



# Big Bear Fire Authority

**BIG BEAR FIRE AUTHORITY  
NOTICE & AGENDA OF ADMINISTRATIVE COMMITTEE SPECIAL MEETING  
NOVEMBER 9, 2023  
10:00 A.M.**

To: Vice Chair Bob Rowe  
Director Rick Herrick  
Director Kendi Segovia  
Director Larry Walsh

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

CC: Board Chair Bynette Mote  
Director Michael Eagleson  
Director Perri Melnick  
Director Randall Putz  
Director John Russo  
Director Al Ziegler

NOTICE IS HEREBY GIVEN, that a meeting of the Administrative Committee of Big Bear Fire Authority will be held on November 9, 2023, at 10:00 a.m. This meeting will be held in the Emergency Operations Conference Room at Big Bear Fire Department located at 41090 Big Bear Boulevard, Big Bear Lake, California; said meeting being called pursuant to Section 54956 of the Government Code of the State of California for the purpose of considering the following matters:

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**OPEN SESSION**

**CALL TO ORDER**

**MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**

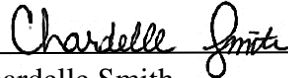
**ROLL CALL**

**DISCUSSION ITEMS**

**1. Review of 2024 Board Meeting Calendar**

**ADJOURN**

I hereby certify under penalty of perjury, under the laws of the State of California, the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 8th day of November, 2023.

  
\_\_\_\_\_  
Chardelle Smith  
Board Secretary

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



# BIG BEAR FIRE AUTHORITY AGENDA REPORT

## Item No. 1

**MEETING DATE:** November 9, 2023

**TO:** Big Bear Fire Authority Administrative Committee

**FROM:** Jeff Willis, Fire Chief *JW*

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

**SUBJECT:** **REVIEW OF 2024 FIRE AUTHORITY BOARD MEETING  
CALENDAR**

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### **BACKGROUND**

The 2024 Fire Authority Board meeting calendar was proposed at the October 10<sup>th</sup> Regular Board meeting. At this meeting additional discussion ensued regarding board meeting frequency, possibly monthly. The Board further discussed the possibility of regular reoccurring Administrative Committee meetings in between board meetings to assist with continuity between bi-monthly board meetings. A range of other ideas were discussed centered around meeting frequency, continuity of meetings, function and purpose of current committee assignments. This discussion was directed to the Administrative Committee to review current committee assignments and make recommendation to full board as to meeting schedule for further discussion and be brought back to the full Board at the December 12<sup>th</sup> Regular Board meeting.

### **DISCUSSION**

Current Board established committees are as follows:

- (1) Standing Administrative Committee, consisting of Directors Herrick, Segovia, Walsh, and Vice Chair Rowe.
- (2) Ad-Hoc Meet and Confer Committee, consisting of Directors Segovia and Walsh.
- (3) Ad-Hoc Fiscal Sustainability Committee, consisting of Directors Russo, Segovia, Ziegler, and Chair Mote.
- (4) Ad-Hoc Personnel Committee, consisting of Directors Herrick, Segovia, Walsh and Vice Chair Rowe.
- (5) Ad-Hoc Fire Chief Performance Goals, consisting of Directors Putz, Segovia, and Vice Chair Rowe

1. The Administrative Committee is a standing committee of the Board of Directors. The current purpose and function of this committee is to assist the full Board and Fire Chief with matters of the Board that are complex in nature. This typically requires an in-depth review and likely subsequent meetings to better align the topic at hand with the desired direction of the Board.
2. Ad-Hoc Meet and Confer Committee is a Board established committee for the purpose of negotiating a successor Memorandum of Understanding with the Big Bear Professional Firefighters Association. Several meetings have occurred, with this committee assignment nearing conclusion.
3. Ad-Hoc Fiscal Sustainability Committee is a Board established committee to look at future fiscal sustainability of the organization. This committee has met on three occasions. Due to the volume of documents requested and subsequent consumption of staff time it was decided to discontinue further committee meetings requiring commitment of staff time till December.
4. Ad-Hoc Personnel Committee is a Board established committee to discuss a range of items with intent to enhance labor management relationships through open communication between the parties. This committee has not yet met.
5. Ad-Hoc Fire Chief Performance Goals Committee is a Board established committee for the purpose of communicating full Board discussion items to the Fire Chief. This allows for better alignment of expected future performance outcomes over the course of a year. This committee has met once with additional follow-up discussion occurring at subsequent Board meetings.

The current Fire Authority Board stipend is \$130 per meeting, up to four a month.

### **FISCAL IMPACT**

The current Fire Authority Board stipend is \$130 per meeting, up to four times a month. For a 10-member Board to meet the current six times per year, cost \$7,800 a year in Board stipends. Adding Board or Committee meetings will have a fiscal impact proportionate to frequency of meetings and number of Board Members required to attend.

### **STAFF RECOMMENDATION**

Staff recommends the Administrative Committee discuss and provide further direction to staff.

Attachments: Attachment A – Proposed 2024 Fire Authority Meeting Calendar

Attachment B: Regular and Special Noticing Requirements

Attachment C: Committees

# 2024

Big Bear Lake Fire Protection District : 4:30 p.m. Big Bear Fire Authority: 5:00 p.m.

Big Bear Fire Authority Board Workshop: 4:30 p.m.

Attachment A

JANUARY						
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Fire Authority FA Board Workshop Fire Protection District Holidays

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

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

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

4. **Board of Directors.**

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

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

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

5. **Meeting Standards and Procedures.**

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

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

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

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

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

**5.5 Quorum and Voting.**

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

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

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

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

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

5.9 Setting of Agenda. The Fire Chief and the Chair shall be responsible for setting items of business on the Board's agenda based on the needs of the Authority and the requests of the Directors. Any Director wishing to include an item of business on the agenda shall notify the Fire Chief at least one week before the Board's regular meeting or at least three days before any special meeting, and the item shall be placed on the agenda. Committees shall act at the direction of the Board.

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

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

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

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

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

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

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

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



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

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

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

## 6. Officers.

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

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

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

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

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