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

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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  
   Nicholaus 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 17<sup>th</sup> 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 10 feet from the roadway. He also commented regarding a phone call he received about firefighters recently hosing down the station sidewalk when residents 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**

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.



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Chardelle Smith  
Board Secretary