



STAFF REPORT

DATE: August 25, 2026

FROM: Nathan Cooke, Executive Director

TO: CONFIRE Administrative Committee

SUBJECT: Executive Director Authority for Ground Ambulance Implementation

Recommended Action

Recommend that the Administrative Committee authorize the Executive Director, through June 30, 2027, to approve and execute contracts and agreements necessary to implement San Bernardino County Contract No. 23-1282, including agreements exceeding \$50,000, when the related expenditures were contemplated and funded in the Fiscal Year 2026-27 adopted budget.

Background Information

On December 5, 2023, the County of San Bernardino awarded the Ground Ambulance Contract to CONFIRE. Ground ambulance service is scheduled to begin October 1, 2026. Implementation requires CONFIRE to complete public agency reimbursement and service agreements, mutual aid and interagency agreements, vendor contracts, and other agreements necessary to begin and support service.

On February 28, 2024, the Board of Directors approved temporary authority authorizing the Executive Director to approve purchases up to \$500,000 for the implementation of the Ground Ambulance Contract. Implementation was later delayed by litigation, and that authority expired on January 1, 2025.

The Board has since adopted the Fiscal Year 2026-27 budget, which includes the expenditures necessary to implement the Ground Ambulance Contract. Several of the agreements required for implementation exceed the Executive Director's current \$50,000 signature authority. This includes public agency agreements with reimbursement obligations that may be substantially higher than \$50,000. Those expenditures were contemplated during budget development and funded through the adopted budget.

Board Policy 4.003 establishes the Executive Director's standard signature authority at \$50,000. The same policy also provides that the Board of Directors may authorize an officer to enter into contracts or execute instruments on behalf of CONFIRE, either generally or for specific instances. The requested action would use that authority for a defined purpose and period, allowing the Executive Director to approve and execute the budgeted agreements necessary for ambulance implementation.

Board Policy 6.001 places CONFIRE operations under the direction and supervision of the Administrative Committee and provides that, after the Board of Directors adopts the annual budget, the Administrative Committee controls expenditures and may expend funds in accordance with that budget. The requested authority is consistent with that structure because it applies to ambulance implementation expenditures already included in the Board-adopted budget.

Approval of this request would allow the Executive Director to complete covered contracts and agreements without returning each individual budgeted agreement to the Board for separate approval. The authority would remain in effect through June 30, 2027, covering the implementation and initial operating period of the Ground Ambulance Contract.

Board Policy 4.004 will continue to govern purchasing and procurement procedures when applicable. This action changes the approval and execution authority for covered ambulance implementation contracts and agreements; it does not change the procurement process applicable to a purchase or solicitation.

This temporary authority provides a direct path to complete agreements already contemplated in the approved ambulance budget while maintaining the existing budget and procurement framework.

Financial Impact

Approval of this action does not increase the Fiscal Year 2026-27 adopted budget. The authority applies to ambulance implementation contracts and agreements for which the related expenditures were contemplated and funded in the adopted budget.