



CONFIRE

STAFF REPORT

DATE: May 26, 2026

FROM: Nathan Cooke, Interim Executive Director

BY: Damian Parsons, Finance/Administrative Director
Mike Bell

TO: CONFIRE Board of Directors

SUBJECT: Request for Proposal - Arrowbear Lake Fire Department

Recommendation

Upon the completion of a pending (draft) standard agreement, authorize the CONFIRE Interim Executive Director to enter into a formal agreement to provide emergency communications services for Arrowbear Lake Fire Department.

Background Information

Arrowbear Lake Fire Department is a small combination career/volunteer fire department in the San Bernardino Mountains on Highway 330 between Runnings Springs and the Big Bear Lake/Fawnskin area. It serves the community of Arrowbear Lake under the authority of the Arrowbear Park County Water District. The department responds to approximately 175 fire and emergency medicals per year. It is currently dispatched by CAL FIRE San Bernardino Unit Emergency Communications Center (ECC).

Arrowbear Lake Fire made a formal request for proposal from CONFIRE in a letter dated March 14, 2023. At that time the agency opted not to enter into an agreement with CONFIRE after some initial discussions. In November of 2025, Arrowbear Lake contacted CONFIRE requesting to revisit their original request for a proposal.

CONFIRE has provided an estimate for such services to Arrowbear Lake, who have indicated a desire to move forward with an agreement. The agency has a need to begin services with CONFIRE no later than June 30, 2026. CONFIRE Board Policy 5.003 "Qualifications for Status as a Contracting Party" requires an agency requesting a dispatch services agreement to be sponsored by a member agency and be approved by the Board of Directors. Arrowbear Lake Fire is requesting such an endorsement from the San Bernardino County Fire District.

The agreement with Arrowbear Lake Fire would be formatted in a manner consistent with similar agreements with current Contracting Agencies such as Big Bear Fire Authority and

Montclair Fire Department. These agreements have been developed and vetted by CONFIRE's legal counsel and utilized successfully for many years.

Arrowbear Lake's low call volume will have minimal impact on daily operations at CONFIRE. In fact, dispatching for Arrowbear Lake will improve operations between its neighboring agencies (Running Springs, San Bernardino County, and Big Bear) by having all the agencies in that vicinity dispatched by CONFIRE.

Therefore, it is recommended that the CONFIRE Board of Directors authorize the CONFIRE Interim Executive Director to enter into an agreement with Arrowbear Lake Fire Department pending the receipt of a letter of support from a member agency and a final agreement by the Arrowbear Lake Board of Directors, or its designee.

Fiscal Impact

CONFIRE will be compensated by Arrowbear Lake Fire per the signed agreement. The estimated cost to Arrowbear Lake Fire Department is between \$20,000-\$30,000 per year based on optional services it may or may not choose to utilize. CONFIRE will not add staffing to accommodate this new agency, thus the fiscal impact to CONFIRE will be negligible.

Attachments

- Request for Proposal Letter, dated, March 14, 2023