



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 22, 2023 – 1:30 PM

LOMA LINDA COMMUNITY ROOM – 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
B.C. Fire Marshal Ray Bruno, Colton Fire Department
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Paul Truffa, Rialto Fire Department-
Chief Bertral Washington, San Bernardino County Fire
Chief Willie Racowschi, Victorville Fire Department - *Absent*

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 July 25, 2023
2. 2023 YTD Call Summary

3. YTD Answering Times
4. Billable Incidents
5. Call Processing Time Analysis July 2023
6. EMD – ECNS Performance Standards – July 2023
7. Resolution #2023-04: Approval of participation in the State Disability Insurance (SDI) program through the State of California.
8. Transition to a subscription pricing model for the Central Square Unify CAD to CAD Hub

Motion to accept all items on Consent

Motion by: Chief Bertral Washington

Second by: Chief Mike McCliman

Yes - 8

No - 0

Abstain - 0

Absent – 1, Chief Racowschi, Victorville Fire Department

DIRECTOR REPORT

- a. Staffing
Recruitment and retention continue to be a priority.
- b. EMD
July numbers have improved significantly. Interim Director Nathan Cooke is confident we will be out of remediation shortly and back in accreditation.
- c. ECNS
Because the nurse positions are funded by an ARPA grant, the County has many guidelines to follow, unfortunately this is causing significant delays in getting nurses into the dispatch center.
- d. Manager Update
Alisha Johnson will be off on maternity leave as of 8/24/23 and Otto Schramm will be the interim Dispatch Manager.

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *Next-Gen Firewall*
 - *Tablet Command AVL License*
 - *Ransomware attack at Pro QA*
 - *NICE-VOICE Recorder*
- b. Ops Chief Committee Report – Chief Augie Barreda
 - *ECC coverage – all agencies engaged*
 - *EMD and quick launch codes*
 - *Firesync Ops App*
- c. CAD to CAD – Mike Bell
 - *CAL FIRE (BDU) engagement*

OLD BUSINESS

NEW BUSINESS

9. Emergency Services Dispatchers of San Bernardino County MOU – **ACTION ITEM**
The proposed MOU between CONFIRE and Emergency Service Dispatchers of San Bernardino County was presented.

Motion to approve the MOU between CONFIRE and Emergency Service Dispatchers of San Bernardino County as presented.

Motion by: Chief Mike McCliman

Second by: Chief Dan Harker

Yes - 8

No - 0

Abstain - 0

Absent – 1, Chief Racowski, Victorville Fire Department

10. Authorization to hire PSE for Payroll/Fiscal and Worker’s Compensation/Risk Management Duties (County Clarification Project) – **ACTION ITEM**
As a result of the County Clarification Project (CCP) it is recommended that the CONFIRE Administrative Committee authorize the interim Director to hire an Extra-Help employee for a period of up to 6-months, to perform duties related to the administrative functions of payroll, Employee Management and Compensation System (EMACS), and worker’s compensation/risk management services.

The Extra-Help position is estimated to cost \$50,000 for a 6-month period. The funds used to pay for this position will come from projected salary savings in the Communications Division.

Motion to approve the Interim Director to hire an Extra-Help employee for a period of up to 6-months, to perform duties related to the administrative functions of payroll, Employee Management and Compensation System (EMACS), and worker's compensation/risk management services, that are a result of the County Clarification Project (CCP).

Motion by: Chief Buddy Peratt

Second by: Chief Bertral Washington

Yes - 8

No - 0

Abstain - 0

Absent – 1, Chief Racowschi, Victorville Fire Department

ROUND TABLE

CLOSED SESSION

11. The Administrative 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

The Administrative Committee came out of closed session at 14:45 with no reportable action.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 14:46 p.m.

Upcoming Meetings:

Next Regular Meeting: September 26, 2023, at 1:30 p.m.

 /s/ Liz Berry
Liz Berry
Administrative Secretary I