



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JUNE 23, 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
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 - *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 3 minutes for each speaker)

- *Michael McMath – TC Watch Duty. Introduced himself and the company he works for.*

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 May 26, 2026
2. CONFIRE Operations Statement as of May 31, 2026.
3. Fund Balance Report as of May 31, 2026.
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – May 2026
8. ECNS Report – May 2026
9. Mat Fratus Consulting Agreement Renewal
10. EMK Consulting Agreement Renewal
11. Agreement for Emergency Communication Nurse System – Nurse Consultant
12. FY 2026-27 Agency Agreements

Item 9 – Mat Fratus Consulting Agreement Renewal. Pulled for discussion by Chief Chris Jensen. Inquired on if CONFIRE uses Continuum data software for statistical matters. The group agreed to look into alternate options that may be available. The group was advised that a Data Manager position will be filled after July 10th, which may alleviate any further external data needs. Our hopes are to have data needs fulfilled inhouse.

Item 12 - FY 2026-27 Agency Agreements pulled for discussion by Chief Chris Jensen. Discussion ensued on the difference of a JPA agreement (Member Agency) vs. Agency agreements (Contract agencies).

Members agencies have risk, unfunded liability, and are voting members. They are active participants, decision makers, and carry financial responsibilities.

Contract Agencies have no risk, no ownership, no decision making.

After discussion Consent items were voted on at one time.

Motion to accept all items on Consent.

Motion by: Chief Chris Jensen

Second by: Chief Rich Sessler

Yes – 8

No -

Abstain – 0

Absent – 1 - Victorville

EMPLOYEE RECOGNITION

Introduction of New Employees

ECNS – Mallory Osekowsky:

Sarah Richardson, ECNS Nurse

Finance/Admin. – Damian Parsons:

Ivan Ramirez – Fiscal Manager

DIRECTOR REPORT

Interim Director Nathan Cooke addressed the group regarding the below topics.

- *Arrowbear has had a change of leadership within the organization and is no longer seeking CONFIRE's services.*
- *Palm Springs has also halted talks.*
- *Thanked everyone for attending the ribbon cutting ceremony at the VCC. It was a tremendous success.*

a. Communications Division Update – Angela Haddad

- *Just below staffing only 1 vacancy. We continue to make positive strides in training.*
- *Preparing for transition as of Oct 1st.*

b. Finance/Admin. Division Update – Damian Parsons

- *Oracle implementation is underway.*
- *Currently assessing budget book software.*
- *Reviewing internal processes.*

c. MIS Division Update – Renan Mamaril

- *Progress in the build out of the Desert Center for upcoming expansion.*
- *Successfully performed a fail-over test.*
- *Have been installing equipment in the VCC, awaiting approval for further installations.*
- *MIS has been working with Priority on systems to be used and testing to vet.*

d. EMS Division Update – Chief Joe Barna

- *100 days to "Go Live" we have a strong foundation and anticipate a smooth transition.*
- *Regular meetings with ICEMA*
- *Completion of key personnel is at approximately 70%.*
- *Continue to Work with Priority and the Union.*
- *Chief Barna has resigned his position as Chair of the EMS Division Subcommittee. Chief O'Bier will be representing the County of San Bernardino going forward.*

SUBSIDIARY COMMITTEE REPORTS

a. Ops Chief Committee Report – Chief Augie Barreda

- *Operational policies almost finalized. Anticipate an August completion.*
- *Captain Josh Stapleton has joined the Ops Chief Committee.*
- *Chief Serna handling resource plan for upcoming July 4th holiday.*

NEW BUSINESS

13. Agreement between CONFIRE and Rancho Cucamonga Fire Protection District for Captain Josh Stapleton – Damian Parsons – **ACTION ITEM**

On December 5, 2023, the County of San Bernardino awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract (EMS Contract).

On September 12, 2024, the State Superior Court issued an injunction halting the implementation of services, which had been scheduled to begin on October 1, 2024.

On May 6, 2026, the State Superior Court lifted the injunction, allowing CONFIRE to re-establish the implementation process and proceed toward system deployment.

To organize a successful transition, San Bernardino County Fire Chiefs will use the incident command system to organize resources and have selected Fire Captain Stapleton to serve as the Interim Director of Emergency Medical Services and Transport for the CONFIRE EMS Division Implementation Team.

This implementation team has already begun working on the project. Priorities have been identified for Fire Captain Stapleton to build the foundation and are included in the scope of work for the consulting agreement:

- Work with CONFIRE Staff and Implementation Team members to ensure all aspects of the County Ground Ambulance Contract are fulfilled prior to implementation on October 1, 2026.*
- Coordinate and work with Priority Ambulance staff on all aspects of their obligations related to the requirements in the Contract, to ensure all obligations of agreement prior to October 1, 2026.*
- Perform all duties and functions related to serving as the Interim Director of Emergency Medical Services and Transport for the CONFIRE EMS Division Implementation Team.*

The contract term is for four months from July 1, 2026, to October 31, 2026, and can be extended for an additional period of six months through an amendment to the contract.

The total costs for the four-month term will not exceed \$67,323 and will be paid from the EMS Fund (5020)

Motion to authorize the Interim Executive Director to execute and enter into an agreement between CONFIRE and Rancho Cucamonga Fire Protection District to authorize Fire Captain Josh Stapleton to serve as Interim Director of Emergency Medical Services and Transport for the CONFIRE Ambulance Contract Implementation Team, for a not-to-exceed amount of \$67,323 for a four-month term, from July 1, 2026, to October 31, 2026.

Motion by: Chief Bertral Williams

Second by: Chief Rich Sessler

Yes – 8

No - 0

Abstain – 0

Absent –1, Victorville

14. Approval of New Job Descriptions for Positions added in 2026-27 Budget – Damian Parsons – **ACTION ITEM**

As part of the FY 2026-27 Budget approval process, the Board approved a significant organizational restructuring designed to position CONFIRE for continued growth, and the implementation, delivery, and oversight of ambulance services. The reorganization created three major divisions: Administration, Business Operations, and Operations. Each division will be led by a Deputy Executive Director. This structure is designed to strengthen leadership capacity, improve accountability, and support growth and expanding responsibilities.

The addition of ambulance services represents one of the most significant expansions in CONFIRE's history and requires new responsibilities in areas such as operations, training, compliance, logistics, risk management, finance, public information, and ambulance system status management. To support both the reorganization and ambulance services, the Board approved several new position classifications as part of the 2026-27 budget within the Emergency Medical Services Fund (5020). While funding for these positions was approved through the budget process, formal adoption of the job descriptions for the new position classifications, not previously utilized in CONFIRE, is required before recruitment activities can begin.

The proposed job descriptions have been reviewed for consistency in classification, reporting, and compensation structures, and compliance with labor and employment requirements. They provide clear expectations regarding essential functions, required qualifications, and performance standards, supporting both transparent recruitment practices and effective employee performance management.

Approval of these job descriptions will allow staff to begin recruiting for key positions needed to implement the approved organizational restructuring, support operations, and ensure the successful launch and long-term sustainability of CONFIRE's ambulance services program.

There is no additional fiscal impact associated with approval of the job descriptions. Funding for all related positions was included in the approved FY 2026-27 Budget.

Motion to approve the new job descriptions for positions authorized as part of the 2026-27 budget.

Motion by: Chief Buddy Peratt
Second by: Chief Augie Barreda
Yes – 8
No - 0
Abstain – 0
Absent –1, Victorville

ROUND TABLE

Discussed operational readiness for the 4th of July holiday.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 1:42 p.m.*

15. Review and update Existing Litigation – Government Code section 54956.9: AMR Lawsuit
16. Conference with Real Property Negotiators – Government Code section 54956.8
 - Property: 1743 Miro Way, Rialto, CA
 - Agency Negotiator: Nathan Cooke, Executive Director
 - Negotiating parties: County of San Bernardino
 - Under Negotiation: Price and terms of payment

**The Administrative Committee reconvened in Open Session at 2:23 p.m.*

No action to report from Closed Session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting
The meeting adjourned at 2:24 p.m.

Upcoming Meetings:

Next Regular Meeting: July 28, 2026, at 1:00 p.m.

/s/ Liz Berry
Liz Berry
Clerk of the Board