

**CONSOLIDATED FIRE AGENCIES  
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

**POLICY:** 6.002

**TITLE:** Ambulance Contract Subsidiary  
Committee

**ADOPTED:** 9.13.2022

**REVISED:** 07.25.2023, 01.23.2024

**Ambulance Contract Subsidiary Committee**

There is hereby established an Ambulance Contract Subsidiary Committee of , which shall be organized and be responsible for the collaborative development and implementation of a regionally shared ground ambulance and interfacility transportation delivery system for management and direction of the contract between the County of San Bernardino and CONFIRE for ground ambulance services in EOA’s 1, 2, 3, 4, 5b, 6, 7, 8, 9, 11, and 12a

**A. Definitions**

1. **EMS:** Also known as Emergency Medical Services.
2. **Ambulance Contract Subsidiary Committee:** One of four divisions within CONFIRE, established by action of the Administrative Committee at its meeting on March 7, 2022.
3. **Ambulance Contract Subsidiary Committee Participants/Participant(s):** All CONFIRE Member Agencies and any Contract Agencies that enter into an MOU with CONFIRE to participate in Comprehensive Service Area for provision of ground ambulance transport and interfacility transport services outlined in the ambulance contract with the County of San Bernardino.
4. **Comprehensive Service Area:** Defined by ICEMA as the Emergency Operating Areas bundled (1, 2, 3, 4, 5b, 6, 7, 8, 9, 11, and 12a) to establish a Comprehensive Service Area.
5. **Member Agency:** The Parties to the Third Amended and Restated Joint Powers Agreement for Consolidate Fire Agencies (CONFIRE), which are Apple Valley Fire Protection District, Chino Valley Fire District, City of Colton, City of Loma Linda, City of Redlands, City of Rialto, City of Victorville, Rancho Cucamonga Fire Protection District and San Bernardino County Fire Protection District. Additional Parties may be added upon amendment of the Joint Powers Agreement.
6. **Contract Agency:** An entity that has been sponsored by an existing Member Agency, approved by the Board of Directors according to terms acceptable to CONFIRE.
7. **Initial Membership Cost:** Payment that shall be made by a Contract Agency participating in the EMS Division, as set forth in this Policy.

**B. Authority & Purpose**

The Ambulance Contract Subsidiary Committee shall meet regularly with the CONFIRE Executive Director, or designee, and Administrative Committee to provide advice and direction on matters related to the Ground Ambulance Contract with the County of San Bernardino, both operationally and administratively.

The Ambulance Contract Subsidiary Committee is responsible for all matters relating to the origination and operation of the San Bernardino Ground Ambulance Contract for the Comprehensive Service Area as delegated by the Administrative Committee. Such delegated responsibilities include but are not limited to:

- Establish the initial governance and operational structure for the, Ambulance Contract Subsidiary Committee to include financing and cost sharing methods of CONFIRE’s ambulance contract with San Bernardino County. Present recommendation to the Administrative Committee and or the Board of Directors for approval.
- Establish an annual Ambulance Contract Subsidiary Committee Budget for presentation to and approval by the Administrative Committee and or the Board of Directors with the following priorities:
  - Priority 1 – Contractual obligations & Operational costs for the Ambulance Contract
  - Priority 2 – Build reserves for the Ambulance Contract Committee
  - Priority 3 – System enhancements and system reinvestment
  - Priority 4 – If applicable, repayment of cost contributions by Ambulance Contract Subsidiary Committee Participants or Private Ambulance Partner.  
Note: Initial Membership Costs shall not be repaid.
  - Priority 5 – Equitable distribution of unused / unassigned fund balance to the Participants.
- Monitor fiscal and operational performance.
- Participate in annual CONFIRE audit.
- Develop policies for the operations and administration of the Ambulance Contract Subsidiary Committee
- Evaluate need for ongoing governance model changes.
- Evaluate performance of Private Ambulance Partner.

### **C. Membership**

All CONFIRE Member Agencies shall be entitled to serve on the Ambulance Contract Subsidiary Committee. However, only the Member and Contract Agencies (through MOU) that are represented in the Comprehensive Service Area, are entitled to be voting members. Each Member, or Contract Agency of the Ambulance Contract Subsidiary Committee shall be entitled to one (1) seat and one (1) alternate seat on the Ambulance Contract Subsidiary Committee.

Participation on the Ambulance Contract Subsidiary Committee is not mandatory. However, participation is required for those Member and Contract Agencies that intend to invest in the regionally shared EMS delivery System and realize any potential benefits derived from that investment. Each voting member agency, assumes full risk and liability related to the County

Ground Ambulance Contract.

Contracting Agencies shall formally declare in writing their intent to participate in the Ambulance Contract Subsidiary Committee no later than December 31, 2022. Any city, district or agency who desires to participate at a later date will not have an opportunity to do so until such time as the JPA seeks contract extension with ICEMA anticipated to be October 1, 2029. At that time, said entity shall declare their wishes to participate in the JPA Ambulance Contract Subsidiary Committee which will be considered by the CONFIRE Board of Directors and Administrative Committee.

Initial Membership Cost for a Contract Agency participation in the Ambulance Contract Subsidiary Committee is based on Total Cost divided by Total Ambulance Contract Subsidiary Committee Participants. Examples of the Ambulance Contract Subsidiary Committee Initial Membership Costs are the following:

- Consulting Fees
- Legal Fees
- Reserves
- Other Related Fees

The Initial Membership Cost, is due no later than 60 days following the signing of a Memorandum of Understanding to participate as a Contracting Agency no later than February 28, 2023, unless extended by unanimous approval by the Ambulance Contract Subsidiary Committee. The formula below outlines assumed costs for the formal response to San Bernardino County's Request for Proposals for Ambulance Services, and shall serve as the baseline entry level fee for Contracting Agencies.

Initial Membership costs shall be based on the following formula:

Initial Membership Cost =  $\frac{(\text{Consulting Fees} + \text{Legal Fees} + \text{Reserves Expended} + \text{Other Related Costs})}{\text{Total Participants}}$

$$\text{Estimated Initial Costs} = \frac{(\$255,372 + 100,000 + 100,000)}{11 \text{ Participants}}$$

Note: The estimated costs assume 11 participants and provides a good faith estimate on the expected costs.

In the event that the Estimated Initial Cost is higher than estimated above, as determined by a formal review by the Ambulance Contract Subsidiary Committee, the Initial Membership Cost will be increased accordingly. Any additional Initial Membership cost owed by a Contract Agency shall be paid within sixty (60) days.

The following EOAs and the prospective EMS Participant, are listed below:

<b>EOA</b>	<b>General Area</b>	<b>EMS Participant(s) within EOA</b>
1	Rancho Cucamonga, Upland, Mt. Baldy	RCF, BDC
2	Chino, Montclair	CHO, MTC
3	Chino Hills, Ontario	CHO, OTO
4	Fontana, Bloomington, Lytle Creek	BDC
5b	Unincorporated pockets in Rialto	BDC
6	Colton, San Bernardino, Muscoy, Devore	COL, BDC
7	Grand Terrace, Parts of Redlands, Highland, Parts of Colton	BDC, RED, HGH, COL
8	Redlands, Highland, Mentone, Yucaipa, Oak Glen	RED, HGH, BDC, YUC
9	Loma Linda	LOM
11	Waterman Canyon, San Bernardino National Forest Front Country	BDC
12a	Victorville, Adelanto, Apple Valley	VCV, BDC, APP

**D. Meetings**

Meetings of the Ambulance Contract Subsidiary Committee will be called on an as needed basis.

1. Quorum

While participation is not mandatory, two thirds of the voting members must be present for a recommendation to be brought forward to the Administrative Committee and/or Board of Directors of CONFIRE.

2. Voting

(a) Each voting member agency shall cast weighted votes set annually, effective July 1 based upon the total percentage of 911 EMS incidents that occurred in the preceding calendar year in the County of San Bernardino Ambulance Contract EOA's (1, 2, 3, 4, 5b, 6, 7, 8, 9, 11, and 12a).

Example- If a voting member agency responded to 50% of the total 911 EMS incidents that occurred in the preceding calendar year in the County of San Bernardino Ambulance Contract EOA's (1, 2, 3, 4, 5b, 6, 7, 8, 9, 11, and 12a), that participant would have 50% of the total vote.

If a voting member agency responded to 3% of the total 911 EMS incidents that occurred in the preceding calendar year in the County of San Bernardino Ambulance Contract EOA's (1, 2, 3, 4, 5b, 6, 7, 8, 9, 11, and 12a), that participant would have 3% of the total vote, so forth and so an.

- (b) In order for the Ambulance Contract Subsidiary Committee to bring forward a recommendation to the Administrative Committee, the recommendation must have received a majority percentage of the votes.