



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JULY 25, 2023 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

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### MINUTES

#### ROLL CALL

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

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Rich Sessler/Vice-Chair, Redlands Fire Department – *Arrived @ 13:33*

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Jeremy Ault, Chino Valley Fire District

Chief Tim McHargue, Colton Fire Department

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Brian Park, Rialto Fire Department-

Chief Bertral Washington, San Bernardino County Fire

Chief Willie Racowski, 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 30 minutes; 3 minutes allotted for each speaker)

#### 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 Administrative Committee Minutes of June 27, 2023
2. 2023 YTD Call Summary

3. PSAP Answer Time YTD 2023
4. EMD – ECNS Performance Standards – June 2023

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

***Motion by: Chief Tim McHargue***

***Second by: Chief Jeremy Ault***

***Yes - 8***

***No - 0***

***Abstain – Chief Tim McHargue from June’s minutes***

***Absent – 1, Chief Rich Sessler arrived at 1:33***

**DIRECTOR REPORT**

- a. SBCERA  
*\*See update under Old Business.*
- b. County Services Agreement  
*\*See update under Old Business.*
- c. Staffing  
*CONFIRE continues to hire and work on employee retention.*
- d. EMD  
*Ace accreditation with academy is under remediation. Employee script issues have caused point deductions. We continue to correct issues and work to remedy our status.*
- e. ECNS  
*For the month of June 2023, there were a total of 1,175 calls eligible for low code. Of those a total of 150 ECNS eligible calls were transferred to ECN putting us at 12.8%.*  
  
*Four full time nurse recruits are currently in background. We continue to work on achieving a comfortable flow between EMD/ECNS. We are striving to be efficient and effective in the service we provide and will continue to educate the public on the program.*  
  
*\*Not on the agenda, but discussion that warranted noting was a discussion on after hours calls that do not generate revenue.*

*Burn permit calls - 3,800 last year, call is generated and input into CAD so that incoming community calls regarding smoke can be addressed. That is 3,800 calls that have been processed that did not generate revenue.*

*Helicopters:*

*CONFIRE is the helicopter coordinator, 159 calls generated last year. 159 calls that did not generate revenue.*

*County Public Health afterhours calls- approximately 100 calls a year for afterhours calls. 100 calls that generate no revenue.*

*Loma Linda after hours Animal Control - 270 calls per year for Loma Linda after hours animal control. 270 calls that did not generate revenue.*

*The Chiefs agreed that this topic requires further discussion and research.*

## **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo
  - *Next-Gen Firewall – Ongoing (Projected completion 2023/24 FY).*
  - *Tablet Command AVL – The Ops Committee will review POC complete report.*
- b. Ops Chief Committee Report – Chief Augie Barreda
  - *County Ops and CONFIRE Ops were both dark in July. Nothing to report.*
- c. CAD to CAD – Mike Bell
  - *Riverside County/Murrieta nearing go live*
  - *Projected kick off with AMR Riverside*
  - *Working with SB COG on Smart City initiative*
  - *IE PSOP Exec Committee meeting scheduled for 8/14/23*
  - *Need to focus on new participants*

## **OLD BUSINESS**

5. CONFIRE/SBCERA – **UPDATE**

*The transition to SBCERA was approved by the CONFIRE Board on May 30, 2023, via Resolution 2023-2. The SBCERA Board passed a similar resolution allowing CONFIRE to become a Participating Employer at SBCERA at their July 6, 2023, meeting. SBCERA has requested that an authorized representative for each member agency sign an Acknowledgement of Receipt and Acceptance of Terms document and that these signatures be collected by CONFIRE and submitted to SBCERA by August 31, 2023.*
6. CONFIRE/County Services Agreement – **Discussion and direction regarding funding of worker’s comp “tail claims”.**

*CONFIRE currently has (6) ongoing open workers comp "Tail Claims". These claims carry a potential of approximately \$351,000. CONFIRE has budgeted for this and plans to write a check to San Bernardino County to close all current workers comp claims.*

## **NEW BUSINESS**

### **7. UASI 2020 Grant Extension Request – ACTION ITEM**

*CONFIRE was awarded a UASI Grant for 2020 to support the Inland Empire Public safety Operations Platform (CAD to CAD). The grant was for \$350,000 and had an original grant performance period deadline of May 1, 2023. At the close of that period \$48,702.47 had been expended.*

*The primary reasons for the low expenditure has been related to delays in current and proposed projects (CAL Fire San Bernardino, Ontario, Corona etc.). Project timelines are longer than expected as well.*

*We are requesting approval for an extension of the UASI 2020 Grant performance period to January 31, 2024.*

***Motion to approve the request for an extension of the UASI 2020 Grant performance period to January 31, 2024.***

***Motion by: Chief Tim McHargue***

***Second by: Chief Mike McCliman***

***Yes - 9***

***No - 0***

***Abstain - 0***

***Absent - 0***

### **8. 23/24 Budget Credit Mistake – ACTION ITEM**

*During the preparation of the FY 23/24 Annual Budget, fiscal staff were made aware of new additional revenue that would be coming into CONFIRE as a result of changes that were being made in the San Bernardino County Ambulance contract. The ambulance contract has a provision that would mandate the ambulance provider pay CONFIRE \$5.00 for every call that had Emergency Medical Dispatch (EMD) performed. Based on the timeline set forth by the County (projected start date of April 1, 2024) and the number of calls EMD'd by CONFIRE, our fiscal team estimated that an additional \$175,00 in revenue would come into CONFIRE during FY 23/24.*

*The additional \$175,000 in revenue was inadvertently placed on our agency budget spreadsheet as a "credit" for each agency, instead of a separate line item as revenue. Due to the mistake that was made, the CONFIRE agencies were given a total credit of \$175,000 (each agency was based on percentage of overall budget). This lowered the annual budget by \$175,000 which would have a negative impact on total revenues.*

*Furthermore, the \$175,000 in projected revenue is based on an estimated timeline by the County which cannot be fully relied upon. Staff took this into consideration when preparing the budget and did not rely on the \$175,000 in additional revenue coming in from the ambulance contract, for the overall operating budget.*

*The mistake was not found until after the annual budget was approved by the CONFIRE Administrative Committee and the Board of Directors.*

***After discussion the Chiefs agreed to table this topic until December and mid-year to see how we are trending.***

**9. EMS Division Subsidiary Committee Policy Amendment – ACTION ITEM**

*The EMS Subsidiary Division Committee Policy (6.002) was adopted on 9/13/2022 and revised on 12/13/2022. Under section D (2) of the policy it states “each participant shall cast one (1) vote. For the EMS Division Committee to bring forward a recommendation, a majority of the quorum must approve the action.”*

*In order to bring a more balanced and equitable approach to the amount of weight that each agency carries pertaining to voting rights, Staff is recommending that this section be changed to state:*

*(1) Each participant shall cast weighted votes set annually, effective July 1 based upon the total percentage of 911 EMS incidents that occurred in the preceding calendar year in the County of San Bernardino Ambulance Contract EOA's (1,2,3,4,5b, 6, 7, 8, 9, 11, and 12a).*

*It is recommended that the Administrative Committee approve the recommended amendments to the EMS Subsidiary Division Committee Polity (6.002).*

*There is no fiscal impact.*

***Motion to approve the EMS Subsidiary Division Committee Policy Amendment 6.002 as presented.***

***Motion by: Chief Mike McCliman***

***Second by: Chief Tim McHargue***

***Yes - 8***

***No – 1 Chief Brian Park***

***Abstain - 0***

***Absent - 0***

**ROUND TABLE**

- Discussion on possible IT risks, Chiefs agreed to continue discussion when MIS Director, Blessing Ugbo can be present.*

