

**CONFIRE**

STAFF REPORT

DATE: June 24, 2025

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Agency Contracts

Recommendation

1. Approve renewal of annual dispatch service agreements with Baker Ambulance Inc., Big Bear Fire Authority, County Road Department, Montclair Fire Department, and Running Springs Fire Department.
2. Approve five-year renewal of dispatch service agreement with Yuhaaviatam of San Manuel Nation (formerly known as San Manuel Band of Mission Indians).

Background Information

For the past several years, CONFIRE has entered into annual service agreements to provide dispatch and other services outlined in each individual agreement to the above-mentioned agencies. Additionally, in 2020 Yuhaaviatam of San Manuel Nation entered into a five-year agreement with CONFIRE for dispatch and IE RIP (Inland Empire Regional Interoperability Project) Services. These contracts are set to expire on June 30, 2025.

Using templates approved by the Administrative Committee at its April 30, 2019, meeting staff has engaged with each of the agencies to initiate new service agreements. In addition to the agreement itself, each agency has received a detailed breakdown of their service costs for budget year 2025–26, as approved in the CONFIRE 2025–26 budget. An excerpt of this information is attached and designated as Exhibit 1.

The agencies will also incur a 5% contract fee. This fee will be allocated to CONFIRE's Term-Benefit Reserve Fund (5011). The accumulated funds may be used to offset membership fees for any agency that seeks member status in the future.

As each agency has received its agreement and is currently in the process of review and signature, we request authorization for the Interim Director to execute the agreements upon receipt from the agencies and to make minor adjustments if necessary.

Financial Impact

All revenues associated with service agreements have been included in the 2025-26 budget. There is no additional cost to the other CONFIRE agencies associated with approval of these agreements.

Attachments

- Exhibit 1 (revenue sheet FY 2025-26)
- Agency Agreements
- Attachment A (cost breakdown)