



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, NOVEMBER 26, 2024 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District - *Absent*

Chief Dave Williams, Chino Valley Fire District

Chief Ray Bruno, Colton Fire Department

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Augie Barreda, Rancho Cucamonga Fire Department

Chief Rich Sessler/Vice-Chair, Redlands 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 abstentions or conflicts 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 Administrative Committee Minutes of October 22, 2024.
2. CONFIRE Operations Statement as of October 31, 2024

3. Fund Balance Report as of October 31, 2024
4. YTD Call Summary
5. YTD Answering Times
6. Billable Incidents
7. Call Processing Time Analysis – October 2024
8. CONFIRE ECNS Analysis
9. Side Letter to ESU MOU

Motion to accept all items on Consent.

Motion by: Chief Park

Second by: Chief Williams

Yes – 8

No -0

Abstain – 0

Absent – 1- Chief Peratt

DIRECTOR REPORT

- a. Communication Division Update – Henry Perez
 - *Proudly announced notification of CONFIRE’S ACE accreditation.*
 - *Staffing continues to hold above required percentage. One call taker resigned due to personal reasons.*
 - *Working with REMSA on remote nurses.*
 - *New Valley Communications building is on schedule.*
- b. Finance/Admin. Division Update – Director Cooke
 - *Recruitment for Staff Analyst II underway.*
- c. MIS Division Update – Blessing Ugbo
 - *Working with Central Square on a new CAD update to test.*
 - *MIS continues to work on a CAD rehost.*
 - *HDGC work continues in preparation for the future move to the new Valley Communications building.*
- d. EMS Division Update – Director Cooke
 - *Priority is very appreciative that CONFIRE agencies have stepped up to provide temporary employment for Priority employees.*

COMMITTEE REPORTS

- a. CAD to CAD – Director Cooke
 - *Ontario and CAL Fire BDU Go Live has been postponed to January.*

OLD BUSINESS

10. ECNS Funding Update – Director Cooke – **DISCUSSION ITEM**

CONFIRE continues to meet with health plan providers and agencies to secure funding for the ECNS program.

NEW BUSINESS

11. CONFIRE Utilizing (3) Priority IFT Supervisors and (1) System Status Data Analyst/Manager Under Temporary Employment Agreement – Director Cooke – **DISCUSSION ITEM**

Agencies notified that CONFIRE has agreed to temporarily employ (3) Priority IFT Supervisor's and (1) System Status Data Analyst/Manager in the Valley Dispatch Center.

12. Notification from Teamsters of petition to represent Call-Takers, Emergency Services Dispatcher Trainees, Emergency Services Dispatchers, and Supervising Dispatchers – Director Cooke – **DISCUSSION ITEM**

Official letter received from Teamsters that they would like to represent Call-Takers, Emergency Services Dispatcher Trainees, Emergency Services Dispatchers, and Supervising Dispatchers.

13. Acceptance and Modification of FY2023 Homeland Security Grant program Funds – Director Cooke – **ACTION ITEM**

To utilize approved funds CONFIRE must enter into an MOU with the County of San Bernardino Office of Emergency Services.

The MOU binds CONFIRE to utilize the funds according to the application and within the strict guidelines of the HSGP rules. There are also reporting requirements that CONFIRE must comply with.

The intent of these funds is to assist CONFIRE as the lead agency in developing and implementing a regional CAD to CAD solution in San Bernardino County.

A grant modification is necessary because the original intent of the grant was to fund the cloud-based fees associated with the program. These fees are no longer assessed in the same manner, they are now included in the on-going annual subscription costs for each participating agency. This change occurred after the grant was submitted. Going forward CONFIRE will use these funds to provide support of consulting services, to add additional agencies and/or enhance the capability of the existing program.

This project will initially be paid for from CAD to CAD (5019) and reimbursed by the HSGP 2023 funding through the County of San Bernardino Office of Emergency Services.

Motion to approve MOU with County of San Bernardino Office of Emergency Services to accept a grant award of \$86,912 for the Homeland Security Grant Program (HSGP) FY2023 period to be utilized for regional CAD to CAD project.

Authorize a modification of the grant to address current CAD to CAD project needs.

Motion by: Chief Park

Second by: Chief Williams

Yes – 8

No -0

Abstain – 0

Absent – 1, Chief Peratt

14. Contracts for Nurse Positions to Support Emergency Communications Nurse System program – Director Cooke – **ACTION ITEM**

CONFIRE utilizes employment contracts in various capacities to augment staffing as needed. The ECNS program currently has a vacant nurse position and staff anticipate additional vacancies soon. CONFIRE was notified by the Regional Medical Services Authority (REMSA) that they would no longer provide ECNS augmentation services to CONFIRE effective December 1, 2024, as they are eliminating their ECNS program. Staff is requesting authorization for the Interim Director to enter into contracts with three nurses with the intent of recruiting former REMSA nurses as they are trained and certified to provide services in California and are familiar with CONFIRE’s ECNS protocols.

The estimated six-month contract costs for these positions is \$168,547. Contract costs will be funded by existing unexpended American Rescue Plan Act funds. Staff is currently working on obtaining additional funding for ECNS from San Bernardino County and health plan providers.

Motion to authorize the Interim Director to execute and enter into contracts for three nurse positions to support the Emergency Communications Nurse System (ECNS) program for six months from December 1, 2024, to June 30, 2025, with an option to extend for an additional six-month period.

Motion by: Chief Williams

Second by: Chief Clemmer

Yes – 8

No -0

Abstain – 0

Absent – 1, Chief Peratt

15. Officer Elections – **ACTION ITEM**

Per CONFIRE By-Laws “He/She shall serve a one (1) year term as Chairperson/Vice-Chairperson and shall be elected to that position annually by the members of the Administrative Committee.”

Motion to approve Chief Dan Harker for Chairperson and Chief Rich Sessler for Vice-Chairperson.

Motion by: Chief Park

Second by: Chief Williams

Yes – 8

No -0

Abstain – 0

Absent – 1, Chief Peratt

ROUND TABLE

Discussion on the costs of physically moving the current Valley Dispatch Center to the new building in San Bernardino.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:20 p.m.*

16. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session at 2:55 p.m.*

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:56 p.m.

Upcoming Meetings:

Next Regular Meeting: December 17, 2024 @ 1:00 p.m.

 /s/ Liz Berry

Liz Berry

Clerk of the Board