



Big Bear Fire Authority

BIG BEAR FIRE AUTHORITY
Special Board Workshop Meeting Notice & Agenda
Emergency Operations Conference Room
41090 Big Bear Boulevard, Big Bear Lake, CA
May 17, 2023
4:30 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

NOTICE IS HEREBY GIVEN, that the Big Bear Fire Authority will conduct a Special Meeting on May 17, 2023, at 4:30 p.m. at 41090 Big Bear Boulevard, Big Bear Lake, CA. This meeting is being called pursuant to Section 54956 of the Government Code of the State of California.

AGENDA

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.

PRESENTATION

- **Hazard Abatement Power Point**

PUBLIC COMMUNICATIONS – Public comment is permitted only on items on the posted agenda that are within the subject matter jurisdiction of the Authority. 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 during this period.

DISCUSSION ITEMS

- 1. Fiscal Year 2023-2024 Revised Preliminary Draft Budget Discussion**
 - 1a. Fleet Replacement**
 - 1b. Tax Revenue Anticipation Note**
 - 1c. Board Compensation**

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

- 1. Public Employee Performance Evaluation (Government Code §54957)**
Title: Fire Chief

REPORT FROM CLOSED SESSION

ADJOURN

I hereby certify under penalty of perjury, under the laws of the State of California, the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 11th day of May, 2023.



Chardelle Smith
Interim Board Secretary

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

BIG BEAR FIRE AUTHORITY				2022-23
2023-2024 Draft Budget				Budget
	Operating Fund	Grant Fund	Total Budget	
<i>Revenue</i>				
Property Tax Revenues	\$ 12,939,524		\$ 12,939,524	\$ 12,221,006
Service Charges	\$ 5,291,592		\$ 5,291,592	\$ 4,762,811
Intergovernmental Revenue	\$ 1,020,207		\$ 1,020,207	\$ 1,141,300
Developer Impact Fees - Transfer in from FPD	\$ -		\$ -	\$ -
Use of Money and Property	\$ 82,306		\$ 82,306	\$ 194,344
Other Revenue	\$ 4,900	\$ 41,852	\$ 46,752	\$ 299,921
Total Revenue	\$ 19,338,528	\$ 41,852	\$ 19,380,380	\$ 18,619,382
<i>Expenses</i>				
Salaries and Benefits	\$ 13,560,450		\$ 13,560,450	\$ 13,051,422
Other Payroll Expenses	\$ 1,841,220		\$ 1,841,220	\$ 1,931,898
Supplies	\$ 335,232		\$ 335,232	\$ 329,124
Professional Services	\$ 1,047,526		\$ 1,047,526	\$ 899,550
Maintenance and Equipment	\$ 999,821		\$ 999,821	\$ 953,131
Utilities	\$ 231,800		\$ 231,800	\$ 193,000
Other Expenditures	\$ 707,425	\$ 41,852	\$ 749,277	\$ 895,627
Total Expenses	\$ 18,723,474	\$ 41,852	\$ 18,765,326	\$ 18,253,752
Excess Operating Revenues over Expenses	\$ 615,054	\$ 0	\$ 615,054	\$ 365,630
Less Capital Expenditures	\$ (522,500)		\$ (522,500)	\$ (219,500)
Change to Fund Balance	\$ 92,554		\$ 92,554	\$ 146,130

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
OPERATIONS						
Operations Revenue						
Property Taxes						
CSD Fire Parcel Tax	2,124,384	2,204,900	2,230,171	1,388,715	2,230,171	2,291,501
CSD Fire Ad Valorum Property Tax	2,791,648	2,975,263	3,184,702	1,967,453	3,184,702	3,417,124
FPD Ad Valorum Taxes	4,808,782	5,091,887	5,627,738	3,269,134	5,627,738	6,076,426
FPD Suppl Roll Prtx Current Year	60,611	142,145	64,812	29,581	64,812	64,117
FPD Unitary Tax	158,708	161,180	158,568	(13,285)	158,568	161,032
FPD Prior Year Taxes	68,035	10,388	29,797	69,041	29,797	33,508
FPD Suppl Roll Prtx Prior Year	75,613	49,466	59,636	123,186	59,636	61,712
FPD RDA Residual Balance RR09	507,448	474,839	634,778	337,530	634,778	628,083
FPD RDA Residual Balance RR10	0	82,159	32,018	66,023	32,018	25,302
FPD RDA Sharing Agreement RR09	188,870	184,618	183,193	80,926	183,193	165,810
FPD RDA Sharing Agreement RR10	0	36,257	15,593	20,829	15,593	14,910
Total Property Tax Revenue	10,784,099	11,413,101	12,221,006	7,339,133	12,221,006	12,939,524
Current Services Charges						
Workers Comp Reimb	78,683	50,329	114,800	20,720	45,479	58,164
Inspections Reports and Misc	51,631	122,105	96,584	4,555	6,833	0
Licenses and Permits	1,780	2,533	1,500	1,574	2,361	0
Public Training	0	0	1,300	1,430	2,145	2,200
Plan Review	22,785	26,942	24,000	18,719	28,079	0
Total Current Service Charges	154,879	201,909	238,184	46,998	84,896	60,364
Use of Money and Property						
Gain on Sale of Assets	0	50,867	113,500	102,050	102,050	0
Gain on Investment	16,969	811	5,000	226	5,000	5,000
Rent Income - Bear Mtn	0	0	3,750	15,000	15,000	3,750
Rent Income - Baldwin Lake	36,270	37,359	38,196	25,464	38,196	39,051
Rent/Options - Cell Tower	21,486	23,476	24,298	15,651	24,298	24,905
Transfer in - General Fund	0	400,000	0	0	0	0
Total Use of Money and Property	75,350	512,513	184,744	158,391	184,544	72,706
Total Operations Revenue	11,014,328	12,127,523	12,643,934	7,544,522	12,490,446	13,072,593

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget

Operations Expenditures

Salaries

Salaries	3,396,759	3,814,011	3,876,736	2,762,428	3,993,642	3,964,820
Total Salaries	3,372,084	3,814,011	3,876,736	2,762,428	3,993,642	3,964,820

Overtime & Other Pay

Overtime	1,089,899	1,301,907	880,305	909,801	1,184,701	942,761
Paramedic Pay	278,987	273,275	273,600	177,783	266,674	282,600
Uniform Allowance	21,000	36,000	37,200	36,000	36,000	36,000
Total Overtime & Other Pay	1,389,886	1,611,182	1,191,105	1,123,583	1,487,375	1,261,361

Benefits

Medical Insurance	635,038	680,164	781,237	503,253	754,879	760,990
Dental Insurance	58,203	41,234	41,219	38,195	55,927	59,439
Vision Insurance	10,694	9,403	9,797	5,372	8,059	9,127
Life Insurance	6,415	5,423	12,114	3,385	5,077	5,868
Disability Insurance	18,754	10,358	21,145	7,757	13,636	14,052
HRA	149,064	284,248	197,207	(2,141)	197,207	192,236
Other Retirement Expense	19,234	28,736	29,600	26,974	29,600	30,500
SBCERA Expense - Retirement	1,744,025	2,087,004	2,123,030	1,328,321	1,992,482	2,242,053
Medicare ER	73,775	80,410	72,384	57,987	79,475	77,963
SUI Insurance	21,106	9,906	8,904	8,717	13,076	7,636
Direct Benefits Cafeteria	57,452	19,890	47,881	80,946	80,946	50,732
Total Benefits Employer Paid	2,793,760	3,256,777	3,344,519	2,058,765	3,230,362	3,450,595

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Other Payroll Expense						
Retiree Medical Insurance	314,350	314,966	329,600	214,372	321,558	331,300
PERS Unfunded Liability	575,707	616,998	684,953	458,322	684,953	459,300
Side Fund Loan CSD (Principal)	105,306	109,293	113,429	56,188	113,429	117,723
Side Fund Loan CSD (Interest)	18,008	14,021	9,884	5,469	9,884	5,591
SBCERA County Pool Payment - Principal	57,190	0	32,405	21,603	32,405	35,243
SBCERA County Pool Payment - Interest	152,777	0	72,579	48,386	72,579	69,741
Workers Compensation Insurance	372,878	447,115	505,929	414,264	524,142	605,730
Workers Comp Tail Claims	(165,257)	(26,903)	5,000	3,079	5,000	5,000
Total Other Payroll Expense	1,435,991	1,475,490	1,753,779	1,221,683	1,763,950	1,629,628
Total Salaries and Benefits	8,991,721	10,157,460	10,166,138	7,166,459	10,475,329	10,306,404
Supplies						
Clothing and Personal Equipment	40,919	37,576	38,100	20,960	31,440	34,100
Fuel	49,138	69,060	74,600	46,600	69,901	74,600
General Household	33,890	17,483	25,200	10,359	15,539	17,200
Office Supplies	8,503	10,395	15,000	6,688	10,033	10,000
Postage	3,608	3,873	3,500	2,132	3,198	3,300
Printing	3,845	1,275	1,800	1,046	1,570	1,600
Total Supplies	139,903	139,662	158,200	87,786	131,680	140,800
Professional Services						
Contractual Services	179,928	184,009	193,661	126,264	189,395	169,000
Professional Services	50,518	58,177	115,180	33,697	50,545	104,580
Professional Services - Legal	25,655	80,234	85,000	37,066	55,599	85,000
Recruitment	9,760	12,572	12,300	7,296	10,944	10,900
General Support Services - CSD	31,200	31,200	31,200	0	31,200	31,200
Total Professional Services	297,061	366,192	437,341	204,322	337,683	400,680

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Maintenance and Equipment						
Fleet Maintenance	110,338	156,964	151,500	110,642	165,963	151,500
Equipment Rotation	74,331	48,743	76,600	7,922	76,600	76,600
Machinery and Equipment	25,189	48,685	50,450	25,522	38,283	50,000
Ambulance Purchase-Loan Principal	20,629	21,299	0	0	0	0
Ambulance Purchase-Loan Interest	1,363	692	0	0	0	0
Type 1 Engine Loan Principal (PNC)	0	111,103	112,196	111,239	112,196	114,134
Type 1 Engine Loan Interest (PNC)	0	8,534	7,441	8,398	7,441	5,503
Brush Engine/Ladder Truck -Loan Principal (B of A)	0	0	147,632	147,632	147,632	150,252
Brush Engine/Ladder Truck -Loan Interest (B of A)	0	0	28,400	28,400	28,400	25,780
Type 1 Engine/Ambulance/BC Rig Loan Principal (B of A)	0	0	113,083	113,083	113,083	113,083
Type 1 Engine/Ambulance/BC Rig Loan Interest B of A)	0	0	23,996	23,996	23,996	23,996
Maint - Buildings and Grounds	65,894	55,782	76,700	75,449	113,174	80,000
Maintenance Equipment	40,005	40,810	45,000	19,002	28,504	45,000
Communications - Radio	10,177	7,620	11,200	980	11,200	11,200
Software/Other Peripheral	60,999	80,024	82,473	39,648	79,472	78,873
Total Maintenance and Equipment	408,925	580,258	926,671	711,914	945,944	925,921
Utilities						
Data Telephone Lines	73,901	70,115	67,500	44,603	66,905	69,000
Utilities - Electric	55,417	59,569	60,600	46,902	70,353	72,500
Utilities - Gas	30,153	36,546	32,200	40,215	60,323	62,200
Utilities - Water	17,023	20,409	19,300	11,840	17,760	18,500
Total Utilities	176,494	186,638	179,600	143,561	215,341	222,200

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Other Expenditures						
CSD Facility & Land Use Agreement	2,500	2,500	2,500	0	0	0
Advertising	8,712	8,204	33,000	5,104	7,656	8,000
Community Promotion	1,018	698	5,000	4,294	6,441	5,000
Public Information	0	0	4,500	0	0	0
Education & Training	39,360	65,539	93,955	19,140	58,710	104,955
Employee Appreciation	3,568	3,042	3,000	1,929	2,570	3,000
Insurance Property	18,520	27,759	23,031	15,354	23,860	32,392
Insurance Liability	126,765	121,157	115,955	90,936	120,129	129,208
Insurance Crime & Other	2,797	4,355	4,600	4,906	4,355	5,734
Interest Expense	0	16,953	21,300	21,495	21,495	70,000
Other Expenditures	27,259	1,998	7,500	855	1,283	2,500
Memberships and Dues	5,119	5,876	11,096	3,160	4,740	6,000
Rents and Leases	47,476	49,883	50,000	34,130	51,195	52,800
Travel	3,395	16,640	31,800	13,982	25,973	31,800
Board & Admin Meetings	2,853	1,399	1,800	3,668	5,502	5,700
Board Stipends and Expenses	18,510	10,400	8,745	5,778	8,666	14,925
Bank Fees	17,071	16,820	17,200	9,427	14,141	16,100
Reimburse CSD- Street Lighting	30,686	21,496	46,100	25,726	38,589	38,600
Property Tax Collect Charges	48,331	53,619	43,395	8,558	31,452	44,467
Reimburse GEMT Overpayment	253,647	488,801	0	0	0	0
Total Other Expenditures	657,587	917,140	524,477	268,442	426,757	571,182
Total Operating Expenditures	10,671,691	12,347,350	12,392,427	8,582,485	12,532,733	12,567,187
Excess Revenue over Expenses - Operations	342,637	638,454	251,507	(1,037,963)	(42,287)	505,407

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget

AMBULANCE

Ambulance Revenue

Current Services Charges

Ambulance Charges for Services	5,374,000	5,895,158	6,332,536	4,957,274	7,435,911	7,658,988
Contractual Allowance	(2,895,422)	(3,473,537)	(3,172,409)	(2,582,138)	(3,873,208)	(3,539,037)
Bad Debt	(480,817)	(486,674)	(503,200)	(373,197)	(559,795)	(571,000)
Write-Offs	(27,030)	(13,280)	(10,300)	0	0	0
Ground Emergency Medical Transport	0	0	768,000	0	923,347	115,000
Total Current Service Charges	1,970,731	1,921,667	3,414,627	2,001,939	3,926,255	3,663,951

Other Revenue

Ambulance Membership Program	28,425	21,450	21,300	13,305	19,958	20,000
Ambulance Membership Write-Off	(11,217)	(5,595)	(8,400)	(10,047)	(15,070)	(15,100)
Total Other Revenue	17,208	15,855	12,900	3,258	4,888	4,900

Total Ambulance Revenue	1,987,939	1,937,522	3,427,527	2,005,197	3,931,143	3,668,851
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Ambulance Expenditures

Salaries

Salaries	1,240,087	1,075,404	1,363,586	818,810	1,208,215	1,332,960
Total Salaries	1,240,087	1,075,404	1,363,586	818,810	1,208,215	1,332,960

Overtime & Other Pay

Overtime	655,195	694,973	536,267	562,223	738,335	590,668
Paramedic Pay	14,425	14,425	14,400	9,831	14,746	14,400
Total Overtime & Other Pay	669,620	709,398	550,667	572,054	753,081	605,068

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget

Benefits

Medical Insurance	191,210	211,824	211,434	138,689	198,033	227,281
Dental Insurance	18,750	36,024	38,584	10,553	15,830	16,482
Vision Insurance	3,187	3,294	3,225	2,218	3,327	2,881
Life Insurance	2,838	2,704	5,803	1,955	2,933	2,844
Disability Insurance	4,979	8,310	6,580	7,460	7,190	7,065
SBCERA Expense - Retirement	630,532	567,673	665,409	398,457	597,686	606,024
HRA	82,250	7,250	92,043	4,833	92,043	87,014
Medicare ER	25,180	20,622	25,366	18,795	28,193	21,311
SUI Insurance	1,814	4,597	3,245	4,987	4,987	2,920
Direct Benefits Cafeteria	36,771	34,086	35,788	23,821	35,732	30,934
Total Benefits Employer Paid	997,511	896,385	1,087,475	611,769	985,954	1,004,756

Other Payroll Expense

Retiree Medical Insurance	9,206	9,158	9,476	6,263	9,395	9,682
Workers Compensation Insurance	123,103	148,818	168,643	138,088	174,714	201,910
Total Other Payroll Expense	132,309	157,976	178,119	144,351	184,109	211,592

Total Salaries and Benefits	3,039,527	2,839,163	3,179,847	2,146,984	3,131,358	3,154,376
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Supplies

Fuel	35,523	55,434	64,800	38,400	57,600	59,800
Medical Supplies	88,028	106,376	99,600	70,969	106,454	106,500
Postage	1,122	0	0	152	228	300
Total Supplies	125,056	161,809	164,400	109,521	164,282	166,600

Professional Services

Contractual Services	348,169	485,573	462,210	351,148	501,722	621,846
Total Professional Services	348,169	485,573	462,210	351,148	501,722	621,846

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Maintenance and Equipment						
Fleet Maintenance	36,067	48,559	15,900	28,121	42,181	42,200
Software/Other Peripheral	11,990	4,600	5,560	11,145	14,717	14,700
Total Maintenance and Equipment	50,505	53,158	21,460	39,265	56,898	56,900
Other Expenditures						
Insurance Property	6,173	7,148	7,677	5,118	7,677	10,797
Insurance Liability	42,255	40,386	38,652	30,312	45,468	43,069
Other Expenditures	2,123	2,692	1,700	2,519	3,779	3,800
Bank Fees	2,801	3,246	3,300	3,588	5,382	5,400
Total Other Expenditures	54,024	53,472	51,329	41,537	62,306	63,067
Total Ambulance Expenditures	3,617,281	3,593,176	3,879,245	2,688,456	3,916,566	4,062,789
Excess Revenue over Expenses - Ambulance	(1,629,342)	(1,655,655)	(451,717)	(683,259)	14,577	(393,938)

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget

AIR OPERATIONS

Air Operations Revenue

Current Services Charges

Air Amb - Clinical Crew - Paramedic Reimbursement	509,777	498,333	520,000	349,352	524,028	552,000
Air Amb - Clinical Crew - Flight Nurse Reimbursement	390,000	326,005	130,000	92,000	138,000	138,000
Air Amb - Patient Transport Fees	460,000	445,000	460,000	222,700	334,050	460,000
Total Current Service Charges	1,377,408	1,269,338	1,110,000	664,052	996,078	1,150,000

Use of Money and Property

Amb Air - Facility Lease	9,600	9,600	9,600	5,600	9,600	9,600
Total Use of Money and Property	9,600	9,600	9,600	5,600	9,600	9,600

Total Air Operations Revenue	1,387,008	1,278,938	1,119,600	669,652	1,005,678	1,159,600
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Air Operations Expenditures

Salaries

Salaries	315,993	378,876	313,581	185,347	298,020	339,538
Total Salaries	315,993	378,876	313,581	185,347	298,020	339,538

Overtime & Other Pay

Overtime	375,657	146,050	115,000	125,283	192,925	193,000
Total Overtime & Other Pay	375,657	146,050	115,000	125,283	192,925	193,000

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Benefits						
Medical Insurance	151,566	136,421	138,646	74,314	111,470	120,539
Dental Insurance	12,987	8,657	11,448	4,306	6,459	8,766
Vision Insurance	1,878	1,749	1,682	823	1,234	1,044
Life Insurance	3,169	2,943	2,360	1,139	1,708	1,751
Disability Insurance	9,472	8,973	6,921	3,294	4,940	4,314
SBCERA Expense - Retirement	115,814	149,068	117,761	69,399	104,098	114,224
HRA	25,750	750	25,750	500	20,750	20,750
Medicare ER	10,247	9,847	4,614	5,136	7,119	4,993
SUI Insurance	2,620	1,504	1,082	987	987	784
Total Benefits	333,503	319,912	310,264	159,896	258,766	277,166
Total Salaries and Benefits	1,025,153	844,838	738,845	470,526	749,711	809,704
Utilities						
Utilities - Electric	4,795	9,576	10,600	4,238	6,356	6,400
Utilities - Gas	1,067	1,221	1,200	1,127	1,690	1,700
Utilities - Water	3,977	1,208	1,600	982	1,473	1,500
Total Utilities	9,839	12,005	13,400	6,347	9,520	9,600
Maintenance and Equipment						
Maintenance Building and Grounds	0	4,174	5,000	3,390	5,000	5,000
Total Maintenance and Equipment	0	4,174	5,000	3,390	5,000	5,000
Total Air Operations Expenditures	1,052,623	861,016	757,245	480,263	764,231	824,304
Excess Revenue over Expenses - Air Operations	334,385	417,922	362,355	189,389	241,447	335,296

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
<i>FIRE PREVENTION</i>						
Fire Prevention Revenue						
Fire Hazard Abatement Citations						287,000
Mandated Inspections Reporting SB1205						20,944
Wildfire Mitigation Disclosure AB 38						72,000
Inspections Reports and Misc						6,833
Licenses and Permits						2,400
Plan Review						28,100
Total Fire Prevention Revenue						417,277
Total Fire Prevention Revenue						417,277
Fire Prevention Expenditures						
Salaries						
Salaries						268,338
Total Salaries						268,338
Overtime & Other Pay						
Overtime						5,000
Total Overtime & Other Pay						5,000
Benefits - Employer Paid						
Medical Insurance						27,449
Dental Insurance						3,109
Vision Insurance						271
Life Insurance						312
Disability Insurance						770
SBCERA Expense - Retirement						48,923
HRA						10,000
Medicare ER						4,056
SUI Insurance						378
Total Benefits						95,268
Total Salaries and Benefits						368,606

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Maintenance and Equipment						
Software/Other Peripheral						12,000
Total Maintenance and Equipment						12,000
Supplies						
Fuel						5,000
Office Supplies						2,000
Postage						15,000
Total Supplies						22,000
Professional Services						
Contractual Services (Forced Abatement)						25,000
Total Professional Services						25,000
Other Expenditures						
Advertising						25,000
Other Expenditures						1,000
Total Other Expenditures						26,000
Total Fire Prevention Expenditures						453,606
Excess Revenue over Expenses - Fire Prevention						(36,329)

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
MUTUAL AID						
Mutual Aid Revenue						
Intergovernmental						
Mutual Aid Response Reimbursement	1,456,645	1,862,051	1,141,300	1,241,457	1,301,457	1,020,207
Total Intergovernmental Revenue	1,456,645	1,862,051	1,141,300	1,241,457	1,301,457	1,020,207
Total Mutual Aid Revenue	1,456,645	1,862,051	1,141,300	1,241,457	1,301,457	1,020,207
Mutual Aid Expenditures						
Salaries						
Salaries	299,095	313,942	264,782	142,421	162,421	216,688
Total Salaries	299,095	313,942	264,782	142,421	162,421	216,688
Overtime & Other Pay						
Overtime	608,913	810,165	620,867	439,875	449,875	534,992
Total Overtime & Other Pay	608,913	810,165	620,867	439,875	449,875	534,992
Benefits - Employer Paid						
Medicare ER	12,044	19,501	12,842	9,598	8,878	10,899
Total Benefits Employer Paid	12,044	19,501	12,842	9,598	8,878	10,899
Total Salaries and Benefits	920,052	1,143,608	898,491	591,894	621,174	762,580
Supplies						
Fuel	8,022	9,917	6,524	8,645	9,502	5,832
Total Supplies	8,022	9,917	6,524	8,645	9,502	5,832
Other Expenditures						
Travel	57,488	87,135	8,027	44,184	48,196	47,176
Total Other Expenditures	57,488	87,135	8,027	44,184	48,196	47,176
Total Mutual Aid Expenditures	985,562	1,240,660	913,042	644,723	678,872	815,587
Excess Revenue over Expenses - Mutual Aid	471,083	621,391	228,258	596,733	622,585	204,619

2023-2024 BIG BEAR FIRE AUTHORITY DRAFT BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget
Interfund Transfers						
Transfer Out - Capital Fund	931,953	720,572	219,500	57,020	137,520	522,500
Transfer Out - Grant Fund (Matching Expenses)	39,385	10,261	0	0	0	0
Total Interfund Transfers	971,338	730,833	219,500	57,020	137,520	522,500
TOTAL OPERATING FUND REVENUE	15,845,920	17,206,034	18,332,361	11,460,828	18,728,724	19,338,528
TOTAL OPERATING FUND EXPENSES	17,298,495	18,773,035	18,161,459	12,452,948	18,029,922	19,245,974
EXCESS REVENUE OVER EXPENSES	(1,452,575)	(1,567,001)	170,902	(992,120)	698,802	92,554

2023-2024 BIG BEAR FIRE AUTHORITY BUDGET

	2020-2021	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024
	Actual	Actual	Budget	YTD Feb	Projected	Budget

GRANT FUND

Big Bear Lake - Hazardous Tree Removal Grant

BBL Chipping/Tree Contribution Revenue

Chipping Contribution - City of BBL	0	0	9,462	0	0	9,462
Tree Contribution - City of BBL	13,290	14,775	28,751	1,700	1,700	17,467
Total Revenue	13,290	14,775	38,213	1,700	1,700	26,929

BBL Chipping Contribution Expense

Salary Adj to Funded Amt	0	0	0	0	0	0
Basic Services	0	0	0	0	0	0
Contractual Services - Chip	0	0	9,462	0	0	9,462
Contractual Services - Tree	13,290	14,775	28,751	1,700	1,700	17,467
Data Telephone	0	0	0	0	0	0
Community Promotion	0	0	0	0	0	0
Total Expense	13,290	14,775	38,213	1,700	1,700	26,929

Homeland Security Grant Radios

HSG Grant Revenue

Grant Revenue	0	0	15,892	0	17,081	14,923
Total Revenue	0	0	15,892	0	17,081	14,923

HSG Grant Expense

Radios	0	0	15,892	0	17,081	14,923
Total Expense	0	0	15,892	0	17,081	14,923

Assistance to Firefighterfighters Grant - Exhaust Systems

AFG Grant Revenue

Grant Revenue	0	0	232,916	0	232,916	0
Total Revenue	0	0	232,916	0	232,916	0

AFG Grant Expense

Plyovent Exhaust System	0	0	232,916	0	232,916	0
Matching Expense	0	0	24,773	0	24,773	0
Total Expense	0	0	257,689	0	232,916	0
Total Revenue	13,290	14,775	287,021	1,700	251,697	41,852

Expenses	13,290	14,775	311,794	1,700	251,697	41,852
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Transfer in Funds for Matching Expenses

24,773

2023-2024 BIG BEAR FIRE AUTHORITY BUDGET

	2020-2021	2021-2022	2022-2023	February	2022-2023	2023-2024
	Actual	Actual	Budget	YTD	Projected	Budget

CAPITAL FUND

Capital Transfers In						
Transfer in from Operating Fund	931,953	720,572	219,500	57,020	137,520	300,000
Total Capital Transfers In			219,500	57,020	137,520	.

Capital Expenditures						
Auto Pulse	14,997					
Ambulance	166,828					
Staff Vehicle	76,881					
Deposit Type 1 Structure Engine	100,000					
Ambulance	186,306					
Staff Vehicle	72,101					
BC Vehicle	123,957					
Mechanic Vehicle	133,423					
Brush Engine Deposit	57,460					
Auto Pulse		17,512				
Ladder Truck Deposit		500,000				
Outift 20/21 Type 1 Structure Engine (Carryover)		203,060				
282 Rear Parking Lot Asphalt Capping/Sealing			32,000	0	0	
Garage Door Replacement			57,000	57,020	57,020	
Ambulance Chassis + Buildout			80,500	0	80,500	179,500
282 Roof			50,000	0	0	135,500
Battalion Chief Vehicle						197,500
Rope Rescue Equipment						10,000
Total Capital Expenditures	931,953	720,572	219,500	57,020	137,520	522,500

Big Bear Fire Authority Full-Time Equivalent by Classification

2022-2023 2023-2024			
JOB CLASSIFICATIONS	FTE ACTUAL	FTE BUDGET	CHANGE
OPERATIONS			
BATTALION CHIEF	3	3	0
FIRE CAPTAIN	9	9	0
FIRE ENGINEER	9	9	0
FIRE FIGHTER	12	12	0
FLIGHT NURSE	1	1	0
FLIGHT PARAMEDIC	4	4	0
AMBULANCE OPERATOR	15	15	0
FIRE MECHANIC	1	1	0
FIRE PREVENTION			
FIRE INSPECTOR	1	1	0
FIRE PREVENTION ADMINISTRATIVE ASSISTANT	1	1	0
ADMINISTRATIVE SUPPORT STAFF			
BOARD SECRETARY	1	1	0
FACILITIES & SYSTEMS MANAGER	1	1	0
HUMAN RESOURCES COORDINATOR	1	1	0
ACCOUNTING TECHNICIAN	1	1	0
EXECUTIVE STAFF			
FIRE CHIEF	1	1	0
ASSISTANT FIRE CHIEF/FIRE MARSHALL	1	1	0
DIRECTOR OF BUSINESS SERVICES	1	1	0
TOTAL FTE	63	63	0
PAID CALL	Positions	Positions	Positions
PAID CALL DIVISION CHIEF	3	3	0
PAID CALL BATTALION CHIEF	3	3	0
PAID CALL CAPTAIN	3	3	0
PAID CALL EQUIPMENT OPERATOR	2	2	0
Total Paid Call Positions	11	11	0



BIG BEAR FIRE AUTHORITY
Classification and Wage Table
 FY 2023 - 2024

Job Classification	July 1, 2023 to June 30, 2024 Step Plan										Annual Range	
	1	2	3	4	5	6	7	8	9	10		
Battalion Chief	45.48	46.62	47.79	48.98	50.21	51.46	52.75	54.07	55.42	56.80	\$ 125,356	to \$ 156,553
Fire Captain	36.36	37.27	38.20	39.15	40.13	41.14	42.17	43.22	44.30	45.41	\$ 100,205	to \$ 125,143
Fire Engineer	31.38	32.17	32.97	33.80	34.64	35.51	36.40	37.31	38.24	39.19	\$ 86,495	to \$ 108,020
Fire Fighter	27.10	27.78	28.47	29.18	29.91	30.66	31.43	32.21	33.02	33.84	\$ 74,686	to \$ 93,272
Ambulance Operator/EMT	17.00	17.43	17.86	18.31	18.76	19.23	19.71	20.21	20.71	21.23	\$ 46,852	to \$ 58,512
Ambulance Operator/Paramedic	21.00	21.53	22.06	22.61	23.18	23.76	24.35	24.96	25.59	26.23	\$ 57,876	to \$ 72,279
Flight Nurse	35.90	36.80	37.72	38.66	39.63	40.62	41.64	42.68	43.75	44.84	\$ 79,276	to \$ 99,005
Flight Paramedic	26.31	26.96	27.64	28.33	29.04	29.76	30.51	31.27	32.05	32.85	\$ 58,084	to \$ 72,539
Paid Call Division Chief	60.18										n/a	to n/a
Paid Call Battalion Chief	58.50										n/a	to n/a
Paid Call Captain	46.77										n/a	to n/a
Paid Call Technical Specialist	41.65										n/a	to n/a
Paid Call: Fire Fighter/Equipment Operator	15.50	16.50									n/a	to n/a
Fire Chief											Contract \$207,666	
Assistant Fire Chief/Fire Marshal	67.70	69.39	71.13	72.91	74.73	76.60	78.51	80.48	82.49	84.55	\$ 140,820	to \$ 175,865
Fire Mechanic	39.29	40.28	41.28	42.32	43.37	44.46	45.57	46.71	47.88	49.07	\$ 81,733	to \$ 102,073
Director of Business Services	66.95	68.62	70.34	72.10	73.90	75.75	77.64	79.58	81.57	83.61	\$ 139,256	to \$ 173,912
Human Resources Coordinator	34.61	35.47	36.36	37.27	38.20	39.16	40.13	41.14	42.17	43.22	\$ 71,985	to \$ 89,899
Board Secretary	37.73	38.67	39.64	40.63	41.65	42.69	43.75	44.85	45.97	47.12	\$ 78,476	to \$ 98,006
Facilities & Systems Manager	40.75	41.77	42.81	43.88	44.98	46.10	47.25	48.44	49.65	50.89	\$ 84,753	to \$ 105,845
Accounting Technician	28.41	29.12	29.85	30.59	31.36	32.14	32.94	33.77	34.61	35.48	\$ 59,087	to \$ 73,792
Fire Inspector	45.94	47.09	48.27	49.47	50.71	51.98	53.28	54.61	55.97	57.37	\$ 95,555	to \$ 119,335
Fire Prevention Administrative Assistant	24.61	25.23	25.86	26.50	27.16	27.84	28.54	29.25	29.98	30.73	\$ 51,189	to \$ 63,928

* Paramedic Stipend is \$9,000 annually per Represented Employee

Hrs Suppression 2756
 Hrs Ambulance Operator 2756
 Flight Paramedic 2208
 Hrs Non Suppression 2080



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. 1a

MEETING DATE: May 17, 2023

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

SUBJECT: **Fleet Replacement**

BACKGROUND

On August 4, 2020, the Board approved a 3-year fleet replacement plan that included partial agency purchase in combination with debt financing. This plan was approved and implemented to account for 3-5 years of fleet replacement deferral prior to 2020. This 3-year fleet replacement plan also provided an opportunity to reset future agency fleet purchase out into future years for decades to come.

DISCUSSION

An integral part of the fleet management and utilization is standardization of apparatus. This allows for all vehicles and apparatus to be built or acquired in a similar fashion. This standardization provides familiarity to the various operators of apparatus which in turn assists with overall crew performance while operating, thus also considered a measure of risk management. Fleet standardization also allows for a reasonably accurate forecast of total life expectancy for certain apparatus. Along with standardization comes expected predetermined maintenance and repair needs that is based on actual experience. This experience allows the opportunity to elongate or shorten fleet discharge at the appropriate time. Actual agency experience has shown the necessity to stay on fleet replacement schedule to avoid the eventual catch up that we now know is much more expensive.

For Fiscal year 2023/24, the purchase of a new ambulance and a battalion chief vehicle are necessary to maintain continuity of the fleet replacement schedule that essentially effects the next 7 years in the case of the battalion chief vehicle. In the case of the ambulance purchase, adherence to the fleet replacement schedule, has delivered the opportunity to refurbish and remount the patient compartment on a new chassis for the following fiscal year 2024/25. Considering the recent dramatic cost increase for all sectors related to fleet purchase, the refurbishment and remounting of the patient compartment dramatically reduces future ambulance replacement cost. This ability is credited directly to fleet standardization and staying on replacement schedule

STAFF RECOMMENDATION

1. Receive presentation.
2. Approve fleet replacement schedule as presented

Attachment A. Fleet Replacement Schedule

BIG BEAR FIRE AUTHORITY
Vehicle Replacement Schedule

Attachment A to
Item No. 1a

Planned Discharge	Purchased Not Inservice	2023/24 Budget			Deferred	
	Unit Designator	Year Placed In Service	Estimated Life in years	Replacement Fiscal Year Ending	Current Replacement Cost	
Vehicles						
Administration						
2020 Cheverolet Tahoe	C-2800	2020	5	2025	110,000	
2021 Ram 2500	AC-2801	2021	7	2028	120,000	
Administration Reserve						
2006 Ford Explorer	N/A	2005		Rotation		
2006 Ford Explorer	N/A	2005		Rotation		
2008 Cheverolet Tahoe	U-281A	2008		Rotation		
Operations-Shift Commander						
2022 Dodge 2500	BC-2806	2022	7	2029	197,500	
2020 Ram 2500	BC-2805	2020	7	2027	197,500	
2010 Ford F350	BC-2807	2010	7	2024	197,500	
Operations-Shift Commander Reserve						
2010 Dodge 2500	BC-2806	2010		Rotation		
Operations-Flight Crew						
2010 Ford Expedition XL	H-285	2010	7	Rotation		
Operations Support						
2004 Ford F550 Utility/Lighting	S-282	2004	20	2024	330,000	
2008 Dodge Pickup (Facilities)	U-282	2019	20	2028	100,000	
2021 Dodge 5500 (Mechanic)	RS-281	2021	10	2031	200,000	
Reserve-Operations Support						
2001 Dodge Pickup	U-281			Undetermined		
2008 Dodge Pickup	U-0306			Undetermined		
2010 Ford F250	U-281B			Undetermined		
2002 Ford Van	N/A			Undetermined		
2005 Ford Expedition	U-2808			Undetermined		
Ambulances						
Ambulances Front-Line						
2022 Dodge 3500	MA-281	2022	6	2029	195,000	
2021 Dodge 3500	MA-282A	2020	6	2027	195,000	
2019 Dodge 3500	MA-282	2019	6	2026	195,000	
2016 Dodge 3500	MA-283	2016	11	2028	195,000	
Reserve Ambulances						
2018 Dodge 3500	MA-282B	2018	6	2025	195,000	
2017 Dodge 3500	MA-282R	2017	5	2024	318,000	
Planned Discharge						
2013 Ford F350	Discharged	2015		2023	Not Replaced	
2009 Dodge Sprinter	MA-281A	2009		2024	Not Replaced	
2014 Chevrolet 3500	MA-282C	2014		2024	Not Replaced	

Apparatus

BIG BEAR FIRE AUTHORITY
Vehicle Replacement Schedule

Planned Discharge	Purchased Not Inservice	2023/24 Budget			Deferred	
		Unit Designator	Year Placed In Service	Estimated Life in years	Replacement Fiscal Year Ending	Current Replacement Cost
Ladder Truck-Front Line						
2023 Pierce Tower		T-281	2023	20	2043	1,700,000
Ladder Truck-Reserve						
2001 E-One Ladder Truck		T-281	2001		Undetermined	Rotation
Structure Engine-Front Line						
2021 Pierce Arrow		ME-283	2021	9	2030	1,100,000
2023 Pierce Arrow		ME-282	2023	15	2038	980,000
Structure Engine-Reserve						
2004 KME Engine		ME-283	2004	20	Undetermined	
2011 KME Engine		ME-282	2011	20	Undetermined	
Brush Engine						
2021 BME International HV		BE-281	2021	20	2041	675,000
2003 Pierce International 7400 Engine		BE-282	2003	20	2031	675,000
Water Tender						
2005 Pierce International Water Tender		WT-281	2004	25	2029	575,000
2007 KME 7600 Water Tender		WT-282	2007	30	2037	575,000
1988 Oshkosh Water Tender		WT-284	2016		Undetermined	
Heavy Rescue						
2006 Pierce International		R-282	2006		Undetermined	
Planned Discharge						
2004 KME Engine		ME-281	2004		2024	
Service Support Equipment						
Snow Equipment						
1976 Snow Cat		SC-291		50	2026	
2000 Polaris Sport Tour Snow Mobile		SnoMo-282	2010	25	Undetermined	
2000 Polaris Sport Tour Snow Mobile		SnoMo-283	2010	25	Undetermined	
All Terrain Vehicles						
2015 Polaris Ranger 6X			2015	15	2030	35,000
2016 Apache Trailer						
Chipping Equipment						
2001 GMC Dump Truck			2006		N/A	
2005 Bandit 250 Chipper		BC-281	2005		N/A	
2010 Bandit 1490Xp Chipper					N/A	
Miscellaneous Support						
Antique						
1936 Reo Engine			1936		N/A	Antique
1950 FWD Engine		E-283A	1950		N/A	Antique



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. 1b

MEETING DATE: May 17, 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: TAX AND REVENUE ANTICIPATION NOTE

BACKGROUND

In Fiscal Year 2021-22, the Board approved obtaining a \$1,000,000 Tax and Revenue Anticipation Note (“TRAN”) through First Foundation Bank. The purpose was to assist with cash flow in the first several months of the fiscal year when expenditures continue yet the receipt of Fire Protection District property taxes does not occur until mid-November, and the receipt of Big Bear City Community Services District’s property taxes does not occur until January.

A multi-year TRAN was initially requested, however legally they must be restructured annually. In Fiscal Year 2022-23, the Board approved another TRAN in the amount of \$2,000,000 to offset the cash flow shortage. In both years, the TRAN was repaid in full by January.

DISCUSSION

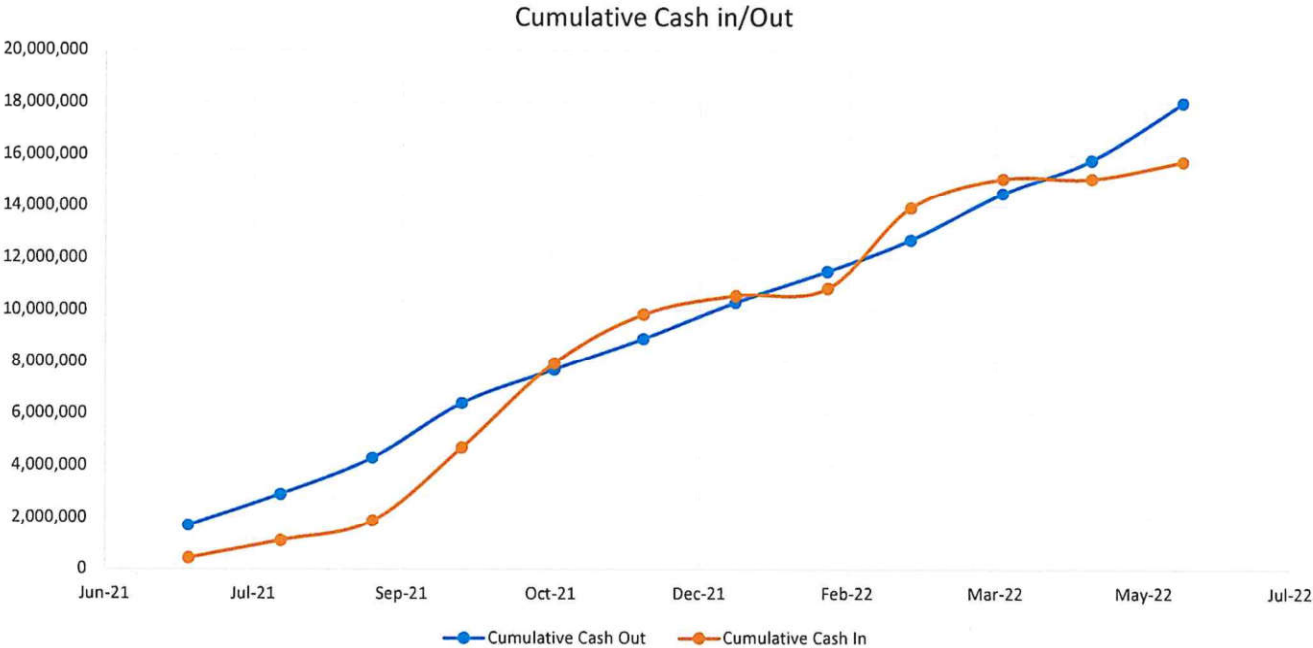
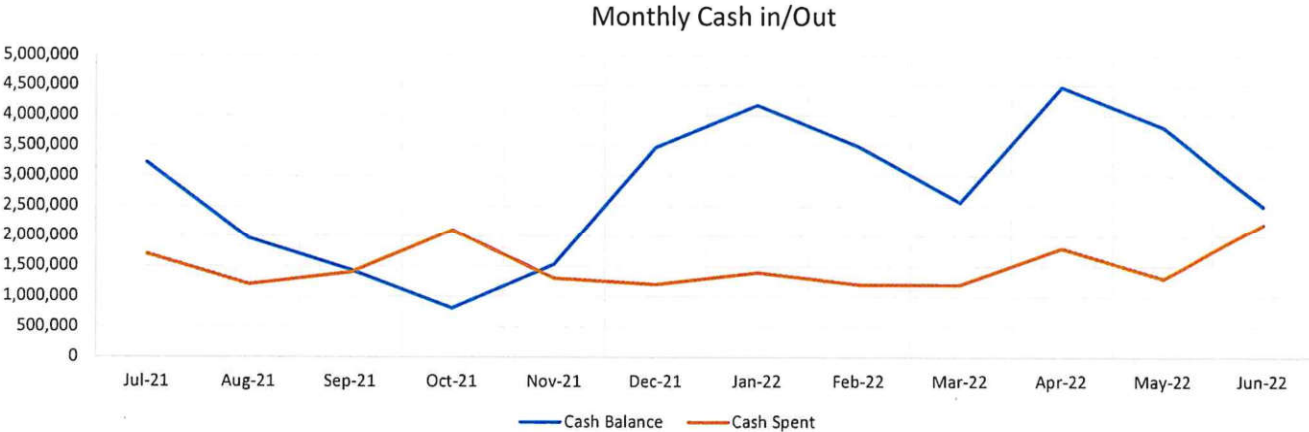
At the June 13, 2023 Regular Board meeting, staff intends to request another TRAN for Fiscal Year 2023-24 in the amount of \$2,000,000. Upon the advice of our municipal advisor, we are presently preparing to seek proposals from several banks to ensure that we receive the best possible terms. Weekly meetings are being held with our municipal advisor and our Best, Best & Krieger attorneys to keep everything on schedule for approval of the TRAN on June 13, 2023. At that time, we will have the terms to present to the Board.

RECOMMENDATION

Staff recommends that the Board receive and file this progress report regarding the 2023-24 TRAN that will be presented for approval at the June 13, 2023 Regular Board meeting.

ATTACHMENT A: Cash Flow Analysis

**Big Bear Fire Authority
Fiscal Year 2021-2022 Cash on Hand Analysis**





BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. 1c

MEETING DATE: May 17, 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: **BOARD COMPENSATION**

BACKGROUND

At the June 7, 2022, Regular Board meeting, a discussion was held to raise the board compensation to \$150.00 per meeting with up to six meetings a month, but the motion failed. It was brought back to the Administrative Committee on July 19, 2022, for further discussion, where it was decided to bring back for Board discussion as part of job class and compensation analysis required as part of the meet and confer process with the bargaining unit.

DISCUSSION

Formal meet and confer process with the bargaining unit have not yet begun but are anticipated sometime after July. Regarding board compensation, the attached document reflects current compensation methodologies used by other local government bodies within the Big Bear Valley.

The Big Bear Fire Authority Board of Directors current compensation is \$130.00 per meeting with up to four meetings a month, as well as other meetings, trainings, or conference related to official Authority business.

STAFF RECOMMENDATION

Staff recommends the Fire Authority Board of Directors to discuss and provide further direction.

Local Agency - Board Compensation

Agency	Board Compensation Amount	Max Amount of Meetings	
Big Bear Fire Authority	\$130 per meeting	up to 4 per month	
1	Bear Valley Community Hospital	\$121.55 \$127.63 per meeting	up to 5 per month
2	Bear Valley Unified School District	\$240 per <u>month</u>	compensation reduced if a meeting is missed
3	Big Bear Airport	\$100 per meeting	up to 4 per month
4	Big Bear Area Regional Wastewater Agency	\$150 per meeting	up to 6 per month
5	Big Bear City Community Services District	\$150 per meeting	up to 6 per month
6	Big Bear Fire Protection District	\$100 per meeting	up to 4 per month
7	Big Bear Municipal Water District	\$142.80 per meeting	up to 6 per month
8	City of Big Bear Lake	City Council \$500 per month	1 Regular meeting per month Unlimited Special meetings
		Planning Commission \$400 per month	2 meetings per month
9	City of Big Bear Lake Department of Water & Power	\$500 per month	unlimited
10	Mountain Transit	\$100-\$125 per meeting	up to 3 per month