



Big Bear Fire Authority

BIG BEAR FIRE AUTHORITY

August 13, 2024, Regular Board Meeting
5:00 p.m.

BOARD OF DIRECTORS

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

STAFF

Fire Chief Jeff Willis
Assistant Chief/Fire Marshal Luke Wagner
Director of Business Services Kristin Mandolini
Board Secretary Chardelle Smith
Authority Counsel Joseph Sanchez
Assistant Authority Counsel Nicholaus Norvell

NOTICE IS HEREBY GIVEN, that a Regular Meeting of the Big Bear Fire Authority will be held on Tuesday, August 13, 2024, 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 Fire Authority's Administrative Office will be closed:

- Monday, September 2, 2024, in observance of Labor Day, and will reopen on Tuesday, September 3, 2024, at 8:00 a.m.

At the July 19th LifeStream Blood Drive, held at station 281, 6 donors registered with 2 of them being first time donors. Out of the 6 donors, a total of 5 units were collected.

The push-in ceremony for Tower-281 is scheduled for Tuesday, August 27th, at 10 a.m., at Headquarters, Station 281. Public attendance is encouraged.

PRESENTATIONS

- Hazard Abatement Update
Speaker: Chief Jeff Willis
- Jack Gardner – 5 Years of Service
Speaker: Chief Jeff Willis
- Recent Promotions and Badge Pinning:
Speaker: Chief Jeff Willis
 - Assistant Chief/Fire Marshal Luke Wagner
 - Captain Kevin Eaton
- New Employee Introduction and Oath of Office:
Speaker: Chief Jeff Willis
 - Fire Inspector Oscar Villanueva
 - Accounting Technician Ashlee Eccles

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**FINANCE OFFICER'S REPORT**

Speaker: Kristin Mandolini, Director of Business Services

FIRE AUTHORITY CONSENT CALENDAR

- FA1. Approval of Demands – Check Issue Date 04/01/24 through 05/31/2024 in the amount of \$1,727,210.61**
- FA2. Approval of Meeting Minutes from the June 11, 2024, Regular Meeting of the Big Bear Fire Authority.**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Report for March, 2024.**
- FA4. Resolution NO. BBFA2024-007 to approve Cal OES Form 130 to receive Covid-19 reimbursement funding.**

FA5. Resolution NO. BBFA2024-008 and Agreement with CAL FIRE to continue Federal Excess Personal Property Program

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARING

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

None

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA6. Big Bear Fire Authority Meetings

Board consideration to review and approve the updated 2024 meeting calendar and updated Bylaws reflecting monthly regular meetings starting in August, for the remainder of 2024.

Speaker: Jeff Willis, Fire Chief

FA7. Appointment of Vacant Seat on the Fire Authority Finance Committee

Board consideration of the Board Chair selecting one Director to fill the vacant seat and serve along with the current Finance Committee for remainder of the 2024 calendar year.

Speaker: Board Chair Walsh

FA8. Appointment of Vacant Seat on the Fire Authority Fire Code Appeals Board

Board consideration of the Board Chair selecting one Director to fill the vacant seat and serve along with the current Fire Code Appeals Board for remainder of the 2024 calendar year.

Speaker: Board Chair Walsh

FA9. Appointment of Vacant Seat on the Fire Authority Ad Hoc Strategic Planning Committee

Board consideration of the Board Chair selecting one Director to fill the vacant seat and serve along with the current Ad Hoc Strategic Planning Committee for remainder of the 2024 calendar year.

Speaker: Board Chair Walsh

FA10. Reserve Policy

Board consideration to review the draft reserve policy and assign to the Finance Committee for further discussion and revision.

Speaker: Kristin Mandolini, Director of Business Services

FA11. Possible Future Tax Revenue Anticipation Note from City of Big Bear Lake and Big Bear City Community Services District

Board consideration to proceed with each member agency to consider availability and terms for short term lending.

Speaker: Kristin Mandolini, Director of Business Services

FA12. Strategic Planning Discussion

Board consideration on future funding to assist with fund balance reserves and future staffing optimization be assigned back to the Ad Hoc Strategic Planning Committee for further discussion

Speaker: Kristin Mandolini, Director of Business Services

COMMITTEE REPORTS**An Ad Hoc Strategic Planning Committee meeting was held on:**

- July 1, 2024
 - In attendance was Director Putz, Director Rowe, and Vice Chair Segovia, with ex officio members Jon Bidwell and Andrew Crane.
- July 22, 2024
 - In attendance was Director Putz, Director Rowe, and Vice Chair Segovia, with ex officio members Glenn Schwartzman and Andrew Crane.

A Finance Committee meeting was held on:

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

An Ad Hoc Personnel Committee meeting was held on:

- July 11, 2024
 - In attendance was Director Melnick and Vice Chair Segovia.

DIRECTORS' CLOSING COMMENTS

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

CLOSED SESSION**1. Public Employee Performance Evaluation (Government Code §54957)**

Title: Fire Chief

REPORT FROM CLOSED SESSION**ADJOURN**

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 8th day of August, 2024.



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 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *[Signature]*

SUBJECT: CHIEF'S REPORT

Apparatus

The new Pierce Tower arrived in Big Bear July 25, 2024. Training regarding the safe operation of this new apparatus is underway.

We are also anticipating the delivery of the new type one Pierce structure engine within the next 2-3 weeks. We will plan an in-service ceremony upon its arrival. Training for this apparatus will be minimal as it is a sister engine to the Pierce structure engine currently in service.

Delivery date for the new Braun Ambulance remains February of 2025.

Prevention

On July 11, 2024, Big Bear Fire Prevention staff hosted a successful briefing to local abatement professionals and short-term management companies regarding this year's hazard abatement inspection process and to introduce Fire Prevention's new team members: Assistant Chief/Fire Marshal Luke Wagner, Fire Inspector Oscar Villanueva, and Temporary Fire Prevention Administrative Assistant Sherry Wentz.

There were approximately 35+ participants. Staff provided a PowerPoint presentation detailing the inspection process, past lessons learned, review of current Fire Codes, sharing the need to work collaboratively to obtain desired results, and future expectations of the program.

The feedback received by participants was positive and reinforced the need to continue to include the abatement professionals and short-term management companies in our on-going hazard abatement process.

Human Resource

We are hiring for the position of Ambulance Operator Paramedic. Written test, oral interview, and skills testing is scheduled for August 8, 2024

We are offering promotional exams for the position of Firefighter. The written exam is scheduled for September 3, 2024 and the oral interview will be held September 6, 2024. The results of this test will establish a list of qualified individuals.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

MEETING DATE: August 13, 2024

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

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Kristin Mandolini, Director of Business Services *KM*

SUBJECT: May 31, 2024 YTD FINANCE REPORT

MAY YTD FINANCIALS – 92% Through the Year

Big Bear Fire Authority

Revenues

- Revenues are at 95% of our YTD budget with our second round of property taxes arriving in April.

Expenses

- Expenses are on track with budget at 92%.

Big Bear Fire Authority
Operating Budget Variance Report
May 31, 2024

	Annual Budget	YTD Total	Variance	%
<i>Revenue</i>				
Property Tax Revenue	12,939,524	13,194,982	255,458	102%
Current Service Charges	5,291,592	4,516,746	(774,846)	85%
Interagency Revenues	1,020,207	654,897	(365,310)	64%
Use of Money and Property	82,306	66,698	(15,608)	81%
Other Revenue	4,900	7,442	2,542	152%
Total Revenue	19,338,529	18,440,766	(897,763)	95%
<i>Expenses</i>				
Salaries & Benefits	15,401,670	14,349,162	(1,052,508)	93%
Supplies	335,232	278,744	(56,488)	83%
Professional Services	1,047,526	948,025	(99,501)	91%
Maintenance and Equipment	999,821	877,149	(122,672)	88%
Utilities	231,800	188,901	(42,899)	81%
Other Expenditures	707,425	613,630	(93,795)	87%
Total Expenses	18,723,474	17,255,612	(1,467,862)	92%
Capital Expenditures	325,000	207,241	(117,759)	64%

Accounts Payable

Checks by Date - Detail by Check Number

User: kmandolini
 Printed: 8/5/2024 8:46 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	EaglM March2024Stmtk	Michael Scott Eagleson March 2024 Board Stipends	04/02/2024	260.00
Total for this ACH Check for Vendor EaglM:				260.00
ACH	Melnick March2024Stmtf	Perri Melnick March 2024 Board Stipend	04/02/2024	130.00
Total for this ACH Check for Vendor Melnick:				130.00
ACH	PutzR March2024Stmte	Randall Putz March 2024 Board Stipend	04/02/2024	130.00
Total for this ACH Check for Vendor PutzR:				130.00
ACH	SegoK March2024Stmti	Kendi Segovia March 2024 Board Stipends	04/02/2024	390.00
Total for this ACH Check for Vendor SegoK:				390.00
ACH	02EDD	California State Employment Development PR Batch 00001.05.2024 State Unemployment I PR Batch 00001.05.2024 State Income Tax	05/07/2024 PR Batch 00001.05.2024 Stat PR Batch 00001.05.2024 Stat	91.23 17,832.12
Total for this ACH Check for Vendor 02EDD:				17,923.35
ACH	IRS	Department Of Treasury PR Batch 00001.05.2024 Federal Income Tax PR Batch 00001.05.2024 Medicare Employer PR Batch 00001.05.2024 Medicare	05/07/2024 PR Batch 00001.05.2024 Fed PR Batch 00001.05.2024 Med PR Batch 00001.05.2024 Med	45,522.06 4,835.42 4,835.42
Total for this ACH Check for Vendor IRS:				55,192.90
ACH	EaglM 8May2024k	Michael Scott Eagleson April 2024 Board Stipends	05/08/2024	390.00
Total for this ACH Check for Vendor EaglM:				390.00
ACH	Melnick 8May24m	Perri Melnick April 2024 Board Stipends	05/08/2024	260.00
Total for this ACH Check for Vendor Melnick:				260.00
ACH	PutzR 8May24n	Randall Putz April 2024 Board Stipends	05/08/2024	520.00
Total for this ACH Check for Vendor PutzR:				520.00
ACH	SegoK 8May24q	Kendi Segovia April 2024 Board Stipends	05/08/2024	260.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor Segok:				260.00
ACH	02EDD	California State Employment Development	04/15/2024	
		PR Batch 00001.04.2024 State Unemployment I	PR Batch 00001.04.2024 Stat	19.48
		PR Batch 00001.04.2024 State Income Tax	PR Batch 00001.04.2024 Stat	15,473.14
Total for this ACH Check for Vendor 02EDD:				15,492.62
ACH	IRS	Department Of Treasury	04/15/2024	
		PR Batch 00001.04.2024 Medicare	PR Batch 00001.04.2024 Med	4,435.63
		PR Batch 00001.04.2024 Medicare Employer	PR Batch 00001.04.2024 Med	4,435.63
		PR Batch 00001.04.2024 Federal Income Tax	PR Batch 00001.04.2024 Fed	39,355.06
Total for this ACH Check for Vendor IRS:				48,226.32
ACH	02EDD	California State Employment Development	05/23/2024	
		PR Batch 00002.05.2024 State Unemployment I	PR Batch 00002.05.2024 Stat	96.77
		PR Batch 00002.05.2024 State Income Tax	PR Batch 00002.05.2024 Stat	16,000.54
Total for this ACH Check for Vendor 02EDD:				16,097.31
ACH	IRS	Department Of Treasury	05/23/2024	
		PR Batch 00002.05.2024 Federal Income Tax	PR Batch 00002.05.2024 Fed	40,255.42
		PR Batch 00002.05.2024 Medicare	PR Batch 00002.05.2024 Med	4,589.62
		PR Batch 00002.05.2024 Medicare Employer	PR Batch 00002.05.2024 Med	4,589.62
Total for this ACH Check for Vendor IRS:				49,434.66
ACH	02EDD	California State Employment Development	04/29/2024	
		PR Batch 00002.04.2024 State Unemployment I	PR Batch 00002.04.2024 Stat	130.51
		PR Batch 00002.04.2024 State Income Tax	PR Batch 00002.04.2024 Stat	17,374.02
Total for this ACH Check for Vendor 02EDD:				17,504.53
ACH	IRS	Department Of Treasury	04/29/2024	
		PR Batch 00002.04.2024 Medicare Employer	PR Batch 00002.04.2024 Med	4,805.02
		PR Batch 00002.04.2024 Medicare	PR Batch 00002.04.2024 Med	4,805.02
		PR Batch 00002.04.2024 Federal Income Tax	PR Batch 00002.04.2024 Fed	44,128.54
Total for this ACH Check for Vendor IRS:				53,738.58
ACH	Melnick May302024p	Perri Melnick May 2024 FPD Board Stipend	05/30/2024	100.00
Total for this ACH Check for Vendor Melnick:				100.00
ACH	PutzR May302024q	Randall Putz May 2024 FPD Board Stipend	05/30/2024	100.00
Total for this ACH Check for Vendor PutzR:				100.00
ACH	SegoK May302024q	Kendi Segovia May 2024 FPD Board Stipend	05/30/2024	100.00
Total for this ACH Check for Vendor Segok:				100.00
16293	2Hot 7568	2 HotUniforms, Inc Uniforms	04/02/2024	152.25
Total for Check Number 16293:				152.25
16294	SheeA	Alisha Sheehan	04/02/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	02April2024	Medical Exam Reimbursement		120.00
Total for Check Number 16294:				120.00
16295	AmazNew 1PGW-CDD3-44RK 1PGW-CDD3-44RK	Amazon Capital Services Earth Day Office Supplies	04/02/2024	40.57 508.05
Total for Check Number 16295:				548.62
16296	Thomgas 3162288826	AmeriGas FS284 Propane	04/02/2024	2,979.82
Total for Check Number 16296:				2,979.82
16297	BVElect March2024Stmty	Bear Valley Electric Service Inc. FS285 Electric Service	04/02/2024	554.42
Total for Check Number 16297:				554.42
16298	BVElect March2024Stmtaa	Bear Valley Electric Service Inc. FS284 Electric Service	04/02/2024	12.60
Total for Check Number 16298:				12.60
16299	BVElect March2024Stmtz	Bear Valley Electric Service Inc. FS281 Electric Service	04/02/2024	2,195.15
Total for Check Number 16299:				2,195.15
16300	BBK 02April2024b	Best Best & Krieger General Matters & Correspondence	04/02/2024	10,057.40
Total for Check Number 16300:				10,057.40
16301	BBK 02April2024c	Best Best & Krieger General Matters & Correspondence	04/02/2024	861.80
Total for Check Number 16301:				861.80
16302	BBK 02April2024e	Best Best & Krieger General Matters & Correspondence	04/02/2024	456.40
Total for Check Number 16302:				456.40
16303	BBK 02April2024d	Best Best & Krieger General Matters & Correspondence	04/02/2024	880.20
Total for Check Number 16303:				880.20
16304	55BBCSD March2024Stmtw	Big Bear City CSD FS282 Dumpster Service	04/02/2024	306.04
Total for Check Number 16304:				306.04
16305	55BBCSD March2024Stmtx	Big Bear City CSD TC Dumpster Service	04/02/2024	197.42
Total for Check Number 16305:				197.42
16306	55BBCSD March2024Stmtv	Big Bear City CSD FS283 Dumpster Service	04/02/2024	197.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16306:	197.42
16307	MeleB 02April2024a	Brittany Melendez Transfer Meal Reimbursement	04/02/2024	14.45
			Total for Check Number 16307:	14.45
16308	04DWP March2024Stmta	CBBL Dept of Water Moonridge FS Water Service	04/02/2024	50.70
			Total for Check Number 16308:	50.70
16309	04DWP March2024Stmtc	CBBL Dept of Water FS281 Fire Sprinkler Water Service	04/02/2024	10.24
			Total for Check Number 16309:	10.24
16310	04DWP March2024Stmtb	CBBL Dept of Water FS281 Water Service	04/02/2024	174.49
			Total for Check Number 16310:	174.49
16311	Charter 170410901032124	Charter Communications FS282 Enterprise TV	04/02/2024	600.09
			Total for Check Number 16311:	600.09
16312	Charter 170403601032124	Charter Communications FS284 Enterprise Internet/Voice	04/02/2024	159.97
			Total for Check Number 16312:	159.97
16313	caltool DH7990	CTWS LLC FS282 Oxygen	04/02/2024	131.25
			Total for Check Number 16313:	131.25
16314	caltool DH7989	CTWS LLC FS281 Oxygen	04/02/2024	317.25
			Total for Check Number 16314:	317.25
16315	DLL 82267285	De Lage Landen Financial Services, INC Office Copier Lease	04/02/2024	610.70
			Total for Check Number 16315:	610.70
16316	DMV 02April2024g	DMV Renewal DMV Polar Renewal	04/02/2024	54.00
			Total for Check Number 16316:	54.00
16317	MountWat 94623-5832	Mountain Water Company LLC Bottled Water Service/Dispenser Rental	04/02/2024	72.00
			Total for Check Number 16317:	72.00
16318	Frontier March2024Stmtl	Frontier Communications FS281 Fax Line	04/02/2024	63.34
			Total for Check Number 16318:	63.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16319	Frontier March2024Stmtm	Frontier Communications FS283 Phone Service	04/02/2024	237.43
Total for Check Number 16319:				237.43
16320	Frontier March2024Stmto	Frontier Communications FS282 AUX Bldg Phone Service	04/02/2024	77.12
Total for Check Number 16320:				77.12
16321	Frontier March2024Stmtm	Frontier Communications FS282 Phone Service	04/02/2024	77.32
Total for Check Number 16321:				77.32
16322	Image200 677288	Image 2000 Copier Toner	04/02/2024	19.75
Total for Check Number 16322:				19.75
16323	WalshLa March2024Stmth	Larry Walsh March 2024 Board Stipend	04/02/2024	130.00
Total for Check Number 16323:				130.00
16324	LifeAssi March2024Stmt	Life Assist Inc Medical Supplies Restock	04/02/2024	6,147.32
Total for Check Number 16324:				6,147.32
16325	CounTeam 89846	Nancy K. Bohl Inc Employee Support Services	04/02/2024	299.00
Total for Check Number 16325:				299.00
16326	Butc March2024Stmtpt	Pinon Enterprises INC Building Supplies	04/02/2024	43.29
Total for Check Number 16326:				43.29
16327	HerrR March2024Stmtg	Rick Herrick March 2024 Board Stipend	04/02/2024	130.00
Total for Check Number 16327:				130.00
16328	RRowe March2024Stmtj	Robert Rowe March 2024 Board Stipends	04/02/2024	260.00
Total for Check Number 16328:				260.00
16329	SWGAs March2024Stmts	Southwest Gas Corporation FS282 Natural Gas Service	04/02/2024	1,245.39
Total for Check Number 16329:				1,245.39
16330	SWGAs March2024Stmtr	Southwest Gas Corporation FS282 Aux Bldg Natural Gas Service	04/02/2024	511.82
Total for Check Number 16330:				511.82
16331	SWGAs March2024Stmtu	Southwest Gas Corporation TC #B Natural Gas Service	04/02/2024	11.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16331:	11.00
16332	SWGAs March2024Stmtt	Southwest Gas Corporation TC #C Natural Gas Service	04/02/2024	63.79
			Total for Check Number 16332:	63.79
16333	SWGAs March2024Stmtq	Southwest Gas Corporation FS285 Natural Gas Service	04/02/2024	254.44
			Total for Check Number 16333:	254.44
16334	BBTeleph 13283	Vatch Arouchian Outdoor Emergency FS Phones	04/02/2024	74.00
			Total for Check Number 16334:	74.00
16335	ModSpace 9020512824	Williams Scotsman, Inc. FS281 Temp Office Space Rental	04/02/2024	814.37
			Total for Check Number 16335:	814.37
16336	2Hot 7293	2 HotUniforms, Inc Uniforms	04/10/2024	843.86
			Total for Check Number 16336:	843.86
16337	2Hot 6664a	2 HotUniforms, Inc Uniforms	04/10/2024	10.00
			Total for Check Number 16337:	10.00
16338	2Hot 7300	2 HotUniforms, Inc Uniforms	04/10/2024	65.25
			Total for Check Number 16338:	65.25
16339	APlumb N-2024-B	A Plumbing & Heating Inc Back Flow Testing FS282	04/10/2024	1,519.00
			Total for Check Number 16339:	1,519.00
16340	AlexM 10APR2024f	Alex Marshall Transfer Meal Reimbursement	04/10/2024	14.65
			Total for Check Number 16340:	14.65
16341	AmazNew 1Q6Y-J647-4HQP 1Q6Y-J647-4HQP 1Q6Y-J647-4HQP 1Q6Y-J647-4HQP	Amazon Capital Services Software/Other Peripherals Building Maintenance Office Supplies Fleet Maintenance	04/10/2024	134.11 426.53 65.85 10.72
			Total for Check Number 16341:	637.21
16342	AmazNew 1J3Y-W9DV-1JGW 1J3Y-W9DV-1JGW	Amazon Capital Services Fleet Maintenance General Household	04/10/2024	17.23 332.32
			Total for Check Number 16342:	349.55
16343	PerfTow	A-Performance Towing, Inc.	04/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	15755	2800 Tow		150.00
			Total for Check Number 16343:	150.00
16344	BVElect March2024StateG	Bear Valley Electric Service Inc. FS284 Electric Service	04/10/2024	12.60
			Total for Check Number 16344:	12.60
16345	55BBCSD 24	Big Bear City CSD 4-1-2024 Storm Water Mgmt Paradise Yard	04/10/2024	412.75
			Total for Check Number 16345:	412.75
16346	Grizzly March2024StateF March2024StateF	Big Bear Grizzly BB Now Ad Requiment	04/10/2024	133.00 641.25
			Total for Check Number 16346:	774.25
16347	BBUrgent 3146	Big Bear Urgent Care DMV Physical	04/10/2024	50.00
			Total for Check Number 16347:	50.00
16348	Bound March2024StateE	Bound Tree Medical, LLC Medical Supplies Restock	04/10/2024	3,769.09
			Total for Check Number 16348:	3,769.09
16349	MeleB 10APR2024b	Brittany Melendez Transfer Meal Reimbursement	04/10/2024	16.43
			Total for Check Number 16349:	16.43
16350	JPIARegi March2024State March2024State March2024State March2024State	California JPIA Annual Liab/WC Prog Pmt FY23/24 Annual Liab/WC Prog Pmt FY23/24 Annual Liab/WC Prog Pmt FY23/24 Annual Liab/WC Prog Pmt FY23/24	04/10/2024	3,371.19 10,113.55 16,459.32 49,377.94
			Total for Check Number 16350:	79,322.00
16351	DataT 163713	Citation / Permits Processing Center Code Enforcement Processing	04/10/2024	310.11
			Total for Check Number 16351:	310.11
16352	ConnPump 28045	Connelly Pumping Services, LLC FS284 Holding Tank Pumping Service	04/10/2024	151.25
			Total for Check Number 16352:	151.25
16353	CrossCom 2024-1-23	Cross Connections Emergency Services INC Radio Batteries	04/10/2024	1,438.83
			Total for Check Number 16353:	1,438.83
16354	CrossCom 2023-12-18	Cross Connections Emergency Services INC Radio Batteries	04/10/2024	1,438.83
			Total for Check Number 16354:	1,438.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16355	DeFoR 10APR2024a	Robert DeFoe Transfer Meal Reimbursement	04/10/2024	28.22
Total for Check Number 16355:				28.22
16356	EnriqR 10APR2024	Rickie Enriquez Transfer Meal Reimbursement	04/10/2024	14.33
Total for Check Number 16356:				14.33
16357	Granicus 180939	Granicus Notice & Agenda Platform	04/10/2024	3,778.17
Total for Check Number 16357:				3,778.17
16358	Granit 0028705-IN	Granitize Products, Inc Fleet Maintenance	04/10/2024	730.08
Total for Check Number 16358:				730.08
16359	ICEMA 24-036	Inland Counties Emergency Medical Agenc FY2023-24 Annual Permit/Auth Fee	04/10/2024	2,992.59
Total for Check Number 16359:				2,992.59
16360	ICEMA 24-052	Inland Counties Emergency Medical Agenc FY2023-24 4th Quarter Adm Fees	04/10/2024	6,170.02
Total for Check Number 16360:				6,170.02
16361	LNCurtis March2024StateD	L.N. Curtis & Sons Inc Fleet Maintenance	04/10/2024	467.43
Total for Check Number 16361:				467.43
16362	DIY March2024StateB March2024StateB	Lumber City Corp Building Maintenance Equipment Maintenance	04/10/2024	214.16 21.32
Total for Check Number 16362:				235.48
16363	MissLin March2024StateA	Mission Linen Supply Shop Linen Service	04/10/2024	111.18
Total for Check Number 16363:				111.18
16364	CounTeam 90983	Nancy K. Bohl Inc Employee Support Services	04/10/2024	500.00
Total for Check Number 16364:				500.00
16365	KBHR 1430004327	Parallel Broadcasting Inc Ambulance Membership Commercial	04/10/2024	231.40
Total for Check Number 16365:				231.40
16366	MountBev 29903	Randy J. Spitz Beverage Services/Supplies	04/10/2024	214.80
Total for Check Number 16366:				214.80
16367	03EMSOFF EMS2024	San Bernardino County EMS Officers Membership Fee	04/10/2024	60.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16367:	60.00
16368	03IS 10APR2024i	San Bernardino County Information Pager Access & Maintenance	04/10/2024	3,455.91
			Total for Check Number 16368:	3,455.91
16369	03IS 10APR2024i	San Bernardino County Information Pager Access & Maintenance	04/10/2024	1,151.97
			Total for Check Number 16369:	1,151.97
16370	Stryker 9205720936	Stryker Sales, LLC Equipment Maintenance	04/10/2024	3,556.36
			Total for Check Number 16370:	3,556.36
16371	NAPA March2024StateC	Superior Automotive Warehouse Fleet Maintenance	04/10/2024	712.39
			Total for Check Number 16371:	712.39
16372	NAPA March2024StateC	Superior Automotive Warehouse Fleet Maintenance	04/10/2024	6,204.67
			Total for Check Number 16372:	6,204.67
16373	Teleflex 9508256988	c/oTeleflex Funding,LLC Teleflex, LLC EZ-10 Power Driver	04/10/2024	1,948.54
			Total for Check Number 16373:	1,948.54
16374	TGuyon 10APR2024d 10APR2024e 10APR2024g	Tyler Guyon Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement	04/10/2024	11.26 15.00 25.72
			Total for Check Number 16374:	51.98
16375	WinfR 10APR2024c	Ross Winfield Transfer Meal Reimbursement	04/10/2024	30.00
			Total for Check Number 16375:	30.00
16376	WardZac 10APR2024h	Zachary Ward Transfer Meal Reimbursement	04/10/2024	13.85
			Total for Check Number 16376:	13.85
16377	USBank MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA MARCH24StmtA	US Bank Corporate Payment Systems Postage Stamps.com License Renewals/Training Board/Chiefs/Budget Meeting Software/Other Peripherals Uniforms Travel Equipment Maintenance Fleet Maintenance Earth Day General Household	04/15/2024	32.79 29.99 610.00 170.50 2,590.34 38.75 30.00 190.00 644.20 205.28 1,083.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	MARCH24StmtA	AO/EMT Requirment		262.41
	MARCH24StmtA	Fuel		27.18
	MARCH24StmtA	Fleet Maintenance		455.77
	MARCH24StmtA	OnStar		49.99
	MARCH24StmtA	Memberships/Dues		203.00
Total for Check Number 16377:				6,623.23
16378	AmeriFid	American Fidelity Assurance	04/15/2024	
		PR Batch 00001.04.2024 Am Fidelity Pre Tax	PR Batch 00001.04.2024 Am	188.44
		PR Batch 00001.04.2024 Long & Short Term Di	PR Batch 00001.04.2024 Lon	355.34
		PR Batch 00001.03.2024 Am Fidelity After Tax	PR Batch 00001.03.2024 Am	391.89
		PR Batch 00001.04.2024 Life Ins Flight	PR Batch 00001.04.2024 Life	106.04
		PR Batch 00001.04.2024 Am Fidelity After Tax	PR Batch 00001.04.2024 Am	391.59
		PR Batch 00001.03.2024 Am Fidelity Pre Tax	PR Batch 00001.03.2024 Am	188.44
	April 24 Adj			-0.30
Total for Check Number 16378:				1,621.44
16379	Ameritas	Ameritas Life Insurance Corp	04/15/2024	
		PR Batch 00001.04.2024 Vision ER	PR Batch 00001.04.2024 Visi	1,161.92
	April Adj Vis	April Adj		-947.40
Total for Check Number 16379:				214.52
16380	Ameritas	Ameritas Life Insurance Corp	04/15/2024	
		PR Batch 00001.04.2024 Dental ER	PR Batch 00001.04.2024 Den	7,201.88
	April Adj Dent	April Adj		-1,136.00
Total for Check Number 16380:				6,065.88
16381	ColonLif	Colonial Life & Accident Insurance Compa	04/15/2024	
		PR Batch 00001.03.2024 Colonial Life Pre Tax	PR Batch 00001.03.2024 Col	524.04
		PR Batch 00001.03.2024 Colonial Life After Tax	PR Batch 00001.03.2024 Col	935.53
		PR Batch 00002.02.2024 Colonial Life After Tax	PR Batch 00002.02.2024 Col	956.51
		PR Batch 00002.02.2024 Colonial Life Pre Tax	PR Batch 00002.02.2024 Col	540.03
	April Adj			1,533.51
Total for Check Number 16381:				4,489.62
16382	02FranTx	Franchise Tax Board	04/15/2024	
		PR Batch 00001.04.2024 California Tax Disburs	PR Batch 00001.04.2024 Cali	300.00
Total for Check Number 16382:				300.00
16383	Kaiser	Public Agency Coalition Enterprise. ATTN	04/15/2024	
		PR Batch 00001.04.2024 Health ER Kaiser	PR Batch 00001.04.2024 Hea	13,165.75
	April 24 Adj			570.69
Total for Check Number 16383:				13,736.44
16384	Keenan	Keenan & Associates	04/15/2024	
		PR Batch 00001.04.2024 Health ER EPO	PR Batch 00001.04.2024 Hea	86,765.15
	April 24 Adj			10,283.29
Total for Check Number 16384:				97,048.44
16385	Lincoln	Lincoln National Life Insurance Co (5H-26	04/15/2024	
		PR Batch 00001.04.2024 Lincoln Roth Flat Amo	PR Batch 00001.04.2024 Linc	75.00
		PR Batch 00001.04.2024 Lincoln 457 Flat Amou	PR Batch 00001.04.2024 Linc	400.00
		PR Batch 00001.04.2024 Lincoln 457 Percentagi	PR Batch 00001.04.2024 Linc	566.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16385:	1,041.20
16386	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00001.04.2024 Apple 457 Paid Call P	04/15/2024 PR Batch 00001.04.2024 App	366.35
			Total for Check Number 16386:	366.35
16387	NatRetSo	Nationwide Retirement Solution PR Batch 00001.04.2024 Nationwide Percentage PR Batch 00001.04.2024 Nationwide Roth Perce PR Batch 00001.04.2024 Nationwide Roth Flat PR Batch 00001.04.2024 Nationwide Flat Amou	04/15/2024 PR Batch 00001.04.2024 Nati PR Batch 00001.04.2024 Nati PR Batch 00001.04.2024 Nati	7,202.81 408.59 110.00 2,110.00
			Total for Check Number 16387:	9,831.40
16388	SBCProFF	San Bernardino County Professional Firefig PR Batch 00001.04.2024 Union Dues Local 935	04/15/2024 PR Batch 00001.04.2024 Unic	2,826.60
			Total for Check Number 16388:	2,826.60
16389	ReliStan April Adj	Reliance Standard Life Insurance Co. PR Batch 00001.04.2024 Long Term Disability PR Batch 00001.04.2024 Life and AD and D ER PR Batch 00001.04.2024 Short Term Disability April Adj	04/15/2024 PR Batch 00001.04.2024 Lon PR Batch 00001.04.2024 Life PR Batch 00001.04.2024 Sho	778.22 663.00 1,131.63 201.82
			Total for Check Number 16389:	2,774.67
16390	SBCERA	SBC Employees' Retirement Association PR Batch 00001.04.2024 SBCERA ER Cont. T2 PR Batch 00001.04.2024 SBCERA EE Safety Ti PR Batch 00001.04.2024 SBCERA ER Contribu PR Batch 00001.04.2024 Survivor SBCERA ER PR Batch 00001.04.2024 SBCERA EE Tier 2 PR Batch 00001.04.2024 Survivor SBCERA Em PR Batch 00001.04.2024 SBCERA EE Adjustme	04/15/2024 PR Batch 00001.04.2024 SBC PR Batch 00001.04.2024 SBC PR Batch 00001.04.2024 SBC PR Batch 00001.04.2024 Surv PR Batch 00001.04.2024 SBC PR Batch 00001.04.2024 Surv PR Batch 00001.04.2024 SBC	7,478.05 13,227.51 105,334.07 19.32 17,014.86 19.32 337.42
			Total for Check Number 16390:	143,430.55
16391	Texas	Texas Life Insurance Company PR Batch 00001.04.2024 Texas Life Ins Post Tax PR Batch 00001.03.2024 Texas Life Ins Post Tax	04/15/2024 PR Batch 00001.04.2024 Tex PR Batch 00001.03.2024 Tex	161.99 161.99
			Total for Check Number 16391:	323.98
16392	AlexM 17APR2024a	Alex Marshall Transfer Meal Reimbursement	04/17/2024	15.00
			Total for Check Number 16392:	15.00
16393	AllStar 255071	All Star Fire Equipment Helmets/Shields	04/17/2024	1,128.93
			Total for Check Number 16393:	1,128.93
16394	AllStar 255082	All Star Fire Equipment Valve Seal Kit	04/17/2024	175.47
			Total for Check Number 16394:	175.47
16395	Thomgas	AmeriGas	04/17/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3163134515	FS284 Propane		2,681.27
			Total for Check Number 16395:	2,681.27
16396	Thomgas 3162855166	AmeriGas FS284 Propane	04/17/2024	80.91
			Total for Check Number 16396:	80.91
16397	AutoZone 3635	AutoZone Fleet Maintenance	04/17/2024	97.77
			Total for Check Number 16397:	97.77
16398	BBK 17APR2024f	Best Best & Krieger General Matters & Correspondence	04/17/2024	3,248.47
			Total for Check Number 16398:	3,248.47
16399	BBK 17APR2024g	Best Best & Krieger General Matters & Correspondence	04/17/2024	3,846.80
			Total for Check Number 16399:	3,846.80
16400	BBK 17APR2024h	Best Best & Krieger General Matters & Correspondence	04/17/2024	315.00
			Total for Check Number 16400:	315.00
16401	55BBCSD MAR2024Stmtd	Big Bear City CSD FS283 Water Service	04/17/2024	119.83
			Total for Check Number 16401:	119.83
16402	55BBCSD MAR2024Stmtc	Big Bear City CSD TC Water Service	04/17/2024	96.41
			Total for Check Number 16402:	96.41
16403	HuetherB 17APR2024d	Brittania Huether CAEMSA Lic Renewal Reimbursement	04/17/2024	250.00
			Total for Check Number 16403:	250.00
16404	SmitC 17APR2024e 17APR2024e	Chardelle Smith April 2024 Board Meeting Fuel Reimbursement April 2024 Board Meeting Travel Reimbursemer	04/17/2024	43.48 1,197.66
			Total for Check Number 16404:	1,241.14
16405	Charter 170410501040124	Charter Communications FS282 Enterprise Internet/Voice	04/17/2024	488.78
			Total for Check Number 16405:	488.78
16406	Charter 170407201040124	Charter Communications FS281 Enterprise TV	04/17/2024	139.17
			Total for Check Number 16406:	139.17
16407	Charter 170410601040124	Charter Communications FS281 Enterprise Internet/Voice	04/17/2024	488.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16407:	488.78
16408	Charter 170438301040124	Charter Communications FS283 Enterprise TV	04/17/2024	141.26
			Total for Check Number 16408:	141.26
16409	Charter 170410601040124	Charter Communications FS281 Enterprise Internet	04/17/2024	1,374.00
			Total for Check Number 16409:	1,374.00
16410	Grey 17APR2024h	David Gray Tree Grant Reimbursement	04/17/2024	450.00
			Total for Check Number 16410:	450.00
16411	02Just 728419	Department of Justice Fingerprint App	04/17/2024	66.00
			Total for Check Number 16411:	66.00
16412	Duthie S126220	Duthie Power Services Generator Maintenance	04/17/2024	1,807.95
			Total for Check Number 16412:	1,807.95
16413	FireA 3461	Fire Apparatus Solutions Fleet Maintenance	04/17/2024	85.03
			Total for Check Number 16413:	85.03
16414	Image200 680835	Image 2000 Toner Cannister	04/17/2024	39.28
			Total for Check Number 16414:	39.28
16415	Image200 6802730	Image 2000 Copier Toner	04/17/2024	19.75
			Total for Check Number 16415:	19.75
16416	MaruJ 17APR2024b	John Marubayashi Transfer Meal Reimbursement	04/17/2024	15.00
			Total for Check Number 16416:	15.00
16417	NAPA BB MAR2024Stmt MAR2024Stmt	NAPA Auto Parts Fleet Maintenance Fleet Maintenance	04/17/2024	72.85 230.06
			Total for Check Number 16417:	302.91
16418	PedEmerg Inv-9306	Pediatric Emergency Standards, Inc. Pre Hospital Annual Subscription Renewal	04/17/2024	2,368.73
			Total for Check Number 16418:	2,368.73
16419	Haupt MAR2024Stmte MAR2024Stmte	Ralph W. Haupt INC Fuel Fuel	04/17/2024	92.56 284.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16419:	377.03
16420	WaltW 17APR2024c	William Walthers Mileage Reimbursement	04/17/2024	142.04
			Total for Check Number 16420:	142.04
16421	WinfR 17APR2024	Ross Winfield Transfer Meal Reimbursement	04/17/2024	30.00
			Total for Check Number 16421:	30.00
16422	AllStar 255244	All Star Fire Equipment Turnouts/Equipment	04/25/2024	10,676.95
			Total for Check Number 16422:	10,676.95
16423	ATT 287328242433x04	AT&T Long Distance Phone Service	04/25/2024	461.89
			Total for Check Number 16423:	461.89
16424	BVElect APRSTATE24	Bear Valley Electric Service Inc. FS283 Electric Service	04/25/2024	331.85
			Total for Check Number 16424:	331.85
16425	BVElect APRSTATE24b	Bear Valley Electric Service Inc. FS282 Aux Bldg Electric Service	04/25/2024	77.97
			Total for Check Number 16425:	77.97
16426	BVElect APRSTATE24a	Bear Valley Electric Service Inc. FS282 Electric Service	04/25/2024	983.44
			Total for Check Number 16426:	983.44
16427	BVPrint 10844	Bear Valley Printing Business Cards/Doyle	04/25/2024	46.56
			Total for Check Number 16427:	46.56
16428	BVPrint 10823	Bear Valley Printing Business Cards/Chaplain	04/25/2024	36.23
			Total for Check Number 16428:	36.23
16429	BCarp 24APR24c	Brandon Carpenter Transfer Meal Reimbursement	04/25/2024	13.88
			Total for Check Number 16429:	13.88
16430	CalOpti 23-119120	CalOptima Ambulance Transport Overpayment Refund	04/25/2024	500.52
			Total for Check Number 16430:	500.52
16431	Cypher C-24-97435	Cypheron Healthcare Solutions Ambulance Billing Service	04/25/2024	18,606.54
			Total for Check Number 16431:	18,606.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16432	DLL 82469604	De Lage Landen Financial Services, INC Office Copier	04/25/2024	610.70
Total for Check Number 16432:				610.70
16433	DeFoR 24APR24a	Robert DeFoe Transfer Meal Reimbursement	04/25/2024	30.00
Total for Check Number 16433:				30.00
16434	GinosT 233342	Gino's Tire and Auto MA281 Maintenance	04/25/2024	50.00
Total for Check Number 16434:				50.00
16435	GlobStar 68796472	Globalstar INC and Subsidiary Satellite Phone Service	04/25/2024	132.97
Total for Check Number 16435:				132.97
16436	HughesA 23-260621	Amy Hughes Ambulance Transport Overpayment Refund	04/25/2024	50.00
Total for Check Number 16436:				50.00
16437	Image200 683067	Image 2000 Copier Ink/Accessory Lease	04/25/2024	297.97
Total for Check Number 16437:				297.97
16438	ForrJ 24APR24b	Jake Forrester Transfer Meal Reimbursement	04/25/2024	17.65
Total for Check Number 16438:				17.65
16439	MounTrop 20240048	Mountain Trophy & Pro Shop Plaques	04/25/2024	121.76
Total for Check Number 16439:				121.76
16440	SBCFuel FLT23/24-140 FLT23/24-140	San Bernardino County - Fleet Managemen Fuel Fuel	04/25/2024	4,454.66 4,430.57
Total for Check Number 16440:				8,885.23
16441	SourTech IN1087939	SourceTech Holdings, Inc. Maintenance Contract Renewal/Check Printer	04/25/2024	344.00
Total for Check Number 16441:				344.00
16442	SWGAs APRSTATE24i	Southwest Gas Corporation FS281 Natural Gas Service	04/25/2024	1,609.90
Total for Check Number 16442:				1,609.90
16443	SWGAs APRSTATE24d	Southwest Gas Corporation Training Center #C Natural Gas Service	04/25/2024	50.88
Total for Check Number 16443:				50.88
16444	SWGAs APRSTATE24b	Southwest Gas Corporation FS285 Natural Gas Service	04/25/2024	203.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16444:	203.70
16445	SWGAs APRSTATE24g	Southwest Gas Corporation FS283 Natural Gas Service	04/25/2024	412.53
			Total for Check Number 16445:	412.53
16446	SWGAs APRSTATE24f	Southwest Gas Corporation FS282 Aux Bldg Natural Gas Service	04/25/2024	318.62
			Total for Check Number 16446:	318.62
16447	SWGAs APRSTATE24c	Southwest Gas Corporation FS282 Natural Gas Service	04/25/2024	1,019.00
			Total for Check Number 16447:	1,019.00
16448	SWGAs APRSTATE24h	Southwest Gas Corporation Boulder Bay FS Natural Gas Service	04/25/2024	82.72
			Total for Check Number 16448:	82.72
16449	SWGAs APRSTATE24j	Southwest Gas Corporation Moonridge FS Natural Gas Service	04/25/2024	280.72
			Total for Check Number 16449:	280.72
16450	SWGAs APRSTATE24e	Southwest Gas Corporation Training Center #B Natural Gas Service	04/25/2024	11.00
			Total for Check Number 16450:	11.00
16451	TGuyon 24APR24	Tyler Guyon Transfer Meal Reimbursement	04/25/2024	30.00
			Total for Check Number 16451:	30.00
16452	02FranTx	Franchise Tax Board PR Batch 00002.04.2024 California Tax Disburs	04/29/2024 PR Batch 00002.04.2024 Cali	300.00
			Total for Check Number 16452:	300.00
16453	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00002.04.2024 Lincoln 457 Flat Amou PR Batch 00002.04.2024 Lincoln 457 Percentagi PR Batch 00002.04.2024 Lincoln Roth Flat Amc	04/29/2024 PR Batch 00002.04.2024 Linc PR Batch 00002.04.2024 Linc PR Batch 00002.04.2024 Linc	400.00 796.85 75.00
			Total for Check Number 16453:	1,271.85
16454	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00002.04.2024 Apple 457 Paid Call Pe	04/29/2024 PR Batch 00002.04.2024 App	786.10
			Total for Check Number 16454:	786.10
16455	NatRetSo	Nationwide Retirement Solution PR Batch 00002.04.2024 Nationwide Roth Flat PR Batch 00002.04.2024 Nationwide Percentage PR Batch 00002.04.2024 Nationwide Roth Perce PR Batch 00002.04.2024 Nationwide Flat Amou	04/29/2024 PR Batch 00002.04.2024 Nati PR Batch 00002.04.2024 Nati PR Batch 00002.04.2024 Nati PR Batch 00002.04.2024 Nati	110.00 6,506.39 320.16 2,210.00
			Total for Check Number 16455:	9,146.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16456	SBCProFF	San Bernardino County Professional Firefig PR Batch 00002.04.2024 Union Dues Local 935	04/29/2024 PR Batch 00002.04.2024 Uni	2,826.60
Total for Check Number 16456:				2,826.60
16457	SBCERA	SBC Employees' Retirement Association PR Batch 00002.04.2024 Survivor SBCERA Em PR Batch 00002.04.2024 Survivor SBCERA ER PR Batch 00002.04.2024 SBCERA EE Tier 2 PR Batch 00002.04.2024 SBCERA ER Cont. T2 PR Batch 00002.04.2024 SBCERA EE Adjustme PR Batch 00002.04.2024 SBCERA EE Safety Ti PR Batch 00002.04.2024 SBCERA ER Contribu	04/29/2024 PR Batch 00002.04.2024 Surv PR Batch 00002.04.2024 Surv PR Batch 00002.04.2024 SBC PR Batch 00002.04.2024 SBC PR Batch 00002.04.2024 SBC PR Batch 00002.04.2024 SBC	18.40 18.40 17,023.19 7,478.05 337.42 13,095.66 104,834.15
Total for Check Number 16457:				142,805.27
16458	BVElect APR24STATEb	Bear Valley Electric Service Inc. FS281 Electric Service	04/30/2024	2,299.90
Total for Check Number 16458:				2,299.90
16459	BVElect APR24STATEc	Bear Valley Electric Service Inc. FS285 Electric Service	04/30/2024	468.52
Total for Check Number 16459:				468.52
16460	BVElect APR24STATEd	Bear Valley Electric Service Inc. Moonridge FS Electric Service	04/30/2024	23.59
Total for Check Number 16460:				23.59
16461	04DWP APR24STATEd	CBBL Dept of Water Moonridge FS Water Service	04/30/2024	50.70
Total for Check Number 16461:				50.70
16462	04DWP APR24STATEc	CBBL Dept of Water FS281 Fire Sprinkler Water Service	04/30/2024	10.24
Total for Check Number 16462:				10.24
16463	04DWP APR24STATEf	CBBL Dept of Water FS281 Water Service	04/30/2024	185.47
Total for Check Number 16463:				185.47
16464	Charter APR24STATEa	Charter Communications FS284 Enterprise Internet/Voice	04/30/2024	159.97
Total for Check Number 16464:				159.97
16465	Charter APR24STATE	Charter Communications FS282 Enterprise TV	04/30/2024	600.09
Total for Check Number 16465:				600.09
16466	52Confir 2024-062 2024-062 2024-062	Consolidated Fire Agencies Admin Dispatch Services April-June 2024 Admin Dispatch Services April-June 2024 Admin Dispatch Services April-June 2024	04/30/2024	21,224.19 7,074.70 56,597.82
Total for Check Number 16466:				84,896.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16467	DeFoR 30APR24a	Robert DeFoe Transfer Meal Reimbursement	04/30/2024	14.45
Total for Check Number 16467:				14.45
16468	EnriqR 30APR24e	Rickie Enriquez Transfer Meal Reimbursement	04/30/2024	29.98
Total for Check Number 16468:				29.98
16469	GinosT 233412	Gino's Tire and Auto Fleet Maintenance MA281	04/30/2024	219.95
Total for Check Number 16469:				219.95
16470	Ianlakin 30APR24	Ian Lakin Transfer Meal Reimbursement	04/30/2024	15.71
Total for Check Number 16470:				15.71
16471	Kimbro 60794	Jerry Kimbro Building Maintenance FS282	04/30/2024	260.98
Total for Check Number 16471:				260.98
16472	Kimbro 60790	Jerry Kimbro Building Maintenance FS281	04/30/2024	352.57
Total for Check Number 16472:				352.57
16473	MarcC 30APR24g	Courtney Dorsett Board Meeting Reimbursement	04/30/2024	98.18
Total for Check Number 16473:				98.18
16475	StapR 30APR24b	Robert Stapp Transfer Meal Reimbursement	04/30/2024	14.45
Total for Check Number 16475:				14.45
16476	SBCERA 20 GASB 68 RD	SBC Employees' Retirement Association Professional Services - Annual	04/30/2024	1,960.00
Total for Check Number 16476:				1,960.00
16477	SBCERA 23 GASB 68 RD	SBC Employees' Retirement Association Professional Services - Annual	04/30/2024	2,391.43
Total for Check Number 16477:				2,391.43
16478	TGuyon 30APR24c 30APR24d	Tyler Guyon Transfer Meal Reimbursement Transfer Meal Reimbursement	04/30/2024	14.63 26.81
Total for Check Number 16478:				41.44
16479	BBTeleph 13307	Vatch Arouchian Outdoor Emergency FS Phones	04/30/2024	74.00
Total for Check Number 16479:				74.00
16480	VeriWire 9961464355	Verizon Wireless Cell Phone Service	04/30/2024	1,454.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16480:	1,454.84
16481	ModSpace 9020754820	Williams Scotsman, Inc. FS281 Temp Office Space Rental	04/30/2024	814.37
			Total for Check Number 16481:	814.37
16482	WinfR 30APR24f	Ross Winfield Transfer Meal Reimbursement	04/30/2024	30.00
			Total for Check Number 16482:	30.00
16483	AmeriFid	American Fidelity Assurance PR Batch 00001.05.2024 Life Ins Flight PR Batch 00002.04.2024 Am Fidelity Pre Tax PR Batch 00001.05.2024 Long & Short Term Di PR Batch 00002.04.2024 Am Fidelity After Tax PR Batch 00001.05.2024 Am Fidelity After Tax PR Batch 00001.05.2024 Am Fidelity Pre Tax	05/07/2024 PR Batch 00001.05.2024 Life PR Batch 00002.04.2024 Am PR Batch 00001.05.2024 Lon; PR Batch 00002.04.2024 Am PR Batch 00001.05.2024 Am PR Batch 00001.05.2024 Am	106.04 188.44 355.34 391.59 391.59 188.44
			Total for Check Number 16483:	1,621.44
16484	InterP April2024ADJ March2024ADJ	Ameriflex PR Batch 00002.04.2024 Interflex FSA PR Batch 00001.03.2024 Interflex FSA PR Batch 00001.04.2024 Interflex FSA PR Batch 00001.05.2024 Interflex FSA April Interflex FSA Adjustment March Interflex FSA Adjustment	05/07/2024 PR Batch 00002.04.2024 Inter PR Batch 00001.03.2024 Inter PR Batch 00001.04.2024 Inter PR Batch 00001.05.2024 Inter	399.99 399.99 399.99 399.99 514.90 698.99
			Total for Check Number 16484:	2,813.85
16485	Ameritas May Vision ADJ	Ameritas Life Insurance Corp PR Batch 00001.05.2024 Vision ER MAY 24 Vision Adjustment	05/07/2024 PR Batch 00001.05.2024 Visi	1,151.16 -143.20
			Total for Check Number 16485:	1,007.96
16486	Ameritas May Dental ADJ	Ameritas Life Insurance Corp PR Batch 00001.05.2024 Dental ER MAY 24 Dental Adjustment	05/07/2024 PR Batch 00001.05.2024 Den	7,144.64 -757.76
			Total for Check Number 16486:	6,386.88
16487	ColonLif	Colonial Life & Accident Insurance Compa PR Batch 00002.04.2024 Colonial Life Pre Tax PR Batch 00001.04.2024 Colonial Life After Tax PR Batch 00001.04.2024 Colonial Life Pre Tax PR Batch 00002.04.2024 Colonial Life After Tax	05/07/2024 PR Batch 00002.04.2024 Col PR Batch 00001.04.2024 Col PR Batch 00001.04.2024 Col PR Batch 00002.04.2024 Col	524.04 935.53 524.04 935.53
			Total for Check Number 16487:	2,919.14
16488	02FranTx	Franchise Tax Board PR Batch 00001.05.2024 California Tax Disburs	05/07/2024 PR Batch 00001.05.2024 Cali	300.00
			Total for Check Number 16488:	300.00
16489	IAFF	IAFF-MERP PR Batch 00002.04.2024 Medical Expense Reim PR Batch 00001.04.2024 Medical Expense Reim	05/07/2024 PR Batch 00002.04.2024 Med PR Batch 00001.04.2024 Med	1,125.00 1,125.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16489:	2,250.00
16490	Kaiser	Public Agency Coalition Enterprise. ATTN	05/07/2024	
		PR Batch 00001.05.2024 Health ER Kaiser	PR Batch 00001.05.2024 Hea	13,165.75
	MAY Adjust	May 2024 Adjustment		-385.45
			Total for Check Number 16490:	12,780.30
16491	Keenan	Keenan & Associates	05/07/2024	
		PR Batch 00001.05.2024 Health ER EPO	PR Batch 00001.05.2024 Hea	85,693.97
	May 24 ADJ	May 2024 Adjustment		9,854.81
			Total for Check Number 16491:	95,548.78
16492	Lincoln	Lincoln National Life Insurance Co (5H-26	05/07/2024	
		PR Batch 00001.05.2024 Lincoln Roth Flat Amc	PR Batch 00001.05.2024 Linc	75.00
		PR Batch 00001.05.2024 Lincoln 457 Percentag	PR Batch 00001.05.2024 Linc	672.52
		PR Batch 00001.05.2024 Lincoln 457 Flat Amou	PR Batch 00001.05.2024 Linc	400.00
			Total for Check Number 16492:	1,147.52
16493	MidAmeri	MidAmerica Admin & Retirement Solution	05/07/2024	
		PR Batch 00001.05.2024 Apple 457 Paid Call Pa	PR Batch 00001.05.2024 App	663.84
			Total for Check Number 16493:	663.84
16494	NatRetSo	Nationwide Retirement Solution	05/07/2024	
		PR Batch 00001.05.2024 Nationwide Roth Perce	PR Batch 00001.05.2024 Nati	338.42
		PR Batch 00001.05.2024 Nationwide Flat Amou	PR Batch 00001.05.2024 Nati	2,210.00
		PR Batch 00001.05.2024 Nationwide Percentage	PR Batch 00001.05.2024 Nati	6,583.70
		PR Batch 00001.05.2024 Nationwide Roth Flat	PR Batch 00001.05.2024 Nati	110.00
			Total for Check Number 16494:	9,242.12
16495	SBCProFF	San Bernardino County Professional Firefig	05/07/2024	
		PR Batch 00001.05.2024 Union Dues Local 935	PR Batch 00001.05.2024 Uni	2,826.60
			Total for Check Number 16495:	2,826.60
16496	ReliStan	Reliance Standard Life Insurance Co.	05/07/2024	
		PR Batch 00001.05.2024 Life and AD and D ER	PR Batch 00001.05.2024 Life	650.00
		PR Batch 00001.05.2024 Long Term Disability	PR Batch 00001.05.2024 Lon	769.47
		PR Batch 00001.05.2024 Short Term Disability	PR Batch 00001.05.2024 Sho	1,119.70
	May Adjustment	May 2024 Adjustment		235.50
			Total for Check Number 16496:	2,774.67
16497	SBCERA	SBC Employees' Retirement Association	05/07/2024	
		PR Batch 00001.05.2024 SBCERA EE Safety Ti	PR Batch 00001.05.2024 SBC	13,249.59
		PR Batch 00001.05.2024 SBCERA ER Contribu	PR Batch 00001.05.2024 SBC	104,831.99
		PR Batch 00001.05.2024 SBCERA EE Tier 2	PR Batch 00001.05.2024 SBC	16,829.40
		PR Batch 00001.05.2024 Survivor SBCERA ER	PR Batch 00001.05.2024 Surv	18.40
		PR Batch 00001.05.2024 SBCERA ER Cont. T2	PR Batch 00001.05.2024 SBC	7,478.05
		PR Batch 00001.05.2024 Survivor SBCERA Em	PR Batch 00001.05.2024 Surv	18.40
		PR Batch 00001.05.2024 SBCERA EE Adjustme	PR Batch 00001.05.2024 SBC	337.42
			Total for Check Number 16497:	142,763.25
16498	Texas	Texas Life Insurance Company	05/07/2024	
		PR Batch 00002.04.2024 Texas Life Ins Post Tax	PR Batch 00002.04.2024 Tex	161.99
		PR Batch 00001.05.2024 Texas Life Ins Post Tax	PR Batch 00001.05.2024 Tex	161.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16498:	323.98
16499	ZieglerA 8May24s	Al Ziegler April 2024 Board Stipends	05/08/2024	260.00
			Total for Check Number 16499:	260.00
16500	AlexM 8May24e	Alex Marshall Transfer Meal Reimbursement	05/08/2024	12.40
			Total for Check Number 16500:	12.40
16501	AmazNew 1N4D-HKLL-FH3R	Amazon Capital Services Office Supplies	05/08/2024	177.69
			Total for Check Number 16501:	177.69
16502	55BBCSD April24StateB	Big Bear City CSD FS283 Dumpster Service	05/08/2024	197.42
			Total for Check Number 16502:	197.42
16503	55BBCSD April24StateC	Big Bear City CSD FS282 Dumpster Service	05/08/2024	306.04
			Total for Check Number 16503:	306.04
16504	55BBCSD April24StateA	Big Bear City CSD TC Dumpster Service	05/08/2024	197.42
			Total for Check Number 16504:	197.42
16505	Bound April24StateJ	Bound Tree Medical, LLC Medical Supplies Restock	05/08/2024	1,925.86
			Total for Check Number 16505:	1,925.86
16506	MeleB 8May24f 8May24g 8May24h 8May24i	Brittany Melendez Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement	05/08/2024	12.98 13.20 11.26 15.41
			Total for Check Number 16506:	52.85
16507	caltool April24StatD	CTWS LLC FS282 Oxygen	05/08/2024	435.58
			Total for Check Number 16507:	435.58
16508	caltool April24StatE	CTWS LLC FS281 Oxygen	05/08/2024	810.51
			Total for Check Number 16508:	810.51
16509	DeFoR 8May24b 8May24c	Robert DeFoe Transfer Meal Reimbursement Transfer Meal Reimbursement	05/08/2024	17.82 27.90
			Total for Check Number 16509:	45.72
16510	Duthie	Duthie Power Services	05/08/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S127028	FS281 Generator Repair		1,612.95
			Total for Check Number 16510:	1,612.95
16511	EnriqR 8May24a	Rickie Enriquez Transfer Meal Reimbursement	05/08/2024	11.26
			Total for Check Number 16511:	11.26
16512	MountWat 94624-5386	Mountain Water Company LLC Bottled Water Service	05/08/2024	72.00
			Total for Check Number 16512:	72.00
16513	Frontier April24StateK	Frontier Communications FS282 Aux Blg Phone Service	05/08/2024	76.68
			Total for Check Number 16513:	76.68
16514	Frontier April24StateM	Frontier Communications FS283 Phone Service	05/08/2024	237.54
			Total for Check Number 16514:	237.54
16515	Frontier April24StateN	Frontier Communications FS281 Fax Line	05/08/2024	67.88
			Total for Check Number 16515:	67.88
16516	Frontier April24StateL	Frontier Communications FS282 Phone Service	05/08/2024	76.84
			Total for Check Number 16516:	76.84
16517	GinosT 233547	Gino's Tire and Auto Fleet Maintenance	05/08/2024	60.00
			Total for Check Number 16517:	60.00
16518	ForrJ 8May24	Jake Forrester Transfer Meal Reimbursement	05/08/2024	15.93
			Total for Check Number 16518:	15.93
16519	RussoJ 8May24p	John J Russo April 2024 Board Stipends	05/08/2024	260.00
			Total for Check Number 16519:	260.00
16520	EaglIT April24StateG	Kai Tires INC Fleet Maintenance	05/08/2024	6,024.32
			Total for Check Number 16520:	6,024.32
16521	Lance 62817	Lance, Soll & Lunghard, LLP Professional Services	05/08/2024	1,570.00
			Total for Check Number 16521:	1,570.00
16522	WalshLa 8May24r	Larry Walsh April 2024 Board Stipends	05/08/2024	260.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16522:	260.00
16523	LifeAssi April24StateF	Life Assist Inc Medical Supplies Restock	05/08/2024	2,883.14
			Total for Check Number 16523:	2,883.14
16524	DIY April24State	Lumber City Corp Hardware Supplies	05/08/2024	1,097.72
			Total for Check Number 16524:	1,097.72
16525	M&MMech April24StateH	M&M Mechanical Services Inc. HVAC Service FS281,282,283	05/08/2024	960.00
			Total for Check Number 16525:	960.00
16526	MissLin April24StateI	Mission Linen Supply Shop Linen Service	05/08/2024	161.85
			Total for Check Number 16526:	161.85
16527	CounTeam INV100164	Nancy K. Bohl Inc Employee Support Services	05/08/2024	500.00
			Total for Check Number 16527:	500.00
16528	CounTeam INV100119	Nancy K. Bohl Inc Employee Support Services	05/08/2024	600.00
			Total for Check Number 16528:	600.00
16529	NAPA BB April24StateO April24StateO	NAPA Auto Parts Building Maintenance Fleet Maintenance	05/08/2024	14.11 599.72
			Total for Check Number 16529:	613.83
16530	KBHR 1440004327	Parallel Broadcasting Inc Radio Public Service Messaging	05/08/2024	231.40
			Total for Check Number 16530:	231.40
16531	Butc April24StateP	Pinon Enterprises INC Building/Facility Supplies	05/08/2024	47.09
			Total for Check Number 16531:	47.09
16532	Pruetts 55555	Scott D Vann Pruetts Precision Alignment Fleet Maintenance	05/08/2024	219.00
			Total for Check Number 16532:	219.00
16533	MountBev 29372	Randy J. Spitz Beverage Services/Supplies	05/08/2024	99.00
			Total for Check Number 16533:	99.00
16534	HerrR 8May2024I	Rick Herrick April 2024 Board Stipends	05/08/2024	260.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16534:	260.00
16535	RRowe 8May24o	Robert Rowe April 2024 Board Stipends	05/08/2024	390.00
			Total for Check Number 16535:	390.00
16536	Stryker 9206019435	Stryker Sales, LLC EMS Equipment Maintenance	05/08/2024	2,298.65
			Total for Check Number 16536:	2,298.65
16537	Stryker 9206016746	Stryker Sales, LLC EMS Equipment Maintenance	05/08/2024	75.71
			Total for Check Number 16537:	75.71
16538	NAPA April24StateQ April24StateQ	Superior Automotive Warehouse Fleet Maintenance Fleet Maintenance	05/08/2024	1,725.67 -1,104.04
			Total for Check Number 16538:	621.63
16539	MoreTad 8May24j	Tad Morelock Div Chief's Meeting Reimbursement	05/08/2024	618.41
			Total for Check Number 16539:	618.41
16540	TGuyon 8May24d	Tyler Guyon Transfer Meal Reimbursement	05/08/2024	30.00
			Total for Check Number 16540:	30.00
16541	Stannp 38314-20240516-	Stannp.com Prevention Letter Mailing	05/16/2024	20,764.41
			Total for Check Number 16541:	20,764.41
16542	ADoor 88079	A Door Co. Door Repair FS284	05/21/2024	700.00
			Total for Check Number 16542:	700.00
16543	ATT 287328242433X05	AT&T Long Distance Phone Service	05/21/2024	203.06
			Total for Check Number 16543:	203.06
16544	AutoZone 3646 3646 3646	AutoZone Building Maintenance Fleet Maintenance Fleet Maintenance	05/21/2024	90.94 64.09 40.93
			Total for Check Number 16544:	195.96
16545	BVElect April2024A	Bear Valley Electric Service Inc. Moonridge FS Electric Service	05/21/2024	64.48
			Total for Check Number 16545:	64.48
16546	BidwellJ 20MAY24c	Jonathan Bidwell EMT-P Reverification Reimbursement	05/21/2024	70.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20MAY24d	Paramedic License Renewal Reimbursement		250.00
			Total for Check Number 16546:	320.00
16547	55BBCSD APR24Statea	Big Bear City CSD FS282 Water Service	05/21/2024	894.12
			Total for Check Number 16547:	894.12
16548	55BBCSD APR24State	Big Bear City CSD FS282 Aux Bldg Water Service	05/21/2024	379.32
			Total for Check Number 16548:	379.32
16549	Grizzly APR24StateA	Big Bear Grizzly Big Bear Now & Employment Ad	05/21/2024	433.50
			Total for Check Number 16549:	433.50
16550	BBUrgent 3259	Big Bear Urgent Care New Employee Physical	05/21/2024	592.00
			Total for Check Number 16550:	592.00
16551	BCarp 20MAY24g	Brandon Carpenter Transfer Meal Reimbursement	05/21/2024	11.26
			Total for Check Number 16551:	11.26
16552	JPIARegi 20MAY24J 20MAY24J 20MAY24J 20MAY24J	California JPIA Annual Liab/WC Prog Pmt FY23/24 Annual Liab/WC Prog Pmt FY23/24 Annual Liab/WC Prog Pmt FY23/24 Annual Liab/WC Prog Pmt FY23/24	05/21/2024	49,377.94 16,458.32 10,113.55 3,371.19
			Total for Check Number 16552:	79,321.00
16553	DiazC 20MAY24e 20MAY24i	Cesar Diaz Transfer Meal Reimbursement Transfer Meal Reimbursement	05/21/2024	15.00 18.12
			Total for Check Number 16553:	33.12
16554	Charter 170438301050124	Charter Communications FS283 Enterprise TV	05/21/2024	141.26
			Total for Check Number 16554:	141.26
16555	Charter 170407201050124	Charter Communications FS281 Enterprise TV	05/21/2024	139.17
			Total for Check Number 16555:	139.17
16556	Charter 170410601050124	Charter Communications FS281 Enterprise Internet/Voice	05/21/2024	488.78
			Total for Check Number 16556:	488.78
16557	Charter 170410501050124	Charter Communications FS282 Enterprise Internet/Voice	05/21/2024	488.78
			Total for Check Number 16557:	488.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16558	Charter 170412201050124	Charter Communications FS281 Enterprise Internet	05/21/2024	1,374.00
Total for Check Number 16558:				1,374.00
16559	DataT 165192	Citation / Permits Processing Center Contractual Services	05/21/2024	415.64
Total for Check Number 16559:				415.64
16560	CompAir 00042890	Compressed Air Specialties Inc FS282 Annual Air Compressor Service	05/21/2024	1,678.17
Total for Check Number 16560:				1,678.17
16561	CompAir 00042889	Compressed Air Specialties Inc FS281 Annual Air Compressor Service	05/21/2024	1,705.03
Total for Check Number 16561:				1,705.03
16562	CompAir 00042908	Compressed Air Specialties Inc FS282 Air Compressor Repair	05/21/2024	774.69
Total for Check Number 16562:				774.69
16563	ConnPump 281155	Connelly Pumping Services, LLC FS284 Holding Tank Pumping Service	05/21/2024	200.00
Total for Check Number 16563:				200.00
16564	52Confir 2024-074 2024-074	Consolidated Fire Agencies ISO Radio/Pager Service ISO Radio/Pager Service	05/21/2024	3,616.65 10,849.95
Total for Check Number 16564:				14,466.60
16565	DeFoR 20MAY24b	Robert DeFoe Transfer Meal Reimbursement	05/21/2024	15.00
Total for Check Number 16565:				15.00
16566	EnriqR 20MAY24	Rickie Enriquez Transfer Meal Reimbursement	05/21/2024	30.00
Total for Check Number 16566:				30.00
16567	GinosT 233747	Gino's Tire and Auto Fleet Maintenance MA281A (0162)	05/21/2024	30.00
Total for Check Number 16567:				30.00
16568	GlobStar 70475219	Globalstar INC and Subsidiary Satellite Phone Service	05/21/2024	132.97
Total for Check Number 16568:				132.97
16569	ForrJ 20MAY24h	Jake Forrester Transfer Meal Reimbursement	05/21/2024	17.14
Total for Check Number 16569:				17.14
16570	MounTrop 20240062	Mountain Trophy & Pro Shop Employee Appreciation/Plaques	05/21/2024	423.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16570:	423.46
16571	CounTeam INV100303	Nancy K. Bohl Inc Employee Support Services	05/21/2024	300.00
			Total for Check Number 16571:	300.00
16572	Popeyes 20MAY24k	Popeyes Platinum Plumbing Citation Refund/Duplicate Pmt	05/21/2024	201.41
			Total for Check Number 16572:	201.41
16573	PsyCons 527186	Psychological Consulting Associates, Inc Professional Services	05/21/2024	2,200.00
			Total for Check Number 16573:	2,200.00
16574	Haupt APR24StateB	Ralph W. Haupt INC Fuel	05/21/2024	89.43
			Total for Check Number 16574:	89.43
16575	MountBev 29377	Randy J. Spitz Beverage Service/Supplies	05/21/2024	152.27
			Total for Check Number 16575:	152.27
16576	SBCFuel FLT23/24-157 FLT23/24-157	San Bernardino County - Fleet Managemen Fuel Fuel	05/21/2024	4,681.50 4,471.38
			Total for Check Number 16576:	9,152.88
16577	Showtime 22522	Showtime Custom Coach Fleet Maintenance MA9227	05/21/2024	9,954.54
			Total for Check Number 16577:	9,954.54
16578	HotSpots 4348415	South Coast AQMD AQMD Fee July 2023 - Jun 2024	05/21/2024	161.81
			Total for Check Number 16578:	161.81
16579	TGuyon 20MAY24a	Tyler Guyon Transfer Meal Reimbursement	05/21/2024	15.00
			Total for Check Number 16579:	15.00
16580	VictMoto 709004	Victorville Motors Fleet Maintenance MA 1520353	05/21/2024	16,274.30
			Total for Check Number 16580:	16,274.30
16581	02FranTx	Franchise Tax Board PR Batch 00002.05.2024 California Tax Disburs	05/23/2024 PR Batch 00002.05.2024 Cali	300.00
			Total for Check Number 16581:	300.00
16582	Lincoln	Lincoln National Life Insurance Co (5H-26 PR Batch 00002.05.2024 Lincoln 457 Percentag PR Batch 00002.05.2024 Lincoln Roth Flat Amo PR Batch 00002.05.2024 Lincoln 457 Flat Amou	05/23/2024 PR Batch 00002.05.2024 Linc PR Batch 00002.05.2024 Linc PR Batch 00002.05.2024 Linc	560.01 75.00 400.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 16582:				1,035.01
16583	MidAmeri	MidAmerica Admin & Retirement Solution PR Batch 00002.05.2024 Apple 457 Paid Call Pa	05/23/2024 PR Batch 00002.05.2024 App	500.68
Total for Check Number 16583:				500.68
16584	NatRetSo	Nationwide Retirement Solution PR Batch 00002.05.2024 Nationwide Flat Amou PR Batch 00002.05.2024 Nationwide Roth Flat PR Batch 00002.05.2024 Nationwide Roth Perce PR Batch 00002.05.2024 Nationwide Percentage	05/23/2024 PR Batch 00002.05.2024 Nati PR Batch 00002.05.2024 Nati PR Batch 00002.05.2024 Nati PR Batch 00002.05.2024 Nati	2,610.00 110.00 529.78 5,999.84
Total for Check Number 16584:				9,249.62
16585	SBCProFF	San Bernardino County Professional Firefig PR Batch 00002.05.2024 Union Dues Local 935	05/23/2024 PR Batch 00002.05.2024 Unic	2,826.60
Total for Check Number 16585:				2,826.60
16586	SBCERA	SBC Employees' Retirement Association PR Batch 00002.05.2024 Survivor SBCERA ER PR Batch 00002.05.2024 SBCERA EE Adjustme PR Batch 00002.05.2024 Survivor SBCERA Em PR Batch 00002.05.2024 SBCERA ER Cont. T2 PR Batch 00002.05.2024 SBCERA ER Contribu PR Batch 00002.05.2024 SBCERA EE Safety Ti PR Batch 00002.05.2024 SBCERA EE Tier 2	05/23/2024 PR Batch 00002.05.2024 Surv PR Batch 00002.05.2024 SBC PR Batch 00002.05.2024 Surv PR Batch 00002.05.2024 SBC PR Batch 00002.05.2024 SBC PR Batch 00002.05.2024 SBC PR Batch 00002.05.2024 SBC	21.16 337.42 21.16 7,478.05 103,461.07 12,933.18 16,822.13
Total for Check Number 16586:				141,074.17
16587	USBank	US Bank Corporate Payment Systems April2024CALCRD Office Supplies April2024CALCRD Memberships/Publications April2024CALCRD OnStar April2024CALCRD Fleet Maintenance April2024CALCRD Stamps.com April2024CALCRD General Household April2024CALCRD Mutual Aid Fuel/Div Chief's Meeting April2024CALCRD Software/Other Peripherals April2024CALCRD Board Meetings/Chief's Meeting April2024CALCRD Building Maintenance April2024CALCRD Training/License Renewals April2024CALCRD Equipment Maintenance April2024CALCRD Mutual Aid Travel/Div Chief's Meeting April2024CALCRD Uniforms/Boots/Embroidery	05/28/2024	34.05 278.00 49.99 1,185.74 29.99 746.83 64.08 1,412.97 487.55 3,060.56 971.56 721.32 1,667.92 935.40
Total for Check Number 16587:				11,645.96
16588	2Hot 7995	2 HotUniforms, Inc Uniforms	05/30/2024	816.69
Total for Check Number 16588:				816.69
16589	2Hot 7994	2 HotUniforms, Inc Uniforms	05/30/2024	1,049.44
Total for Check Number 16589:				1,049.44
16590	AlexM May302024g	Alex Marshall Transfer Meal Reimbursement	05/30/2024	20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16590:	20.00
16591	AllStar 256035	All Star Fire Equipment Equipment	05/30/2024	487.72
			Total for Check Number 16591:	487.72
16592	AllStar 255934	All Star Fire Equipment Equipment	05/30/2024	1,319.40
			Total for Check Number 16592:	1,319.40
16593	Aspire May302024R	Aspire General Insurance Company Fleet Maintenance	05/30/2024	2,713.88
			Total for Check Number 16593:	2,713.88
16594	BadBear 52433	Bad Bear Sportswear Uniform Embroidery	05/30/2024	142.23
			Total for Check Number 16594:	142.23
16595	BVElect May24State	Bear Valley Electric Service Inc. FS282 Aux Bldg Electric Service	05/30/2024	125.45
			Total for Check Number 16595:	125.45
16596	BVElect May24StateB	Bear Valley Electric Service Inc. FS283 Electric Service	05/30/2024	360.82
			Total for Check Number 16596:	360.82
16597	BVElect May24StateC	Bear Valley Electric Service Inc. FS285 Electric Service	05/30/2024	383.12
			Total for Check Number 16597:	383.12
16598	BVElect May24StateA	Bear Valley Electric Service Inc. FS282 Electric Service	05/30/2024	1,169.20
			Total for Check Number 16598:	1,169.20
16599	BBK May302024B	Best Best & Krieger General Matters & Correspondence	05/30/2024	6,878.40
			Total for Check Number 16599:	6,878.40
16600	BBK May302024C	Best Best & Krieger General Matters & Correspondence	05/30/2024	1,669.50
			Total for Check Number 16600:	1,669.50
16601	BBK May302024	Best Best & Krieger General Matters & Correspondence	05/30/2024	2,119.00
			Total for Check Number 16601:	2,119.00
16602	BBK May302024A	Best Best & Krieger General Matters & Correspondence	05/30/2024	619.40
			Total for Check Number 16602:	619.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
16603	55BBCSD 28	Big Bear City CSD TC Electric Service	05/30/2024	377.39
Total for Check Number 16603:				377.39
16604	BCarp May302024e	Brandon Carpenter Transfer Meal Reimbursement	05/30/2024	15.09
Total for Check Number 16604:				15.09
16605	MeleB May302024j May302024k May302024l May302024m May302024n	Brittany Melendez Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement Transfer Meal Reimbursement	05/30/2024	12.50 13.20 15.00 13.20 12.50
Total for Check Number 16605:				66.40
16606	DiazC May302024i	Cesar Diaz Transfer Meal Reimbursement	05/30/2024	21.95
Total for Check Number 16606:				21.95
16607	Charter May24StateM	Charter Communications FS281 Enterprise Internet/Voice	05/30/2024	159.97
Total for Check Number 16607:				159.97
16608	Charter May24StateN	Charter Communications Control Acct/Enterprise Services	05/30/2024	600.09
Total for Check Number 16608:				600.09
16609	CarQuest MAY24StateL	CJTK LLC Fleet Maintenance	05/30/2024	27.47
Total for Check Number 16609:				27.47
16610	Cypher C-24-132174	Cypheron Healthcare Solutions Ambulance Billing Service	05/30/2024	11,821.24
Total for Check Number 16610:				11,821.24
16611	DLL 82685044	De Lage Landen Financial Services, INC Office Copier Lease	05/30/2024	610.70
Total for Check Number 16611:				610.70
16612	VictorV AHA004	Victor Valley College District Foundation, I ACLS/BLS Instructor Training	05/30/2024	1,100.00
Total for Check Number 16612:				1,100.00
16613	EnriqR May302024f	Rickie Enriquez Transfer Meal Reimbursement	05/30/2024	15.14
Total for Check Number 16613:				15.14
16614	Ianlakin May302024h	Ian Lakin Transfer Meal Reimbursement	05/30/2024	20.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16614:	20.63
16615	Image200 61185a	Image 2000 Copier Toner/Lease	05/30/2024	19.33
			Total for Check Number 16615:	19.33
16616	Kimbro 61237	Jerry Kimbro FS282 Repairs	05/30/2024	363.35
			Total for Check Number 16616:	363.35
16617	NFPASubs May302024S	NFPA NFPA Membership ID#2647633	05/30/2024	175.00
			Total for Check Number 16617:	175.00
16618	Butc May24StateO May24StateO	Pinon Enterprises INC Building Maintenance Fleet Maintenance	05/30/2024	50.92 20.02
			Total for Check Number 16618:	70.94
16619	MountBev 29385	Randy J. Spitz Berverage Service/Supplies	05/30/2024	153.00
			Total for Check Number 16619:	153.00
16620	HerrR May302024o	Rick Herrick May 2024 FPD Board Stipend	05/30/2024	100.00
			Total for Check Number 16620:	100.00
16621	SWGAs May24StateD	Southwest Gas Corporation Moonridge FS Natural Gas Service	05/30/2024	108.70
			Total for Check Number 16621:	108.70
16622	SWGAs May24StateH	Southwest Gas Corporation Training Center #C Natural Gas Service	05/30/2024	37.14
			Total for Check Number 16622:	37.14
16623	SWGAs May24StateU	Southwest Gas Corporation FS283 FS Natural Gas Service	05/30/2024	152.23
			Total for Check Number 16623:	152.23
16624	SWGAs May24StateI	Southwest Gas Corporation FS282 Natural Gas Service	05/30/2024	369.78
			Total for Check Number 16624:	369.78
16625	SWGAs May24StateF	Southwest Gas Corporation FS281 Natural Gas Service	05/30/2024	822.19
			Total for Check Number 16625:	822.19
16626	SWGAs May24StateG	Southwest Gas Corporation Training Center #B Natural Gas Service	05/30/2024	11.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 16626:	11.00
16627	SWGAs May24StateE	Southwest Gas Corporation Boulder Bay FS Natural Gas Service	05/30/2024	19.71
			Total for Check Number 16627:	19.71
16628	SWGAs May24StateK	Southwest Gas Corporation FS285 Natural Gas Service	05/30/2024	103.39
			Total for Check Number 16628:	103.39
16629	SWGAs May24StateJ	Southwest Gas Corporation FS282 Aux Bldg Natural Gas Service	05/30/2024	133.05
			Total for Check Number 16629:	133.05
16630	Stryker 0000016084	Stryker Sales, LLC Medical Maintenance Contract	05/30/2024	1,021.44
			Total for Check Number 16630:	1,021.44
16631	TracAnal 24-11457	Trace Analytics, LLC Routine SCBA Air Samples Analysis	05/30/2024	816.92
			Total for Check Number 16631:	816.92
16632	WinfR May302024d	Ross Winfield Transfer Meal Reimbursement	05/30/2024	16.39
			Total for Check Number 16632:	16.39
			Report Total (358 checks):	1,727,210.61

**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
June 11, 2024**

A Regular Meeting of the Big Bear Fire Authority was called to order by Board Chair Walsh at 5:01 p.m., Tuesday, June 11, 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 Randall Putz
 Director Bob Rowe
 Director John Russo
 Director Al Ziegler

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief
 Luke Wagner, Acting Assistant Chief/Fire Marshal
 Kristin Mandolini, Director of Business Services
 Chardelle Smith, Board Secretary
 Nicholas Norvell, Assistant Authority Counsel

OPEN SESSION

CALL TO ORDER

Moment of Silence: Observed

Pledge of Allegiance: Led by Vice Chair Segovia

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:

- Thursday, July 4, 2024, in observance of Independence Day and will reopen on Monday, July 8, 2024.

The department is coordinating with LifeStream Blood Bank to host a blood drive at Station 281, tentatively scheduled for July 19, 2024.

Big Bear Professional Firefighters' Association is hosting their annual golf tournament, "Sink Some for Charity," on August 25, 2024, with a 9:00 a.m. shotgun start at Bear Mountain Golf Course.

PRESENTATIONS

- Assistant Chief/Fire Marshal Maltby Retirement Recognition
Speaker: Jeff Willis

Willis presented a proclamation of appreciation to Assistant Chief/Fire Marshal Mike Maltby.

DIRECTORS' GENERAL ANNOUNCEMENTS

None

GENERAL PUBLIC COMMENT

Patrice Duncan, Sugarloaf: Thanked those who attended the first Fire Safe Big Bear Council meeting on May 23rd. She mentioned the Sugarloaf risk assessment has been completed and the next step is to submit the application for Sugarloaf to become a Firewise community. Ms. Duncan requested the Board approve a presentation regarding the Fire Safe Big Bear Council at the August 13 regular board meeting.

Daniel Gulbranson: commented on fire planning by cleaning up the corridors to not end up like Paradise. He stated we need large sirens because when the smoke comes, you can't see anything. He commented to plan for citizen involvement for the elderly, animals, etc.

CHIEF'S REPORT

Chief Willis updated the Board on the recently purchased vehicles. He stated the Ladder Truck and ME-282 are receiving the final delivery repairs and tool mounting work. The final delivery is anticipated to be 6-8 weeks. The new Braun Ambulance is set to be delivered February of 2025. Willis mentioned the hazard abatement notices were mailed to all property owners as of May 31, 2024 and first inspections are scheduled to begin June 25, 2024. Willis stated the application to become a fire risk reduction community has been forwarded to the Resource Protection Committee for possible approval.

Discussion ensued regarding the newly hired fire inspector. Willis mentioned he will be properly introduced at the August regular board meeting.

FINANCE OFFICER'S REPORT

Ms. Mandolini presented the finance report as of March 31, 2024.

FIRE AUTHORITY CONSENT CALENDAR

Director Herrick pulled FA6 for further discussion

- FA1. Approval of Demands – Check Issue Date 03/01/24 through 03/31/2024 in the amount of \$678,342.91.**
- FA2. Approval of Meeting Minutes from the April 9, 2024, Regular Meeting of the Big Bear Fire Authority.**
- FA3. Approval of Meeting Minutes from the April 17, 2024, Board Workshop Meeting of the Big Bear Fire Authority.**
- FA4. Receive and File Big Bear Fire Department Monthly Activity Report for February, 2024.**
- FA5. Ordinance No. BBFA2023-002 Cost Recovery Fees and Charges Code Permits Soft Implementation**

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

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

ITEMS REMOVED FROM THE CONSENT CALENDAR

FA6. Memorandum of Understanding Between Big Bear City Community Services District and Big Bear Fire Authority

Discussion was held regarding verbiage within the Memorandum of Understanding (MOU) regarding land purchased and land lease. It was asked why a written agreement took so long to complete. It was mentioned the City of Big Bear Lake does not charge the Fire Department regarding administrative services. It was suggested an inside audit be completed to show what the department has paid for City of Big Bear Lake or Fire Protection District Services.

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

Action: Motion by Director Herrick, seconded by Director Segovia, to assign the MOU Between Big Bear City Community Services District and Big Bear Fire Authority to the finance committee for further discussion:

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

PUBLIC HEARING

FA7. Proposed Resolution No. BBFA2024-003 to Adopt the Fiscal Year 2024-2025 Big Bear Fire Authority Budget

Board consideration of conducting a Public Hearing to approve Resolution No. BBFA2024-003 adopting the Big Bear Fire Authority Budget for Fiscal Year 2024-2025.

Speaker: Director of Business Services Kristin Mandolini

Ms. Mandolini mentioned a budget workshop was held on April 17, 2024, where it was approved to notice in the local newspaper regarding the public hearing. Mandolini stated she met with Director Eagleson and Vice Chair Segovia on May 1, 2024, and reviewed the draft preliminary budget. With this meeting, the May 22, 2024 budget workshop was canceled. She mentioned the capitol budget item for painting station 283 was decreased by \$4,825. As requested, the current budget numbers were added to the 5-year budget projection for comparative purposes. Mandolini mentioned the budget request for removing and replacing the asphalt at Station 282 still shows \$60,000, but an estimate was acquired for patch work at a reduced amount of \$15,800. Ms. Mandolini mentioned this is a balanced budget with a projected fund balance increase of \$187,817.

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

Action: At the hour of 5:38 p.m., Board Chair Walsh opened the public hearing. There being no public comment, Board Chair Walsh closed the public hearing at the hour of 5:38 p.m.

Action: Motion by Director Herrick, seconded by Director Segovia, to approve Resolution No. BBFA2024-003 adopting the Big Bear Fire Authority Budget for fiscal year 2024-2025, with Station 282 parking lot to be completed as patch work only at \$15,800.

RESOLUTION NO. BBFA2024-003

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 2024-2025

Said Motion was approved by the following vote:

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

NEW BUSINESS

BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS

FA8. Proposed Resolution BBFA2024-005 Authorizing Ambulance Service Fee Increase

Board consideration of approving Resolution BBFA2024-005 that increases Ambulance Service Fees for Big Bear Fire Authority.

Speaker: Director of Business Services Kristin Mandolini

Ms. Mandolini mentioned this is an annual adjustment made by the Inland Counties Emergency Medical Authority (ICEMA) to reflect the cost changes in providing EMS and transport services. The rate adjustment has an increase of 9.5% for Advanced and Basic Life Support transports and a 4.2% increase for all add-on changes.

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

Board Chair Walsh called for public comment. There was no public comment.

Action: Motion by Vice Chair Segovia, seconded by Director Putz, to approve Resolution No. BBFA2024-005 authorizing the increase of ambulance service fees for Big Bear Fire Authority.

Said Motion was approved by the following vote:

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

FA9. Tax And Revenue Anticipation Note from EverBank

Board consideration of adopting Resolution No. BBFA2024-004 and authorizing to enter into agreement between the Authority and EverBank for borrowing of funds for fiscal year 2024-2025.

Speaker: Director of Business Services Kristin Mandolini

Ms. Mandolini stated for fiscal year 2024/2025, the department anticipates the need for a Tax and Revenue Anticipated Note (TRAN) in the amount of \$2 million, to cover the cash flow while the department awaits the first installment of property tax payments to arrive. She mentioned this will be withdrawn in September and paid off by January of 2025, with an interest rate of 6.95%, almost 2% less than other banks.

Discussion ensued regarding previous years interest rate and what the issuance cost would have been if we kept with the previous years banks.

It was suggested for future years, the City of Big Bear Lake (City) and the Big Bear City Community Services District (CSD) split the cost so the department does not have to request a TRAN through a bank.

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

Board Chair Walsh called for public comment. There was no public comment.

Action: Motion by Director Putz, seconded by Director Herrick, to approve Resolution No. BBFA2024-004 authorizing the Authority to enter an agreement with EverBank for borrowing of funds for fiscal year 2024-2025; and direct further discussion to the Finance Committee regarding the City and CSD splitting the cost for future TRANs.

Said Motion was approved by the following vote:

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

FA10. Appointment of Paid Call Technical Specialist as a Returning Retiree

Board consideration of adopting Resolution No. BBFA2024-006 and authorizing appointment of a returning retiree as a Paid Call Technical Specialist.

Speaker: Chief Willis

Willis provided background regarding Assistant Chief Mike Maltby's upcoming retirement and Battalion Chief Luke Wagner currently working as Acting Assistant Chief alongside Mike. He mentioned as we head into the fire hazard abatement season, as well as other tasks of the Assistant Fire Chief, appointing Mike Maltby as the Paid Call Technical Specialist would allow for a smooth transition as Luke continues training with Mike.

Board Chair Walsh called for public comment. There was no public comment.

Action: Motion by Director Melnick, seconded by Vice Chair Segovia, to approve Resolution No. BBFA2024-006 authorizing the appointment of Mike Maltby as the Paid Call Technical Specialist.

Said Motion was approved by the following vote:

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

FA11. Big Bear Fire Authority Regular Meetings Once a Month

Board consideration to discuss and provide further direction to staff regarding scheduling regular board meetings every month, rather than bi-monthly.

Speaker: Chief Willis

Willis mentioned staff was directed to bring this for board discussion. It was mentioned there was past discussion regarding too much time in between regular board meetings as well as bigger agenda items. Due to this, the department established the Finance Committee to meet in-between regular board meetings.

Discussion ensued regarding the loss of time in between regular board meetings and some items possibly being missed only meeting six times per year. It was mentioned to be mindful of staff time and department expenditures.

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

It was noted if approved, the updated bylaws and meeting calendar will be brought forward to the Board in August to approve the new board meeting schedule.

Board Chair Walsh called for public comment:

Jon Bidwell questioned if its easier to set a 12-month calendar or to set a special meeting as needed.

A motion was made by Director Herrick, seconded by Director Rowe to set the department regular board meetings to the second Tuesday of each month; to possibly reschedule the Finance Committee meeting day; and schedule a special meeting in July to start the once-a-month meetings.

Action: A substitute motion by Director Melnick, seconded by Director Herrick, to start the monthly meetings in August; to set the department regular board meetings to the second Tuesday of each month; and to possibly reschedule the Finance Committee meeting day.

Said Motion was approved by the following vote:

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

FA12. Reserve Policy

Board consideration to discuss and provide further direction to staff regarding a reserve policy.

Speaker: Senior Finance Officer Kristin Mandolini

Ms. Mandolini stated the reserve policy was issued in December of 2012, and later revised in July of 2016. Mandolini mentioned this policy outlines targeted fund balance assignments and appropriate uses, such as disaster reserve as well as reserves for vehicles and facilities. She stated it was requested at the April 17th Board workshop to look at the reserve policy and bring back to the full board for further discussion.

Discussion ensued regarding if the department has been following the set policy and it was suggested to give this discussion to the Finance Committee for further review.

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

Board Chair Walsh called for public comment:

Patrice Duncan: questioned that there was already \$187k going into this coming fiscal year reserve.

Action: Motion by Director Putz seconded by Director Eagleson, to assign the current reserve policy to the Finance Committee for further discussion and possible revision.

Said Motion was approved by the following vote:

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

FA13. Mission, Vision, Core Values, and Motto Statements

Board consideration to review and approve the draft mission, vision, core values, and motto statements brought forward from the Ad Hoc Strategic Planning Committee.

Speaker: Director Eagleson

Director Eagleson reviewed the proposed mission, vision, core values, and motto statement. He mentioned the Committee met three times, as well as two subcommittees were formed. He stated Engineer reached out to the employees of the department for thoughts towards the statements.

Discussion ensued regarding the employees' and Director's comments with the draft version. It was mentioned the mission statement didn't seem to include the Board representing the community by being fiscally responsible. It was suggested the statements be looked at every year.

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

Board Chair Walsh called for public comment:

Jon Bidwell: agreed with the revision to the vision statement.

Andrew Crane: mentioned that using the word accountability can influence the entire organization in so many different ways.

Action: Motion by Director Putz, seconded by Eagleson, to approve the updated mission, vision, core values, and motto statement as the following:

Mission Statement

Compassionate professionals committed to saving lives, property, and the environment through integrity and respect.

Vision Statement

BBFA pursues the pinnacle of service, providing a stronger and safer community modeling excellence through adaptability, accountability, and trust.

Core values

Community, Commitment, Compassion

Motto

“Pinnacle of service”

Said Motion was approved by the following vote:

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

FA14. Strategic Planning Approach

Board consideration to review and discuss the other financial resources brought forward from the Ad Hoc Strategic Planning Committee.

Speaker: Director Putz

Director Putz provided background on the recent discussions regarding strategic planning. He mentioned the committee looked at the past, the current, and the future of the department. Putz stated with all the ideas that were brought forward, the question of how the department can financially move forward continued to be asked. With this question, the committee created a short-term triage vs and long-term triage regarding financials pertaining to the wish list.

Engineer Bidwell stated many avenues were looked into, and the thought of a two-phase plan was made. Phase 1 would be one to three years and move a firefighter from the ambulance to the truck, making the truck a 4-0 status. The department would need to hire ambulance operator/paramedics to backfill those positions. With this phase, response times would be quicker and fire attack on a structure fire would be quicker as well. The second phase would possibly be three to five years and would possibly make a squad unit. The squad unit would take the fourth firefighter off the truck and put them on the squad. With this, the department would need to hire a firefighter/paramedic.

Discussion ensued regarding the thought of the short-term triage being something the department could control now and the long-term triage needing more discussions on how that could be done. It was mentioned the department does not

want to ask the community members, but to look into the visitor impact on the department and where additional revenue could possibly be captured.

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

Action: Motion by Director Putz, seconded by Director Melnick, to continue the ad hoc committee meetings to create a detailed short-term triage strategic plan and bring back to the full board for further discussion.

Said Motion was approved by the following vote:

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

Action: Motion by Director Putz, seconded by Director Melnick, to continue the ad hoc committee meetings to investigate and assess the visitors impact on the department and how to collect additional revenue.

Said Motion was approved by the following vote:

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

Director Eagleson stepped out at 7:37 p.m., returned at 7:39 p.m.

COMMITTEE REPORTS

An Ad Hoc Strategic Planning Committee meeting was held on:

- April 30, 2024 and May 28, 2024
 - In attendance was Director Eagleson, Director Putz, Director Rowe, and Vice Chair Segovia, with ex officio members Jon Bidwell, Glenn Schwartzman, and Andrew Crane.

DIRECTORS' CLOSING COMMENTS

Director Herrick thanked the Finance Committee and is looking forward to future discussions.

Director Putz commented on the board from where they were one year ago vs today. He thanked the Board for being proactive, responsible, and addressing concerns right away to allow the budget to be approved in a timely manner. He commented on the great work within the strategic planning and that it's been a pleasure and honor to work with labor, fellow directors, and management staff.

Board Chair Walsh commented regarding Patrice Duncan and her first meeting of the Big Bear Fire Safe Council where people came up requesting bringing nurseries and landscaper's up to speed regarding hazard abatement. He commented on the professional announcement regarding hazard abatement. He mentioned we state up to one cord of firewood can be at the house, but that cannot be found within the ordinance. Walsh requested the inspection staff and firefighter's look around the fire stations to ensure they have proper defensible space. He stated we allow the village to have brush along the sidewalk, yet the department is asking community members to clear it 20 feet from the roadway. He also commented regarding a phone call he received about firefighters recently hosing down the station sidewalk when residence cannot due to local regulations on water usage.

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

None

CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
No. of cases: 1
2. **Public Employee Performance Evaluation (Government Code §54957)**
Title: Fire Chief

REPORT FROM CLOSED SESSION

At the hour of 7:46 p.m., Board Chair Walsh adjourned to Closed Session.

At the hour of 8:43 p.m., Board Chair Walsh adjourned Closed Session.

At the hour of 8:43 p.m., Board Chair Walsh re-opened Regular Session, with no public present.

REPORT ON CLOSED SESSION

No reportable action.

ADJOURNMENT

Page 13
Fire Authority Minutes
June 11, 2024

There being no further business to come before the Fire Authority at this session, Board Chair Walsh adjourned the meeting at 8:43 p.m.

Chardelle Smith
Board Secretary



INTEROFFICE MEMO

Big Bear Fire Authority

DATE: August 7, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **MARCH 2024 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	104	350	1,396
1.2.2	Rescue/Medical Calls	277	1,004	3,198
1.2.3	Medical Flight Missions	17	72	308
1.2.4	Training Class Summary (hours)	402.5	1,081	5,630.25
FIRE PREVENTION				
1.2.5	Plan Review	9	39	149
1.2.6	Chipping Requests (2020 Suspended)	--	--	--
1.2.7	Trees Removed/Reimbursed Through Grant	0	0	9
1.2.8	Hazardous Tree Removal Notice to Proceed	0	1	29
1.2.9	Hazardous Tree 2 nd & Final Abate Notice/Order (included in 1.2.11 and below)	--	--	-
1.2.10	Tree Abatement Issues Resolved	0	0	31

	FIRE PREVENTION CONTINUED	Current Month	Calendar YTD	Previous Year
1.2.11	1 ST Abate Notice/Order	0	3	5,505
1.1.12	1 st inspection with 1 st Citation (weeds & grasses)	0	0	1,245
1.2.13	2 nd Inspection with 1 st Citation	2	2	408
1.2.14	3 rd Inspection with 2 nd Citation	0	0	82
1.2.15	Final Inspection with 3 rd Citation	0	0	24
1.2.16	January 2024 Compliant Inspections	2	2	880

2. COMMUNITY RELATION

- 2.1 March 1 – Big Bear Fire personnel participated in the North Shore Elementary School Read-a-thon.
- 2.2 March 7 - Big Bear Fire personnel participated in the Baldwin Lane Elementary School Read-a-Thon.

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 City Community Services District Board meeting – March 4, 18
 - Big Bear Fire Authority Ad Hoc Personnel Committee meeting – March 5
 - Big Bear Fire Authority Finance Committee meeting – March 12
 - Inland Empire Fire Safe Alliance meeting – March 13
 - Update meeting with Blue Forest Conservation – March 19
 - FDAC Board Leadership meeting – March 21
 - Big Bear Fire Authority Ad Hoc Strategic Planning Committee meeting – March 27
 - San Bernardino County Fire Chiefs Association meeting – March 28
 - San Bernardino County Tropical Hilary meeting – March 28
- 3.2 Battalion Chief Parham attended the following meetings/trainings during the reporting month:
 - None
- 3.3 Battalion Chief Rogers attended the following meetings/trainings during the reporting month:
 - San Bernardino County Training Officers Association meeting (SBCTOA) – March 14

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

- Government Affairs-Regional Transportation Advisory Committee (GA-RTAC) – March 14
- All San Bernardino County Fire Agencies (XBO) Cooperators meeting – March 21

4. HEALTH AND SAFETY

4.1 March 6, 20, 22 – EMS Training: Skills was held for all shifts.

5. ADVERTISING, PRESS RELEASES AND SOCIAL MEDIA

5.1 March – The following advertisements were placed:

- “Ambulance Membership” KBHR
- “Let’s Get Something Clear” Big Bear Now

5.2 March – The following social media posts were placed:

- 3/19/2024 We are Hiring – Fire Inspector
- 3/20/2024 We are Hiring – HR Coordinator

6. PERSONNEL

6.1 March 11, 13, 14 – Chief Willis met with all shifts at each station to discuss ongoing department operations.

6.2 March 18 & 21 – AO/EMT interviews and testing was held.

7. ADMINISTRATIVE STAFF TRAINING/ CONFERENCES/ SEMINARS

7.1 March 5 – Facilities and Systems Manager Dickerson attended a CONFIRE Communications and Support Committee meeting

7.2 March 14 – Board Secretary Smith met via zoom with CalOES representatives regarding the departments pending Covid-19 reimbursement.

7.3 March 26 - 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

03/01/2024 - 03/31/2024

COMPANY TRAINING DOCUMENTATION	HOURS		
		Emergency Ops,Fire Pump,Fire Suppression,Hose,Hydrants/Streets, Water Supply,Physical Fitness,Pre/Post Incident,SCBA	16
Aerial Ladder	3	Emergency Ops,Fire Pump,Fire Suppression,Hose,Pre/Post Incident,Preventative Maintenance,SCBA	5
Aerial Ladder,Area Familiarization,Emergency Ops,Fire Suppression,Ladders,Pre/Post Incident	7.5	Emergency Ops,Fire Pump,Hose,Hydrants/Streets, Water Supply,Physical Fitness,Pre/Post Incident,Preventative Maintenance,SCBA	10
Area Familiarization,Emergency Ops,Fire Prevention,Fire Pump,Fire Suppression,Forcible Entry,Hydrants/Streets, Water Supply,Ladders,Pre/Post Incident,Technical Rescue	4.5	Emergency Ops,Fire Pump,Hose,Hydrants/Streets, Water Supply,Pre/Post Incident,Preventative Maintenance,SCBA	3
Area Familiarization,Emergency Ops,Fire Pump,Fire Suppression,Forcible Entry,Hose,Ladders,Pre/Post Incident,Technical Rescue	4.5	Emergency Ops,Fire Pump,Pre/Post Incident,Preventative Maintenance	7
Area Familiarization,Emergency Ops,Fire Pump,Hose,Pre/Post Incident,Preventative Maintenance,SCBA	5	Emergency Ops,Fire Pump,Pre/Post Incident,Preventative Maintenance,SCBA	8
Area Familiarization,Emergency Ops,Fire Suppression,Forcible Entry,Hose,Hydrants/Streets, Water Supply,Pre/Post Incident,Technical Rescue	4.5	Emergency Ops,Pre/Post Incident	3
Area Familiarization,Emergency Ops,Fire Suppression,Forcible Entry,Ladders,Pre/Post Incident,Technical Rescue	3	Emergency Ops,Pre/Post Incident,Preventative Maintenance	21
Area Familiarization,Emergency Ops,Fire Suppression,Hydrants/Streets, Water Supply	6.0	Emergency Ops,SCBA,Technical Rescue	10
Area Familiarization,Emergency Ops,Forcible Entry,Hose,Hydrants/Streets, Water Supply,Pre/Post Incident	6	Fire Pump,Fire Suppression,Hydrants/Streets, Water Supply	6

TRAINING SUMMARY REPORT
03/01/2024 - 03/31/2024

COMPANY TRAINING DOCUMENTATION CONTINUED	HOURS
Area Familiarization,Physical Fitness,Preventative Maintenance	1.5
Fire Suppression	3
Hose	12
Hose,Hydrants/Streets, Water Supply	14
Hose,Hydrants/Streets, Water Supply,Ladders	30
Hose,Ladders	12
Hose,Technical Rescue	6
Ladders	12
Physical Fitness	77
Physical Fitness,Pre/Post Incident,Preventative Maintenance	30.5
Physical Fitness,Preventative Maintenance	23.5
SCBA	3
Technical Rescue	3
TOTAL COMPANY TRAINING DOCUMENTATION HOURS	361

EMS	HOURS
EMS Advanced Airways: Intubation and Beyond (2 hours)	2
EMS Airway Management Advanced (2 hours)	2
EMS CNS Injuries Advanced	1
EMS Endocrine System Emergencies Advanced	2
EMS Environmental Emergencies Advanced	1
EMS Geriatric Emergencies Advanced	1
EMS Pharmacology Advanced	2
EMS Training Documentation	21
TOTAL EMS HOURS	32

MISCELLANEOUS	HOURS
Officer Training (Management/Administration) Documentation	10
TOTAL MISCELLANEOUS HOURS	10

TOTAL TRAINING HOURS	402.5
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Incident Type Report 03/01/24 - 03/31/24

1 Fire	Count	Est. Prop. Loss	Est. Content Loss	Total Est. Loss	%
100 - Fire, other	1				
114 - Chimney or flue fire, confined to chimney or flue	2				
Incident Count	3	\$0	\$0	\$0	0%

3 Rescue & Emergency Medical Service Incident	Count
321 - EMS call, excluding vehicle accident with injury	205
322 - Motor vehicle accident with injuries	8
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	4
353 - Removal of victim(s) from stalled elevator	1
Interfacility Transfers	58
Incident Count	277

4 Hazardous Condition	Count
400 - Hazardous condition, other	1
411 - Gasoline or other flammable liquid spill	1
412 - Gas leak (natural gas or LPG)	2
424 - Carbon monoxide incident	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	2
Incident Count	8

5 Service Call	Count
511 - Lock-out	1
520 - Water problem, other	1
521 - Water evacuation	1
550 - Public service assistance, other	8
551 - Assist police or other governmental agency	1
553 - Public service	7
554 - Assist invalid	1
561 - Unauthorized burning	3
Incident Count	23

6 Good Intent Call	Count
600 - Good intent call, other	5
611 - Dispatched and cancelled en route	13
611A - Alarm: Dispatched & Cancelled Enroute	7
611E - EMS: Dispatched & Cancelled Enroute	17
611T - T/C: Dispatched & Cancelled Enroute	6
622 - No incident found on arrival at dispatch address	1

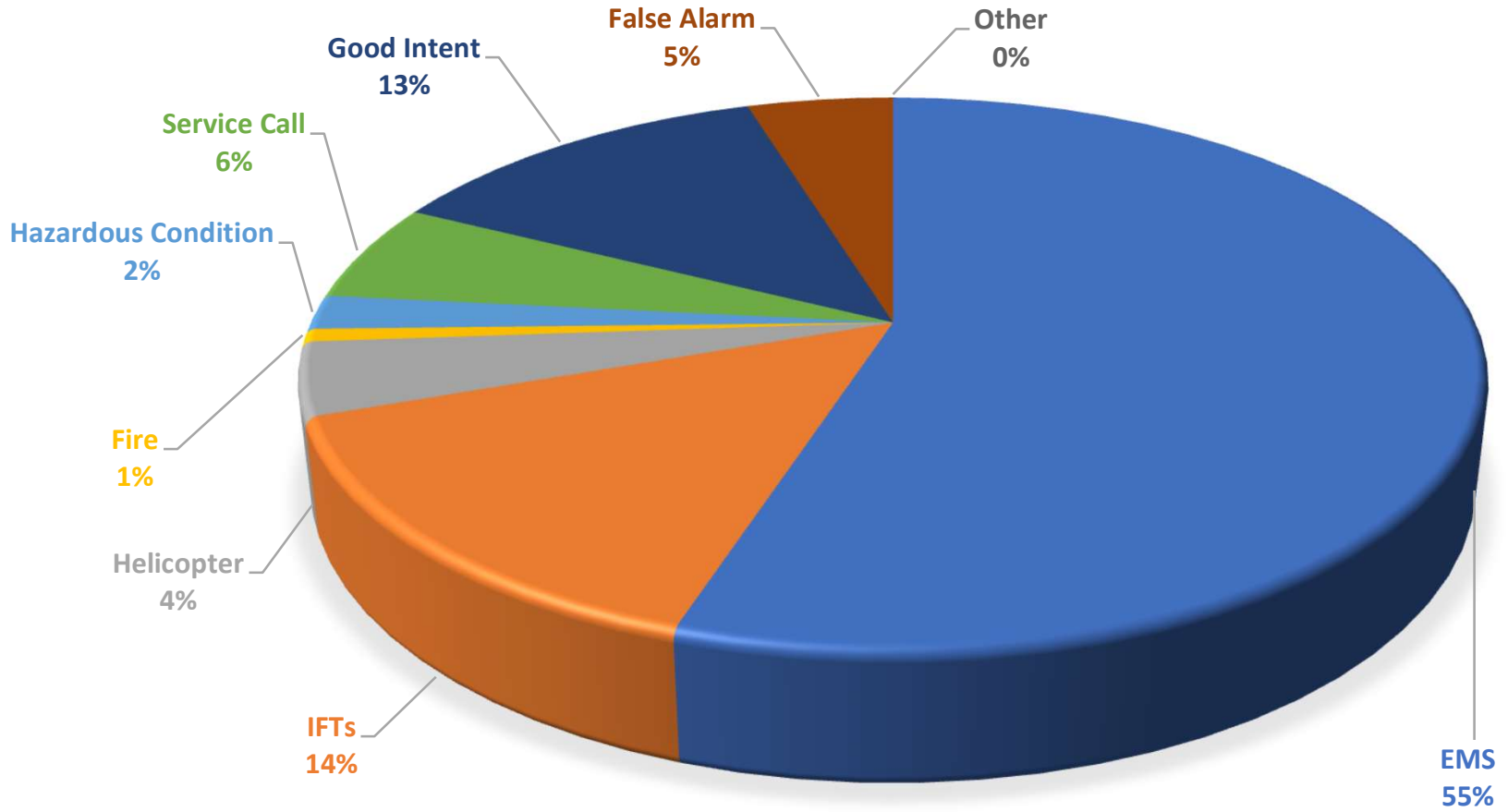
Incident Type Report 03/01/24 - 03/31/24

7 False Alarm & False Call	Count
700 - False alarm or false call, other	7
733 - Smoke detector activation due to malfunction	4
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	4
746 - Carbon monoxide detector activation, no CO	1
Incident Count	19

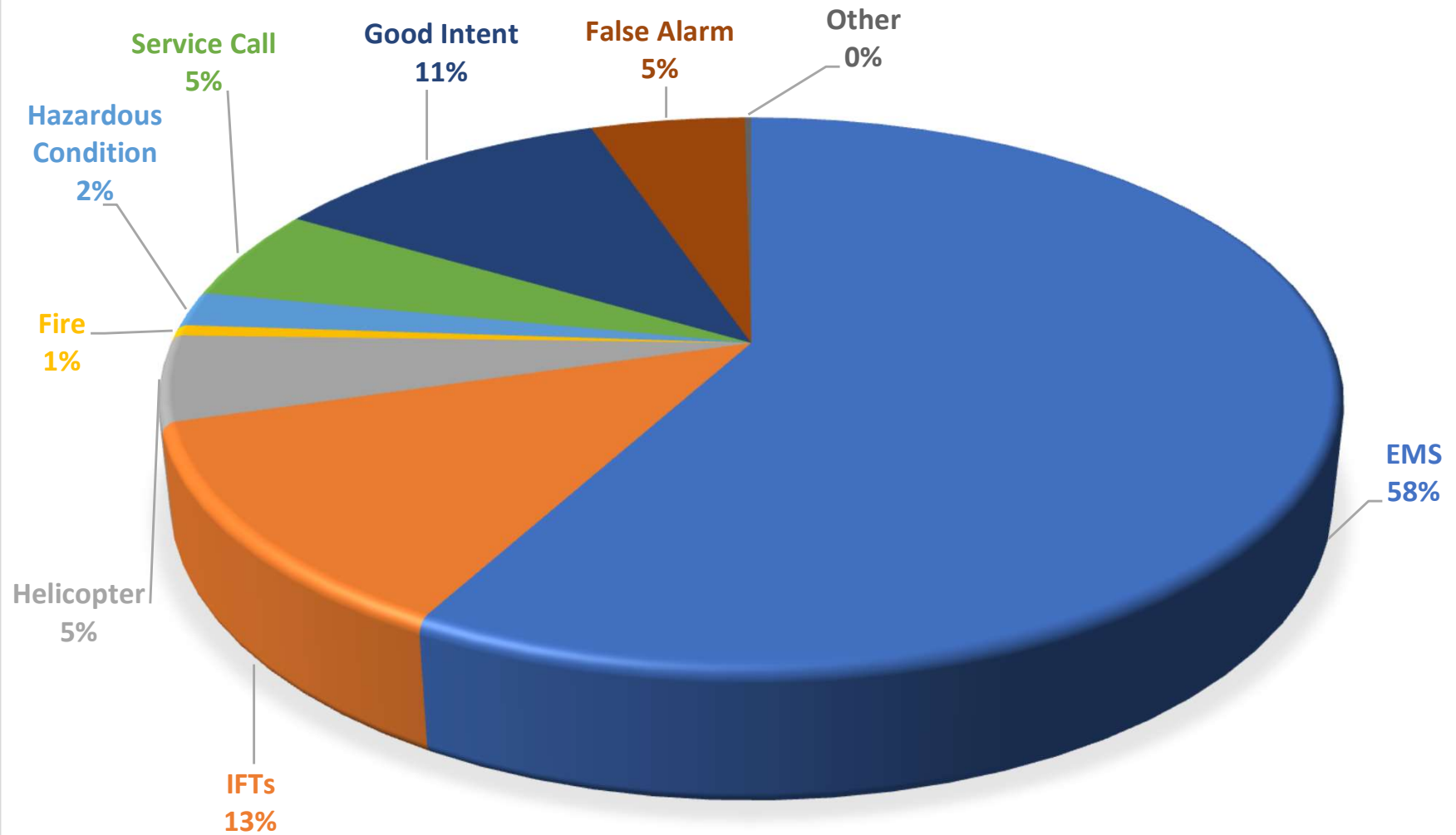
6 Good Intent Call Continued	Count
650 - Steam, other gas mistaken for smoke, other	1
671 - HazMat release investigation w/no HazMat	1
Incident Count	51

TOTAL INCIDENT COUNT	381
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MARCH 2024 INCIDENTS BY TYPE



2024 YTD TOTAL INCIDENTS BY TYPE





BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA4

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **APPROVE RESOLUTION BBFA2024-007 AUTHORIZING CAL OES FUNDING FOR DISASTER NO. DR4482 COVID-19 EXPENDITURES**

BACKGROUND

Covid-19 was declared a national emergency on March 13, 2020. During this time, Big Bear Fire Authority developed and implemented numerous measures to insure the health and welfare of the essential first responder workforce and support staff. Some of those measures included establishing an interagency taskforce to organize response to covid-19 by creating new policies regarding operations, to reduce covid-19 exposures, proper decontamination of personnel, equipment, apparatus, and fire stations, and more. This taskforce resulted in 151 over time hours to organize, plan and direct various mitigation measures. These overtime hours do not include several hundred hours of lost work time that also required position backfills at overtime rates. The department also purchased PPE and medical supplies to keep up with the demand of covid positive and covid suspected emergency calls. A glass partition was installed in the administrative office front counter, as well as numerous amounts of cleaning supplies to properly disinfect not only the fire apparatus, but to also clean hard surfaces around the fire stations and the administrative offices.

DISCUSSION

Administration submitted a request for reimbursement on November 19, 2020. Since then, there have been many application revisions and meetings between department staff and Cal OES representatives. One of the final requests is completion of Cal OES Form 130 (attachment a). This Agent Resolution is specific to Disaster No. DR4482 and is required of all applicants to be eligible to receive funding.

RECOMMENDATION

Staff recommends the Fire Authority Board approve Resolution No. BBFA2024-007 authorizing the Fire Chief reimbursement funds specific to covid-19 Disaster No. DR4482.

Attachment A: Resolution No. BBFA2024-007



DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Big Bear Fire Authority
 (Governing Body) (Name of Applicant)

THAT Luke Wagner, OR
 (Title of Authorized Agent)

Chardelle Smith, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Big Bear Fire Authority
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Big Bear Fire Authority, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): DR 4482

Passed and approved this 13 day of August, 2024

Larry Walsh, Board Chair

(Name and Title of Governing Body Representative)

Kendi Segovia, Vice Chair

(Name and Title of Governing Body Representative)

Rick Herrick, Director

(Name and Title of Governing Body Representative)

CERTIFICATION

I, **Jeff Willis**, duly appointed and **Fire Chief** of
 (Name) (Title)

Big Bear Fire Authority, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the **Board of Directors**
 (Governing Body)

of the **Big Bear Fire Authority** on the 13 day of August, 2024.
 (Name of Applicant)

Fire Chief

(Signature)

(Title)



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA5

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *[Signature]*

SUBJECT: **RESOLUTION NO. BBFA2024-008 AND AGREEMENT WITH CALFIRE TO CONTINUE FEDERAL EXCESS PERSONAL PROPERTY PROGRAM**

BACKGROUND:

On August 18, 2015, the Board approved Resolution No. BBFA2015-016. With this action, the Fire Authority was enrolled in the Federal Excess Personal Property Program (FEPP.) Through this program, the department has acquired the vehicles and equipment listed in the table below at no cost to the Authority, other than operating and maintenance cost.

Make	Model	Assignment
Dodge	3500 4X4 Pickup	Administration Support
Dodge	3500 4X4 Pickup	Operations Support
Ford	12 Passenger Van	Operations Support
Oshkosh	Water Tender Conversion	Baldwin Station 284
Caterpillar	IT28B Wheel Loader	Debris Removal
Bobcat	843 Skid Steer Loader	Debris Removal
Fremont Generator	MEP-803A Mobile Electric Power	Station 283
Fremont Generator	MEP-803A Mobile Electric Power	Station 284

DISCUSSION:

The Authority entered into this cooperative agreement on August 18, 2015. This initial cooperative agreement was for a five-year period with the ability to extend the agreement in two-year increments after the five-year period. The acquired equipment in the table above is considered to be on loan and shall be returned to the State when no longer useful to the Authority. Staff desires to retain eligibility within the FEPP program. This program allows the Authority to acquire supplemental vehicles and equipment that are necessary to support ongoing Authority operations. Staff desires the ability to also rotate vehicle and equipment through this

program as the currently loaned vehicle will eventually be beyond their useful service life. When this time comes; in concept, apparatus on loan could be replaced with newly loaned apparatus.

RECOMMENDATION:

Approve Resolution No. BBFA2024-008 that authorizes the Fire Chief in conjunction with legal counsel to initiate new or amend, from time-to-time, Federal Excess Personal Property cooperative agreements between Big Bear Fire Authority and the California State Department of Forestry and Fire Protection (CalFire).

Attachment A: Resolution No. BBFA2024-008

Attachment B: FEPP Cooperative Agreement

RESOLUTION NO. BBFA2024-008

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, AUTHORIZING APPLICATION FOR FEDERAL EXCESS PERSONAL PROPERTY IN ACCORDANCE WITH UNITED STATES FOREST SERVICE COOPERATIVE FORESTRY ASSISTANCE ACT (CFAA) OF 1978

WHEREAS, there is a need for Federal Excess Personal Property to help fight wildland, rural, structure or other fires in the County of San Bernardino, and

WHEREAS Big Bear Fire Authority (Authority) has direct protection area (DPA,) thus responsibility and authorities coterminous or intermixed with federal and state DPA's

WHEREAS, the Authority's DPA is primarily located within very high fire danger zones determined by the State

WHEREAS, the Fire Chief is responsible for emergency and non-emergency responses to mitigate and or suppress wildland fires

WHEREAS, there is current and future need for supplemental vehicle, apparatus and equipment necessary for the suppression and/or mitigation of wildfire.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Bear Fire Authority:

- a. That the Fire Chief is authorized to acquire and operate supplemental vehicles, equipment and apparatus through the Federal Excess Personal Property program that assist with department operations in the suppression and mitigation of wildland fires;
- b. the Fire Chief is authorized to discharge loaned equipment when it is beyond its useful service life; and
- c. the Fire Chief is authorized, in consultation with legal counsel, to execute or amend any agreements or other documents reasonably necessary from time to time to obtain or continue possession of loaned equipment through the Federal Excess Personal Property program, including but not limited to the agreement attached to this Resolution as Exhibit A, between the State of California, Department of Forestry and Fire Protection (CAL FIRE) and the Big Bear Fire Authority, this 13th day of August, 2024 for the loan of Federal Excess Personal Property.

PASSED, APPROVED, AND ADOPTED this 13th day of August, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Walsh
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. BBFA2024-008 was duly passed and adopted by said Board, approved and signed by the Board Chair of said Board, and attested by the Secretary of said Board, all at a meeting of the said Board held on the 13th day of August, 2024 and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Witness my hand and the official seal this 13th day of August, 2024.

Chardelle Smith
Board Secretary
Big Bear Fire Authority



**DEPARTMENT OF FORESTRY & FIRE PROTECTION
BUSINESS SERVICES OFFICE**

Federal Property Unit
P. O. Box 944246
Sacramento, CA 94244-2460
Website: www.fire.ca.gov



July 18th, 2024 – 4th Attempt
June 14th, 2024 – 3rd Attempt
May 14th, 2024 – 2nd Attempt
April 11th, 2024

Jeff Willis, Fire Chief
Big Bear Fire Department
PO Box 2830
Big Bear Lake, CA 92315

Subject: 4th Attempt: Federal Excess Personal Property (FEPP) Cooperative Agreement Number 993232

Dear Chief Willis:

Enclosed is a renewal Cooperative Agreement with CAL FIRE for the Federal Excess Personal Property (FEPP) program. Currently, your department has (eight) 8 federal property items as noted in Attachment A.

A Want/Wish list form has been included for you to complete, at your option. This form gives our office an idea of the needs of your fire department, and we can work more efficiently as a team to acquire property.

To continue in the FEPP Program, please review the agreement for accuracy and if everything is correct, complete the following:

1. Sign page six of the Cooperative Agreement.
2. Include a signed resolution* from the governing board/council approving participation in the FEPP Program. A blank resolution letter is included, but you may use your own version.
3. GSA PPMS Screener Request Form – gives you access to view available property on the GSA website.
4. Want/Wish List form.
5. Email your completed agreement and additional paperwork listed above to sierra.lindgren@fire.ca.gov
Alternatively, you may mail your completed packet to: CAL FIRE Federal Property Unit, P.O. Box 944246, Sacramento, CA 94244-2460, **Attn:** Sierra Lindgren

**NOTE: Per the United States Department of Agriculture (USDA) Forest Service, without the resolution, the agreement is incomplete and will result in the inability of CAL FIRE to acquire property items for your department.*

A copy of the agreement will be emailed to you when the additional signatures have been obtained.

Thank you for your assistance in completing this agreement in a timely manner and please contact me if you have any questions.

Sincerely,

Sierra Lindgren
Federal Property Coordinator
sierra.lindgren@fire.ca.gov

cc: Steve Elenburg, CAL FIRE BC BDU

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

BIG BEAR FIRE DEPARTMENT

This agreement made and entered into this day of , 20 , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the **Big Bear Fire Department**, hereinafter referred to as the COOPERATOR, covenants as follows:

I. PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows the COOPERATOR to take custody and use FEPP property for wildland and rural community fire protection services.

II. MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection and suppression of all wildland and rural community fires near and adjacent to the property and the people of California.

III. AUTHORITIES

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. § 483) and the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. § 2106(c)) authorizes the FEPP Program as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the USDA Forest Service may lend FEPP property needed for wildland and rural community fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV. RESPONSIBILITIES

THE COOPERATOR AGREES:

1. Primary use of FEPP property must be 90 percent for activities directly related to wildland and rural community fire protection; however, situations may occur that make this exclusive use impractical. Non-fire emergency use of FEPP property is authorized and limited to no more than 10percent total usage. Abuse of the 10 percent non-fire use standard could result in recall of the property on loan, suspension from the program, or other sanctions.

2. FEPP property acquired by the COOPERATOR is not permitted to be rented, leased, loaned, or traded to another party; no exceptions. FEPP property is not permitted to be transferred or sold without prior approval from the STATE or the USDA Forest Service. FEPP property is for official use only; personal use of FEPP property is prohibited, violates the law, and this Cooperative agreement. Any personal use violations found, subjects the COOPERATOR to penalties and FEPP property recall as determined by the STATE and the USDA Forest Service.
3. To immediately notify the STATE of receipt of FEPP property during the acquisition process.
4. To bear the entire cost of transportation, retrofit, modification, maintenance, repairs, and operation of acquired FEPP property while in the COOPERATOR's possession.
5. The COOPERATOR must paint any FEPP rolling stock acquired directly from the USDA Forest Service that has the distinct Forest Service green color. If the FEPP property is acquired from the Department of Defense (DoD) and has military colors or markings, it must be painted. This is mandatory per the STATE and the USDA Forest Service. The painting of the FEPP vehicle must be accomplished within one (1) calendar year of the acquisition.
6. To register all FEPP rolling stock with the California Department of Motor Vehicles (DMV) within 60 days of receipt of property. Lien Holder will remain as the USDA Forest Service. This is mandatory as ownership remains with the USDA Forest Service. Registered Owner will be the COOPERATOR.
7. To obtain prior to operation of any FEPP property the minimum liability insurance in the amount required by State law to cover the operation of FEPP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property. Proof of insurance coverage must be provided to the STATE in the form of an insurance policy or a self-insured statement on an official letterhead.
8. Drivers of FEPP property must take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
9. To make FEPP property operable and ready to be placed into service for wildland and rural community fire protection, including fire suppression and prevention. Operational condition of the property will be achieved within one (1) year to the date of property pick up/receipt.
10. FEPP property cannot be modified or cannibalized without prior authorization from the STATE and the USDA Forest Service. The COOPERATOR shall contact the STATE with a request and justification to modify or cannibalize any FEPP property. The request must be submitted for approval before any modification or cannibalization to FEPP property takes place.
11. The COOPERATOR is responsible for the proper care, maintenance, security and storage of all acquired FEPP property.
12. All FEPP property must be identified as property belonging to the USDA Forest Service and for fire use only. The STATE will provide USDA Forest Service property tags along with a property number assigned to accountable FEPP property.

13. To promptly report any FEPP property when it is no longer needed by the COOPERATOR to the STATE and the USDA Forest Service for disposal authority. The COOPERATOR is not to release FEPP property to anyone unless the STATE and the USDA Forest Service have provided the proper authorization and documentation needed. The COOPERATOR is to provide reasonable access to authorized personnel for inspection and removal of FEPP property.
14. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned FEPP property remains with the COOPERATOR and must be removed prior to the disposal process.
15. Accidents involving FEPP property must be reported directly to the STATE within 10 days of the situation. This includes accidents that result in death, injury, illness, or property damage (more than \$350). Depending on the type of accident, the STATE will provide direction to the COOPERATOR on the information required to be submitted to the USDA Forest Service.
16. Lost, stolen, damaged or destroyed FEPP property shall be reported to the STATE for proper documentation and handling.
17. When FEPP property is lost, damaged, destroyed or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service Property Management Officer (PMO) whether there was negligence or gross negligence.
 - a. Negligence: The failure to abide by Federal rules and regulations.
 - i. Repeated instances of negligent damage to FEPP property by staff of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
 - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
 - i. If the STATE determines that there is apparent gross negligence on the part of the COOPERATOR staff, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
 - ii. Should the USDA Forest Service submit the final determination is one of gross negligence and sends the STATE a Bill of Collection for FEPP property under the COOPERATOR's care, the COOPERATOR will reimburse the STATE for all the costs listed on the Bill of Collection.
 - iii. The COOPERATOR shall be suspended from acquiring any additional FEPP property for a set time as determined by the STATE.
 - iv. A second case of gross negligence will cause the COOPERATOR to lose all privileges of participation in the FEPP program as determined by the STATE.
18. To perform/participate in the physical inventory process on FEPP property in the COOPERATOR's possession every two (2) years.
19. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FEPP program to ensure compliance with the USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FEPP property along with access to all FEPP documentation during the review. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FEPP program improvements.

20. To retain all documentation on all inventoried FEPP property for six (6) years and three (3) months after the year designated for the disposal of the property. The STATE will send all mandatory documentation required for acquisition, management and disposal of FEPP property to the COOPERATOR as these processes occur.
21. The COOPERATOR must provide access to and the right to examine all records, books, papers or documents relating to the FEPP program to the USDA Forest Service, the USDA Office of the Inspector General (OIG), the Comptroller General of the United States, the STATE and their authorized representatives.
22. To comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

V. OTHER AGREEMENT TERMS
IT IS MUTUALLY AGREED THAT:

1. Title to all FEPP property shall remain vested in the United States federal government.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council, approving participation in the FEPP program. The resolution must be received with this Cooperative agreement as a requirement of the Terms and Conditions before the STATE will prepare or continue (in the case of a renewal agreement) the COOPERATOR's access to screen and manage FEPP property.
3. All FEPP property loaned to the COOPERATOR shall be for an indefinite period of time, unless the COOPERATOR is negligent of program requirements as detailed in the Terms and Conditions of this Cooperative agreement as well as any Federal regulations that govern the FEPP program. The agreement may be terminated by either party after giving notice 60 days in advance of such termination to the other party.
4. The STATE will not be responsible for furnishing spare parts for FEPP property and the COOPERATOR accepts all FEPP property "as is" without any warranties of any kind, either expressed or implied.
5. Amendments to this Cooperative agreement covering acquisitions and disposals of FEPP property will be submitted by the STATE to the COOPERATOR for review and signature. These Amendments will be sent upon completion of the action taken and must be returned signed and dated by the COOPERATOR to the STATE to maintain accurate record keeping as required by the USDA Forest Service.
6. COOPERATORS with any FEPP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FEPP loaned equipment or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.

8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this Cooperative agreement, are not acting as officers, employees or agents of the State or the Federal government.
9. The COOPERATOR agrees to defend, indemnify, save and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The period of this agreement is for five (5) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed every other year for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a five (5) year term renewal. This Cooperative agreement supersedes all prior agreements related to the FEPP program.
11. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FEPP program. Upon termination of this Cooperative agreement, all FEPP property assigned to the COOPERATOR shall be returned to the STATE. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative resolutions.
12. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
13. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name: Big Bear Fire Department	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Contact Name: Jeff Willis	
Title: Fire Chief	
Street Address: 41090 Big Bear Blvd.	Street Address: 710 Riverpoint Court West Sacramento, CA 95605
Mailing Address: PO Box 2830	Mailing Address: P.O. Box 944246
City: Big Bear Lake	City: Sacramento
Zip: 92315	Zip: 94244-2460
Phone Number: (909) 866-7566 Ext.	Phone Number: (916) 894-9804
Cell Phone Number: (909) 866-4668	Fax Phone Number: (916) 894-9880
Email: jeff.willis@bigbearfire.org	Email: FederalProperty@fire.ca.gov

14. Local CAL FIRE Unit contact information:

CAL FIRE Unit: San Bernardino Unit (BDU)	Point of Contact: BDU Forestry Logistics Officer
Physical Address: 3800 North Sierra Way	
City: San Bernardino	Zip Code: 92405
Phone Number: (909) 881-6900 Ext. :	

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

COOPERATOR	
NAME OF COOPERATOR: Big Bear Fire Department	
BY (Authorized Signature): 	DATE SIGNED: 7-23-24
PRINTED NAME AND TITLE OF PERSON SIGNING: Jeff Willis, Fire Chief	
STATE OF CALIFORNIA Department of Forestry and Fire Protection (CAL FIRE)	
BY (CAL FIRE Unit Chief): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Shane Littlefield, Unit Chief, San Bernardino Unit (BDU)	
BY (CAL FIRE State and Federal Property and Recycling Manager): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Melissa Hillis, State and Federal Property and Recycling Manager	

STATE OF CALIFORNIA
 THE NATURAL RESOURCES AGENCY
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
 USDA FOREST SERVICE
 FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
 Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

ATTACHMENT A

BIG BEAR FIRE DEPARTMENT

	ITEM:	SERIAL #:	PROPERTY #
1.	PICK-UP TRUCK, 2008, DODGE RAM, 4X4	1D7HU18N18J179786	AG0003252522
2.	PICK-UP TRUCK, 2008, DODGE RAM 1500, 4X4	1D7HU18N48J179779	AG0003252530
3.	GENERATOR SET, 2008, FREMONT MEP-803A	FZ40129	PP0000031560
4.	GENERATOR SET, 2008, FREMONT MEP-803A	FZ39858	PP0000031561
5.	WATER TENDER, 1988, OSHKOSH R- 11/SB	10T2F3D06K1033743	PP0000031569
6.	PASSENGER VAN, 2002, FORD E-350	1FBSS31L52HB43967	PP0000031576
7.	LOADER, 1995, CATERPILLAR IT28B	1HF00570	PP0000032471
8.	LOADER, 1989, BOBCAT 843	5026-M-20363	PP0000032477

Rev. November 2022

RESOLUTION AUTHORIZING APPLICATION
FOR THE FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
IN ACCORDANCE WITH
Cooperative Forestry Assistance Act (CFAA) of 1978 (16 U.S.C. Chapter 41 § 2101)

Date

The City Council of the _____ Fire Department finds:

WHEREAS, there is a need for excess personal property from the United States Department of Agriculture (USDA) Forest Service through the Federal Excess Personal Property (FEPP) program to help actively engage in the prevention, protection, and suppression of all wildland, rural, structural, or other fires in the City of _____, and,

WHEREAS, the loan of certain FEPP items is available for local fire agencies as described in the USDA Forest Service FEPP Desk Guide, in accordance with the Cooperative Forestry Assistance Act (CFAA) of 1978 (16 U.S.C. Chapter 41 § 2101).

THEREFORE, be it resolved that the City Council of the _____ Fire Department accepts the agreement between the State of California, Department of Forestry and Fire Protection (CAL FIRE) and the _____ Fire Department for the acquisition of FEPP, and, authorizes Fire Chief _____ to sign the agreement on behalf of the City Council.

City Clerk

City Council of the _____ Fire Department



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA6

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **BIG BEAR FIRE AUTHORITY MEETINGS**

BACKGROUND

The Big Bear Fire Authority Board holds regular meetings on the second Tuesday in February, April, June, August, and December with a board approved per diem of \$130, per meeting, up to a maximum of four per diems in each calendar month. This includes regular meetings and advisory boards such as committees or subcommittees. The Authority also has a Finance Committee scheduled for the second Tuesday of January, March, July, September, and November. There are also two Board Workshops scheduled in April and May.

At the December 12th regular Board meeting, the Board converted the standing Administrative Committee to the Finance Committee and set the meeting date for the second Tuesday of the month in between regular Board meetings. This provided a conduit of focus towards Authority financial matters which are the primary matters of discussion before the Board.

DISCUSSION

At the June 11, 2024, Board meeting, the Board approved to schedule regular meetings on the second Tuesday of every month and for staff to possibly change the Finance Committee meeting day.

RECOMMENDATION

Staff recommend the Fire Authority Board approve the updated meeting calendar showing monthly regular meetings starting in August, for the remainder of 2024: to approve the Finance Committee to meet on the fourth Tuesday of September and November; to approve the updated bylaws reflecting the changes.

Attachment A: Remainder of 2024 Meeting Calendar

Attachment B: Updated Bylaws and Policies of the Big Bear Fire Authority

2024

Big Bear Fire Authority: 5:00 p.m.

Attachment A

BBFA Board Workshop: 4:30 p.m. BBFA Financial Committee: 10:00 a.m.

JANUARY						
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DECEMBER						
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Fire Authority

FA Board Workshop

Finance Committee

Holidays

**BYLAWS AND POLICIES
OF
THE BIG BEAR FIRE AUTHORITY**

1. Name and Purpose.

1.1 Name. The name of this public agency is the Big Bear Fire Authority.

1.2 Purpose. The Participating Agencies established the Big Bear Fire Authority in 2012 pursuant to the California Joint Exercise of Powers Act, commencing at California Government Code section 6500 *et seq.*, for the purpose of creating a separate and distinct public agency with: (1) the authority over existing fire prevention and suppression equipment, medical equipment, and associated property and assets of the participating agencies; (2) the authority over fire prevention and suppression equipment, medical equipment, and associated property and assets acquired by the Authority; (3) the authority over fire and medical administrative services personnel, fire and medical operations personnel, and any other fire and medical personnel, when desired by the Participating Agencies; and (4) the authority to take any other permitted actions as are necessary to fulfill the obligations, responsibilities, and purposes set forth in that certain JOINT EXERCISE OF POWERS AGREEMENT CREATING AN AGENCY TO BE KNOWN AS THE BIG BEAR FIRE AUTHORITY entered into by the Participating Agencies.

2. Definitions. In addition to the other terms defined herein, the following terms, whether in the singular or in the plural, when used herein, shall have the meanings specified below:

2.1 “Agreement” shall mean that certain JOINT EXERCISE OF POWERS AGREEMENT CREATING AN AGENCY TO BE KNOWN AS THE BIG BEAR FIRE AUTHORITY, dated as of June 21st, 2012, for reference purposes only, as amended from time to time.

2.2 “Act”, “Authority”, “Authority Area”, “Board” or “Board of Directors”, “Fiscal Year”, “Parties”, and “Party” shall have the respective meanings as set forth in the Agreement.

2.3 “Bylaws” shall mean these bylaws and policies and approved and amended from time to time.

2.4 “Director” shall mean a member of the Board of the Authority.

2.5 “Participating Agencies” shall mean the Big Bear City Community Services District and the Big Bear Lake Fire Protection District, unless the Agreement is amended to include participation by additional agencies or parties.

2.6 “State” shall mean the State of California.

3. Offices and Meeting Locations.

3.1 Principal Business Office. The “principal business office” of the Authority shall be located at 41090 Big Bear Blvd, Big Bear Lake, CA 92315. The daily operations and transaction of business of the Authority shall be conducted from such location, including the delivery of mail and

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

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

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

4. **Board of Directors.**

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

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

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

5. **Meeting Standards and Procedures.**

5.1 Regular Meetings. Regular meetings of the Authority shall be held on the second Tuesday of each month at 5:00 p.m., or as otherwise scheduled by the Board, at the principal

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

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

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

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

5.5 Quorum and Voting.

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

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

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

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

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

5.6 Adjournment. In the absence of a quorum at any meeting of the Board, a majority of the Directors present, or the Secretary in the absence of all Directors, may adjourn the meeting from time to time without further notice except as otherwise required by law, but no other business may be transacted.

5.7 Public Meetings; Notices. All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided in the Ralph M. Brown Act, as amended, and any other applicable law. The Authority shall comply with all public noticing required by the Ralph M. Brown Act, as amended, and any other applicable law.

5.8 Agenda Format. The agenda for the regular meetings the Board of Directors shall be generally as follows, at the discretion of the Fire Chief and the Chair:

- (a) Call To Order
- (b) Moment of Silence/Pledge of Allegiance
- (c) Roll Call
- (d) Report on Closed Session
- (e) Announcements & Upcoming Events
- (f) Presentations
- (g) Director's General Announcements
- (h) General Public Comment
- (i) Chief's Report
- (j) Finance Officer's Report
- (k) Consent Calendar
- (l) Items Removed from Consent Calendar
- (m) Public Hearing
- (n) New Business
- (o) Committee Reports
- (p) Director's Closing Comments
- (q) Adjourn

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Officers.

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

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

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

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

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

(c) *Powers and Duties of Chair.* The Chair shall preside over and conduct all Board meetings. The Chair shall serve as the head of the Board and is responsible for approving the agenda, leading each meeting, and executing all ordinances, resolutions or other Board documents. Except as otherwise officially and expressly authorized by the Board, only the Chair is authorized to act as the Authority's spokesperson and may speak on behalf of the Authority.

(d) *Powers and Duties of Vice-Chair.* If the Chair is absent or unable to act, the Vice-Chair shall exercise the powers of the Chair as granted by these Bylaws and the Agreement.

(e) *Removal and Resignation of Board Officers.* Officers of the Board such as the Chair and Vice-Chair may, by majority vote of the Board, be removed from office for actions inconsistent with the Bylaws, the Agreement, or other applicable laws and policies. Removal from Board office has no effect on the Board member's status as a Board member. Officers of the Board may resign from office by providing written notice to the Board or to the Secretary. Such resignation shall be effective upon receipt, unless the written resignation provides otherwise.

6.2 Additional Authority Officers. By a majority vote of the Directors, the Directors shall by resolution from time to time select, appoint, or employ a Secretary and a Treasurer/Auditor/Controller.

(a) *Secretary.* The Board shall, from time to time, designate an employee of one of the Participating Agencies, or an employee or contractor of the Authority, as Secretary of the Board. The Secretary shall assist the Fire Chief and the Chair in the preparation of the agenda, shall post the agenda and distribute agenda materials to the Board, shall take and distribute meeting minutes, shall attest to the execution of all resolutions, ordinances or other Board documents by the Chair, and shall have the other duties specified in these Bylaws, the Agreement, or by the Board.

(b) *Treasurer/Auditor/Controller.* The Board shall, from time to time, designate an employee of one of the Participating Agencies, or an employee or contractor of the Authority, as Treasurer/Auditor/Controller. The Treasurer/Auditor/Controller is responsible for all budgets and financial projections, and all duties specified in Government Code sections 6505.5 and 6505.6, as amended from time to time.

(i) The Treasurer/Auditor/Controller, to the extent such officer's duties and responsibilities pursuant to the Act may require, is designated as the public officer or person who has charge of, handles, or has access to property of the Authority, and such officer shall file an official bond or obtain a policy of insurance covering for the faithful performance of duties as required by Section 6505.1 of the Act and Section 13854(c) of the California Health & Safety Code in the amount of \$100,000 or 10% of the Authority's final budget from the prior fiscal year (whichever is greater). The Authority shall pay the premiums on the bond or insurance policy.

(c) *Removal and Resignation of Additional Authority Officers.* Additional Authority officers may, by majority vote of the Board, be removed from office. Such officers may resign from office by providing written notice to the Board or to the Secretary. Such resignation shall be effective upon receipt, unless the written resignation provides otherwise.

6.3 Fire Chief. The Fire Chief shall serve as the Chief Administrative Officer of the Authority, and is charged with overseeing and conducting the day-to-day operations of the

Authority. Except as otherwise provided in duly approved contracts of the Authority, the Act, the Agreement, applicable law or Board action, the Fire Chief shall receive supervision and policy direction from the Board and report to the Board; provided, however, that individual Board members shall not intervene in the day-to-day operations of the Authority.

7. **Compensation and Reimbursement of Expenses.** To conserve Authority resources and keep expenses within community standards for public officials, expenditures should adhere to the guidelines in this Section. In the event that expenses are incurred which exceed the guidelines in this Section, the cost borne or reimbursed by the Authority shall be limited to the costs that fall within the guidelines.

7.1 **Compensation for Authority Meetings.** The compensation for all Directors of the Authority is stipulated in Ordinance No. BBFA2018-002 and shall be One Hundred Thirty Dollars (\$130.00) per meeting (“Per Diem”) for attendance at each official meeting of the Authority, including attendance at meetings of an advisory body of the Authority such as committees or subcommittees, or other meetings per Ordinance No. BBFA2018-002, up to a maximum of four (4) Per Diems in each calendar month pursuant to Health & Safety Code § 13857 or other applicable law as amended from time to time.

(a) The Secretary shall record the attendance of each Director at official meetings of the Authority and shall communicate the same to the Authority Treasurer; such record of attendance shall be sufficient for each Director to receive any Per Diems due from the Authority Treasurer.

(b) Per Diems shall only be paid for attendance at each official meeting of the Authority, including attendance at meetings of an advisory body of the Authority such as committees or subcommittees, but shall not be paid for attendance at other events or in the performance of other official duties upon request of the Chair or the Board.

7.2 **General Guidelines for Attendance at Conferences, Trainings, Organized Educational Activities, Events, and Other Meetings.**

(a) When Directors are requested by the Chair or the Board to attend the following types of activities, such activities shall constitute authorized occurrences for which reimbursements shall be paid while all other expenditures for occurrences not listed below require specific prior approval by the Board at a regular or special meeting:

(i) Communicating with representatives of regional, state and the federal government on Authority adopted policy positions;

(ii) Attending conferences, trainings, or organized educational activities designed to improve Director skill and information levels;

(iii) Participating in meetings or events of regional, state and national organizations whose activities affect the Authority’s interests; and

(iv) Attending Authority and Big Bear Valley events as a representative of the Authority.

(b) Each Director shall be permitted to expend no more than 10% of the total amount established in an annual budget for attendance at conferences, trainings, and organized educational activities of Directors. Notwithstanding the foregoing, Directors shall be entitled to reimbursement for attendance at other meetings and events when attendance is requested by the Chair or the Board pursuant to these Bylaws for an Authority purpose. The Board may approve travel and expense reimbursements which exceed the annual limits established for each Director when due to out of state travel.

(c) Travel expenses other than mileage and meals shall not be permitted for activities held within the Big Bear Valley. In no event shall a Director be reimbursed for any travel expenses related to attending official meetings of the Authority, including attendance at meetings of an advisory body of the Authority such as committees or subcommittees, as the Per Diem is intended to cover such expenses.

(d) Directors shall be requested to provide a brief report on the conference, meeting, training, organized educational activity or other event attended at the next regular meeting of the Authority. If multiple Directors attended, a joint report may be made.

7.3 Travel Expenses. Other than to attend official meetings of the Authority, all Directors of the Authority shall be entitled to reimbursement of actual, necessary, and reasonable expenses incurred for attendance at conferences, meetings, trainings, organized educational activities or other events (collectively, the “Event”) when required for the performance of official duties or by request of the Chair or the Board, such as, but not limited to, reasonable travel, car rental, lodging, registrations, meals (excluding alcoholic beverages), and incidental expenses as permitted by law and pursuant to these Bylaws.

(a) *Transportation.* The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements shall be used by Directors, using the most direct and time-efficient route. Government and group rates shall be used whenever available.

(i) *Airfare.* Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities, the California State Association of Counties, or the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under these Bylaws. Directors shall travel by Coach Class airfare.

(ii) *Personal Automobiles.* When Directors use a private automobile for attending an Event, they shall be eligible for a reimbursement per mile equal to the standard rate in effect for business miles deduction, as such rate is established from time to time by the United States Internal Revenue Service. In the case of a Director using a private automobile for attending an Event, it is acknowledged that the mileage reimbursement rate includes the retention of comprehensive automobile liability insurance which shall be considered primary in case an accident occurs during the course of the Authority business. Reimbursement for each mile actually traveled when Directors utilize their vehicles shall be reimbursed provided such mileage compensation does not exceed the lowest available Coach Class airfare plus reasonable cost for transportation to and from the airport at the point of departure and the airport at the destination.

(iii) *Transportation Pooling.* When two or more Directors attend the same Event, they shall be expected, whenever practical, to pool transportation (including use of personal automobile and other ground transportation such as taxis or shuttles).

(iv) *Taxi, Car Rental and "Airport Limousine" Services.* Taxi, shuttle bus, "airport limousine", or other similar transportation shall be used by Directors between airport, hotel, and Event meeting sites whenever available and the Director shall use the lowest cost method available. A 15% gratuity may be included for each fare. Car rental shall be used only when it can be demonstrated that it is less expensive than other forms of ground transportation. Charges for car rental may be reimbursed under this provision if more than one Director is attending an Event, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking, and gasoline shall be compared to the combined cost of such other forms of transportation. Generally, rental rates that are equal or less than those available through the State of California's website (<http://www.dgs.ca.gov/travel/Home.aspx>) shall be considered the most economical and reasonable for purposes of reimbursement under these Bylaws.

(v) *Driving in Lieu of Air Travel.* If a Director chooses to travel in his or her private automobile rather than by scheduled airlines, and the distance traveled requires more than 8 hours driving, overnight lodging and three (3) meals will be reimbursed to the Director, provided that the total of such reimbursement does not exceed the cost of Coach Class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination.

(b) *Lodging.* The actual and reasonable cost of lodging for Events requiring an overnight stay and which are not in the Big Bear Valley shall be reimbursed. Whenever possible, the Director shall secure the group rate made available through the sponsoring organization, and when possible, should stay at or near the event location in order to reduce ground transportation expenses. If the group rate is not available, the Director shall request the government rate. A listing of hotels offering government rates in different areas is available through the State of California's website, (<http://www.dgs.ca.gov/travel/Home.aspx>), and lodging rates that are equal or less than these government rates are presumed to be reasonable and hence reimbursable for purposes of these Bylaws.

(c) *Meals.* Actual and reasonable costs for meals and incidental expenses (including beverages, taxes and gratuities) of up to \$55 per day shall be reimbursed to Directors on Authority-related Event travel lasting at least one full day. Notwithstanding the forgoing and in accordance with Government Code Section 53232.3, Directors shall be required to submit receipts for meals and incidental expenses. The meal rate of \$55 per day shall be deemed the reasonable rate of reimbursement inclusive of all meals and incidental expenses. In the event submitted receipts are less than \$55 per day, Directors shall only receive reimbursement equal to the actual amount incurred for meals and incidental expenses as reflected in the receipts submitted. Meals provided as part of the event registration are not reimbursable and shall be deducted from the maximum daily meal rate of \$55 per day as follows: Breakfast - \$15, Lunch - \$15, Dinner - \$25. In high cost cities including Los Angeles, Monterey, Palm Springs, San Diego, San Francisco, New York, and Washington, D.C., the daily meal rate shall be increased to a maximum of \$65 per day as follows: Breakfast - \$15, Lunch - \$20, Dinner - \$30. Meal reimbursement for partial day traveling shall be based on the actual charge established for each meal by the particular Event attended. When the meal price is not

established by the Event nor included in the registration price, the meal reimbursement shall be based upon the established cost per meal as described above.

(d) *Registrations.* Event registration fees shall be paid in advance directly by the Authority when possible, but shall be reimbursed to Directors if registration costs are incurred by Directors after attendance is requested or approved by the Chair or the Board. When possible, the individual attendee is expected to request lower cost advanced registration.

(e) *Other Expenses.*

(i) *Parking Expenses.* The actual cost of airport, lodging, and event parking shall be reimbursable at the actual rate charged. Directors shall seek the lowest available cost for parking expenses. Long-term airport parking shall be used for travel exceeding 24 hours.

(ii) *Telephone/Fax Charges.* Charges for necessary Authority-related telephone calls incurred by a Director while on authorized travel shall be reimbursed.

(iii) *Internet Charges.* Authority-related internet access charges incurred by a Director while on authorized travel shall be reimbursed, but shall not exceed \$15.00 per day.

(f) *Additional Travel Days.* If a Director elects to travel in advance or stay longer on personal business, the Authority shall be obligated only for the round-trip travel cost and the reimbursable expenditures as described herein. The Authority shall not be obligated for expenses incurred on the additional travel days related to personal business. When traveling before or after attendance at authorized Events results in a cost savings for the Authority, the Chair may authorize additional travel days.

(g) *Non-Reimbursable Expenses.* The following expenses are not considered reimbursable: the personal portion of any trip; political or charitable contributions or events; alcoholic beverages; expenses of a spouse, relative, significant other, or friend accompanying the Director; entertainment expenses (including theater, movies either in-room or at the theater, sporting events including gym, massage or golf, or other cultural events); non-mileage personal automobile expenses including repairs, traffic citations, insurance or gasoline; personal losses incurred while on Authority business; private telephone or internet usage; and personal items such as laundry, dry cleaning, shoe shine and the like.

(h) *Cash Advances.* From time to time, it may be necessary for a Director to request a cash advance to cover anticipated expenses while traveling or doing business on the Authority's behalf. Such request for an advance should be submitted to the Authority Treasurer at least ten (10) days prior to the need for the advance with the following information: the purpose of the expenditure; the benefits of such expenditure to the Authority; the anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and the dates of the expenditure. Any unused advance must be returned to the Authority within two (2) business days of the official's return, along with any expense report and receipts documenting how the advance was used in compliance with these Bylaws. In the event the Authority Treasurer is uncertain as to whether a request complies with these Bylaws, such individual must seek resolution from the Board.

7.4 Non-Travel Expenses. To qualify for reimbursement, non-travel expenses must be reasonable, actual, and necessary and for the specific benefit of the Authority. Reimbursable meal expenses will be reimbursed in the same manner as set forth herein for Authority-related travel above. Officials shall be reimbursed for actual telephone, internet, and fax expenses incurred for Authority business. Telephone bills shall identify which calls were made for Authority business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director shall identify the percentage of calls made for Authority business and the Authority shall reimburse the Director accordingly. The Authority may reimburse other expenses provided such expenses are not personal in nature.

7.5 Method of Reimbursement. Expenses shall not be reimbursed unless an expense form or other suitable form of request is submitted to the Authority Treasurer within thirty (30) days after the expenditure. The expense form or other suitable form of request shall be accompanied by itemized receipts documenting each expense. If no itemized receipt is available, a copy of the available receipt shall be submitted along with a written declaration that no unauthorized expenditures were included within the charges evidenced by the receipt. If no form of receipt is available, the Director shall submit an explanation of the expenditure and any available proof, along with a written declaration that no unauthorized expenditures were included within the charge and that the Director actually incurred such charges while on Authority business. All expense reports of Director reimbursement expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. All expenses are subject to verification that they comply with these Bylaws.

7.6 Violations. Use of public resources or falsifying expense reports in violation of these Bylaws may result in any or all of the following: loss of reimbursement privileges; a demand for restitution to the Authority; the Authority's reporting the expenses as income to the elected official and to state and federal taxing authorities; civil penalties of up to \$1,000 per day and three times the value of the resources used pursuant to California law; and referral to the appropriate authorities for prosecution for misuse of public resources.

8. Miscellaneous Provisions.

8.1 Title to Property. The title to all property of the Authority shall be vested in the Authority, and the signature of any Board Officers, Additional Authority Officers, or the Fire Chief, authorized at any meeting of the Board, shall constitute the proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the Authority.

8.2 Amendments to Bylaws. These Bylaws may be altered, amended, repealed, added to or deleted, by an affirmative vote of a majority of the Board at any regular or special meeting of the Board.

8.3 Annual Review of Bylaws. The Board shall review the Bylaws annually and make any changes that are necessary to be consistent with the intent of the Agreement, Authority policy, and any applicable laws or other rules and regulations connected with operation of the Agreement.

8.4 Budget. The Board shall publish notice, hold public hearings, and adopt a budget pursuant to the provisions of California Health & Safety Code beginning with section 13893. After

making changes to the preliminary budget, the Board shall adopt a final budget. Once adopted, the budget shall serve as a delegation to the Fire Chief of Authority to expend the funds on the items designated or otherwise provided pursuant to a duly approved contract of the Authority individually approved by the Board. The Treasurer shall forward the final budget to the San Bernardino County Auditor as may be required by the County Auditor from time to time under the Health and Safety Code.

8.5 Severability. Any adjudication that these Bylaws or any part thereof is invalid shall not affect the validity of the remainder of these Bylaws.

These amended Bylaws and Policies of the Big Bear Fire Authority are hereby adopted on this 13th day of August, 2024.

Larry Walsh, Board Chair,
Board of Directors
Big Bear Fire Authority

SECRETARY'S CERTIFICATE

The undersigned hereby certifies that she is the Secretary of the Big Bear Fire Authority, a California joint powers authority; that attached hereto is a true, correct and complete copy of the Bylaws of the Big Bear Fire Authority; and that said Bylaws are in full force and effect as of the date hereof.

Dated: August 13, 2024

Chardelle Smith, Board Secretary
Big Bear Fire Authority



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA7

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **APPOINTMENT OF VACANT SEAT ON THE FINANCE COMMITTEE FOR REMAINDER OF 2024**

BACKGROUND

At the February 13, 2024 Board meeting, the Board Chair appointed Directors Eagleson, Herrick, Rowe, and Vice Chair Segovia to serve as Finance Committee members for calendar year 2024. Due to resignation of Director Eagleson, the Board may desire to appoint a replacement for Director Eagleson.

The Board's bylaws indicate that the Board Chair shall appoint committees and its representative members. Appointees shall be affirmed by Board vote.

DISCUSSION

The use of a balanced, four-member committee has proven valuable to the Fire Authority as decisions are made that affect its member agencies. This has been the practice in past years through Board philosophy. There are currently no rules or regulations in place that prevent the Board Chair from selecting four Board Members irrespective of member agency that are elected to form the Finance Committee for remaining calendar year 2024. The immediate goals are as follows:

- Comprehensive Financial Reporting
- Update of Reserve Policy
- Identify additional revenue sources

RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint by nomination, one Director to fill the vacant seat and serve along with the current Finance Committee for remainder of the 2024 calendar year and continuing until the next Board Chair appointment. The Board shall affirm Chair appointment by vote.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA8

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **APPOINTMENT OF VACANT SEAT ON THE FIRE CODE
APPEALS BOARD FOR REMAINDER OF 2024**

BACKGROUND

The California Building Standards Commission has adopted the 2022 California Building Standards Code, including the 2022 California Fire Code. Whenever a new code is adopted by the state, it must also be adopted by the local agency. Local agencies may amend the standard code if the amendments are supported by findings showing that the amendments are necessary because of local climatic, geological, or topographical conditions that exist within that jurisdiction.

In recognition of the Fire Authority Board of Directors' desire to retain local control, the California Fire Code was amended to include provisions for the establishment of an Appeals Board allowing any Fire Code related conflict to be heard at the local level.

The purpose of the Appeals Board is to determine application and adherence of fire codes that are established by local ordinance.

DISCUSSION

At its April 11, 2023, Board meeting, the Authority Board adopted Ordinance BBFA2023-001, adopting the 2022 California Fire Code with local amendments. The ordinance states that the Appeals Board shall be comprised of the Board Chair of the Authority Board of Directors and four other members of the Fire Authority Board selected by the Board Chair.

The Appeals Board members that were appointed to serve for a period of one year at the February 13, 2024, Board meeting include Board Chair Walsh and Directors Eagleson, Melnick, Putz, and Ziegler. Due to Director Eagleson resignation from the Board, there is a need for the board to appoint his replacement.

RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint by nomination, one Director to fill the vacant seat and serve along with the current Appeals Board for remainder of the 2024 calendar year and continuing until the next Board Chair appointment. The Board shall affirm Chair appointment by vote.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA9

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

FROM: Jeff Willis, Fire Chief *JW*

PREPARED BY: Chardelle Smith, Board Secretary *CS*

SUBJECT: **APPOINTMENT OF VACANT SEAT ON THE AD HOC STRATEGIC PLANNING COMMITTEE FOR REMAINDER OF 2024**

BACKGROUND

At the February 14, 2024, Regular Board meeting, the Board agreed to form an Ad Hoc Committee to continue the strategic planning discussion. Board Chair Walsh appointed Directors Eagleson, Putz, Rowe, and Vice Chair Segovia.

DISCUSSION

Due to resignation of Director Eagleson the Board Chair may desire to appoint a replacement.

RECOMMENDATION

Staff recommends the Fire Authority Board Chair appoint by nomination, one Director to fill the vacant seat and serve along with the current members of the Ad Hoc Strategic Planning Committee. The Board shall affirm Chair appointment by vote.



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA10

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

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

SUBJECT: **RESERVE POLICY**

PURPOSE:

The purpose of this agenda item is to consider a revision of Big Bear Fire Authority's current reserve policy.

DISCUSSION:

The Big Bear Fire Authority's initial reserve policy was issued on 12/11/12 and revised on 7/1/16.

At the April 17th board workshop, a discussion was held in regards to the reserve policy and the desire to update it to reflect the current financial priorities of the Board. Staff was asked to bring the topic back to the June 11, 2024, regular board meeting. After a review of the current policy, the topic was further assigned to the Finance Committee which met on July 29th. At that time, it was suggested that a draft outline of a revised reserve policy would be useful as a starting point, and staff was asked to bring that back to the Board on August 13, 2024.

The idea of setting trigger points in the reserve policy was discussed. For example, once the need for the Tax Revenue Anticipation Note is eliminated, that is when we begin focusing on expansion. A draft outline of the policy is as follows.

TARGETED FUND BALANCE GOALS:

1. Eliminate the need for a Tax and Revenue Anticipation Note with the goal of a \$ 7.0 Million Fund Balance. These funds can be assigned as "Contingency Reserves" which are created and maintained for providing sufficient cash flow to meet daily financial needs, and to ensure continuity of operations due to unplanned events.
2. Once this is accomplished, apply 50% of the annual budgeted fund balance increases to expanding staff and 50% to the following targeted goals, in this order:
 - a. Vehicle Replacement Reserve: Add \$250,000 annually to this committed reserve intended for repair, replacement, or acquisition of safety vehicles and fire apparatus. Board approval required for expenditures from this Fund.

- b. Facility Reserves: Once the Contingency Reserve Goal has been met and the annual contribution to vehicle replacement reserves is met, add \$250,000 annually to a committed Facility Reserves for repair, replacement or upgrading of facility structures and fixtures. Board approval required for expenditures from this Fund.
 - c. Other Equipment Reserves: Once the Contingency, Vehicle, and Facility Annual contributions have been accomplished, Add \$100,000 annually to the Other Equipment Reserves. Board approval required for expenditures from this Fund.
3. Any reserves accomplished over and above these targeted goals would be added to the Contingency Reserves until such time that the Board chooses to modify this reserve policy.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION:

It is recommended that the draft reserve policy be assigned to the Finance Committee for further discussion and revision.

Attachment A: Administrative Instruction Draft Reserve Policy
Attachment B: Administrative Instruction Current Reserve Policy



Big Bear Fire Authority

Administrative Instruction

Number: 2024-XX
Page 1 of 4

Issued: **DRAFT**
Revised:

SUBJECT: RESERVE POLICY

I. PURPOSE

This document establishes the policy and administrative process for the Big Bear Fire Authority (“Authority”) fund balance designations.

II. POLICY

Pursuant to Government Accounting Standards Board Statement Number 54 (GASB 54), Fund Balance Reporting and Government Fund Type Definitions, effective for financial statement periods beginning after (Date TBD) 2024, this policy formalizes the reserve policy as described below:

Nonspendable Fund Balance: The nonspendable fund balance category cannot be spent either because it is not in a spendable form (e.g. Reserve for inventories) or it is the result of a legal or contractual requirement to be maintained intact. The Authority Treasurer or his/her designee is responsible for establishing and maintaining the Non-Spendable Fund Balance in accordance with Generally Accepted Accounting Principles as well as the legal and contractual requirements that are the basis for this fund balance categorization.

Restricted Fund Balance: The restricted fund balance category contains fund balance constraints externally imposed (e.g. debt covenants, grant requirements, contributor specifications) or imposed by law (e.g. constitutional provisions enabling legislation). Enabling legislation as defined in GASB 54 authorizes the collection of payment for a specific purpose. The Authority Treasurer or his/her designee is responsible for establishing and maintaining the Restricted Fund Balance in accordance with Generally Accepted Accounting Principles as well as the externally and legally imposed constraints that are the basis for this fund balance categorization. The undesignated fund balance for the Big Bear Fire Authority falls into this category (can only be used for Authority purposes).

Unrestricted Fund Balance: The unrestricted fund balance category contains fund balances that do not meet the criteria for categorization as nonspendable or restricted. Within the category of unrestricted, there are three subcategories: Committed, Assigned, and Unassigned.

Committed: The committed fund balance subcategory is established and utilized pursuant to the formal action of the governing body prior to the end of

the fiscal year (June 30). Examples of fund balances categorized as committed include contingency reserves, replacement reserves, and infrastructure improvement reserves. Contributions and uses of reserves during a fiscal period are initially established by resolution during the budget adoption process and are reevaluated and modified during the mid-year budget review with the adoption of a resolution approving mid-year budget adjustments. Budgeted contributions and uses may also be adjusted throughout the year with the consent of a simple majority of the governing body. Regardless of when formal action is made, any recommendation to establish a contribution or use of committed reserves requires formal authorization of the governing body.

Assigned: The assigned fund balance subcategory contains amounts that are intended to be used for a specific purpose but are neither restricted nor committed. Funds reserved for encumbrances and compensated absences are examples of assigned fund balances. Unlike the other fund balance designations, assigned fund balances do not require formal action of the governing body to establish or adjust. The governing body, by way of policy adoption, assigns authority for determining such assignments to a management position; in this case, the Authority Treasurer or his/her designee has been assigned such authority.

Unassigned: The unassigned fund balance subcategory is the residual (undesignated) fund balance in the general operating fund. This portion of the fund balance has not been restricted, limited or assigned to a specific purpose.

Recognition Criteria: For financial reporting purposes, it is necessary to establish the recognition criteria for uses of restricted and unrestricted fund balances. This policy establishes that expenditures are considered to be incurred when restricted and unrestricted fund balances are used, regardless of whether the unrestricted fund balance is categorized as committed, assigned, or unassigned. For example, the use of vehicle replacement reserves to purchase a replacement vehicle will be considered an expenditure at the time of purchase, at which time, the use of reserved fund balances will be transferred out to cover the expenditure.

III. TARGETED FUND BALANCE GOALS

1. Eliminate the need for the Tax and Revenue Anticipation Note – Goal of \$ 7.0 Million Fund Balance. These funds can be assigned as “Contingency Reserves” which are created and maintained for providing sufficient cash flow to meet daily financial needs, and to ensure continuity of operations due to unplanned events.
2. Once this is accomplished, apply 50% of annual budgeted fund balance increases to expanding staff and 50% to the following targeted goals, in this order:

- a. Vehicle Replacement Reserve: Add \$250,000 annually to this committed reserve intended for repair, replacement, or acquisition of safety vehicles and fire apparatus. Board approval required for expenditures from this Fund.
 - b. Facility Reserves: Once the Contingency Reserve Goal has been met and the annual contribution to vehicle replacement reserves is met, add \$250,000 annually to a committed Facility Reserves for repair, replacement or upgrading of facility structures and fixtures. Board approval required for expenditures from this Fund.
 - c. Other Equipment Reserves: Once the Contingency, Vehicle, and Facility Annual contributions have been accomplished, Add \$100,000 annually to the Other Equipment Reserves. Board approval required for expenditures from this Fund.
3. Any reserves accomplished over and above these targeted goals would be added to the Contingency Reserves until such time that the Board chooses to modify this reserve policy.

JEFF WILLIS
Fire Chief

Date



Big Bear Fire Authority

Administrative Instruction

Number: 2012-04
Page 1 of 4

Issued: 12-11-12
Revised: 07-01-16

SUBJECT: RESERVE POLICY

I. PURPOSE

This document establishes the policy and administrative process for the Big Bear Fire Authority ("Authority") fund balance designations.

II. POLICY

Pursuant to Government Accounting Standards Board Statement Number 54 (GASB 54), Fund Balance Reporting and Government Fund Type Definitions, effective for financial statement periods beginning after June 15, 2010, this policy formalizes the reserve policy as described below:

Nonspendable Fund Balance: The nonspendable fund balance category cannot be spent either because it is not in a spendable form (e.g. Reserve for inventories) or it is the result of a legal or contractual requirement to be maintained intact. The Authority Treasurer or his/her designee is responsible for establishing and maintaining the Non-Spendable Fund Balance in accordance with Generally Accepted Accounting Principles as well as the legal and contractual requirements that are the basis for this fund balance categorization.

Restricted Fund Balance: The restricted fund balance category contains fund balance constraints externally imposed (e.g. debt covenants, grant requirements, contributor specifications) or imposed by law (e.g. constitutional provisions enabling legislation). Enabling legislation as defined in GASB 54 authorizes the collection of payment for a specific purpose. The Authority Treasurer or his/her designee is responsible for establishing and maintaining the Restricted Fund Balance in accordance with Generally Accepted Accounting Principles as well as the externally and legally imposed constraints that are the basis for this fund balance categorization. The undesignated fund balance for the Big Bear Fire Authority falls into this category (can only be used for Authority purposes).

Unrestricted Fund Balance: The unrestricted fund balance category contains fund balances that do not meet the criteria for categorization as nonspendable or restricted. Within the category of unrestricted, there are three subcategories: Committed, Assigned, and Unassigned.

Committed: The committed fund balance subcategory is established and utilized pursuant to the formal action of the governing body prior to the end of the fiscal year (June 30). Examples of fund balances categorized as committed include contingency reserves, replacement reserves, and infrastructure improvement reserves. Contributions and uses of reserves during a fiscal period are initially established by resolution during the budget adoption process and are reevaluated and modified during the mid-year budget review with the adoption of a resolution approving mid-year budget adjustments. Budgeted contributions and uses may also be adjusted throughout the year with the consent of a simple majority of the governing body. Regardless of when formal action is made, any recommendation to establish a contribution or use of committed reserves requires formal authorization of the governing body. For each type of committed fund balance, the table below shows the targeted fund balance and appropriate uses established by this policy:

Contingency Reserve – Disaster and Capital Projects	Target is equal to 25% of annual operating costs.	To ensure continuity of operations due to unplanned events or cash flow purposes and allow for contingency in Capital projects.
Vehicle Replacement Reserve – Authority Vehicles & Equipment	Target is equal to the annually calculated replacement reserve estimate for existing safety vehicles & fire apparatus.	To repair, replace, upgrade or acquire safety vehicles and fire apparatus. The basis for determining the Target Vehicle Replacement Reserve amount is a calculation based on estimated replacement cost of all existing vehicles and Utility equipment belonging to each of the JPA member agencies The annual contribution to reserves for equipment used for fire / incident assignments will be determined by the Fire Chief and based on current equipment needs and available resources identified during the annual budgeting process. .
Office Equipment Reserve	Target is \$50,000	To ensure available funds for new software, computer equipment rotation and computer system upgrades
Contingency Reserve – Disaster and Capital Projects	Target is equal to 25% of annual operating costs.	To ensure continuity of operations due to unplanned events or cash flow purposes and allow for contingency in Capital projects

Administrative Instruction Number 2012-04
Reserve Policy

Other Equipment Reserves	Target is \$100,000	To support capital projects related to modernization of the Training Center and to ensure regular rotation of suppression personnel safety equipment. May be funded by the Mutual Aid Fund excess revenue over expenses.
Facility Reserve	Target is \$750,000	To repair, replace or upgrade facility structures and fixtures.

It is the intent of the governing body to maintain each of the committed fund balances at the established reserve target. It is also recognized that uses of reserves temporarily reduces the balance. During the annual budget and mid-year budget processes, the governing body will replenish reserves from the receipt of reimbursements from outside sources (e.g. grant proceeds, emergency management reimbursements) or the generation of recurring surplus resulting in undesignated funds which can be used for replenishment.

Recognizing that the timing of funds available to replenish committed fund balances may not occur within a given fiscal period, this policy establishes a commitment to replenish uses of reserves to the target level within three (3) years of use, unless the governing body grants an extension. The governing body may choose to grant an extension when the timing of a reimbursement from outside parties will occur outside the three-year timeframe or undesignated funds are not available to commit. Upon granting an extension, the governing body shall establish a timeline under which replenishment must take place and the priority of replenishment should it be necessary to spread limited funds among the various types of committed fund balance.

In the event, the committed reserve balance at the end of the fiscal year is below target by 10% and undesignated funds are not available to commit and/or reimbursement of funds from an outside party is not likely to be received within three (3) years, the governing body shall devise a plan to replenish reserves to the target level.

Assigned: The assigned fund balance subcategory contains amounts that are intended to be used for a specific purpose but are neither restricted nor committed. Funds reserved for encumbrances and compensated absences are examples of assigned fund balances. Unlike the other fund balance designations, assigned fund balances do not require formal action of the governing body to establish or adjust. The governing body, by way of policy adoption, assigns authority for determining such assignments to a management position; in this case, the Authority Treasurer or his/her designee has been assigned such authority.

Unassigned: The unassigned fund balance subcategory is the residual (undesignated) fund balance in the general operating fund. This portion of the fund balance has not been restricted, limited or assigned to a specific purpose. The general operating fund is the only fund that will report a positive unassigned fund balance. The other governmental funds may report a negative unassigned fund balance if expenditures exceed the amounts restricted, committed, or assigned for the specific purpose for which the fund exists.

Recognition Criteria: For financial reporting purposes, it is necessary to establish the recognition criteria for uses of restricted and unrestricted fund balances. This policy establishes that expenditures are considered to be incurred when restricted and unrestricted fund balances are used, regardless of whether the unrestricted fund balance is categorized as committed, assigned, or unassigned. For example, the use of vehicle replacement reserves to purchase a replacement vehicle will be considered an expenditure at the time of purchase, at which time, the use of reserved fund balances will be transferred out to cover the expenditure. Likewise, the use of contingency reserves for cash flow purposes will be transferred out to cover operating expenditures and will be considered expended at the time of transfer.

JEFF WILLIS
Fire Chief
June 7, 2016
Date



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA11

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

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

SUBJECT: **Possible Future Tax Revenue Anticipation Note from City of Big Bear Lake and Big Bear City Community Services District**

BACKGROUND:

For the last four years, Big Bear Fire Authority has utilized a Tax Revenue Anticipation Note “TRAN” to cover operating expenses that come due prior to when the Authority receives property tax revenues. The Authority anticipates a continuation of the need to borrow \$2,000,000 each fall for a minimum of three more years. For fiscal year 24-25, the TRAN interest rate is 6.95% with estimated issuance costs of \$60,000.

At the June 11, 2024 Board meeting, discussion ensued regarding the possibility of borrowing the funds from the City of Big Bear Lake “CBBL” and/or the Big Bear City Community Services District “CSD” instead of acquiring them through commercial lending. This topic was referred to the Finance Committee to discuss this concept further.

DISCUSSION:

On July 9, 2024, the Finance committee met for further discussion. By consensus, the committee requested this matter to be returned to the full board. The committee is anticipating direction from the board to proceed with a direct request to each member agency to consider availability and terms for short term lending.

Should an agreement be made with CBBL and/or the CSD, the idea is that both issuance costs and interest expense for the Authority would be reduced, and our partner agencies would gain interest revenue, keeping the funds in the community.

FISCAL IMPACT:

None at this time

STAFF RECOMMENDATION:

Staff recommends the Board provide further direction to staff



BIG BEAR FIRE AUTHORITY AGENDA REPORT

Item No. FA12

MEETING DATE: August 13, 2024

TO: Board Chair and Directors of Big Bear Fire Authority

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

SUBJECT: **STRATEGIC PLANNING DISCUSSION**

PURPOSE:

The purpose of this agenda item is to update the Board on the strategic planning committee discussions.

DISCUSSION:

The Big Bear Fire Authority's Ad Hoc Strategic Planning Committee has met on several occasions, most recently on July 22nd, 2024.

The biggest outcome from this meeting was that all participants, including the board members on the committee, the Union representatives, and administration were all in agreement that before any staffing optimization changes are made, the reserve policy first needs to be updated. Everyone felt that we needed a big picture plan of the overall financial health and future of the organization before making any spending decisions. It was agreed that an outline of a new reserve policy would be brought forth at the August 13th Board meeting as a starting point.

Also discussed at length was visitor impact. The financial impact to the Authority was estimated to be approximately \$5 million dollars annually. It was pointed out that if the visitors were to suddenly cease coming to Big Bear, we wouldn't necessarily have a \$5 million dollar boost to our budget because we still have a standing army to keep staffed to protect the valley. However, the \$5 million impact does take away from our valley resident's level of service. The cost of each visitor's use of service takes away from the residents who pay for it through property taxes. In other words, without the visitors, our valley would be close to having proper coverage and service with the staffing levels that we have. Level Zero's would be significantly reduced. A presentation on visitor impact will be made at the August 13, 2024 meeting.

Lastly, a discussion ensued on how the Authority might recover the \$5 million worth of service used by the visitors. The top three ideas included a Recreation/Safety Fee, Transient Occupancy Tax (TOT), and a Community Facilities District (CFD).

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION:

It is recommended that discussions on future funding to assist with fund balance reserves and future staffing optimization be brought back to the Ad Hoc Strategic Planning Committee for further discussion.

BIG BEAR FIRE AUTHORITY
Ad Hoc Strategic Planning Committee Meeting of July 1, 2024

Staff Notes

OPEN SESSION

CALL TO ORDER

An Ad Hoc Strategic Planning Committee meeting of the Big Bear Fire Authority was called to order by Director Putz at 9:02 a.m., on July 1, 2024, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Committee Board Members Present: Director Putz, Director Rowe, and Vice Chair Segovia

Ex Officio Committee Members Present: Jon Bidwell and Andrew Crane

Committee Board Members Absent: None

Staff Present: Acting Assistant Chief/Fire Marshal Luke Wagner, Battalion Chief Dan Rogers, Facilities and Systems Manager Duane Dickerson, and Board Secretary Chardelle Smith

MOMENT OF SILENCE Observed

PLEDGE OF ALLEGIANCE: Led by Vice Chair Segovia

PUBLIC COMMUNICATION

None

DISCUSSION ITEMS

1. Strategic Planning Discussion and Approach

Director Putz opened the meeting with background regarding the triage of a short-term plan and a long-term plan of how to find other revenue.

Bidwell suggested the first plan be a 4-0 truck for next years budget. He mentioned it may be a good time for the CSD Board to discuss and possibly request money from the County and have the City of Big Bear Lake Board discuss about possible TOT money.

It was reminded that as the strategic planning discussions continue, it can't only be about staffing. It needs to be considered that the department will need to purchase other items as well. At this time, the reserve policy is being discussed between the full Board that includes apparatus replacement, facilities maintenance, and more.

Discussion ensued regarding the short-term implementation plan and identifying where the funding may come from. A Staffing Optimization Step Sub Committee was formed to meet with Director of Business Services Kristin Mandolini to further identify the exact, or best, cost of the 4-0 engine with hiring three ambulance operators to fill the vacant position as well as when current loans will be paid off.

Staffing Optimization Step Subcommittee:

- Vice Chair Segovia
- Assistant Chief Luke Wagner
- Battalion Chief Dan Rogers
- Jon Bidwell
- Andrew Crane

Discussion shifted to long-term revenue and visitor's impact. It was noted to not ask the local tax payers. Suggestions were made to possibly add an additional impact fee to large events within the valley to go towards the fire department or maybe an additional sales tax across the valley. A list of ideas for increased revenue was made which brought up the idea to collect data on the visitor impact on the department. This data would include non-EMS calls, EMS calls, and zero draw down. A subcommittee was formed to review the data pulled.

Visitor Impact Data Subcommittee:

- Director Putz
- Andrew Crane
- Facilities and Systems Manager Duane Dickerson

ACTION: By consensus, the Ad Hoc Strategic Planning Committee agreed to have the staffing optimization subcommittee meet with Kristin to identify future funding operations, have the Visitor Impact Data Subcommittee to meet and review data, and bring back all information to the July 22nd Ad Hoc meeting for further discussion.

ADJOURNMENT

With no further business to come before the Ad Hoc Strategic Planning Committee, Director Putz adjourned the meeting at 11:26 a.m.

Chardelle Smith, Board Secretary

BIG BEAR FIRE AUTHORITY
Ad Hoc Strategic Planning Committee Meeting of July 22, 2024

Staff Notes

OPEN SESSION

CALL TO ORDER

An Ad Hoc Strategic Planning Committee meeting of the Big Bear Fire Authority was called to order by Director Putz at 9:06 a.m., on July 22, 2024, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Committee Board Members Present: Director Putz, Director Rowe, and Vice Chair Segovia

Ex Officio Committee Members Present: Andrew Crane and Glenn Schwartzman

Committee Board Members Absent: None

Staff Present: Fire Chief Jeff Willis, Battalion Chief Dan Rogers, Director of Business Services Kristin Mandolini, Facilities and Systems Manager Duane Dickerson, and Board Secretary Chardelle Smith

MOMENT OF SILENCE Observed

PLEDGE OF ALLEGIANCE: Led by Director Rowe

PUBLIC COMMUNICATION

None

DISCUSSION ITEMS

1. Strategic Planning Discussion and Approach

Director Putz opened the meeting with background regarding the previous committee meeting and its sub committees that were formed with specific assignments. Those assignments were finding data relative to visitor impact on the department and how department finances would work with the short-term triage plan.

Discussion ensued regarding the Staffing Optimization Step Subcommittee meeting with Kristin on July 16. It was stated in this meeting, conversation was held regarding current loans about to be paid off, retirements, equipment purchases, and more. In the end, it was found that although money was found for the short-term plan, it was agreed focus should be on putting money into reserves, update the current reserve policy with trigger points and goals before moving forward with the short-term triage plan of adding more employees.

Discussion shifted to the data pulled regarding the impact of visitors on the department. Captain Crane and Facilities and Systems Manager Dickerson presented the first draft data from FY 2022/23 and 2023/24 showing total EMS transport count with local community members vs visitors, total calls and cost with an ambulance and fire truck, and the revenue cost labeled as “bad debt” resulting from those calls. It was noted the revenue cost for FY 2023-24 is still being calculated as ambulance bills from May and June are still collecting payment. Discussion ensued regarding the standing cost of visitors, its cost on the department, and how the department could recoup the funds.

A break was taken at 11:02 a.m., returning at 11:11 a.m.

Returning from break, the list of possible additional revenue from the July 1st meeting was reviewed and discussed. That list of ideas was:

1. Event Impact Fee
2. Sales Tax Increase Across the Valley
3. TOT from City and County
4. Recreation Safety Fee (Marinas, bike rental, lift ticket etc.)
5. Community Facilities District (CFD) Developer Impact
6. Measure User Flat Fee
7. Insurance Fee at the Ski Lift
8. Other Visitor Related Fees (ex. paid parking)
9. Solar Program (solar parking at fire stations)
10. Develop a Non-Profit
11. Grants
12. Donations Round-Up (grocery store total round up)
13. Insurance Invoice

From this list, the committee decided the top three possibilities to pursue were TOT monies, recreation safety fee as a percentage, and the CFD developer impact fee.

ACTION: By consensus, the Ad Hoc Strategic Planning Committee agreed to hold the discussion regarding the short-term triage plan until the reserve policy was updated; present data showing the visitor impact on the department and discuss the best options for additional funding at the August 13th Regular board meeting.

ADJOURNMENT

With no further business to come before the Ad Hoc Strategic Planning Committee, Director Putz adjourned the meeting at 11:26 a.m.

BIG BEAR FIRE AUTHORITY
Finance Committee Meeting of July 9, 2024

Staff Notes

OPEN SESSION

CALL TO ORDER

A Finance Committee meeting of the Big Bear Fire Authority was called to order by Director Herrick at 10:16 a.m., on July 9, 2024, at 41090 Big Bear Boulevard, Big Bear Lake, California.

Committee Board Members Present: Director Herrick, Director Rowe, and Vice Chair Segovia.

Committee Board Members Absent: None

Staff Present: Fire Chief Jeff Willis, Director of Business Services Kristin Mandolini, and Board Secretary Chardelle Smith.

MOMENT OF SILENCE Observed

PLEDGE OF ALLEGIANCE: Led by Director Herrick

PUBLIC COMMUNICATION

None

DISCUSSION ITEMS

1. Memorandum of Understanding between Big Bear City Community Services District and Big Bear Fire Authority

Chief Willis opened with the background of when the Authority was being formed in 2010 and the discussions that were held between Big Bear City Fire Department and the Big Bear City Community Services District (CSD). He stated these discussions included purchased equipment and purchased land.

Discussion ensued regarding the land purchase as well as the assets between Big Bear City Fire Department and Big Bear Lake Fire Protection District. It was mentioned per the Joint Powers Agreement (JPA) between the agencies that formed the Authority, prior debts were not supposed to be taken over to the Authority.

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

ACTION: By consensus, the Finance Committee agreed to hold this discussion until the Fire Protection District completes their review of the JPA.

2. Possible Future Tax Revenue Anticipation Note from City of Big Bear Lake and Big Bear City Community Services District

Chief Willis started the discussion with the department's previous Tax Revenue Anticipation Note (TRAN) loan amounts and rates.

Discussion ensued regarding the benefits if each member agency contributed the funds in lieu of borrowing funds from a bank. It was noted these funds are needed from mid-September through mid-January.

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

ACTION: By consensus, the Finance Committee agreed for staff to bring the possible TRAN to be split between each agency as a discussion item at the August 13 regular board meeting to suggest each agency take it back to their own agency Board for further discussion.

3. Reserve Policy

Ms. Mandolini reviewed the 2016 revised policy and went through each table showing the targeted fund balance.

Discussion ensued regarding the target fund balances that would need to be updated and the goal of a reserve policy. It was suggested to establish trigger points and set dollar amounts within the reserve policy to ensure goals are met and money is put into the department reserves.

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

ACTION: By consensus, the Finance Committee agreed for staff to update the current reserve policy and bring to the August 13 regular board meeting for full board review.

ADJOURNMENT

With no further business to come before the Finance Committee, Director Herrick adjourned the meeting at 11:18 a.m.