



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, DECEMBER 16, 2025 – 1:00 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Jeremy Ault, 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, Redlands Fire Department
Chief Chris Jensen, Rialto Fire Department
Chief Martin Serna, 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)

No statements were made.

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 the Administrative Committee Minutes of November 17, 2025.
2. CONFIRE Operations Statement as of October 31, 2025.
3. Fund Balance Report as of October 31, 2025.
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – November 2025
8. ECNS Report – November 2025
9. Vehicle Purchase

Motion to accept item 1 on Consent.

Motion by: Chief Ray Bruno

Second by: Chief Jeremy Ault

Yes – 8

No - 0

Abstain – 1, Chief Jeremy Ault

Absent – 0

Motion to accept items 2 thru 9 on Consent.

Motion by: Chief Jeremy Ault

Second by: Chief Ray Bruno

Yes – 9

No - 0

Abstain – 0

Absent – 0

DIRECTOR REPORT

Director Cooke spoke on the ECNS program and updated the group of the momentum and support building around it.

- a. Communication Division Update – Angela Haddad
 - *Communication supervisor interviews were recently held. 7 candidates total, 4 internal 3 external. 1 internal candidate has been selected to fill the current vacancy.*
 - *ECNS nurse interviews were recently conducted, outcome not yet announced.*
 - *Communications continues to monitor and track call processing times.*
 - *NextRequest implementation coming soon for PRA requests.*
 - *Efforts continue regarding non- emergency transport for ECNS Division.*
 - *Nurses recently moved to a Zoom platform.*
 - *Preplanning continues for move to the Valley Communications Center.*
 - *Moving forward with Ontario joining the ECNS program.*

- b. Finance/Admin. Division Update – Damian Parsons
 - *County Board of Supervisors approved Department of Behavioral Health agreement with CONFIRE for 2 million over 3 years with DBH employees imbedded in the call center.*
 - *Continued discussion with Kaiser regarding ECNS funding, hopefully good news coming soon.*
- c. MIS Division Update – Renan Mamaril
 - *NICE voice logger update completed.*
 - *MIS continues to work on the build out of the HDGC for the upcoming VCC transition.*
 - *Senior Network Engineer recruitment continues. One strong candidate has been identified.*
- d. EMS Division Update – Chief Joe Barna
 - *We continue to review numbers as we dig in on what the EMS budget will look like.*
 - *Committee has not met as we continue waiting on a legal decision.*

SUBSIDIARY COMMITTEE REPORTS

- a. CAD to CAD – Nathan Cooke
 - *Scheduled to go live with San Bernardino County HUB January 13th.*
 - *CAD to CAD study continues via SBCOG.*
- b. CONFIRE ECNS Regionalization Initiative (CERIS) – Mallory Osekowsky
 - *First meeting was held December 4th.*
 - *Mallory Osekowsky was chosen as chair and will report to the Administrative Committee monthly.*

NEW BUSINESS

10. Motorola Purchase – Renan Mamaril – ACTION ITEM

The Board of Directors (BOD) in its meeting on September 24, 2024, authorized the Interim Director to approve and execute the lease agreement for the VCC with the County of San Bernardino.

In preparation for the move, there is a need to relocate and configure dispatch equipment and telephone circuits from the Rialto Communication Center to the High Desert Government Center and VCC.

Staff recommends the Administrative Committee approve the purchase of services from Motorola Solutions, in an amount not to exceed \$250,000; to move and re-install dispatch equipment and configure telephone circuits from the Rialto location to the High Desert Government Center and Valley Communications Center (VCC).

The fiscal impact is not to exceed \$250,000 and will be funded from General Reserves (Fund 5010). The 2025-26 budget for Fund 5010 includes \$3,000,000 for expenses

related to the new VCC as follows: \$2,000,000 for the lease down payment and \$1,000,000 for equipment and associated moving expenses.

Motion to approve the purchase of services from Motorola Solutions, not to exceed \$250,000, as presented.

Motion by: Chief Bobby Clemmer

Second by: Chief Dan Harker

Yes – 9

No - 0

Abstain – 0

Absent – 0

11. Interim Director Agreement – Damian Parsons – ACTION ITEM

To ensure continuity of services, CONFIRE recommends a fourth amendment to the contract with CVIFD to extend Deputy Fire Chief, Nathan Cooke to serve as the Interim Director of CONFIRE through December 31, 2026.

The annual cost for the contract extension will be \$455,552. The new annual cost reflects a 3% increase over the prior year. The cost of this contract was included in the approved 2025-26 Operations Budget (Fund 5008)

Motion to approve Amendment No. 4 to the Interim Director agreement with Chino Valley Independent Fire District, extending the term from January 1, 2026, to December 31, 2026, for a total not to exceed \$455,552.

Motion by: Chief Rich Sessler

Second by: Chief Ray Bruno

Yes – 9

No - 0

Abstain – 0

Absent – 0

12. Public Records Act/NextRequest – Nathan Cooke – DISCUSSION ITEM

CONFIRE is currently working with NextRequest to update our website with a link to NextRequest for the public to submit Public Records Requests. This will streamline requests and help maintain consistency. Our hope and goal is to take the burden off our agencies.

ROUND TABLE

None

CLOSED SESSION

**The Administrative Committee entered Closed Session at 1:33 p.m.*

13. Public Employee Discipline/Dismissal/Release – Government Code section 54957(b)
14. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee reconvened in Open Session at 2:07 p.m.*

PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

Chair Dan Harker reported the following action taken during closed session pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release.

Item: Public Employee Dismissal: Call Taker

Motion to approve settlement of resignation in lieu of termination of employee holding the position of Call Taker, effective December 16, 2025.

Motion by: Chief Martin Serna

Second by: Chief Rich Sessler

Yes – 8, Chiefs Peratt, Ault, Bruno, Harker, Barreda, Sessler, Jensen and Serna

No – 1, Chief Bobby Clemmer

Abstain – 0

Absent – 0

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:20 p.m.

Upcoming Meetings:

Next Regular Meeting: Administrative Committee Meeting – January 27, 2025

/s/ Liz Berry
Liz Berry
Clerk of the Board