



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 25, 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 Jeremy Ault, 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 - *Absent*
Chief Chris Jensen, Rialto Fire Department - *Absent*
Chief Bertral Washington, 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 Meeting Minutes of July 21, 2026.
2. YTD Call Summary
3. YTD Answer Time
4. YTD Billable Incidents
5. Call Processing Time Analysis – July 2026
6. ECNS Report – July 2026
7. Accept and file Deputy Executive Director contract for Joe Barna.
8. Accept and file Deputy Executive Director contract for Damian Parsons.
9. Amendment No. 1 to Non-Financial Agreement – SBCFPD – EMS Services.

Motion to accept all items on Consent.

Motion by: Chief Bertral Washington

Second by: Chief Bobby Clemmer

Yes – 7

No - 0

Abstain –0

Absent – 2, Chief Sessler - Redlands; Chief Jensen - Rialto

DIRECTOR REPORT

- *Introduction of new employees Ryan Webb - Health and Wellness, Diane Mendez - Grants, and Dale Sandoval - Fleet/Logistics. Angela Haddad has transitioned to the Data Manager position, and Dana DeAntonio is now Interim Communications Director.*
 - *Arrowbear will be joining CONFIRE as a Contract Agency on September 15th.*
 - *Miro way LOI signed on 8/25/26. Lease agreement will go to the Board of Directors at the September 22nd Joint Meeting.*
 - *August 31, 2026, go live with Ontario CAD to CAD*
 - *September 2, 2026, the City of Yucaipa will also go live.*
 - *After a review of the CONFIRE JPA By Laws, all in attendance were reminded that the primary voting member of each member agency must be the Fire Chief. The alternate will be designated and can change if needed via an email or written correspondence to the Clerk of the Board.*
- a. Communications Division Update – Nathan Cooke
 - *No update*
 - b. Finance/Admin. Division Update – Ivan Ramirez
 - *No update*
 - c. MIS Division Update – Renan Mamaril
 - *No update*
 - d. EMS Division Update – Joe Barna

- 37 days until the “go live” date of October 1st. We are in a very good position with 99% of ambulances already in position.
- All 3 ambulance centers are up and running.
- 90% of incumbent workforce has been onboarded.

SUBSIDIARY COMMITTEE REPORTS

- Ops Chief Committee Report – Chief Augie Barreda
Mike McMath with Tablet Command is presenting at the upcoming meeting. Chief Barreda anticipates an item to be brought before the Administrative Committee for approval in the near future.

OLD BUSINESS

10. Executive Director Contract – Nathan Cooke – Chief Dan Harker – ACTION ITEM

The Administrative Committee established a sub-committee to negotiate the Executive Director Contract with Nathan Cooke. The sub-committee, Chair Chief Harker, and Vice Chair Chief Sessler completed their negotiation with Nathan Cooke. Together with legal counsel, Chiefs Harker and Sessler presented an employment contract to the Administrative Committee in Closed Session on July 21, 2026.

As reported out from Closed Session, the Administrative Committee “approved the hiring of Nathan Cooke as the Executive Director, with a July 25, 2026, effective date” and requested that legal counsel make two final revisions to the contract and bring it back to the Administrative Committee for approval in Open Session.

The revisions were made as requested by the Administrative Committee and accepted by Nathan Cooke. As such, the recommendation is that the Administrative Committee approve the Executive Director Contract for Nathan Cooke. This updated agreement was also reviewed and approved by the CONFIRE Board of Directors Chairperson, Lynne Kennedy.

Motion to approve the Executive Director Contract with Nathan Cooke, with an effective date of July 25, 2026, and placement at Salary Range E85B for a five-year term.

Motion by: Chief Justin Weems

Second by: Chief Augie Barreda

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Sessler – Redlands, Chief Jensen - Rialto

NEW BUSINESS

11. Drone Response Program – Renan Mamaril – ACTION ITEM

San Bernardino County Fire approached CONFIRE and requested assistance in coordinating with Flock Safety and GovWorx to obtain the ANIALI information and associated call voice recording. San Bernardino County Fire is partnering with Flock Safety and GovWorx to integrate Emergency call data into its drone program to support rapid deployment and enhance situational awareness.

The integration would transmit ANI/ALI and related call voice and data from CONFIRE's Motorola VESTA gateway to GovWorkx, which would filter the information by geography and forward only eligible calls within County Fire's approved response areas to Flock Safety. As part of this filtering process, all ANI/ALI information, call voice recordings, and related call data associated with incidents outside the approved response areas will be discarded and will not be retained. This earlier notification may enable faster drone deployment and provide responders with timely aerial intelligence without changing CONFIRE's dispatch responsibilities or operational authority.

Once ANI/ALI and related 9-1-1 call data are transmitted outside the CONFIRE environment to GovWorx and Flock Safety, CONFIRE MIS will no longer have visibility into or administrative control over the information and cannot independently monitor how the information is accessed, stored, retained, shared, or secured within those external platforms. However, both Flock Safety and GovWorx maintain security and compliance credentials, including DJIS, HIPAA compliance, and SOC 2 certification or attestation. Responsibility for maintaining data governance, security, and regulatory compliance after release of the data will rest with Flock Safety and GovWorx.

Should CONFIRE determine that a formal agreement among CONFIRE, GovWorx, and Flock Safety is warranted, an agreement will be developed and submitted for the appropriate review and approval.

There is no current financial impact to CONFIRE. If future costs arise, CONFIRE MIS will return to the CONFIRE Administrative Committee for review and approval before incurring any expenses.

Motion to approve the release of CONFIRE agencies' ANI/ALI and related call voice and data to the GovWorx platform in support of the San Bernardino County Fire drone response program.

Motion by: Chief Bobby Clemmer

Second by: Chief Buddy Peratt

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Sessler – Redlands, Chief Jensen - Rialto

12. MOTOROLA T1 Upgrades – Renan Mamaril – **ACTION ITEM**

As part of CONFIRE’s transition to the Valley Communication Center, modifications are required to the telecommunications infrastructure used to transport 911 calls to the center. The original design contemplated using Frontier’s existing copper infrastructure. During implementation, Frontier determined that the copper-based design was no longer viable due to capacity limitations, aging infrastructure, and the threat of recurring copper theft.

An engineering team from Frontier worked with Motorola to evaluate a fiber alternative. Motorola confirmed fiber was viable but would require specific hardware and software upgrades to the current equipment to ensure compatibility. This shift eliminates copper limitations and enables secure, direct call transport from the Lena site to Frontier’s main facility in San Bernardino.

Based on this assessment, Frontier recommends transitioning to a fiber-based design using 12 trunks, prioritizing support for CONFIRE with six (6) dedicated T1 trunks, alongside six (6) trunks for the Sheriff. This configuration strengthens redundancy, enhances resiliency, and provides a more future-ready infrastructure, with particular focus on meeting CONFIRE’s operational needs.

The total cost is estimated to be \$103,400 and will be funded from Fund 5010 (General Reserves). This purchase meets the sole source purchasing requirements as we have an existing agreement with Motorola Solutions, and they are the sole distributor of the software/hardware.

Motion to approve the purchase of six (6) T1 hardware and software upgrades from Motorola Solutions, not to exceed \$103,400 (includes a 10% contingency for taxes and misc.), to support our transition to the Valley Communication Center.

Motion by: Chief Buddy Peratt

Second by: Chief Augie Barreda

Yes – 7

No - 0

Abstain – 0

Absent –2, Chief Sessler – Redlands, Chief Jensen - Rialto

13. EUNA Solutions Inc. Budget Software Subscription Agreement – Ivan Ramirez – **ACTION ITEM**

As part of an ongoing effort to modernize CONFIRE’s financial processes and improve transparency in the budgeting process, staff evaluated software solutions for budget development and budget book publication. As CONFIRE continues to grow, dedicated budget book software will better support the agency’s evolving operational and financial management needs.

A competitive evaluation of three software products was conducted. As part of the evaluation, staff considered pricing, functionality, technical requirements, and the ability of each product to meet CONFIRE's business needs. Euna Solutions, Inc. (Euna) was determined to provide the solution that best meets CONFIRE's budgeting and budget publication requirements.

Euna's software is also available through a nationally competed Sourcewell cooperative purchasing contract. CONFIRE is a Sourcewell member and has adopted the use of Sourcewell contracts, allowing the agency to utilize the competitively procured contract to satisfy CONFIRE's applicable competitive purchasing requirements.

The total cost of the Euna solution is \$120,650, consisting of \$29,600 one-time implementation costs and \$30,350 in annual subscription fees for a 36-month subscription. Implementation is currently anticipated to begin January 1, 2027, and continue through December 31, 2029.

Sufficient funds are currently available within the CONFIRE Operations and EMS budgets to absorb the 2026-27 costs of \$59,950. Staff will continue to monitor the budget and return to the Board of Directors if a budget adjustment becomes necessary.

Motion to approve a software subscription agreement with Euna Solutions, Inc. for operating budgeting, personnel budgeting, and budget book software, for a 36-month subscription term anticipated to begin January 1, 2027, through December 31, 2029, in a total not-to-exceed amount of \$120,650.

Motion by: Chief Bobby Clemmer

Second by: Chief Jeremy Ault

Yes – 7

No - 0

Abstain –0

Absent –2, Chief Sessler – Redlands, Chief Jensen - Rialto

14. NetSuite Support and Development Services Agreement – Ivan Ramirez – ACTION ITEM

CONFIRE maintains an active subscription with Oracle, Inc. (Oracle) for its NetSuite enterprise resource planning (ERP) platform, implementation of which was substantially completed in May 2026.

Although implementation of the NetSuite platform was completed in May 2026, CONFIRE has identified several ongoing development and support needs that require specialized expertise that cannot be readily provided by existing staff.

Under the proposed agreement, CONFIRE will pay \$8,200 per month for up to 40 hours of managed service hours each month. Hours exceeding the monthly allocation

will be billed at \$205 per hour. Up to 10 unused hours may roll over into the following month. Staff has identified 15 specific projects and tasks and 7 ongoing workstreams for SuiteRep to support. Staff has evaluated CONFIRE's anticipated NetSuite development roadmap and believe that a 40-hour monthly allocation is appropriate. The monthly costs represent an anticipated annual expenditure of \$98,400 for these services. Staff is requesting an annual not-to-exceed amount of \$108,240, which includes a 10% contingency of \$9,840 for additional hours that may be required.

Staff anticipates the agreement will become effective approximately September 1, 2026.

Sufficient appropriation is currently available within the CONFIRE Operations and EMS budgets to absorb the 2026-27 costs of \$108,240. Staff will monitor the budget and will return if a budget adjustment becomes necessary.

Motion to approve NetSuite Support and Development Services Agreement with SuiteRep, LLC., for Oracle NetSuite managed services, in a not-to-exceed annual amount of \$108,240, beginning approximately September 1, 2026, and continuing until terminated.

Motion by: Chief Justin Weems

Second by: Chief Bertral Washington

Yes – 7

No - 0

Abstain – 0

Absent –2, Chief Sessler – Rialto, Chief Jensen - Rialto

15. Executive Director Ambulance Contracting Authority – Nathan Cooke– ACTION ITEM

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 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 budget 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 budget 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 4.04 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.

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.

Motion to 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.

***Motion by: Chief Buddy Peratt
Second by: Chief Augie Barreda***

Yes – 7

No - 0

Abstain – 0

Absent –2, Chief Sessler – Redlands, Chief Jensen - Rialto

16. Administrative Policy 3.016 – Public Based Ambulance Rate-Setting Methodology – Joe Barna – **ACTION ITEM**

CONFIRE is preparing to implement ground ambulance services under San Bernardino County Contract No. 23-1282. The service model includes Public-Based Ambulances staffed by Participating Agencies under agreements with CONFIRE, with reimbursement rates established by Administrative Committee action.

Policy 3.016 establishes the ongoing methodology for calculating and approving those reimbursement rates. The policy uses verified personnel costs based on a standardized benchmark personnel profile of one Firefighter/Paramedic and one Firefighter/EMT, regardless of an agency's actual ambulance staffing or deployment model, together with annualized ambulance and equipment capital costs, eligible maintenance and operations costs, any Authorized Adjustment Rate, benchmark selection, and a medical supply restock add-on.

The policy separates the standing rate-setting methodology from the annual rate action. Reimbursement rates will be established by Administrative Committee resolution using the then-current data and calculations required by Policy 3.016. The final draft reflects legal review and staff revisions.

Approval of Policy 3.016 does not itself establish a reimbursement rate or authorize an expenditure. Fiscal impacts will result from rates separately approved by resolution and from actual services provided under the applicable Public-Based Ambulance Agreements. All reimbursements remain subject to available appropriations and delegated authority.

Motion to Approve Administrative Committee Policy 3.016, Public-Based Ambulance Unit Hour Cost and Medical Supply Restock Reimbursement Rates.

Motion by: Chief Bertral Washington

Second by: Chief Bobby Clemmer

Yes – 7

No - 0

Abstain – 0

Absent –2, Chief Sessler – Redlands, Chief Jensen - Rialto

17. Resolution 2026-03 – Joe Barna – **ACTION ITEM**

Administrative Committee Policy 2.016 establishes the methodology for calculating Public-Based Ambulance reimbursement rates. The initial 2026 rate-development

workbook applies that methodology using verified personnel, ambulance and equipment capital, maintenance and operations, authorized adjustment, and medical supply restock inputs.

The fiscal impacts associated with the Public-Based Ambulance reimbursement rates were contemplated during preparation of the current fiscal year budget and are included within the appropriations approved in the adopted CONFIRE budget. Adoption of the proposed Resolution does not require an additional appropriation or funding request. Expenditures will remain subject to available appropriations, applicable Public-Based Ambulance Agreements, and delegated authority.

Motion to Adopt Administrative Committee Resolution No. 2026-03 establishing the initial Public-Based Ambulance reimbursement rates effective October 1, 2026.

Motion by: Chief Buddy Peratt

Second by: Chief Bertral Washington

Yes – 7

No - 0

Abstain –0

Absent –2, Chief Sessler – Redlands, Chief Jensen - Rialto

ROUND TABLE

Chief Peratt addressed the Administrative Committee regarding the long delays by AMR in the High Desert Communities. Delays and extended delays were averaging 45 minutes. Chief Peratt believes this will get worse as we approach the Oct. 1st go live date and requested allied agency input.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 1:51 p.m.*

18. Conference with labor Negotiators: Government Code section 54957.6 CONFIRE Negotiator – Nathan Cooke, Employee Organization(s) – Teamsters
19. Review and update Existing Litigation – Government Code section 54956.9: AMR Lawsuit
20. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation pursuant to Government Code section 54956.9(d): One potential Case

**The Administrative Committee reconvened in Open Session at 2:22 p.m.*

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:23 p.m.

Upcoming Meetings:

Next Regular Meeting: September 22, 2026, at 1:00 p.m.

/s/ Liz Berry

Liz Berry
Clerk of the Board