
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
February 13, 2024**

A Regular Meeting of the Big Bear Fire Authority was called to order by Board Chair Walsh at 5:00 p.m., Tuesday, February 13, 2024, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Board Members Present: Board Chair Larry Walsh
 Vice Chair Kendi Segovia
 Director Michael Eagleson
 Director Rick Herrick
 Director Perri Melnick
 Director Bynette Mote
 Director Randall Putz
 Director Bob Rowe
 Director John Russo
 Director Al Ziegler

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief
 Kristin Mandolini, Director of Business Services
 Chardelle Smith, Board Secretary
 Nicholaus Norvell, Assistant Authority Counsel

OPEN SESSION

CALL TO ORDER

Moment of Silence: Observed

Pledge of Allegiance: Led by Board Secretary Smith

ROLL CALL

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

ANNOUNCEMENTS & UPCOMING EVENTS

The Fire Authority's Administrative Office will be closed:

- Monday, February 19, 2024, in observance of Presidents Day and will reopen on Tuesday, February 20, 2024, at 8:00 a.m.

PRESENTATIONS

- Recognition of 10 Years of Service
Speaker: Chief Willis
 - William Schlosser, Captain

- Recognition of 5 Years of Service
Speaker: Chief Willis
 - Nolan Newkirk, Firefighter/Paramedic

Willis presented a Certificate of Appreciation to Captain Schlosser and to Firefighter Newkirk.

- Hazard Abatement Update
Speaker: Jeff Willis, Fire Chief

Willis presented a PowerPoint with current information regarding Hazard Abatement.

DIRECTORS' GENERAL ANNOUNCEMENTS

Board Chair Walsh commented that March 10th is Daylight savings.

GENERAL PUBLIC COMMENT

Joseph Kelly: recognized and thanked staff members Duane Dickerson and Chardelle Smith for their hard work. He thanked the Board of Directors for appointing Larry Walsh as Board Chair. He mentioned employees are subordinate to the Chief, the Chief is subordinate to the Board, and the Board is subordinate to the community. He thanked Director Mote for her chairmanship and hard work within the Board. Mr. Kelly commented regarding disrespect from staff towards Directors. He also mentioned there was a violation of brown act when the Fire Protection District special meeting was not properly noticed.

Patrice Duncan: mentioned her offer to the Department regarding working with local nurseries as a meet & greet event to assist with any questions or comments community members may have regarding the hazard abatement program. She commented she has recently learned about Douglas Craig no longer working for the department and is now questioning who will be replacing that position.

CHIEF'S REPORT

Chief Willis mentioned the FY22 homeland security grant of \$13,870 has been approved and will allow the purchase of 2 handheld 800 radios. He stated the 2023 winter storm reimbursement has been submitted in the amount of approximately \$90,000. Willis mentioned the members of the apparatus committee will be traveling to Appleton, Wisconsin for the final inspection of the next Type-1 Structure engine.

FINANCE OFFICER’S REPORT

Ms. Mandolini presented the finance report as of December 31, 2023. Mandolini also mentioned she will present more comprehensive financials as well as budget templates at the next Finance Administrative Committee meeting.

FIRE AUTHORITY CONSENT CALENDAR

Vice Chair Segovia Pulled FA1 and Director Herrick pulled FA5 for further discussion.

- FA2. Approval of Meeting Minutes from the December 12, 2023, Special Meeting of the Big Bear Fire Authority**
- FA3. Approval of Meeting Minutes from the December 12, 2023, Regular Meeting of the Big Bear Fire Authority**
- FA4. Receive and File Big Bear Fire Department Monthly Activity Report for November and December, 2023.**

Action: Motion by Director Herrick, seconded by Vice Chair Segovia, to approve the Consent Calendar as follows:

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 11/01/23 through 12/31/2023 in the amount of \$2,068,856.45.**

Discussion was held regarding a payment for plumbing repairs at the Boulder Bay Station as well as a payment to Cummins Inc., regarding apparatus repairs.

Chief Willis responded.

- FA5. Big Bear Fire Authority FY2022-23 Audited Financial Report**

Board consideration to accept, receive, and file FY2022-23 Audited Financial Report.

A comment was made regarding the unfunded liability with SBCERA.

Ms. Mandolini responded.

Action: Motion by Director Herrick, seconded by Vice Chair Segovia, to approve FA1 and FA5 as follows:

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

PUBLIC HEARING

None

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

Due to representatives attending via zoom, Board Chair Walsh moved FA8 to be the first discussion item.

FA8. Community Facilities District

Board consideration to assign the community facilities district discussion to committee of the board to work with staff, consultants, and legal counsel.

Speaker: Chief Willis

Chief Willis introduced members attending via zoom. Those were Nehal and Andrea from Finance DTA as well as Richard Wall, BB&K, who specializes in community facilities districts. Willis provided history of the past meetings with DTA regarding a Community Facilities District (CFD). Willis reviewed the attachments that showed the NFPA regulations for recommended number of firefighters for a structure up to 2000 sqft, a graph showing the number of firefighters vs structures added over the years, as well as an example CFD Cost Allocation Analysis.

Discussion ensued regarding commercial vs residential and if a current structure were to add square footage, what exactly would be taxed. It was also asked why the paid call firefighter program is no longer an option to the department. It was suggested to use this information as part of the strategic planning process.

Chief Willis responded.

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

Board Chair Walsh called for public comment.

Joseph Kelly: commented regarding Measure I and how it had failed. He asked for the public to be included in the vote regarding a CFD.

Action: Motion by Director Herrick, seconded by Board Chair Walsh, to assign the CFD discussion to an ad hoc committee for further review.

Said Motion failed by the following vote:

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

FA6. Review of Authority's Strategic Planning

Board consideration to discuss and provide further direction to staff regarding the departments strategic planning.

Speaker: Chief Willis

Chief Willis reviewed the previous discussion with the finance committee meeting that was held on January 9, 2024. From that meeting, it was asked what base documents does the department want to use, if a consultant should be hired, what is the timeframe for strategic planning discussions, as well as scheduling with staff and community workshops.

It was mentioned to not include the Measure I information for future discussions.

Discussion ensued regarding other agency vision statements being short and easy to remember, whether firefighters can sit with the committee to be a part of the discussion and if the Board can handle the strategic planning process without a consultant.

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

Board Chair Walsh called for public comment.

Joseph Kelly: agreed to start with a committee and to notice the public regardless of an ad hoc or standing committee.

Patrice Duncan: reminded the board of the December meeting when Captain Crane and Captain Bidwell mentioned to start with defining what is a successful department and to work from there. She mentioned there is a retired Fire Captain on the board who can facilitate this discussion. She also agreed to include the firefighters and public within this discussion.

Action: Motion by Director Putz, seconded by Board Chair Walsh, to form an Ad Hoc Committee to continue discussions regarding the departments strategic planning; to include the Union President and Vice President as ex officio members of the committee; to bring back to the full board for possible public workshop scheduling; to properly notice the ad hoc meetings for public participation; and send the ad hoc meeting minutes to the full board prior to the next regular board meeting.

Said Motion was approved by the following vote:

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

Action: Board Chair Walsh called for appointment of the Ad Hoc Strategic Planning Committee as follows: 1) Director Eagleson; 2) Director Putz; 3) Director Rowe; and 4) Vice Chair Segovia.

Action: Motion by Board Chair Walsh, seconded by Director Herrick, to approve the Board Chair appointment:

Said Motion was approved by the following vote:

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

Director Russo stepped out at 6:40 p.m., returning at 6:41 p.m.
Director Mote stepped out at 6:41 p.m.

Board Chair Walsh called for a break at 6:41 p.m., returning at 6:51 p.m.

FA7. 2023 Suppression Overtime Analysis and Mutual Aid Financial Report

Board consideration to receive and file the 2023 suppression overtime analysis and mutual aid financial report for FY22/23.

Speaker: Chief Willis

Ms. Mandolini provided the history regarding this discussion item from the December Regular Board meeting and the January Finance Committee meeting. Ms. Mandolini reviewed the report showing the department saving approximately \$440,000 per year with backfilling vacant positions by utilizing current employees rather than hiring a new employee. She also mentioned the mutual aid program was budget positive by approximately \$549,000 for FY 2022/23.

Discussion ensued regarding rates for hiring one employee that would include fully burden rates vs current employees filling the vacant positions.

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

This discussion item was a receive and file, therefore there was no action taken.

FA9. Director Public Email Access

Board consideration to approve placing public email address' on the department website for public to utilize when needed.

Speaker: Chief Willis

Chief Willis states there was a request to publish each Directors public email address on the department website. He mentioned if each director is using a different entity email address, other than the authorities, that entity will take the burden of a public records request.

Discussion ensued regarding if emails can be forwarded as well as public records request pertaining to the preferred email address. It was suggested to bring this discussion back to each separate Board for further discussion.

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

Board Chair Walsh called for public comment.

Joseph Kelly: mentioned the current department website does not have a contact email or form for each director. He suggested staff place contact forms for each board member.

Action: Motion by Director Putz, seconded by Director Melnick, to approve the preferred Directors email be placed on the website for public use:

Said Motion was approved by the following vote:

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

FA10. Appointment of a Fire Code Appeals Board

Board consideration of the Board Chair selecting four members from the Fire Authority Board to serve, along with the Board Chair, as the Appeals Board, for a period of one year, pursuant to Section 108.1 of Ordinance No. BBFA2023-001, and for the Board approve the appointments by vote.

Speaker: Board Chair Walsh

Action: Board Chair Walsh called for appointment of Fire Code Appeals Board for 2024 as follows: 1) Board Chair Walsh; 2) Director Eagleson; 3) Director Putz; 4) Director Melnick; and 5) Director Ziegler.

Said Motion was approved by the following vote:

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

FA11. Appointment of a Standing Finance Committee

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

Speaker: Board Chair Walsh

Action: Board Chair Walsh called for appointment of Finance Committee members for 2024 as follows: 1) Director Eagleson; 2) Director Herrick; 3) Director Rowe; and 4) Vice Chair Segovia.

Said Motion was approved by the following vote:

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

FA12. Annual Assignment of Board Representative to CJPIA

Board Chair to appoint a delegate and their alternate(s), annually, authorizing them to act as official representatives of the Big Bear Fire Authority on the California Joint Powers Insurance Authority (CJPIA) Board for 2024.

Speaker: Board Chair Walsh

Action: Board Chair Walsh appointed Board Chair Walsh as 2024 CJPIA Board Delegate and Vice Chair Segovia as alternate.

Said Motion was approved by the following vote:

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

COMMITTEE REPORTS

A Fire Authority Administrative Committee meeting was held on:

- January 9, 2024
 - In attendance was Vice Chair Rowe, Director Herrick, Director Segovia, and Director Walsh

DIRECTORS' CLOSING COMMENTS

Director Putz commented in order to get respect, you have to give it.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Board Chair Walsh adjourned the meeting at 7:34 p.m.



Chardelle Smith
Board Secretary

APPROVED AT THE MEETING OF APRIL 9, 2024