



ADMINISTRATIVE COMMITTEE MEETING

MONDAY, OCTOBER 27, 2025 – 1:00 PM

LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA

AGENDA

The CONFIRE Administrative Committee Meeting is scheduled for Monday, October 27, 2025, in the Loma Linda Fire Department Emergency Operations Center, 25541 Barton Road, Loma Linda, California.

Reports and Documents relating to each agenda item are on file at CONFIRE and are available for public inspection during normal business hours.

The Public Comment portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes allotted for each speaker. Pursuant to the Brown Act, no action may be taken by the Administrative Committee at this time; however, the Committee may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact CONFIRE at (909) 356-2302. Notification 48 hours prior to the meeting will enable CONFIRE to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

A recess may be called at the discretion of the Administrative Committee.

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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.

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 Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of September 23, 2025.
2. CONFIRE Operations Statement as of September 30, 2025
3. Fund Balance Report as of September 30, 2025
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis - September 2025
8. ECNS Report - September 2025

EMPLOYEE RECOGNITION

DIRECTOR REPORT

- a. Communications Division Update - Henry Perez
- b. Finance/Admin. Division Update - Damian Parsons
- c. MIS Division Update - Renan Mamaril
- d. EMS Division Update - Chief Joe Barna

SUBSIDIARY COMMITTEE REPORTS

- a. Ops Chief Committee Report - Chief Jeremy Ault

NEW BUSINESS

9. Agreement between CONFIRE and Brigit Bennington to serve as Interim Human Resources Manager - Damian Parsons - **ACTION ITEM**

10. Policy 2.003 Classification Descriptions - Revision - Damian Parsons - **ACTION ITEM**

ROUND TABLE

CLOSED SESSION

11. Public Employee Discipline/Dismissal/Release - Government Code section 54957(b)
12. Review and update existing Litigation - Government Code section 54956.9: AMR Lawsuit

ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting: November 18, 2025, at 1:00 p.m.

POSTING:

This is to certify that on October 22, 2025, I posted a copy of the agenda:

- 1743 Miro Way, Rialto, CA
- 25541 Barton Rd., Loma Linda, CA
- on the Center's website which is www.confir.org

/s/ Liz Berry

Liz Berry
Clerk of the Board