



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, MARCH 26, 2024 – 1:30 PM

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 Jeremy Ault, Chino Valley Fire District

B.C. Tom DeBellis, Colton Fire Department

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Brian Park, Rialto Fire Department

Chief Bertral Washington, 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)

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 Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of February 28, 2024
2. CONFIRE Operations Statement as of February 29, 2024

3. Fund Balance Report as of February 29, 2024
4. 2024 YTD Call Summary
5. YTD Answering Times
6. Billable Incidents 2024
7. Call Processing Time Analysis – February 2024
8. EMD-ECNS Performance Standards – February 2024
9. Resolution 2024-01 DOJ
10. Extra Help Positions

Motion to accept all items on Consent

Motion by: Chief Brian Park

Second by: Chief Mike McCliman

Yes - 9

No - 0

Abstain – 0

Absent – 0

DIRECTOR REPORT

- a. Staffing Update
- b. Valley Dispatch Center Update
- c. Implementation Team Update
- d. Executive Director Search Committee Update
- e. Annual Charges Sub Committee Update
- f. ECNS Finance Update

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *NICE – Voice Print implementation – On hold pending Sheriff Department upgrade.*
 - *CAD Maintenance – Effective April 2024, MIS will perform all system maintenance from 11 p.m. to 5 a.m. to be less disruptive.*
 - *One-Drive – MIS will back up desktops to one-drive for all computers on the CONFIRE network. This improves data retrieval and reduces support costs.*
 - *CONFIRE would like to welcome Robert Skaggs who has officially joined the MIS team as an ISA III.*
- b. Ops Chief Committee Report – Chief Jeremy Ault
 - *Tablet Command Data Sharing – Ops Chiefs to continue discussion at next meeting.*
 - *GSW Delta 6 (Active Assailant) – discussion.*

- *LA County Radio system changes – discussion.*
- c. **CAD to CAD – Mike Bell**
- *Murrietta/AMR very close to go live*
 - *Ontario moving forward*
 - *Reviewing CAL Fire San Bernardino integration for potential grant funding. Will convene an IE PSOP Exec meeting for direction.*

OLD BUSINESS

None

NEW BUSINESS

11. Image Trend - ACTION ITEM

The California Health and Safety Code requires EMS providers to submit an Electronic Patient Care Report (ePCR) for every EMS response (HSC Sec 197.227, ICEMA Protocol 5030). This includes 911 calls, interfacility transfers, “dry runs,” and for patients who refuse care and/or transportation. Furthermore, LEMSAs, such as ICEMA, are responsible for implementing and coordinating ePCR data collection and reporting systems to the level necessary to maintain medical control and continuity of patient care.

CONFIRE complies with this reporting using ImageTrend ePCR software. This Software as a Service (SaaS) platform is currently managed by ICEMA on CONFIRE’s behalf through an agreement with CONFIRE. Although this arrangement allows both agencies to meet the practical and statutory requirements for EMS reporting, CONFIRE agencies have encountered certain limitations in the arrangement that may be reducing the system’s potential. These limitations include limited customization and limited data access.

As CONFIRE embarks on a new chapter of MIS focused service to its agency’s community members, capture and control of relevant data will become more crucial to ensure that data driven decisions are timely and appropriate. To achieve the maximum potential from our data systems, staff proposes that CONFIRE transition from the ICEMA managed platform of ImageTrend to one that is managed by CONFIRE directly. By doing so, CONFIRE will gain greater control over data management processes, ensuring alignment with our operational objectives and regulatory requirements.

CONFIRE’s current annual cost of using the ICEMA managed ImageTrend platform is \$123,663. This includes ImageTrend annual fees for connecting to ICEMA’s platform and integration costs to other connected software (CAD, Telestaff, FirstWatch).

The proposed transition to a CONFIRE managed ImageTrend platform and associated software integration costs result in an increase of \$390,000 for the first year for a total of \$513,663. This includes a one- time \$150,000 startup cost to be paid out of FY23/24 budget using fund balance. Fees for subsequent years represent an annual increase of \$240,000 which will be paid out of FY24/25 EMS fund. Subsequent years are also subject to a price increase from ImageTrend of not more than 7% annually.

Motion to direct Interim Manager Nathan Cooke to approach ICEMA to discuss a possible MOU, if this is not possible or fruitful, motion is to move forward funding all Image Trend fees and related integration costs using monies generated from CONFIRE’s EMS division.

Motion by: Chief Brian Park
Second by: Chief Buddy Peratt
Yes - 9
No - 0
Abstain - 0
Absent - 0

12. EMS Division Uniforms - ACTION ITEM

Priority Ambulance will provide employee uniforms to the single-function paramedics and EMTs. The uniforms will display the expression “Services Provided by Priority Ambulance” to meet compliance with the California Civil Code.

The item up for consideration meets all contractual requirements and conforms to legal requirements.

This proposal has no direct cost to CONFIRE EMS and Mobile Health or CONFIRE. All expenses related to employee uniforms for single-function paramedics and EMTs are part and parcel of contracts or agreements with Priority Ambulance.

Motion to approve the proposed employee uniforms as presented.

Motion by: Chief Mike McCliman
Second by: Chief Jeremy Ault
Yes - 9
No - 0
Abstain – 0
Absent – 0

13. EMS Division Ambulance Graphics - ACTION ITEM

On December 5, 2024, the Board of Supervisors awarded CONFIRE EMS and Mobile Health the contract for ground ambulance services for eleven exclusive operating areas in the county, known as the comprehensive service areas. Within CONFIRE’s

proposal during the RFP process, the submittal of the fleet livery was required and, therefore, submitted as part of our comprehensive proposal. The contract with the County and California Civil Code 3273 further outlines some mandatory requirements regarding ambulances.

SB 556 was approved by the legislature in 2014, adding Section 3273 to the California Civil Code. The law establishes specific signage and emblem requirements for non-publicly owned ambulances and uniforms. The law applies to all contracts that become effective on or after January 1, 2015.

The item being presented meets all contractual requirements and conforms to legal requirements. ICEMA has tentatively approved the fleet branding to conform with contractual requirements.

There is no direct cost to CONFIRE EMS and Mobile Health or CONFIRE. All expenses relating to painting, wrapping, and labeling the fleet are part and parcel of contracts or agreements with Priority Ambulance.

Motion to approve the proposed branding and livery as presented, with authorization given to modify size and location of graphics as deemed appropriate.

Motion by: Chief Bertral Washington

Second by: Chief Brian Park

Yes - 9

No - 0

Abstain – 0

Absent – 0

ROUND TABLE

None

CLOSED SESSION

14. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): AMR Lawsuit
No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 4:10 p.m.

Upcoming Meetings:

Next Regular Meeting: April 30, 2024, at 1:00 p.m.

 /s/ Liz Berry

Liz Berry
Administrative Secretary I