



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, MARCH 24, 2026 – 1:00 PM

LOMA LINDA EOC - 25541 BARTON RD., LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Ray Bruno, Colton Fire Department
Chief Dan Harker/**Chair**, Loma Linda Fire Department
Chief Augie Barreda, Rancho Cucamonga Fire Department
Chief Rich Sessler/**Vice Chair**, Redlands Fire Department
Chief Chris Jensen, Rialto Fire Department
Chief Bertral Jackson, San Bernardino County Fire
Chief Bobby Clemmer, Victorville Fire Department

CALL TO ORDER

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

PUBLIC COMMENT

An opportunity provided for persons in the audience to make brief statements to the Administrative Committee. (Limited to 3 minutes 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 24, 2026.
2. CONFIRE Operations Statement as of February 28, 2026.
3. Fund Balance Report as of February 28, 2026.
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – February 2026
8. ECNS Report – February 2026

Motion to accept all items on Consent.

Motion by: Chief Bertral Washington

Second by: Chief Chris Jensen

Yes – 9

No - 0

Abstain – 0

Absent – 0

EMPLOYEE RECOGNITION

9. Introduction of New Employees

Communications – Angela Haddad: Jessica Lopez, Supervising Dispatcher
Joyrene Marques, Supervising Dispatcher

MIS – Renan Mamaril: State Lattin, Information Systems Analyst III

DIRECTOR REPORT

- a. Communications Division Update – Angela Haddad
 - *Year to date call volume on pace to last year.*
 - *Recruitment continues. Two new Supervising Dispatchers, three Call Takers and 1 ECNS nurse have been hired.*
 - *Dispatcher Leilanie Villanueva awarded the Epic pin from EMCC.*
- b. Finance/Admin. Division Update – Damian Parsons
 - *Oracle financial software scheduled to go live at the end of April.*
 - *Annual audit is currently underway.*
- c. MIS Division Update – Renan Mamaril
 - *Continue to build out the Desert Center in preparation for the move to the new VCC.*

- *MIS will continue to work with vendors to be prepared for a seamless move, all testing in preparation has been successful.*
- *Reporting on the topic of security from last month, unauthorized network access has been minimal.*
- *Security awareness will be required for all new onboarded employees.*
- *Cybersecurity is a shared responsibility, and we must all be vigilant.*

SUBSIDIARY COMMITTEE REPORTS

- a. **Ops Chief Committee Report – Chief Augie Barreda**
County and CONFIRE Ops group continues to review and update policies. Chief Serna OA Coordinator is discussing preplanning for the 2028 Olympics.

OLD BUSINESS

10. Call Processing Workshop Update – Angela Haddad – ACCEPT & FILE

At the January 27th Administrative Committee Call-Processing workshop, the consensus of the Chiefs was to pursue processes to support greater efficiency and to reduce call processing time.

In February the CONFIRE team reviewed the current CAD system functionality to identify opportunities for additional structured call intake capabilities that could enhance efficiency and support the established call processing goal. Preliminary configuration and testing of the CAD system Protocol Builder took place.

The CONFIRE team has engaged an allied partner to provide a system demonstration and gather feedback to help evaluate potential improvements. A vendor product demonstration of Emergency Fire Dispatch is scheduled for March 25, 2026.

Additional actions that have been taken:

- *47 complaint types were identified and updated to Auto-Dispatch.*
- *Internal policy updated to enter and dispatch an immediate response to all reports of “fire” and return to call interrogation.*

Staff will continue to research and evaluate system enhancements and process improvements aimed at reducing call intake times, ensuring greater efficiency and improved response time.

Current items being reviewed:

- *Protocol Builder, CAD system feature, that can be internally developed, for scripted protocol triage, that call takers can use to quickly assess the nature and severity of a fire-related incident.*

- *Emergency Fire Dispatch (EFD) is a structured, standardized system used to gather critical incident information, prioritize calls, and provide lifesaving instructions prior to arrival of fire personnel. This program has the benefit of adding additional accreditation to the organization.*

Both options being reviewed have no fiscal impact.

NEW BUSINESS

11. 2026-27 Preliminary Budget Overview – Damian Parsons – ACTION ITEM

The proposed preliminary budget focuses on maintaining current service levels. Outlined below are projected changes, including new expenditures, and offsetting reductions as well as three budget options and associated implications for each option.

Key Cost Increases:

- *Memorandum of Understanding (MOU) increases: Contractually obligated wage and benefit adjustments negotiated under current labor agreements.*
- *New Positions: strategic additions to staffing to support current services and operational efficiency.*
- *Increased Rent: Additional costs for the space at the new Valley Communication Center (1 full year).*
- *Rackspace Rent*
- *Increases in Radio/Console Rates.*

Offsetting Reductions:

- *Streamlining of Software services, eliminating redundant subscriptions.*
- *Realignment of Equipment Reserve items (hardware)*

These offsets partially mitigate the overall impact of increasing expenditures and help to maintain a responsible fiscal trajectory.

Due to the projected revenue short fall of \$1,147,670 in Emergency Communications Nurse System (ECNS) revenues. Staff is presenting three preliminary budget options for consideration.

Option 1 – Approve Target Preliminary Budget for All Funds with Reserve Subsidy.

Approves the preliminary budgets for all funds, including the continuation of the ECNS program utilizing \$1.15 million in available reserves to subsidize program operations. Staff will continue to pursue other funding sources. If CONFIRE can start providing

ambulance services under the contract with San Bernardino County, these revenues would be used to fund ECNS going forward, eliminating the need to utilize reserves.

Option 2 – Approve All Funds Preliminary Budgets with New positions in Fund 5008 and Agency Funding of ECNS

Approves the preliminary budgets for all funds, including the addition of two (2) new positions within fund 5008 (Operations), with member and contract agencies paying the unfunded costs of ECNS operations base on ECNS call volumes per each agency.

Option 3 – Approve All Funds Preliminary Budgets with No New Positions in Fund 5008

Approve preliminary budgets for all funds with no additional staffing positions added in Fund 5008. This represents a reduction in cost of \$331,370.

Staff recommends Option 1 as it best supports the organization’s strategic priorities related to maintaining current service levels and operational readiness, without immediately financially impacting the agencies, while allowing for the impending decision on the ambulance contract.

Motion to adopt Option 1 -The Administrative Committee approves the Target Preliminary Budget for all funds with reserve subsidy.

Motion by: Chief Dave Williams

Second by: Chief Bobby Clemmer

Yes – 9

No - 0

Abstain – 0

Absent –0

ROUND TABLE

Chief Ray Bruno, with Colton Fire Department, announced his retirement.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:31 p.m.*

12. Personnel Matter – Public Employment – Government Code section 54957(b)(1):
Title: Executive Director.

13. Review and update Existing Litigation – Government Code section 54956.9: AMR
Lawsuit

