



**CONFIRE**

## **ADMINISTRATIVE COMMITTEE MEETING**

**TUESDAY, MARCH 25, 2025 – 1:30 PM**

**LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA**

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### **MINUTES**

#### **ROLL CALL**

##### **ADMINISTRATIVE COMMITTEE MEMBERS:**

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Dave Williams, Chino Valley Fire District

B.C. Luke Granger, Colton Fire Department

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Rich Sessler/Vice-Chair, Redlands Fire Department

Chief Brian Park, Rialto Fire Department

Chief Bertral Washington, San Bernardino County Fire

Chief Bobby Clemmer, Victorville Fire Department

#### **CALL TO ORDER**

- a. Flag Salute
- b. Roll Call/Introductions
- c. Presentations

#### **PUBLIC COMMENT**

An opportunity provided for persons in the audience to make brief statements to the Administrative Committee. (Limited to 30 minutes; 3 minutes allotted for each speaker)

*No statements were made.*

#### **INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST**

Agenda items may require committee member abstentions due to conflict of interests and financial interests. CONFIRE Administrative Committee member abstentions shall be stated under this item for recordation on the appropriate item.

*No conflicts were announced.*

#### **CONSENT ITEMS**

The following items are considered routine and non-controversial and will be voted upon at one time by the Administrative Committee. An item may be removed by a Committee Member or member of the public for discussion and appropriate action.

1. Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of February 25, 2025.
2. CONFIRE Operations Statement as of February 28, 2025
3. Fund Balance Report as of February 28, 2025
4. YTD Call Summary
5. YTD Answer Time
6. CONFIRE Billable Incidents
7. CONFIRE Call Processing Time Analysis – February 2025
8. ECNS Report February 2025

***Motion to accept all items on Consent.***

***Motion by: Chief Bertral Washington***

***Second by: Chief Rich Sessler***

***Yes – 9***

***No - 0***

***Abstain – 0***

***Absent – 0***

## **DIRECTOR REPORT**

*Interim Director Nathan Cooke discussed the AT&T trunk outage that recently affected the Valley 911 Call Center. Backup plan was put into place and investigation is ongoing. An after-action discussion will address ways to better mitigate vulnerabilities. A full report will be released upon completion.*

- a. Communication Division Update – Henry Perez
  - *Fire structure and fire structure low response codes addressed.*
  - *Call processing times discussed. Communications and MIS have been troubleshooting all possible situations that could be affecting our response time.*
  - *No National Standard for EMD Call Processing*
- b. Finance/Admin. Division Update – Damian Parsons
  - *Introduction of Erika Torres-Murillo CONFIRE's new Staff Analyst II*
  - *Dispatcher, Call Taker, and Dispatch Manger recruitments have closed.*
  - *Negotiations with ESU are at a standstill.*
  - *Reviewed the base budget for the current year.*
  - *Budget Change overview.*
  - *Main changes are salary and benefit related.*
  - *Final Budget will be brought to the Board of Directors and Administrative Committee at the May 27<sup>th</sup> meeting.*
- c. MIS Division Update – Blessing Ugbo

- *Automated scan with vulnerability testing has been completed. Manual testing is now being conducted, once complete we will receive a final report of all vulnerabilities.*
- *GIS successfully rolled out the Burn Permit process for San Bernardino County Fire.*
- *Exploring capability of Microsoft AI platform availability.*
- *NEXTGEN 911 update.*

d. EMS Division Update – Chief Joe Barna

#### **COMMITTEE REPORTS**

- a. Ops Chief Committee Report – Chief Ault  
*No report.*

#### **ROUND TABLE**

#### **CLOSED SESSION**

*\*The Administrative Committee entered Closed Session at 2:32 p.m.*

9. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

*\*The Administrative Committee came out of Closed Session at 3:08 p.m.*

*No reportable outcome from Closed Session.*

#### **ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*The meeting adjourned at 3:09 p.m.*

#### **Upcoming Meetings:**

Next Regular Meeting: April 22, 2025 @ 1:30 p.m.

/s/ Liz Berry  
**Liz Berry**  
**Clerk of the Board**