



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JULY 23, 2024 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Dan Harker/Chair, Loma Linda Fire Department
Chief Rich Sessler/Vice-Chair, Redlands Fire Department - *Absent*
Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District – *Absent* - *Absent*
Chief Ray Bruno, Colton Fire Department
Chief Mike McCliman, Rancho Cucamonga 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

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 the Special Administrative Committee Minutes of June 25, 2024.
2. Approve the Administrative Committee minutes of June 25, 2024

3. YTD Call Summary
4. YTD Answering Times
5. Billable Incidents
6. Call Processing Time Analysis – June 2024
7. EMD-ECNS Performance Standards – June 2024
8. Resolution 2024-03 Department of Justice (DOJ) Criminal Background History
9. Tablet Command
10. Acceptance and Modification of FY2022 Homeland Security Grant Program Funds
11. Wittman Contract Amendment
12. Addition of Two Full-Time Regular Status Communication Positions

Motion to accept all items on Consent.

Motion by: Chief Mike McCliman

Second by: Chief Bertral Washington

Yes – 7

No - 0

Abstain – 0

Absent – 2

DIRECTOR REPORT

- a. Staffing Update
- b. CAD Update
- c. 4th of July
- d. ECNS Funding Update
- e. Admin/Finance Staff Re-location

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
Sam Perez, CONFIRE's GIMS Coordinator, gave a demonstration on a weed abatement mapping program that is available to each CONFIRE agency.

The program takes what city inspectors do in the field and digitizes it.

The program allows you to click on a parcel, check inspections, and confirm if the landowner is compliant or not. This is a public facing dashboard that updates daily.

For Rialto Fire Department it took a 4–5-week job and cut it down to 4-5 days.

SUBSIDIARY COMMITTEE REPORTS

- a. Annual Charges Sub-Committee Update – Chief Peratt

The Annual Charges Sub-Committee met and moved forward with a Staff Report to the Administrative Committee for action. The committee believes the outcome is fair and equitable for each agency.

NEW BUSINESS

13. ECNS Funding - DISCUSSION ITEM

The ECNS program has been up and running for 3 years, funded via ARPA funds, which are due to run out as of December 1st. It is apparent that this program is imperative to the overall ecosystem of CONFIRE and the more we invest into the system the more we benefit. Discussion ensued regarding possible funding sources and options available.

Another aspect of the ECNS system that was addressed is the struggle to retain ECNS employees. We need to provide stability to the ECNS nurses and overcome the struggle of staffing, this can be achieved by making the ECNS employees full time CONFIRE employees.

Direction was given to have the CONFIRE finance team and Chief Fratus provide statistics and the staff report needed for formal action.

14. Cost Apportionment for Non-Emergency Call Types - ACTION ITEM

At the January 2024 Administrative Chiefs meeting, staff brought forward a proposal to change the method by which certain non-emergency call types were billed to both CONFIRE and non-CONFIRE agencies. The purpose was to ensure that costs associated with processing calls were distributed among participating agencies in a fair and equitable manner. During discussion of this proposal, the Chief's decided that more analysis would be beneficial and directed staff to facilitate an ad hoc committee of Admin. Chiefs to review options and bring back recommendations to the administrative group. This committee convened in May 2024 and developed the recommendations presented.

Fiscal Impacts: Non-emergency calls that are added and apportioned to the home agency will not have a fiscal impact on CONFIRE's operating budget. However, it will impact the amount each agency pays based on how many non-emergency type calls each agency has.

If CONFIRE begins charging non-CONFIRE agencies for services, staff projects a potential for approximately \$2,000 annually from San Bernardino County Department of Public Health, and approximately \$22,000 from private medical air transport companies assuming ICEMA gives approval for the proposed cost recovery. While the recommendations include formalizing a contract with San Bernardino County Road Department, CONFIRE is currently collecting reimbursements from them that are

approximately the same as what the proposed cost-per-call method would be, so no new revenues would be realized.

Motion to:

- 1. Discontinue the current practice of excluding the non-emergency calls listed in Attachment A from each agency's annual call count as used for cost apportionment of CONFIRE's annual operating budget of universal costs.**
- 2. Direct staff to establish contracts with San Bernardino County Dept. of Public Health and San Bernardino County Road Dept. to reimburse CONFIRE for dispatching services annually on a cost-per-call basis.**
- 3. Direct staff to negotiate with ICEMA for a cost-per-call reimbursement requirement for privately operated air medical transport agencies that receive dispatching services from CONFIRE.**

Motion by: Chief Bertral Washington

Second by: Chief Buddy Peratt

Yes - 7

No - 0

Abstain – 0

Absent – 2

ROUND TABLE

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:53 p.m.*

15. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 45956.9(d): AMR Lawsuit

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

**The Administrative Committee came out of Closed Session at 3:23 p.m.*

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 3:24 p.m.

Upcoming Meetings:

Next Regular Meeting: August 27, 2024, at 1:30 p.m.

_____/s/ Liz Berry

Liz Berry
Clerk of the Board