



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JUNE 27, 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  
Chief Buddy Peratt, Apple Valley Fire Protection District - *Absent*  
Chief Jeremy Ault, Chino Valley Fire District  
Chief Tim McHargue, Colton Fire Department - *Absent*  
Chief Mike McCliman, Rancho Cucamonga Fire Department  
Chief Brian Park, Rialto Fire Department-  
Chief Bertral Washington, San Bernardino County Fire  
Chief David Foster, Victorville Fire Department - *Absent*

#### 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 May 30, 2023
2. CONFIRE Operations Statement as of May 31, 2023

3. Fund Balance Report as of May 31, 2023
4. 2023 YTD Call Summary YTD
5. YTD Answering Times
6. Billable Incidents
7. EMK Consultants Agreement Renewal FY 2023-24

*Motion to accept all items on Consent*

*Motion by: Chief Jeremy Ault*

*Second by: Chief Rich Sessler*

*Yes - 6*

*No - 0*

*Abstain - 0*

*Absent – 3*

## **DIRECTOR REPORT**

a. Staffing

*We have made tremendous headway on staffing and continue to work on filling vacancies.*

b. EMD

*We continue to get more calls to full determinate code and work on getting more low acuity calls to ECNS.  
Compliance for full determinate has risen dramatically.*

c. ECNS

*We have made four conditional offers to perspective nurses; those are currently with County Council for approval of the contracts. The timeline for staffing in the dispatch center is 30-60 days.*

d. Management Updates

*Introduction of Otto Schramm, Interim Assistant Manager.*

*Several agencies that CONFIRE serves have after hour calls that do not generate revenue. These calls are create extensive work for dispatch that is not being monetarily compensated for. For example, downed trees, public works requests and animal control. This topic was brought up to open dialogue on how these requests should be*

*handled in the future. The Chiefs agreed that the topic requires further investigation and discussion.*

## **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo  
*No updates from MIS this month.*
- b. Ops Chief Committee Report – Chief Augie Barreda
  - *IQS update*
  - *County Haz Mat Response Plan*
  - *Response Plans / Staging Call Types (Psychiatric)*
- c. CAD to CAD – Mike Bell  
*Otto Schramm attended a Firescope meeting and reported that the group is working on building what CAD to CAD in California will have.*  
  
*No report from Mike Bell*

## **OLD BUSINESS**

## **NEW BUSINESS**

8. CONFIRE / Chino Valley Fire Agreement for Interim Director – **Action Item**  
*The CONFIRE Administrative Committee previously approved an agreement with the Chino Valley Fire District to provide an Interim Director to CONFIRE which will expire 6/30/2023.*  
  
*Due to the County ambulance RFP being delayed several times, CONFIRE was not able to recruit and hire a permanent director. CONFIRE is still in need of an Interim Director and is recommending that Nathan Cooke continue to serve in that capacity until a permanent replacement is found.*  
  
***Motion to approve the Interim Director agreement with Chino Valley Fire District as presented.***  
  
***Motion by: Chief Brian Park***  
***Second by: Chief Jeremy Ault***  
***Yes - 6***  
***No - 0***  
***Abstain - 0***  
***Absent - 3***
9. CONFIRE / Colton Fire Agreement for XBO ECC Chief – **Action Item**

*The CONFIRE Administrative Committee and the Board of Directors adopted the FY 23/24 annual budget which authorized the Director to fill the XBO ECC Chief position for 1 year.*

*During the May Administrative Committee meeting, the Committee determined that the City of Colton would be best suited to fill the XBO ECC Chief position with Battalion Chief Henry Perez.*

*The agreement between CONFIRE and the City of Colton memorializes the services and payments that will be provided between the two parties.*

***Motion to approve the XBO ECC Chief agreement with the City of Colton.***

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

***Second by: Chief Brian Park***

***Yes - 6***

***No - 0***

***Abstain - 0***

***Absent - 3***

10. CONFIRE / Rancho Cucamonga Fire Protection District Agreement for Interim Chief Financial Officer – **Action Item**

*The current CONFIRE Interim CFO is unexpectedly leaving her position and has created an immediate vacancy as of July 1, 2023. The CFO position is a critical management position that should be filled immediately. It is anticipated that the recruitment and hiring process via the County of San Bernardino will take 4-6 months to complete.*

*Due to the County ambulance RFP being delayed several times, CONFIRE has not been able to recruit and hire a permanent CFO. CONFIRE is still in need of an Interim CFO and is recommending that Quang Leba serve in the capacity until a permanent replacement is found due to his previous experience and background in finances.*

*The agreement with the Rancho Cucamonga Fire Protection District is still being calculated. The amount is not to exceed \$125,000. There should be no increase in costs to agencies because of this action.*

***Motion to accept the Interim Chief Financial Officer (CFO) agreement with Rancho Cucamonga Fire District as presented.***

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

***Second by: Chief Brian Park***

***Yes - 6***

***No - 0***

***Abstain - 0***

*Absent - 3*

**ROUND TABLE**

**CLOSED SESSION**

11. The Admin. Committee will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): County Ambulance RFP
  
12. Personnel – Discipline/Dismissal/Release (one matter) Government Code section 54957.

*No reportable action taken during closed session.*

**ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*The meeting adjourned at 2:42 p.m.*

**Upcoming Meetings:**

Next Regular Meeting: July 25, 2023, at 1:30 p.m.

    /s/ Liz Berry    

**Liz Berry**  
**Administrative Secretary I**