



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, MAY 30, 2023 – 8:30 AM

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
Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Tim McHargue, Colton Fire Department *Arrived at 8:35 a.m.*
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Brian Park, Rialto Fire Department-
Chief Bertral Washington, San Bernardino County Fire
Chief David Foster, Victorville Fire Department *Arrived at 8:34 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 Administrative Committee. An item may be removed by a Committee Member or member of the public for discussion and appropriate action.

1. Approve Administrative Committee Minutes of March 28, 2023
2. CONFIRE Operations Statement as of April 30, 2023

3. Fund Balance Report as of April 30, 2023
4. 2023 YTD Call Summary YTD
5. PSAP Answering Times YTD 2023
6. Billable Incidents
7. Contract Renewals – Big Bear, Montclair, Needles, County Road Dept., running Springs, and San Manuel
8. Matt Fratus Renewal

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, Chief Tim McHarge and Chief David Foster

DIRECTOR REPORT

- a. Staffing
CONFIRE recently hired 15 new employees but has lost 6 due to performance issues. Currently have 4 onboarding, should be fully staffed within 30 days. Pay, Moral and culture remain intact.
- b. EMD
EMD numbers have increased in a positive direction. We continue to work with the academy to retain our accreditation.
- c. ECNS
Four full time nurse call takers currently onboarding. REMSA will remain on contract to be utilized as needed.
Leslie Parham addressed the Chiefs question regarding the possibility of securing funding from IEHP and Kaiser to fund the ECNS program. She advised the Chiefs that there is a group, headed by Harris Koenig, that is compiling the numbers requested by IEHP and Kaiser before any commitments are made.
- d. Management Updates

Alisha Johnson has been promoted to Interim Dispatch Manager, replacing Tim Franke who voluntarily demoted to Assistant Dispatch Manager.

Otto Schramm has been promoted to Interim Assistant Manager, backfilling the position John Tucker will be vacating early next year.

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *The new service desk implementation has been delayed a few weeks.*
 - *Next Gen Firewall is approximately 55% complete.*
 - *Backup system implementation is fully complete.*
 - *ISA III candidate has been found and offered, update at next meeting.*
- b. Ops Chief Committee Report – Chief Augie Barreda
 - *New OES MARS F-42 need all members to create a profile.*
 - *Replacement OPS Chief Liaison for BC Bruner*
9. CAD to CAD – Mike Bell – **ACTION ITEM**

Motion to approve CONFIRE Interim Assistant Director Mike Bell to participate on the FIRESCOPE CAD to CAD Committee. This includes the allocation of appropriate time and financial resources to accommodate this engagement.

Motion by: Chief Dave Williams

Second by: Chief Tim McHargue

Yes - 9

No - 0

Abstain - 0

Absent - 0

OLD BUSINESS

NEW BUSINESS

10. XBO ECC Chief – Nathan Cooke – **DISCUSSION ITEM**
XBO ECC Chief from a Member Agency to be a contracted staff position working 40 hours per week, starting July 1, 2023.

Chief Tim McHargue offered BC Henry Perez for the period of 1 year, no other member agency had staff to spare.

In the future all agencies will have the opportunity to participate and allow interested individuals to interview for this position.

11. Budget FY23/24 – Karen Hardy – **ACTION ITEM**

Motion to accept the CONFIRE Revenue Report for Fiscal Year 2024.

Motion by: Chief Tim McHargue

Second by: Chief Mike McCliman

Yes - 9

No - 0

Abstain - 0

Absent - 0

12. County Clarification Project Update – Chief McHargue – **DISCUSSION**

Progress being made in the following areas:

- Contract with the County for the provision of certain County services is 90% complete.*
- Resolution to participate in CIRA Workers Comp is going to the Board of Directors.*
- Resolution to participate in SBCERA as a separate entity is being presented to the Board of Directors.*

13. 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 Elect Dan Harker to a 1-year term as Chairperson and Chief Rich Sessler to a 1-year term as Vice-Chairperson.

Motion by: Chief Tim McHargue

Second by: Chief Mike McCliman

Yes - 9

No - 0

Abstain - 0

Absent - 0

ROUND TABLE

CLOSED SESSION

14. The Admin. Committee will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): County Ambulance RFP
15. Pursuant to Government Code section 54956.9 (a), the Administrative Committee will meet in closed session to receive an update on litigation to which CONFIRE is a part.
16. Conference with Labor Negotiator – Government Code section 54957.6 CONFIRE Negotiator – Nathan Cooke, Employee Organization(s) – Emergency Service Dispatchers of San Bernardino County Association.

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 9:53 a.m.

Upcoming Meetings:

Next Regular Meeting: June 27, 2023, at 1:30 p.m.

 /s/ Liz Berry

Liz Berry

Administrative Secretary I