



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 24, 2021 – 1:30 PM

LOMA LINDA COMMUNITY ROOM-25541 BARTON RD., LOMA LINDA

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### MINUTES

#### ROLL CALL

##### **ADMINISTRATIVE COMMITTEE MEMBERS:**

Chief Tim McHargue/Chairperson, Colton Fire  
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire  
Chief Ken Harrison, Apple Valley Fire Protection District  
Chief Tim Shackelford, Chino Independent Fire District-*Absent*  
Chief Dan Harker, Loma Linda Fire-*Absent*  
Chief Jim Topoleski, Redlands Fire-*Chief Rich Sessler representing*  
Chief Sean Grayson, Rialto Fire  
Chief Dan Munsey, San Bernardino County Fire  
Chief Jeff Armstrong, 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 30 minutes; 3 minutes allotted for each speaker)

#### 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 Administrative Committee Minutes of June 22, 2021
2. Data Reports-PSAP Answer Time, Call Answering Performance Survey, Call Summary YTD 2021, Billable Incidents July 2021
3. Medical Director Contract Amendment

4. Messina & Associates Contract renewal
5. City of Redlands Liaison Renewal

*Motion to accept all items on Consent.*

*Motion by: Chief Dan Munsey  
Second by: Chief Jeff Armstrong  
Chief Tim McHargue-Abstain (1)  
Chief Ivan Rojer-Yes (1)  
Chief Ken Harrison-Yes (1)  
Chief Tim Shackelford -Absent  
Chief Dan Harker-Absent  
Chief Rich Sessler-Yes (1)  
Chief Sean Grayson-Yes (1)  
Chief Dan Munsey-Yes (4)  
Chief Jeff Armstrong-Yes (1)  
9-Yes  
2-Absent  
1-Abstain-Chief Tim McHargue*

*Motion Passed*

#### **DIRECTOR REPORT**

- a. ECNS
    - San Bernardino county Police Chiefs, HASC and various Cities/jurisdictions
    - ET3 application
    - PSA's (**RIGHT CARE – RIGHT TIME, every second counts**)
  - b. Victor Valley College
    - Dispatch Certifications
    - CTE
  - c. Staffing
    - Vertical Alignment
  - d. Public Records Act
- Further discussion required.*

#### **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo
  - CONFIRE will transition from using Zoom to Teams as the virtual platform beginning 2022.*
- b. Ops Chief Committee Report - Chief Cisneros
  - After action comments from July 4<sup>th</sup> BC coverage in CommCenter*
  - Committee's mission/vision considerations*
  - Tablet Command single instance-success*

*-Ops Chiefs directed to develop recommendations for Command Center model which expands beyond BDC to include all of XBO.*

c. CAD to CAD - Chief Rojer

*-Chino PD implementation phase to begin withing 2 weeks.*

*-AMR legal agreement delayed by AMR CAD vendor. Exploring a Point-to-Point connection but initial quote cost prohibitive.*

*-Riverside County Fire to take agreement to next Board of Supervisors meeting and implementation to follow.*

*-Cal Fire – SB County agreement as an allied agency approved locally but now needs State approval.*

*-IROC implementation remains in planning phase and likely will transition to implementation at the conclusion of fire season.*

6. Inland Empire Public Safety Operations Platform – **ACTION ITEM**

*As the Administering agency for the IE PSOP project, CONFIRE must enter into separate agreements with participating agencies to process payments for the program with the vendor Central Square due to UASI grant funding guidelines. Initial funding for the project for these agencies will be provided by the USAI funds awarded to CONFIRE in 2019 and 2020. On-going maintenance costs will be paid up front by CONFIRE then reimbursed to CONFIRE by the participating agencies.*

*Agencies in this round of agreements are Member Agencies, Murrieta Fire, CAL FIRE – Riverside County and Chino Police Dept. Allied Agency: CAL FIRE – San Bernardino. In the Chino PD agreement CONFIRE has partnered with Chino Valley Fire to assist Chino PD to enter the program as a two-year pilot by agreeing to share the cost of the annual maintenance with CVFD. This cost is \$22,245 for the two years. CONFIRE will seek alternate sources of funding, but this cost may be incurred by CONFIRE.*

*These agreements have been fully vetted and approved by CONFIRE legal.*

***Motion to APPROVE Inland Empire Public Safety Operations Platform (IE PSOP) CAD to CAD agency agreements for Chino PD, Cal Fire – Riverside County, CAL FIRE San Bernardino and Murrieta FD. Authorize CONFIRE Director to execute the agreements with any minor changes being reviewed and approved by CONFIRE legal counsel.***

***Motion by: Chief Ivan Rojer***

***Second by: Chief Ken Harrison***

***Chief Tim McHargue-Yes (1)***

***Chief Ivan Rojer-Yes (1)***

***Chief Ken Harrison-Yes (1)***

***Chief Tim Shackelford -Absent***

***Chief Dan Harker-Absent***

***Chief Rich Sessler-Yes (1)***

*Chief Sean Grayson-Yes (1)  
Chief Dan Munsey-Yes (4)  
Chief Jeff Armstrong-Yes (1)  
10-Yes  
2-Absent*

*Motion Passed*

## **OLD BUSINESS**

### **7. Dispatch Call Processing Time – Mat Fratus**

*Initial data from quick launch and auto dispatch implemented on June 7, 2021, shows overall call processing time interval from call pick-up to when the first responding unit is notified of the call decreased 21% for Echo and 14% for Delta level calls. Chiefs directed CONFIRE staff to explore expanding program to include Bravo determinate calls and expand auto dispatch call types to CVA's.*

## **NEW BUSINESS**

### **8. Tablet Command AVL Data Sharing Agreement – ACTION ITEM**

*Tablet Command (TC) has developed and released the ability to share AVL data between its various customers. This feature is enabled on an opt in basis, meaning those agencies that opt in will be able to see the AVL data from other Tablet Command customers who have also opted into this service. A data sharing addendum to the current CONFIRE agreement would allow Tablet Command to share data from CONFIRE with other Tablet Command customers. This agreement is necessary as the Tablet Command Service Agreement prohibits Tablet Command from sharing customer data of any kind. There is no fiscal impact to CONFIRE.*

*Motion to allow Tablet Command to share AVL information with other Tablet Command Customers.*

*Motion by: Chief Jeff Armstrong  
Second by: Chief Dan Munsey  
Chief Tim McHargue-Yes (1)  
Chief Ivan Rojer-Yes (1)  
Chief Ken Harrison-Yes (1)  
Chief Tim Shackelford -Absent  
Chief Dan Harker-Absent  
Chief Rich Sessler-Yes (1)  
Chief Sean Grayson-Yes (1)  
Chief Dan Munsey-Yes (4)  
Chief Jeff Armstrong-Yes (1)  
10-Yes  
2-Absent*

*Motion Passed*

**ROUND TABLE**

*Chief McHargue expressed his appreciation to CONFIRE's personnel assisting with IROC orders.  
Chief Rojer voiced his appreciation for the discipline and courtesy shown by CONFIRE employees.*

*Chiefs agreed, after discussion, to task the Ops Committee with researching communication options available for use between private ambulance providers and CONFIRE dispatch.*

**CLOSED SESSION**

**ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*Motion by: Chief Dan Munsey*

*Second by: Chief Tim McHargue*

*Ayes: 10*

*Absent: 2*

*Noes: 0*

*The meeting adjourned at 1500.*

**Upcoming Meetings:**

Next Regular Meeting: September 28, 2021, at 1:30 p.m. Loma Linda Community Room 25541  
Barton Rd., Loma Linda.

    /s/ Liz Berry    

**Liz Berry**

**Administrative Secretary I**