



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, OCTOBER 24, 2023 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Rich Sessler/Vice-Chair, Redlands Fire Department

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Dave Williams, Chino Valley Fire District

Chief Tim McHargue, Colton Fire Department - *Absent*

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Brian Park, Rialto Fire Department

Chief Bertral Washington, San Bernardino County Fire-

Chief Willie Racowski, 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 September 26, 2023
2. FY2023-24 CONFIRE Operations Statement

3. Fund Balance Report as of September 30, 2023
4. 2023 YTD Call Summary YTD
5. YTD Answering Times
6. Billable Incidents
7. Call Processing Time Analysis September 2023
8. EMD – ECNS Performance Standards – September 2023
9. CAD to CAD agreement

Motion to accept all items on Consent.

Motion by: Chief Brian Park

Second by: Chief Buddy Peratt

Yes - 8

No - 0

Abstain – 0

Absent – 1

- a. Staffing
 - *Call Taker recruitment is ongoing.*
 - *Dispatch Supervisor position will open this weekend.*
 - *Vanessa Meyer has promoted to CAD to CAD Administrator and is now located at Fire Station 204 with the MIS group.*
- b. EMD

CONFIRE is officially out of remediation and hopes to remain that way for years to come. Staffing was the main cause for the change in status.
- c. ECNS

Two additional ECNS Nurses started 10/24, bringing our total to 3. Still looking to add 1 more to the group.
- d. Budget Update

Introduced Quang Leba, Interim Chief Financial Officer. Quang reviewed the CONFIRE planning cycle and asked the Chiefs to forward any requests his way.

In the event CONFIRE is awarded the ambulance contract, we will approach the Board of Directors with a complete budget overhaul.

COMMITTEE REPORTS

- a. Committee Report/MIS Support Updates - Blessing Ugbo
 - *Next-Gen Firewall – Phase II (Suspended)*
 - *MIS last scheduled CAD maintenance for 2023 is on Oct. 24*

Robert Skaggs, acting Information Systems Analyst III, gave an overview of the MIS process of recovering files or data, ensuring replication of data and security. The process covers the below situations:

- *File Backup and Recovery*
 - *Backup Replication*
 - *Host Failure*
 - *CAD Failure*
 - *Comm Center Down*
- b. Ops Chief Committee Report – Chief Augie Barreda
Nothing to report.
 - c. CAD to CAD – Mike Bell
 - *New subscription pricing in place*
 - *Possible UASI implications, checking further*
 - *AMR testing going well*
 - *Riverside County/Murrieta very slow progress*
 - *Murrieta PD may bring Menifee PD on the system*
 - *Ontario still working on new CAD vendor*
 - *Working with CAL Fire BDU to develop server capacity*
 - *IRWIN/IROC integration project in progress*

OLD BUSINESS

NEW BUSINESS

10. Cisco Meraki Advance Security License Renewal – **Action Item**
CONFIRE acquired a 5-year Meraki Advance Security License in 2020 while shearing a tenant with BDC MIS. As BDC's service requirements expanded, they introduced additional Meraki devices within the shared tenant to cater to their increasing needs. This resulted in a reduction of the license's original expiry date from 2025 to June 2023.

In July 2023, CONFIRE and BDC MIS agreed to separate their Meraki tenants, a process that has reached 98% completion, with only BDC HQ remaining on the CONFIRE tenant.

CONFIRE MIS requests \$110,900 to renew its licenses for a 5-year term. CONFIRE plans to seek reimbursement in the amount of \$30,000 for the two years of license consumption.

There will be a fiscal impact, which will require a budget adjustment to the 2023-2024 FY budget. The total cost for the Cisco Meraki license renewal is \$110,900. This amount will be funded through fund 5009, designated for the NICE Vesta Motorola Implementation project to 5008 GL 5200-2115.

Motion to approve the Cisco Meraki Advance Security License Renewal as presented.

Motion by: Chief Brian Park

Second by: Chief Buddy Peratt

Yes - 8

No - 0

Abstain - 0

Absent – 1

11. Petition to represent the Non-Represented CONFIRE Regional Emergency Communication Employees – **DISCUSSION ITEM**

Pursuant to Section 6 of the San Bernardino County Special Districts Ordinance (Ordinance), Teamsters Local 1932 (Teamsters) has filed a petition to represent the non-represented CONFIRE regional emergency communication employees.

Based on a review of the petition, it has been determined that the petition complies with Section (6) of the Ordinance; therefore, an affirmative determination of the petition has been made.

Proposed bargaining units include: CONFIRE Management Unit, CONFIRE Supervisors' Unit, CONFIRE Miscellaneous Unit.

Next step would be negotiations via the County negotiator Leo Gonzales who then works thru Interim Director Nathan Cooke.

12. November and December meeting dates – **DISCUSSION ITEM**

November meeting will be 11/28/23

December meeting will be 12/19/23

ROUND TABLE

CLOSED SESSION

13. The Admin. Committee will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): County Ambulance RFP
14. Public Employment pursuant to Government Code Section 54957
Title: Executive Director

The Administrative Committee came out of closed session at 2:53 p.m.

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:55 p.m.

Upcoming Meetings:

Next Regular Meeting: November 28, 2023, at 1:30 p.m.

/s/ Liz Berry

Liz Berry

Administrative Secretary I