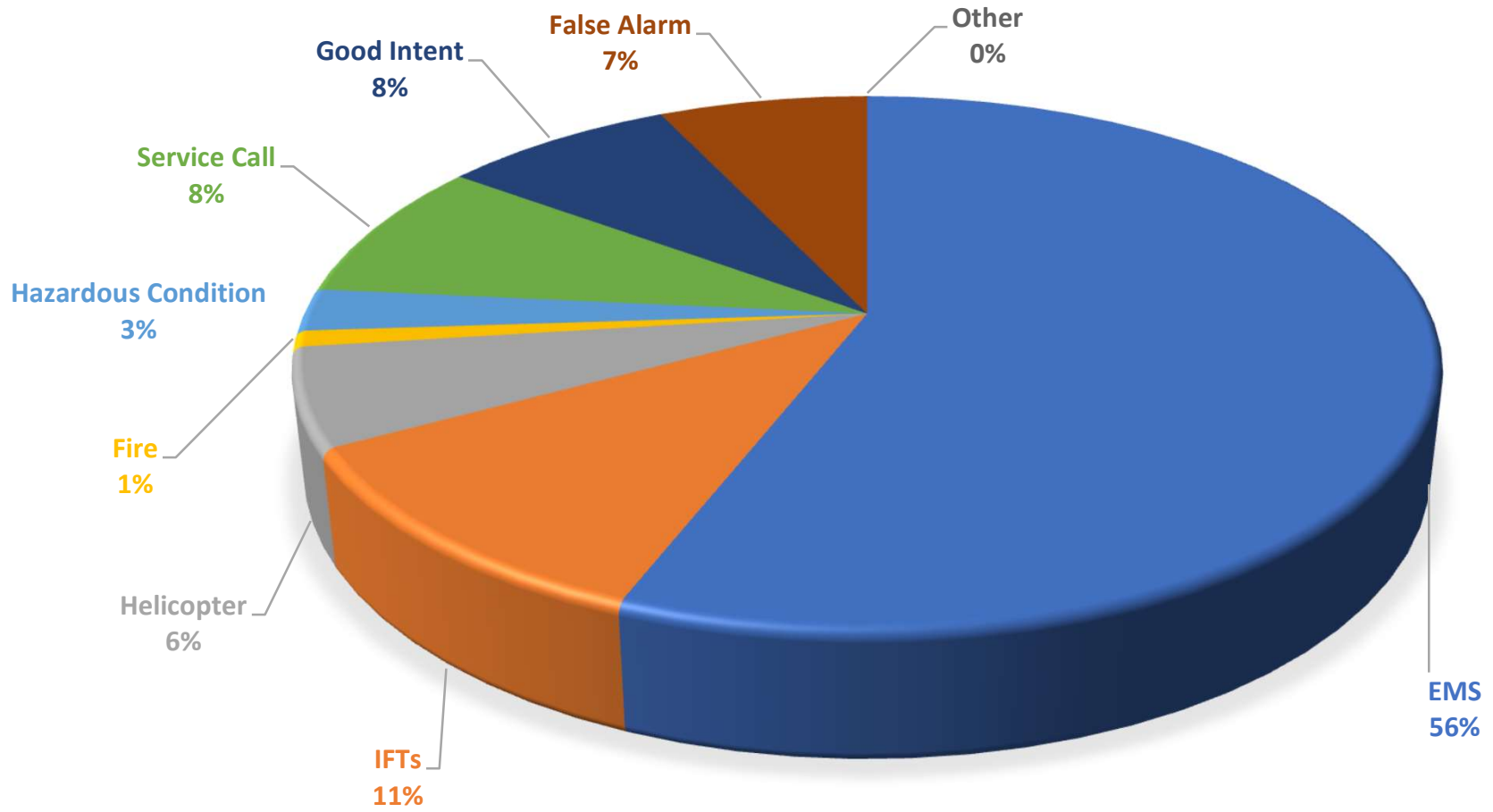
9. MISCELLANEOUS

None

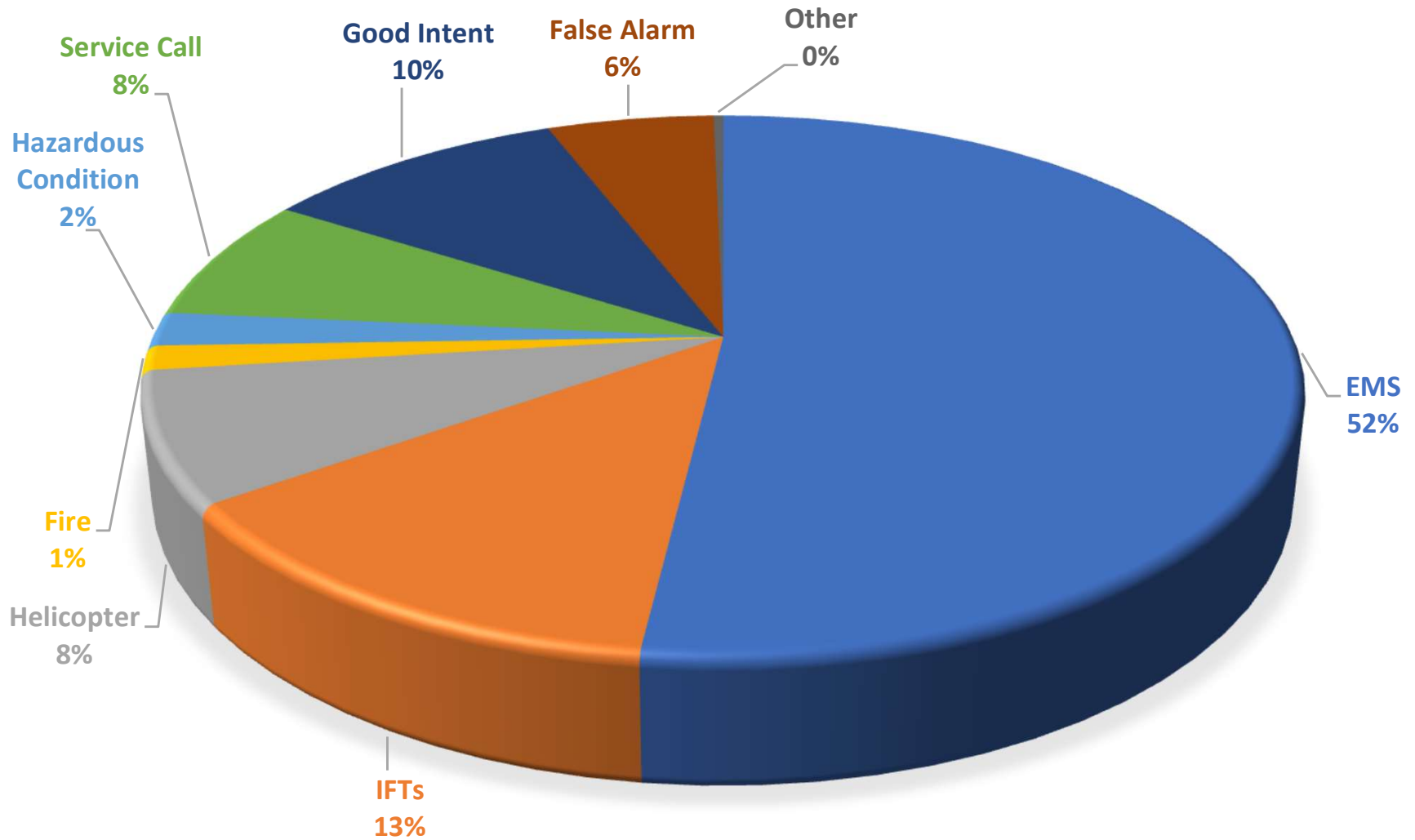
10. CORRESPONDENCE

None

DECEMBER 2022 INCIDENTS BY TYPE



2022 YTD TOTAL INCIDENTS BY TYPE



Incident Type Report 12/01/22 - 12/31/22

1 Fire	Count	Est. Prop. Loss	Est. Content Loss	Total Est. Loss	%
143 - Grass fire	1	0	0	0	0%
151 - Outside rubbish, trash or waste fire	1	0	0	0	0%
160 - Special outside fire, other	2	0	0	0	0%
161 - Outside storage fire	1	10,000	5,000	15,000	100%
Incident Count	5	\$10,000	\$5,000	\$15,000	100%

3 Rescue & Emergency Medical Service Incident	Count
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	333
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	9
Interfacility Transfers	69
Incident Count	417

4 Hazardous Condition	Count
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	2
420 - Toxic condition, other	1
424 - Carbon monoxide incident	11
442 - Overheated motor	1
445 - Arcing, shorted electrical equipment	1
Incident Count	17

5 Service Call	Count
521 - Water evacuation	1
522 - Water or steam leak	3
531 - Smoke or odor removal	5
550 - Public service assistance, other	17
551 - Assist police or other governmental agency	1
553 - Public service	10
554 - Assist invalid	3
561 - Unauthorized burning	12
571 - Cover assignment, standby, moveup	1
Incident Count	53

7 False Alarm & False Call	Count
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Incident Type Report 12/01/22 - 12/31/22

6 Good Intent Call	Count
600 - Good intent call, other	2
611 - Dispatched and cancelled en route	14
611A - Alarm: Dispatched & Cancelled Enroute	6
611E - EMS: Dispatched & Cancelled Enroute	16
611O - Other: Dispatched & Cancelled Enroute	1
611T - T/C: Dispatched & Cancelled Enroute	3
622 - No incident found on arrival at dispatch address	5
650 - Steam, other gas mistaken for smoke, other	1
671 - HazMat release investigation w/no HazMat	1
Incident Count	49

700 - False alarm or false call, other	12
710 - Malicious, mischievous false call, other	2
711 - Municipal alarm system, malicious false alarm	1
730 - System malfunction, other	2
731 - Sprinkler activation due to malfunction	3
733 - Smoke detector activation due to malfunction	3
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	10
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3
746 - Carbon monoxide detector activation, no CO	6
Incident Count	44

TOTAL INCIDENT COUNT	585
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TRAINING SUMMARY REPORT 12/01/2022 - 12/31/2022

COMPANY TRAINING DOCUMENTATION	HOURS
Emergency Ops	21
Emergency Ops,Fire Pump,Fire Suppression,Forcible Entry,Hydrants/Streets, Water Supply,Pre/Post Incident	12
Emergency Ops,Fire Suppression,Hose	4.5
Emergency Ops,Pre/Post Incident	9
Emergency Ops,Pre/Post Incident,Preventative Maintenance	13
Emergency Ops,Pre/Post Incident,Technical Rescue	6
Emergency Ops,Preventative Maintenance,Technical Rescue	9
Fire Suppression,Hose	8
Fire Suppression,Hose,Ladders	2
Fire Suppression,Ladders	3
Hydrants/Streets, Water Supply	2
Physical Fitness	90
Physical Fitness,Preventative Maintenance	21
Technical Rescue	21
US&R	3
TOTAL COMPANY TRAINING DOCUMENTATION HOURS	224.5

MISCELLANEOUS	HOURS
2022 RT-130 Wildland Refresher Training	5
Alcohol-Free Workplace	2
Anti-Harassment Training for All Employees - California (SB1343)	1
Computer Security Awareness	1
Driver Training Documentation	45.5
Drug-Free Workplace	0.5
General HIPAA Awareness	2
MCI Pre-Course Videos BBFD	1
Officer Training (Management/Administration) Documentation	52
TOTAL MISCELLANEOUS HOURS	110

EMS	HOURS
EMS Abdominal Trauma Advanced	1
EMS Abdominal Trauma Basic	1
EMS Acute Respiratory Distress Syndrome Advanced	2
EMS Bleeding and Shock Advanced	1
EMS Training Documentation	93
TOTAL EMS HOURS	98

TOTAL TRAINING HOURS	432.5
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BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of the Big Bear Fire Authority

FROM: Kristin Mandolini, Director of Business Services *KM*

SUBJECT: **FY 2021-22 AUDIT REPORTS FOR BIG BEAR FIRE AUTHORITY**

BACKGROUND

Auditing firm Lance, Soll & Lunghard, LLP was engaged to complete the 2021-22 Financial audit for Big Bear Fire Authority. Interim audit work and testing were completed in June and field work and testing were completed in September. The finalized audit was completed on December 22, 2022, and is included in the February 14, 2023, Board packet for review.

DISCUSSION

No deficiencies or material weaknesses were identified in the Financial Statements or practices.

RECOMMENDATION

Staff recommends the Board receive and file the Lance, Soll & Lunghard, LLP, FY 2021-22, Big Bear Fire Authority Audit reports.

ATTACHMENT A: FY 2021-22 Fire Authority Audited Financials



BIG BEAR FIRE AUTHORITY BIG BEAR LAKE, CALIFORNIA

JUNE 30, 2022

FINANCIAL STATEMENTS

Focused
on YOU



BIG BEAR FIRE AUTHORITY
BIG BEAR LAKE, CALIFORNIA
FINANCIAL STATEMENTS
JUNE 30, 2022

PREPARED BY:
FINANCE DEPARTMENT

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BIG BEAR FIRE AUTHORITY
 BIG BEAR LAKE, CALIFORNIA
 FINANCIAL STATEMENTS
 JUNE 30, 2022
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Big Bear Fire Authority
Big Bear Lake, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Big Bear Fire Authority, (the Authority) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Authority as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

Change in Accounting Principle

As described in the notes to the financial statements, in the fiscal year ended June 30, 2022, the Authority adopted new accounting guidance, GASB Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



To the Board of Directors
Big Bear Fire Authority
Big Bear Lake, California

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Responsibilities

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules for the general fund and grants fund, and required pension and other post-employment benefits schedules, as listed on the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the



To the Board of Directors
Big Bear Fire Authority
Big Bear Lake, California

Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The budgetary comparison schedule for the capital projects fund (supplementary information) is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2022 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Lance, Soll & Lughard, LLP". The signature is written in a cursive, flowing style.

Brea, California
December 22, 2022

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BIG BEAR FIRE AUTHORITY

Management's Discussion and Analysis

June 30, 2022

As management of the Big Bear Fire Authority (the Authority), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our notes to the financial statements.

Financial Highlights

The Authority was formed in July 2012 and operates pursuant to the California Joint Exercise of Powers Act and the Fire Protection District Law of 1987. The Authority is a separate and legal entity which exercised joint authority over the participating fire agencies. The participating agencies are the Big Bear Lake Fire Protection District and the Big Bear Community Services District. The governing board is a ten-member board comprised of equal members from each of the partner agencies.

The Authority's financial highlights for the year ended June 30, 2022 are as follows:

- The Authority's primary source of revenue is from property taxes passed through from the Big Bear Lake Fire Protection District and the Big Bear City Community Services District, as well as from air operations, ambulance services, and mutual aid reimbursements. All revenues are generated from governmental activities. Total revenue was \$17,352,545, an increase of \$1,195,022 over the prior year.
- The Authority's change in net position was an increase of \$299,860.
- The Authority's net cost of governmental activities was \$11,174,888, a decrease of \$4,386,006 over the prior year.

Overview of the Financial Statements

The annual financial report consists of three primary parts:

- Government-wide Financial Statements
- Fund Financial Statement
- Notes to the Financial Statements

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Authority's finances in a manner similar to a private-sector business.

The statement of net position presents information on the Authority's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference among them reported as net position. Over time, increases or decreases in net position may serve as an indicator of the financial health of the Authority.

The statement of activities presents information showing how the government's net position changed during the fiscal year. It also separates revenue by governmental program.

Fund Financial Statements

Fund Financial Statements provide detailed information about the funds of the Authority. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other local government, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Notes to the Financial Statements

Notes to Financial Statements are presented following the Fund Financial Statements to provide additional information that is essential to a full understanding of the financial statements including significant accounting policies, cash and investments, inter-fund transactions, liabilities, and other disclosures.

Financial Analysis of the Authority's General Fund Financial Statements

Our analysis focuses on the Balance sheet and changes in Fund balance of the Authority's governmental activities within the General Fund. The difference between the Authority's assets and liabilities represents the Authority's General Fund net position. Table 1 shows the assets and liabilities resulting in the Authority's net position. Table 2 shows the revenues and expenses resulting in the change in net position.

Table 1
Statement of Net Position

	<u>2022</u>	<u>2021</u>
ASSETS:		
Cash and Investments	\$1,694,512	\$3,242,147
Accounts Receivable	2,687,784	2,737,023
Accrued Interest Receivable	49	2,608
Due from other governments	137,092	189,458
Prepaid costs	21,415	23,532
Capital assets not being depreciated	2,606,839	406,376
Capital assets, net of depreciation	<u>2,803,783</u>	<u>1,618,756</u>
	<u>9,951,474</u>	<u>8,219,900</u>
DEFERRED OUTFLOW OF RESOURCES:		
Deferred outflows related to pensions	15,754,400	21,197,119
Deferred outflows related to OPEB	116,883	0
	<u>15,871,283</u>	<u>21,197,119</u>
LIABILITIES:		
Accounts payable and accrued expenses	301,459	362,190
Accrued liabilities	411,724	423,134
Accrued Interest	27,499	0
Unearned revenue	23,437	38,212
Compensated absences, due in one year	591,421	489,769
Loans payable, due in one year	526,186	130,592
Noncurrent liabilities		
Compensated absences, due in more than one year	887,132	734,653
Loans payable, due in more than one year	3,391,489	1,225,280
Net OPEB liability	3,271,833	3,219,758
Net pension liability	<u>12,684,046</u>	<u>29,770,712</u>
	<u>22,116,226</u>	<u>36,694,300</u>
DEFERRED INFLOWS OF RESOURCES:		
Deferred inflows related to pensions	15,708,498	4,937,310
Deferred inflows related to OPEB	555,338	942,574
	<u>16,263,836</u>	<u>5,879,884</u>
NET POSITION:		
Net investment in capital assets	2,685,821	2,003,833
Unrestricted	<u>(15,243,126)</u>	<u>(14,860,998)</u>
	<u>\$(12,557,305)</u>	<u>\$(12,857,165)</u>

Table 2
Change in Net Position

	2022	2021
Revenues:		
Program Revenues	\$ 5,877,797	\$ 5,298,072
General Revenues		
Property Taxes	11,413,102	10,784,098
Investment Income	61,646	75,353
Total Revenues	17,352,545	16,157,523
 Expenditures:		
Public safety	16,984,982	20,765,541
Interest and fiscal charges	67,703	93,425
Total Expenditures	17,052,685	20,858,966
Net Change in Net Position	299,860	(4,701,443)
Net Position, Beginning of Year	(12,857,165)	(8,155,722)
Net Position at end of Year	\$(12,557,305)	\$ (12,857,165)
Increase (Decrease) in Net Position	\$ 299,860	\$ (4,701,443)

CHANGE IN NET POSITION (Table 2)

- Total revenues were \$17,352,545 or \$1,195,022 more than the prior year, due to an unusually active fire season which resulted in increased mutual aid reimbursement revenue as well as an increase in property tax revenues.
- Total expenses were \$17,052,685 or \$3,806,281 less than the prior year as a result of decreased pension costs associated with the Authority's actuarially determined proportionate share of SBCERA's pension liability being decreased this year.
- Net Position at end of year was \$(12,557,305), an increase of \$299,860.

Debt Administration

At the end of the current fiscal year, the Authority had total debt outstanding of \$5,396,228. During the fiscal year, the District's debt obligation increased \$2,815,934 due to additional financed asset acquisitions entered into during the fiscal year.

Long Term Debt As of June 30, 2021

	<u>2022</u>	<u>2021</u>
Compensated Absences	\$1,478,553	\$1,224,422
Loans Payable	<u>3,917,675</u>	<u>1,355,872</u>
	<u>\$5,396,228</u>	<u>\$2,580,294</u>

Pension-Related Items and Net Pension Liability

Deferred Outflows and Inflows:

The pension and OPEB related items include deferred outflows and inflows in the amount of \$15,871,283 and \$16,263,836 respectively. The portion of deferred outflows related to contributions made by the Authority subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. The contributions made subsequent to the measurement date are \$3,420,743. The remaining deferred outflows and inflows resulting from changes in proportion and differences between employer contributions and proportionate share contributions, changes in actuarial assumptions, differences in projected and actual pension plan investments, and differences between expected and actual experience in total pension liability will be amortized and recognized as pension expense in the year ended June 30, 2023 and thereafter as shown in Notes 9 and 10 to the financial statements.

Net Pension Liability:

The aggregate net pension liability represents total pension liability (the present value of projected benefit payments to be provided through the plan to current active and inactive employees that is attributed to those employees' years of service) less the amount of the pension plan's fiduciary net position. The Authority's net pension liability as of June 30, 2022 is reported as \$12,684,046 for its proportionate shares of the SBCERA net pension liability and the Big Bear City Community Services District's net pension liability administered by CalPERS.

Net OPEB Liability:

The aggregate net OPEB liability represents total OPEB liability (the present value of projected health benefit payments to be provided through the plan current retirees that is attributed to those employees' years of service) less the amount of the OPEB plan's fiduciary net position. The Authority's net OPEB liability as of June 30, 2022 is reported as \$3,271,833 for its proportionate share of the Big Bear City Community Services District's net OPEB liability.

Capital Asset Activity

As of June 30, 2022, the Authority had \$5,410,622 capital assets as shown in the table below. This amount represents a increase in capital assets in the amount of \$3,385,490 as a result of financed asset acquisitions.

Capital Assets (net of depreciation) Governmental Activities As of June 30, 2022

Land	\$248,916
Construction in progress	2,357,923
Buildings	152,048
Large Utility	2,483,677
Equipment	<u>168,058</u>
Total	<u>\$5,410,622</u>

Considerations, Plans and Projections for Next Fiscal Year

The revenue projections provided for in fiscal Year 2022-2023 are based on projected property tax pass-through revenues as well as ambulance, air operations and mutual aid revenues from which the projected expenditures for the Authority will be funded.

Contacting the Authority's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Department, at the Big Bear Fire Authority, PO Box 2830, Big Bear Lake, California 92315, (909) 866-7566.

BIG BEAR FIRE AUTHORITY

**STATEMENT OF NET POSITION
JUNE 30, 2022**

	Governmental Activities
Assets:	
Cash and investments	\$ 1,694,512
Accounts receivable	2,687,784
Accrued interest receivable	49
Due from other governments	137,092
Prepaid costs	21,415
Capital assets not being depreciated	2,606,839
Capital assets, net of depreciation	2,803,783
Total Assets	9,951,474
Deferred Outflows of Resources:	
Deferred pension-related items	15,754,400
Deferred other post-employment benefits-related items	116,883
Total Deferred Outflows of Resources	15,871,283
Liabilities:	
Accounts payable	301,459
Accrued liabilities	411,724
Accrued interest	27,499
Unearned revenue	23,437
Noncurrent liabilities:	
Due within one year:	
Compensated absences, due in one year	591,421
Loans payable, due in one year	529,024
Due in more than one year:	
Compensated absences	887,132
Loans payable	3,388,651
Net pension liability	12,684,046
Net other post-employment benefits liability	3,271,833
Total Liabilities	22,116,226
Deferred Inflows of Resources:	
Deferred pension-related items	15,708,498
Deferred other post-employment benefit-related items	555,338
Total Deferred Inflows of Resources	16,263,836
Net Position:	
Net investment in capital assets	2,685,821
Unrestricted	(15,243,126)
Total Net Position	\$ (12,557,305)

The notes to financial statements are an integral part of this statement.

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BIG BEAR FIRE AUTHORITY

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2022

	Governmental Activities
Expenses:	
Public safety	\$ 16,984,982
Interest on long-term debt	67,703
Total Program Expenses	17,052,685
Program Revenues:	
Public safety:	
Charges for services	4,052,349
Operating grants and contributions	1,825,448
Total Program Revenues	5,877,797
Net Program (Expenses) Revenues	(11,174,888)
General Revenues:	
Property taxes	11,413,102
Use of money and property	61,646
Total General Revenues	11,474,748
Change in Net Position	299,860
Net Position at the Beginning of the Year	(12,857,165)
Net Position at the End of the Year	\$ (12,557,305)

The notes to financial statements are an integral part of this statement.

BIG BEAR FIRE AUTHORITY

**BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022**

	<u>General</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
		<u>Grants Fund</u>	<u>Capital Projects</u>	
Assets:				
Cash and investments	\$ 1,542,532	\$ 23,437	\$ 128,543	\$ 1,694,512
Accounts receivable	2,687,784	-	-	2,687,784
Interest receivable	49	-	-	49
Due from other governments	137,092	-	-	137,092
Prepaid costs	21,415	-	-	21,415
Total Assets	\$ 4,388,872	\$ 23,437	\$ 128,543	\$ 4,540,852
Liabilities and Fund Balance:				
Liabilities:				
Accounts payable	\$ 172,916	\$ -	\$ 128,543	\$ 301,459
Accrued liabilities	411,724	-	-	411,724
Unearned revenues	-	23,437	-	23,437
Total Liabilities	584,640	23,437	128,543	736,620
Fund Balance:				
Nonspendable - prepaid costs	21,415	-	-	21,415
Unassigned	3,782,817	-	-	3,782,817
Total Fund Balance	3,804,232	-	-	3,804,232
Total Liabilities and Fund Balance	\$ 4,388,872	\$ 23,437	\$ 128,543	\$ 4,540,852

The notes to financial statements are an integral part of this statement.

BIG BEAR FIRE AUTHORITY

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
JUNE 30, 2022**

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances - governmental funds		\$ 3,804,232
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		
Capital assets	\$ 5,947,516	
Accumulated depreciation	<u>(536,894)</u>	5,410,622
Long-term liabilities, as described below, are not due and payable in the current period, and therefore, are not reported in the funds.		
CSD Side Fund loan	(291,673)	
SBCERA loan	(901,201)	
PNC Fire Engine loan	(460,547)	
Banc of America Loan #1	(1,442,429)	
Banc of America Loan #2	(821,825)	
Compensated absences	<u>(1,478,553)</u>	(5,396,228)
Accrued interest payable for the current portion of interest due on long-term debt has not been reported in the governmental funds.		(27,499)
Governmental funds report all pension contributions as expenditures; however, in the statement of net position, the excess of the total pension liability over the plan fiduciary net position is reported as a net pension liability.		(12,684,046)
Governmental funds report all other post-employment benefits (OPEB) contributions as expenditures; however, in the statement of net position, the excess of the total OPEB liability over the plan fiduciary net position is reported as a net OPEB liability.		(3,271,833)
Pension-related deferred outflows of resources that have not been included as financial uses in the governmental activity are as follows:		
Contributions made after the actuarial measurement date	3,420,743	
Changes in assumptions	2,343,957	
Difference between expected and actual experiences	1,082,811	
Adjustments due to differences in proportions	62,430	
Difference in proportionate share	<u>8,844,459</u>	15,754,400
Pension-related deferred inflows of resources that have not been included as financial resources in the governmental fund activity are as follows:		
Difference between expected and actual experiences	(58,630)	
Net difference between projected and actual earnings on plan investments	(11,962,865)	
Adjustments due to differences in proportions	(312,603)	
Difference in proportionate share	<u>(3,374,400)</u>	(15,708,498)
OPEB-related deferred outflows (inflows) of resources that have not been included as financial resources in the governmental fund activity are as follows:		
Changes in assumptions	(185,644)	
Difference between expected and actual experiences	(369,694)	
Net difference between projected and actual earnings on plan investments	<u>116,883</u>	(438,455)
Net Position of Governmental Activities		<u>\$ (12,557,305)</u>

The notes to financial statements are an integral part of this statement.

BIG BEAR FIRE AUTHORITY

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>General</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
Revenues:				
Taxes	\$ 11,413,102	\$ -	\$ -	\$ 11,413,102
Intergovernmental	-	146,510	-	146,510
Charges for services	2,190,298	-	-	2,190,298
Use of money and property	61,646	-	-	61,646
Contributions	1,678,938	-	-	1,678,938
Miscellaneous	1,862,051	-	-	1,862,051
Total Revenues	17,206,035	146,510	-	17,352,545
Expenditures:				
Current:				
Public safety	17,760,303	156,771	-	17,917,074
Capital outlay	2,835,905	-	720,572	3,556,477
Debt service:				
Principal retirement	241,695	-	-	241,695
Interest and fiscal charges	40,204	-	-	40,204
Total Expenditures	20,878,107	156,771	720,572	21,755,450
Excess (Deficiency) of Revenues over (under) Expenditures	(3,672,072)	(10,261)	(720,572)	(4,402,905)
Other Financing Sources (Uses):				
Transfers in	-	10,261	720,572	730,833
Transfers out	(730,833)	-	-	(730,833)
Proceeds from debt financing	2,835,905	-	-	2,835,905
Total Other Financing Sources (Uses)	2,105,072	10,261	720,572	2,835,905
Net Change in Fund Balances	(1,567,000)	-	-	(1,567,000)
Fund Balance at the Beginning of the Year	5,371,232	-	-	5,371,232
Fund Balance at the End of the Year	\$ 3,804,232	\$ -	\$ -	\$ 3,804,232

The notes to financial statements are an integral part of this statement.

BIG BEAR FIRE AUTHORITY

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds		\$ (1,567,000)
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation expense in the current period.</p>		
Capital outlay	\$ 3,556,477	
Depreciation	<u>(170,987)</u>	3,385,490
<p>The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. The following amounts are the effects of these differences in the treatment of long-term debt and related items.</p>		
Principal repayments on loans payable	274,102	
Proceeds from debt financing	<u>(2,835,905)</u>	(2,561,803)
Net change in accrued interest on long-term debt for the current period reported on the statement of activities.		(27,499)
Compensated absences expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		(254,131)
Pension obligation expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.		872,759
Other post-employment benefits expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.		<u>452,044</u>
Change in Net Position of Governmental Activities		<u><u>\$ 299,860</u></u>

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BIG BEAR FIRE AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Note 1: Reporting Entity and Significant Accounting Policies

a. Reporting Entity

The Big Bear Fire Authority (the Authority) was formed on June 21, 2012, pursuant to the California Joint Exercise of Powers Act, commencing at California Government Code section 6500 *et seq.* to merge the Big Bear Lake Fire Protection District's (FPD) and the Big Bear City Community Services District (CSD)'s fire agencies under one umbrella, and provide fire protection and prevention services in the Big Bear Valley area of San Bernardino County.

The governing board consists of ten 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 or office on the participating agency's Board of Directors.

The Authority's operations are funded by contributions from the participating agencies.

b. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the Authority.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

c. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Note 1: Reporting Entity and Significant Accounting Policies (Continued)

Taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when the government receives cash.

The Authority reports the following major funds:

- The General Fund is the Authority's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The Grants Fund accounts for receipts and disbursements relating to grant programs received by the Authority.
- The Capital Projects Fund accounts for receipts and disbursements related to the acquisition and construction of capital assets, including property, buildings, and equipment.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first and then unrestricted resources as they are needed.

Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Balance Flow Assumptions

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 1: Reporting Entity and Significant Accounting Policies (Continued)

d. Assets, Liabilities and Net Position or Equity

Cash and Investments

The Authority's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Investments for the Authority are reported at fair value. The State Treasurer's Investment Pool operates in accordance with appropriate State laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

Receivables and Payables

Available means due or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. The Authority accrues revenue only for those revenues which are received within 90 days after year-end.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than purchased.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the governmental activities' column in the government-wide financial statements. The Authority defined capital assets as assets with an initial, individual cost of more than \$3,000 and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of acquisition.

In accordance with GASB Statement No. 34, the Authority has reported its general infrastructure.

Addition of a major component (over \$3,000) to an existing fixed asset that increases its usability or value is considered to be a fixed asset addition to the original asset. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the Authority are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
General plant and equipment	5 - 30

Note 1: Reporting Entity and Significant Accounting Policies (Continued)

Compensated Absences

It is the Authority's policy to permit employees to accumulate general leave benefits. Under the current memorandum of understanding, the Authority's suppression employees receive 17 to 22, 24-hour shifts of general leave each year depending upon length of service. Ambulance operators receive 13 to 17, 24-hour shifts per year; flight staff receive 10 to 14, 24-hour shifts of general leave, and administrative staff receive 21 to 31, 8 hour shifts per year. Each employee's maximum accrual of general leave shall be equal to three times the employee's annual entitlement in hours. Employees may cash out up to 192 hours of general leave per fiscal year. However, employees must keep a minimum leave amount of 72 hours.

All paid time off is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental fund only if they have matured, for example, as a result of employee resignations and retirements.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government reports deferred outflows of resources for pension contributions made after the actuarial measurement date, changes in actuarial assumptions, differences between actuarially-expected and actual experiences in the total pension liability, the net difference between projected and actual earnings on pension plan investments, adjustments due to differences in the proportionate share of pension contributions, and changes in the Authority's proportionate share of the net pension liability.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. In the government-wide statement of net position, the government reports deferred inflows of resources for pension and other post-employment benefits related items due to changes in actuarial assumptions, the differences between expected and actual experiences, differences in proportions, and the difference in the proportionate share of contributions.

The governmental fund balance sheet also reports one item under deferred inflows of resources, which arises only under the modified accrual basis of accounting. The item, unavailable revenue from grant reimbursements is reported only in the governmental funds balance sheet and will be recognized as an inflow of resources in the period when the amounts become available.

Note 1: Reporting Entity and Significant Accounting Policies (Continued)

Pensions

For the purposes of measuring the net pension liability, deferred outflows and inflows of resources, and pension expense, information about the fiduciary net position of the San Bernardino County Employees' Retirement Association (SBCERA) and the California Public Employees Retirement System (CalPERS) and additions to/deductions from SBCERA and CalPERS' plans fiduciary net positions have been determined on the same basis as they are reported by SBCERA and CalPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms, and investments are reported at fair value.

Other Post-Employment Benefits

For the purposes of measuring the net other post-employment benefits (OPEB) liability, deferred outflows and inflows of resources, and OPEB expense, information about the fiduciary net position of California Public Employees Retirement System (CalPERS) trust, and additions to/deductions from CalPERS plan's fiduciary net position have been determined on the same basis as it is reported by CalPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms, and investments are reported at fair value.

Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenses when incurred.

Fund Equity

In the fund financial statements, government funds report the following fund balance classifications:

Non-spendable Fund Balance – This includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted Fund Balance – This includes amounts that are constrained on the use of resources by either (a) external creditors, grantors, contributors, or laws of regulations of other governments or (b) by law through constitutional provisions or enabling legislation.

Committed Fund Balance – This includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest authority. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a minute action or a resolution of the Authority's Board of Directors.

Assigned Fund Balance – This includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 1: Reporting Entity and Significant Accounting Policies (Continued)

Unassigned Fund Balance – This includes the residual amounts that have not been restricted, committed, or assigned to specific purposes.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Authority considers restricted amounts to be used first, then unrestricted. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, they are considered to be spent in the order as follows: committed, assigned and then unassigned.

Functional Classifications

Expenditures of the governmental funds are classified by function. Functional classifications are defined as follows:

- Public Safety includes activities of the Authority involved in the protection of people and property from fire, and emergency medical services.

e. New GASB Pronouncement

For 2022, the Authority implemented Governmental Accounting Standards Board (GASB) Statement No. 85, Omnibus 2017; Statement 87, Leases. GASB Statement No. 87 enhances the relevance and consistency of information of the government's leasing activities. It establishes requirements for lease accounting based on the principle that leases are financings of the right to use an underlying asset. A lessee is required to recognize a lease liability and an intangible right to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The Authority's management has determined that there was no impact to the Authority's financial statements for the fiscal year ended June 30, 2022 as a result in this change in accounting principles.

Note 2: Stewardship, Compliance and Accountability

Note 2 to Required Supplementary Information, *Excess of Expenditures over Appropriations*, describes budgetary excesses in the General Fund that occurred for the year ended June 30, 2022.

Note 3: Cash and Investments

Cash and investments at June 30, 2022, consisted of the following:

	Carrying Amount	Fair Value
Cash and cash equivalents	\$ 1,668,415	\$ 1,668,415
Investments	26,097	26,097
Total Cash and Investments	<u>\$ 1,694,512</u>	<u>\$ 1,694,512</u>

The Authority follows the practice of pooling cash and investments of all funds. Interest income earned on pooled cash and investments is allocated quarterly to the various funds based on monthly cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 3: Cash and Investments (Continued)

Deposits

At June 30, 2022, the carrying amount of the Authority's deposits was \$1,668,415 and the bank balance was \$2,489,660. The \$821,245 difference represents outstanding checks and other reconciling items.

The California Government Code requires California banks and savings and loan associations to secure a City's deposits by pledging government securities with a value of 110% of a City's deposits. California law also allows financial institutions to secure a City's deposits by pledging first trust deed mortgage notes having a value of 150% of a City's total deposits. The City Treasurer may waive the collateral requirement for deposits that are fully insured up to \$250,000 by the FDIC. The collateral for deposits in federal and state chartered banks is held in safekeeping by an authorized Agent of Depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an Agent of Depository. These securities are physically held in an undivided pool for all California public agency depositors. Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an "Agent of Depository" has the effect of perfecting the security interest in the name of the local governmental agency. Accordingly, all collateral held by California Agents of Depository are considered to be held for, and in the name of, the local governmental agency.

Investments in State Investment Pool

The Authority is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements at amounts based on the Authority's pro rate share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. LAIF is not registered with the Securities and Exchange Commission and is not rated. Deposits and withdrawals in LAIF are made on the basis of \$1 and not fair value.

Concentration of Credit Risk

The only investment held by the Authority is LAIF, which is exempt from any restrictions regarding concentration of credit risk.

Credit Risk

As of June 30, 2022, the Authority's investments in external investment pools are unrated.

Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. As of June 30, 2022, the Authority had no investments considered to be exposed to custodial credit risk. The Authority does not have a policy related to custodial credit risk.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 3: Cash and Investments (Continued)

Interest Rate Risk

As of June 30, 2022, the fair value of the Authority's investments was \$26,097, all invested in the Local Agency Investment Fund which has a maturity of less than one year.

Fair Value Measurements

GASB Statement No. 72, *Fair Value Measurement and Application* establishes general principles for measuring fair value and standards of accounting and financial reporting for assets and liabilities measured at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market

participants at the measurement date. The Authority categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. LAIF, being the only investment held, is considered to be uncategorized.

Note 4: Capital Assets

A summary of changes in capital assets for fiscal year ended June 30, 2022, is as follows:

	Beginning Balance July 1, 2021	Increases	Decreases	Ending Balance June 30, 2022
Capital assets, not being depreciated:				
Land	\$ 248,916	\$ -	\$ -	\$ 248,916
Construction-in-progress	157,460	2,200,463	-	2,357,923
Total Capital Assets, Not Being Depreciated	<u>406,376</u>	<u>2,200,463</u>	<u>-</u>	<u>2,606,839</u>
Capital assets, being depreciated:				
Equipment	280,969	17,512	-	298,481
Buildings and Structures	211,749	-	-	211,749
Automotive Equipment	1,491,945	1,338,502	-	2,830,447
Total Capital Assets, Being Depreciated	<u>1,984,663</u>	<u>1,356,014</u>	<u>-</u>	<u>3,340,677</u>
Less accumulated depreciation:				
Equipment	102,602	27,821	-	130,423
Buildings and Structures	47,661	12,040	-	59,701
Automotive Equipment	215,644	131,126	-	346,770
Total Accumulated Depreciation	<u>365,907</u>	<u>170,987</u>	<u>-</u>	<u>536,894</u>
Total Capital Assets, Being Depreciated, Net	<u>1,618,756</u>	<u>1,185,027</u>	<u>-</u>	<u>2,803,783</u>
Governmental Activities Capital Assets, Net	<u>\$ 2,025,132</u>	<u>\$ 3,385,490</u>	<u>\$ -</u>	<u>\$ 5,410,622</u>

Depreciation expense was fully charged to the public safety function in the amount of \$170,987.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 5: Long Term Debt

a. Asset-related loans payable

A summary of the changes in financed asset acquisition agreements for the fiscal year ended June 30, 2022, is as follows:

	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022	Due Within One Year
2016 Ambulance	\$ 21,299	\$ -	\$ 21,299	\$ -	\$ -
PNC Fire Engine	-	571,651	111,104	460,547	119,637
Banc of America #1	-	1,442,429	-	1,442,429	147,632
Banc of America #2	-	821,825	-	821,825	113,083
	<u>\$ 21,299</u>	<u>\$ 2,835,905</u>	<u>\$ 132,403</u>	<u>\$ 2,724,801</u>	<u>\$ 380,352</u>

2016 Ambulance

In June 2016, the Authority entered into a financed asset acquisition for the acquisition of an ambulance valued at \$100,000. The ambulance as a five-year estimated useful life. For the year ended June 30, 2022, \$20,000 was included in depreciation expense. This agreement qualifies as a financed asset acquisition for accounting purposes and, therefore, has been recorded at the present value of future minimum payments as of the inception date. The agreement is to be liquidated through the General Fund. As of June 30, 2022, this agreement has been fully paid off.

PNC Fire Engine

In February 2021, the Authority entered into a financed asset acquisition for the acquisition of a Pumper Engine valued at \$671,651. The ambulance as a five-year estimated useful life. This agreement qualifies as a financed asset acquisition for accounting purposes and, therefore, has been recorded at the present value of future minimum payments as of the inception date. The agreement is to be liquidated through the General Fund. The balance of the loan at June 30, 2022 is \$460,547.

Banc of America Loan #1

In December 2021, the Authority entered into a financed asset acquisition for the acquisition of a ladder truck and brush engine valued at \$1,442,429. The ambulance as a five-year estimated useful life. This agreement qualifies as a financed asset acquisition for accounting purposes and, therefore, has been recorded at the present value of future minimum payments as of the inception date. The agreement is to be liquidated through the General Fund. The balance of the loan at June 30, 2022 is \$1,442,429.

Banc of America Loan #2

In February 2022, the Authority entered into a financed asset acquisition for the acquisition of a fire engine, ambulance and Battalion Chief vehicle valued at \$821,825. The ambulance as a five-year estimated useful life. This agreement qualifies as a financed asset acquisition for accounting purposes and, therefore, has been recorded at the present value of future minimum payments as of the inception date. The agreement is to be liquidated through the General Fund. The balance of the loan at June 30, 2022 is \$821,825.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 5: Long Term Debt (Continued)

The future minimum agreement obligations and the net present value of these agreement payments as of June 30, 2022, were as follows:

<u>Year ending June 30</u>	<u>Asset-related loans payable</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 372,911	\$ 59,837
2024	379,666	53,081
2025	386,545	46,203
2026	393,548	39,200
2027	280,527	32,584
2028 - 2032	911,604	83,202
	<u>\$ 2,724,801</u>	<u>\$ 314,107</u>

b. Pension related loans

A summary of the changes in loan obligations for the fiscal year ended June 30, 2022, is as follows:

	<u>Balance at July 1, 2021</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2022</u>	<u>Due within One Year</u>
Loans from Direct Borrowings:					
SBCERA Loan	\$ 933,607	\$ -	\$ 32,406	\$ 901,201	\$ -
CSD Side Fund Loan	400,966	-	109,292	291,674	148,672
Total	<u>\$ 1,334,573</u>	<u>\$ -</u>	<u>\$ 141,698</u>	<u>\$ 1,192,875</u>	<u>\$ 148,672</u>

SBERA Loan

As part of the merger between the FPD and the Authority, the employees of the FPD are to be included in the San Bernardino County Employees' Retirement Association (SBCERA)'s County Safety cost group and moved out of the City's Other Safety cost group. SBCERA and the FPD, on behalf of the City, have agreed that the amount to effectuate the inclusion of the FPD into the present County Safety cost group, and to avoid negatively impacting the County as a result, is \$6,508,000 calculated as of June 30, 2016, the last date for which actuarially determined unfunded actuarial liability (UAL) figures are available ("Transfer Amount"). As of June 30, 2022, the outstanding balance is \$901,201.

CSD CalPERS Side Fund Loan

In Fiscal Year 2014-15, the CSD's Sewer Department loaned \$1,020,445 to the CSD Fire Department. The CSD Fire Department paid off their Safety Group CalPERS side fund with the loaned funds. The legally binding interfund agreement requires that the Fire Department repay the loan within 10 years including 3.75 percent interest. Previously the CSD Fire Department had paid CalPERS 7.5 percent for the same loan and the Sewer Department had been earning 0.3 percent with the California Local Agency Investment Fund (LAIF). The side fund loan is secured with CSD collected property tax. As part of the merger agreement, between the CSD Fire Department and the Authority, this loan is now an obligation of the Authority. As of June 30, 2022, the outstanding balance is \$294,674.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 5: Long Term Debt (Continued)

Debt service requirements on long-term debt at June 30, 2022, are as follows:

<u>Year Ending June 30,</u>	<u>Loans from Direct Borrowings</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 148,672	\$ 79,625
2024	156,053	72,245
2025	102,209	64,432
2026	45,339	59,645
2027	49,310	55,674
2028-2032	319,418	205,502
2033-2036	371,874	48,061
	<u>\$ 1,192,875</u>	<u>\$ 585,184</u>

Note 6: Compensated Absences Payable

Compensated absences represent the amount of accumulated vacation which is expected to be liquidated with future resources. There is no fixed payment schedule for unpaid compensated absences. See Note 1 for additional information. Compensated absences are typically liquidated through the General Fund.

<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
\$ 1,224,422	\$ 1,071,074	\$ 816,943	\$ 1,478,553	\$ 591,421

Note 7: Interfund Transactions

During the normal course of business, the Authority moves resources from a fund receiving revenue to the fund where the resources are expended. Such transactions are recorded as transfers.

- The general fund made a transfer in the amount of \$10,261 to the grants fund to meet grant matching requirements.
- The general fund made a transfer in the amount of \$720,572 to the capital projects fund to finance the acquisition of additional equipment purchases.

Note 8: Defined Contribution Pension Plan

The Authority's two 457(b) deferred compensation plans are defined contribution pension plans administered by the Board of Directors and management of the Authority. The deferred compensation plans cover all employees who were previously covered under the Authority's previous 401(a) Money Purchase Plan, which closed at the end of the previous fiscal year and did not opt for a distribution of assets from that plan.

Employees may make voluntary contributions to the plan up to the maximum annual amounts permitted by the Internal Revenue Service. One of the 457(b) plans is administered by Nationwide Trust Company (Nationwide Plan) and the other is administered by Lincoln Financial Group (Lincoln Plan). Voluntary employee contributions to the plans were \$242,548 to the Nationwide Plan and \$98,598 to the Lincoln Plan.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED) JUNE 30, 2022

Note 8: Defined Contribution Pension Plan (Continued)

Federal law requires that Plan assets be held in trust for the exclusive benefit of the participants. Accordingly, the Authority is in compliance with the legislation. Therefore, these assets are not the legal property of the Authority and are not subject to claims of the Authority's general creditors. Market value of the plan assets held in trust at June 30, 2022, for the Nationwide Plan were \$232,525 for 22 participants; plan assets for the Lincoln Plan for the same period was \$98,598 for 14 participants.

The Authority's Board of Directors establishes and amends all deferred compensation plan provisions, including benefit terms and contribution requirements. Amendment or termination of the plans is subject to the meet and confer requirement of the Myers-Milias-Brown Act and other applicable law.

Note 9: Defined Benefit Pension Plans

a. SBCERA Cost-Sharing Plan

Plan Description

SBCERA was established by the County of San Bernardino in 1945. SBCERA is governed by the County Employees' Retirement Law of 1937 (California Government Code Section 31450 et. seq), the California Public Employees' Pension Reform Act of 2013 (CalPEPRA), and the regulations, procedures, and policies adopted by SBCERA's Board of Retirement. SBCERA is a cost-sharing, multiple employer, defined benefit public employee Retirement Association whose main function is to provide service retirement, disability, death, and survivor benefits to the General and Safety members employed by the County of San Bernardino. SBCERA also provides retirement benefits to the employee members for 17 other employers which are members of SBCERA.

The Plan operates under the provisions of the California County Employees' Retirement Law of 1937 (CERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures and policies adopted by SBCERA's Board of Retirement (Board). The Plan's authority to establish and amend the benefit terms are set by the CERL and PEPRA and may be amended by the California state legislature and in some cases require approval by the County of San Bernardino Board of Supervisors and/or the SBCERA Board. SBCERA is a tax qualified plan under Section 401 (a) of the Internal Revenue Code.

SBCERA is a legally separate entity from the Authority, not a component unit, and there is no financial interdependency with the County of San Bernardino. For these reasons, the Authority's basic financial statements exclude the SBCERA pension plan as of June 30, 2022. SBCERA publishes its own comprehensive annual financial report that includes its financial statements and required supplementary information, that can be obtained by writing SBCERA at, 348 W. Hospitality Lane, Third Floor, San Bernardino, California 92415-0014 or visiting the website at: www.SBCERA.org.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

Benefits Provided

SBCERA provides retirement, disability, death, and survivor benefits. The CERL and PEPPRA establish benefit terms. Retirement benefits are calculated on the basis of age, average final compensation and service credit as follows:

	Safety - Tier 1	Safety - Tier 2
Final Average Compensation	Highest 12 months	Highest 36 months
Normal Retirement Age	Age 55	Age 50
Early Retirement: Years of service required and/or age eligible for	Age 70 any years	Age 70 any years
	10 years age 50	5 years age 50
	20 years any age	N/A
Benefit percent per year of service for normal retirement age	3% per year of final average compensation for every year of service credit	2.5% per year of final average three years compensation for every year of service credit
Benefit adjustments	Reduce before age 50	Reduce before age 57
Final Average Compensation Limitation	Internal Revenue Code section 401(a)(17)	Government Code 7522.10

An automatic cost of living adjustment is provided to benefit recipients based on changes in the local region Consumer Price Index (CPI) up to a maximum of 2% per year. Any increase greater than 2% is banked and may be used in years where the CPI is less than 2%. There is a one-time 7% increase at retirement for members hired before August 19, 1975. The Plan also provides disability and death benefits to eligible members and their beneficiaries, respectively. For retired members, the death benefit is determined by the retirement benefit option chosen. For all other members, the beneficiary is entitled to benefits based on the members years of service or if the death was caused by employment. General members are also eligible for survivor benefits which are payable upon a member's death.

Contributions

Participating employers and active members are required by statute to contribute a percentage of covered salary to the Plan. This requirement is pursuant to Government Code sections 31453.5 and 31454, for participating employers and Government Code sections 31621.6, 31639.25 and 7522.30 for active members.

The contribution requirements are established and may be amended by the SBCERA Board pursuant to Article 1 of the CERL, which is consistent with the Plan's actuarial funding policy. The contribution rates are adopted yearly, based on an annual actuarial valuation, conducted by an independent actuary, that requires actuarial assumptions with regard to mortality, expected future service (including age at entry into the Plan, if applicable and tier), and compensation increases of the members and beneficiaries. The combined active member and employer contribution rates are expected to finance the costs of benefits for employees that are allocated during the year, with an additional amount to finance any unfunded accrued liability. Participating employers may pay a portion of the active members' contributions through negotiations and bargaining agreements.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

Employee contribution rates for the fiscal year ended June 30, 2022, ranged between 9.15% and 14.84% for Tier 1 General members and 9.06% for Tier 2 General members and 11.81% and 17.30% for Tier 1 Safety member and 16.13% for Tier 2 Safety member.

Employer contribution rates for the year ended June 30, 2022, are as follows:

	Employer Contribution Rates	
	Tier 1 Members	Tier 2 Members
General	43.07%	38.14%
Safety	61.66%	53.34%

The required employer contributions and the amount paid to SBCERA by the Authority for the year ended June 30, 2022, were \$2,803,745. The employer contributions were equal to the required employer contributions for the year ended June 30, 2022.

Pension Liability, Pension Expense and Deferred Outflows/Inflows of Resources

At June 30, 2022, the Authority reported a net pension liability of \$9,801,142 for its proportionate share of the SBCERA's net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021. The SBCERA's publicly available financial report provides details on the change in the net pension liability.

The Authority's proportion of the net pension liability were based on the contributions received by SBCERA during the measurement period for employer payroll paid dates from July 1, 2020, through June 30, 2021, relative to the total employer contributions received from all of SBCERA's participating employers. At the June 30, 2021, measurement date, the Authority's proportion was 0.744%, which is a 22.77% increase over the prior year proportion of 0.606%.

For the year ended June 30, 2022, the Authority recognized \$3,091,979 for its proportionate share of SBCERA's pension expense.

At June 30, 2022, the Authority reported their proportionate shares of deferred outflows of resources and deferred inflows of resources related to pensions, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to the measurement date	\$ 2,803,745	\$ -
Changes in proportion and differences between employer's contributions and proportionate share of contributions	8,844,459	2,835,510
Changes in assumptions or other inputs	2,343,957	-
Net difference of projected versus actual earnings on Pension Plan investments	-	10,246,983
Difference between expected and actual experience in the Total Pension Liability	590,269	58,630
Total	\$ 14,582,430	\$ 13,141,123

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

The \$2,803,745 reported as deferred outflows of resources related to pensions contributions made subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to SBCERA pensions will be recognized in pension expense as follows:

Fiscal Year Ended June 30,	Deferred Outflows/ (Inflows) of Resources
2023	\$ 1,427,177
2024	1,030,544
2025	(493,144)
2026	(3,585,620)
2027	258,605
Total	<u>\$ (1,362,438)</u>

Actuarial Assumptions and Methods

The significant actuarial assumptions and methods used to measure the total pension liability are as follows:

Actuarial valuation date	June 30, 2021
Actuarial cost method	Entry age normal
Amortization method	Level percent of payroll
Investment rate of return	7.25%
Inflation	2.75%
Projected salary increases	4.55% to 12.75%
Administrative expenses	0.85% of payroll

Mortality rates used in the actuarial valuations are based on the Headcount-Weighted RP-2014 Healthy Annuitant Mortality Table projected generationally with the two-dimensional MP-2016 projection scale.

The actuarial assumptions, used in the June 30, 2021, valuation, were based on the results of an actuarial experience study for the three-year period of July 1, 2016, through June 30, 2020.

The long-term expected rate of return on pension plan investments is 7.25%. The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation, and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation but before deducting investment expenses are shown in the following table. This information was used in the derivation of the long-term expected investment rate of return assumption for the June 30, 2020, actuarial valuation. This information will change every three years based on the actuarial experience study.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

Asset Class	Target Allocation	Long-Term Expected Arithmetic Real Estate of Return
Large Cap U.S. Equity	11.00%	5.42%
Small Cap U.S. Equity	2.00%	6.21%
Developed International Equity	9.00%	6.50%
Emerging Market Equity	6.00%	8.80%
U.S. Core Fixed Income	2.00%	1.13%
High Yield/Credit Strategies	13.00%	3.40%
International Core Fixed Income	1.00%	-0.04%
Emerging Market Debt	8.00%	3.44%
Real Estate	3.00%	4.57%
Value Assed Real Estate	3.00%	6.53%
International Credit	11.00%	5.89%
Absolute Return	7.00%	3.69%
Real Assets	5.00%	10.64%
Private Equity	16.00%	10.70%
Cash and Equivalents	2.00%	-0.03%
Total	100.00%	

Discount rate

The discount rate used to measure the TPL was 7.25% for measurement date June 30, 2021. The projection of cash flows used to determine the discount rate assumed employer and member contributions will be made at the actuarially determined contribution rates. For this purpose, only employee and employer contributions that are intended to fund benefits for current plan members and their beneficiaries are included.

Based on those assumptions, the Plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of returns on pension plan investments of 7.25% was applied to all periods of projected benefit payments to determine the TPL as of June 30, 2021.

Sensitivity of Net Pension Liability to Changes in Discount Rate

The following presents the Net Pension Liability (NPL) of the Authority's plans as of June 30, 2021, calculated using the discount rate of 7.25%, as well as what the respective NPLs would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25%) or 1-percentage-point higher (8.25%) than the current rate.

	1.00% Decrease 6.25%	Current Discount Rate 7.25%	1.00% Increase 8.25%
Authority's proportionate share of net pension liability	\$ 18,588,266	\$ 9,801,142	\$ 2,612,166

Note 9: Defined Benefit Pension Plan (Continued)

Pension Plan Fiduciary Net Position

Detailed information about the SBCERA's fiduciary net position is available in a separately issued SBCERA comprehensive annual financial report. That report may be obtained on the Internet at www.SBCERA.org; by writing to SBCERA at 348 W. Hospitality Lane, Third Floor, San Bernardino, California 92415; or by calling (909) 885-7980 or (877) 722-3721.

b. CalPERS Cost-Sharing Plan

The Authority funds a portion of the CSD's CalPERS pension plan for safety retirees. No current employees are eligible to participate in this plan and all active employees transitioned over to the SBCERA cost-sharing plan at June 30, 2020. The CalPERS plan is a cost-sharing, multiple employer, defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plan are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment.

Contribution Description

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Employer contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements are classified as plan member contributions.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED) JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

Actuarial Methods and Assumptions

The total pension liability for the June 30, 2021, measurement period was determined by an actuarial valuation as of June 30, 2020, with update procedures used to roll forward the total pension liability to June 30, 2021. The total pension liability was based on the following assumptions:

Actuarial Assumptions	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table ¹	Derived using CalPERS' membership data for all funds
Post Retirement Benefit Increase	Contract COLA up to 2.5% until Purchasing Power Protection Allowance floor on purchasing power applies

¹ The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Discount Rate

The discount rate used to measure the total pension liability for PERF C (pension fund administered by CalPERS) was 7.15 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical and forecasted information for all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each pension fund. The expected rate of return was set by calculated the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

The expected real rates of return by asset class are as followed:

Asset Class	Current Target Allocation	Real Return Years 1 - 10 ¹	Real Return Years 11+ ²
Global Equity	50.00%	4.80%	5.98%
Global Fixed Income	28.00%	1.00%	2.62%
Inflation Sensitive	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%

¹An expected inflation of 2.0% used for this period.

²An expected inflation of 2.92% used for this period.

Pension Plan Fiduciary Net Position

The plan fiduciary net position disclosed in the GASB 68 accounting valuation report may differ from the plan assets reported in the funding actuarial valuation report due to several reasons. First, for the accounting valuations, CalPERS must keep items such as deficiency reserves, fiduciary self-insurance and OPEB expense included as assets. These amounts are excluded for rate setting purposes in the funding actuarial valuation. In addition, differences may result from early Annual Comprehensive Financial Report closing and final reconciled reserves.

Changes in Net Pension Liability

At June 30, 2022, the Authority reported its proportionate share of the CSD's net pension liability of \$2,882,904, a decrease of \$2,592,013 from the prior year amount of \$5,474,917.

The Authority's proportionate share of the net pension liability for the plan as of June 30, 2021, and 2022 was as follows:

	Safety Plan
Proportion – June 30, 2020	0.047%
Proportion – June 30, 2021	0.053%
Change – Increase (Decrease)	13%

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Plan as of the Measurement Date, calculated using the discount rate of 7.15 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15 percent) or 1 percentage-point higher (8.15 percent) than the current rate:

	Discount Rate - 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate + 1% (8.15%)
Plan's Net Pension Liability -Authority Allocation (42%)	\$5,861,006	\$2,882,904	\$436,761

Recognition of Gains and Losses

Under GASB 68, gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time.

The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense.

The amortization period differs depending on the source of the gain or loss:

Difference between projected and actual earnings	5 year straight-line amortization
All other amounts	Straight-line amortization over the expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

The expected average remaining service lifetime (EARSL) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired). The EARSL for PERF C for the measurement period ending June 30, 2021, is 3.8 years.

Pension Expense, Deferred Outflows, and Deferred Inflows of Resources Related to Pensions

For the fiscal year ended June 30, 2022, the Authority recognized a pension income of \$543,996.

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 9: Defined Benefit Pension Plan (Continued)

As of June 30, 2022, the Department reports other amounts for the Plan as deferred outflow and deferred inflow of resources related to pensions as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 616,998	\$ -
Differences between Expected and Actual Experience	492,542	-
Changes of Assumptions	-	-
Net Difference between Projected and Actual Earnings on Pension Plan Investments	-	1,715,882
Change in employer's proportion	62,430	312,603
Differences between the employer's contribution and the employer's proportionate share of contributions	-	538,890
Total	<u>\$ 1,171,970</u>	<u>\$ 2,567,375</u>

The \$616,998 reported as deferred outflows of resources related to employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. That and other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal period Ended June 30:	Deferred Outflows/(Inflows) of Resources
2023	\$ (708,537)
2024	(419,142)
2025	(412,538)
2026	(472,188)

c. Summary of Pension Liabilities, Deferred Outflows and Deferred Inflows of Resources, and Pension Expense – All Plans

	SBCERA	CalPERS	Total
Net Pension Liability	\$ 9,801,142	\$ 2,882,904	\$ 12,684,046
Deferred Outflows of Resources	14,582,430	1,171,970	15,754,400
Deferred Inflows of Resources	13,141,123	2,567,375	15,708,498
Pension Expense	3,091,979	(543,996)	2,547,983

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 10: Other Post-Employment Benefits (OPEB)

Plan Description

The Authority funds health benefits for its share of all qualifying fire safety retirees from the CSD in accordance with Memorandums of Understanding under various labor agreements. The CSD's plan is an agent, multiple-employer plan administered by the CSD.

Contributions

As required by GASB Statement No. 75, an actuary will determine the CSD's annual required contribution (ARC) at least once every three fiscal years. The ARC is calculated in accordance with certain parameters and includes (1) the Normal Cost for one year, and (2) a component for amortization of the total Unfunded Actuarial Accrued Liability (UAAL) over a period not to exceed 30 years. The Authority provides funding to the CSD for the former CSD fire safety retirees enrolled in the plan. The Authority did not make any contributions to the plan for the year ended June 30, 2022.

Significant Actuarial Assumptions Used for Total OPEB Liability

Actuarial Valuation Date	June 30, 2020
Contribution Policy	Authority contributes portion of full CSD ADC
Discount Rate	6.25 percent
General Inflation	2.50 percent
Mortality, Retirement	CalPERS 1997-2015 Experience Study
Disability, Termination	
Salary Increases	2.75 percent
Medical Trends	Non-Medicare - 6.75% in 2022, decreasing to 3.75% in 2076 Medicare (Non-Kaiser) - 5.85% in 2022, decreasing to 3.75% in 2076 Medicare (Kaiser) - 4.75% for 2022, decreasing to 3.75% in 2076

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Expected Real Rate of Return
Global Equity	49%	4.56%
Long US Treasuries	5%	0.29%
Mortgage-Backed Securities	5%	0.49%
Investment Grade Corporates	4%	1.56%
High Yield	4%	3.00%
Sovereigns	5%	2.76%
TIPS	5%	-0.08%
Commodities	3%	1.22%
REITs	20%	4.06%
Assumed Long-term Rate of Inflation		2.50%
Expected Long-term Net Rate of Return, Rounded		6.25%

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 10: Other Post-Employment Benefits (OPEB) (Continued)

Changes in Net OPEB Liability

At June 30, 2022, the measurement date, the Authority reported its proportionate share of the CSD's net OPEB liability of \$3,271,833; an increase of \$52,075 from the prior year amount of \$3,219,758.

The net OPEB liability of the plan is measured as of June 30, 2022, and the total OPEB liability for the plan used to calculate the net OPEB liability was determined by an actuarial valuation of June 30, 2021, rolled forward to June 30, 2022, using standard update procedures. The proportion of the net OPEB liability was based on a projection of the Authority's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating employers, actuarially determined. The Authority's proportionate share of the net OPEB liability for the plan as of June 30, 2021 and 2022 was as follows:

	OPEB Plan
Proportion – June 30, 2021	40%
Proportion – June 30, 2022	37%
Change – Increase (Decrease)	-8%

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the Plan as of the Measurement Date, calculated using the discount rate of 6.25 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower (5.25 percent) or 1 percentage-point higher (7.25 percent) than the current rate:

	Discount Rate - 1% (5.25%)	Current Discount Rate (6.25%)	Discount Rate + 1% (7.25%)
Plan's Net OPEB Liability -Authority Allocation (37%)	\$3,864,702	\$3,271,833	\$2,780,666

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend Rate

The following presents the net OPEB liability of the Plan as of the Measurement Date, calculated using current healthcare trend rate, as well as what the net OPEB liability would be if it were calculated using a trend rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	1% Decrease	Current Trend	1% Increase
Plan's Net OPEB Liability -Authority Allocation (37%)	\$2,662,135	\$3,271,833	\$4,021,601

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 10: Other Post-Employment Benefits (OPEB) (Continued)

Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time.

Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss. The net difference between projected and actual earnings on OPEB plan investments are amortized over 5 years, while all other deferred outflows and inflows are amortized over the average expected remaining service life of plan participants. For the June 30, 2021, measurement date, the average expected remaining service life is 5.1 years.

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2022, the Authority recognized OPEB income of \$452,043. As of fiscal year-ended June 30, 2022, the Department reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	_____	_____
Differences between expected and actual experience	\$ -	\$ 369,694
Changes in assumptions	-	185,644
Net difference between projected and actual earnings on plan investments	116,883	-
	_____	_____
Total	<u>\$ 116,883</u>	<u>\$ 555,338</u>

The amounts reported as deferred inflows of resources related to OPEB will be recognized as expense as follows:

Fiscal Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
_____	_____
2023	\$ (158,371)
2024	(159,394)
2025	(166,197)
2026	45,507
2026	-

Note 11: Insurance

a. Description of Self-Insurance Pool Pursuant to Joint Powers Agreement

The Authority is a member of the California Joint Powers Insurance Authority (CJPIA). CJPIA is composed of 124 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. CJPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

b. Self-Insurance Programs of the CJPIA

Each member pays an annual contribution at the beginning of the coverage period. A retrospective adjustment is then conducted annually thereafter, for coverage years 2012-13 and prior. Coverage years 2013-14 and forward are not subject to routine annual retrospective adjustment. The total funding requirement for primary self-insurance programs is based on an actuarial analysis. Costs are allocated to individual agencies based on payroll and claims history, relative to other members of the risk-sharing pool.

Primary Liability Program

Claims are pooled separately between police and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$100,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$100,000 to \$500,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$500,000 to \$50 million, are distributed based on the outcome of cost allocation within the first and second loss layers.

The overall coverage limit for each member, including all layers of coverage, is \$50 million per occurrence. Subsidence losses also have a \$50 million per occurrence limit. The coverage structure is composed of a combination of pooled self-insurance, reinsurance, and excess insurance. Additional information concerning the coverage structure is available on CJPIA's website: <https://cjpia.org/coverage/risk-sharing-pools/>.

Primary Workers' Compensation Program

Claims are pooled separately between public safety (police and fire) and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$75,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$75,000 to \$200,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$200,000 to statutory

BIG BEAR FIRE AUTHORITY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2022

Note 11: Insurance (Continued)

limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For 2021-22, CJPIA's pooled retention is \$1 million per occurrence, with reinsurance to statutory limits under California Workers' Compensation Law. Employer's Liability losses are pooled among members to \$1 million. Coverage from \$1 million to \$5 million is purchased as part of a reinsurance policy, and Employer's Liability losses from \$5 million to \$10 million are pooled among members.

c. Purchased Insurance

Pollution Legal Liability Insurance

The Authority participates in the pollution legal liability insurance program which is available through CJPIA. The policy covers sudden and gradual pollution of scheduled property, streets, and storm drains owned by the Authority. Coverage is on a claims-made basis. There is a \$250,000 deductible. CJPIA has an aggregate limit of \$20 million.

Property Insurance

The Authority participates in the all-risk property protection program of CJPIA. This insurance protection is underwritten by several insurance companies. The Authority's property is currently insured according to a schedule of covered property submitted by the Authority to the CJPIA. The Authority's property currently has all-risk property insurance protection in the amount of \$10,013,929. There is a \$10,000 deductible per occurrence except for non-emergency vehicle insurance which has a \$2,500 deductible.

Crime Insurance

The Authority purchases crime insurance coverage in the amount of \$1,000,000 with a \$2,500 deductible. The fidelity coverage is provided through CJPIA.

d. Adequacy of Protection

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2021-22.

Note 12: Commitments and Contingencies

The Authority is subject to litigation arising in the normal course of business. In the opinion of legal counsel, there is no pending litigation which is likely to have a material adverse effect on the financial position of the Authority.

REQUIRED SUPPLEMENTARY INFORMATION

BIG BEAR FIRE AUTHORITY

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022**

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ 5,371,232	\$ 5,371,232	\$ 5,371,232	\$ -
Resources (Inflows):				
Taxes	11,081,913	11,081,913	11,413,102	331,189
Charges for services	3,453,555	3,453,555	2,190,298	(1,263,257)
Use of money and property	135,814	135,814	61,646	(74,168)
Contributions	1,927,600	1,927,600	1,678,938	(248,662)
Miscellaneous	600,000	600,000	1,862,051	1,262,051
Proceeds from debt financing	-	-	2,835,905	2,835,905
Amounts Available for Appropriations	22,570,114	22,570,114	25,413,172	2,843,058
Charges to Appropriations (Outflows):				
Public safety:				
Salaries and benefits	14,340,198	14,340,198	15,347,326	(1,007,128)
Supplies	286,065	286,065	315,563	(29,498)
Professional services	411,976	411,976	419,811	(7,835)
Maintenance and equipment	423,673	423,673	438,628	(14,955)
Utilities	186,100	186,100	198,644	(12,544)
Other expenditures	598,399	598,399	1,040,331	(441,932)
Capital outlay	-	-	2,835,905	(2,835,905)
Debt service:				
Principal retirement	348,346	348,346	241,695	106,651
Interest and fiscal charges	104,825	104,825	40,204	64,621
Transfers out	730,964	730,964	730,833	131
Total Charges to Appropriations	17,430,546	17,430,546	21,608,940	(4,178,394)
Budgetary Fund Balance, June 30	\$ 5,139,568	\$ 5,139,568	\$ 3,804,232	\$ (1,335,336)

The notes to required supplementary information are an integral part of this schedule.

BIG BEAR FIRE AUTHORITY

**BUDGETARY COMPARISON SCHEDULE
GRANTS FUND
FOR THE YEAR ENDED JUNE 30, 2022**

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (Inflows):				
Intergovernmental	236,338	236,338	146,510	(89,828)
Transfers in	10,964	10,964	10,261	(703)
Amounts Available for Appropriations	247,302	247,302	156,771	(90,531)
Charges to Appropriations (Outflows):				
Public safety	248,302	248,302	156,771	91,531
Total Charges to Appropriations	248,302	248,302	156,771	91,531
Budgetary Fund Balance, June 30	\$ (1,000)	\$ (1,000)	\$ -	\$ 1,000

The notes to required supplementary information are an integral part of this schedule.

BIG BEAR FIRE AUTHORITY

**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
AS OF JUNE 30 FOR THE LAST TEN FISCAL YEARS¹**

<u>Measurement Date</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
	<u>6/30/2021</u>	<u>6/30/2020</u>	<u>6/30/2019</u>	<u>6/30/2018</u>
<u>SBCERA Plan:</u>				
Proportion of the Net Pension Liability	0.744%	0.606%	0.787%	0.393%
Proportionate Share of the Net Pension Liability	\$ 9,801,142	\$ 24,295,795	\$ 21,353,585	\$ 9,948,458
Covered Payroll	\$ 4,944,594	\$ 6,049,654	\$ 4,484,497	\$ 2,343,852
Proportionate Share of the Net Pension Liability as Percentage of Covered Payroll	198.22%	401.61%	476.16%	424.45%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	91.19%	71.96%	79.61%	79.89%
<u>CalPERS Plan:</u>				
Proportion of the Net Pension Liability ²	0.053%	0.047%	0.051%	0.066%
Proportionate Share of the Net Pension Liability	\$ 2,882,904	\$ 5,474,917	\$ 5,291,112	\$ 6,397,198
Covered Payroll	N/A ²	N/A ²	N/A ²	N/A ²
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	88.29%	75.10%	75.26%	72.82%

Notes to Schedule:

Benefit Changes: None

Changes of Assumptions: None

¹ Fiscal year 2019 is the first year the Authority is reporting a defined benefit pension plan, therefore only four years are shown.

² This plan is closed to new entrants, and has no active participants. As such, there is no covered payroll.

BIG BEAR FIRE AUTHORITY

**SCHEDULE OF PLAN CONTRIBUTIONS
AS OF JUNE 30 FOR THE LAST TEN FISCAL YEARS¹**

<u>SBCERA Plan:</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Actuarially Determined Contribution ³	\$ 2,803,745	\$ 2,490,371	\$ 2,708,917	\$ 2,618,764
Actual Contributions	(2,803,745)	(2,490,371)	(2,708,917)	(2,618,764)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 5,790,479	\$ 4,944,594	\$ 6,049,654	\$ 4,484,497
Contributions as a Percentage of Covered Payroll	48.42%	50.37%	44.78%	58.40%

<u>CalPERS Plan:</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>
Actuarially Determined Contribution ³	\$ 616,998	\$ 575,708	\$ 509,619	\$ 506,410
Actual Contributions	(616,998)	(575,708)	(509,619)	(506,410)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -
Covered Payroll	N/A ²	N/A ²	N/A ²	N/A ²

Note to Schedule:

¹ Fiscal year 2019 is the first year the Authority is reporting a defined benefit pension plan, therefore only four years are shown.

² This plan is closed to new entrants, and has no active participants. As such, there is no covered payroll.

³ For information on the actuarial assumptions underlying the actuarially determined contribution, refer to the SBCERA Funding Valuation dated June 30, 2021, and the CalPERS Funding Valuation dated June 30, 2019, available on the retirement plans' respective websites: www.sbcera.org and www.calpers.ca.gov.

BIG BEAR FIRE AUTHORITY

**SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY
AS OF JUNE 30 FOR THE LAST TEN FISCAL YEARS ¹**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Proportion of the Net OPEB Liability ²	37%	40%	35%	36%
Proportionate Share of the Net OPEB Liability	\$ 3,271,833	\$ 3,219,758	\$ 3,913,298	\$ 4,085,325
Covered Payroll	N/A ³	N/A ³	N/A ³	N/A ³
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	30.8%	34.8%	22.5%	19.8%

Notes to Schedule:

Benefit Changes: None

Changes of Assumptions: For 2021 - decreased medical trend rate for Kaiser Senior Advantage; mortality improvement scale was updated to Scale MP-2020; implied subsidy is valued for life with the exception of Medicare Advantage plans; discount rate, medical trend, and future salary increases decreased due to updating long-term expected rate of return on assets and general inflation rate.

¹ Fiscal year 2019 is the first year the Authority is reporting a defined benefit OPEB plan, therefore only four years are shown.

² This amount represents the Authority's share of the CSD's net OPEB liability. For more information on the CSD's proportionate share of the net pension liability in relation to CalPER's pool as a whole, refer to the CSD's financial statements available at www.bbcsd.org.

³ This plan is closed to new entrants, and has no active participants. As such, there is no covered payroll.

BIG BEAR FIRE AUTHORITY

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2022**

Note 1: General Budget Policies

1. The annual budget adopted by the Authority Board of Directors provides for the general operation of the Authority. It includes proposed expenditures and the means of financing them.
2. The Authority Board of Directors approves total budgeted appropriations and any amendments to appropriations throughout the year. This appropriated budget covers the Authority expenditures. Actual expenditures may not exceed budgeted appropriations at the function level. Budget figures used in the financial statements are the final adjusted amounts, including any amendments to the budget during the year.
3. Formal budgetary integration is employed as a management control device. Commitments for materials and services such as purchase orders and contracts are recorded during the year as encumbrances to assist in controlling expenditures. Appropriations which are encumbered at year-end lapse, and then are added to the following year's budgeted appropriations.
4. The budget is adopted on a basis substantially consistent with Generally Accepted Accounting Principles (GAAP). Accordingly, actual revenues and expenditures can be compared with related budgeted amounts without any significant reconciling items.

Note 2: Excess of Expenditures over Appropriations

For the year ended June 30, 2022, the following functions of the General Fund reflected expenditures in excess of budgeted amounts.

Major Fund	Appropriations	Expenditures	Amount of Excess
General Fund			
Public Safety	\$ 16,246,411	\$ 17,760,303	\$ 1,513,892
Capital Outlay	-	2,835,905	2,835,905

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SUPPLEMENTARY INFORMATION

BIG BEAR FIRE AUTHORITY

**BUDGETARY COMPARISON SCHEDULE
CAPITAL PROJECTS FUND
FOR THE YEAR ENDED JUNE 30, 2022**

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (Inflows):				
Transfers in	720,000	720,000	720,572	572
Amounts Available for Appropriations	720,000	720,000	720,572	572
Charges to Appropriations (Outflows):				
Capital outlay	720,000	720,000	720,572	(572)
Total Charges to Appropriations	720,000	720,000	720,572	(572)
Budgetary Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Interim Board Secretary *CS*

SUBJECT: **REVISION OF FIRE AUTHORITY BYLAWS AND POLICIES**

BACKGROUND

The Big Bear Fire Authority Board of Directors approved Bylaws and Policies of The Big Bear Fire Authority (Bylaws) on July 10, 2012. Section 8.2 of the Bylaws stipulates that, amendments to the Bylaws be made by affirmative vote of the Board at any regular or special meeting of the Board.

At the December 6, 2022 Board meeting, staff presented the Board a meeting schedule for calendar year 2023. Staff was directed to move the Board meeting dates to the second Tuesday of February, April, June, August, October, and December. This direction was given to accommodate other calendar conflicts amongst the Board members.

DISCUSSION

The following changes to the Bylaws are reflected in Attachments A and B:

1. Paragraph 5.1, Regular Meetings date of meeting is changed to the second Tuesday as was decided by Board action at their December 6, 2022, regular Board meeting.

STAFF RECOMMENDATION

Staff recommends the Fire Authority Board of Directors approve the recommended changes to the Bylaws as presented in Attachments A and B.

Attachment A: Bylaws and Policies of Big Bear Fire Authority Redline Version

Attachment B: Bylaws and Policies of Big Bear Fire Authority with Changes Incorporated

**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 ~~first~~ 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 ~~4th~~ day of February 2023, ~~June 2019~~.

Bill Jahn Bynette Mote
~~Chairman~~ 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: ~~June 4, 2019~~ February 14, 2023

~~Dawn E. Marsehinke,~~ Chardelle Smith,
Interim Secretary
Big Bear Fire Authority

**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, 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, Interim Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief

PREPARED BY: Joseph Sanchez, Legal Counsel, Best Best & Krieger

SUBJECT: **ADOPT RESOLUTION NO. BBFA2023-001 RESCINDING RESOLUTION NO. BBFA2020-001, WHICH GRANTED SPECIAL POWERS TO THE FIRE CHIEF IN RESPONSE TO COVID-19 EMERGENCY**

BACKGROUND

On March 4, 2020, California Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for the broader spread of the novel coronavirus (COVID-19).

In response to the COVID-19 outbreak and State of Emergency, on March 24, 2020, the Board of Directors adopted Resolution No. BBFA2020-001, which granted the Fire Chief expanded authority to ensure the health and safety of the public and staff during the COVID-19 State of Emergency.

Recently, the Governor of California announced the COVID-19 State of Emergency will end on February 28, 2023. Although the nature of COVID-19 continues to be in flux, the State of California and the County of San Bernardino have experienced consistent declines in COVID-19 cases, test positivity rates, and related hospitalizations.

Given that the COVID-19 State of Emergency is ending on February 28, 2023, staff is recommending that the Board of Directors rescind Resolution No. BBFA2020-001 and thereby rescind the additional powers granted to the Fire Chief under Resolution No. BBFA2020-001.

DISCUSSION

Resolution No. BBFA2020-001 provided expanded authority to the Fire Chief to:

- Furnish information, to promulgate orders and regulations necessary to provide for the protection of life and property, to enter into agreements and to take all actions necessary

to implement preventive measures to protect and preserve the public and staff as it relates to the COVID-19 emergency

- Make hiring decisions to ensure staffing necessities are met during the emergency
- Seek reimbursement from the State and Federal governments regarding COVID-19 expenditures
- Make individual expenditures up to \$50,000 for goods and services necessary to respond to COVID-19 (which doubled the normal expenditure limit)
- Waive any competitive bidding requirements pursuant to Public Contract Code Section 22050 based on the finding above that emergency conditions exist related to COVID-19.

Adopting Resolution No. BBFA2023-001 will rescind Resolution No. BBFA2020-001, and will therefore rescind the Fire Chief’s expanded authority that was necessary for the Fire Chief to respond to COVID-19.

Fiscal Impact

None

RECOMMENDATION:

Staff recommends that the Board adopt Resolution No. BBFA 2023-001 to rescind Resolution No. BBFA2020-001.

ATTACHMENT A: Resolution No. BBFA2023-001

RESOLUTION NO. 2023-001

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIG BEAR FIRE AUTHORITY RESCINDING
RESOLUTION NO. BBFA2020-001, WHICH GRANTED
SPECIAL POWERS TO THE FIRE CHIEF IN RESPONSE
TO COVID-19 EMERGENCY**

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, on March 24, 2020, the Board of Directors found that strict compliance with various statutes and regulations could prevent or delay appropriate actions on the part of the Authority to prevent and mitigate the effects of COVID-19; and

WHEREAS, on March 24, 2020, in light of the COVID-19 State of Emergency and the circumstances surrounding the COVID-19 outbreak and spread, the Board of Directors considered and adopted Resolution No. BBFA2020-001, which granted special powers to the Fire Chief in response to the COVID-19 emergency so that the Fire Chief would have the tools to ensure the health and safety of the public and staff during the COVID-19 emergency; and

WHEREAS, although the nature of COVID-19 continues to be in flux, the State of California and the County of San Bernardino have experienced consistent declines in COVID-19 cases, test positivity rates, and related hospitalizations; and

WHEREAS, the Governor of California has announced that the COVID-19 State of Emergency will end on February 28, 2023; and

WHEREAS, given that the COVID-19 State of Emergency is ending, the Board of Directors now desires to rescind Resolution No. BBFA2020-001 and thereby rescind the additional powers granted to the Fire Chief under Resolution No. BBFA2020-001;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE
AUTHORITY DOES HEREBY RESOLVE:**

1. That Resolution No. BBFA2020-001 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this 14th day of February, 2023.

AYES:
NOES:
ABSENT:
ABSTAIN:

Date

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

ATTEST:

Chardelle Smith
Interim Board Secretary
Big Bear Fire Authority

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

I, Chardelle Smith, Interim Board Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing resolution, being Resolution No. 2023-001 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 14th day of February, 2023, 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 Authority this 14th day of February, 2023.

Chardelle Smith
Interim Board Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Asst. Chief/Fire Marshal *MM*

SUBJECT: **INTRODUCTION FOR ADOPTION OF THE 2022 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2022 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS, ORDINANCE NO. BBFA2023-001**

BACKGROUND

The California Health and Safety Code, Section 17950, mandates the California Building Standards Commission update, adopt, and publish the California Codes, Title 24, known as the California Code of Regulations, every three years.

The California Building Standards Commission has adopted the 2022 California Building Standards Code, including the 2022 California Fire Code. Each jurisdiction in the State is mandated to adopt the California Code of Regulations, Title 24, and make amendments to the codes that are reasonably necessary because of local climatic, geological, or topographical conditions.

DISCUSSION

The 2022 California Fire Code received minor changes from the 2019 version, which in most cases has had a nominal effect on the Authority's Fire Code Ordinance. A few of the most noteworthy changes are as follows:

- **Adjustments Were Made to The Code Section Numbers**
Overall adjustments were made to the Code Section numbers to coincide with the 2022 California Fire Code.
- **Addition to Activities Requiring an operational Permit**
The language in the State Code was amended to require a permit for the operation of a wood processing facility and a Christmas Tree Lot.

- **Adjustments were Made to the Language regarding Appeals Hearing Process**
Adjustments were made to allow Data Ticket to provide a Hearing Officer for initial appeals.
- **Amended Language Regarding the Definition of Fire Code Official**
These amendments to the State Code authorized the Building Code Official within the City of Big Bear Lake to administer certain provisions of the Fire Code regarding plan review and inspections of new construction.
- **Amendments Wildfire Protection Building Construction**
These amendments to the State Code will allow the Authority to require more stringent construction standards (e.g., exterior walls to be constructed with 1-hour fire wall rating, etc.) when specific site conditions required additional mitigation to fire threat.

RECOMMENDATION

Staff recommends the Fire Authority Board consider and discuss introducing an ordinance and waiving first reading to adopt the 2022 Edition of the California Fire Code with amendments, additions, deletions, and exceptions, including penalties and the 2022 Edition of the California Residential Code, along with certain changes, modifications, amendments, additions, deletions, and exceptions, and set a public hearing for second reading and adoption of the ordinance at the Fire Authority meeting of April 11, 2023.

Attachment A: ORDINANCE NO. BBFA2023-001 – 2022 FIRE CODE_Redline Edition

Attachment B: ORDINANCE NO. BBFA2023-001 – 2022 FIRE CODE with changes incorporated

ORDINANCE NO. BBFA ~~2020~~2023-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE ~~2019~~2022 EDITION OF THE CALIFORNIA FIRE CODE AND THE ~~2019~~2022 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS THERETO

WHEREAS, pursuant to Government Code Section 50022.1 *et seq.* and California Health and Safety Code Section 13869 *et seq.*, the Big Bear Fire Authority (“Authority”) may adopt by reference the ~~2019~~2022 Edition of the California Fire Code and the ~~2019~~2022 Edition of the California Residential Code related to hazardous conditions and materials and fire prevention; and

WHEREAS, Health & Safety Code Section 13145 authorizes the Authority to enforce building standards relating to fire and panic safety; and

WHEREAS, Health & Safety Code Section 17958.5, 17958.7, 18941.5, and ~~13869.7 permit~~13869.7 permit the Authority to make such changes or modifications to the ~~2019~~2022 Edition Fire Code and the ~~2019~~2022 Edition of the Residential Code as are reasonably necessary upon express findings that such changes or modifications are needed due to local climatic, geological, or topographical conditions; and

WHEREAS, the Board of Directors of the Authority does herewith find that the Authority service area has certain climatic, geological, and topographical features, identified below, that can have a deleterious effect on emergency services such as fire protection and emergency medical services and the modifications and changes herein are reasonably necessary because of such local climatic, geological, and topographical conditions; and

WHEREAS, the Authority desires to adopt various amendments to the ~~2019~~2022 Edition of the California Fire Code and the ~~2019~~2022 Edition of the California Residential Code to mitigate, to the extent possible, said deleterious effects; and

WHEREAS, the Authority held a public hearing on ~~August 4~~[to be inserted at second reading], ~~2020~~2023, at which time, all interested persons had the opportunity to appear and be heard on the matter of adopting the Fire Code and Residential Code as amended herein; and

WHEREAS, the Authority published notice of the aforementioned public hearing pursuant to California Government Code Section 6066 on ~~July 15~~[insert], ~~2020~~2023 and ~~July 22~~[insert], ~~2020~~2023; and

WHEREAS, any and all other legal prerequisites relating to the adoption of this ordinance have occurred.

NOW, THEREFORE, be it ordained by the Board of Directors of the Authority as follows:

The following findings are adopted in reference to the amendments to the ~~2019~~2022 Edition of the California Fire Code and the ~~2019~~2022 Edition of the California Residential Code:

1. **Findings and Adoption of the California Fire Code and California Residential Code.** The

Board of Directors of the Authority hereby finds and determines:

(a) That the California Fire Code, ~~2019~~2022 Edition and the California Residential Code, ~~2019~~2022 Edition, are Part 9 and Part 2.5, respectively, of the California Building Standards Code, located in Title 24 of the California Code of Regulations, as published by the California Building Standards Commission. The California Building Standards Code contains building standards which are state regulations developed or adopted by various state agencies for specific types of buildings, building equipment and features. New editions of the California Building Standards Code are published every three years in a triennial cycle.

(b) That Health and Safety Code Section 13869 *et seq.* provides, in pertinent part, that a fire protection district may adopt building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code as it determines are reasonably necessary because of local climatic, geological, and topographical conditions.

(c) That the additional requirements and standards established herein are needed to properly protect the health, safety, and welfare of the existing and future residents and workers of the Authority. Said requirements and standards are reasonably necessary because of local climatic, geological, and topographical conditions described herein. This finding is based upon the express findings and determinations of the proposed amendments to the codes in this ordinance.

2. **Findings for Amendments.** The Board of Directors of the Authority finds that the requirements set forth here are reasonable and necessary modifications because of the following climatic, geological, or topographical conditions within the County of San Bernardino (“County”) and the City of Big Bear Lake (“City”).

(a) **Climate:**

The jurisdiction is subject to weather patterns such as frequent periods of drought and low humidity which add to the fire danger. During winter months heavy snow and ice conditions exist resulting in increased demand for fire services and limiting or delaying emergency vehicle access.

(b) **High Temperature and Winds:**

During the summer months, the dry winds and existing vegetation mix to create a hazardous fuel condition, which has resulted in large-loss vegetation and structure fires. Summer temperatures exceeding 95 degrees and severe “Santa Ana” winds frequently occur and can move a fire quickly throughout areas of the County and City.

(e) Limited Water Supply:

Because some areas within the County and City lack water supply by any public entity and because of local weather patterns, the County and City (like other Southern California regions) have, at times, experienced a need for water conservation. Due to consumption and periods of limited rainfall, future water allocation may not be fully dependable during periods of extended drought.

(d)(c) Topographical:

Natural slopes of eight percent or greater generally occur throughout the mountain areas of San Bernardino County. In many cases, slopes in the San Bernardino Mountains exceed forty percent. The elevation change caused by the mountains and foothills creates the geological foundation on which communities within San Bernardino County are built and will continue to be built. With much of the populated flatlands already built upon, future growth will occur on steeper slopes and greater contrasts in terrain. All of these topographical conditions have created slower response times of emergency vehicles into the high growth areas, due to the extraordinary terrain changes.

(e)(d) Geological Concerns with Flooding and Access Routes:

Road circulation features located throughout the County and City also make the amendments reasonably necessary. Located through the County and City are major roadways, highways, flood control channels and natural drainages that create barriers and slow response times. Another unique factor, which creates barriers and slow response times, are the multiple canyons located in the County and City. Hills, slopes, street, and storm drain design, accompanied with heavy rainfall causes roadway flooding and landslides and at times, may make an access route impassable. There ~~exists~~exist areas in the County and City that naturally have extended emergency response time that exceeds ten minutes. This time extension is due to remote sparse development.

(e)(e) Seismic Hazards:

The County and City have within their boundaries potentially active seismic hazards. Seismic activity within the County and City occurs yearly, and a fire potential exists with these active faults. Existing structures and planned new development are at serious risk from these faults.

(g)(f) Dense Development:

Highly populated areas exist within the County and City. Structures in close proximity to each other pose an exposure problem, which may cause a fire to spread from one structure to another.

(h)(g) Administrative:

The amendment is necessary for non-substantive, administrative purposes.

The findings above are applicable to the amendments set forth in this ordinance as follows:

Code Section	Description	Finding
FIRE CODE		
101.1	Title (amended)	h
103.2	Fire Code Official <u>Appointment</u> (deleted)	h
104.1 10	Fire Investigations (amended)	h
104.1 10 .2	Authority as Peace Officers (added)	h
104.1 32	Cost Recovery (added)	h
104.1 43	Expenses for Securing an Emergency (added)	h
105. 56.54	Carnivals, Fairs, Block Parties, and other Outdoor Assemblage (amended)	a, b, c, d, e, f, g
105. 65.342	Exception: Recreational Fires (deleted)	a, b, c, d, e, f, g
105. 56.386	Outdoor Assemblies (amended)	<u>a, b, c, d, e, f, gh</u>
<u>105.5.52</u>	<u>Wood Products (amended)</u>	<u>a, b, c, d, e, f, g</u>
<u>105.5.55</u>	<u>Christmas tree sales (added)</u>	<u>a, b, c, d, e, f, g</u>
1 1109 .1	<u>Hearing Officer and Appeals Board</u> Established (amended)	h
<u>111.2</u>	<u>Limitations on Authority (amended)</u>	<u>h</u>
1 1109 .3	Qualifications (deleted)	h
<u>111.4</u>	<u>Administration (amended)</u>	<u>h</u>
1 1109.54 – 1 1109.97	Regarding Hearings (added)	h
11 20 .4	Violation Penalties (added)	h
11 20 .4.1	Abatement (amended)	h
202	Definitions (amended)	h

305.3	Open-Flame Warning Device (amended)	a, b, c, d, e, f, g
305.6	Spark Arrestors (added)	a, b, c, d, e, f, g
307.1 – 307.2	Regarding Open Fires (amended)	a, b, c, d, e, f, g
307.3	Extinguishment Authority (amended)	h
307.4 – 307.5	Regarding Recreational Fires (deleted)	a, b, c, d, e, f, g
315.8	Outside Storage of Firewood (added)	a, b, c, d, e, f, g
403.1 2 1.1	Fire Watch Personnel (amended)	a, b, c, d, e, f, g
503.2.1	Dimensions (amended)	c, d, e, g
503.2.3	Surface (amended)	c, d, e, g
503.4	Obstruction to Fire Apparatus Access Roads (amended)	c, d, e, g
507.1	Required Water Supply (amended)	a, b, c, d, e, f, g
507.3	Fire Flow (amended)	a, b, c, d, e, f, g
507.3.1	Inadequate Fire Flow (added)	a, b, c, d, e, f, g
903.2.11.7	Buildings 5,000 Square Feet or More in Size (added)	a, b, c, d, e, f, g
903.2.11.8	Additions to Existing Buildings (added)	a, b, c, d, e, f, g
903.7	Freeze Protection (added)	a
Table 3206.2	General Fire Protection and Life Safety Requirements (amended)	a, b, c, d, e, f, g

4901.3— 4906.6	Regarding Wildland Urban Interface Requirements—Fire Protection Plan (added)(amended)	a, b, c, d, e, f, g
4905.4	Setbacks (added)	a, b, c, d, e, f, g
4905.5	Modified One-Hour Construction for Certain Exterior Walls (added)	a, b, c, d, e, f, g
4905.36	Additional Requirements (added)	a, b, c, d, e, f, g
4906.1 – 4906.2	Vegetation Management (amended)	a, b, c, d, e, f, g
4907.3	Defensible Space Requirements (amended)	a, b, c, d, e, f, g
4907.4	Native Brush, Shrubs and Other Highly Flammable Vegetation (added)	a, b, c, d, e, f, g
5601.1.3	Fireworks (amended)	a, b, c, d, e, f, g
5601.1.3.1	Seizure (added)	h
5704.4.9	Tank Storage Prohibited (added)	a, b, c, d, e, f, g
Chapter 80 NFPA 13D 6.2.2 ^[NN1]	Stored Water (amended)	a, b, c, d, e, f, g
Chapter 80 NFPA 13D 6.1.3	Stored Water (deleted)	a, b, c, d, e, f, g
B105.2	Buildings Other than One- and Two-Unit Family Dwellings (amended)	a, b, c, d, e, f, g
Appendix C, C103.1	Fire Hydrants – Maximum Spacing (amended)	a, b, c, d, e, f, g
Appendix C, C103.4	Fire Hydrants – Availability (amended added)	a, b, c, d, e, f, g
Appendix C, C102.1	Fire Hydrants Table (deleted)	a, b, c, d, e, f, g

Appendix QP	Wood Shake Shingle Roofs (added)	a, b, c, d, e, f, g
RESIDENTIAL CODE		
R313.3.1.2	Required Sprinkler Locations (amended)	a, b, c, d, e, f, g
R315.3.5.2	Required Capacity (amended)	a, b, c, d, e, f, g

3. **Adoption of the California Fire Code.** The Board of Directors of the Authority hereby adopts with certain amendments, additions, deletions, and exceptions, including penalties in the ~~2019~~2022 Edition of the California Fire Code, also known as Part 9 of Title 24 of the California Code of Regulations (incorporating the ~~2018-2021~~ International Fire Code), and Chapter 1, Appendix Chapter 4, and Appendices B, BB, C, CC, D, H, I J, & P and Errata, as compiled and published by the International Code Council, and the Authority standards and interpretations as approved by the fire code official. The provisions of this California Fire Code, subsequent amendments, California Fire Code Appendices, and the Authority standards and interpretations shall be collectively known as the “Authority Fire Code” and shall be applicable in all areas of the Authority within the County and City. One (1) copy of the California Fire Code has been deposited in the office of the Secretary of the Board of Directors of the Authority and shall be at all times maintained by the Secretary for use and examination by the public. From the date on which this ordinance shall take effect, the provisions hereof shall be controlling within the limits of the Authority.

4. **Adoption of the California Residential Code.** The Board of Directors of the Authority hereby adopts the ~~2019~~2022 Edition of the California Residential Code, also known as Part 2.5 of Title 24 of the California Code of Regulations (incorporating the ~~2018-2021~~ International Residential Code), as compiled and published by the International Code Council, and the Authority standards and interpretations as approved by the fire code official. The provisions of this California Residential Code, subsequent amendments, California Residential Code Appendices, and the Authority standards and interpretations shall be applicable in all areas of the Authority.

5. **Amendments to the California Fire Code.** The California Fire Code is amended as follows:
 - (a) **Chapter 1**

Section 101.1 is amended to read:

101.1 Title. These regulations and adopted standards and interpretations, as approved by the fire code official and Big Bear Fire Authority, shall be known as the “Fire Code of the Big Bear Fire Authority,” hereinafter referred to as, “Big Bear Fire Authority Fire Code,” or “this code.”

Section 103.2 is deleted.

Section 104.110 is amended to read:

~~104.10~~ 104.11 Fire Investigations. The Big Bear Fire Department (“fire department” or “department”) shall have the authority to investigate the cause, origin, and circumstances of any fire, explosion, release of hazardous materials or other hazardous condition. The fire chief or fire code official shall be responsible to pursue any investigation to its conclusion. Information that could be related to trade secrets or processes shall not be made part of the public record except as directed by a court of law.

Section 104.110.2 is added to read:

~~104.10.2~~ 104.11.2 Authority as Peace Officers. The Fire Chief is authorized to designate a member, or members, of the department as peace officers pursuant to California Penal Code Sections ~~830.2(g)~~, 830.37(a)-(b) and 836.5(a).^[NN2] The Fire Chief, Fire Marshal and those members designated as investigators by the Fire Chief, shall have the full powers of a peace officer and shall be authorized to ~~conduct~~ investigative detentions, issue criminal citations, and make arrests pursuant to California Penal Code Section 836 for any violation of this code or any referenced or state law, obtain and execute warrants and to seize and take charge of all physical evidence relating to the fire cause or other crime or circumstance being investigated.

Section 104.132 is added to read:

~~104.12~~ 104.13? Cost Recovery. Fire suppression, investigation, plan review, administrative costs, emergency abatement, and rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1 and by Authority/Big Bear Fire Department resolution.

Section 104.143 is added to read:

~~104.13~~ 104.143.1? Expenses for Securing an Emergency. Any person who negligently or intentionally, or in violation of law, causes an emergency response, including, but not limited to, a traffic accident or spill of toxic or flammable or combustible liquids or chemicals, is liable for the costs of securing such emergency, including those costs set out in Health and Safety Code Section 13009 *et seq.* and Government Code Section 53150 *et seq.* Any expense incurred by the fire department for securing such an emergency situation shall constitute a debt of such person and shall be collectible by the Authority in the same manner as in the case of an obligation under contract, express or implied.

Section ~~105.6.4~~ 105.5.5 is amended to read:

~~105.6.4~~ 105.5.5 Carnivals, Fairs, Block Parties, and Other Outdoor Assemblage. An operational permit is required to conduct a carnival, fair, block party, race, concert, parade or other similar outdoor assemblage whether, public or private, when in the opinion of the fire code official, a permit and specific conditions are required due to the nature or location of the activity.

Section ~~105.6.32~~ 105.5.34 is amended to read:

105.6.32-105.5.34 Open Burning. An operational permit is required for the kindling or maintaining of an open fire ~~or a fire~~ on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.

Delete Exception: Recreational fires.

Section ~~105.6.36-105.5.38~~ is amended to read:

105.6.36-105.5.38 Outdoor assembly eventies. An operational permit is required to conduct an outdoor assembly, temporary use or other special event where planned attendance exceeds 3200 persons per day.

105.5.52 is amended to read:

105.5.52 Wood products. An operational permit is required for the operation of a firewood processing facility and for the storage of wood chips, hogged material or plywood in excess of 200 cubic feet (6 m³).

105.5.55 is added to read:

105.5.55 Christmas tree sales. An operational permit is required for the operation of a Christmas tree lot, stand or other site selling Christmas trees.

Section ~~109.1-111.1~~ is amended to read:

109.1-111.1 Hearing Officer and Appeals Board Established. In order to hear and decide appeals of orders, decisions, or determinations made by the fire code official relative to the application and interpretation of this code, the Authority may contract with or otherwise designate a hearing officer to consider appeals from an order, decision or determination by the fire code official. Certain appeals involving enforcement by the County may also be heard by the County Fire Protection District Fire Chief/Fire Warden, the Fire Chief's/Fire Warden's designee, or other hearing officer so designated by the County and/or the County Fire Protection District in accordance with their appeal procedures, including any subsequent review or appeals. In order to hear and review a hearing officer's decision (except those involving enforcement by the County), a committee of the Big Bear Fire Authority Board of Directors shall serve as an Appeals Board. The Appeals Board shall be comprised of the Chairman of the Authority Board of Directors and four other members of the Board of Directors appointed by the Chairman. ~~Alternatively, the Authority may contract with or otherwise designate an outside hearing officer to serve as the Appeals Board. Certain appeals involving enforcement by the County may also be heard by the County Fire Protection District Fire Chief/Fire Warden, the Fire Chief's/Fire Warden's designee, or other hearing officer so designated by the County and/or the County Fire Protection District in accordance with their appeal procedures.~~ The hearing officer(s) and Appeals Board ~~or hearing officer(s) serving as the Appeals Board shall~~ may adopt additional rules of procedure for conducting its-their business.

Section 111.2 is amended to read:

111.2 Limitations on Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted,

the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The hearing officer and Appeals Board shall not have authority to waive requirements of this code or interpret the administration of this code.

Section 111.3109.3 is deleted and amended

Upon the effect date of the Ordinance adopting this chapter, the owner of each piece of real property within the Big Bear Fire Authority: (i) as a condition precedent to, the issuance of any discretionary permit or any building permit, or (ii) as a condition precedent to, the issuance of an initial private home rental license, shall be required to obtain a “certificate of compliance” from the Fire Chief, or his or her designee, stating that the subject property is in compliance with 4907.3 and 4907.4 of the fire code relating to defensible space and also in accordance with AB 38.

Section 111.4 is amended to read:

111.4 Administration. The fire code official shall take immediate action in accordance with the decision of the hearing officer once such decision is final, or of a final decision of the Appeals Board.

Sections 109.4 to 109.7-111.5 to 111.9 are added to read:

109.4-111.5 Requests for Appeal to a Hearing Officer. Any person, including the Big Bear Fire Department, ^[NN3]desiring to appeal an order, decision, or determination of the fire code official relative to the application and interpretation of this code, ~~a review or interpretation of the Fire Code~~ may file a request with the Secretary of the Board of Directors or other person identified in the order, decision, or determination for a hearing before ~~the Appeals Board of the Big Bear Fire Authority~~ a hearing officer within 15 days after the date such order, decision, or determination interpretation is rendered or enforcement began. An appeal request shall be in writing, shall state the specific reasons for the appeal and the grounds asserted for relief, and shall include with the request the hearing fee as further described below. The enforcement to be reviewed is suspended until the determination of the hearing, unless a hazardous condition exists. The failure to file an appeal within the time or in the manner prescribed in this section, or to include the hearing fee, waives the right to appeal. ~~Any person requesting a hearing, other than the fire department, shall include with the request the hearing fee as further described below.~~

109.5-111.6 Hearing Procedures – Hearing Officer. Upon receipt of a request for a hearing before a hearing officer ~~the Appeals Board~~, the Secretary of the Board of Directors or other person identified in the order, decision, or determination shall refer the matter to the Appeals Board hearing officer, which shall hold a hearing not less than 10 days nor more than 30 days after the date of the filing of the request for hearing. The Appeals Board hearing officer shall give written notice of the time and place of the hearing to the initiating party appellant and the fire code official involved at least 10 days prior to the hearing. Witnesses may be sworn and evidence produced, and parties may be represented by counsel. The Appeals Board hearing officer shall keep a record of the proceedings of each hearing and shall issue written findings and a decision within 15 days after the conclusion of the hearing. All such decisions ~~shall be final and~~ shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided. The hearing officer’s decision is final 15 days after service of the hearing officer's decision on the

appellant, unless Appeals Board review is timely requested either by the fire code official or appellant.^[NN4]

111.7 Requests for Review by Appeals Board. To request Appeals Board review of a hearing officer's decision, the appellant or fire code official may file a request with the Secretary of the Board of Directors for a hearing before the Appeals Board within 15 days after the date of service of the hearing officer's decision. A request for review shall be in writing, shall state in detail the reasons for review and the error(s) alleged in the hearing officer's decision, and shall include with the request the hearing fee as further described below. The enforcement to be reviewed is suspended until the determination of the hearing, unless a hazardous condition exists. The failure to file a request for review within the time or in the manner prescribed in this section, or to include the hearing fee, waives the right to seek review by the Appeals Board.

111.8 Hearing Procedures – Appeals Board. Upon receipt of a request for a hearing before the Appeals Board, the Secretary of the Board of Directors shall refer the matter to the Appeals Board, which shall hold a hearing not less than 10 days nor more than 45 days after the date of the filing of the request for review. The Appeals Board shall give written notice of the time and place of the hearing to the appellant and the fire code official involved at least 10 days prior to the hearing. The parties may be represented by counsel and witnesses may be sworn and evidence produced; provided, however, that the Appeals Board shall be authorized to deny the introduction of supplementary evidence and decide the matter after oral argument, to admit supplementary evidence with respect to challenges of particular findings, or reject the hearing officer's findings and conclusions and conduct a de novo hearing. The Appeals Board shall keep a record of the proceedings of the hearing and shall issue written findings and a decision within 15 days after the conclusion of the hearing. All such decisions shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided. The Appeals Board's decision is final 15 days after service the decision on the appellant.

~~**109.6 Appeals to the Board of Directors.** Any decision of the Appeals Board may be appealed to the full Authority Board of Directors. A request for such review shall be filed with the Secretary of the Board of Directors within 15 days from the date of the mailing of the Appeals Board decision. The full Fire Authority Board of Directors shall schedule a hearing at its next regular meeting or at any regular meeting within 90 days after receipt of the request for appeal. The appeal hearing before the full Fire Authority Board of Directors shall be held during a regular meeting. The Board of Directors shall issue a written decision within 45 days after the conclusion of that hearing. All such decisions shall be final and shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided.~~

109.7-111.9 Fees and Costs. A request for a hearing before either a hearing officer or the Appeals Board ~~or Board of Directors~~ shall ~~be deemed filed upon~~ require the Secretary's receipt of payment of a hearing fee, which may be determined and set by the fire department to cover the cost of preparing the record for the appeal and for any other costs or expenses of conducting the hearing. Unless otherwise specified by resolution, the appeal fee is \$250. After all appeals have been exhausted, the fire department will refund any portion of the appeal fee(s) which are not used. A summary of the costs will be compiled and sent to the appellant and paid within thirty (30) days of exhaustion of all appeals.

Section 112.4 is amended to read:

110.4-112.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements of this code or shall fail to comply with any of the requirements thereof or shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 dollars and/or by imprisonment not exceeding 6 months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. (H&S Code Section 13145 and 17995).

Section ~~110.4.1~~112.4.1 is amended to read:

110.4.1-112.4.1 Abatement of violation. In addition to the imposition of penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. In the event that a hazardous condition exists, as determined by the fire code official and in accordance with this chapter, the fire code official may give notice to the owner of the property upon which a hazardous condition exists to abate such condition. In the event that abatement is not performed within the time frames granted by such notices or other written documentation, **and or is deemed an immediate threat to public safety threat**, the fire code official may cause abatement to be done in accordance with public nuisance abatement procedures and make the expense of such abatement a lien upon the property at which such condition exists. **;**

(b) **Chapter 2**

Section 202 is amended by adding the following definitions:

All Weather Driving Surface. Unless otherwise defined within other Codes, Rules, Standards or Regulations, the following are considered to be All Weather Driving Surfaces:

- A. Three-inch (3”) Type II A.C. pavement on four inch (4”) crushed aggregate base.
- B. Six-inch (6”) Type II A.C. pavement on native soil.
- C. Six-inch (6”) Portland cement concrete pavement on native soil.
- D. Any other surface as determined by the fire code official to meet the intent of this Code.

Barbecue Grill (also known as a barbeque or BBQ). A portable or fixed device, constructed of steel, concrete, clay, or other non-combustible material, for the primary purpose of cooking food over a liquefied petroleum-, natural gas-, or charcoal-fueled fire.

Barbecue Pit. A trench or depression in the ground in which wood or other clean solid fuel is burned to produce a bed of hot coals for the sole purpose of cooking. A barbecue pit having a fuel area greater than 3 feet in width or 2 feet in height shall be considered a bonfire.

Open Fires. Any outdoor fire, recreational fires and bonfires, portable outdoor fireplaces, barbecues and barbecue pits, wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

(c) **Chapter 3**

Section 305.3 is amended to read:

305.3 Open-flame Warning Devices. Open-flame warning devices shall not be used along an excavation, road or any other place where the dislodgment of such device may permit the device to roll, fall or slide onto any area or land containing combustible materials.

EXCEPTION: This section shall not apply to public safety personnel acting in the performance of their duties.

Section 305.6 is added to read:

305.6 Spark arrestors. Each chimney used in conjunction with a fireplace, portable outdoor fireplace, or other heating appliance in which solid fuel is burned, shall be maintained with an approved spark arrester. The spark arrester shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel. Openings shall not permit the passage of spheres having a diameter larger than one-half inch (13 mm) maximum and shall not block the passage of spheres having a diameter of less than three-eighths inch (10 mm). The screen shall be mounted in or over all outside flue openings in a vertical or near vertical position, adequately supported to prevent movement and shall be visible from the ground. All spark arrestors shall be accessible and removable for cleaning.

Section 307.1 is amended to read:

307.1 General. A person shall not kindle, or maintain any fire, or allow any fire to be kindled or maintained on their property unless in accordance with this Code.

Section 307.2 is amended to read:

307.2 Permit Required. When required pursuant to Section 105.6.32, a permit shall be obtained prior to kindling any open fire.

EXCEPTION: Barbecues, portable outdoor fireplaces or fire rings using propane, natural gas or charcoal briquettes.

Section 307.3 is amended to read:

307.3 Extinguishment Authority. The fire code official is authorized to order or cause the extinguishment of any fire that creates or adds to a hazardous condition, creates smoke emissions offensive to occupants of surrounding properties, is conducted without a permit when such a permit is required, or is conducted outside of the parameters set forth in this section or a permit, when required.

Sections 307.4 through 307.5 are deleted.

Section 315.8 is added to read:

315.8 Outside Storage of Firewood. Firewood and combustible material stored and for consumption on ~~residential, commercial, and vacant properties~~the premises, shall be neatly stacked free from accumulations of pine needles and other debris. Firewood that is used for private consumption is limited to five (5) cords. Firewood stored against a structure shall be stored in a weather resistant structure and or covered in a fire resistant fabric at all times.

(d) **Chapter 4**

Section 403.12.1 is amended to read:

~~403.12.1~~ **403.11.1 Fire Watch Personnel.** When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the fire code official may require, at the expense of the owner, agent or lessee, one or more fire department personnel to perform fire watch duties, as required and to remain on duty during the times such places are open to the public or when such activity is being conducted.

EXCEPTION: The fire code official may require the owner, agent or lessee to provide one or more fire watch personnel.

(e) **Chapter 5**

Section 503.2.1 is amended to read:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315.2 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 14 feet 6 inches (4450.08 mm).

EXCEPTIONS:

1. Driveways of one- and two-unit family dwellings shall be a minimum of 12 feet in width.
2. Driveways of one- and two-unit family dwellings exceeding 150 feet in length shall be a minimum of 14 feet in width.
3. Required access road dimensions may be modified when, due to location on property, topography, waterways, nonnegotiable grades or other similar conditions, the fire code official determines that the conditions cannot be met.

Section 503.2.3 is amended to read:

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities. Where road grades do not exceed eight percent (8%), and where serving only one- or two- unit family dwellings or accessory Group U occupancies, the fire code official may

approve roads constructed with approved native materials or gravel compacted to eighty five percent (85%) compaction.

Section 503.4 is amended to read:

503.4 Obstruction of Fire Apparatus Access Roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times. Any condition that serves as an impediment to fire access, or any vehicle or other obstruction to fire access may be removed at the order of the fire code official, with the expense of such removal to be paid by the owner of the roadway, or of said vehicle or obstruction.

Section 507.1 is amended to read:

507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

EXCEPTION: For single one- and two-unit family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered as an adequate water supply with no additional on-site water source required.

Section 507.3 is amended to read:

507.3 Fire Flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.

EXCEPTION:

1. For single one- and two-unit family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, the installation of an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered an approved fire flow.
2. No water supply or fire sprinkler system is required for detached Group U occupancies not used for industrial or commercial properties when structures are located 50 feet or farther from the property lines and any dwelling.

Section 507.3.1 is added to read:

507.3.1 Inadequate Fire Flow. In areas which are unable to be provided with required fire flow, buildings shall be provided with an approved NFPA sprinkler system. On-site water storage requirements for occupancies other than Group R, Division 3 may be reduced to a 30-minute minimum sprinkler demand.

(f) **Chapter 9**

Section 903.2.11.7 is added to read:

903.2.11.7 Building Fire Area 5,000 Square Feet or More in Size. An approved automatic fire sprinkler system shall be provided throughout in all newly constructed buildings and structures of any occupancy group when the gross fire area, as defined in the California Building Code, is equal to or exceeds 5,000 square feet.

- EXCEPTIONS:** Detached Group U occupancies accessory to a one- or two-family dwelling that are not used for commercial or industrial purposes.

Section 903.2.11.8 is added to read:

903.2.11.8 Additions to Existing Buildings. When an addition to an existing residential structure results in a structure greater than 5,000 square feet and the addition is 50% or more of the original square footage, the entire structure shall be provided with an automatic sprinkler system.

Section 903.7 is added to read:

903.7 Freeze Protection. All sprinkler systems shall be suitably freeze-protected for climatic conditions as prescribed by the fire code official.

EXCEPTION: New or used mobile homes or manufactured homes that are used or intended for use as a dwelling, and new or used multifamily manufactured homes with two dwelling units, are exempt pursuant to State law. (H&S Code § 18015; 25 CCR § 4300.)

(g) Chapter 32

Table 3206.2 is amended as follows:

—The portion of Table 3206.2 pertaining to the “High Hazard” Commodity Class is amended in part to read as follows:

COMMODITY CLASS	SIZE OF HIGH-PILED STORAGE AREA* (square feet) (see Sections 3206.2 and 3206.4)	ALL STORAGE AREAS (see Sections 3206, 3207 and 3208) ^b				SOLID-PILED STORAGE, SHELF STORAGE AND PALLETIZED STORAGE (see Section 3207.3)		
		Automatic fire-extinguishing system (see Section 3206.4)	Fire detection system (see Section 3206.5)	Building access (see Section 3206.6)	Smoke and heat removal (see Section 3206.7)	Maximum pile dimension (feet) ^c	Maximum permissible storage height ^d (feet)	Maximum pile volume (cubic feet)
High-Hazard	0-400	Not Required ^a	Not Required	Not Required ^a	Not Required	25	40	25,000

(h)(g) Chapter 49

Section 4901.3 is added to read:

~~**4901.3 Fire Protection Plan.** A Fire Protection Plan (FPP), approved by the fire code official, shall be required for all new developments within declared fire overlay districts. The FPP shall include mitigation measures consistent with the unique problems resulting from the location, topography, geology, flammable vegetation; San Bernardino County fire safety overlay districts (FS1 and FS2) and climate of the proposed site. The FPP shall address water supply, access, building ignition and fire resistance, fire protection systems and equipment, defensible space and vegetation management. The FPP shall be consistent with the San Bernardino Development Code, San Bernardino County Code No. 81.01 *et seq.* or, at the option of the fire code official, with other nationally recognized standards and good practice.~~

Section 4905.4 is added to read:

~~**4905.4 Setbacks.** All residential structures shall have interior side yard setbacks of twenty percent (20%) of the lot width. Interior side yards shall not be less than five (5) feet and need not exceed fifteen (15) feet. Under no circumstances shall any projection into the interior side yard be closer than five feet from the property line. Wherever possible, exterior wall separations shall not be less than ten (10) feet for all buildings, including those on adjoining parcels.~~

Section 4905.5 is added to read:

~~**4905.5 Modified One-Hour Construction for Certain Exterior Walls.** When exterior walls of residential and accessory buildings or portions thereof are within fifteen (15) feet of interior side or rear lot lines, or the exterior wall separation is less than thirty (30) feet, the outside of all such exterior walls or portions thereof shall be constructed with the modified one hour construction. The Building Official shall define modified one hour construction. Where building separations are less than ten (10) feet, the Authority may require additional mitigation measures. (See Special Conditions Mitigation)~~

Section 4905.36 is added to read:

~~**4905.6 Additional Requirements.** Dependent upon specific site conditions (e.g., building separation, property line setbacks, fire flow, road conditions, slope, vegetation, etc.) or a combination of conditions, the Authority may require structures to meet more stringent construction standards (e.g., full perimeter exterior walls to be constructed to the modified or full one-hour construction standards, etc.) as additional mitigation to the fire threat.~~

Section 4906.1 is amended to read:

4906.1 General. Hazardous vegetation and fuels shall be managed, at all times, to reduce the severity of potential exterior wildfire exposure to buildings and to reduce the risk of fire spreading to buildings in accordance with Section 4906.3.

Section 4906.2 is amended to read:

4906.2 Application. Those areas protected by the Big Bear Fire Authority shall be classified as a *Very High Fire Hazard Severity Zone*.

Section 4907~~6~~.3 is amended to read:

4906.3 4907.3 Requirements. It shall be the responsibility of every property owner, occupant, and person in control of any land interest to abate the accumulation of forest fuels around their property, through implementation of the following measures within ~~twenty (20)~~ **twenty** feet of roads, ~~and streets, highways,~~ driveways, and ~~parking lots, and~~ within **(100) feet of all aspects of an area surrounding** a structure ~~from zero to one hundred (100) feet in the front and rear yards,~~ or to the property lines (whichever is less); ~~and between the structures and side property lines;~~

a) ~~a.~~ Remove all dead, burnable fuels, including but not limited to all pine needles, leaves, pine cones, and branches on roofs, on and under decking, noxious weeds or vegetation, dry grass, logs, ~~and dead-dying trees snags, identified hazard trees, dead branches limbs in trees and shrubs,~~ grass four inches and higher, pine needles on the ground down to a two-inch depth, ~~and dead branches in bushes and trees. Living or dead trees,~~ and all combustible rubbish, debris, or noxious material that constitutes a fire, health, or safety hazard, or which may endanger or injure neighboring property, or the health, safety, or well-being of persons or property.

b) ~~b.~~ Thin dense groups of **young** trees (less than six inches in diameter) to six to eight-foot spacing, measured trunk to trunk. Removal of any live tree with a diameter of more than six inches measured at four and one-half feet above the ground requires approval by the city.

c) ~~c.~~ In areas with a continuous canopy, any tree taller than forty-five (45) feet shall ~~not~~ have its branches ~~pruned~~ trimmed back to the trunk if the limbs and ~~some~~ branches have any portion lower than twelve (12) to fifteen (15) feet from the ground. A tree shorter than forty-five (45) feet shall ~~not~~ be ~~pruned~~ trimmed to remove any live or dead limbs and branches up (6) feet or no more than 25% one-third of its total height. For non-continuous canopy areas, tree branches shall be pruned to remove limbs located less than 6 feet above the ground surface.

Exception: ~~Deciduous trees, non-native trees, and SpSpecimen and rare trees individual standing trees could/shall be prescribed specific abatement requirements, that have all forest litter removed from underneath the base of the tree; the height of pruning can be reduced by 50%.~~

~~A minimum vertical separation between the top of a shrub and the bottom lower branches shall be three (3) times the height of the shrub.~~

d. ~~All native brush, shrubs and other highly flammable vegetation shall be installed and maintained in a manner that minimizes fire risk, including, without limitation, by removing dead branches and twigs at all heights, pruning the lower 25% foliage of branches, and selectively pruning to reduce the density of the plant.~~

e. ~~Any branches that have any portions less than ten (10) feet from chimney Native brush or other highly flammable vegetation shall be installed and maintained with horizontal spacing such that the space between two shrubs (horizontally) shall be a minimum of two times the height of the tallest shrub. Individual shrubs or groups of shrubs clumped together shall be modified so that their diameter does not exceed fifteen (15) feet. Groups of shrubs clumped together with a diameter of fifteen (15) feet or less shall be treated as a single plant.~~

~~d)f. openings shall be completely trimmed. Any limbs, branches that have any portions less than ten (10) feet from chimney opening shall be completely removed. Limbs and b)branches located within ten (10) feet vertical and horizontal distance from the roof line that or overhang a structure shall be abated-removed. Any tree limbs and branches identified as a fire hazard within 5 feet of a structure shall be abated.~~

e)g. All litter generated from clearing and trimming shall be properly disposed of within ten (10) days, except that any logs infested with bark beetles or GSOB shall be treated prior to removal as recommended by the California Department of Forestry or a qualified tree expert.

~~—Stack cut logs or firewood greater than one cord of wood or 128 cubic feet shall be located ten (10) feet away from any structure and/or shall be covered with a fire resistive structure or fabric. Firewood should be stacked away from the drip line of trees.~~

~~—Firewood and combustible material stored and for consumption on residential, commercial, and vacant properties, shall be neatly stacked free from accumulations of pine needles and other debris. Firewood that is used for private consumption is limited to five (5) cords. Firewood shall be stored in a weather resistant structure and or covered in a fire resistant fabric at all times. Firewood should be stacked away from the drip line of trees.~~

~~f)h.~~

g)i. All pine needles ~~and and~~ leaves shall be removed ~~from when~~ within five (5) feet of a structure.

Exception: Greater than 5 feet from a structure, up to two (2) inches of non-combustible duff layer (dark layer of decomposing needles and leaves) may remain to prevent soil erosion and promote soil health.

~~Sections 49076.4 and 4907 is are is added amended [LWS] added to read: [NNG]~~

49076.4 Native Brush, ~~and~~ Shrubs and Other Highly Flammable Vegetation.

49076.4.1 Requirements for Shrubs on Properties. ~~Juniper shrubs, Spanish BroomN, and [LW7] native brush or other highly flammable vegetation shall not be planted or maintained within fifteen (15) feet of any building or structure, including, without limitation, any deck or patio and within twenty (20) feet of roads, streets, highways, driveways, and parking lotsareas. All owners of any real property shall be required to fully comply with this provision by abatingmodifying the offending native brush and shrub, which shall be considered a nuisance, from within fifteen (15) feet of any building or structure.~~

a)a. All native brush, shrubs and other highly flammable vegetation ~~brush and shrubs~~ shall be installed and maintained in a manner that minimizes fire risk, including, without limitation, by removing dead branches and twigs at all heights, pruningmodifying the lower 25% foliage of branches, and selectively pruning to reduce the density of the plant.

b)b. _____ Native brush or other highly flammable vegetation shall be installed and maintained with horizontal spacing such that the space between two shrubs (horizontally) shall be a minimum of two times the height of the tallest shrub. Individual shrubs or groups of shrubs clumped together shall be modified so that their diameter does not exceed fifteen (15) feet. Groups of shrubs clumped together with a diameter of fifteen (15) feet or less shall be treated as a single plant.

c)c. Subsections B, C, and D of this Section shall not apply to an isolated shrub or shrubs that have been heavily modified by thinning and pruninglimbing up, nor to activities within the boundaries of a plant conservation easement area that do not, in the opinion of the fire chief, or his or her designee, constitute a fire hazard. In deciding whether such shrub or shrubs constitute a fire hazard, the fire chief, or his or her designee, shall consider: (i) the proximity of the shrub(s) to other buildings or structures; (ii) the types of shrub(s) involved; (iii) the potential threat of the shrub(s) to the public health, welfare and safety; and (iv) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.

d)d. _____ Cut and/or thinned vegetation shall be disposed of no later than ten (10) days after cutting.

~~49076.4.2~~ Definitions2 Definitions [LW8][NN9]/ **Administration and Enforcement.**

- a. For the purposes of this Section 4906.4, these following terms shall be defined as follows:
1. **Modify or abate** shall mean any action that physically affects a plant, ranging from pruning or thinning to complete removal (other than the removal of the root ball);
 2. **Native brush** shall be defined as Manzanita (*arctostaphylos patula*), Service Berry, Mountain Whitethorn, Sage and Mountain Mahogany (*cercocarpus ledifolius*) (brush form) (commonly known in Big Bear Valley as Ironwood), as well as such other species as the fire chief, or his or her designee, may, from time to time, determine constitutes a fire hazard. In making such a determination, the fire chief shall consider, without limitation, the following: (i) the type of native brush and/or shrub species the fire chief, or his or her designee, is considering adding to the definition of “native brush” and whether such species is threatened or endangered; (ii) the fire, health or safety hazard of such native brush and/or shrub species to the territory of the Authority and the surrounding community; (iii) the ability of the native brush and/or shrub species to damage neighboring property; (iv) the ability of the native brush and/or shrub species to adversely impact the health, safety or welfare of persons and/or property; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare;

2.3. Highly Flammable Vegetation shall be defined as any ornamental shrub, tree or plant, other than native brush, which is known to exhibit high flammability due to its high oil or resin content and/or is prone to the production of large amounts of dead leaves or other foliage within or under the plant. Examples of highly flammable vegetation include, but are not limited to, ornamental juniper species, ornamental cypress species, Spanish Broom, Scotch Broom and rosemary;

3.4. “Owner” means any person, firm, corporation or entity, including without limitation, any homeowner’s association that has any legal or equitable interest in real property, as shown on public records. In the event real property is leased or rented, the lessee or tenant shall be responsible for all obligations imposed on any owner under this chapter;

4.5. “Shrubs” means a woody plant smaller than a tree, usually having multiple permanent stems branching from or near the ground. Shrubs include, without limitation, native brush;

5.6. “Vacant lot(s)” means a parcel(s) of property currently undeveloped or unimproved by any building or structure.

- b. The fire chief, or designee, shall enforce the provisions of this chapter with respect to any and all properties as he or she deems necessary for the public health, safety and welfare. In making such a determination, the fire chief, or his or her designee, shall consider: (i) the proximity of the brush and/or shrubs to other buildings or structures; (ii) the types of brush and/or shrubs involved; (iii) the potential threat of the brush and/or shrubs to the public health, welfare and safety; (iv) the determination of any other public agencies as to the fire danger of the area; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

Any public official or person designated to administer or enforce this chapter shall be authorized to enter upon private property in order to conduct an inspection, post notices, perform abatement/modification, or any other action necessary or convenient to the administration and enforcement of this chapter. In the event a judicial warrant is required, such person or designee shall obtain a warrant pursuant to the California Code of Civil Procedure, Sections 1822.50 *et seq.*

49076.4.3 Environmental Exemptions. The modification of brush or shrubs, as described in this Section 4906.4, shall be exempt from the provisions of this chapter if any or all of the following would occur:

- a. The activities would result in the taking of endangered, rare, or threatened plant or animal species. By way of example, and not by way of limitation, the following species of plant are, as of the date of the ordinance adopting this chapter, not threatened or endangered and are subject to the provisions of this chapter:

1. The *arctostaphylos patula* species of Manzanita;
2. The *cercocarpus ledifolius* species of Mountain Mahogany (brush form) (commonly known in Big Bear Valley as Ironwood);

3. Sage species that occur in the Big Bear Valley.

- b. The activities would result in significant erosion and sedimentation of surface waters. The owner of each piece of real property shall, when performing modifications required by this chapter, keep soil disturbance to a minimum, especially on steep slopes. Erosion control techniques such as leaving root balls intact, minimizing use of motorized equipment, and covering exposed disturbed soil areas with mulch or similar materials shall be employed in order to help reduce soil erosion and plant re-growth.

49046.4.4 Exceptions.

~~a)~~**a.** Nurseries and other similar agricultural and/or horticultural uses shall be exempt from this chapter, provided the fire chief, or his or her designee, shall have the discretion to enforce the provisions of this chapter with respect to such businesses as he or she deems necessary to promote the public health, safety and welfare as it relates to fire safety and/or the health of the forest. In using his or her discretion, the fire chief, or his or her designee, shall consider: (i) the health of the brush and/or shrubs involved; (ii) whether the brush and/or shrubs pose a risk to the public health, safety or welfare of the community; (iii) the type of brush and/or shrubs involved; (iv) the owner's maintenance activities involving the brush and/or shrubs; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.

~~b)~~**b.** _____ Up to two inches of dead pine needles, leaves and other soils amendments for soil replenishment and forest safety may be permitted, when in the opinion of the fire chief, or his or her designee, they do not constitute a fire hazard. In deciding whether they present a fire hazard, the fire chief, or his or her designee, shall consider:

- ~~1-c.~~ The proximity of the pine needles and leaves to buildings or structures;
- ~~2-d.~~ The height of the lower branches of shrubbery from the ground;
- ~~3-e.~~ The condition of the shrubbery, (e.g., free from dead and dying limbs and leaves);
- ~~4-f.~~ The sectioning of the shrubbery; and
- ~~5-g.~~ Any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

~~49076.4.5 Protection~~5 Protection of Sensitive Biological Resources.

- a. Should any owner receive a NOTICE TO ABATE form that mandates the modification of native brush or shrubs other than the following shrub species: Juniper, Spanish Broom or native brush species: Manzanita, Service Berry, Mountain Whitethorn, Sage, or Mountain Mahogany and the property falls within the potential sensitive shrub resource area (as set forth in the Authority's official records, and which may be amended from time to time), a sensitive plant survey will be required for the property prior to any abatement activities. If it is unclear whether a particular property falls within the potential sensitive shrub resource area or whether or not sensitive plant surveys are required, the owner must contact the Authority or the City of Big Bear Lake Planning Department. The City's Planning

Department or Authority shall provide requesting owners with a list of qualified surveyors, which list may be updated or revised at the discretion of the City or Authority. Ideally, sensitive plant surveys should be conducted between June and August to encompass the blooming periods of those sensitive plants that are the most difficult to detect outside the blooming period; however, the sensitive plant survey can be conducted during other parts of the year (aside from periods when snowfall is covering the ground) if necessary. Upon completion of the survey, the surveyor shall advise the owner as to any known or potential sensitive plants that should be avoided during abatement activities. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning or Fire Departments. The owner shall not conduct any modification without prior written approval of the City or Authority. All surveys required by this subsection shall be conducted within a reasonable time as determined by the fire chief, or his or her designee.

- b. If any native brush modification is required for more than twenty (20) shrubs and vegetation modification activities cannot be performed outside the nesting season (typical nesting season is March 15 through August 15), a nesting bird survey shall be performed less than one week prior to vegetation modification activities. Should the owner be required to conduct a nesting bird survey, he or she shall contact the Authority or the City of Big Bear Lake Planning Department for a list of qualified nesting bird surveyors, which list may be updated or revised at the discretion of the Fire Authority or the City. Upon completion of the survey, the surveyor shall advise the owner as to any shrub(s) containing nesting birds that should not be modified until the completion of the nesting cycle. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning and/or Fire Departments. The owner shall not conduct any modification without prior written approval of the City or Authority. All surveys required by this subsection shall be conducted within a reasonable time as determined by the fire chief, or his or her designee.
- c. Any owner receiving a NOTICE TO ABATE form (for any number of shrubs) will also receive a pamphlet pertaining to providing protection for nesting birds. The pamphlet will describe the Migratory Bird Treaty Act, and suggest that if vegetation modification will occur during the nesting season (March 15 through August 15), owners need to check for the presence of active bird nests and avoid modification of any vegetation containing an active bird nest (or vegetation within twenty-five (25) feet of the active bird nest) until the young have fledged.

49076.5 Hazardous Trees. The provisions of this chapter shall apply to any live or dead tree which constitutes a fire, health or safety hazard or which may endanger or injure neighboring property, or the health, safety or well-being of persons or property; and it shall be the duty of every owner, occupant and person in control of any land or interest therein to abate.

49076.6 Outdoor Storage and Uses.

- ~~1.a.~~ The outdoor storage of any materials or equipment, including but not limited to; lumber, construction materials, inoperable vehicles, auto parts, household appliances, pipe, drums, machinery, furniture, or trash is prohibited when, in the opinion of the Fire Code Official,

the materials or conditions would cause an impediment to firefighting or other emergency efforts.

~~2.b.~~ No open storage shall be permitted in any required front or side yards adjacent to a street or highway in residential zones.

~~(+)(h)~~ **Chapter 56**

Section 5601.1.3 is amended to read:

~~5601.1.3 Fireworks~~**5601.1.3 Fireworks**. The possession, manufacture, storage, sale, and use of fireworks is prohibited.

Delete Exceptions: 1 - 4

Exception: A permit may be issued by the fire code official in accordance with Section 5608 for the use of fireworks or pyrotechnics for public fireworks display or special effects in motion picture, television, theatrical productions.

Section 5601.1.3.1 is added to read:

~~5601.1.3.1 Seizure~~**5601.1.3.1 Seizure**. The fire code official is authorized to remove or cause to be removed or disposed of in an approved manner, at the expense of the owner, explosives, explosive materials or fireworks offered or exposed for sale, stored, possessed or used in violation of this chapter.

~~(+)(i)~~ **Chapter 57**

Section 5704.4.9 is added to read:

~~5704.4.9 Tank~~**5704.4.9 Tank Storage Prohibited**. Pursuant to this Section 5704, the storage of flammable and combustible liquids in outside aboveground unprotected tanks and below grade vaulted tanks shall be prohibited in areas where the fire code official determines that the installation of flammable and combustible aboveground storage tanks or below grade vaulted tanks will create a hazard to occupants and property owners in the area.

~~(+)(j)~~ **Chapter 80**

NFPA 13D is amended as follows:

Section ~~6.1.2-6.2.2~~ is amended to ~~read~~add subsection (2) to read as follows:

~~6.1.2 6.2.2(2) Where~~ **Where** stored water is used as the sole source of supply for the sprinkler system, the minimum quantity shall equal the water demand rate times 10 minutes.

~~Section 6.1.3 is deleted.~~

~~(+)(k)~~ **Appendix B**

Section B105.2 of Appendix B is amended to read:

~~B105.2 Buildings~~B105.2 Buildings Other than One- and Two-Unit Family Dwellings.

The minimum fire flow and flow duration for buildings other than one- and two-unit family dwellings shall be as specified in Table B105.1.

EXCEPTION: A reduction in required fire flow of up to 50 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2. A reduction in required fire flow of up to 75 percent is allowed for isolated buildings of Group U occupancy, agricultural uses, or other low hazard uses when approved by the fire code official. The resulting fire flow shall not be less than 1,500 gallons per minute (5678 L/min) for the prescribed duration as specified in Table B105.1.

~~(m)~~(l) **Appendix C**

Section C103.4 is added to read:

C103.4 Fire Hydrants Available. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements specified in this Appendix C when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

Section C103.1 is amended to read:

C103.1 Maximum Spacing. The average spacing between fire hydrants shall not exceed 300 feet (91m) in industrial, commercial, and multifamily development, and 600 feet (183m) in all single-family developments. Spacing of fire hydrants along public streets shall also be guided by other County or Authority public works standards.

EXCEPTION: The fire code official is authorized to accept a deficiency of up to ten (10) percent where existing fire hydrants provide all or a portion of the required fire hydrant fire flow.

Table C102.1 is deleted.

~~(n)~~(m) **Appendix P-Q is added to read:**

P Q101 Findings^[LW10].

- A. The Authority Board finds and declares that wood shake shingle roofs are a severe fire hazard and danger to the lives, health, property and safety of the residents residing in the territory of the Authority and the surrounding communities.
- B. The Authority Board finds and declares that wood shake shingle roofs are comprised of materials that create a unique and significant fire hazard and danger to an extent that they constitute a public nuisance, as set forth by Section 3480 of the California Civil Code, because they are injurious to the health and safety of and substantially endanger the entire community.
- C. The Authority Board finds and declares that the Authority's enforcement and abatement of all existing buildings or structures within the territory of the Authority located within the City of Big Bear Lake with wood shake shingle roofs shall be consistent with the provisions set

forth in Chapter 8.81 “Wood Shake Shingle Roofs” of the City of Big Bear Lake Municipal Code.

D. The Authority Board finds and declares that the Authority’s enforcement and abatement of all existing buildings or structures within the territory of the Authority located within the County of San Bernardino and not within the City of Big Bear Lake with wood shake shingle roofs shall be consistent with the provisions set forth in Ordinance No. 4369 “An Ordinance of the County of San Bernardino, State of California, Amending Section 23.0801 of the San Bernardino County Code, Relating to Roof Coverings” of the County of San Bernardino County Code.

E. Authority Ordinance No. BBFA2014-001 previously established similar provisions and designated all wood shake shingle roofs on properties or structures within the territory of the Authority to be a public nuisance.

P102 Wood Shake Shingle Roofs—Public Nuisance.

A. All wood shake shingle roofs on properties or structures within the territory of the Authority located within the City of Big Bear Lake shall be abated as a public nuisance and a dangerous building by the fire chief, or his or her designee in accordance with City of Big Bear Lake Municipal Code Chapter 8.81.

B. All wood shake shingle roofs on properties or structures located within the territory of the Authority located within the County of San Bernardino and not within the City of Big Bear Lake shall be abated as a public nuisance and a dangerous building by the fire chief, or his or her designee in accordance with Ordinance No. 4369 of the County of San Bernardino County Code.

6. **Amendments to the California Residential Code.** The California Residential Code is amended as follows:

~~(a) (a)~~ **Chapter 3**

Section R313.3.1.2 is amended to read:

R313.3.1.2 Required Sprinkler Locations. Sprinklers shall be installed to protect all areas of a dwelling unit.

EXCEPTIONS:

1. Attics, crawl spaces, built-up areas less than five (5) feet in height and normally unoccupied concealed spaces that do not contain fuel-fired appliances, do not require sprinklers. In those areas containing fuel-fired appliances, a sprinkler shall be installed above the appliance.

2. Clothes closets, linen closets, and pantries not exceeding 24 square feet (2.2 m²) in area, with the smallest dimension not greater than 3 feet (915 mm) and having wall and ceiling surfaces of gypsum board.
3. Detached garages, carports with no habitable space above, open attached porches, balconies or stairs, and similar areas.

Section R313.3.5.2 is amended to read:

R313.3.5.2 Required Capacity. The water supply shall have the capacity to provide the required design flow rate for sprinklers for a minimum of ten (10) minutes regardless of the square footage or number of stories.

7. **Ordinance Repeals**

That ~~2019~~2022~~6~~ Fire Code Ordinance No. BBFA~~2017~~~~2020~~2023-001 and any and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

8. **Severability**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

9. **Rights Reserved**

That nothing in this ordinance or in the Authority Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action existing, under any act or ordinance hereby repealed as cited in Section 8 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

10. **Publication and Certification**

The Secretary of the Board of Directors shall certify to the adoption of this ordinance and shall cause a summary thereof to be published at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the Secretary of the Board and within fifteen (15) days of its adoption shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the Secretary of the Board, in accordance with California Government Code Section 36933.

11. **CEQA**

The Board of Directors finds that it can be seen with certainty that the adoption of this ordinance will not have a significant effect on the environment and is therefore ~~exempt not subject to~~from

the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. ~~Authority staff is directed to file a Notice of Exemption within five (5) days of adopting this ordinance.~~

12. **Effective Date**

This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force upon ratification of this ordinance by the City of Big Bear Lake and the County of San Bernardino along with acceptance by the California Department of Housing and Community Development pursuant to California Health and Safety Code Section 13869.7(c).

PASSED, APPROVED, and ADOPTED by the Big Bear Fire Authority Board of Directors at its regular meeting held the ~~4th~~ ____ day of ~~August~~ _____, ~~2020~~2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINS:

~~John Green~~ Bynette Mote
~~Chairman~~ Board Chair, Board of Directors
Big Bear Fire Authority

ATTEST:

REVIEWED AND APPROVED:

~~Dawn Marschinke~~ Update Chardelle Smith
Interim Board Secretary
Big Bear Fire Authority

~~Jeffry F. Ferre~~ Nicholaus Norvell
Authority Counsel
Best Best & Krieger, LLP

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

I, ~~Dawn Marschinke~~ Chardelle Smith, Interim Board Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing ordinance, being Ordinance No. BBFA~~2020~~2023-001 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 4th day of August, 20202023, 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 Authority this 4th day of August, 20202023.

Dawn Marschinke~~[Update~~Chardelle Smith]
Secretary Interim Board Secretary
Big Bear Fire Authority

ORDINANCE NO. BBFA2023-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE 2022 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2022 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS THERETO

WHEREAS, pursuant to Government Code Section 50022.1 *et seq.* and California Health and Safety Code Section 13869 *et seq.*, the Big Bear Fire Authority (“Authority”) may adopt by reference the 2022 Edition of the California Fire Code and the 2022 Edition of the California Residential Code related to hazardous conditions and materials and fire prevention; and

WHEREAS, Health & Safety Code Section 13145 authorizes the Authority to enforce building standards relating to fire and panic safety; and

WHEREAS, Health & Safety Code Section 17958.5, 17958.7, 18941.5, and 13869.7 permit the Authority to make such changes or modifications to the 2022 Edition Fire Code and the 2022 Edition of the Residential Code as are reasonably necessary upon express findings that such changes or modifications are needed due to local climatic, geological, or topographical conditions; and

WHEREAS, the Board of Directors of the Authority does herewith find that the Authority service area has certain climatic, geological, and topographical features, identified below, that can have a deleterious effect on emergency services such as fire protection and emergency medical services and the modifications and changes herein are reasonably necessary because of such local climatic, geological, and topographical conditions; and

WHEREAS, the Authority desires to adopt various amendments to the 2022 Edition of the California Fire Code and the 2022 Edition of the California Residential Code to mitigate, to the extent possible, said deleterious effects; and

WHEREAS, the Authority held a public hearing on *[to be inserted at second reading]*, 2023, at which time, all interested persons had the opportunity to appear and be heard on the matter of adopting the Fire Code and Residential Code as amended herein; and

WHEREAS, the Authority published notice of the aforementioned public hearing pursuant to California Government Code Section 6066 on *[insert]*, 2023 and *[insert]*, 2023; and

WHEREAS, any and all other legal prerequisites relating to the adoption of this ordinance have occurred.

NOW, THEREFORE, be it ordained by the Board of Directors of the Authority as follows:

The following findings are adopted in reference to the amendments to the 2022 Edition of the California Fire Code and the 2022 Edition of the California Residential Code:

1. **Findings and Adoption of the California Fire Code and California Residential Code.** The Board of Directors of the Authority hereby finds and determines:

(a) That the California Fire Code, 2022 Edition and the California Residential Code, 2022 Edition, are Part 9 and Part 2.5, respectively, of the California Building Standards Code, located in Title 24 of the California Code of Regulations, as published by the California Building Standards Commission. The California Building Standards Code contains building standards which are state regulations developed or adopted by various state agencies for specific types of buildings, building equipment and features. New editions of the California Building Standards Code are published every three years in a triennial cycle.

(b) That Health and Safety Code Section 13869 *et seq.* provides, in pertinent part, that a fire protection district may adopt building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code as it determines are reasonably necessary because of local climatic, geological, and topographical conditions.

(c) That the additional requirements and standards established herein are needed to properly protect the health, safety, and welfare of the existing and future residents and workers of the Authority. Said requirements and standards are reasonably necessary because of local climatic, geological, and topographical conditions described herein. This finding is based upon the express findings and determinations of the proposed amendments to the codes in this ordinance.

2. **Findings for Amendments.** The Board of Directors of the Authority finds that the requirements set forth here are reasonable and necessary modifications because of the following climatic, geological, or topographical conditions within the County of San Bernardino (“County”) and the City of Big Bear Lake (“City”).

(a) **Climate:**

The jurisdiction is subject to weather patterns such as frequent periods of drought and low humidity which add to the fire danger. During winter months heavy snow and ice conditions exist resulting in increased demand for fire services and limiting or delaying emergency vehicle access.

(b) **High Temperature and Winds:**

During the summer months, the dry winds and existing vegetation mix to create a hazardous fuel condition, which has resulted in large-loss vegetation and structure fires. Summer temperatures exceeding 95 degrees and severe “Santa Ana” winds frequently occur and can move a fire quickly throughout areas of the County and City.

Limited Water Supply:

Because some areas within the County and City lack water supply by any public entity and because of local weather patterns, the County and City (like other Southern California regions) have, at times, experienced a need for water conservation. Due to consumption and periods of limited rainfall, future water allocation may not be fully dependable during periods of extended drought.

(c) **Topographical:**

Natural slopes of eight percent or greater generally occur throughout the mountain areas of San Bernardino County. In many cases, slopes in the San Bernardino Mountains exceed forty percent. The elevation change caused by the mountains and foothills creates the geological foundation on which communities within San Bernardino County are built and will continue to be built. With much of the populated flatlands already built upon, future growth will occur on steeper slopes and greater contrasts in terrain. All of these topographical conditions have created slower response times of emergency vehicles into the high growth areas, due to the extraordinary terrain changes.

(d) **Geological Concerns with Flooding and Access Routes:**

Road circulation features located throughout the County and City also make the amendments reasonably necessary. Located through the County and City are major roadways, highways, flood control channels and natural drainages that create barriers and slow response times. Another unique factor, which creates barriers and slow response times, are the multiple canyons located in the County and City. Hills, slopes, street, and storm drain design, accompanied with heavy rainfall causes roadway flooding and landslides and at times, may make an access route impassable. There exist areas in the County and City that naturally have extended emergency response time that exceeds ten minutes. This time extension is due to remote sparse development.

(e) **Seismic Hazards:**

The County and City have within their boundaries potentially active seismic hazards. Seismic activity within the County and City occurs yearly, and a fire potential exists with these active faults. Existing structures and planned new development are at serious risk from these faults.

(f) **Dense Development:**

Highly populated areas exist within the County and City. Structures in close proximity to each other pose an exposure problem, which may cause a fire to spread from one structure to another.

(g) **Administrative:**

The amendment is necessary for non-substantive, administrative purposes.

The findings above are applicable to the amendments set forth in this ordinance as follows:

Code Section	Description	Finding
FIRE CODE		
101.1	Title (amended)	h
103.2	Fire Code Official Appointment (deleted)	h
104.11	Fire Investigations (amended)	h
104.11.2	Authority as Peace Officers (added)	h
104.13	Cost Recovery (added)	h
104.14	Expenses for Securing an Emergency (added)	h
105.5.5	Carnivals, Fairs, Block Parties, and other Outdoor Assemblage (amended)	a, b, c, d, e, f, g
105.5.34	Exception: Recreational Fires (deleted)	a, b, c, d, e, f, g
105.5.38	Outdoor Assemblies (amended)	a, b, c, d, e, f, g
105.5.52	Wood Products (amended)	a, b, c, d, e, f, g
105.5.55	Christmas tree sales (added)	a, b, c, d, e, f, g
111.1	Hearing Officer and Appeals Board Established (amended)	h
111.2	Limitations on Authority (amended)	h
111.3	Qualifications (deleted)	h
111.4	Administration (amended)	h
111.5 – 111.9	Regarding Hearings (added)	h
112.4	Violation Penalties (added)	h
112.4.1	Abatement (amended)	h
202	Definitions (amended)	h

305.3	Open-Flame Warning Device (amended)	a, b, c, d, e, f, g
305.6	Spark Arrestors (added)	a, b, c, d, e, f, g
307.1 – 307.2	Regarding Open Fires (amended)	a, b, c, d, e, f, g
307.3	Extinguishment Authority (amended)	h
307.4 – 307.5	Regarding Recreational Fires (deleted)	a, b, c, d, e, f, g
315.8	Outside Storage of Firewood (added)	a, b, c, d, e, f, g
403.11.1	Fire Watch Personnel (amended)	a, b, c, d, e, f, g
503.2.1	Dimensions (amended)	c, d, e, g
503.2.3	Surface (amended)	c, d, e, g
503.4	Obstruction to Fire Apparatus Access Roads (amended)	c, d, e, g
507.1	Required Water Supply (amended)	a, b, c, d, e, f, g
507.3	Fire Flow (amended)	a, b, c, d, e, f, g
507.3.1	Inadequate Fire Flow (added)	a, b, c, d, e, f, g
903.2.11.7	Buildings 5,000 Square Feet or More in Size (added)	a, b, c, d, e, f, g
903.2.11.8	Additions to Existing Buildings (added)	a, b, c, d, e, f, g
903.7	Freeze Protection (added)	a
4905.3	Additional Requirements (added)	a, b, c, d, e, f, g

4906.1 – 4906.2	Vegetation Management (amended)	a, b, c, d, e, f, g
4907.3	Defensible Space Requirements (amended)	a, b, c, d, e, f, g
4907.4	Native Brush, Shrubs and Other Highly Flammable Vegetation (added)	a, b, c, d, e, f, g
5601.1.3	Fireworks (amended)	a, b, c, d, e, f, g
5601.1.3.1	Seizure (added)	h
5704.4.9	Tank Storage Prohibited (added)	a, b, c, d, e, f, g
Chapter 80 NFPA 13D 6.2.2	Stored Water (amended)	a, b, c, d, e, f, g
B105.2	Buildings Other than One- and Two-Unit Family Dwellings (amended)	a, b, c, d, e, f, g
Appendix C, C103.1	Fire Hydrants – Maximum Spacing (amended)	a, b, c, d, e, f, g
Appendix C, C103.4	Fire Hydrants – Availability (added)	a, b, c, d, e, f, g
Appendix C, C102.1	Fire Hydrants Table (deleted)	a, b, c, d, e, f, g
Appendix Q	Wood Shake Shingle Roofs (added)	a, b, c, d, e, f, g
RESIDENTIAL CODE		
R313.3.1.2	Required Sprinkler Locations (amended)	a, b, c, d, e, f, g
R315.3.5.2	Required Capacity (amended)	a, b, c, d, e, f, g

3. **Adoption of the California Fire Code.** The Board of Directors of the Authority hereby adopts with certain amendments, additions, deletions, and exceptions, including penalties in the 2022 Edition of the California Fire Code, also known as Part 9 of Title 24 of the California Code of Regulations (incorporating the 2021 International Fire Code), and Chapter 1, Appendix

Chapter 4, and Appendices B, BB, C, CC, D, H, I J, & P and Errata, as compiled and published by the International Code Council, and the Authority standards and interpretations as approved by the fire code official. The provisions of this California Fire Code, subsequent amendments, California Fire Code Appendices, and the Authority standards and interpretations shall be collectively known as the “Authority Fire Code” and shall be applicable in all areas of the Authority within the County and City. One (1) copy of the California Fire Code has been deposited in the office of the Secretary of the Board of Directors of the Authority and shall be at all times maintained by the Secretary for use and examination by the public. From the date on which this ordinance shall take effect, the provisions hereof shall be controlling within the limits of the Authority.

4. **Adoption of the California Residential Code.** The Board of Directors of the Authority hereby adopts the 2022 Edition of the California Residential Code, also known as Part 2.5 of Title 24 of the California Code of Regulations (incorporating the 2021 International Residential Code), as compiled and published by the International Code Council, and the Authority standards and interpretations as approved by the fire code official. The provisions of this California Residential Code, subsequent amendments, California Residential Code Appendices, and the Authority standards and interpretations shall be applicable in all areas of the Authority.

5. **Amendments to the California Fire Code.** The California Fire Code is amended as follows:

(a) **Chapter 1**

Section 101.1 is amended to read:

101.1 Title. These regulations and adopted standards and interpretations, as approved by the fire code official and Big Bear Fire Authority, shall be known as the “Fire Code of the Big Bear Fire Authority,” hereinafter referred to as, “Big Bear Fire Authority Fire Code,” or “this code.”

Section 103.2 is deleted.

Section 104.11 is amended to read:

104.11 Fire Investigations. The Big Bear Fire Department (“fire department” or “department”) shall have the authority to investigate the cause, origin, and circumstances of any fire, explosion, release of hazardous materials or other hazardous condition. The fire chief or fire code official shall be responsible to pursue any investigation to its conclusion. Information that could be related to trade secrets or processes shall not be made part of the public record except as directed by a court of law.

Section 104.11.2 is added to read:

104.11.2 Authority as Peace Officers. The Fire Chief is authorized to designate a member, or members, of the department as peace officers pursuant to California Penal Code Sections 830.37(a)-(b) and 836.5(a). The Fire Chief, Fire Marshal and those members designated as investigators by the Fire Chief, shall have the full powers of a peace officer and shall be authorized to conduct investigative detentions, issue criminal citations, and make arrests pursuant to

California Penal Code Section 836 for any violation of this code or any referenced or state law, obtain and execute warrants and to seize and take charge of all physical evidence relating to the fire cause or other crime or circumstance being investigated.

Section 104.13 is added to read:

104.13 Cost Recovery. Fire suppression, investigation, plan review, administrative costs, emergency abatement, and rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1 and by Authority/Big Bear Fire Department resolution.

Section 104.14 is added to read:

104.14 Expenses for Securing an Emergency. Any person who negligently or intentionally, or in violation of law, causes an emergency response, including, but not limited to, a traffic accident or spill of toxic or flammable or combustible liquids or chemicals, is liable for the costs of securing such emergency, including those costs set out in Health and Safety Code Section 13009 *et seq.* and Government Code Section 53150 *et seq.* Any expense incurred by the fire department for securing such an emergency situation shall constitute a debt of such person and shall be collectible by the Authority in the same manner as in the case of an obligation under contract, express or implied.

Section 105.5.5 is amended to read:

105.5.5 Carnivals, Fairs, Block Parties, and Other Outdoor Assemblage. An operational permit is required to conduct a carnival, fair, block party, race, concert, parade or other similar outdoor assemblage whether, public or private, when in the opinion of the fire code official, a permit and specific conditions are required due to the nature or location of the activity.

Section 105.5.34 is amended to read:

105.5.34 Open Burning. An operational permit is required for the kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.

Delete Exception: Recreational fires.

Section 105.5.38 is amended to read:

105.5.38 Outdoor assembly event. An operational permit is required to conduct an outdoor assembly, temporary use or other special event where planned attendance exceeds 300 persons per day.

105.5.52 is amended to read:

105.5.52 Wood products. An operational permit is required for the operation of a firewood processing facility and for the storage of wood chips, hogged material or plywood in excess of 200 cubic feet (6 m³).

105.5.55 is added to read:

105.5.55 Christmas tree sales. An operational permit is required for the operation of a Christmas tree lot, stand or other site selling Christmas trees.

Section 111.1 is amended to read:

111.1 Hearing Officer and Appeals Board Established. In order to hear and decide appeals of orders, decisions, or determinations made by the fire code official relative to the application and interpretation of this code, the Authority may contract with or otherwise designate a hearing officer to consider appeals from an order, decision or determination by the fire code official. Certain appeals involving enforcement by the County may also be heard by the County Fire Protection District Fire Chief/Fire Warden, the Fire Chief's/Fire Warden's designee, or other hearing officer so designated by the County and/or the County Fire Protection District in accordance with their appeal procedures, including any subsequent review or appeals. In order to hear and review a hearing officer's decision (except those involving enforcement by the County), a committee of the Big Bear Fire Authority Board of Directors shall serve as an Appeals Board. The Appeals Board shall be comprised of the Chairman of the Authority Board of Directors and four other members of the Board of Directors appointed by the Chairman. The hearing officer(s) and Appeals Board may adopt additional rules of procedure for conducting their business.

Section 111.2 is amended to read:

111.2 Limitations on Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The hearing officer and Appeals Board shall not have authority to waive requirements of this code or interpret the administration of this code.

Section 111.4 is amended to read:

111.4 Administration. The fire code official shall take immediate action in accordance with the decision of the hearing officer once such decision is final, or of a final decision of the Appeals Board.

Sections 111.5 to 111.9 are added to read:

111.5 Requests for Appeal to a Hearing Officer. Any person desiring to appeal an order, decision, or determination of the fire code official relative to the application and interpretation of this code, may file a request with the Secretary of the Board of Directors or other person identified in the order, decision, or determination for a hearing before a hearing officer within 15 days after the date such order, decision, or determination is rendered or enforcement began. An appeal request shall be in writing, shall state the specific reasons for the appeal and the grounds asserted for relief, and shall include with the request the hearing fee as further described below. The enforcement to be reviewed is suspended until the determination of the hearing, unless a hazardous condition exists. The failure to file an appeal within the time or in the manner prescribed in this section, or to include the hearing fee, waives the right to appeal.

111.6 Hearing Procedures – Hearing Officer. Upon receipt of a request for a hearing before a hearing officer, the Secretary of the Board of Directors or other person identified in the order, decision, or determination shall refer the matter to the hearing officer, which shall hold a hearing not less than 10 days nor more than 30 days after the date of the filing of the request for hearing. The hearing officer shall give written notice of the time and place of the hearing to the appellant and the fire code official involved at least 10 days prior to the hearing. Witnesses may be sworn and evidence produced, and parties may be represented by counsel. The hearing officer shall keep a record of the proceedings of each hearing and shall issue written findings and a decision within 15 days after the conclusion of the hearing. All such decisions shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided. The hearing officer's decision is final 15 days after service of the hearing officer's decision on the appellant, unless Appeals Board review is timely requested either by the fire code official or appellant.

111.7 Requests for Review by Appeals Board. To request Appeals Board review of a hearing officer's decision, the appellant or fire code official may file a request with the Secretary of the Board of Directors for a hearing before the Appeals Board within 15 days after the date of service of the hearing officer's decision. A request for review shall be in writing, shall state in detail the reasons for review and the error(s) alleged in the hearing officer's decision, and shall include with the request the hearing fee as further described below. The enforcement to be reviewed is suspended until the determination of the hearing, unless a hazardous condition exists. The failure to file a request for review within the time or in the manner prescribed in this section, or to include the hearing fee, waives the right to seek review by the Appeals Board.

111.8 Hearing Procedures – Appeals Board. Upon receipt of a request for a hearing before the Appeals Board, the Secretary of the Board of Directors shall refer the matter to the Appeals Board, which shall hold a hearing not less than 10 days nor more than 45 days after the date of the filing of the request for review. The Appeals Board shall give written notice of the time and place of the hearing to the appellant and the fire code official involved at least 10 days prior to the hearing. The parties may be represented by counsel and witnesses may be sworn and evidence produced; provided, however, that the Appeals Board shall be authorized to deny the introduction of supplementary evidence and decide the matter after oral argument, to admit supplementary evidence with respect to challenges of particular findings, or reject the hearing officer's findings and conclusions and conduct a de novo hearing. The Appeals Board shall keep a record of the proceedings of the hearing and shall issue written findings and a decision within 15 days after the conclusion of the hearing. All such decisions shall be mailed to the parties by first class mail, postage prepaid, at such addresses as they have provided. The Appeals Board's decision is final 15 days after service the decision on the appellant.

111.9 Fees and Costs. A request for a hearing before either a hearing officer or the Appeals Board shall require the Secretary's receipt of payment of a hearing fee, which may be determined and set by the fire department to cover the cost of preparing the record for the appeal and for any other costs or expenses of conducting the hearing. Unless otherwise specified by resolution, the appeal fee is \$250. After all appeals have been exhausted, the fire department will refund any portion of the appeal fee(s) which are not used. A summary of the costs will be compiled and sent to the appellant and paid within thirty (30) days of exhaustion of all appeals.

Section 112.4 is amended to read:

112.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements of this code or shall fail to comply with any of the requirements thereof or shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 dollars and/or by imprisonment not exceeding 6 months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. (H&S Code Section 13145 and 17995).

Section 112.4.1 is amended to read:

112.4.1 Abatement of violation. In addition to the imposition of penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. In the event that a hazardous condition exists, as determined by the fire code official and in accordance with this chapter, the fire code official may give notice to the owner of the property upon which a hazardous condition exists to abate such condition. In the event that abatement is not performed within the time frames granted by such notices or other written documentation, and or is deemed an immediate threat to public safety, the fire code official may cause abatement to be done in accordance with public nuisance abatement procedures and make the expense of such abatement a lien upon the property at which such condition exists.

(b) **Chapter 2**

Section 202 is amended by adding the following definitions:

All Weather Driving Surface. Unless otherwise defined within other Codes, Rules, Standards or Regulations, the following are considered to be All Weather Driving Surfaces:

- A. Three-inch (3”) Type II A.C. pavement on four inch (4”) crushed aggregate base.
- B. Six-inch (6”) Type II A.C. pavement on native soil.
- C. Six-inch (6”) Portland cement concrete pavement on native soil.
- D. Any other surface as determined by the fire code official to meet the intent of this Code.

Barbecue Grill (also known as a barbeque or BBQ). A portable or fixed device, constructed of steel, concrete, clay, or other non-combustible material, for the primary purpose of cooking food over a liquefied petroleum-, natural gas-, or charcoal-fueled fire.

Barbecue Pit. A trench or depression in the ground in which wood or other clean solid fuel is burned to produce a bed of hot coals for the sole purpose of cooking. A barbecue pit having a fuel area greater than 3 feet in width or 2 feet in height shall be considered a bonfire.

Open Fires. Any outdoor fire, recreational fires and bonfires, portable outdoor fireplaces, barbecues and barbecue pits, wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

(c) **Chapter 3**

Section 305.3 is amended to read:

305.3 Open-flame Warning Devices. Open-flame warning devices shall not be used along an excavation, road or any other place where the dislodgment of such device may permit the device to roll, fall or slide onto any area or land containing combustible materials.

EXCEPTION: This section shall not apply to public safety personnel acting in the performance of their duties.

Section 305.6 is added to read:

305.6 Spark arrestors. Each chimney used in conjunction with a fireplace, portable outdoor fireplace, or other heating appliance in which solid fuel is burned, shall be maintained with an approved spark arrester. The spark arrester shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel. Openings shall not permit the passage of spheres having a diameter larger than one-half inch (13 mm) maximum and shall not block the passage of spheres having a diameter of less than three-eighths inch (10 mm). The screen shall be mounted in or over all outside flue openings in a vertical or near vertical position, adequately supported to prevent movement and shall be visible from the ground. All spark arrestors shall be accessible and removable for cleaning.

Section 307.1 is amended to read:

307.1 General. A person shall not kindle, or maintain any fire, or allow any fire to be kindled or maintained on their property unless in accordance with this Code.

Section 307.2 is amended to read:

307.2 Permit Required. When required pursuant to Section 105.6.32, a permit shall be obtained prior to kindling any open fire.

EXCEPTION: Barbecues, portable outdoor fireplaces or fire rings using propane, natural gas or charcoal briquettes.

Section 307.3 is amended to read:

307.3 Extinguishment Authority. The fire code official is authorized to order or cause the extinguishment of any fire that creates or adds to a hazardous condition, creates smoke emissions offensive to occupants of surrounding properties, is conducted without a permit when such a permit is required, or is conducted outside of the parameters set forth in this section or a permit, when required.

Sections 307.4 through 307.5 are deleted.

Section 315.8 is added to read:

315.8 Outside Storage of Firewood. Firewood and combustible material stored and for consumption on residential properties, shall be neatly stacked free from accumulations of pine

needles and other debris. Firewood that is used for private consumption is limited to five (5) cords. Firewood stored against a structure shall be stored in a weather resistant structure and or covered in a fire resistant fabric.

(d) **Chapter 4**

Section 403.12.1 is amended to read:

403.11.1 Fire Watch Personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the fire code official may require, at the expense of the owner, agent or lessee, one or more fire department personnel to perform fire watch duties, as required and to remain on duty during the times such places are open to the public or when such activity is being conducted.

EXCEPTION: The fire code official may require the owner, agent or lessee to provide one or more fire watch personnel.

(e) **Chapter 5**

Section 503.2.1 is amended to read:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315.2 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 14 feet 6 inches (4450.08 mm).

EXCEPTIONS:

1. Driveways of one- and two-unit family dwellings shall be a minimum of 12 feet in width.
2. Driveways of one- and two-unit family dwellings exceeding 150 feet in length shall be a minimum of 14 feet in width.
3. Required access road dimensions may be modified when, due to location on property, topography, waterways, nonnegotiable grades or other similar conditions, the fire code official determines that the conditions cannot be met.

Section 503.2.3 is amended to read:

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities. Where road grades do not exceed eight percent (8%), and where serving only one- or two- unit family dwellings or accessory Group U occupancies, the fire code official may approve roads constructed with approved native materials or gravel compacted to eighty five percent (85%) compaction.

Section 503.4 is amended to read:

503.4 Obstruction of Fire Apparatus Access Roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times. Any condition that serves as an impediment to fire access, or any vehicle or other obstruction to fire access may be removed at the order of the fire code official, with the expense of such removal to be paid by the owner of the roadway, or of said vehicle or obstruction.

Section 507.1 is amended to read:

507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

EXCEPTION: For single one- and two-unit family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered as an adequate water supply with no additional on-site water source required.

Section 507.3 is amended to read:

507.3 Fire Flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.

EXCEPTION:

1. For single one- and two-unit family dwellings and detached garages, not part of a parcel map, tentative tract or other similar planned development, the installation of an approved automatic residential fire sprinkler system or an approved self-contained residential automatic sprinkler system may be considered an approved fire flow.
2. No water supply or fire sprinkler system is required for detached Group U occupancies not used for industrial or commercial properties when structures are located 50 feet or farther from the property lines and any dwelling.

Section 507.3.1 is added to read:

507.3.1 Inadequate Fire Flow. In areas which are unable to be provided with required fire flow, buildings shall be provided with an approved NFPA sprinkler system. On-site water storage requirements for occupancies other than Group R, Division 3 may be reduced to a 30-minute minimum sprinkler demand.

(f) **Chapter 9**

Section 903.2.11.7 is added to read:

903.2.11.7 Building Fire Area 5,000 Square Feet or More in Size. An approved automatic fire sprinkler system shall be provided throughout in all newly constructed buildings

and structures of any occupancy group when the gross fire area, as defined in the California Building Code, is equal to or exceeds 5,000 square feet.

1. **EXCEPTIONS:** Detached Group U occupancies accessory to a one- or two-family dwelling that are not used for commercial or industrial purposes.

Section 903.2.11.8 is added to read:

903.2.11.8 Additions to Existing Buildings. When an addition to an existing residential structure results in a structure greater than 5,000 square feet and the addition is 50% or more of the original square footage, the entire structure shall be provided with an automatic sprinkler system.

Section 903.7 is added to read:

903.7 Freeze Protection. All sprinkler systems shall be suitably freeze-protected for climatic conditions as prescribed by the fire code official.

EXCEPTION: New or used mobile homes or manufactured homes that are used or intended for use as a dwelling, and new or used multifamily manufactured homes with two dwelling units, are exempt pursuant to State law. (H&S Code § 18015; 25 CCR § 4300.)

(g) **Chapter 49**

Section 4905.3 is added to read:

4905.6 Additional Requirements. Dependent upon specific site conditions (e.g., building separation, property line setbacks, fire flow, road conditions, slope, vegetation, etc.) or a combination of conditions, the Authority may require structures to meet more stringent construction standards (e.g, exterior walls to be constructed to the modified or full one-hour construction standards, etc.) as additional mitigation to the fire threat.

Section 4906.1 is amended to read:

4906.1 General. Hazardous vegetation and fuels shall be managed, at all times, to reduce the severity of potential exterior wildfire exposure to buildings and to reduce the risk of fire spreading to buildings in accordance with Section 4906.3.

Section 4906.2 is amended to read:

4906.2 Application. Those areas protected by the Big Bear Fire Authority shall be classified as a *Very High Fire Hazard Severity Zone*.

Section 4907.3 is amended to read:

4907.3 Requirements. It shall be the responsibility of every property owner, occupant, and person in control of any land interest to abate the accumulation of forest fuels around their property, through implementation of the following measures within twenty (20) feet of roads, streets, highways, driveways, and parking lots, and within (100) feet of all aspects of a structure or to the property line (whichever is less).

- a. Remove all dead, burnable fuels, including but not limited to all pine needles, leaves, pine cones, and branches on roofs, on and under decking, noxious weeds or vegetation, dry grass, logs, dead-dying trees, identified hazard trees, dead branches limbs in trees and shrubs, grass four inches and higher, pine needles on the ground down to a two-inch depth, and all combustible rubbish, debris, or noxious material that constitutes a fire, health, or safety hazard, or which may endanger or injure neighboring property, or the health, safety, or well-being of persons or property.
- b. Thin dense groups of trees (less than six inches in diameter) to six to eight-foot spacing, measured trunk to trunk. Removal of any live tree with a diameter of more than six inches measured at four and one-half feet above the ground requires approval by the city.
- c. In areas with a continuous canopy, any tree taller than forty-five (45) feet shall have its branches pruned back to the trunk if the limbs and branches have any portion lower than twelve (12) to fifteen (15) feet from the ground. A tree shorter than forty-five (45) feet shall be pruned to remove any live or dead limbs and branches up (6) feet or no more than 25% of total height. For non-continuous canopy areas, tree branches shall be pruned to remove limbs located less than 6 feet above the ground surface.

Exception: Deciduous trees. Specimen and individual standing trees could/shall be prescribed specific abatement requirements.

- d. All native brush, shrubs and other highly flammable vegetation shall be installed and maintained in a manner that minimizes fire risk, including, without limitation, by removing dead branches and twigs at all heights, pruning the lower 25% foliage of branches, and selectively pruning to reduce the density of the plant.
- e. Native brush or other highly flammable vegetation shall be installed and maintained with horizontal spacing such that the space between two shrubs (horizontally) shall be a minimum of two times the height of the tallest shrub. Individual shrubs or groups of shrubs clumped together shall be modified so that their diameter does not exceed fifteen (15) feet. Groups of shrubs clumped together with a diameter of fifteen (15) feet or less shall be treated as a single plant.
- f. Any limbs, branches that have any portions less than ten (10) feet from chimney opening shall be completely removed. Limbs and branches located within ten (10) feet vertical and horizontal distance from the roof line or overhang a structure shall be abated. Any tree limbs and branches identified as a fire hazard within 5 feet of a structure shall be abated.
- g. All litter generated from clearing and trimming shall be properly disposed of within ten (10) days, except that any logs infested with bark beetles or GSOB shall be treated prior to removal as recommended by the California Department of Forestry or a qualified tree expert.
- h. Firewood and combustible material stored and for consumption on residential shall be neatly stacked free from accumulations of pine needles and other debris. Firewood that is used for private consumption is limited to five (5) cords. Firewood shall be stored in a weather resistant structure and or covered in a fire resistant fabric at all times. Firewood should be stacked away from the drip line of trees.

- i. All pine needles and leaves shall be removed from within five (5) feet of a structure.

Exception: Greater than 5 feet from a structure, up to two (2) inches of duff layer (dark layer of decomposing needles and leaves) may remain to prevent soil erosion and promote soil health.

Sections 4907.4 is added to read:

4907.4 Native Brush, Shrubs and Other Highly Flammable Vegetation.

4907.4.1 Requirements for Shrubs on Properties. Native brush or other highly flammable vegetation shall not be planted or maintained within fifteen (15) feet of any building or structure, including, without limitation, any deck or patio and within twenty (20) feet of roads, streets, highways, driveways, and parking lots. All owners of any real property shall be required to fully comply with this provision by abating the offending native brush and shrub, which shall be considered a nuisance.

- a. All native brush, shrubs and other highly flammable vegetation shall be installed and maintained in a manner that minimizes fire risk, including, without limitation, by removing dead branches and twigs at all heights, pruning the lower 25% of branches, and selectively pruning to reduce the density of the plant.
- b. Native brush or other highly flammable vegetation shall be installed and maintained with horizontal spacing such that the space between two shrubs (horizontally) shall be a minimum of two times the height of the tallest shrub. Individual shrubs or groups of shrubs clumped together shall be modified so that their diameter does not exceed fifteen (15) feet. Groups of shrubs clumped together with a diameter of fifteen (15) feet or less shall be treated as a single plant.
- c. Subsections B, C, and D of this Section shall not apply to an isolated shrub or shrubs that have been heavily modified by thinning and pruning up, nor to activities within the boundaries of a plant conservation easement area that do not, in the opinion of the fire chief, or his or her designee, constitute a fire hazard. In deciding whether such shrub or shrubs constitute a fire hazard, the fire chief, or his or her designee, shall consider: (i) the proximity of the shrub(s) to other buildings or structures; (ii) the types of shrub(s) involved; (iii) the potential threat of the shrub(s) to the public health, welfare and safety; and (iv) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.
- d. Cut and/or thinned vegetation shall be disposed of no later than ten (10) days after cutting.

4907.4.2 Definitions / Administration and Enforcement.

- a. For the purposes of this Section 4906.4, these following terms shall be defined as follows:

1. **Modify or abate** shall mean any action that physically affects a plant, ranging from pruning or thinning to complete removal (other than the removal of the root ball);
 2. **Native brush** shall be defined as Manzanita (*arctostaphylos patula*), Service Berry, Mountain Whitethorn, Sage and Mountain Mahogany (*cercocarpus ledifolius*) (brush form) (commonly known in Big Bear Valley as Ironwood), as well as such other species as the fire chief, or his or her designee, may, from time to time, determine constitutes a fire hazard. In making such a determination, the fire chief shall consider, without limitation, the following: (i) the type of native brush and/or shrub species the fire chief, or his or her designee, is considering adding to the definition of “native brush” and whether such species is threatened or endangered; (ii) the fire, health or safety hazard of such native brush and/or shrub species to the territory of the Authority and the surrounding community; (iii) the ability of the native brush and/or shrub species to damage neighboring property; (iv) the ability of the native brush and/or shrub species to adversely impact the health, safety or welfare of persons and/or property; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare;
 3. **Highly Flammable Vegetation** shall be defined as any ornamental shrub, tree or plant, other than native brush, which is known to exhibit high flammability due to its high oil or resin content and/or is prone to the production of large amounts of dead leaves or other foliage within or under the plant. Examples of highly flammable vegetation include, but are not limited to, ornamental juniper species, ornamental cypress species, Spanish Broom, Scotch Broom and rosemary;
 4. **“Owner”** means any person, firm, corporation or entity, including without limitation, any homeowner’s association that has any legal or equitable interest in real property, as shown on public records. In the event real property is leased or rented, the lessee or tenant shall be responsible for all obligations imposed on any owner under this chapter;
 5. **“Shrubs”** means a woody plant smaller than a tree, usually having multiple permanent stems branching from or near the ground. Shrubs include, without limitation, native brush;
 6. **“Vacant lot(s)”** means a parcel(s) of property currently undeveloped or unimproved by any building or structure.
- b. The fire chief, or designee, shall enforce the provisions of this chapter with respect to any and all properties as he or she deems necessary for the public health, safety and welfare. In making such a determination, the fire chief, or his or her designee, shall consider: (i) the proximity of the brush and/or shrubs to other buildings or structures; (ii) the types of brush and/or shrubs involved; (iii) the potential threat of the brush and/or shrubs to the public health, welfare and safety; (iv) the determination of any other public agencies as to the fire

danger of the area; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

Any public official or person designated to administer or enforce this chapter shall be authorized to enter upon private property in order to conduct an inspection, post notices, perform abatement/modification, or any other action necessary or convenient to the administration and enforcement of this chapter. In the event a judicial warrant is required, such person or designee shall obtain a warrant pursuant to the California Code of Civil Procedure, Sections 1822.50 *et seq.*

4907.4.3 Environmental Exemptions. The modification of brush or shrubs, as described in this Section 4906.4, shall be exempt from the provisions of this chapter if any or all of the following would occur:

- a. The activities would result in the taking of endangered, rare, or threatened plant or animal species. By way of example, and not by way of limitation, the following species of plant are, as of the date of the ordinance adopting this chapter, not threatened or endangered and are subject to the provisions of this chapter:
 1. The *arctostaphylos patula* species of Manzanita;
 2. The *cercocarpus ledifolius* species of Mountain Mahogany (brush form) (commonly known in Big Bear Valley as Ironwood);
 3. Sage species that occur in the Big Bear Valley.
- b. The activities would result in significant erosion and sedimentation of surface waters. The owner of each piece of real property shall, when performing modifications required by this chapter, keep soil disturbance to a minimum, especially on steep slopes. Erosion control techniques such as leaving root balls intact, minimizing use of motorized equipment, and covering exposed disturbed soil areas with mulch or similar materials shall be employed in order to help reduce soil erosion and plant re-growth.

4904.4.4 Exceptions.

- a. Nurseries and other similar agricultural and/or horticultural uses shall be exempt from this chapter, provided the fire chief, or his or her designee, shall have the discretion to enforce the provisions of this chapter with respect to such businesses as he or she deems necessary to promote the public health, safety and welfare as it relates to fire safety and/or the health of the forest. In using his or her discretion, the fire chief, or his or her designee, shall consider: (i) the health of the brush and/or shrubs involved; (ii) whether the brush and/or shrubs pose a risk to the public health, safety or welfare of the community; (iii) the type of brush and/or shrubs involved; (iv) the owner's maintenance activities involving the brush and/or shrubs; and (v) any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare, including, without limitation, whether such shrub(s) is endangered, rare or threatened.
- b. Up to two inches of dead pine needles, leaves and other soils amendments for soil replenishment and forest safety may be permitted, when in the opinion of the fire chief, or

his or her designee, they do not constitute a fire hazard. In deciding whether they present a fire hazard, the fire chief, or his or her designee, shall consider:

- c. The proximity of the pine needles and leaves to buildings or structures;
- d. The height of the lower branches of shrubbery from the ground;
- e. The condition of the shrubbery, (e.g., free from dead and dying limbs and leaves);
- f. The sectioning of the shrubbery; and
- g. Any other factors that the fire chief, or his or her designee, deem relevant when considering the public health, safety and welfare.

4907.4.5 Protection of Sensitive Biological Resources.

- a. Should any owner receive a NOTICE TO ABATE form that mandates the modification of native brush or shrubs other than the following shrub species: Juniper, Spanish Broom or native brush species: Manzanita, Service Berry, Mountain Whitethorn, Sage, or Mountain Mahogany and the property falls within the potential sensitive shrub resource area (as set forth in the Authority's official records, and which may be amended from time to time), a sensitive plant survey will be required for the property prior to any abatement activities. If it is unclear whether a particular property falls within the potential sensitive shrub resource area or whether or not sensitive plant surveys are required, the owner must contact the Authority or the City of Big Bear Lake Planning Department. The City's Planning Department or Authority shall provide requesting owners with a list of qualified surveyors, which list may be updated or revised at the discretion of the City or Authority. Ideally, sensitive plant surveys should be conducted between June and August to encompass the blooming periods of those sensitive plants that are the most difficult to detect outside the blooming period; however, the sensitive plant survey can be conducted during other parts of the year (aside from periods when snowfall is covering the ground) if necessary. Upon completion of the survey, the surveyor shall advise the owner as to any known or potential sensitive plants that should be avoided during abatement activities. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning or Fire Departments. The owner shall not conduct any modification without prior written approval of the City or Authority. All surveys required by this subsection shall be conducted within a reasonable time as determined by the fire chief, or his or her designee.
- b. If any native brush modification is required for more than twenty (20) shrubs and vegetation modification activities cannot be performed outside the nesting season (typical nesting season is March 15 through August 15), a nesting bird survey shall be performed less than one week prior to vegetation modification activities. Should the owner be required to conduct a nesting bird survey, he or she shall contact the Authority or the City of Big Bear Lake Planning Department for a list of qualified nesting bird surveyors, which list may be updated or revised at the discretion of the Fire Authority or the City. Upon completion of the survey, the surveyor shall advise the owner as to any shrub(s) containing nesting birds that should not be modified until the completion of the nesting cycle. A form shall be completed at the end of the survey that will provide details as to the results of the survey. The surveyor shall provide a copy of the form to the owner and the Planning and/or Fire Departments. The owner shall not conduct any modification without prior written

approval of the City or Authority. All surveys required by this subsection shall be conducted within a reasonable time as determined by the fire chief, or his or her designee.

- c. Any owner receiving a NOTICE TO ABATE form (for any number of shrubs) will also receive a pamphlet pertaining to providing protection for nesting birds. The pamphlet will describe the Migratory Bird Treaty Act, and suggest that if vegetation modification will occur during the nesting season (March 15 through August 15), owners need to check for the presence of active bird nests and avoid modification of any vegetation containing an active bird nest (or vegetation within twenty-five (25) feet of the active bird nest) until the young have fledged.

4907.5 Hazardous Trees. The provisions of this chapter shall apply to any live or dead tree which constitutes a fire, health or safety hazard or which may endanger or injure neighboring property, or the health, safety or well-being of persons or property; and it shall be the duty of every owner, occupant and person in control of any land or interest therein to abate.

4907.6 Outdoor Storage and Uses.

- a. The outdoor storage of any materials or equipment, including but not limited to; lumber, construction materials, inoperable vehicles, auto parts, household appliances, pipe, drums, machinery, furniture, or trash is prohibited when, in the opinion of the Fire Code Official, the materials or conditions would cause an impediment to firefighting or other emergency efforts.
- b. No open storage shall be permitted in any required front or side yards adjacent to a street or highway in residential zones.

(h) **Chapter 56**

Section 5601.1.3 is amended to read:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, and use of fireworks is prohibited.

Delete Exceptions: 1 - 4

Exception: A permit may be issued by the fire code official in accordance with Section 5608 for the use of fireworks or pyrotechnics for public fireworks display or special effects in motion picture, television, theatrical productions.

Section 5601.1.3.1 is added to read:

5601.1.3.1 Seizure. The fire code official is authorized to remove or cause to be removed or disposed of in an approved manner, at the expense of the owner, explosives, explosive materials or fireworks offered or exposed for sale, stored, possessed or used in violation of this chapter.

(i) **Chapter 57**

Section 5704.4.9 is added to read:

5704.4.9 Tank Storage Prohibited. Pursuant to this Section 5704, the storage of flammable and combustible liquids in outside aboveground unprotected tanks and below grade vaulted tanks shall be prohibited in areas where the fire code official determines that the installation of flammable and combustible aboveground storage tanks or below grade vaulted tanks will create a hazard to occupants and property owners in the area.

(j) **Chapter 80**

NFPA 13D is amended as follows:

Section 6.2.2 is amended to add subsection (2) to read as follows:

6.2.2(2) Where stored water is used as the sole source of supply for the sprinkler system, the minimum quantity shall equal the water demand rate times 10 minutes.

(k) **Appendix B**

Section B105.2 of Appendix B is amended to read:

B105.2 Buildings Other than One- and Two-Unit Family Dwellings. The minimum fire flow and flow duration for buildings other than one- and two-unit family dwellings shall be as specified in Table B105.1.

EXCEPTION: A reduction in required fire flow of up to 50 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2. A reduction in required fire flow of up to 75 percent is allowed for isolated buildings of Group U occupancy, agricultural uses, or other low hazard uses when approved by the fire code official. The resulting fire flow shall not be less than 1,500 gallons per minute (5678 L/min) for the prescribed duration as specified in Table B105.1.

(l) **Appendix C**

Section C103.4 is added to read:

C103.4 Fire Hydrants Available. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements specified in this Appendix C when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

Section C103.1 is amended to read:

C103.1 Maximum Spacing. The average spacing between fire hydrants shall not exceed 300 feet (91m) in industrial, commercial, and multifamily development, and 600 feet (183m) in all single-family developments. Spacing of fire hydrants along public streets shall also be guided by other County or Authority public works standards.

EXCEPTION: The fire code official is authorized to accept a deficiency of up to ten (10) percent where existing fire hydrants provide all or a portion of the required fire hydrant fire flow.

Table C102.1 is deleted.

(m) **Appendix -Q is added to read:**

Q101 Findings.

A. The Authority Board finds and declares that wood shake shingle roofs are a severe fire hazard and danger to the lives, health, property and safety of the residents residing in the territory of the Authority and the surrounding communities.

B. The Authority Board finds and declares that wood shake shingle roofs are comprised of materials that create a unique and significant fire hazard and danger to an extent that they constitute a public nuisance, as set forth by Section 3480 of the California Civil Code, because they are injurious to the health and safety of and substantially endanger the entire community.

C. The Authority Board finds and declares that the Authority’s enforcement and abatement of all existing buildings or structures within the territory of the Authority located within the City of Big Bear Lake with wood shake shingle roofs shall be consistent with the provisions set forth in Chapter 8.81 “Wood Shake Shingle Roofs” of the City of Big Bear Lake Municipal Code.

D. The Authority Board finds and declares that the Authority’s enforcement and abatement of all existing buildings or structures within the territory of the Authority located within the County of San Bernardino and not within the City of Big Bear Lake with wood shake shingle roofs shall be consistent with the provisions set forth in Ordinance No. 4369 “An Ordinance of the County of San Bernardino, State of California, Amending Section 23.0801 of the San Bernardino County Code, Relating to Roof Coverings” of the County of San Bernardino County Code.

E. Authority Ordinance No. BBFA2014-001 previously established similar provisions and designated all wood shake shingle roofs on properties or structures within the territory of the Authority to be a public nuisance.

P102 Wood Shake Shingle Roofs—Public Nuisance.

A. All wood shake shingle roofs on properties or structures within the territory of the Authority located within the City of Big Bear Lake shall be abated as a public nuisance and a dangerous building by the fire chief, or his or her designee in accordance with City of Big Bear Lake Municipal Code Chapter 8.81.

B. All wood shake shingle roofs on properties or structures located within the territory of the Authority located within the County of San Bernardino and not within the City of Big Bear Lake shall be abated as a public nuisance and a dangerous building by the fire chief, or his or her designee in accordance with Ordinance No. 4369 of the County of San Bernardino County Code.

6. **Amendments to the California Residential Code.** The California Residential Code is amended as follows:

(a) **Chapter 3**

Section R313.3.1.2 is amended to read:

R313.3.1.2 Required Sprinkler Locations. Sprinklers shall be installed to protect all areas of a dwelling unit.

EXCEPTIONS:

1. Attics, crawl spaces, built-up areas less than five (5) feet in height and normally unoccupied concealed spaces that do not contain fuel-fired appliances, do not require sprinklers. In those areas containing fuel-fired appliances, a sprinkler shall be installed above the appliance.
2. Clothes closets, linen closets, and pantries not exceeding 24 square feet (2.2 m²) in area, with the smallest dimension not greater than 3 feet (915 mm) and having wall and ceiling surfaces of gypsum board.
3. Detached garages, carports with no habitable space above, open attached porches, balconies or stairs, and similar areas.

Section R313.3.5.2 is amended to read:

R313.3.5.2 Required Capacity. The water supply shall have the capacity to provide the required design flow rate for sprinklers for a minimum of ten (10) minutes regardless of the square footage or number of stories.

7. **Ordinance Repeals**

That 2022 Fire Code Ordinance No. BBFA2023-001 and any and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

8. **Severability**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

9. **Rights Reserved**

That nothing in this ordinance or in the Authority Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action existing, under any act or ordinance hereby repealed as cited in Section 8 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

10. **Publication and Certification**

The Secretary of the Board of Directors shall certify to the adoption of this ordinance and shall cause a summary thereof to be published at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the Secretary of the Board and within fifteen (15) days of its adoption shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the Secretary of the Board, in accordance with California Government Code Section 36933.

11. **CEQA**

The Board of Directors finds that it can be seen with certainty that the adoption of this ordinance will not have a significant effect on the environment and is therefore not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

12. **Effective Date**

This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force upon ratification of this ordinance by the City of Big Bear Lake and the County of San Bernardino along with acceptance by the California Department of Housing and Community Development pursuant to California Health and Safety Code Section 13869.7(c).

PASSED, APPROVED, and ADOPTED by the Big Bear Fire Authority Board of Directors at its regular meeting held the ____ day of _____, 2023 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINS:

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

ATTEST:

REVIEWED AND APPROVED:

 Chardelle Smith
 Interim Board Secretary
 Big Bear Fire Authority

 Nicholaus Norvell
 Authority Counsel
 Best Best & Krieger, LLP

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

I, Chardelle Smith, Interim Board Secretary of the Big Bear Fire Authority Board, do hereby certify that the whole number of members of the said Board is ten; that the foregoing ordinance, being Ordinance No. BBFA2023-001 was duly passed and adopted by the said Board, approved and signed by the Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the ____ day of _____, 2023, 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 Authority this ____ day of _____, 2023.

 Chardelle Smith
 Interim Board Secretary
 Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Mike Maltby, Assistant Chief *MM*

SUBJECT: **APPOINTMENT OF A FIRE CODE APPEALS BOARD FOR 2023**

BACKGROUND

The California Building Standards Commission has adopted the 2019 California Building Standards Code, including the 2019 California Fire Code. Whenever a new code is adopted by the state, it must also be adopted by the local agency. Local agencies may amend the standard code if the amendments are supported by findings showing that the amendments are necessary because of local climatic, geological, or topographical conditions that exist within that jurisdiction.

In recognition of the Fire Authority Board of Directors' desire to retain local control, the California Fire Code was amended to include provisions for the establishment of an Appeals Board allowing any Fire Code related conflict to be heard at the local level.

The purpose of the Appeals Board is to determine application and adherence of fire codes that are established by local ordinance.

DISCUSSION

At its August 4, 2020, Board meeting, the Authority Board adopted Ordinance BBFA2020-001, adopting the 2019 California Fire Code with local amendments. The ordinance states that the Appeals Board shall be comprised of the Board Chair of the Authority Board of Directors and four other members of the Fire Authority Board selected by the Board Chair.

The Appeals Board members that were appointed to serve for a period of one year at the February 1, 2022, Board meeting include Board Chair Green and Directors Melnick, Putz, Russo, and Ziegler.

RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint by nomination, four Directors to serve along with the Board Chair, as the Appeals Board for calendar year of 2023 and continuing until the next Board Chair appointment. The Board shall affirm Chair appointments by vote.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA9

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **APPOINTMENT OF A STANDING ADMINISTRATIVE
COMMITTEE FOR 2023**

BACKGROUND

The Standing Administrative Committee (Committee) is established to assist staff with guidance in a range of policy level discussion items. The goal of the Committee is to streamline discussion and facilitate communication by making recommendations for the full Board to consider. Generally, Committee discussion items are either generated and assigned to the Committee by the Board, or at the discretion of the Fire Chief as a form of guidance and communication from his office to the full Board. Directors Green, Herrick, Mote, and Ziegler served on the Administrative Committee for calendar year 2022.

The Board's bylaws indicate that the Board Chair shall appoint committees. The Administrative Committee is reviewed and potentially revised annually based on the new Chair's selections.

DISCUSSION

The use of a balanced, four-member committee has proven valuable to the Fire Authority as decisions are made that affect its member agencies. This has been the practice in past years through Board philosophy. There are currently no rules or regulations in place that prevent the Board Chair from selecting four Board Members irrespective of member agency that are elected to form the Administrative Committee for calendar year 2023. There are several goals contemplated for 2023 in which the Committee will likely be instrumental to adequately address complexities within each goal bullet pointed below.

- Update Cost Recovery Ordinance
- Potential Development of a Community Facilities District
- Fund Balance Allocation and Reserve Contribution
- Community Risk Reduction – Fire Prevention Programs.

RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint four directors to serve on the Administrative Committee for calendar year 2023. The Fire Authority Board shall affirm the Chair's appointments by vote.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA10

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **ASSIGNMENT OF A FIRE AUTHORITY BOARD MEMBER
DELEGATE TO THE CALIFORNIA JOINT POWERS
INSURANCE AUTHORITY (CJPIA) BOARD FOR 2023**

BACKGROUND

On May 27, 2015, the CJPIA Executive Committee voted unanimously to allow membership to Big Bear Fire Authority. As a member of the CJPIA, a Fire Authority Official shall be assigned as a delegate to the CJPIA Board. A Board member or staff member shall be assigned as an alternate. As a member of CJPIA this certification is to be completed annually.

DISCUSSION

At the Board meeting of June 7, 2022, Director Walsh was appointed as the Fire Authority delegate to the CJPIA Board for 2022; Directors Putz was appointed as alternate. The appointments are now up for renewal for 2023.

STAFF RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint annually, at the February Board meeting, a delegate and alternate(s) to the CJPIA Board, authorizing them to act as official representatives of the Fire Authority for 2023.

ATTACHMENT A: Certification of Director and Alternate(s)



Attachment A

CERTIFICATION OF DIRECTOR AND ALTERNATE(S)

I hereby certify that as of this date, the Official Minutes and Records of the Board of the Big Bear Fire Authority confirm that the following persons have been appointed to represent the Big Bear Fire Authority, in accordance with the provisions of Article 7 of the California Joint Powers Insurance Authority Joint Powers Agreement.

DIRECTOR (Board Member):

Name Title email address

ALTERNATE(S) (one or more, may be Board Member or staff):

Name Title email address

Name Title email address

Name Title email address

Name Title email address

Secretary Signature

Big Bear Fire Authority
Agency (please print agency name)

Date



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA11

MEETING DATE: February 14, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Interim Board Secretary *CS*

SUBJECT: **AGENCY THREE LETTER DESIGNATOR RELATED TO
STATE MASTER MUTUAL AID**

BACKGROUND

A question was raised at the December 6, 2022, Board meeting regarding apparatus numeration and designators. On June 21, 2012, Big Bear Fire Authority was created by separate Board action of the Big Bear Lake Fire Protection District and the Big Bear Community Services District. Through these actions, a new and separate public safety organization was created necessitating the need for organizational identity as a public safety provider at the Local, County, State, and Federal level.

DISCUSSION

When Big Bear Fire Authority (BFA) was created in 2012, the first task was to create the department uniform patch. Considerable thought was placed into the design as it will likely stand the test of time. When the patch was created a request was sent through Bear Valley Unified School District asking the students to help create a new patch for our new formed organization. There were several student submittals. A working group was formed to work through uniform patch design. In the end through numerous inputs, the uniform patch was created bearing the name Big Bear Fire Department.

This is the genesis as to why all department apparatus placarding bears the name Big Bear Fire Department In lieu of Big Bear Fire Authority, the true legal name of the organization. Today, the organization is known as Big Bear Fire Authority, doing business as Big Bear Fire Department.

On November 15, 1950, the California Disaster and Civil Defense Master Mutual Aid Agreement was created. This agreement provides effective mobilization of public and private resources for response to disaster, civil unrest, public health, communications, and transportation emergencies, to name a few.

The United States Fire Service is first organized nationally by region known as Geographic Area Coordination Centers (GACC) (Attachment A). Big Bear Fire Authority resides within the Southern California GACC. The State of California is then broken down through State Office of Emergency Service (OES) Mutual Aid Regions (Attachment B). State mutual aid regions is where agency three (3) letter designators are generated and managed (Attachment C). State mutual Aid Regions are then broken down to Counties known as Operational Area (OA) (Attachment D). From here the San Bernardino County OA is broken down to zones (Attachment E).

The OA or county areas are further broken down to county service area (CSA's) to account for fire station numeration and fire apparatus assigned to each station. The last step in apparatus mobilization is known as run cards. This information is preloaded into a Computer Aided Dispatch (CAD) system. This system auto generates an emergency response that is based on information that is gathered by a call taker sitting in the dispatch center known as CONFIRE. CONFIRE is the County OA dispatch center.

STAFF RECOMMENDATION

Receive presentation.

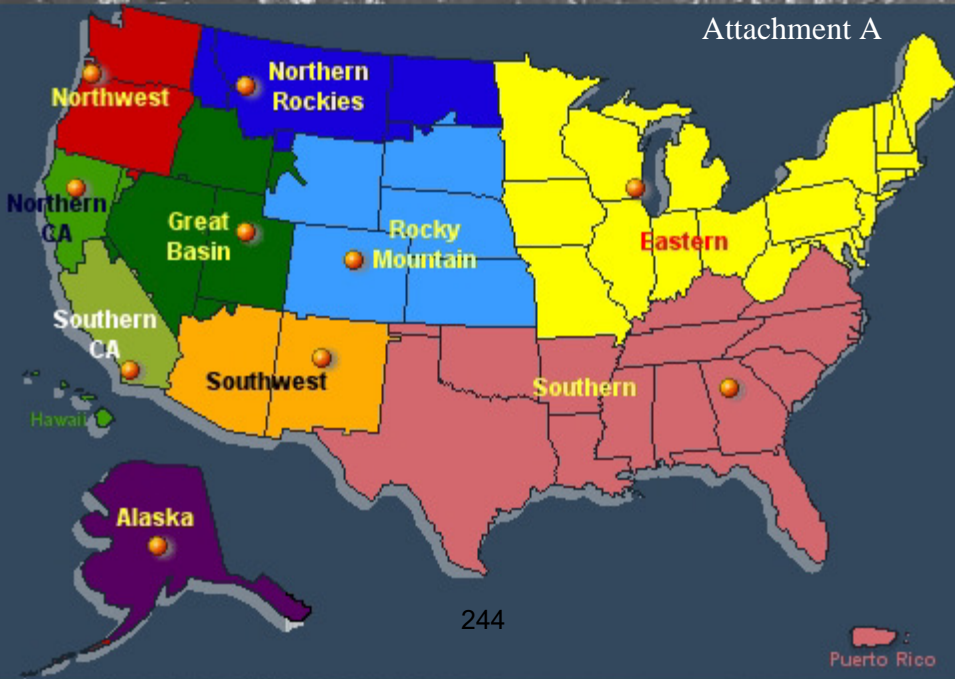
Attachment A: GACC

Attachment B: State Regions

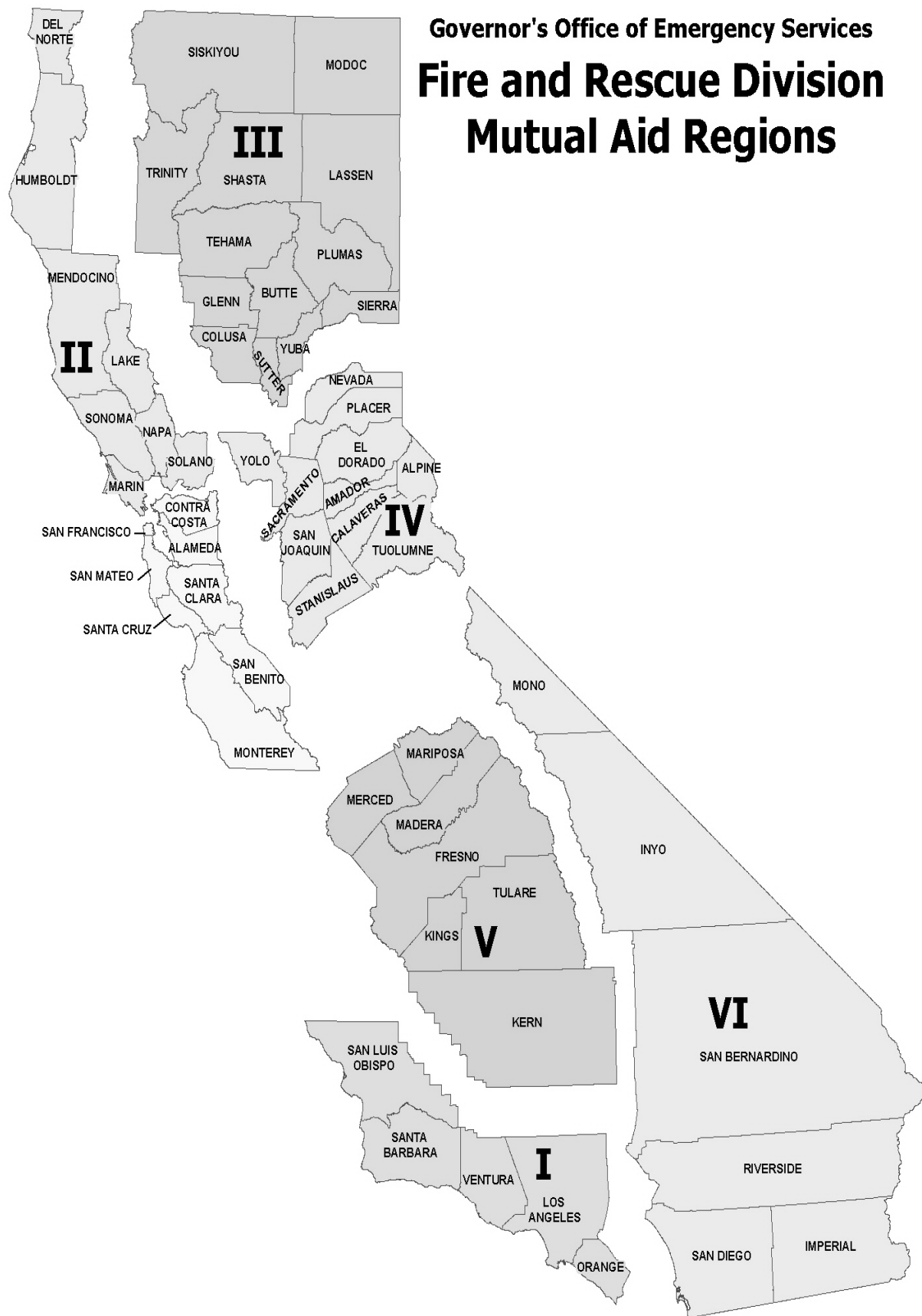
Attachment C: Agency Designator

Attachment D: California County Map

Attachment E: County OA

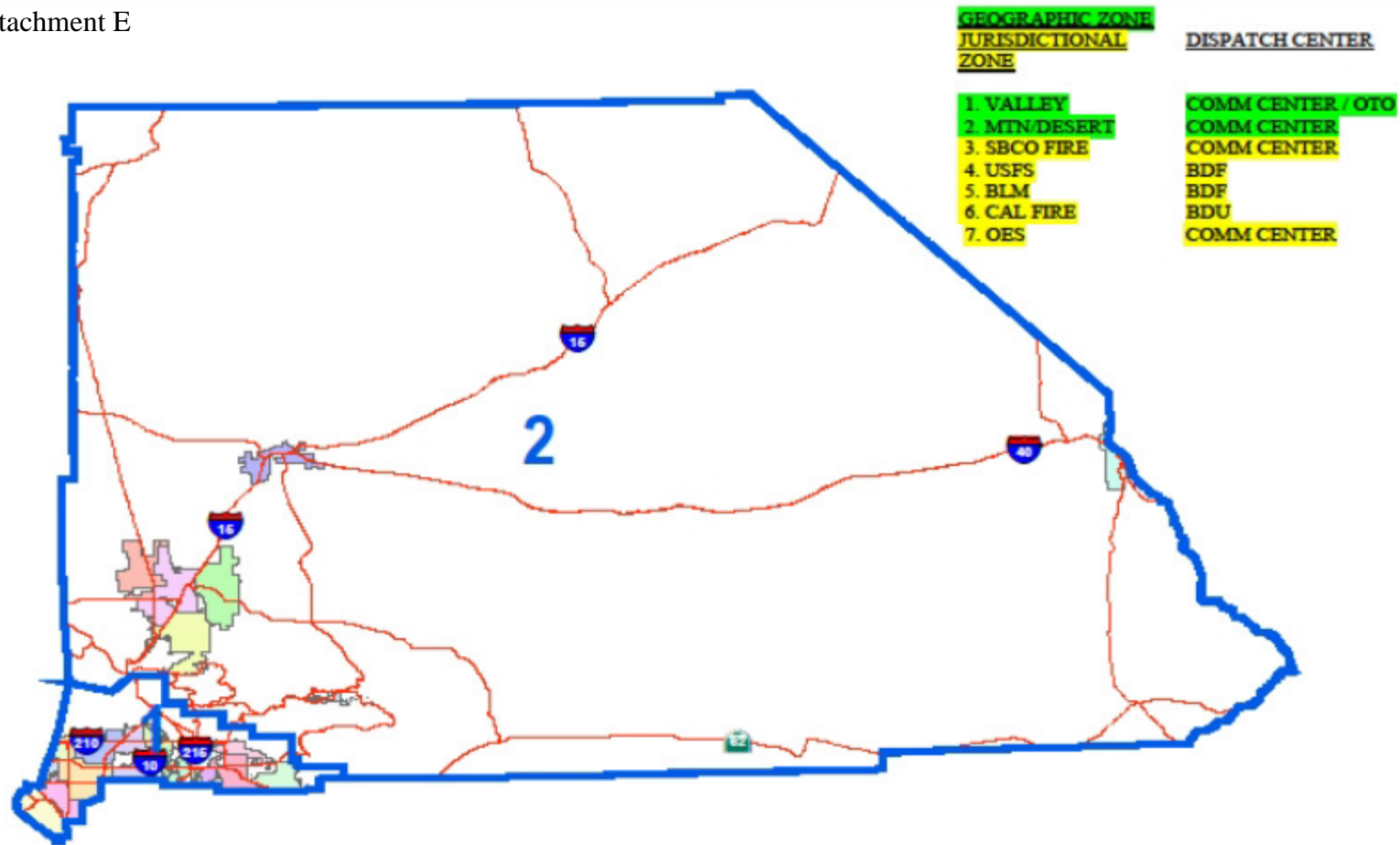


CAL OES FIRE AND RESCUE REGIONAL MAP



BVF	BENNETT VALLEY FPD	SANTA ROSA
BER	BERKELEY FD	BERKELEY
BHL	BEVERLY HILLS FD	BEVERLY HILLS
CCA	BIA, CENTRAL CA AGENCY	SACRAMENTO
HIA	BIA, HOOPA VALLEY TRIBE FD	HOOPA
NCA	BIA, NORTHERN CA AGENCY	REDDING
PAA	BIA, PACIFIC REGIONAL OFFICE	SACRAMENTO
SCA	BIA, SOUTHERN CA AGENCY	RIVERSIDE
TIA	BIA, TULE RIVER INDIAN RES FD	PORTERVILLE
BFA	BIG BEAR FA	BIG BEAR LAKE
BCR	BIG CREEK VFD	BIG CREEK
BGP	BIG PINE FPD	BIG PINE
BSB	BIG SUR VF BRIGADE	BIG SUR
BGV	BIG VALLEY FPD	BIEBER
BIG	BIGGS FD	BIGGS
BSH	BISHOP VFD	BISHOP
CDD	BLM, CA DESERT DISTRICT	MORENO VALLEY





San Bernardino County
Mutual Aid Zones

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March 2017

