



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, APRIL 28, 2026 – 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 Dave Williams, Chino Valley Fire District – *Arrived @ 1:04 p.m.*
Chief Justin Weems, Colton Fire Department
Chief Dan Harker/**Chair**, Loma Linda Fire Department
Chief Augie Barreda, Rancho Cucamonga Fire Department
Chief Rich Sessler/**Vice Chair**, Redlands Fire Department
Chief Chris Jensen, Rialto Fire Department
Chief Bertral Jackson, 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 3 minutes 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 March 25, 2026.
2. CONFIRE Operations Statement as of March 31, 2026.
3. Fund Balance Report as of March 31, 2026.
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – March 2026
8. ECNS Report – March 2026
9. Viewpoint Advocacy – Amendment No. 1

Motion to accept all items on Consent.

Motion by: Chief Chris Jensen

Second by: Chief Bobby Clemmer

Yes – 8

No - 0

Abstain – 0

Absent – 1, Chief Dave Williams arrived 1:04 p.m. after consent vote.

EMPLOYEE RECOGNITION

10. Introduction of New Employees

Communications – Angela Haddad: Jordyn Brasil, Call Taker
Devin Lopez, Call Taker
Destiny Wooten, Call Taker

ECNS – Mallory Osekowsky: Sarah Edgar, ECNS Nurse

DIRECTOR REPORT

- *Arrowbear Fire RFP for Dispatch services - negotiations have resumed.*
- *CONFIRE has been approached by multiple agencies for quotes on EMD service due to AB 645. AB 645 requires public safety agencies that process 911 calls for emergency medical response to provide Emergency Medical Dispatch (EMD) instructions starting January 1, 2027.*
- *Discussion on the possibility of CONFIRE offering dispatch services outside of San Bernardino County.*
- *Chief Joe Barna will be joining CONFIRE to oversee the EMS Division. An agreement between BDC and CONFIRE will be presented at the May Administrative Committee Meeting.*
- *Valley Communications Center, June 2nd ribbon cutting ceremony.*

- a. Communications Division Update – Angela Haddad

- *Alix Anderson has been appointed Interim Valley Communications Manager effective May 4th.*
- *March Call Summary: 911 total = 19,122 911, 10-Digit, and Admin. =50,924; April is trending at 42,000.*
- *March Data shows 10k calls auto dispatched.*
- *March ECNS Stats: 717 calls transferred with 608 completed assessments.*
- *20 Records Requests processed via the newly implemented NextRequest portal.*
- *3 team members recognized with EMD of Excellence: 1 Pride Report (childbirth)*

b. Finance/Admin. Division Update – Damian Parsons

- *Oracle network implementation is ongoing.*
- *Budget book being finalized for presentation to the Board of Directors on May 26th.*
- *Finance Manager position has been filled. Candidate to start on May 4th.*

c. MIS Division Update – Renan Mamaril

- *Significant buildout continues for the move to the HDGC and new Valley Communications Center.*
- *Firewall upgrade to be completed on April 29th.*
- *Desert Center workstations being upgraded.*
- *NC75 radio project due to be completed by end of month.*
- *Overall goal is to be prepared for a June 10th cutover to the Valley Communications Center.*
- *CONFIRE is working with BDC on a drone project.*

SUBSIDIARY COMMITTEE REPORTS

a. Ops Chief Committee Report – Chief Augie Barreda

- *Continue to work with CONFIRE on the OPS policies.*

OLD BUSINESS

11. Call Processing Workshop – Angela Haddad – **UPDATE**

- *Continue to explore software options.*

NEW BUSINESS

12. Public Hearing AB 2561: Assess Job Vacancies and Address Vacancy Rates

-Chief Dan Harker opens Public Hearing

-Damian Parsons presents

**Chair Dan Harker opened the Public Hearing at 1:40 p.m.*

AB 2561 became law on January 1, 2025, requiring all local public agencies, including special districts, to present the status of vacancies, recruitment, and retention efforts at a public hearing once per fiscal year, before adopting the final budget. It allows recognized employee organizations for a bargaining unit to make a presentation at the hearing. The purpose of the bill is to address the critical issue of high vacancy rates within local public agencies in California.

PowerPoint presentation by Damian Parsons.

All current CONFIRE vacancies were presented along with their bargaining unit and average time required to fill the position. Discussion included recruitment efforts, retention strategies, hiring obstacles, and possible solutions.

At the conclusion of the presentation no one present wished to speak.

The Teamster's bargaining unit was invited to the meeting and provided a copy of the agenda. No representative was present at the meeting.

**Chief Dan Harker Closed the Public Hearing at 1:51 pm.*

13. 2025-26 Budget – Appropriation Request – Damian Parsons – ACTION ITEM

During the current budget year, costs for insurance were higher than anticipated. In addition, legal costs are projecting slightly higher than budgeted.

Insurance – Increase - \$25,000

Legal Opinions – Increase \$225,000

As a result of these unanticipated expenses, staff is recommending an increase in expenditure authority for Services and Supplies in the amount of \$250,000.

The fiscal impact of this budget adjustment is \$250,000. It will be funded with the loan from Fund 5010 (General Reserve) previously approved by the Administrative Committee on May 28, 2024. There is \$625,000 in loan funds available.

Motion to approve the 2025-26 budget adjustments for EMD Fund 5020 as presented.

Motion by: Chief Buddy Peratt

Second by: Chief Dave Williams

Yes – 9

No - 0

Abstain – 0

Absent –0

14. NextRequest – Angela Haddad – **ACCEPT AND FILE**

*CONFIRE has transitioned to utilizing **NextRequest**, an online records request management platform, to receive, track, and fulfill all requests for records in our possession, including audio files. This change applies to all requesters, including partner agencies, as well as the public.*

Request for records or audio files held by CONFIRE may be submitted directly through the CONFIRE website: [Confire.org/public-records](https://confire.org/public-records) and selecting the “Public Records Request Form” on the screen.

Accept and File this report related to the processing of requests for custodian of records, including audio calls.

15. United States Department of Transportation Grant Program – Damian Parsons – **ACTION ITEM**

The Safe Streets and Roads for All (SS4A) Grant Program, administered by the U.S. Department of Transportation, provides funding to support regional, local, and Tribal initiatives aimed at preventing roadway deaths and serious injuries through a “Safe System Approach”.

CONFIRE has been evaluating opportunities to enhance public safety response and reduce unnecessary emergency medical transports through its Emergency Communications Nurse System (ECNS) program. The ECNS program aligns with SS4A program objectives by improving call triage, directing low-acuity 911 calls to appropriate care pathways, and reducing non-essential ambulance dispatches that contribute to roadway congestion and risk exposure.

The FY 2026 SS4A funding cycle presents an opportunity for CONFIRE to secure federal funding to expand and enhance ECNS capabilities, integrate data-driven safety interventions, and collaborate with regional partners to improve overall system efficiency and safety outcomes. The grant application is due May, 2026.

There is no fiscal impact associated with submitting the grant application. Any required matching funds or long-term financial commitments will be presented to the Board for approval prior to acceptance of the grant.

Motion to authorize staff to apply for the U.S. Department of Transportation Fiscal Year 2026 Safe Streets and Roads for All Grant Program.

Motion by: Chief Buddy Peratt

Second by: Chief Rich Sessler

Yes – 9

No - 0

Abstain –0

Absent – 0

