



**CONFIRE**

## STAFF REPORT

**DATE: May 28, 2024**

**FROM: Nathan Cooke, Interim Director**

**BY: Damian Parsons, Finance/Administrative Director  
Rana Gilani, Staff Analyst II**

**TO: CONFIRE Administrative Committee**

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**SUBJECT: \$2,000,000 loan to Fund 5020 (EMS) from Fund 5010  
(Reserve)**

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### **Recommendation**

It is recommended that the CONFIRE Administrative Committee authorize a loan from Fund 5010 (Reserve) to Fund 5020 (EMS) in the amount of \$2,000,000.

The loan will be used by the EMS Division to fund the startup cost related to hiring support staff and the respective personnel salaries, as well as the cost associated with the first 90-days of operations for the County of San Bernardino Ground Ambulance contract.

### **Background Information**

The County of San Bernadino has awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas contract. To begin providing ambulance services effective October 1, 2024, as required per the agreement with the County, CONFIRE's EMS division will need funding to incur start-up costs for salaries and benefits for support staff. Fund 5010 (Reserve) will provide Fund 5020 (EMS) a loan not to exceed \$2,000,000.

It is recommended that CONFIRE utilizes the reserve in Fund 5010 by loaning it to Fund 5020 (EMS) to fund the above startup costs with no interest. This action will delay or potentially eliminate the need to utilize the loan provided by the City of Ontario at 4% interest.

The terms of the loan are as follows:

Maximum Loan Amount:	\$2,000,000.00
Minimum Amount Per Draw:	\$2,000,000.00
Draw Effective Date:	May 29, 2024
Loan Agreement:	Agreement expires 2 years from the effective date of the loan agreement. Draws request must be completed within the two years.
Interest Rate:	0%
Repayment:	Borrower will pay scheduled principal within 2 years

**Fiscal Impact**

The funds will be transferred from Fund 5010 to Fund 5020 once it is approved by the Administrative Committee. There will be zero interest charged to Fund 5020 for this loan and the loan must be repaid within two years from the date of the transfer of funds.