



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY**  
August 8, 2023, Regular Board Meeting  
5:00 p.m.

## **BOARD OF DIRECTORS**

Board Chair Bynette Mote  
Vice Chair Bob Rowe  
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  
Board Secretary Chardelle Smith  
Authority Counsel Joseph Sanchez  
Assistant Authority Counsel Nicholas Norvell

NOTICE IS HEREBY GIVEN, that a Regular Meeting of the Big Bear Fire Authority will be held on Tuesday, August 8, 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.**

## **ANNOUNCEMENTS & UPCOMING EVENTS**

The Big Bear Fire Authority's Administrative Office will be closed on Monday, September 4, 2023, in observance of Labor Day, and will reopen on Tuesday, September 5, 2023, at 8:00 a.m.

At the July 21<sup>st</sup> LifeStream Blood Drive, held at station 281, 12 donors registered with 3 of them being first time donors. Out of the 12 donors, a total of 15 units were collected.

## **PRESENTATIONS**

- Presentation of a Proclamation recognizing Director John Green
- Fire Hazard Abatement Program Status

**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**

None

**FINANCE OFFICER'S REPORT**

Speaker: Kristin Mandolini, Director of Business Services

**FIRE AUTHORITY CONSENT CALENDAR**

- FA1. Approval of Demands – Check Issue Date 04/01/23 through 04/30/23 in the amount of \$837,870.22**
- FA2. Approval of Meeting Minutes from the June 13, 2023 Regular Meeting of the Big Bear Fire Authority**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Report for May 2023**

**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.*

- FA4. Proposed Resolution No. BBFA2023-002 to Adopt the Fiscal Year 2023-2024 Big Bear Fire Authority Budget**

Board consideration of conducting a Public Hearing to approve Resolution No. BBFA2023-002 adopting the Big Bear Fire Authority Budget for Fiscal Year 2023-2024.

Speaker: Senior Finance Officer Kristin Mandolini

**NEW BUSINESS**

**BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS**

**FA5. Cost Recovery Fees and Charges**

Board consideration to assign cost recovery fees and charges study to the administrative committee for further review.

Speaker: Jeff Willis, Fire Chief

**FA6. 2024 Elections Polling Location at Station 282**

Board consideration to approve or reject the use of station 282 for registrar of voter purpose.

Speaker: Jeff Willis, Fire Chief

**FA7. Initial Recommendations for Board Considerations**

Financial Sustainability Ad Hoc Committee to present recommendations for possible action.

Speaker: Board Chair Mote

**COMMITTEE REPORTS**

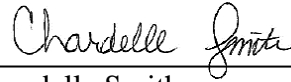
A Fire Authority Financial Sustainability Ad Hoc Committee Meeting was held on:

- June 28, 2023
  - In attendance was Board Chair Mote, Director Russo, Director Segovia, and Director Ziegler
- July 3, 2023
  - In attendance was Board Chair Mote, Director Russo, and Director Segovia
- July 18, 2023
  - In attendance was Board Chair Mote, Director Russo, Director Segovia, and Director Ziegler (via zoom)

**DIRECTORS' CLOSING COMMENTS**

**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 3rd day of August, 2023.



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Chardelle Smith  
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 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:** August 8, 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:** April 30, 2023 YTD FINANCE REPORT

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## **APRIL YTD FINANCIALS – 83% Through the Year**

### **Big Bear Fire Authority**

#### **Revenues**

- Revenues are 94% of our YTD budget with our second round of property taxes arriving in April.

#### **Expenses**

- Expenses are over budget by 1% as the result of winter storm expenses and an increase in utility expenses.

**Big Bear Fire Authority**  
**Operating Budget Variance Report**  
**April 30, 2023**

	<b>Annual Budget</b>	<b>YTD Total</b>	<b>Variance</b>	<b>%</b>
<b><i>Revenue</i></b>				
Property Tax Revenue	12,221,006	11,693,600	(527,406)	96%
Current Service Charges	4,762,811	4,075,931	(686,880)	86%
Interagency Revenues	1,141,300	1,257,722	116,422	110%
Use of Money and Property	194,344	175,847	(18,497)	90%
Other Revenue	12,900	3,291	(9,609)	26%
<b>Total Revenue</b>	<b>18,332,361</b>	<b>17,206,392</b>	<b>(1,125,969)</b>	<b>94%</b>
<b><i>Expenses</i></b>				
Salaries & Benefits	14,983,320	12,542,112	(2,441,208)	84%
Supplies	329,124	303,050	(26,074)	92%
Professional Services	899,550	678,852	(220,698)	75%
Maintenance and Equipment	953,131	860,447	(92,684)	90%
Utilities	193,000	201,623	8,623	104%
Other Expenditures	583,833	531,197	(52,636)	91%
<b>Total Expenses</b>	<b>17,941,958</b>	<b>15,117,281</b>	<b>(2,824,677)</b>	<b>84%</b>
<b>Capital Expenditures</b>	<b>219,500</b>	<b>15,465</b>	<b>(204,035)</b>	<b>7%</b>

# Accounts Payable

## Checks by Date - Detail by Check Number

User: kmandolini  
Printed: 7/24/2023 2:31 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02EDD	California State Employment Development PR Batch 00001.04.2023 State Unemployment I PR Batch 00001.04.2023 State Income Tax	04/14/2023 PR Batch 00001.04.2023 Stat PR Batch 00001.04.2023 Stat	187.38 12,768.95
Total for this ACH Check for Vendor 02EDD:				12,956.33
ACH	IRS	Department Of Treasury PR Batch 00001.04.2023 Medicare Employer PR Batch 00001.04.2023 Medicare PR Batch 00001.04.2023 Federal Income Tax	04/14/2023 PR Batch 00001.04.2023 Med PR Batch 00001.04.2023 Med PR Batch 00001.04.2023 Fed	4,368.10 4,368.10 32,876.85
Total for this ACH Check for Vendor IRS:				41,613.05
ACH	02EDD	California State Employment Development PR Batch 00002.04.2023 State Income Tax	04/28/2023 PR Batch 00002.04.2023 Stat	15,009.15
Total for this ACH Check for Vendor 02EDD:				15,009.15
ACH	IRS	Department Of Treasury PR Batch 00002.04.2023 Federal Income Tax PR Batch 00002.04.2023 Medicare Employer PR Batch 00002.04.2023 Medicare	04/28/2023 PR Batch 00002.04.2023 Fed PR Batch 00002.04.2023 Med PR Batch 00002.04.2023 Med	37,527.38 4,323.54 4,323.54
Total for this ACH Check for Vendor IRS:				46,174.46
14356	AllStar 246593	All Star Fire Equipment Reflective Helmet Strips	04/05/2023	54.67
Total for Check Number 14356:				54.67
14357	AllStar 246623	All Star Fire Equipment Helmet Shields	04/05/2023	277.10
Total for Check Number 14357:				277.10
14358	Thomgas 3148434846	AmeriGas FS 284 Propane	04/05/2023	2,532.21
Total for Check Number 14358:				2,532.21
14359	ATT MAR23Statea	AT&T Long Distance Phone Service	04/05/2023	38.77
Total for Check Number 14359:				38.77
14360	BadBear 42301	Bad Bear Sportswear Logo Embroidery	04/05/2023	38.79
Total for Check Number 14360:				38.79
14361	BVElect MAR23Statej	Bear Valley Electric FS 281 Electric Service	04/05/2023	2,869.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14361:	2,869.25
14362	55BBCSD MAR23Statenq	Big Bear City CSD FS 285 Water Service	04/05/2023	190.66
			Total for Check Number 14362:	190.66
14363	55BBCSD MAR23Statenu	Big Bear City CSD FS 283 Dumpster Service	04/05/2023	191.67
			Total for Check Number 14363:	191.67
14364	55BBCSD 23-1006	Big Bear City CSD TC Electric Service - Paradise Yard	04/05/2023	441.55
			Total for Check Number 14364:	441.55
14365	55BBCSD MAR23Statep	Big Bear City CSD FS 282 Dumpster Service	04/05/2023	295.14
			Total for Check Number 14365:	295.14
14366	55BBCSD MAR23Staten	Big Bear City CSD TC Dumpster Service	04/05/2023	191.67
			Total for Check Number 14366:	191.67
14367	Ticer 05APR2023h 05APR2023i	Blake Ticer Transfer Meal Reimbursement Transfer Meal Reimbursement	04/05/2023	15.00 20.00
			Total for Check Number 14367:	35.00
14368	CaMedMnt 060123	California Medical Maintenance Health Care Tech Mgmt Payment	04/05/2023	3,613.00
			Total for Check Number 14368:	3,613.00
14369	04DWP MAR23Statei	CBBL Dept of Water Moonridge FS Water Service	04/05/2023	48.75
			Total for Check Number 14369:	48.75
14370	04DWP MAR23Statch	CBBL Dept of Water Boulder Bay FS Water Service	04/05/2023	48.75
			Total for Check Number 14370:	48.75
14371	04DWP MAR23Stateg	CBBL Dept of Water FS 281 Water Service	04/05/2023	262.83
			Total for Check Number 14371:	262.83
14372	04DWP MAR23Statef	CBBL Dept of Water FS 281 Fire Sprinkler Water Service	04/05/2023	9.85
			Total for Check Number 14372:	9.85
14373	SmitC 05APR2023	Chardelle Smith Office Supplies Reimbursement	04/05/2023	52.43



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14373:	52.43
14374	Spellman 05APR2023c	Christopher Spellman Transfer Meal Reimbursement	04/05/2023	19.34
			Total for Check Number 14374:	19.34
14375	TrujC 05APR2023d	Christopher Trujillo Transfer Meal Reimbursement	04/05/2023	27.47
			Total for Check Number 14375:	27.47
14376	CarQuest MAR23Statec MAR23Stated	CJTK LLC Fleet Maintenance Fleet Maintenance	04/05/2023	121.23 12.49
			Total for Check Number 14376:	133.72
14377	caltool MAR23Stated	CTWS LLC FS281 Oxygen	04/05/2023	162.80
			Total for Check Number 14377:	162.80
14378	caltool MAR23Statee	CTWS LLC FS282 Oxygen	04/05/2023	125.60
			Total for Check Number 14378:	125.60
14379	E&WTheat 88-27	E & W Theatres On Screen Advertising	04/05/2023	270.00
			Total for Check Number 14379:	270.00
14380	MountWat 94623-306	Eric Heino Bottled Water Service	04/05/2023	48.00
			Total for Check Number 14380:	48.00
14381	MountWat 94623-353	Eric Heino Bottled Water Service	04/05/2023	112.00
			Total for Check Number 14381:	112.00
14382	Frontier MAR23Statel	Frontier Communications FS 282 Phone Service	04/05/2023	74.69
			Total for Check Number 14382:	74.69
14383	Frontier MAR23Statek	Frontier Communications FS 281 Fax Line	04/05/2023	60.64
			Total for Check Number 14383:	60.64
14384	Frontier MAR23Statem	Frontier Communications FS 282 AUX BLDG Phone Service	04/05/2023	72.65
			Total for Check Number 14384:	72.65
14385	Frontier MAR23Statej	Frontier Communications FS 283 Phone Service	04/05/2023	222.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14385:	222.26
14386	Finance 2330788	Government Finance Officers Association GVT Finance Officer Annual Membership Rene	04/05/2023	160.00
			Total for Check Number 14386:	160.00
14387	Ianlakin 05APR2023j 05APR2023k	Ian Lakin Transfer Meal Reimburseemt Transfer Meal Reimburseemt	04/05/2023	15.00 13.49
			Total for Check Number 14387:	28.49
14388	GardnerJ 05APR2023b	John Gardner Transfer Meal Reimburseemt	04/05/2023	26.49
			Total for Check Number 14388:	26.49
14391	KVLtires MAR23Statet	KVL Tires INC C-2800 (0329) Tires	04/05/2023	540.10
			Total for Check Number 14391:	540.10
14392	LifeAssi MAR23State	Life Assist Inc Medical Supplies Restock	04/05/2023	5,811.22
			Total for Check Number 14392:	5,811.22
14393	KBHR MAR23Stateb	Parallel Broadcasting Inc Radio-Public Service Messaging	04/05/2023	231.40
			Total for Check Number 14393:	231.40
14394	Neopost MAR23Stater MAR23States	Quadient Finance USA,Inc Postage Meter - Fire Postage Meter - Ambulance	04/05/2023	91.10 8.90
			Total for Check Number 14394:	100.00
14395	MountBev 29653	Randy J. Spitz Beverage Service/Supplies	04/05/2023	103.50
			Total for Check Number 14395:	103.50
14396	StapR 05AR2023a	Robert Stapp Training Reimbursement	04/05/2023	460.04
			Total for Check Number 14396:	460.04
14397	SBCSheri RNG-23-017	San Bernardino County Sheriff's Dept 2nd UOF Training	04/05/2023	870.00
			Total for Check Number 14397:	870.00
14398	SBCFrCf 05APR2023l 05APR2023m 05APR2023n 05APR2023o 05APR2023p	San Bernardino Fire Chiefs' Association Dues - Brian Parham Dues - Luke Wagner Dues - Jeff Willis Dues - Mike Maltby Dues - Dan Rogers	04/05/2023	36.00 36.00 90.00 36.00 36.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14398:	234.00
14399	Teleflex 9506739693	c/oTeleflex Funding,LLC Teleflex, LLC EZ-10 45mm Bone Marrow Needles	04/05/2023	605.13
			Total for Check Number 14399:	605.13
14400	TracAnal Trace213320	Trace Analytics, LLC Routine SCBA Air Samples Analysis	04/05/2023	737.68
			Total for Check Number 14400:	737.68
14401	BBTeleph 12964	Vatch Arouchian Outdoor Emergency FS Phones	04/05/2023	74.00
			Total for Check Number 14401:	74.00
14402	ModSpace 9017206985	Williams Scotsman, Inc. FS 281 Temp Office Space Rental	04/05/2023	653.06
			Total for Check Number 14402:	653.06
14403	KeouZ 05APR2023e	Zachary Keough Transfer Meal Reimbursement	04/05/2023	18.26
			Total for Check Number 14403:	18.26
14404	WardZac 05APR2023f 05APR2023g	Zachary Ward Transfer Meal Reimbursement Transfer Meal Reimbursement	04/05/2023	20.00 15.00
			Total for Check Number 14404:	35.00
14405	AmeriFid  April liab	American Fidelity Assurance PR Batch 00001.04.2023 Life Ins Flight PR Batch 00001.04.2023 Am Fidelity Pre Tax PR Batch 00001.04.2023 Am Fidelity After Tax PR Batch 00001.04.2023 Long & Short Term Di	04/14/2023 PR Batch 00001.04.2023 Life PR Batch 00001.04.2023 Am PR Batch 00001.04.2023 Am PR Batch 00001.04.2023 Lon	106.54 457.70 807.63 322.74 1,276.03
			Total for Check Number 14405:	2,970.64
14406	AmerFlex  april liab	American Fidelity Assurance Company PR Batch 00001.04.2023 Am Fidelity FSA Full	04/14/2023 PR Batch 00001.04.2023 Am	435.41 435.51
			Total for Check Number 14406:	870.92
14407	Ameritas  april liab	Ameritas Life Insurance Corp PR Batch 00001.04.2023 Dental ER	04/14/2023 PR Batch 00001.04.2023 Den	7,627.24 2,577.44
			Total for Check Number 14407:	10,204.68
14408	Ameritas  april liab	Ameritas Life Insurance Corp PR Batch 00001.04.2023 Vision ER	04/14/2023 PR Batch 00001.04.2023 Visi	1,242.96 -267.64
			Total for Check Number 14408:	975.32
14409	02FranTx	Franchise Tax Board PR Batch 00001.04.2023 California Tax Disburs	04/14/2023 PR Batch 00001.04.2023 Cali	415.73

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14409:	415.73
14410	Kaiser  april liab	Public Agency Coalition Enterprise. ATTN PR Batch 00003.02.2023 Health ER Kaiser	04/14/2023 PR Batch 00003.02.2023 Hea	11,423.14 1,505.28
			Total for Check Number 14410:	12,928.42
14411	Keenan  april liab	Keenan & Associates PR Batch 00003.02.2023 Health ER EPO	04/14/2023 PR Batch 00003.02.2023 Hea	84,292.36 10,611.62
			Total for Check Number 14411:	94,903.98
14412	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00001.04.2023 Lincoln 457 Percentag PR Batch 00001.04.2023 Lincoln 457 Flat Amou PR Batch 00001.04.2023 Lincoln Roth Flat Amc	04/14/2023 PR Batch 00001.04.2023 Linc PR Batch 00001.04.2023 Linc PR Batch 00001.04.2023 Linc	692.13 325.00 75.00
			Total for Check Number 14412:	1,092.13
14413	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00001.04.2023 Apple 457 Paid Call Pa	04/14/2023 PR Batch 00001.04.2023 App	962.21
			Total for Check Number 14413:	962.21
14414	NatRetSo	Nationwide Retirement Solution PR Batch 00001.04.2023 Nationwide Percentage PR Batch 00001.04.2023 Nationwide Flat Amou PR Batch 00001.04.2023 Nationwide Roth Perce PR Batch 00001.04.2023 Nationwide Roth Flat	04/14/2023 PR Batch 00001.04.2023 Nati PR Batch 00001.04.2023 Nati PR Batch 00001.04.2023 Nati PR Batch 00001.04.2023 Nati	4,850.13 3,253.84 265.03 10.00
			Total for Check Number 14414:	8,379.00
14415	SBCProFF	San Bernardino County Professional Firefig PR Batch 00001.04.2023 Union Dues Local 935	04/14/2023 PR Batch 00001.04.2023 Uni	2,826.60
			Total for Check Number 14415:	2,826.60
14416	ReliStan	Reliance Standard Life Insurance Co. PR Batch 00001.04.2023 Life and AD and D ER PR Batch 00001.04.2023 Short Term Disability PR Batch 00001.04.2023 Long Term Disability	04/14/2023 PR Batch 00001.04.2023 Life PR Batch 00001.04.2023 Sho PR Batch 00001.04.2023 Lon	715.00 1,196.92 826.09
			Total for Check Number 14416:	2,738.01
14417	SBCERA        april correctio	SBC Employees' Retirement Association PR Batch 00001.04.2023 SBCERA EE Safety Ti PR Batch 00001.04.2023 SBCERA ER Contribu PR Batch 00001.04.2023 SBCERA EE General T PR Batch 00001.04.2023 Survivor SBCERA ER PR Batch 00001.04.2023 SBCERA ER Cont. T2 PR Batch 00001.04.2023 SBCERA EE Tier 2 PR Batch 00001.04.2023 SBCERA EE Adjustme PR Batch 00001.04.2023 Survivor SBCERA Em	04/14/2023 PR Batch 00001.04.2023 SBC PR Batch 00001.04.2023 SBC PR Batch 00001.04.2023 SBC PR Batch 00001.04.2023 Surv PR Batch 00001.04.2023 SBC PR Batch 00001.04.2023 SBC PR Batch 00001.04.2023 SBC PR Batch 00001.04.2023 SBC	11,162.14 100,658.94 570.02 23.66 7,147.28 17,912.60 86.27 23.66 -1,424.12
			Total for Check Number 14417:	136,160.45
14418	Texas	Texas Life Insurance Company PR Batch 00001.04.2023 Texas Life Ins Post Tax	04/14/2023 PR Batch 00001.04.2023 Tex	161.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	april liab			161.98
Total for Check Number 14418:				323.97
14419	AutoZone 3521 3521	AutoZone Fleet Parts/Supplies Fleet Parts/Supplies	04/13/2023	12.92 379.86
Total for Check Number 14419:				392.78
14420	BVElect MARSTATE2023k	Bear Valley Electric Boulder Bay FS Electric Service	04/13/2023	152.23
Total for Check Number 14420:				152.23
14421	55BBCSD MARSTATEk	Big Bear City CSD FS 283 Water Service	04/13/2023	110.62
Total for Check Number 14421:				110.62
14422	55BBCSD MARSTATEj	Big Bear City CSD Training Center Water Service	04/13/2023	85.98
Total for Check Number 14422:				85.98
14423	Grizzly MARSTATE2023a	Big Bear Grizzly Legal Notices	04/13/2023	511.50
Total for Check Number 14423:				511.50
14424	Bound MARSTATE2023	Bound Tree Medical, LLC Medical Supplies Restock	04/13/2023	1,480.37
Total for Check Number 14424:				1,480.37
14425	JPIARegi 12APR2023e 12APR2023e 12APR2023e 12APR2023e	California JPIA Annual Liability/WC Program PMT 2022/23 Annual Liability/WC Program PMT 2022/23 Annual Liability/WC Program PMT 2022/23 Annual Liability/WC Program PMT 2022/23	04/13/2023	17,261.00 51,783.00 11,367.00 3,789.00
Total for Check Number 14425:				84,200.00
14426	Charter MARSTATE2023g	Charter Communications FS 282 Enterprise Internet/Voice	04/13/2023	522.14
Total for Check Number 14426:				522.14
14427	Charter MARSTATE2023e	Charter Communications FS 281 Enterprise TV	04/13/2023	132.40
Total for Check Number 14427:				132.40
14428	Charter MARSTATE2023b	Charter Communications Control Account - Enterprise Services	04/13/2023	630.07
Total for Check Number 14428:				630.07
14429	Charter MARSTATE2023f	Charter Communications FS 281 Enterprise Internet/Voice	04/13/2023	522.14
Total for Check Number 14429:				522.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14430	Charter MARSTATE2023h	Charter Communications FS 283 Enterprise TV	04/13/2023	135.60
Total for Check Number 14430:				135.60
14431	Charter MARSTATE2023i	Charter Communications FS 284 Enterprise Internet/Voice	04/13/2023	159.97
Total for Check Number 14431:				159.97
14432	Charter MARSTATE2023c	Charter Communications FS 281 Enterprise Internet	04/13/2023	1,374.00
Total for Check Number 14432:				1,374.00
14433	VelaC 12APR2023b	Christopher Velasquez Transfer Meal Reimbursement	04/13/2023	30.00
Total for Check Number 14433:				30.00
14434	CourB 12APR2023	Brian & Maeve Courtney BBL Tree Grant Disbursement	04/13/2023	1,000.00
Total for Check Number 14434:				1,000.00
14435	CrystalR 12APR2023c	Crystal Rodriguez Transfer Meal Reimbursement	04/13/2023	15.00
Total for Check Number 14435:				15.00
14436	JohnsEq 8297	Johnson Equipment Company Fleet Maintenance BC2807	04/13/2023	468.74
Total for Check Number 14436:				468.74
14437	DIY MARSTATE2023n MARSTATE2023n	Lumber City Corp Fleet Maintenance Hardware Building Maintenance	04/13/2023	182.27 506.05
Total for Check Number 14437:				688.32
14438	MissLin MARSTATE2023l	Mission Linen Supply Shop Linen Service	04/13/2023	94.74
Total for Check Number 14438:				94.74
14439	MounTrop 20230030	Mountain Trophy & Pro Shop EMP Appreciation: Firefighter & EMS Professio	04/13/2023	75.43
Total for Check Number 14439:				75.43
14440	Haupt	Ralph W. Haupt INC Fuel	04/13/2023	178.86
Total for Check Number 14440:				178.86
14441	MountBev 29664	Randy J. Spitz Beverage Service/Supplies	04/13/2023	140.00
Total for Check Number 14441:				140.00
14442	StapR 12APR2023d	Robert Stapp Transfer Meal Reimbursement	04/13/2023	15.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14442:	15.00
14443	SBCFuel	San Bernardino County - Fleet Managemen	04/13/2023	
	FLT22/23 - 141	Fuel		3,145.54
	FLT22/23 - 141	Fuel		3,764.38
	FLT22/23 - 141	Fuel		8,097.07
			Total for Check Number 14443:	15,006.99
14444	TwinBrEq MARSTATE2023m	Twin Bear Equipment Rental, Inc. Gloves/2023 Winter Storms CalTrans Crews	04/13/2023	877.09
			Total for Check Number 14444:	877.09
14445	WardZac 12APR2023a	Zachary Ward Transfer Meal Reimbursement	04/13/2023	16.70
			Total for Check Number 14445:	16.70
14446	ReliStan April Correctio	Reliance Standard Life Insurance Co.	04/14/2023	5,635.12
			Total for Check Number 14446:	5,635.12
14447	USBank	US Bank Corporate Payment Systems	04/20/2023	
	CALCARD 03-2023	Various Software License Renewals; TransUnior		3,196.54
	CALCARD 03-2023	Fleet Maintenance		82.24
	CALCARD 03-2023	FS 282 Flooring; Vent Fan Parts; Wall Mounts; F		138.49
	CALCARD 03-2023	Ambulance Repair (MA1520353)		8,256.95
	CALCARD 03-2023	2023 February Extreme Cold Winter Storm Lodg		21,386.02
	CALCARD 03-2023	Fuel		209.20
	CALCARD 03-2023	Bear Valley Electric Earth Day Event		93.39
	CALCARD 03-2023	Office Supplies		55.60
	CALCARD 03-2023	2023 February Extreme Cold Winter Storm Fuel		352.16
	CALCARD 03-2023	T281 Parts & Narcam Bags		447.07
	CALCARD 03-2023	Stamps.com		24.99
	CALCARD 03-2023	Recruitment Ads		199.00
	CALCARD 03-2023	Rescue Equipment		2,764.45
	CALCARD 03-2023	UPS/USPS Postage		21.90
	CALCARD 03-2023	OnStar		49.99
	CALCARD 03-2023	2023 February Extreme Cold Winter Storm Supp		2,032.94
	CALCARD 03-2023	General Household		1,001.08
	CALCARD 03-2023	License Renewals; Training Courses		735.00
	CALCARD 03-2023	Board Meeting		83.49
	CALCARD 03-2023	Uniform Pieces, Boots, embroidery		42.60
	CALCARD 03-2023	Newspapers/Publications		42.00
			Total for Check Number 14447:	41,215.10
14448	AllStar 246864	All Star Fire Equipment Turnouts	04/20/2023	13,496.77
			Total for Check Number 14448:	13,496.77
14449	AmazNew	Amazon Capital Services	04/20/2023	
	04202023Stmtc	Gear Bag		48.48
	04202023Stmtc	Equipment		55.79
	04202023Stmtd	Office Supplies		275.46
	04202023Stmtd	Computer Peripherals		2,627.73
	04202023Stmtd	Building Maintenance		250.68
	04202023Stmtd	Fleet Maintenance		533.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	04202023Stmte	Office Supplies		26.80
	04202023Stmte	General Household Supplies		100.17
	04202023Stmte	Fleet Maintenance		21.54
Total for Check Number 14449:				3,940.06
14450	Thomgas 3148843470	AmeriGas FS 284 Propane	04/20/2023	1,667.08
Total for Check Number 14450:				1,667.08
14451	CraneA 04202023g	Andrew Crane Training Reimbursement	04/20/2023	661.50
Total for Check Number 14451:				661.50
14452	BVElect 04202023Stmte	Bear Valley Electric Moonridge FS Electric Service	04/20/2023	132.36
Total for Check Number 14452:				132.36
14453	BBK 04202023Stmta 04202023Stmtb	Best Best & Krieger General Matters & Correspondence General Matters & Correspondence	04/20/2023	94.20 38.80
Total for Check Number 14453:				133.00
14454	BBUrgent 1668	Big Bear Urgent Care Employee Physical W/DMV	04/20/2023	226.00
Total for Check Number 14454:				226.00
14455	BCarp 04202023c	Brandon Carpenter Transfer Meal Reimbursement	04/20/2023	13.45
Total for Check Number 14455:				13.45
14456	MeleB 04202023a 04202023b	Brittany Melendez Transfer Meal Reimbursement Transfer Meal Reimbursement	04/20/2023	13.04 16.73
Total for Check Number 14456:				29.77
14457	SmitC 04202023g 04202023g	Chardelle Smith Travel Reimbursement / April Board Meeting Travel Reimbursement / April Board Meeting	04/20/2023	30.64 2,108.39
Total for Check Number 14457:				2,139.03
14458	52Confir 2022-087 2022-087 2022-087	Consolidated Fire Agencies Admin Dispatch Services April-June 2023 Admin Dispatch Services April-June 2023 Admin Dispatch Services April-June 2023	04/20/2023	52,128.48 19,548.18 6,516.06
Total for Check Number 14458:				78,192.72
14459	DTA 2303124	David Taussig & Associates Consulting Fees	04/20/2023	1,198.66
Total for Check Number 14459:				1,198.66
14460	GlobStar 49259941	Globalstar INC and Subsidiary Satellite Phone Service	04/20/2023	130.47



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14460:	130.47
14461	Ianlakin 04202023	Ian Lakin Transfer Meal Reimbursement	04/20/2023	18.56
			Total for Check Number 14461:	18.56
14464	FoxKen 04202023d 04202023e 04202023f	Kenneth Fox Patch Purchase Reimbursement - Sheehan Training Reimbursement Training Reimbursement	04/20/2023	38.63 794.30 220.00
			Total for Check Number 14464:	1,052.93
14465	M&MMech 04202023Stmt	M&M Mechanical Services Inc. Heater Maintenance/Repair	04/20/2023	165.00
			Total for Check Number 14465:	165.00
14467	VeriWire 9932337891	Verizon Wireless Fire Department Phone Service	04/20/2023	95.00
			Total for Check Number 14467:	95.00
14468	02FranTx	Franchise Tax Board PR Batch 00002.04.2023 California Tax Disburs	04/28/2023 PR Batch 00002.04.2023 Cali	100.00
			Total for Check Number 14468:	100.00
14469	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00002.04.2023 Lincoln 457 Percentag PR Batch 00002.04.2023 Lincoln 457 Flat Amou PR Batch 00002.04.2023 Lincoln Roth Flat Amou	04/28/2023 PR Batch 00002.04.2023 Linc PR Batch 00002.04.2023 Linc PR Batch 00002.04.2023 Linc	580.94 325.00 75.00
			Total for Check Number 14469:	980.94
14470	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00002.04.2023 Apple 457 Paid Call Pe	04/28/2023 PR Batch 00002.04.2023 App	133.29
			Total for Check Number 14470:	133.29
14471	NatRetSo	Nationwide Retirement Solution PR Batch 00002.04.2023 Nationwide Roth Perce PR Batch 00002.04.2023 Nationwide Percentage PR Batch 00002.04.2023 Nationwide Roth Flat PR Batch 00002.04.2023 Nationwide Flat Amou	04/28/2023 PR Batch 00002.04.2023 Nati PR Batch 00002.04.2023 Nati PR Batch 00002.04.2023 Nati PR Batch 00002.04.2023 Nati	346.27 5,316.60 10.00 2,950.00
			Total for Check Number 14471:	8,622.87
14472	SBCProFF	San Bernardino County Professional Firefig PR Batch 00002.04.2023 Union Dues Local 935	04/28/2023 PR Batch 00002.04.2023 Unic	2,826.60
			Total for Check Number 14472:	2,826.60
14473	SBCERA	SBC Employees' Retirement Association PR Batch 00002.04.2023 SBCERA EE Safety Ti PR Batch 00002.04.2023 SBCERA ER Contribu PR Batch 00002.04.2023 SBCERA EE General T PR Batch 00002.04.2023 Survivor SBCERA ER PR Batch 00002.04.2023 SBCERA EE Adjustme PR Batch 00002.04.2023 Survivor SBCERA Em	04/28/2023 PR Batch 00002.04.2023 SBC PR Batch 00002.04.2023 SBC PR Batch 00002.04.2023 SBC PR Batch 00002.04.2023 Surv PR Batch 00002.04.2023 SBC PR Batch 00002.04.2023 Surv	10,913.09 99,012.72 570.02 23.66 86.27 23.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00002.04.2023 SBCERA EE Tier 2	PR Batch 00002.04.2023 SBC	17,751.84
		PR Batch 00002.04.2023 SBCERA ER Cont. T2	PR Batch 00002.04.2023 SBC	7,147.28
			Total for Check Number 14473:	135,528.54
14474	APlumb 2287A	A Plumbing & Heating Inc FS 282 & FS 282 Aux Bldg Backflow Testing	04/26/2023	150.00
			Total for Check Number 14474:	150.00
14475	AllStar 247068	All Star Fire Equipment Equipment/Boots	04/26/2023	344.80
			Total for Check Number 14475:	344.80
14476	AllVall 43899	All Valley Environmental FS 281 Sump Service	04/26/2023	2,750.00
			Total for Check Number 14476:	2,750.00
14477	BVElect APRSTATE2023b	Bear Valley Electric FS 283 Electric Service	04/26/2023	356.55
			Total for Check Number 14477:	356.55
14478	BVElect APRSTATE2023a	Bear Valley Electric FS 282 AUX Bldg Electric Service	04/26/2023	528.91
			Total for Check Number 14478:	528.91
14479	BVElect APRSTATE2023	Bear Valley Electric FS 282 Electric Service	04/26/2023	1,237.45
			Total for Check Number 14479:	1,237.45
14480	Charter APRSTATE2023k	Charter Communications FS 284 Enterprise Internet/Voice	04/26/2023	159.97
			Total for Check Number 14480:	159.97
14481	TrujC 26APR2023a	Christopher Trujillo Transfer Meal Reimbursement	04/26/2023	20.00
			Total for Check Number 14481:	20.00
14482	ConnPump 26526	Connelly Pumping Services, LLC FS 284 Holding Tank Pumping Service	04/26/2023	200.00
			Total for Check Number 14482:	200.00
14484	Image200 599205	Image 2000 Copier Toner	04/26/2023	14.75
			Total for Check Number 14484:	14.75
14485	Image200 599253	Image 2000 Copier Lease	04/26/2023	189.77
			Total for Check Number 14485:	189.77
14486	ShepK 26APR2023b	Kristen Shepherd Payroll ACH Deposit Reimbursement	04/26/2023	10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 14486:	10.00
14487	CounTeam 86316	Nancy K. Bohl Inc Employee Support Services	04/26/2023	500.00
			Total for Check Number 14487:	500.00
14488	Butc APRSTATE2023m APRSTATE2023m APRSTATE2023m APRSTATE2023m APRSTATE2023m	Pinon Enterprises INC Building Maintenance Public Training Fleet Maintenance Computer Peripherals General Household	04/26/2023	350.71 43.09 27.99 13.90 15.06
			Total for Check Number 14488:	450.75
14489	MountBev 29674	Randy J. Spitz Beverage Service/Supplies	04/26/2023	137.00
			Total for Check Number 14489:	137.00
14490	SWGAs APRSTATE2023	Southwest Gas Corporation FS 281 Natural Gas Service	04/26/2023	2,416.75
			Total for Check Number 14490:	2,416.75
14491	SWGAs APRSTATE2023f	Southwest Gas Corporation FS 285 Natural Gas Service	04/26/2023	234.49
			Total for Check Number 14491:	234.49
14492	SWGAs APRSTATE2023j	Southwest Gas Corporation Training Center C Natural Gas Service	04/26/2023	144.54
			Total for Check Number 14492:	144.54
14493	SWGAs APRSTATE2023e	Southwest Gas Corporation FS 283 Natural Gas Service	04/26/2023	508.68
			Total for Check Number 14493:	508.68
14494	SWGAs APRSTATE2023c	Southwest Gas Corporation FS 282 Natural Gas Service	04/26/2023	1,236.42
			Total for Check Number 14494:	1,236.42
14495	SWGAs APRSTATE2023d	Southwest Gas Corporation FS 282 AUX Bldg Natural Gas Service	04/26/2023	550.05
			Total for Check Number 14495:	550.05
14496	SWGAs APRSTATE2023i	Southwest Gas Corporation Training Center B Natural Gas Service	04/26/2023	11.00
			Total for Check Number 14496:	11.00
14497	SWGAs APRSTATE2023g	Southwest Gas Corporation Boulder Bay FS Natural Gas Service	04/26/2023	162.42
			Total for Check Number 14497:	162.42
14498	SWGAs	Southwest Gas Corporation	04/26/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	APRSTATE2023h	Moonridge FS Natural Gas Service		642.70
			Total for Check Number 14498:	642.70
14499	EntRovin 0172924-IN	The Aby Manufacturing Group INC Inspector Dome Badge	04/26/2023	154.05
			Total for Check Number 14499:	154.05
14500	WinfR 26APR2023c	Ross Winfield Training Reimbursement	04/26/2023	2,673.00
			Total for Check Number 14500:	2,673.00
14501	WardZac 26APR2023	Zachary Ward Transfer Meal Reimbursement	04/26/2023	20.00
			Total for Check Number 14501:	20.00
			Report Total (144 checks):	837,870.22

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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
June 13, 2023**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Board Chair Mote at 5:05 p.m., Tuesday, June 13, 2023, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present:                    Board Chair Bynette Mote  
    Vice Chair Bob Rowe  
    Director John Green  
    Director Perri Melnick  
    Director Randall Putz  
    Director John Russo  
    Director Kendi Segovia  
    Director Larry Walsh  
    Director Al Ziegler – arrived at 5:12 p.m.

Board Members Absent:                    Director Rick Herrick

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

**OPEN SESSION**

**CALL TO ORDER**

Moment of Silence:                        Observed

Pledge of Allegiance:                      Led by Director Walsh

**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:

- Tuesday, July 4, 2023, in observance of Independence Day and will reopen on Wednesday, July 5, 2023.

Engineer Shawn Sutherland is coordinating with LifeStream Blood Bank to host a blood drive at Station 281, tentatively for July 21, 2023.

Big Bear Professional Firefighters' Association is hosting their annual golf tournament, "Sink Some for Charity," on August 20, 2023, with a 9:00 a.m. shotgun start at Bear Mountain Golf Course.

### **PRESENTATIONS**

None

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

Director Walsh stated Big Bear City Community Services District is holding their second clean-up day from 9 a.m. to 2 p.m., on July 15, 2023.

**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 in either of the methods described above.*

None

### **CHIEF'S REPORT**

None

### **FINANCE OFFICER'S REPORT**

Kristin Mandolini presented the finance report as of March 31, 2023.

Ms. Mandolini noted the summary in the finance officers staff report within the agenda packet was incorrect and the correct information was stated verbally.

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

### **FIRE AUTHORITY CONSENT CALENDAR**

**Items FA1, FA2, and FA3 were removed by Director Walsh for further discussion**

**FA4. Receive and File Big Bear Fire Department Monthly Activity Report for March and April 2023.**

**Action:** Motion by Director Putz, seconded by Director Melnick, to approve the Consent Calendar as follows:

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

ABSTAIN: None

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**FA1. Approval of Demands – Check Issue Date 03/1/2023 through 03/31/2023 in the amount of \$1,140,133.76.**

Discussion was held regarding the meals for the mutual aid assistance during the 2023 Blizzard. Director Melnick abstained due to unanswered questions from the Chief regarding certain purchases.

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

**Action:** Motion by Director Walsh, seconded by Director Segovia, to approve FA1 as follows:

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

**FA2. Approval of Meeting Minutes from the April 11, 2023, Regular meeting of the Big Bear Fire Authority.**

It was stated under the comment section, regarding the Southwest Gas bills at the Moonridge station, it was recorded in the minutes as a comparison to previous years, but what was asked is if a two-car garage unmanned station was costing more than the manned Sugarloaf station was correct. It was asked at what point does the department take action to better insulate the station and in the long run save on the utilities. It was also noted the roll call verbiage on page 5 was missing. The Board Secretary stated correction would be made.

**FA3. Approval of Meeting Minutes from the April 19, 2023, and May 17, 2023, Special Workshops of the Big Bear Fire Authority.**

For the April 19th minutes, on page 1, it was asked if the location for Director Green was also included in the minutes. The Board Secretary stated the Directors location was on page 1, below Board Members Present.

**Action:** Motion by Director Walsh, seconded by Director Melnick, to approve FA2 and FA3 as follows:

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

## **PUBLIC HEARING**

### **FA5. Proposed Resolution No. BBFA2023-002 to Adopt the Fiscal Year 2023-2024 Big Bear Fire Authority Budget**

Board consideration of conducting a Public Hearing to approve Resolution No. BBFA2023-002 adopting the Big Bear Fire Authority Budget for Fiscal Year 2023-2024.

Speakers: Senior Finance Officer Kristin Mandolini  
Jeff Ballinger, BB&K

Legal Counsel Ballinger, BB&K, opened with background to how the budget approval is adopted under the Health and Safety code. The three options given were to adopt with any modifications and consider it the final budget for fiscal year 2023-2024. Another option was to approve as a preliminary budget before July 1<sup>st</sup>, with a final budget adopted by October 1<sup>st</sup>. The final option was to take no action adopting a budget which would default the budget to the current fiscal year's terms, with a final budget needing to be adopted by October 1<sup>st</sup>. It was noted that if no budget was approved, fixed assets and new permanent employee positions would be frozen until the new budget is approved. It was noted the fixed assets include the new ambulance, roof repair at station 282, Battalion Chief Vehicle, rope rescue equipment, as well as the MOU approved 3% raise for the firefighters.

Discussion was held between Board members and staff regarding the proposed draft budget for fiscal year 2023-2024. It was asked if the administrative committee or ad hoc committee should handle the in-depth discussion regarding the budget. A salary comp study on administrative staff was requested.

Director Putz reminded the Board the Financial Sustainability Ad Hoc Committee was formed regarding financial sustainability going forward. He stated it was not intended to revisit the current budget and potentially withhold adoption.

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

**Action:** At the hour of 6:14 p.m., Board Chair Mote opened the public hearing. There being public comment:

#### **Patrice Duncan, on behalf of herself and Sugarloaf Property Owners Association:**

Listening to you guys, I want everyone to put their egos aside and differences aside and look back to the basic issue of what is going on here. As an example, when Chief Willis spoke to me a few years ago about adding the fire prevention risk reduction department, I thought it was a great idea. Bring the business local, the control, and revenue local, should we issue violations. So, in addition to everything we are talking about, you approved two new admin positions, that used to cost this department \$46K and change to farm that out to San Bernardino County. Now we have two additional people on this payroll probably



exceeding \$250,000. This doesn't sound like good business sense to me. I know we want to bring the prevention risk reduction in house, but it really doesn't make financial sense to me. If I did that in my personal budget, I would lose my home. There are a lot of little things in the budget, I'm not saying don't pass the budget, you all really need to dig down to the details. We have been running in a deficit spend for the past 6 years. This year maybe different, but you all are going to approve raises. Now suppression staff, absolutely. They deserve it, they deserve more. But you are approving admin staff raises who by the way, got big raises a couple years ago when their positions were reclassified. So please dig into the details. I agree with Director Segovia, you can probably find a lot more money if you dig into the details. Thank you.

**Chris Segovia, Big Bear Lake:** As a fireman for 36 years and every time I hear politicians talk about cutting the budget, it's the boots on the ground and then the comment oh we don't want to lose a single life, that's a bunch of crap. Why is it always the boots on the ground? I can look at this budget and easily cut half a million dollars from it, and I don't even have the facts. I look through this budget for a second, and cut half a million dollars out of it. But you are worried about kicking this down the road. We knew this was coming and we did nothing about it. The best idea we can come up with, is let's wait till next April when this budget comes out again and we are going to kick it down the road again for another year. \$69,000 is about what you are going to roll over till next year, off the cuff. I'll buy anyone dinner that wants to take me up on a bet that we aren't close to a million dollars in the hole this year. I've looked at stuff on the budget for this past year and its not inking out. We will end up at about a million dollars down, not \$69,000 up. The last ones that should be cut is the boots on the ground. I could really care less if you guys had to come in and sit on the floor. If I'm having a heart attack, I want that big red thing showing up at my door. I don't care what all the other complaining is about, I want the budget cut that puts more boots on the ground. As director Green pointed out, to save another life, but we can't keep saving lives when we are buying luxuries. Here is an idea, let's do something about it next year. Whoever has looked at this budget, and I did a deep dive on it, and I've seen the one and a half million dollars that we are going down every year. That's why I want to bet one of you people dinner, we are going to be at least a million this year. When that audited budget comes out, November 15 to sometime in December, I'll be standing back here collecting my dinner. Because that's where the actual budget and how much we spent, and how much we are getting back, that's where it all comes to reality. So, you tell me next year we have plans that its going to be three hundred and something, it'll be another million dollars in the hole. But here's an idea, lets worry about it next year and forget about it this year.

**Pat, Sugarloaf:** I may be completely off base here, but what if the money was already here but we haven't asked for it. Its my understanding the County makes the budget, is that correct? I am wondering if we can tap into the TOT budget. It would seem to me that all these taxes that are being collected on the mountain, should be spent on the mountain. I've been told Lake Arrowhead can keep their TOT in Lake Arrowhead. There is a million for you. Why can't we do it?

Board Chair Mote closed the public hearing at the hour of 6:21 p.m.

Motion by Director Ziegler; seconded by Director Green, approving staff recommendation to adopt Resolution No. BBFA2023-002 adopting the Fiscal Year 2023-2024 Budget.

RESOLUTION NO. BBFA2023-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2023-2024

**Action:** Motion failed by the following vote:

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

Motion by Director Walsh; seconded by Director Segovia, to table staff recommendation to adopt Resolution No. BBFA2023-002 adopting the Fiscal Year 2023-2024 Budget until the August 8<sup>th</sup> Regular Board meeting and moving forward with the FY 2022-2023 budget:

**Action:** Motion failed by the following vote:

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

Motion by Director Melnick; seconded by Vice Chair Rowe, approving staff recommendation as a preliminary fiscal year 2023-2024 budget, but removing the administrative “office staff” 3% raise:

**Action:** Motion failed by the following vote:

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

Motion by Director Green; seconded by Director Putz, approving staff recommendation to adopt Resolution No. BBFA2023-002 adopting the Fiscal Year 2023-2024 Budget:

**Action:** Motion failed by the following vote:

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

At 6:47 p.m., Director Ziegler stepped out, returning at 6:51 p.m.

A break was taken at 7:08 p.m., returning to open session at 7:26 p.m.

Board Chair Mote reopened public comment at 7:42 p.m.:

**Jon Bidwell, Big Bear City:** I just want to point out that this budget is end result of years of change. You can't reverse engineer last years budget. That's where I stand, as well as the association, if you use this current budget, you have the most modern up to date information that you could possibly have to start looking at each line item and find where the increases happened and have Kristen approve or disapprove those line items. If you try and give her last years, she not going to know what those numbers even mean because it will be too difficult to cross reference. There are too many receipts, too many things. You know I am a big proponent of figuring out this department and making sure we are sustainable. You know we are working together. I want you to know there won't be anyone stagnant. I'm here, as you all have seen, with emails every single week. We have a department that is gung-ho and more Board members that are gung-ho as well. I don't think anyone will be sitting stagnant. I think the committee is going to be full speed, because you are going to have to. I just think it would be a huge mistake to not vote this budget because I think it will be very difficult to nit pick those old numbers.

Board Chair Mote closed public comment at 7:44 p.m.

The motions did not pass, therefor, the department will continue with Fiscal Year 2022-2023 budget until the new budget is approved.

## **NEW BUSINESS**

### **BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS**

#### **FA6. Proposed Resolution BBFA2023-004 Authorizing Ambulance Service Fee Increase**

Board consideration of approving Resolution BBFA2023-004 that increases ambulance service fees:

Speaker: Speaker: Senior Finance Officer Kristin Mandolini

Ms. Mandolini stated Inland Counties Emergency Medical Agency (ICEMA) provides ambulance rates annually to reflect change in the EMS services and transports. The rate adjustment set by ICEMA for next fiscal year comes to a 10% increase.

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

**Action:** Motion by Director Melnick; seconded by Director Walsh, to authorize Resolution BBFA2023-004, to increase ambulance service fees:

Said Motion was approved by the following vote:

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

#### **FA7. Tax And Revenue Anticipation Note from First Foundation Bank**

Board consideration of adopting Resolution No. BBFA2023-003 and authorizing to enter into agreement between the Authority and First Foundation Bank for borrowing of funds for fiscal year 2023-2024.

Speaker: Senior Finance Officer Kristin Mandolini

Mandolini stated at the May 17<sup>th</sup> budget workshop, there was discussion regarding the Tax and Revenue Anticipation Note (TRAN), for fiscal year 2023-2024, in the amount of 2 million dollars. A request for proposal had been sent to 22 banks with the best rate First Foundation Bank at 7.50% and an estimated cost of issuance if \$60,000.

Discussion was held regarding last years TRAN and how many months it was needed. It was asked if this did not pass, what would happen.

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

**Action:** Motion by Director Melnick; seconded by Director Green, to approve staff recommendation authorizing Resolution No. BBFA2023-003 and to enter into an agreement between the Authority and First Foundation Bank.

Said Motion was approved by the following vote:

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

**FA8. Establishment of a Financial Sustainability Ad Hoc Committee**

Board Chair to appoint four members to the Financial Sustainability Ad Hoc Committee.

Speaker: Board Chair Mote

Board Chair Mote mentioned she hopes the first meeting will be held by the end of June.

**Action:** Board Chair Mote called for appointment Financial Sustainability Ad Hoc Committee as follows: 1) Board Chair Mote; 2) Director Russo; 3) Director Segovia; and 4) Ziegler.

Said Motion was approved by the following vote:

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

**COMMITTEE REPORTS**

None

**DIRECTORS' CLOSING COMMENTS**

Director Segovia mentioned in the last few months, she had met with some of the wonderful firefighter staff. They are very dedicated people.

Director Walsh stated we were told the inspections for hazard abatement would start in June, but in fact they started in May, because people were already getting notices. If we start now on North Shore, we've got sage brush that's hanging out into the street, along driveways, and weeds along public lands. He mentioned from what he could see, every parcel within the valley probably has a violation, including our own fire stations. Good luck.

Director Green invited all to Replenish Big Bear open house on Wednesday July 19<sup>th</sup>, from 3 p.m. to 6 p.m. There will be a tour of the facility. This is important to the valley and he hoped to see everyone there.

Director Putz stated its his hope that as we continue through this process, we all do our best to not take this personally. That we are all here for the right reason, and that's to best serve our community, specifically, to best serve our fire board. He mentioned he will do his best and he hopes everyone else will. He stated he looks forward to getting beyond the current budget, and nervous about where we are heading over the next couple months without an approved budget. He mentioned hopefully we can move forward in a positive way and is looking forward to any insights or inspiration the ad hoc will have.

Board Chair Mote thanked everyone for sticking with us.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Board Chair Mote adjourned the meeting at 8:01 p.m.

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Chardelle Smith  
Board Secretary



## INTEROFFICE MEMO

### Big Bear Fire Authority

**DATE:** August 3, 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:** MAY 2023 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 YTD	Previous Year
1.2.1	Fire Calls, Hazardous Conditions, Service Calls	88	604	1,513
1.2.2	Rescue/Medical Calls	211	1,480	3,597
1.2.3	Medical Flight Missions	20	101	406
1.2.4	Training Class Summary (hours)	696.25	2,864.25	6,509
<b>FIRE PREVENTION</b>				
1.2.5	Plan Review	6	57	202
1.2.6	Chipping Requests (2020 Suspended)	--	--	--
1.2.7	Trees Removed/Reimbursed Through Grant	0	1	3
1.2.8	Hazardous Tree Removal Notice to Proceed	0	22	4
1.2.9	Hazardous Tree 2 <sup>nd</sup> & Final Abate Notice/Order (included in 1.2.11 and below)	--	--	2
1.2.10	Tree Abatement Issues Resolved	10	21	3

	<b>FIRE PREVENTION CONTINUED</b>	<b>Current Month</b>	<b>Calendar YTD</b>
1.2.11	1 <sup>ST</sup> Abate Notice/Order	593	934
1.1.12	1 <sup>st</sup> inspection with 1 <sup>st</sup> Citation (weeds & grasses)	1	1
1.2.13	2 <sup>nd</sup> Inspection with 1 <sup>st</sup> Citation	2	48
1.2.14	3 <sup>rd</sup> Inspection with 2 <sup>nd</sup> Citation	0	2
1.2.15	Final Inspection with 3 <sup>rd</sup> Citation	0	0
1.2.16	March Compliant Inspections	4	16

## 2. COMMUNITY RELATIONS

- 2.1 May 3 - Elks Lodge held the annual Firefighters Appreciate Dinner. At this dinner, Firefighter/Paramedic Mercado was awarded Firefighter of the Year and Ambulance Operator-Paramedic Melendez was awarded EMS Professional of the Year.
- 2.2 May 8 - Department personnel participated in the Bear Valley Community Hospital Appreciation Week parade.
- 2.3 May 18, 23, 31 – Fire Inspector Craig held Community Risk Reduction Informational meetings for members of the public.

## 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 Workshop – May 17
  - FDAC Executive Committee meeting – May 11
  - FDAC Board Training – May 15
  - Lunch with Supervisor Rowe – May 16
  - Inland Empire Fire Safe Alliance meeting – May 17
- 3.2 Battalion Chief Parham attended the following meetings/trainings during the reporting month:
  - EMS Officers Meeting - May 10
  - Image Trend Data Working Group with ICEMA – May 10
- 3.3 Battalion Chief Rogers attended the following meetings/trainings during the reporting month:
  - Incident Qualification Systems Migration (IQS) meeting – May 10



- San Bernardino County Training Officer Association (SPCTOA) meeting - May 11
- Government Affairs/Regional Transportation Advisory Committee (GA-RTAC) – May 11

#### **4. HEALTH AND SAFETY**

- 4.1 May 2, 10,11 – Solar Panel Safety Training was held for all shifts.
- 4.2 May 15, 24, 25 – EMS Training: Respiratory/ Capnography was held for all shifts.
- 4.3 May 19-21 – The department provided standby emergency personnel during the Spartan Race held at Snow Summit.
- 4.4 May 30 – Fire Inspector Craig met with on duty personnel to review the hazard abatement program.

#### **5. ADVERTISING, PRESS RELEASES AND SOCIAL MEDIA**

- 5.1 May– The following advertisements were placed:
- “Ambulance Membership” KBHR
  - “Let’s Get Something Clear” Big Bear Now
- 5.2 May– The following social media posts were placed:
- 5/1/23 Aircraft down in Big Bear City
  - 5/3/23 May 1-7 declared Wildfire Preparedness Week
  - 5/4/23 Big Bear Elks Lodge Annual Firefighters Appreciation Dinner
  - 5/4/23 Wildfire Preparedness Week – 3 ways your home can be affected
  - 5/5/23 Wildfire Preparedness Week – WUI Area
  - 5/6/23 Wildfire Preparedness Week – Proper way to stack firewood
  - 5/7/23 Wildfire Preparedness Week – Firebrands and Embers
  - 5/8/23 Upcoming CPR Class
  - 5/17/23 Upcoming Community Risk Reduction Informational Meeting
  - 5/24/23 Additional upcoming Community Risk Reduction Information Meeting
  - 5/30/23 Ambulance Operator/Paramedic Now Hiring
  - 5/31/23 Defensible Space Compliance Checklist

#### **6. PERSONNEL**

- 6.1 May 3 & 9 –AO/EMT skills testing and oral interviews were held for current vacant positions.
- 6.2 May 17 – Safety Support Division personnel received their annual pre-fire season training and briefing.

- 6.3 May 18 – Wilson Lea from Lincoln Financial Group held a Financial Wellness webinar for employees with any questions regarding their retirement/financial accounts with Lincoln.
- 6.4 May 22, 24, 26 – Chief Willis met with A, B, and C shift at each station to discuss ongoing department operations.
- 6.5 May 23 – Chief Willis met with administrative staff to discuss ongoing department operations.

## **7. ADMINISTRATIVE STAFF TRAINING/ CONFERENCES/ SEMINARS**

- 7.1 May 2 - Facilities and Systems Manager Dickerson attended the CONFIRE communications and support committee meeting.  
  
May 11 – Human Resources Shepherd attended a Workers Compensation Webinar.
- 7.2 May 30 – 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.

**TRAINING SUMMARY REPORT 05/01/2023 - 05/31/2023**

<b>COMPANY TRAINING DOCUMENTATION</b>	<b>HOURS</b>
'Area Familiarization,Emergency Ops'	9
'Area Familiarization,Emergency Ops,Fire Pump,Fire Suppression,Hydrants/Streets, Water Supply,Preventative Maintenance'	9
'Area Familiarization,Hydrants/Streets, Water Supply,Pre/Post Incident,Preventative Maintenance,Vehicle Repair'	6
'Emergency Ops'	57
'Emergency Ops,Fire Prevention,Pre/Post Incident,Preventative Maintenance'	6
'Emergency Ops,Fire Pump,Fire Suppression,Hose,Hydrants/Streets, Water Supply'	6
'Emergency Ops,Fire Suppression,Forcible Entry,Technical Rescue'	8
'Emergency Ops,Fire Suppression,Hose'	14
'Emergency Ops,Fire Suppression,Pre/Post Incident,Preventative Maintenance'	3
'Emergency Ops,Ladders,Preventative Maintenance'	6
'Emergency Ops,Physical Fitness,Pre/Post Incident,Preventative Maintenance'	4.5
'Emergency Ops,Pre/Post Incident'	6
'Emergency Ops,Pre/Post Incident,Preventative Maintenance'	27
'Emergency Ops,Pre/Post Incident,Technical Rescue'	<b>17.5</b>
'Fire Suppression'	44
Fire Suppression,Hose,Pre/Post Incident'	12
'Ladders'	12
'Ladders,Pre/Post Incident,Technical Rescue'	7.5
'Physical Fitness'	110.75
'Physical Fitness,Pre/Post Incident,Preventative Maintenance'	16

<b>EMS</b>	<b>HOURS</b>
EMS Abdominal Trauma Advanced	1
EMS Assessing the Patient with Major Trauma	6
EMS Back Injury Prevention	1
EMS Capnography	13
EMS Cardiac Emergencies Advanced	1
EMS Clinical Decision-Making	1
EMS Communication and Documentation	1
EMS Crime Scene Awareness	2
EMS Functional Communication for EMS Providers	2
EMS HIV/AIDS Awareness	2
EMS Intraosseous Infusion Advanced	29
EMS Managing Cardiac Arrest: During and After Resuscitation	2
EMS Operating an AED	1
EMS Toxicology and Substance Abuse Advanced	2
EMS Training Documentation	58
EMS Workplace Stress	2
<b>TOTAL EMS HOURS</b>	<b>124</b>

**TRAINING SUMMARY REPORT 05/01/2023 - 05/31/2023**

<b>COMPANY TRAINING DOCUMENTATION CONTINUED</b>	<b>HOURS</b>
'Physical Fitness,Preventative Maintenance'	20.5
'Preventative Maintenance'	6
'Technical Rescue'	40
<b>TOTAL COMPANY TRAINING DOCUMENTATION HOURS</b>	<b>448</b>

<b>MISCELLANEOUS</b>	<b>HOURS</b>
2022 RT-130 Wildland Refresher Training	8
2023 RT-130 Wildland Refresher Training - TO's Group	108.5
Computer Security Awareness	1
Disaster Preparedness	1
Driver Training Documentation	3
MCI Pre-Course Videos BBFD	1
Sexual Harassment Prevention for Supervisors (California AB 1825)	2
<b>TOTAL MISCELLANEOUS HOURS</b>	<b>124.5</b>

<b>TOTAL TRAINING HOURS</b>	<b>696.25</b>
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## Incident Type Report 05/01/23 - 05/31/23

<b>1 Fire</b>	<b>Count</b>	<b>Est. Prop. Loss</b>	<b>Est. Content Loss</b>	<b>Total Est. Loss</b>	<b>%</b>
100 - Fire, other	1				
150 - Outside rubbish fire, other	1				
154 - Dumpster or other outside trash receptacle fire	1	1,000	0	1,000	100%
<b>Incident Count</b>	<b>3</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>100%</b>

<b>3 Rescue &amp; Emergency Medical Service Incident</b>	<b>Count</b>
300 - Rescue, EMS incident, other	1
320 - Emergency medical service, other	2
321 - EMS call, excluding vehicle accident with injury	152
322 - Motor vehicle accident with injuries	5
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	2
381 - Rescue or EMS standby	2
Interfacility Transfers	46
<b>Incident Count</b>	<b>211</b>

<b>4 Hazardous Condition</b>	<b>Count</b>
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	1
<b>Incident Count</b>	<b>2</b>

<b>7 False Alarm &amp; False Call</b>	<b>Count</b>
700 - False alarm or false call, other	3
735 - Alarm system sounded due to malfunction	4
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	2
743 - Smoke detector activation, no fire -	2

<b>5 Service Call</b>	<b>Count</b>
500 - Service call, other	2
510 - Person in distress, other	1
520 - Water problem, other	1
550 - Public service assistance, other	14
553 - Public service	5
554 - Assist invalid	2
561 - Unauthorized burning	6
<b>Incident Count</b>	<b>31</b>

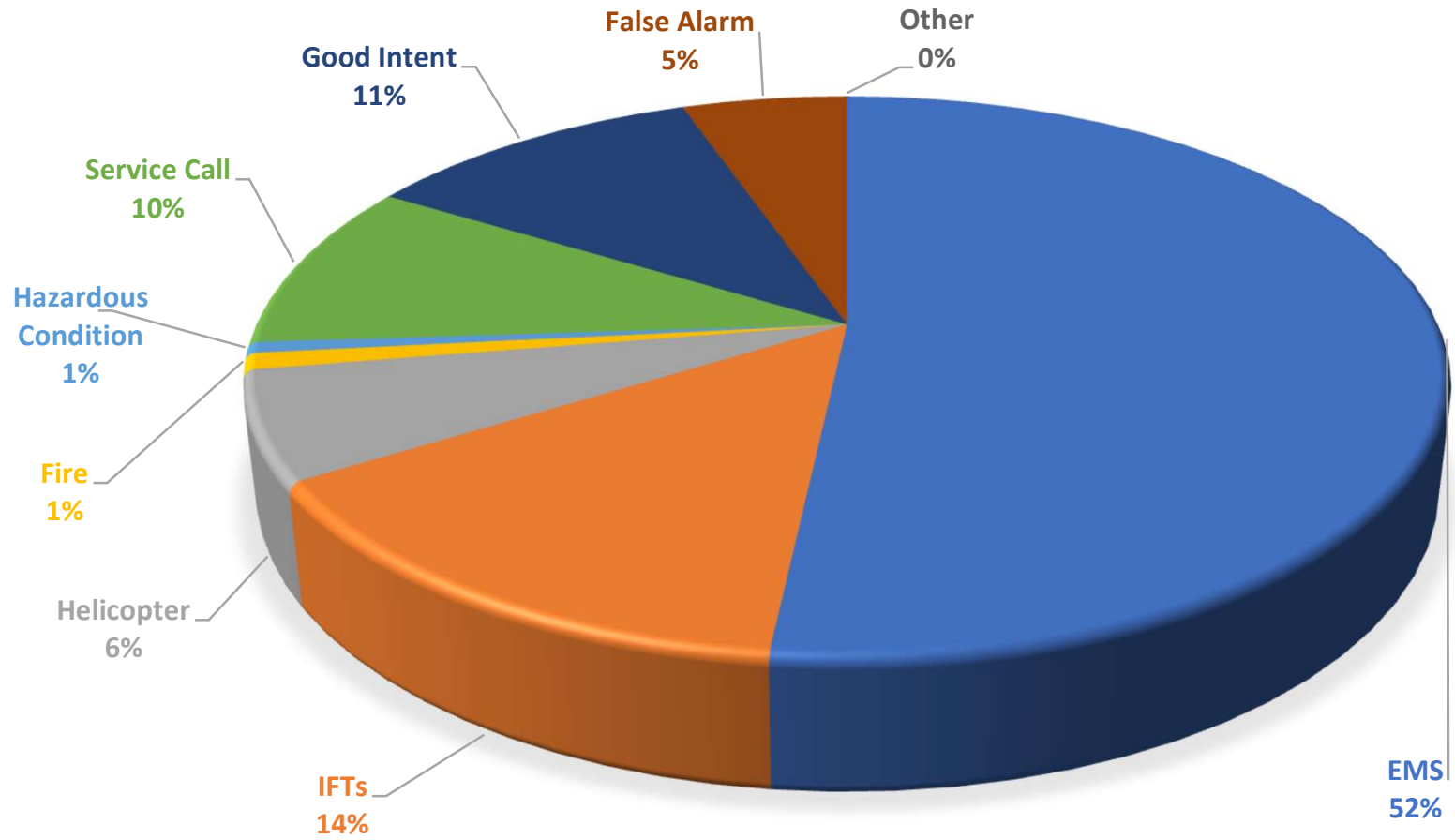
<b>6 Good Intent Call</b>	<b>Count</b>
600 - Good intent call, other	2
611 - Dispatched and cancelled en route	9
611A - Alarm: Dispatched & Cancelled Enroute	4
611E - EMS: Dispatched & Cancelled Enroute	18
611T - T/C: Dispatched & Cancelled Enroute	1
611V - Veh Fire: Dispatched & Cancelled Enroute	1
<b>Incident Count</b>	<b>35</b>

## Incident Type Report 05/01/23 - 05/31/23

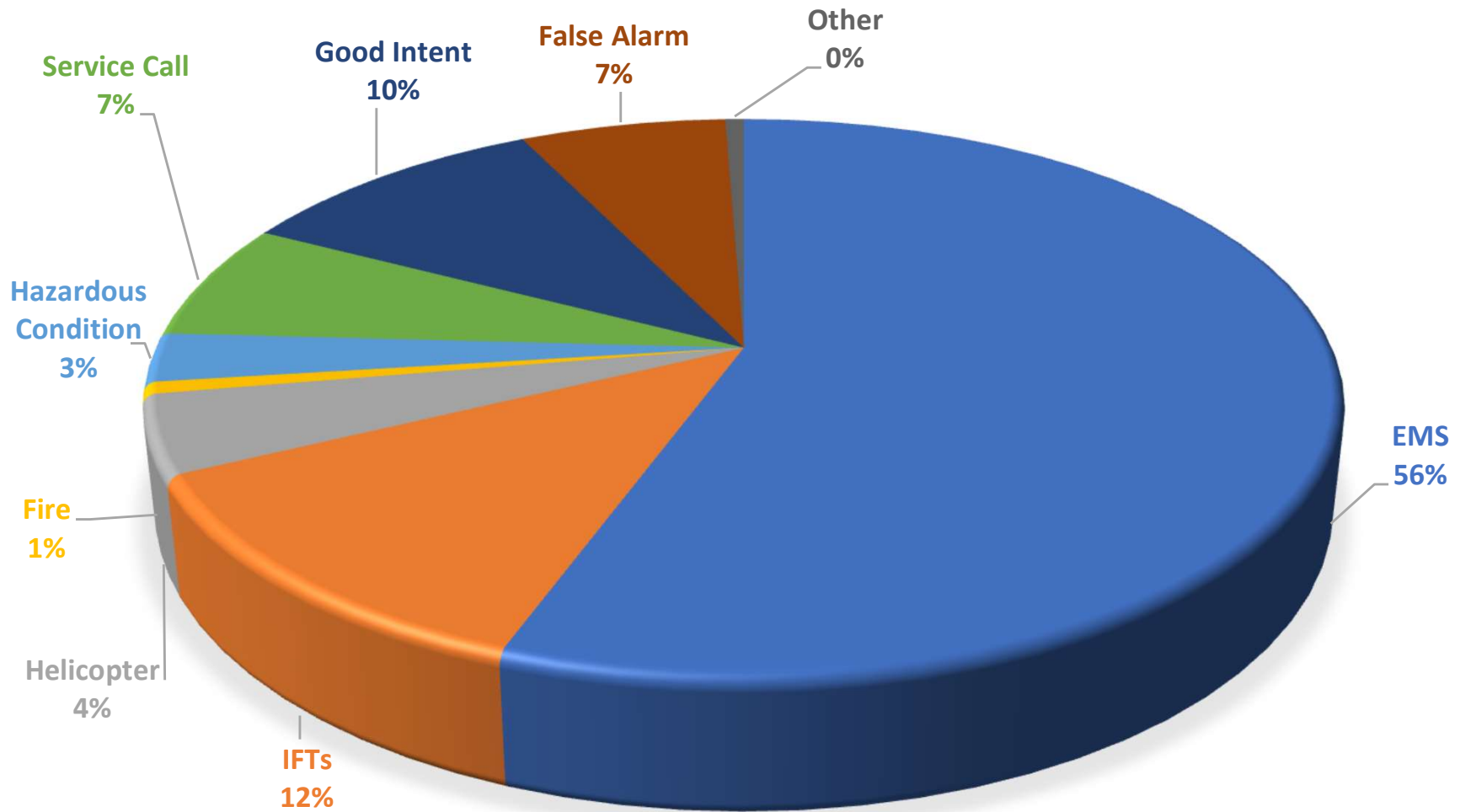
<b>7 False Alarm &amp; False Call Continued</b>	<b>Count</b>
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	3
<b>Incident Count</b>	<b>17</b>

<b>TOTAL INCIDENT COUNT</b>	<b>299</b>
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## MAY 2023 INCIDENTS BY TYPE



## 2023 YTD TOTAL INCIDENTS BY TYPE







# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

**MEETING DATE:** August 8, 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:** **RESOLUTION BBFA2023-002 FOR THE ADOPTION OF THE FISCAL YEAR 2023-2024 BIG BEAR FIRE AUTHORITY BUDGET**

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## **BACKGROUND**

Each year staff prepares a draft budget for review by the Board of Directors providing the opportunity for Board input and questions regarding fiscal plans and financial projections. On April 19, 2023, and May 17, 2023, the Board considered the draft preliminary budget for the 2023-2024 fiscal year. On June 13, 2023, the Board voted against passing the budget. No changes have been made to the budget.

## **DISCUSSION**

The budget presented for adoption is balanced with revenues exceeding operating and capital expenses in the amount of \$92,554.

The Fiscal Year 2023-2024 Budget was noticed and is presented to be considered for adoption at the August 8, 2023, Board meeting.

## **FISCAL IMPACT**

Total proposed revenues are \$19,380,380 and the proposed operating, grant, and capital expenses are \$19,287,826 as listed in the Appropriated Sources and Uses Table in Resolution BBFA2023-002.

## **RECOMMENDATION**

Staff recommends the Board conduct a Public Hearing and approve Resolution No. BBFA2023-002, adopting the Big Bear Fire Authority Budget for Fiscal Year 2023-2024.

Attachment A: FY2023-2024 Fire Authority Budget

Attachment B: Resolution No. BBFA2023-002 Adoption of FY2023-2024 Fire Authority Budget

<b>BIG BEAR FIRE AUTHORITY</b>				<b>2022-23</b>
<b>2023-2024 Draft Budget</b>				<b>Budget</b>
	<b>Operating Fund</b>	<b>Grant Fund</b>	<b>Total Budget</b>	
<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
<b>Total Revenue</b>	<b>\$ 19,338,528</b>	<b>\$ 41,852</b>	<b>\$ 19,380,380</b>	<b>\$ 18,619,382</b>
<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
<b>Total Expenses</b>	<b>\$ 18,723,474</b>	<b>\$ 41,852</b>	<b>\$ 18,765,326</b>	<b>\$ 18,253,752</b>
<b>Excess Operating Revenues over Expenses</b>	<b>\$ 615,054</b>	<b>\$ 0</b>	<b>\$ 615,054</b>	<b>\$ 365,630</b>
<b>Less Capital Expenditures</b>	<b>\$ (522,500)</b>		<b>\$ (522,500)</b>	<b>\$ (219,500)</b>
<b>Change to Fund Balance</b>	<b>\$ 92,554</b>		<b>\$ 92,554</b>	<b>\$ 146,130</b>

## 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
<b>OPERATIONS</b>						
<b>Operations Revenue</b>						
<b>Property Taxes</b>						
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
<b>Total Property Tax Revenue</b>	<b>10,784,099</b>	<b>11,413,101</b>	<b>12,221,006</b>	<b>7,339,133</b>	<b>12,221,006</b>	<b>12,939,524</b>
<b>Current Services Charges</b>						
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
<b>Total Current Service Charges</b>	<b>154,879</b>	<b>201,909</b>	<b>238,184</b>	<b>46,998</b>	<b>84,896</b>	<b>60,364</b>
<b>Use of Money and Property</b>						
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
<b>Total Use of Money and Property</b>	<b>75,350</b>	<b>512,513</b>	<b>184,744</b>	<b>158,391</b>	<b>184,544</b>	<b>72,706</b>
<b>Total Operations Revenue</b>	<b>11,014,328</b>	<b>12,127,523</b>	<b>12,643,934</b>	<b>7,544,522</b>	<b>12,490,446</b>	<b>13,072,593</b>

## 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
<b>Total Salaries</b>	<b>3,372,084</b>	<b>3,814,011</b>	<b>3,876,736</b>	<b>2,762,428</b>	<b>3,993,642</b>	<b>3,964,820</b>

#### 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
<b>Total Overtime &amp; Other Pay</b>	<b>1,389,886</b>	<b>1,611,182</b>	<b>1,191,105</b>	<b>1,123,583</b>	<b>1,487,375</b>	<b>1,261,361</b>

#### 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
<b>Total Benefits Employer Paid</b>	<b>2,793,760</b>	<b>3,256,777</b>	<b>3,344,519</b>	<b>2,058,765</b>	<b>3,230,362</b>	<b>3,450,595</b>

## 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
<b>Other Payroll Expense</b>						
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
<b>Total Other Payroll Expense</b>	<b>1,435,991</b>	<b>1,475,490</b>	<b>1,753,779</b>	<b>1,221,683</b>	<b>1,763,950</b>	<b>1,629,628</b>
<b>Total Salaries and Benefits</b>	<b>8,991,721</b>	<b>10,157,460</b>	<b>10,166,138</b>	<b>7,166,459</b>	<b>10,475,329</b>	<b>10,306,404</b>
<b>Supplies</b>						
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
<b>Total Supplies</b>	<b>139,903</b>	<b>139,662</b>	<b>158,200</b>	<b>87,786</b>	<b>131,680</b>	<b>140,800</b>
<b>Professional Services</b>						
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
<b>Total Professional Services</b>	<b>297,061</b>	<b>366,192</b>	<b>437,341</b>	<b>204,322</b>	<b>337,683</b>	<b>400,680</b>

## 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
<b>Maintenance and Equipment</b>						
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
<b>Total Maintenance and Equipment</b>	<b>408,925</b>	<b>580,258</b>	<b>926,671</b>	<b>711,914</b>	<b>945,944</b>	<b>925,921</b>
<b>Utilities</b>						
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
<b>Total Utilities</b>	<b>176,494</b>	<b>186,638</b>	<b>179,600</b>	<b>143,561</b>	<b>215,341</b>	<b>222,200</b>

## 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
<b>Other Expenditures</b>						
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
<b>Total Other Expenditures</b>	<b>657,587</b>	<b>917,140</b>	<b>524,477</b>	<b>268,442</b>	<b>426,757</b>	<b>571,182</b>
<b>Total Operating Expenditures</b>	<b>10,671,691</b>	<b>12,347,350</b>	<b>12,392,427</b>	<b>8,582,485</b>	<b>12,532,733</b>	<b>12,567,187</b>
<b>Excess Revenue over Expenses - Operations</b>	<b>342,637</b>	<b>(219,827)</b>	<b>251,507</b>	<b>(1,037,963)</b>	<b>(42,287)</b>	<b>505,407</b>

## 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
<b>Total Current Service Charges</b>	<b>1,970,731</b>	<b>1,921,667</b>	<b>3,414,627</b>	<b>2,001,939</b>	<b>3,926,255</b>	<b>3,663,951</b>

##### 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)
<b>Total Other Revenue</b>	<b>17,208</b>	<b>15,855</b>	<b>12,900</b>	<b>3,258</b>	<b>4,888</b>	<b>4,900</b>

#### 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
<b>Total Salaries</b>	<b>1,240,087</b>	<b>1,075,404</b>	<b>1,363,586</b>	<b>818,810</b>	<b>1,208,215</b>	<b>1,332,960</b>

##### 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
<b>Total Overtime &amp; Other Pay</b>	<b>669,620</b>	<b>709,398</b>	<b>550,667</b>	<b>572,054</b>	<b>753,081</b>	<b>605,068</b>



## 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
<b>Total Benefits Employer Paid</b>	<b>997,511</b>	<b>896,385</b>	<b>1,087,475</b>	<b>611,769</b>	<b>985,954</b>	<b>1,004,756</b>

### 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
<b>Total Other Payroll Expense</b>	<b>132,309</b>	<b>157,976</b>	<b>178,119</b>	<b>144,351</b>	<b>184,109</b>	<b>211,592</b>

<b>Total Salaries and Benefits</b>	<b>3,039,527</b>	<b>2,839,163</b>	<b>3,179,847</b>	<b>2,146,984</b>	<b>3,131,358</b>	<b>3,154,376</b>
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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
<b>Total Supplies</b>	<b>125,056</b>	<b>161,809</b>	<b>164,400</b>	<b>109,521</b>	<b>164,282</b>	<b>166,600</b>

### Professional Services

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

## 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
<b>Maintenance and Equipment</b>						
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
<b>Total Maintenance and Equipment</b>	<b>50,505</b>	<b>53,158</b>	<b>21,460</b>	<b>39,265</b>	<b>56,898</b>	<b>56,900</b>
<b>Other Expenditures</b>						
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
<b>Total Other Expenditures</b>	<b>54,024</b>	<b>53,472</b>	<b>51,329</b>	<b>41,537</b>	<b>62,306</b>	<b>63,067</b>
<b>Total Ambulance Expenditures</b>	<b>3,617,281</b>	<b>3,593,176</b>	<b>3,879,245</b>	<b>2,688,456</b>	<b>3,916,566</b>	<b>4,062,789</b>
<b>Excess Revenue over Expenses - Ambulance</b>	<b>(1,629,342)</b>	<b>(1,655,655)</b>	<b>(451,717)</b>	<b>(683,259)</b>	<b>14,577</b>	<b>(393,938)</b>

## 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
<b>Total Current Service Charges</b>	<b>1,377,408</b>	<b>1,269,338</b>	<b>1,110,000</b>	<b>664,052</b>	<b>996,078</b>	<b>1,150,000</b>

##### Use of Money and Property

Amb Air - Facility Lease	9,600	9,600	9,600	5,600	9,600	9,600
<b>Total Use of Money and Property</b>	<b>9,600</b>	<b>9,600</b>	<b>9,600</b>	<b>5,600</b>	<b>9,600</b>	<b>9,600</b>

<b>Total Air Operations Revenue</b>	<b>1,387,008</b>	<b>1,278,938</b>	<b>1,119,600</b>	<b>669,652</b>	<b>1,005,678</b>	<b>1,159,600</b>
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#### Air Operations Expenditures

##### Salaries

Salaries	315,993	378,876	313,581	185,347	298,020	339,538
<b>Total Salaries</b>	<b>315,993</b>	<b>378,876</b>	<b>313,581</b>	<b>185,347</b>	<b>298,020</b>	<b>339,538</b>

##### Overtime & Other Pay

Overtime	375,657	146,050	115,000	125,283	192,925	193,000
<b>Total Overtime &amp; Other Pay</b>	<b>375,657</b>	<b>146,050</b>	<b>115,000</b>	<b>125,283</b>	<b>192,925</b>	<b>193,000</b>

## 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
<b>Benefits</b>						
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
<b>Total Benefits</b>	<b>333,503</b>	<b>319,912</b>	<b>310,264</b>	<b>159,896</b>	<b>258,766</b>	<b>277,166</b>
<b>Total Salaries and Benefits</b>	<b>1,025,153</b>	<b>844,838</b>	<b>738,845</b>	<b>470,526</b>	<b>749,711</b>	<b>809,704</b>
<b>Utilities</b>						
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
<b>Total Utilities</b>	<b>9,839</b>	<b>12,005</b>	<b>13,400</b>	<b>6,347</b>	<b>9,520</b>	<b>9,600</b>
<b>Maintenance and Equipment</b>						
Maintenance Building and Grounds	0	4,174	5,000	3,390	5,000	5,000
<b>Total Maintenance and Equipment</b>	<b>0</b>	<b>4,174</b>	<b>5,000</b>	<b>3,390</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Air Operations Expenditures</b>	<b>1,052,623</b>	<b>861,016</b>	<b>757,245</b>	<b>480,263</b>	<b>764,231</b>	<b>824,304</b>
<b>Excess Revenue over Expenses - Air Operations</b>	<b>334,385</b>	<b>417,922</b>	<b>362,355</b>	<b>189,389</b>	<b>241,447</b>	<b>335,296</b>

## 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
<b><i>FIRE PREVENTION</i></b>						
<b>Fire Prevention Revenue</b>						
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
<b>Total Fire Prevention Revenue</b>						<b>417,277</b>
<b>Total Fire Prevention Revenue</b>						<b>417,277</b>
<b>Fire Prevention Expenditures</b>						
<b>Salaries</b>						
Salaries						268,338
<b>Total Salaries</b>						<b>268,338</b>
<b>Overtime &amp; Other Pay</b>						
Overtime						5,000
<b>Total Overtime &amp; Other Pay</b>						<b>5,000</b>
<b>Benefits - Employer Paid</b>						
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
<b>Total Benefits</b>						<b>95,268</b>
<b>Total Salaries and Benefits</b>						<b>368,606</b>

## 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
<b>Maintenance and Equipment</b>						
Software/Other Peripheral						12,000
<b>Total Maintenance and Equipment</b>						<b>12,000</b>
<b>Supplies</b>						
Fuel						5,000
Office Supplies						2,000
Postage						15,000
<b>Total Supplies</b>						<b>22,000</b>
<b>Professional Services</b>						
Contractual Services (Forced Abatement)						25,000
<b>Total Professional Services</b>						<b>25,000</b>
<b>Other Expenditures</b>						
Advertising						25,000
Other Expenditures						1,000
<b>Total Other Expenditures</b>						<b>26,000</b>
<b>Total Fire Prevention Expenditures</b>						<b>453,606</b>
<b>Excess Revenue over Expenses - Fire Prevention</b>						<b>(36,329)</b>

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

## 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
<b>Interfund Transfers</b>						
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
<b>Total Interfund Transfers</b>	<b>971,338</b>	<b>730,833</b>	<b>219,500</b>	<b>57,020</b>	<b>137,520</b>	<b>522,500</b>
<b>TOTAL OPERATING FUND REVENUE</b>	<b>15,845,920</b>	<b>17,206,034</b>	<b>18,332,361</b>	<b>11,460,828</b>	<b>18,728,724</b>	<b>19,338,528</b>
<b>TOTAL OPERATING FUND EXPENSES</b>	<b>17,298,495</b>	<b>18,773,035</b>	<b>18,161,459</b>	<b>12,452,948</b>	<b>18,029,922</b>	<b>19,245,974</b>
<b>EXCESS REVENUE OVER EXPENSES</b>	<b>(1,452,575)</b>	<b>(1,567,001)</b>	<b>170,902</b>	<b>(992,120)</b>	<b>698,802</b>	<b>92,554</b>



## 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
<b>Total Revenue</b>	<b>13,290</b>	<b>14,775</b>	<b>38,213</b>	<b>1,700</b>	<b>1,700</b>	<b>26,929</b>

##### 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
<b>Total Expense</b>	<b>13,290</b>	<b>14,775</b>	<b>38,213</b>	<b>1,700</b>	<b>1,700</b>	<b>26,929</b>

#### Homeland Security Grant Radios

##### HSG Grant Revenue

Grant Revenue	0	0	15,892	0	17,081	14,923
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>15,892</b>	<b>0</b>	<b>17,081</b>	<b>14,923</b>

##### HSG Grant Expense

Radios	0	0	15,892	0	17,081	14,923
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>15,892</b>	<b>0</b>	<b>17,081</b>	<b>14,923</b>

#### Assistance to Firefighterfighters Grant - Exhaust Systems

##### AFG Grant Revenue

Grant Revenue	0	0	232,916	0	232,916	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>232,916</b>	<b>0</b>	<b>232,916</b>	<b>0</b>

##### AFG Grant Expense

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

<b>Expenses</b>	<b>13,290</b>	<b>14,775</b>	<b>311,794</b>	<b>1,700</b>	<b>251,697</b>	<b>41,852</b>
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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
<b>Total Capital Transfers In</b>			<b>219,500</b>	<b>57,020</b>	<b>137,520</b>	<b>.</b>

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
<b>Total Capital Expenditures</b>	<b>931,953</b>	<b>720,572</b>	<b>219,500</b>	<b>57,020</b>	<b>137,520</b>	<b>522,500</b>

## Big Bear Fire Authority Full-Time Equivalent by Classification

		2022-2023	2023-2024	
JOB CLASSIFICATIONS	FTE ACTUAL	FTE BUDGET	CHANGE	
<b>OPERATIONS</b>				
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	
<b>FIRE PREVENTION</b>				
FIRE INSPECTOR	1	1	0	
FIRE PREVENTION ADMINISTRATIVE ASSISTANT	1	1	0	
<b>ADMINISTRATIVE SUPPORT STAFF</b>				
BOARD SECRETARY	1	1	0	
FACILITIES & SYSTEMS MANAGER	1	1	0	
HUMAN RESOURCES COORDINATOR	1	1	0	
ACCOUNTING TECHNICIAN	1	1	0	
<b>EXECUTIVE STAFF</b>				
FIRE CHIEF	1	1	0	
ASSISTANT FIRE CHIEF/FIRE MARSHALL	1	1	0	
DIRECTOR OF BUSINESS SERVICES	1	1	0	
<b>TOTAL FTE</b>	<b>63</b>	<b>63</b>	<b>0</b>	
<b>PAID CALL</b>		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
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	
<b>Total Paid Call Positions</b>	<b>11</b>	<b>11</b>	<b>0</b>	



**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	17.51	17.95	18.40	18.86	19.33	19.81	20.31	20.81	21.33	21.87	\$ 48,258	to \$ 60,267
Ambulance Operator/Paramedic	21.63	22.17	22.73	23.29	23.88	24.47	25.08	25.71	26.35	27.01	\$ 59,612	to \$ 74,448
Flight Nurse	36.98	37.90	38.85	39.82	40.82	41.84	42.88	43.95	45.05	46.18	\$ 81,645	to \$ 101,964
Flight Paramedic	27.10	27.78	28.47	29.18	29.91	30.66	31.43	32.21	33.02	33.84	\$ 59,835	to \$ 74,726
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	69.73	71.47	73.26	75.09	76.97	78.89	80.87	82.89	84.96	87.08	\$ 145,040	to \$ 181,136
Fire Mechanic	40.47	41.48	42.52	43.58	44.67	45.79	46.93	48.10	49.31	50.54	\$ 84,175	to \$ 105,123
Director of Business Services	68.96	70.68	72.45	74.26	76.12	78.02	79.97	81.97	84.02	86.12	\$ 143,434	to \$ 179,129
Human Resources Coordinator	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52	\$ 74,148	to \$ 92,601
Board Secretary	38.86	39.83	40.83	41.85	42.90	43.97	45.07	46.19	47.35	48.53	\$ 80,833	to \$ 100,949
Facilities & Systems Manager	41.97	43.02	44.10	45.20	46.33	47.49	48.68	49.89	51.14	52.42	\$ 87,303	to \$ 109,029
Accounting Technician	29.26	29.99	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	\$ 60,866	to \$ 76,013
Fire Inspector	47.32	48.50	49.71	50.96	52.23	53.54	54.87	56.25	57.65	59.09	\$ 98,422	to \$ 122,915
Fire Prevention Administrative Assistant	25.35	25.98	26.63	27.30	27.98	28.68	29.40	30.13	30.88	31.66	\$ 52,724	to \$ 65,846

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

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

**RESOLUTION NO. BBFA2023-002****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the Big Bear Fire Authority exists pursuant to the laws of the State of California and that certain Joint Powers Agreement entered into by and between the Big Bear City Community Services District and the Big Bear Lake Fire Protection District; and

**WHEREAS**, the Big Bear Fire Authority held a budget meeting and a public hearing on the proposed budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Big Bear Fire Authority does hereby adopt the approved Fiscal Year 2023-2024 Budget for the Big Bear Fire Authority; and

**BE IT FURTHER RESOLVED**, that the appropriated uses are as follows for the Fiscal Year 2023-2024 budget:

<b>Fund</b>	<b>Appropriated Sources</b>	<b>Appropriated Uses</b>
Operating	\$18,723,474	\$18,723,474
Capital	\$522,500	\$522,500
Grant	\$41,852	\$41,852

**PASSED, APPROVED AND ADOPTED** this 8th day of August, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

---

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

ATTEST:

---

Chardelle Smith, Board Secretary  
Big Bear Fire Authority

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

I, Chardelle Smith, 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. BBFA2023-002 was duly passed and adopted by 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 8th day of August, 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 8th day of August, 2023.

---

Chardelle Smith  
Board Secretary  
Big Bear Fire Authority



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

**MEETING DATE:** August 8, 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:** **COST RECOVERY FEES AND CHARGES**

---

## **BACKGROUND**

Ordinance BBFA2014-002, *Cost Recovery Fees and Charges*, was adopted in 2014 to recover costs of services as allowed by State law. At the time this Ordinance was adopted, it was an assimilation of recoverable cost established through cost recovery Ordinances of Big Bear City Fire Department and Big Bear Lake Fire Protection District into single Ordinance BBFA2014-002 of the Authority. This Cost Recovery Ordinance also reflected the cost of service at that time nearly 10 years ago.

## **DISCUSSION**

The State of California has enacted legislation related to the recovery of costs for services charged by public municipalities. These costs, direct or allocated, must be related to the services being provided. The costs are accumulated and used to develop an hourly rate for the assessment of the various fees being charged by the jurisdiction. The development of the fee schedule applies this hourly rate against the amount of time necessary to perform the task.

Costs included in these calculations are salaries and benefits, amortizable vehicle costs, vehicle operating costs, technology costs, telephones and other communications costs, training and certification costs, uniforms, and any other costs allocated by the Authority. A 10% administrative fee is permissible to be added to the calculation of costs to recover.

To assist the Board with establishing a permissible fee structure, a Fire Prevention Fee Study (attachment A) is presented for Board consideration. This study was conducted by independent consultant AP Triton who are well known as a specialist in assisting local jurisdictions with fire service interest. This fee study primarily sets the maximum allowed charges the Authority can recover by cost recovery ordinance. This study is presented to the Board for consideration related to the current true cost of service. A particular note, this document is considered a preliminary draft working document. It is anticipated when looking at the allowable fee schedule that the



Board will desire to reduce allowable charges for certain categories and maintain recommended cost in other categories.

**STAFF RECOMMENDATION**

Assign to Administrative Committee to create replacement cost recovery ordinance for future Board consideration and approval.

Attachments: Attachment A – Preliminary Draft Fire Prevention Fee Study



# Big Bear Fire Department

## Big Bear, CA

August 2023

# FIRE PREVENTION FEE FEASIBILITY STUDY

# Contents

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## Introduction

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The Big Bear Fire Department (BBFD) engaged AP Triton, LLC (Triton) to conduct a Fire Prevention Fee Feasibility study.

During discussions with the leadership of the Department, it became apparent that the desired approach to the development of this study was to implement an accepted methodology to recover costs associated with providing plan check, inspection, and permitting processes.

The proposed and accepted Scope of Work developed by Triton incorporated analyses and processes typically utilized within a Fire Prevention Fee Study in the State of California. This included detailed analyses of financial and economic information provided by BBFD and a forecast of anticipated revenue.

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# **Section I: CURRENT CONDITIONS**

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## Fire Department Overview

AP Triton begins this report with an evaluation of current conditions, which provides an overview of the Big Bear Fire Department (BBFD) and its Fire Prevention Bureau (FPB) as compiled by Triton's data collection in March 2023. Triton based this evaluation on data provided through on-line websites pertinent to Big Bear City, responses from BBFD received pursuant to formal data requests made by Triton, and telephone conversations with BBFD staff.

Each section provides general information about that element, as well as observations and analyses of any significant issues or conditions. A supporting explanation is provided following each section, where needed. The evaluation begins with a baseline review of the Department's organizational composition.

### Description of Communities Served

The following section represents a general description of the communities served by the Big Bear Fire Department.

#### Big Bear City

Big Bear City is an unincorporated community in San Bernadino County, California, generally situated to the east side of the jurisdiction, and generally surrounded by the San Bernadino National Forest. It is 27 miles northeast of the City of San Bernadino and immediately east of the incorporated City of Big Bear Lake.

The community is located at 6,772 feet elevation and covers a land area of 32 square miles and is mostly residential. The U.S. Census Bureau estimated the 2020 population at 12,738. Approximately 23% of the population is under 18 years of age, with 19% age 65 or older. The majority (86.8%) of the population is Caucasian, followed by Hispanic at 24%.

Most of the city and the business district is centered along Big Bear Boulevard. The median household income, 2017–2019, in 2021 dollars was \$65,441 with 13% living in poverty.

#### City of Big Bear Lake

The City of Big Bear Lake is a small city in San Bernadino County, California, along the south shore of Big Bear Lake and surrounded by the San Bernadino National Forest. It is 25 miles northeast of the city of San Bernadino and immediately west of the unincorporated town of Big Bear City. The City of Big Bear Lake is home to two ski resorts, Snow Summit and Big Bear Mountain.

The community is located at 6,752 feet elevation and covers a land area of 6.5 square miles near Snow Summit and Big Bear Mountain Ski Resorts. The U.S. Census Bureau estimated the 2021 population at 5,068. The city is a popular year-round resort destination, and the population can surge to over 100,000 during many weekends of the year.

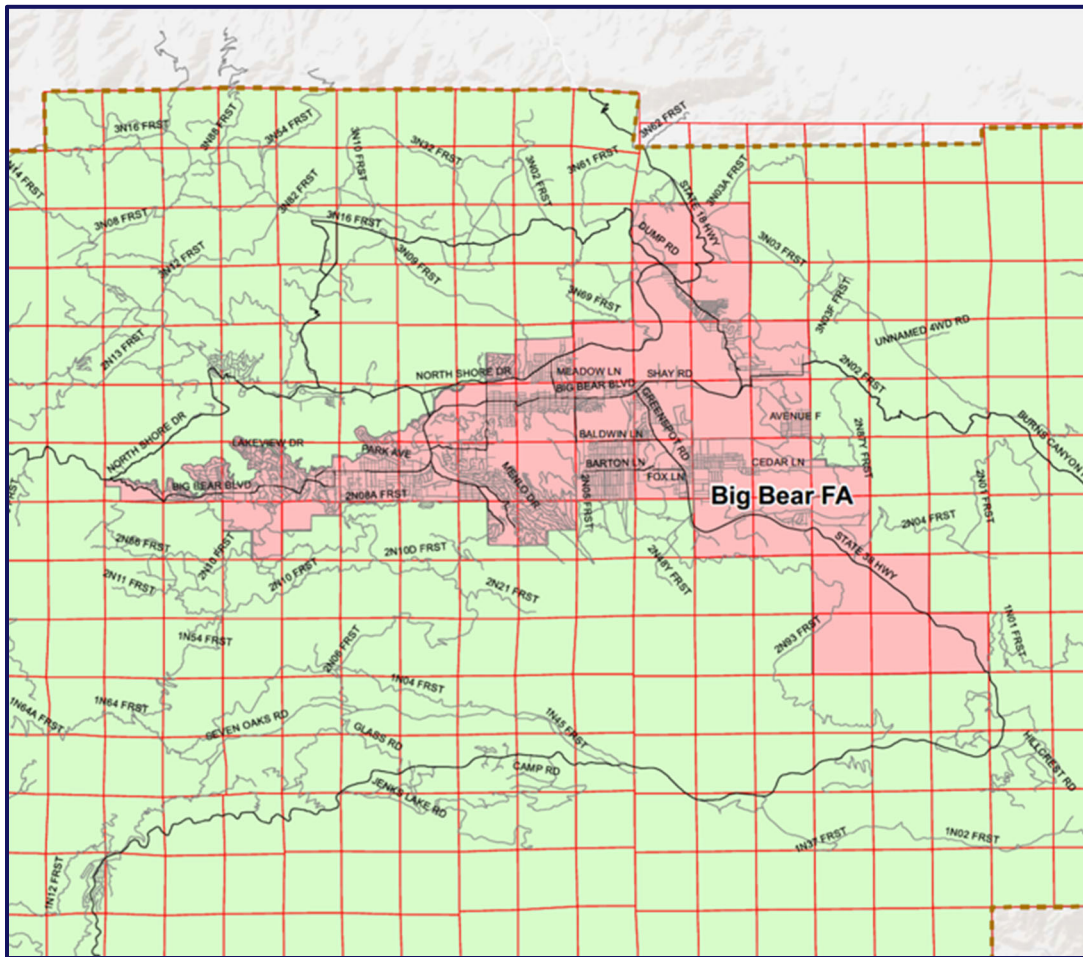
Approximately 21% of the population is under 18 years of age, with 18% age 65 or older. The majority (80%) of the population is Caucasian, followed by Hispanic at 30%. The median household income, 2017–2019, in 2021 dollars was \$57,147 with 18% living in poverty.

### **Description of the Fire Department**

The Big Bear Fire Department (BBFD) is the result of the consolidation of the Big Bear City and Big Bear Lake Fire Departments, which merged to create the Big Bear Fire Authority (BBFA), a Joint Powers Authority (JPA), in 2012. The JPA is a combination of a Community Services District and a Fire Protection District governed by a Board of Directors consisting of 10 elected members and serves a population of over 19,000 within 36.69 square miles (Figure 1).

The mission of the BBFD is, "To protect the lives and property of our community by providing a professional, full-service, all-risk, fire, EMS and emergency response agency, in the most cost-effective manner possible." Services are provided from seven fire stations. Four stations are staffed full-time: Headquarters in Big Bear Lake, Station 282 in Big Bear City, Station 283 in Sugarloaf, and Station 284 in Baldwin Lake. There are also unstaffed fire stations in Moonridge and Boulder Bay

**Figure 1: Big Bear Fire Department Service Area**



**Overview of the Fire Prevention Bureau**

The Fire Prevention Bureau (FPB) provides several risk reduction services to the communities served including subdivision and plan reviews, construction inspections, building inspections, fire permit issuance, and fire investigation. In the summer, 2023, the department implemented a vegetation management/defensible space program to address the wildfire risk to homes throughout the jurisdiction. In addition, the FPB would like to expand the limited public education and preplanning efforts as staffing permits.

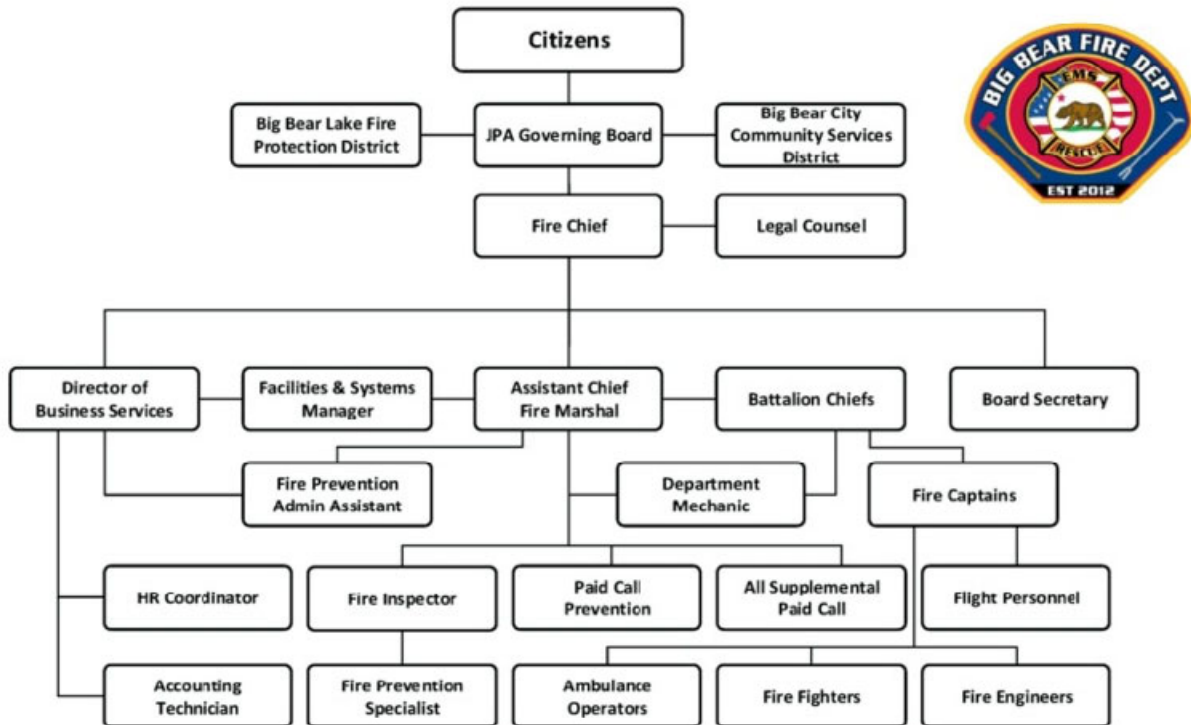


The FPB is staffed with 3.5 positions. The Assistant Fire Chief is also the appointed Fire Marshal and reports directly to the Fire Chief. The department recently hired two new positions to manage vegetation and defensible space programs. These two new positions are the Fire Inspector and Fire Prevention Admin Assistant. The 0.5 plan review staff member is a retired Assistant Fire Marshal, working 38 hours per pay period. A portion of the Fire Chiefs Executive Assistant is dedicated to the Public Information Officer (PIO) function. Fire investigations are performed by on-duty fire captains with assistance from three specially trained company staff, as required. Frontline companies also supplement and support the FPB by performing a limited number of inspections. FPB services are provided from Headquarters and the other fully staffed fire stations.

**Figure 2: Big Bear Fire Department Headquarters**



**Figure 3: Big Bear Fire Department Organizational Chart**



**Workload**

Fire Prevention work conducted by BBFD includes:

- Plan Review & Construction Inspection for Big Bear City, including Sugarloaf, Baldwin Lake, Lake Williams, and Erwin Lake
  - Approximately 150–170 reviews/inspections per year
  - Resubmittals and additional inspections
- Fire alarm, fire suppressions systems, general fire hazard, underground tank, and other fire- related inspections
  - Approximately 70 inspections/year
- Inspections for occupancy, state fire clearance, and residential fire sprinkler systems
- Self-inspection processing
- Special Event Permits

- Other Permits: welding/cutting, some fire rings, tents or canopies over 400 square feet, some hazmat, underground tank installation or removal, religious burning, carnivals and fairs, pyrotechnic activities, and assembly occupancies
- Defensible space inspections
- FD Records Requests

## Applicable Laws and Ordinances

The State of California identifies commercial and residential occupancies requiring annual inspection after the reviews of the initial design and construction phase. The statutes also allow for the assessment of plan review and construction fees associated with new projects and improvements.

### State Law

California Health and Safety Code, Section 13146, outlines the local fire agency's authority and responsibility to inspect certain occupancies, namely:

- Multi-family dwellings, Group R-1, and Group R-2 must be inspected **annually**. (13146.2)
- Residential Care Facilities, Group R2.1, and Group R-4 must be inspected upon request of a licensee for a re-inspection and upon receipt of a licensing request. (H&S 13146.2 and 17921(b))
- Public and Private Schools, K-12, Group E-1, must be inspected annually. (H&S 13146.3)
- Detention facilities, Group I-3 must be inspected every two years by the SFM unless the Fire Chief indicates in writing to the SFM that the department will handle the inspections. The Fire Chief must submit inspection reports to the SFM and Board of Corrections within 30 days of inspection. If the SFM conducts the inspection, they may assess a fee to the Jurisdiction . (H&S 13146.1)

Section 13146(f) authorizes local jurisdictions to assess fees for services in accordance with CA Gov Code 66016.6, which requires evidence to support that the fee does not "exceed the estimated reasonable cost of providing the service."

Fees cannot be charged for activities related to some occupancies:

- State owned or occupied buildings and state institutions (Title 19 1.07 - local ordinance do not apply)
- Public Schools K-12: E (Title 19 1.07)
- Community Colleges (Education Code 66700, CCs are part of public school system)
- Camps, C (Title 19 1.07)
- Hospitals, I-2 (Title 19 1.07)

- Large Family (home) Day Care: R-3 (Title 19 1.07)
- Board & Care, R-3.1 except requested pre-inspection consulting fee (H&S 1566.2 & 1569.84)

## Local Ordinances

The Big Bear Fire Authority adopts the California Fire Code, with amendments by Ordinance BBFA2020-001. Section 104.12, *Cost Recovery*, references the California Health & Safety Code for recovery of costs associated with fire suppression, investigation, plan review, administrative costs, and rescue or emergency medical costs. In addition, Section 104.13 adds provisions for collection of costs associated with securing an emergency. Fees are specifically referenced for:

- Appeals (109.7): \$250
- Violation penalties (110.4): up to \$1,000

The BBFA also adopts Ordinance BBFA2021-002, *Penalties for Violations of the Fire Code*:

- Misdemeanor violation (Section 4A): \$500–\$1,000
- Infraction violations (Section 4B): Up to \$100 for first, \$500 for section with 1 year, and \$1,000 for third in same year
- Administrative citations (Section 4C)—same as 4B
- Late fee of \$25 and 10% interest monthly (Section 4D)
- Civil Remedies and Penalties (Section 5): up to \$1,000 per violation per day
- Administrative Citations & Penalties for Dangerous Fireworks and Illegal Use of Safe & Sane Fireworks (Section 6): \$1,250 for first, \$2,250 for second, and \$3,250 for three or more citations in a one-year period.

Ordinance BBFA2014-002, *Cost Recovery Fees and Charges*, was adopted in 2014 to recover costs of services as allowed by State law. Although it is almost 10 years old and does not recover current costs, fees are assessed in several categories of work including:

- Permits for special events and dangerous operations
- Responses
  - False alarm responses
  - Fire suppression and rescue
  - Hazardous substances
- Special standby
- Special inspections
  - Plan Review
  - Educational classes
  - Reports
  - Copies
  - Penalties for missed inspections
  - Investigations
  - Research and appeals

## Fire Prevention

The Authority has a Fire Prevention Bureau that is presently authorized at five positions, consisting of the Assistant Chief/Fire Marshal, a Fire Inspector, a Fire Prevention Specialist, a Paid Call Prevention position, and an Administrative Assistant position shared with the Director of Business Services. From the salary and benefit information provided, it appears the Fire Prevention Specialist position is vacant as there is no compensation information listed.

### Revenues

Currently, the Authority obtains revenues through Ordinance No. BBFA 2014-002 and the related Schedule of Fees and Charges for Cost Recovery. Cost recovery from this ordinance has been sporadic during the FY 2019 to FY 2023 time period reviewed, some of which may be attributable to the COVID-19 pandemic lock down. Revenues include permits for various listed activities, responses to false alarm incidents, responses to actual fire incidents, special event standby activities, special inspections, reports, copied materials, penalties, public education programs, research, and investigations.

### Expenditures

The Authority does not separately account for its costs related to its Fire Prevention efforts, resulting in Triton's inability to identify the expenditures on a historical basis.

The following figure provides historical revenues for the Prevention Bureau of the Authority.

**Figure 2: Big Bear Fire Authority Historical Fire Prevention Revenues (FY 2019–Budgeted FY 2023)**

Revenues	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
Inspection Reports	23,561	71,715	51,631	122,105	6,833
Licenses & Permits	4,510	2,704	1,780	2,533	2,361
Public Training	1,746	1,170	—	—	2,145
Plan Review	16,836	17,794	22,785	26,942	28,079
<b>Total Revenues</b>	<b>46,653</b>	<b>93,383</b>	<b>76,196</b>	<b>151,580</b>	<b>39,418</b>

These revenues offset the costs of operating the Prevention Bureau and reduce the demand on General Fund tax revenues.

## Costs Associated with Providing Fire Prevention Services

### Developing Hourly Cost Structure

The State of California has enacted legislation related to the recovery of costs for services charged by municipalities and special districts. These costs, direct or allocated, must be related to the services being provided. The costs are accumulated and used to develop an hourly rate for the assessment of the various fees being charged by the jurisdiction. The development of the fee schedule applies this hourly rate against the amount of time necessary to perform the task.

Costs to be included in these calculations are salaries and benefits, amortizable vehicle costs, vehicle operating costs, technology costs, telephones and other communications costs, training and certification costs, uniforms, and any other costs allocated by the Authority. A 10% administrative fee is permissible to be added to the calculation of costs to recover.

**Figure 3: Personnel Costs FY 2023 Budget**

Bureau Personnel	Assist Chief Fire Marshal	Fire Inspector	Paid Call Plan Reviewer	Administrative Assistant
<b>Salaries &amp; Wages<sup>1</sup></b>	<b>\$175,865</b>	<b>\$101,857</b>	<b>\$46,000</b>	<b>\$57,388</b>
Workers' Compensation	10,714	10,714	—	10,714
Medicare Tax @ 1.45%	2,550	1,477	667	832
Pension	105,079	60,859	—	34,289
Health Insurance	31,234	31,234	—	31,234
Dental Insurance	707	707	—	707
Vision	373	373	—	373
Short-Term Disability	677	677	—	677
Life Insurance	338	338	—	338
Other Employee Benefits	5,000	5,000	—	5,000
<b>Total Benefits</b>	<b>\$156,672</b>	<b>\$111,379</b>	<b>\$667</b>	<b>\$84,164</b>
<b>Total Salaries and Benefits</b>	<b>\$332,537</b>	<b>\$213,236</b>	<b>\$46,667</b>	<b>\$141,552</b>
Work Schedule/Annual Hours	2,080	2,080	1,976	2,080
<b>Hourly Rate</b>	<b>\$159.87</b>	<b>\$102.52</b>	<b>\$23.62</b>	<b>\$68.05</b>

<sup>1</sup> Agency-supplied Salary and Benefit Schedule.



<b>Operation Personnel</b>	<b>Fire Captain</b>	<b>Fire Engineer</b>	<b>Firefighter</b>
<b>Salaries &amp; Wages<sup>2</sup></b>	<b>\$122,391</b>	<b>\$92,759</b>	<b>\$80,685</b>
Workers' Compensation	10,714	10,714	10,714
Medicare Tax @ 1.45%	1,775	1,345	1,169
Pension	73,128	55,424	48,209
Health Insurance	31,234	31,234	31,234
Dental Insurance	707	707	707
Vision	373	373	373
Short-Term Disability	677	677	677
Life Insurance	338	338	338
Other Employee Benefits	5,000	5,000	5,000
<b>Total Benefits</b>	<b>\$123,946</b>	<b>\$105,812</b>	<b>\$98,421</b>
<b>Total Salaries and Benefits</b>	<b>\$246,337</b>	<b>\$198,391</b>	<b>\$179,106</b>
Work Schedule/Annual Hours	2,756	2,756	2,756
<b>Hourly Rate</b>	<b>\$89.38</b>	<b>\$71.99</b>	<b>\$64.99</b>

<sup>2</sup> Agency-supplied Salary and Benefit Schedule.

Other recoverable operating costs applicable to providing the services of the Fire Prevention program are identified in the following figure.

**Figure 4: Other Recoverable Costs**

Expenditures	Assets Cost	Years	Annual Costs	Applicable Percentage	Recoverable Costs
<b>Prevention Bureau Costs</b>					
Amort. of Inspector's Vehicle	55,000	7	7,857	100%	7,857
Amort. of Fire Marshal Vehicle	120,000	7	17,143	25%	4,286
Amort. of Desktop Computers	3,000	5	600	100%	600
Amort. of Tablet Computers	3,200	5	640	100%	640
Software Costs			750	100%	750
Cell Phones			700	100%	700
Uniforms			1,500	100%	1,500
Office Supplies			1,500	100%	1,500
Utilities			2,222	100%	2,222
<b>Total Costs</b>					<b>20,055</b>
Administrative Fee				10%	2,006
<b>Total Prevention Bureau Costs</b>					<b>22,061</b>
Annual Work Hours					2,080
<b>Cost per Hour</b>					<b>\$10.60</b>

Expenditures	Assets Cost	Years	Annual Costs	Applicable Percentage	Recoverable Costs
<b>Operations Costs</b>					
<b>Amortization of Frontline Fire Apparatus</b>					
Pierce Tower	1,700,000	20	85,000	5%	4,250
Pierce Arrow	1,100,000	15	73,333	5%	3,667
Pierce Arrow	980,000	15	65,333	5%	3,267
Software & Other Tech. Costs	90,100		90,100	5%	4,505
Clothing & Personal Equip.	38,100		38,100	5%	1,905
Utilities			222,200	5%	11,110
<b>Total Costs</b>					<b>28,704</b>
Administrative Fee				10%	2,870
<b>Total Operations Costs</b>					<b>31,574</b>
Annual Work Hours					2,756
<b>Cost per Hour</b>					<b>\$11.46</b>

**Figure 5: Summarized Recoverable Costs**

<b>Prevention Bureau Costs</b>	<b>Salaries &amp; Benefits</b>	<b>Time Allocated to Prevention Activities</b>	<b>Costs Applicable to Prevention Bureau</b>
Fire Marshal	332,537	25%	83,134
Fire Inspector	213,236	100%	213,236
Paid Call Plan Reviewer	46,667	100%	46,667
Administrative Assistant	141,552	100%	141,552
<b>Total Salaries &amp; Benefits</b>			<b>\$484,589</b>
Vehicle Costs			12,143
Technology			1,990
Other			5,922
<b>Total Bureau Costs</b>			<b>\$504,644</b>

<b>Operations Costs</b>	<b>Salaries &amp; Benefits</b>	<b>Time Allocated to Prevention Activities</b>	<b>Costs Applicable to Prevention Bureau</b>
<b>Salaries &amp; Benefits—Line Positions</b>	<b>4,317,160</b>	<b>5%</b>	<b>\$215,858</b>
Vehicle costs			11,184
Technology			4,505
Other			13,015
<b>Total Operations Costs</b>			<b>\$244,562</b>

<b>Total Costs Related to Fire Prevention Bureau</b>			<b>\$749,206</b>
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Frontline companies spend approximately 5% of their time performing company inspections. Total costs related to the Operations personnel have been accumulated and allocated at a 5% rate, which has been added to the hourly cost of the fire inspector to recover those costs. The following figure combines the above calculations to develop an hourly cost recovery rate by position.

**Figure 6: Calculation of Hourly Cost Recovery Rate by Position**

<b>Bureau Personnel</b>	<b>Assist Chief Fire Marshal</b>	<b>Administrative Assistant</b>	<b>Paid Call Plan Reviewer</b>	<b>Fire Inspector</b>
Hourly Rate	\$159.87	\$68.05	\$23.62	\$102.52
Other costs allocated	\$10.60	\$10.60	\$10.60	\$10.60
Total costs	\$170.47	\$78.65	\$34.22	\$113.12
Administrative fee @ 10%	\$17.05	\$7.87	\$3.42	\$11.31
<b>Total Hourly Cost – Prevention Bureau Personnel</b>	<b>\$187.52</b>	<b>\$86.52</b>	<b>\$37.64</b>	<b>\$124.43</b>

<b>Operation Personnel</b>	<b>Fire Captain</b>	<b>Fire Engineer</b>	<b>Firefighter</b>	<b>Frontline Combined</b>
Hourly Rate	\$89.38	\$71.99	\$64.99	
Percent of time spent	5%	5%	5%	
Allocated hourly rate	\$4.47	\$3.60	\$3.25	
Other costs allocated	\$11.46	\$11.46	\$11.46	
Total costs	\$15.93	\$15.06	\$14.71	
Administrative fee @ 10%	\$1.59	\$1.51	\$1.47	
<b>Total Hourly Cost – Operations Personnel</b>	<b>\$17.52</b>	<b>\$16.57</b>	<b>\$16.18</b>	
<b>Total Hourly Cost—Frontline Company</b>				<b>\$50.27</b>

<b>Combined Rate for Fire Inspector</b>	<b>\$174.70</b>
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The hourly rates are applied against the time provided by the BBFA staff that each of the positions are projected to spend on each type of Prevention Bureau activity.

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## **Section II:**

# **ESTIMATED COST RECOVERY**

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## Estimated Cost Recovery

### Developing Individual Codes to Identify the Schedule of Inspectable Occupancies

The State of California provides guidance on the types of commercial and residential properties that may be inspected after the initial plan review and completion of construction. Senate Bill 1205, adopted in 2018, added Section 13146.4 to Chapter 854 of the Health & Safety Code. This requires the fire chief, or their designee, to annually inspect every building used as public or private schools, hotels, motels, lodging houses, and apartment houses.

California statutes allow for the assessment of plan review and construction inspection fees as well as a significant number of other inspections and permits. The calculation of these fees must be made to recover only the costs of providing the service to the community.

The Assistant Chief/Fire Marshal provided AP Triton with an estimate of the type and number of inspections and permits typically performed and issued during the year and the time required to complete those tasks. Applying the calculated hourly rates to the estimated hours, Triton has estimated the costs BBFA may recover from Fire Prevention Bureau activities. The Bureau indicated certain site reviews associated with new subdivisions and parcel reviews, would be less than ten per year.<sup>1</sup> Triton used a quantity of five to create the total estimated cost recovery.

Utilizing the hourly rates applied to the Bureau's estimated completion time per type of task and quantity by listed item, the following figure estimates the total of the costs that may be recovered using the Bureau's current inspection and permit list.

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<sup>1</sup> Properties an acre or larger in size seeking to be subdivided in 7,500-ft<sup>2</sup> lots with intent to place a single purpose structure upon it as part of new development.

**Figure 7: Estimated Cost Recovery**

<b>Expenditures</b>	<b>Quantity</b>	<b>Estimated Cost Recovery</b>
Site Reviews	285	\$124,032
System Reviews & Inspections	66	\$30,470
Architectural Reviews & Inspections	37	\$35,528
Hazardous Materials	11	\$7,983
Services	37	\$18,888
Annual Fire Code Inspections	—	—
Special Permits/Inspections	—	—
Special Standby	—	—
Unnecessary Responses	—	—
Public Education	24	\$4,153
Fire Code Permits	—	—
Miscellaneous Fees, Reviews & Inspections	—	—
Administrative Fees	96	\$8,306
<b>Total Estimated Cost Recovery</b>		<b>\$229,360</b>

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**Section III:**  
**CONCLUSIONS & RECOMMENDATIONS**

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## Conclusions and Recommendations

This section of the study contains various findings and recommendations with the intent of providing Big Bear Fire Authority with a schedule of fees for various services provided by the Fire Prevention Division and a methodology for calculating modifications to the schedule as costs change.

### Conclusions

- Big Bear Fire Authority has incurred costs associated with reviewing plans, conducting construction inspections, and annual inspections of occupancies inspectable under California statutes, and will continue to do so in the future.
- These same statutes allow for BBFA to recover some or all of these costs through the assessment of fees for these services.
- BBFA has provided AP Triton with a representation of its costs associated with its Fire Prevention Bureau, which Triton used to calculate an hourly rate.
- The Fire Department's Prevention Bureau also provided Triton with its anticipated time to perform each of the tasks.
- The Fire Prevention Division does not have a comprehensive fee schedule for inspectable occupancies.
- BBFA has an opportunity to recover a portion of their Fire Prevention Division costs. An estimate of cost recovery through adoption of the fees recommended in Appendix A is just under \$300,000, as shown in Figure 7.

### Recommendations

- The Fire Prevention Bureau (FPB) should develop a comprehensive inventory of inspectable occupancies within its jurisdiction.
- The FPB should complete a review of the costs associated with providing its services inclusive of the administrative fee percentage and make any adjustments to its fee schedule.
- The FPB should provide its fee schedule to the governing Board in the appropriate format and request the Board to adopt the fee schedule (Appendix A).
- The FPB should take the steps necessary to develop a calendar for inspecting those properties identified in the inventory.

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# Appendices

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## Appendix A: Recommended Fees & Master Fee Schedule

**BIG BEAR FIRE AUTHORITY** has established the following fees for various services provided. In addition to the set fees, an additional fee may be charged for standby personnel and equipment as required by the Fire Department at the rates per **Section X.XX**:

<b>SITE REVIEWS: Including initial plan review, one resubmittal, and normal field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		<b>Fee Amount</b>
<b>X.01</b>	<b>New Construction Site Review—Fire Flow &amp; Construction Requirements</b>	574.48
<b>X.02</b>	<b>Parcel Development/Subdivision</b>	1,186.00
<b>X.03</b>	<b>Land Use Review</b>	593.00
<b>X.04</b>	<b>Water Flow Test</b>	217.96
<b>X.05</b>	<b>Residential Flammable Liquid Tank Review</b>	448.74
<b>X.06</b>	<b>Hazardous Tree Abatement—Admin Fee</b>	473.08
<b>X.07</b>	<b>Hazardous Tree Removal—Tax Lien</b>	910.30
<b>X.08</b>	<b>Hazardous Tree Remove—Contract Fee</b>	Actual Cost
<b>SYSTEMS REVIEWS AND INSPECTIONS Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		
<b>X.09</b>	<b>Fire Sprinkler System—NFPA 13 New</b>	
.1	Up to 100 heads with 1 riser	424.60
.2	More than 100 heads with 1 riser	462.74
.3	Each additional riser	217.92
<b>X.10</b>	<b>Fire Sprinkler Systems—NFPA 13/13R TI</b>	
.1	Up to 25 heads without calculation	424.60
.2	26 to 99 heads without calculation	293.20
.3	26-99 heads—INSPECTION ONLY	161.80
.4	More than 100 heads or calculations required	199.44
.5	More than 100 heads—INSPECTION ONLY	199.44
<b>X.11</b>	<b>Fire Sprinkler System—NFPA 13D New</b>	
.1	One/Two family dwelling	293.20
.2	One/Two family dwelling—INSPECTION ONLY	161.80
<b>X.12</b>	<b>Underground Fire Protection System</b>	
.1	Single hydrant OR single riser connection	311.68
.2	Each additional connection to hydrant or riser	124.16

<b>SYSTEMS REVIEWS AND INSPECTIONS Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		
<b>X.13</b>	<b>Underground</b>	
.1	1 to 4 Hydrant/Riser	899.14
.2	5 to 10 Hydrant/Riser	1,436.06
.3	11 or more Hydrant/Riser	2,147.68
<b>X.14</b>	<b>Special Systems</b>	
.1	Commercial cooking hood & duct system (per system)	448.74
.2	Refrigeration System with more than 220 pounds of Group A1 refrigerant	448.74
.3	Spray booth, spraying area with mechanical ventilation	448.74
.4	Dry cleaning plant	448.74
.5	Industrial ovens, vapor recovery, dust collection	448.74
.6	Battery systems	448.74
.7	Smoke control systems	623.44
.8	Emergency Response Radio System	448.74
.9	Photovoltaic System—Commercial (if requested by building official)	623.44
<b>X.15</b>	<b>Tanks/HazMat</b>	
.1	HazMat Tank Installation/Removal (Underground)	
.2	HazMat Tank Installation/Removal (Above Ground)	
.3	Propane Tank Installation/Removal (Underground)	
.4	Propane Tank Installation/Removal (Above Ground)	
<b>ARCHITECTURAL REVIEWS AND INSPECTIONS</b>		
<b>SYSTEMS REVIEWS AND INSPECTIONS Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.</b>		
<b>X.16</b>	<b>A Occupancy—Assembly</b>	
.1	0—1,500 sq. ft.	623.44
.2	1,501—10,000 sq. ft.	810.96
.3	Greater than 10,000 sq. ft.	1,173.18
<b>X.17</b>	<b>E Occupancy—Educational, other than day care</b>	
		623.44
<b>X.18</b>	<b>Day Care</b>	
.1	E or I-4 portable	448.74
<b>X.19</b>		
<b>X.20</b>	<b>Repair Garage—S1 (include above ground hazardous materials review)</b>	810.96

<b>X.21</b>	<b>Structure with restrained occupants</b>	
.1	3 cells or less	529.68
.2	More than 3 cells	704.38
<b>X.22</b>	<b>R1/R2 Occupancy—Residential hotel, motel, apartment, condominium</b>	
.1	0 to 50 dwelling units per building	1,335.06
.2	0 to 50 dwelling units per building—INSPECTION ONLY	879.08
.3	51 to 150 units per building	1,522.58
.4	51 to 150 units per building—INSPECTION ONLY	1,053.78
.5	151 or more units per building	1,360.70
.6	151 or more units per building—INSPECTION ONLY	798.14
<b>X.23</b>	<b>R4 Occupancy—Licensed Day Care/Assisting Living—7 to 16 clients</b>	810.96
<b>X.24</b>	<b>High piled storage—code/commodity compliance</b>	810.96
<b>HAZARDOUS MATERIALS</b>		
<b>SYSTEMS REVIEWS AND INSPECTIONS</b> Including initial plan review, one resubmittal, and two field inspections. Excessive resubmittals shall be billed at the established hourly rate with a 1-hour minimum.		
<b>X.25</b>	<b>H1, H2, H3, H4, or L Occupancy (in addition to chemical classification fee)</b>	
<b>X.26</b>	<b>Aboveground storage tank and equipment</b>	623.44
<b>X.27</b>	<b>Dispensing from underground storage tank</b>	810.96
<b>X.28</b>	<b>Hazardous Material processes/storage for non-H occupancies</b>	623.44
<b>X.29</b>	<b>Chemical Classification Review</b>	
.1	1 to 5 chemicals	448.74
.2	6 to 15 chemicals	636.26
.3	16 to 50 chemicals	998.48
.4	51 to 100 chemicals	1,360.70
.5	More than 100 chemicals	1,910.44
<b>SERVICES</b>		
<b>X.30</b>	<b>Resubmittal Meetings</b>	461.56
<b>X.31</b>	<b>Alternate Method and Material Request—2 hour minimum</b>	823.78
<b>X.32</b>	<b>Written Response to Inquiry</b>	636.26
<b>X.33</b>	<b>Plan Resubmittal—charged on 3<sup>rd</sup> and subsequent submittals</b>	636.26
<b>X.34</b>	<b>Plan Revision</b>	461.56
<b>X.35</b>	<b>Re-stamp of Plans</b>	461.56
<b>X.36</b>	<b>Accelerated Plan Review (recommend additional 50% of fee)</b>	
<b>X.37</b>	<b>Plan Review Time &amp; Materials—1 hour minimum</b>	448.74

X.38	Inspection Time & Materials—1 hour minimum	810.96
X.39	Reinspection fee—charged when project in not ready for inspection or not approved during initial inspection	
X.40	Penalty for failure to cancel scheduled inspection (recommend 50% of inspection fee)	261.22
X.41	Accelerated inspection—1 hour minimum (recommend additional 50% of inspection fee)	448.74
<b>ANNUAL FIRE CODE INSPECTIONS</b>		
Including two field inspections. Extra re-inspections shall be billed at the established hourly rate with a one-hour minimum.		
X.42	R1/R2 Inspections	798.14
X.43	Detention Facility	623.44
X.44	Care Facility—less than 6 clients	810.96
X.45	Hospitals, Nursing Homes, Mental Hospitals, & Surgical Centers	985.66
X.46	Pre-inspection of Residential Care Facility	636.26
<b>SPECIAL PERMITS/INSPECTIONS</b>		
Including two field inspections. Extra re-inspections shall be billed at the established hourly rate with a one-hour minimum.		
X.47	Blasting Operation	636.26
X.48	Christmas Tree Lot	448.74
X.49	Haunted House	448.74
X.50	Pumpkin Patch	
X.51	Bonfire, Open Fire, Public Burn	448.74
X.52	Carnival, Fair, Circus, Outdoor Assemblage	636.26
X.53	Fireworks	810.96
X.54	Tent, Canopy, temporary membranes	354.98
X.55	Defensible Space Inspection	354.98
X.56	Dead/Dying/Diseased Tree Inspection	354.98
X.57	Other Fuels Management Inspection	354.98
<b>SPECIAL STANDBY</b>		
X.58	Overcrowding	972.84
X.59	Dangerous & Hazardous Operations	798.14
X.60	Movie Shoot	998.48
X.61	Special Event	810.96
X.62	Public Event, by request	810.96

<b>UNNECESSARY RESPONSES</b>		
<b>X.63</b>	<b>False Alarm</b>	
.1	Testing/Maintenance/Alteration without Fire Department notification	174.70
.2	More than 3 alarm system malfunctions within 12-month period	536.92
.3	Intentional or omission of reasonable precaution	722.78
<b>X.64</b>	<b>Illegal or non-permitted campfire, bonfire, outside cooking, or warming fire</b>	
<b>PUBLIC EDUCATION</b>		
<b>X.65</b>	<b>CPR Class</b>	173.04
<b>X.66</b>	<b>Fire Extinguisher Use Training</b>	
<b>X.67</b>	<b>First Aid Certification</b>	173.04
<b>FIRE CODE PERMITS</b>		
Including two field inspections. Extra re-inspections shall be billed at the established hourly rate with a one-hour minimum.		
<b>X.68</b>	<b>Aerosol</b>	461.56
<b>X.69</b>	<b>Amusement Buildings</b>	649.08
<b>X.70</b>	<b>Assembly—less than 300 occupants</b>	623.44
<b>X.71</b>	<b>Assembly—more than 299 occupants</b>	798.14
<b>X.72</b>	<b>Carnivals/Fairs</b>	810.96
<b>X.73</b>	<b>Combustible Material Storage—recommend hourly</b>	810.96
<b>X.74</b>	<b>Compressed Gases</b>	810.96
<b>X.75</b>	<b>Cryogenic</b>	810.96
<b>X.76</b>	<b>Dry Cleaning Plants</b>	810.96
<b>X.77</b>	<b>Dust Producing Operation</b>	448.74
<b>X.78</b>	<b>Explosive/Blasting Agents</b>	998.48
<b>X.79</b>	<b>Flammable Liquids</b>	998.48
<b>X.80</b>	<b>Combustible Liquids</b>	998.48
<b>X.81</b>	<b>Fumigation and Insecticidal Fogging</b>	623.44
<b>X.82</b>	<b>Hazardous Materials</b>	810.96
<b>X.83</b>	<b>High-Piled Combustible Storage</b>	636.26
<b>X.84</b>	<b>Industrial Ovens</b>	448.74
<b>X.85</b>	<b>LP Gas Storage/Exchange</b>	623.44
<b>X.86</b>	<b>Liquid/Compressed Gases—Hazardous</b>	623.44
<b>X.87</b>	<b>Liquid/Compressed Gases—Medical</b>	623.44
<b>X.88</b>	<b>Lumber Yards and Woodworking Plants</b>	810.96

X.89	Misc. Combustible Storage	448.74
X.90	Motor Vehicle Fuel Dispensing	448.74
X.91	Open Flames & Candles	448.74
X.92	Refrigeration Equipment	448.74
X.93	Repair and Service Garage	448.74
X.94	Spraying or Dipping Operation	636.26
X.95	Storage of Scrap Tire, Tire Byproducts, and Tire Rebuilding	448.74
X.96	Hot Work	448.74
X.97	Reinspection	623.44
X.98	Failure to Comply	810.96
<b>MISC. FEES, REVIEWS, AND INSPECTIONS</b>		
X.99	Alternative Method Request/Deferred Submittal Request	461.56
X.100	Cell Tower (outside roof, pole, etc.)	649.08
X.101	Design Review/Consultation Meeting—Hourly Rate (1/2 hour minimum)	461.56
X.102	Evacuation Plan Review/Fire Drill Monitoring	623.44
X.103	File Search (providing research)	461.56
X.104	Technical Research	461.56
X.105	New Business Inspection	623.44
X.106	Perimeter Fencing/Gates Plan Review	274.04
X.107	Hydrants Review	311.68
X.108	Single Family Dwelling Review	536.84
X.109	Public Schools Site Review	461.56
X.110	County Projects Review	461.56
X.111	Over-the-Counter Plan Review—Hourly rate (1 hour minimum)	187.52
X.112	Overtime Inspections/Review—after normal office hours (2 hour minimum)	349.40
X.113	Expedited Plan Review, in addition to normal fee	
X.114	Special Requests or Uncategorized—Hourly rate (1 hour minimum)	448.74
X.115	Board of Appeals Activation	709.96
X.116	Investigation of Construction without a Permit (1 hour minimum)	836.60
<b>ADMINISTRATIVE FEES</b>		
X.117	Per Page Fee (per California Records Act)	
X.118	File Review—Hourly rate (to be prorated to the nearest quarter hour)	86.52
X.119	Fire Prevention Personnel—Hourly rate (to be prorated to the nearest quarter hour)	



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# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

**MEETING DATE:** August 8, 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:** 2024 POLLING LOCATION AT STATION 282

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## **BACKGROUND**

Historically, Station 282 has participated as a polling place for the Registrar of Voters. The polling stations are set up within the fire station bay, therefore, all fire apparatus/ambulances are moved outside. Delivery of polling equipment takes place approximately two or three weeks prior to the election. With this, Big Bear Fire is responsible to store the equipment. A pre-election inspection is also scheduled the week prior to the election. Once the election day is over, tear down of the equipment is the first Wednesday after the election and pickup of election equipment is completed the week after election.

## **DISCUSSION**

The 2024 Primary Election will be held on Tuesday, March 5, 2024, and the 2024 General Election will be held on Tuesday, November 5, 2024. During these times, the weather may not be favorable to place fire apparatus outside in the elements. Over the years, station 282 has become a busy station with several emergency responses occurring daily. We are at or near the point of frequent conflict between accommodating the needs of the registrar of voters while at the same time meeting the daily responsibilities required of station 282. During Covid-19, the Fire Chief declined use of the fire station bay during time of elections and the Registrar of Voters was able to find a nearby church to accommodate their needs.

## **STAFF RECOMMENDATION**

Staff recommends the Fire Authority Board of Directors to discuss and provide further direction regarding approval or rejecting the use of station 282 for registrar of voter purpose.

Attachments: Attachment A – Email from Registrar of Voters

## Chardelle Smith

---

**From:** ROV Logistics <Logistics.ROV@rov.sbcounty.gov>  
**Sent:** Wednesday, June 14, 2023 10:08 AM  
**To:** Chardelle Smith  
**Cc:** Scaramozza, Carmen; Hernandez, Claudia; Sosa, Livia; Lasby, James; Saenz, Amanda; Romero, Angel; Phipps, Xavier  
**Subject:** Informational Email for the 2024 Elections  
**Attachments:** Blank\_W-9.pdf; Blank\_Invoice\_Draft\_2022.pdf

Good Morning Chardelle Smith,  
 Thank you for speaking with me on the potential use of your site as a polling location for the upcoming 2024 Primary Election that will be held on Tuesday, March 5<sup>th</sup> and 2024 General Election to be held on Tuesday, November 5<sup>th</sup>.  
 Listed below are the details in regard to the election:

**Site:** Fire Station (Big Bear City)  
**Address:** 301 W Big Bear Blvd Big Bear, CA 92314  
**Room:** Fire Station Bay

**Date:** Tuesday, March 5<sup>th</sup>, 2024

&

**Date:** Tuesday, November 5<sup>th</sup>, 2024

**Time:** 6:00 AM- 10:00 PM

### Items Requested:

- Maximum amount of 6 ft. rectangular tables and maximum amount of chairs
- Bathrooms and bathroom toiletries for our poll workers and a break area
- Facility Use Agreement. If you would like to be added as an additional insured, please include the insurance requirements to your Facility Use Agreement. If you do not have a Facility Use Agreement, our Fiscal Department will email one for your review and signed approval.
- If Requesting Payment:
  - a. Invoice. The invoice needs to list each item individually for all charges, including dates and times, associated with the use of your facility. The amount must match, the amount listed in the Facility Use Agreement.
  - b. W-9, one has been attached for your convenience.

\*Please send your invoice and W-9 to our Fiscal Department at [fiscal\\_services@rov.sbcounty.gov](mailto:fiscal_services@rov.sbcounty.gov)

### Delivery:

- Delivery of polling equipment will take place approximately two to three weeks prior to the election.

### Additional Dates:

1. A pre-election inspection will take place the Friday through Monday before the election.
  - a. The polling place supervisor will call you to schedule this prior to the election.
2. Tear down will occur the first Wednesday after the election.
3. Pick up of polling equipment will take place the week after the election.

Please contact us at (909) 387-5071 or by email at [logistics@rov.sbcounty.gov](mailto:logistics@rov.sbcounty.gov) , to confirm the use of your facility. We look forward to working with you in serving your community.

Thank you,

**Latorrence Threadgill**

Liaison Support

**Registrar of Voters**

Phone: 909-387-5071

Fax: 909-387-5095

777 E. Rialto Avenue

San Bernardino, CA 92415



***Our job is to create a county in which those who reside and invest can prosper and achieve well-being.***

**[www.SBCounty.gov](http://www.SBCounty.gov)**



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# BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

**MEETING DATE:** August 08, 2023

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

**FROM:** Financial Sustainability Ad Hoc Committee

**PREPARED BY:** Directors Ziegler, Russo, Segovia & Mote

**SUBJECT:** **INITIAL RECOMMENDATIONS FOR BOARD CONSIDERATION**

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## **BACKGROUND**

The Financial Sustainability Ad Hoc Committee was unanimously established by the Big Bear Fire Authority Board of Directors on June 13, 2023 with the purpose and goal to review current budget items and discuss alternative short & long-term revenue & expense strategies for BBFA's annual operating budget & reserves. The committee met twice since, on July 3 & 18, and will meet on the 4<sup>th</sup> Wednesday of every month at 9am to work towards fulfilling the objectives set.

## **DISCUSSION**

The committee is pleased to provide initial recommendations for the Board's consideration:

### **1. Director Compensation & Regular Meetings (Cost Impact = TBD)**

- a. Increase BBFA Director stipends from \$130 to \$150 per meeting effective January 1, 2024. Add a 3% percent cost-of-living escalator every year thereafter. Reduce stipend eligibility from 4 meetings to 2 meetings per month.
- b. Change BBFA regular meetings from bi-monthly to monthly. Set a 3-hour time limit.
- c. Recommend agenda item for the Fire Protection District (FPD) to discuss elimination or reduction of the FPD Director stipend.

### **2. Operating Structure (Cost Impact = TBD)**

- a. Amend BBFA's JPA & by-laws to decrease the Board size from 5 City Councilmembers to 3 and 5 CSD Directors to 3, for a change from 10 to 6 BBFA Directors. Appointments to be made by the full Board of each agency.
- b. Continue pursuit for understanding and impact of district election structure.

### **3. Grant Award Revenue (Cost Impact = TBD)**

- a. Pursue immediate contract with an independent Grant Writer/Administrator.

### **4. Non-Profit Revenue (Cost Impact = TBD)**

- a. Pursue creation of a 501(c)(3) Foundation for the Big Bear Fire Department.

## **RECOMMENDATION**

Recommend the Fire Authority Board discuss and provide direction to staff and/or committee