



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, SEPTEMBER 28, 2021 – 1:30 PM

LOMA LINDA COMMUNITY ROOM-25541 BARTON RD., LOMA LINDA

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### MINUTES

#### ROLL CALL

##### **ADMINISTRATIVE COMMITTEE MEMBERS:**

Chief Tim McHargue/Chairperson, Colton Fire - *Absent*  
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire  
Chief Ken Harrison, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Independent Fire District-*Absent*  
Chief Tim Bruner, Loma Linda Fire  
Chief Jim Topoleski, Redlands Fire  
Chief Brian Park, Rialto Fire  
Chief Dan Munsey, San Bernardino County Fire  
Chief Jeff Armstrong, 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 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 August 24, 2021
2. Financial Reports thru August 31, 2021
3. Billable Incidents, Call Summary YTD 2021, PSAP Answer Time YTD 2021

*Motion to accept all items on Consent.*

*Motion by: Chief Jim Topoleski*

*Second by: Chief Ken Harrison*

*Chief Tim McHargue-Absent (1)*

*Chief Ivan Rojer-Yes (1)*

*Chief Ken Harrison-Yes (1)*

*Chief Dave Williams-Absent (1)*

*Chief Tim Bruner-Yes (1)*

*Chief Jim Topoleski-Yes (1)*

*Chief Brian Park-Yes (1)*

*Chief Dan Munsey-Yes (4)*

*Chief Jeff Armstrong-Yes (1)*

*10-Yes*

*2-Absent*

*0-Abstain*

*Motion Passed*

#### **DIRECTOR REPORT**

4. ACE Re-Accreditation (**See Attachments**)

*CONFIRE Communications has been Re-Accredited as the 169<sup>th</sup> Accredited Center of Excellence (ACE) with the International Academy of Emergency Dispatch (IAED). IAED has been the standard setting organization for emergency dispatch and response services worldwide. IAED has been the leading body of emergency dispatch experts for over 40 years.*

*Every three years CONFIRE goes through a rigorous process of submitting the 20 Points of Accreditation. These points include documentation about who we are, what we do, and how we do it. IAED reviews our QA process, EMD, CPR, and EMD-Q certification status, our training records, meeting notes, even our history as a 9-1-1 center. They evaluate our compliance, and they also evaluate the CONFIRE Quality Assurance Team's compliance.*

*Accreditation (and subsequent re-accreditation) from IAED is the highest distinction given to emergency communications centers. CONFIRE has earned and kept their Medical ACE status for 9 years which proves we are the embodiment of dispatch done right. Our ACE designation puts us in with the top performing dispatch centers in the WORLD!*

- a. Special Presentation – Ingrid Johnson, GIS Coordinator
- b. ECNS
  - Center for Medicare/Medicaid ET3 NOFO Application
  - American Nurses Foundation/CareStar Foundation
  - PSA Program
- c. Victor Valley College Telecommunications Program

## COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo  
*No report this month.*
- b. Ops Chief Committee Report - Chief Bruner  
*The committee was dark due to fire activity and Ops Chiefs being on assignments.*
- c. CAD to CAD - Chief Rojer
  - *Agreements executed for Riverside County Fire, Murrieta, and AMR.*
  - *Chino Police Department implementation began with likely "go live" date in January 2021.*
  - *AMR will begin with a short-term solution of a point-to-point connection while the hub model is implemented concurrently.*

## OLD BUSINESS

5. Public Records Act  
*Citizens have a right to access public records of CONFIRE as outlined in the California Public Records Act (PRA) and other state or federal laws. Multiple factors are considered while adhering to PRA requests including private health care information, laws permitting CONFIRE to withhold public disclosure and individual agency desire to communicate directly with the person or entity submitting the PRA.*

*Administrative Policy 3.001 defines the right of the public to access records, the Director's, or his/her designee, ability to release information according to the PRA and individual CONFIRE agencies ability to provide comment prior to release.*

*Motion to move item to the October Admin. Chiefs Agenda for action so all Agencies are present.*

*Motion by: Chief Jeff Armstrong*

*Second by: Chief Brian Park*

*Chief Tim McHargue-Absent (1)*

*Chief Ivan Rojer-Yes (1)*

*Chief Ken Harrison-Yes (1)*

*Chief Dave Williams -Absent (1)*

*Chief Tim Bruner-Yes (1)*

*Chief Jim Topoleski-Yes (1)*

*Chief Brian Park-Yes (1)*

*Chief Dan Munsey-Yes (4)*

*Chief Jeff Armstrong-Yes (1)*

*10-Yes*

*2-Absent*

*0-Abstain*

*Item moved to October agenda for action.*

6. First Due
7. Call Processing Time  
-Quick Launch for CVA

## **NEW BUSINESS**

8. Strike Team Incident Personnel Tracking (**Action Item**)  
*Recommend tracking personnel and resources portal to portal when assigned to incidents outside the Operational Area (OA) and eliminate the requirement for a daily check in, with status report, to Comm Center while at the incident.*

### ***Motion to approve Strike Team Incident Personnel Tracking***

***Motion by: Chief Dan Munsey***  
***Second by: Chief Ken Harrison***  
***Chief Tim McHargue-Absent (1)***  
***Chief Ivan Rojer-Yes (1)***  
***Chief Ken Harrison-Yes (1)***  
***Chief Dave Williams -Absent (1)***  
***Chief Tim Bruner-Yes (1)***  
***Chief Jim Topoleski-Yes (1)***  
***Chief Brian Park-Yes (1)***  
***Chief Dan Munsey-Yes (4)***  
***Chief Jeff Armstrong-Yes (1)***  
***10-Yes***  
***2-Absent***  
***0-Abstain***

***Motion Passed***

## **ROUND TABLE**

- *Chief Munsey commented that the Command Chief presence has had a positive impact on daily operations. Would like to see the dispatch supervisors empowered to make similar discretionary decisions when a chief officer is not present. Communications Manager, Tim Franke, shared we have several new supervisors and on-going training will include encouraging supervisors to make command decisions based on available information.*
- *Discussion regarding Command Center expansion to include non BDC agencies. Ops Chief President, DC Bruner commented that is an objective of the Ops Chiefs. Discussion is on-going but progress has been slow. Chief Park shared the lessons learned and encouraged Ops Chiefs to make more progress to allow for a CONFIRE application which could develop into a standard practice and be incorporated into the budget.*

- *Director Andres gave a brief update on the status of the new County Valley Communications Center and options to consider. Financial factors have not been resolved but will continue to work with the designated sub-committee (Chief Munsey and Chief Park) to develop recommendations to present to the CONFIRE Admin. Committee and Board of Directors.*

## **CLOSED SESSION**

## **ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*Motion by: Chief Ken Harrison*

*Second by: Chief Dan Munsey*

*Ayes: 10*

*Absent: 2*

*Noes: 0*

*The meeting adjourned at 15:16.*

## **Upcoming Meetings:**

Next Regular Meeting: October 26, 2021, at 1:30 p.m. Loma Linda Community Room 25541 Barton Rd., Loma Linda.

    /s/ Liz Berry    

**Liz Berry**

**Administrative Secretary I**