

**CONSOLIDATED FIRE AGENCIES
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

POLICY: 6.002
TITLE: EMS Division Subsidiary Committee
ADOPTED: [9.13.2022]
REVISED: [07.25.2023]

EMS Division Subsidiary Committee

There is hereby established an EMS Division Subsidiary Committee, which shall be organized and be responsible for the collaborative development and implementation of a regionally shared EMS delivery system.

A. Definitions

1. **EMS:** Also known as Emergency Medical Services.
2. **EMS Division:** One of four divisions within CONFIRE, established by action of the Administrative Committee at its meeting on March 7, 2022.
3. **EMS Division Subsidiary Committee:** Also known as the EMS Division Committee, established by the Administrative Committee through this Policy.
4. **EMS Division Participants/Participant(s):** All CONFIRE Member Agencies and Contract Agencies that enter into an MOU with CONFIRE to participate in the EMS Division.
5. **Member Agency:** The Parties to the Third Amended and Restated Joint Powers Agreement for Consolidate Fire Agencies (CONFIRE), which are Apple Valley Fire Protection District, Chino Valley Fire District, City of Colton, City of Loma Linda, City of Redlands, City of Rialto, City of Victorville, Rancho Cucamonga Fire Protection District and San Bernardino County Fire Protection District. Additional Parties may be added upon amendment of the Joint Powers Agreement.
6. **Contract Agency:** An entity that has been sponsored by an existing Member Agency, approved by the Board of Directors according to terms acceptable to CONFIRE.
7. **Initial Membership Cost:** Payment that shall be made by a Contract Agency participating in the EMS Division, as set forth in this Policy.

B. Authority & Purpose

The EMS Division Committee shall meet regularly with the CONFIRE Director and Administrative Committee to provide advice and direction on matters related to the EMS Division, both operationally and administratively.

EMS Division Committee is responsible for all matters relating to the origination and operation of the EMS Division as delegated by the Administrative Committee. Such delegated responsibilities include but are not limited to:

- Establish the initial governance, EMS Division Operational Structure, financing and cost sharing methods of CONFIRE’s EMS Division. Present recommendation to the Administrative Committee and Board of Directors for approval.
- Establish an annual EMS Division Budget for presentation to and approval by the Administrative Committee and Board of Directors with the following priorities:
 - Priority 1 – Contractual obligations & Operational costs for the EMS Division
 - Priority 2 – Build reserves for the EMS Division
 - Priority 3 – System enhancements and system reinvestment
 - Priority 4 – If applicable, repayment of cost contributions by EMS Division Committee Participants or Private Ambulance Partner.
Note: Initial Membership Costs shall not be repaid.
 - Priority 5 – Equitable distribution of unused / unassigned fund balance to the Participants through FRALS agreements. FRALS agreements will be created based upon the ambulance contract between San Bernardino County and CONFIRE.
- Monitor fiscal and operational performance.
- Participate in annual CONFIRE audit.
- Develop policies for the operations and administration of the EMS Division.
- Evaluate need for ongoing governance model changes.
- Evaluate performance of Private Ambulance Partner.

C. Membership

Each Member, or Contract Agency of the EMS Division through MOU, shall be entitled to one (1) seat and one (1) alternate seat on the EMS Division Committee (“Participant”).

Participation on the EMS Division Committee is not mandatory. However, participation is required for those Member and Contract Agencies that intend to invest in the regionally shared EMS delivery System and realize any potential benefits derived from that investment. Each Participant assumes full risk and liability.

Contracting Agencies shall formally declare in writing their intent to participate in the EMS Division no later than December 31, 2022. Any city, district or agency who desires to participate at a later date will not have an opportunity to do so until such time as the JPA seeks contract extension with ICEMA anticipated to be at five years post the date of inception of services, currently anticipated to be in 2029. At that time, said entity shall declare their wishes to participate in the JPA EMS Division which will be considered by the CONFIRE Board of Directors and Administrative Committee.

Initial Membership Cost for a Contract Agency participating in the EMS Division is based on Total Cost divided by Total EMS Division Participants. Examples of EMS Division Initial Membership Costs are the following:

- Consulting Fees
- Legal Fees
- Reserves
- Other Related Fees

The Initial Membership Cost, is due no later than 60 days following the signing of a Memorandum of Understanding to participate as a Contracting Agency no later than February 28, 2023, unless extended by unanimous approval by the EMS Division Committee. The formula below outlines assumed costs for the formal response to San Bernardino County’s Request for Proposals for Ambulance Services, and shall serve as the baseline entry level fee for Contracting Agencies.

Initial Membership costs shall be based on the following formula:

$$\text{Initial Membership Cost} = \frac{(\text{Consulting Fees} + \text{Legal Fees} + \text{Reserves Expended} + \text{Other Related Costs})}{\text{Total Participants}}$$

$$\text{Estimated Initial Costs} = \frac{(\$255,372 + 100,000 + 100,000)}{11 \text{ Participants}}$$

Note: The estimated costs assume 11 participants and provides a good faith estimate on the expected costs.

In the event that the Estimated Initial Cost is higher than estimated above, as determined by a formal review by the EMS Committee, the Initial Membership Cost will be increased accordingly. Any additional Initial Membership cost owed by a Contract Agency shall be paid within sixty (60) days.

The following EOAs and the prospective EMS Participant, are listed below:

EOA	General Area	EMS Participant(s) within EOA
1	Rancho Cucamonga, Upland, Mt. Baldy	RCF, BDC
2	Chino, Montclair	CHO, MTC
3	Chino Hills, Ontario	CHO, OTO
4	Fontana, Bloomington, Lytle Creek	BDC
5b	Unincorporated pockets in Rialto	BDC
6	Colton, San Bernardino, Muscoy, Devore	COL, BDC
7	Grand Terrace, Parts of Redlands, Highland, Parts of Colton	BDC, RED, HGH, COL
8	Redlands, Highland, Mentone, Yucaipa, Oak Glen	RED, HGH, BDC, YUC
9	Loma Linda	LOM

11	Waterman Canyon, San Bernardino National Forest Front Country	BDC
12a	Victorville, Adelanto, Apple Valley	VCV, BDC, APP

D. Meetings

Meetings of the EMS Division Committee will be called on an as needed basis.

1. Quorum

While participation is not mandatory, two thirds of the Participants must be present for a recommendation to be brought forward to the Administrative Committee and/or Board of Directors of CONFIRE.

2. Voting

- (a) 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).

Example- If a participant's agency responded to 50% of the total 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), that participant would have 50% of the total vote.

If a participant's agency responded to 3% of the total 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), that participant would have 3% of the total vote, so forth and so an.

- (b) In order for the EMS Division Subsidiary Committee to bring forward a recommendation to the Administrative Committee, the recommendation must have received a majority percentage of the votes.