



## **ADMINISTRATIVE COMMITTEE MEETING**

**TUESDAY, NOVEMBER 26, 2024 – 1:30 PM**

**LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA**

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### **AGENDA**

The CONFIRE Administrative Committee Meeting is scheduled for Tuesday, November 26, 2024 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.

Liz Berry  
1743 Miro Way, Rialto, CA 92376  
909-356-2302  
[lberry@confire.org](mailto:lberry@confire.org)

#### **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 Administrative Committee Minutes of October 22, 2024
2. CONFIRE Operations Statement as of October 31, 2024
3. Fund Balance Report as of October 31, 2024
4. YTD Call Summary
5. YTD Answer Times
6. Billable Incidents
7. Call Processing Time Analysis - October 2024
8. CONFIRE ECNS Analysis
9. Side Letter to ESU MOU

### **DIRECTOR REPORT**

- a. Communication Division Update
- b. Finance/Admin. Division Update
- c. MIS Division Update
- d. EMS Division Update

### **COMMITTEE REPORTS**

- a. CAD to CAD - Director Cooke

### **OLD BUSINESS**

10. ECNS Funding Update - Director Cooke - **DISCUSSION ITEM**

### **NEW BUSINESS**

11. CONFIRE Utilizing (3) Priority IFT Supervisors and (1) System Status Data Analyst/Manager Under Temporary Employment Agreement - Director Cooke - **DISCUSSION ITEM**
12. Notification from Teamsters of petition to represent Call-Takers, Emergency Services Dispatcher Trainees, Emergency Services Dispatchers, and Supervising Dispatchers - Director Cooke - **DISCUSSION ITEM**
13. Acceptance and Modification of FY2023 Homeland Security Grant Program Funds - Director Cooke - **ACTION ITEM**
14. Contracts for Nurse Positions to Support Emergency Communications Nurse System program - Nathan Cooke - **ACTION ITEM**
15. Officer Elections - **ACTION ITEM**  
*Per CONFIRE By-Laws "He/She shall serve a one (1) year term as Chairperson/Vice-Chairperson and shall be elected to that position annually by the members of the Administrative Committee."*

#### **ROUND TABLE**

#### **CLOSED SESSION**

16. Review and update existing Litigation - Government Code section 54956.9: AMR Lawsuit

#### **ADJOURNMENT**

#### **Upcoming Meetings:**

Next Regular Meeting: December 17, 2024, at 1:00 p.m.

#### **POSTING:**

This is to certify that on November 21, 2024, I posted a copy of the agenda:

- 1743 Miro Way, Rialto, CA
- on the Center's website which is [www.confire.org](http://www.confire.org)
- 25541 Barton Rd., Redlands, CA

    /s/ Liz Berry    

**Liz Berry**  
**Clerk of the Board**