



**BOARD OF DIRECTORS MEETING**  
**MONDAY, NOVEMBER 29, 2021 – 10:00 AM**  
**LOMA LINDA COMMUNITY ROOM-25541 BARTON RD., LOMA LINDA**

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**MINUTES**

**ROLL CALL**

**BOARD OF DIRECTORS COMMITTEE MEMBERS:**

Chairperson – Ernest R. Cisneros, Council Member – City of Colton - *Absent*  
Vice-Chairperson – Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga  
Dan Leary, Board President – Apple Valley Fire Protection District - *Absent*  
John DeMonaco, Board Member – Chino Independent Fire District  
Dr. Rhodes Rigsby, Council Member– City of Loma Linda  
Denise Davis, Council Member – City of Redlands  
Andy Carrizales, Council Member – City of Rialto - *Absent*  
Dawn Rowe, 3<sup>rd</sup> District Supervisor – San Bernardino County  
Elizabeth Becerra, Council Member – City of Victorville - *Arrived at 10:10 a.m.*

**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 Board of Directors Committee. An item may be removed by a Committee Member or member of the public for discussion and appropriate action.

1. Approve the Board of Directors Minutes of April 2, 2021
2. CONFIRE Operations Statement as of 10/31/2021  
-Fund Balance Report
3. Audited Fund Balance Report

4. FY 2021/22 Mid-Year Budget Adjustment
5. Revised Operations and General Reserve Funds Policy
6. Call Summary YTD 2021
7. Year to Date Billable Incidents
8. PSAP Answer Time YTD 2021

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent items 1-8.

**ACTION:** *The CONFIRE Board of Directors accepts and approves consent items 1-8.*

**Motion by:** *Motion by Dawn Rowe, County of San Bernardino*

**Second:** *Dr. Rhodes Rigsby, City of Loma Linda*

*Ernest R. Cisneros-Absent*

*Lynne Kennedy-Yes*

*Dan Leary-Absent*

*John DeMonaco-Yes*

*Dr. Rhodes Rigsby-Yes*

*Denise Davis-Yes*

*Andy Carrizales-Absent*

*Dawn Rowe-Yes*

*Elizabeth Becerra-Absent*

**Ayes:** 5

**Noes:** 0

**Abstain:** 0

**Absent:** 4

**Motion Approved**

**UPDATE ON CONFIRE ACTIVITIES** – CONFIRE Director to give an update on the various activities within CONFIRE.

9. Emergency Communications Nurse System
  - Public Safety Announcement tool kit
  - Introduction Letter
  - Logo and Branding Guide
  - Press Release
  - Center for Medicare & Medicaid NOFO letter
  - American Rescue Plan Act funding opportunity
10. Accredited Center of Excellence

#### **OLD BUSINESS**

11. Valley Communications Center – **DISCUSSION ITEM**
  - Proposed Increase in lease Agreement
  - Alternatives Moving Forward

*After discussing all options, the Board of Directors recommends the engagement of a non-biased consultant.*

## **NEW BUSINESS**

### **12. Financial Audit Report – ACTION ITEM**

**ACTION REQUEST:** The Administrative Committee requests the Board accept the FY 2020/21 audit report as presented by the auditing firm Rogers, Anderson, Malody & Scott, LLP.

**ACTION:** *The CONFIRE Board of Directors accepts the 2020/2021 audit report as presented by the auditing firm Rogers, Anderson, Malody & Scott, LLP.*

**Motion by:** *Motion by Denise Davis, City of Redlands*

**Second:** *John DeMonaco, Chino Independent Fire District*

*Ernest R. Cisneros-Absent*

*Lynne Kennedy-Yes*

*Dan Leary-Absent*

*John DeMonaco-Yes*

*Dr. Rhodes Rigsby-Yes*

*Denise Davis-Yes*

*Andy Carrizales-Absent*

*Dawn Rowe-Yes*

*Elizabeth Becerra-Yes*

**Ayes: 6**

**Noes: 0**

**Abstain: 0**

**Absent: 3**

### **Motion Approved**

### **13. Staffing Analysis – ACTION ITEM**

-Staffing Study

-Status of Negotiations

*Staffing remains CONFIRE's number one priority and operational concern. The current Emergency Services Unit Memorandum of Understanding represented by Communications Workers of America was approved June of 2017 and expired June of 2020. Delays have become a hinderance for increasing compensation for current as well as future employees. Recruiting new quality employees will require appropriate compensation in alignment with other telecommunications professionals in the region.*

*Approval of the equity cost increase will provide an approximate 10% increase for all unit classifications covered in the Emergency Services Unit MOU effective January 2022. The net result would be an approximately \$174,000 increase in personnel costs*

*for the remainder of fiscal year 2021/22. Due to the cost savings of current vacancies, no net increase will be required in fund 2008 for the current fiscal year.*

**ACTION REQUEST:** The Administrative Committee requests the Board authorize a side letter agreement with Communications Workers of America for the Emergency Services Unit MOU regarding Equity Costing.

**ACTION:** *The CONFIRE Board of Directors Authorizes a side letter agreement with Communication Workers of America for the Emergency Services Unit MOU regarding Equity Costing.*

**Motion by:** *Motion by John DeMonaco, Chino Independent Fire District*

**Second:** *Dawn Rowe, County of San Bernardino*

*Ernest R. Cisneros-Absent*

*Lynne Kennedy-Yes*

*Dan Leary-Absent*

*John DeMonaco-Yes*

*Dr. Rhodes Rigsby-Yes*

*Denise Davis-Yes*

*Andy Carrizales-Absent*

*Dawn Rowe-Yes*

*Elizabeth Becerra-Yes*

**Ayes: 6**

**Noes: 0**

**Abstain: 0**

**Absent: 3**

### **Motion Approved**

14. Election of Officers: Section 12 of the Joint Powers Agreement requires that the Board elect officers (Chair-Vice Chair) each year. **ACTION ITEM**

**ACTION REQUEST:** The Administrative Committee requests the Board elect a Chair and Vice Chair for 2022.

**ACTION:** *The CONFIRE Board of Directors elects Ernest Cisneros as Chairperson for 2022.*

**Motion by:** *Motion by Dawn Rowe, County of San Bernardino*

**Second:** *Lynne Kennedy City of Rancho Cucamonga*

*Ernest R. Cisneros-Absent*

*Lynne Kennedy-Yes*

*Dan Leary-Absent*

*John DeMonaco-Yes*

*Dr. Rhodes Rigsby-Yes*

*Denise Davis-Yes  
Andy Carrizales-Absent  
Dawn Rowe-Yes  
Elizabeth Becerra-Yes*

**Ayes: 6**  
**Noes: 0**  
**Abstain: 0**  
**Absent: 3**

**Motion Approved**

**ACTION:** *The CONFIRE Board of Directors elects Lynne Kennedy as Vice-Chairperson for 2022.*

**Motion by:** *Motion by Dawn Rowe, County of San Bernardino*

**Second:** *Dr. Rhodes Rigsby, City of Loma Linda*

*Ernest R. Cisneros-Absent*

*Lynne Kennedy-Yes*

*Dan Leary-Absent*

*John DeMonaco-Yes*

*Dr. Rhodes Rigsby-Yes*

*Denise Davis-Yes*

*Andy Carrizales-Absent*

*Dawn Rowe-Yes*

*Elizabeth Becerra-Yes*

**Ayes: 6**  
**Noes: 0**  
**Abstain: 0**  
**Absent: 3**

**Motion Approved**

**CLOSED SESSION**

**ADJOURNMENT**

**ACTION:** *To adjourn the CONFIRE Board of Directors' Meeting*

**MOTION BY:** *Dr. Rhodes Rigsby, City of Loma Linda*

**Ayes: 6**  
**Absent: 3**  
**Abstain: 0**  
**Noes: 0**

*The meeting adjourned at 11:30 a.m.*

**Next Meeting:** To be determined.

    /s/ Liz Berry      
**Liz Berry**  
**Administrative Secretary I**