



JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS AND

ADMINISTRATIVE COMMITTEE

TUESDAY, MAY 27, 2025 – 1:30 P.M.

LOMA LINDA-EOC, 25541 BARTON RD., LOMA LINDA

MINUTES

ROLL CALL

BOARD OF DIRECTORS:

Madam Chair – Lynne Kennedy – City of Rancho Cucamonga
Vice Chair – Phill Dupper – City of Loma Linda - *Absent*
Dan Leary, Director – Apple Valley Fire Protection District
Mike Kreeger, Director – Chino Valley Fire District
David Toro, Director – City of Colton
Marc Shaw, Director – City of Redlands
Andy Carrizales, Director – City of Rialto
Joe Baca, Jr., Director – San Bernardino County
Elizabeth Becerra, Director – City of Victorville

ADMINISTRATIVE COMMITTEE MEMBERS:

Chair – Chief Dan Harker, Loma Linda Fire Department
Vice Chair – Chief Rich Sessler, Redlands Fire Department
Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District - *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 Board of Directors and Administrative Committee. (Limited to 30 minutes; 3 minutes allotted for each speaker)

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

Agenda items may require Board Member abstentions due to conflict of interests and financial interests. Board Member/Administrative Committee abstentions shall be stated under this item for recordation on the appropriate item.

Director Joe Baca Jr. recused himself from Closed Session.

BOARD OF DIRECTORS CONSENT ITEMS

The following items are considered routine and non-controversial and will be voted upon at one time by the Board of Directors. An item may be removed by a Board Member or member of the public for discussion and appropriate action.

1. Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of February 25, 2025
2. CONFIRE Operations Statement as of April 30, 2025
3. Fund Balance Report as of April 30, 2025
4. YTD Call Summary
5. YTD Answer Time
6. Billable Incidents
7. CONFIRE 911 Call Processing Time Analysis – April 2025
8. ECNS Report April 2025
9. Acceptance of UASI 2023 Grant Funds – Mike Bell

ACTION REQUEST: The Administrative Committee requests the Board accept and approve consent items 1 thru 9.

ACTION: *The CONFIRE Board of Directors accepts and approves consent items 1 thru 9.*

Motion by: *Joe Baca Jr.*

Second: *Andy Carrizales*

Lynne Kennedy – Yes

Phill Dupper – Absent

Dan Leary – Yes

Mike Kreeger - Yes

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *0*

Abstain: *0*

Absent: *1 – Phill Dupper*

Motion Approved

DIRECTOR UPDATE – CONFIRE Director to give an update on the various activities within CONFIRE.

- *Thank you to the City of Redlands, Chief Sessler, and Redlands City Council for the use of office space in Redlands for the better part of a year, much appreciated.*
- *The Valley Communications Center is on schedule to be completed at the end of the year.*
- *Alix Anderson awarded Dispatcher of the Year by both APCO and EMSA.*
- *Tara DeNunzio received runner up for Supervisor of the Year from APCO.*
- *Barstow Fire Department is very interested in becoming a member of CONFIRE, we are currently working with their staff on a potential partnership.*
- *Briefly updated the group on a recent 911 outage due to local underground construction.*

NEW BUSINESS

10. FY 2023-2024 Audited Financial Statements – Damian Parsons – **ACTION ITEM**

ACTION REQUEST: Accept the CONFIRE Financial Statements with Independent Auditor's Report as of June 30, 2024.

ACTION: *The CONFIRE Board of Directors accepts the FY 2023-2024 Audited Financial Statements as presented.*

Motion by: *Joe Baca Jr.*

Second: *Dan Leary*

Lynne Kennedy – Yes

Phill Dupper – Absent

Dan Leary – Yes

Mike Kreeger - Yes

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *0*

Abstain: *0*

Absent: *1 – Phill Dupper*

Motion Approved

11. FY 2023-2024 Fund Balance Allocation – Damian Parsons – **ACTION ITEM**

ACTION REQUEST: Approve the proposed fund balance allocation plan for budget year 2023-2024 as listed below:

Operating Fund (5008) 2023-24 Year End Fund Balance was \$3,335,344.

1. Retain \$1,765,394 to meet the Board policy of carrying a 5%-10% reserve in said fund. (BP 4.002 Adopted 4.29.2021 and Revised 1.09.2023)
2. Allocate the remaining balance of \$1,569,951 to Fund 5010 to meet the Board policy of carrying a minimum 25% reserve in its operating reserve fund. (BP 4.002 Adopted 4.29.2021 and Revised 1.09.2023).

This recommendation has no immediate impact on the proposed 2025-26 budget. The following actions will occur:

- \$1,765,394 will remain in Fund 5008
- \$1,569,951 will be transferred to Fund 5010 from Fund 5008

ACTION: *The CONFIRE Board of Directors approves the fund Balance Allocation for Budget Year 2023-2024 as presented.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Lynne Kennedy – Yes

Phill Dupper – Absent

Dan Leary – Yes

Mike Kreeger - Yes

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1 – *Phill Dupper*

Motion Approved

12. FY 2024-2025 Budget Adjustments and Appropriation Requests – Damian Parsons –
ACTION ITEM

ACTION REQUEST: Approve the following 2024-25 budget adjustments for funds 5008, 5009, 5010, and 5019 as follows:

Fund Center	Commitment Item	Description	Action	Amount
8831005008	51001010	Salaries & Benefits	Decrease	\$360,000
8836005008	52002115	Software	Increase	\$360,000

Fund Center	Commitment Item	Description	Action	Amount
8836005009	52002115	Software	Increase	\$330,000
8830105009	52002116	Vehicle	Increase	\$51,717
8836005009	40909975	Use of Reserves	Increase	\$381,717

Fund Center	Commitment Item	Description	Action	Amount
8837005010	51001010	Salaries & Benefits	Decrease	\$5,000
8837005010	52002840	Medical Expense	Increase	\$5,000

Fund Center	Commitment Item	Description	Action	Amount
8830005019	52002115	Software	Increase	\$126,812
8830005019	40909975	Use of Reserves	Increase	\$126,812

By utilizing fund balances and salary savings, these recommendations and adjustments will result in no immediate additional costs for CONFIRE agencies in the remainder of budget year 2024-2025. The following budget appropriation changes will occur:

- 5008 – re-appropriate \$360,000 from Salaries and Benefits to Services and Supplies
- 5009 – utilize \$381,717 from fund balance 5009
- 5010 – re-appropriate \$5,000 from Salaries and Benefits to Services and Supplies
- 5019 – utilize \$126,812 from fund balance 5019

ACTION: *The CONFIRE Board of Directors approves the FY 2024-2025 budget adjustments as presented.*

Motion by: *Joe Baca Jr.*

Second: *Andy Carrizales*

Lynne Kennedy – Yes

Phill Dupper – Absent

Dan Leary – Yes

Mike Kreeger - Yes
David Toro– Yes
Marc Shaw – Yes
Andy Carrizales – Yes
Joe Baca, Jr. - Yes
Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1 – *Phill Dupper*

Motion Approved

13. FY 25/26 Budget Resolution 2025-01 – Nathan Cooke – **ACTION ITEM**

ACTION REQUEST: The CONFIRE Administrative Committee requests the CONFIRE Board of Directors accept and adopt Resolution 2025-01, Adoption of Annual Budget for the Fiscal Year ending June 30, 2026.

ACTION: *The CONFIRE Board of Directors approves and adopts Resolution 2025-01, FY 25/26 budget as presented.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Lynne Kennedy – Yes

Phill Dupper – Absent

Dan Leary – Yes

Mike Kreeger - Yes

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1 – *Phill Dupper*

Motion Approved

CLOSED SESSION

**The Board of Directors and Administrative Committee entered Closed Session at 2:15 p.m.*

14. Review and update Existing Litigation – Government Code section 54956.9: AMR Lawsuit

*** Director Joe Baca Jr. recused himself from Closed Session.*

**The Board of Directors and Administrative Committee came out of Closed Session at 2:25 p.m.*

No reportable action from Closed Session.

ADMINISTRATIVE COMMITTEE 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.

15. Approve Administrative Committee Minutes of April 22, 2025
16. CONFIRE Operations Statement as of April 30, 2025
17. Fund Balance Report as of April 30, 2025
18. YTD Call Summary
19. YTD Answer Time
20. Billable Incidents
21. CONFIRE 911 Call Processing Time Analysis – April 2025
22. ECNS Report April 2025

Motion to accept all items on Consent.

Motion by: *Chief Bobby Clemmer*

Second: *Chief Ray Bruno*

Ayes: *8*

No: *0*

Abstain: *0*

Absent: *1 – Chief Dave Williams*

DIRECTOR REPORT

- a. Communications Division Update – Henry Perez
 - *Hiring continues in the Communications Division.*
 - *911 outage update: New Gateway equipment/state of the art will be up and running soon.*
 - *EMS awards June 4th for Alix Anderson, being recognized as Dispatcher of the Year.*
 - *Continued focus on Leadership training.*

- *Priority Dispatch currently onsite doing EMD training.*
- *Discussion on mental health support for dispatch personnel.*
- b. Finance/Admin. Division Update – Damian Parsons
 - *Sr. Network Engineer and Payroll Specialist positions due to close on Thursday.*
- c. MIS Division Update – Blessing Ugbo
 - *Ongoing work on redundancy for the High Desert Center*
 - *Penetration testing continues, report from vendor is that CONFIRE has a clean environment. Solid protection is in place.*
- d. EMS Division Update – Chief Joe Barna
 - *Still in litigation, no changes.*

SUBSIDIARY COMMITTEE REPORTS

- a. EMS Sub-Committee Update – Chief Joe Barna
 - *Discussion continues regarding the Whole Blood project. Legally CONFIRE cannot sign a contract with the blood bank, individual agencies are moving forward on signing contracts.*
 - *Cal Chiefs is requesting assistance in Chapter 1/EMS Act. Teams meeting regarding each EOA to make sure it is as accurate as possible.*

NEW BUSINESS

23. Motorola Vesta Purchase – Nathan Cooke – ACTION ITEM

On April 16, 2025, a contractor conducted underground boring beneath Miro Way, struck a live SCE line and a communications cable that included all San Bernardino County Sheriff and CONFIRE 9-1-1 telephone trunks. This resulted in a high voltage of 12-kilovolts to be introduced onto the 9-1-1 lines, causing severe damage, including melted wiring within the terminal box and multiple AT&T distribution boxes. Power to the entire Miro Way complex was disrupted as a result.

The gateways that provide the interface from analog phone lines to the digital Vesta system were damaged as a result. This has had a direct impact on CONFIRE operations. Full replacement of the affected gateways is essential to restore system integrity and ensure sustained operational reliability.

Motion to approve the purchase and installation of replacement gateways for the Motorola VESTA system in the amount of \$67,665.00.

Motion by: *Chief Brian Park*

Second: *Chief Mike McCliman*

Ayes: *7*

No: 0

Abstain: 0

Absent: 2, Chief Williams, Chief Clemmer

**Chief Clemmer had to leave the meeting early.*

24. Future of Executive Director Position – Nathan Cooke – **ACTION ITEM**

Chief Williams has agreed to let Nathan Cooke finish his contract thru the end of the year. He has requested that the Administrative Committee put together a small sub-committee to look at what the Executive Director position would look like if the ambulance contract does not move forward.

**This topic was tabled due to Chief Williams being absent.*

ROUND TABLE

Chief Park commended Damian Parsons and his team on the presentation of the budget.

Chief Peratt requested the meeting time be moved to 1pm.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 3:00 p.m.*

25. Review and update Existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session at 3:05 p.m.*

No reportable outcome from Closed Session.

ADJOURNMENT

Motion to adjourn the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee.

The meeting adjourned at 3:06 p.m.

Upcoming Meetings: CONFIRE Administrative Committee – June 24, 2025
CONFIRE Board of Directors – September 23, 2025

 /s/ Liz Berry

Liz Berry
Clerk of the Board