



**CONFIRE**

## **ADMINISTRATIVE COMMITTEE MEETING**

**THURSDAY, MARCH 17, 2022 – 1:30 PM**

**25541 BARTON RD., LOMA LINDA**

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### **MINUTES**

#### **ROLL CALL**

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

Chief Jeff Armstrong/Chairperson, Victorville Fire Department  
Chief Dan Harker/Vice-Chairperson, Loma Linda Fire Department  
Chief Ken Harrison, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Valley Fire District  
Chief Tim McHargue, Colton Fire Department  
Chief Mike McCliman, Rancho Cucamonga Fire Department  
Chief Rich Sessler, Redlands Fire Department  
Chief Brian Park, Rialto Fire Department  
Chief Dan Munsey, San Bernardino County Fire

#### **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 February 22, 2022
2. 2022 YTD Call Summary
3. CONFIRE-Billable Incidents
4. 2022 YTD Answering Times

5. CONFIRE Financial Statements  
FY 21-22 CONFIRE Operations Statement  
FY 21-22 CONFIRE Fund Balance Report
6. Fiscal Year 2020/21 Single Audit Report for Federal Awards

***Motion to accept all items on Consent***

***Motion by: Chief Tim McHargue***

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

***Yes-12***

***No-0***

***Absent-0***

***Motion Passed***

**DIRECTOR REPORT**

7. Association of Public-Safety Communications Officials-Outstanding Performance Award.

*On May 5<sup>th</sup>, 2021, Dispatcher Kiana White received a 9-1-1 call for a one (1) year old female choking. One minute later the baby was reported no longer breathing. Kiana gave pre-arrival CPR instructions until the crew could arrive on scene. ME 229 was able to continue treating the child and later reported the baby girl was breathing on her own, expected to make a full recovery.*

*We are proud to announce that Kiana White has been selected by The California Public-Safety Radio Association (CPRA) and its parent organization, Association of Public-Safety Communications Officials (APCO) as this year's winner in the Outstanding Performance by an Individual Fire category.*

*She will be recognized at an awards banquet on Friday, April 22, 2022, at the Knott's Berry Farm Hotel.*

**COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo
  - *MIS is currently working on a Data Sharing Policy to cover CONFIRE against liability with third-party vendors.*
  - *CAD maintenance is scheduled for March 23, 2022, no significant interruption of service is expected.*
- b. Ops Chief Committee Report - Chief Bruner
  - *ECC Command Center concept update*  
*Ops Chiefs are meeting in Rialto on March 17, 2022. A document has been created; details are being vetted out. They expect to have a draft policy to present at the next Admin. Chiefs meeting.*

- c. CAD to CAD – Art Andres  
*Implementation continues.  
Chino soft launch has been executed; March 22, 2022, is the go live date.*

## **OLD BUSINESS**

8. Valley Communications Center – Consultant Analysis (**Action Item**)  
*CONFIRE Sub Committee reviewed the consultant report in depth and presented an overview. Sub Committee found no justification to reject justification to adopt option one. Chief Harker explained developer reviewed the report and concurred with the cost analysis of option 3 which is cost prohibitive at this time. Sub Committee recommended supporting option 1 and recommend Board of Directors make final determination on Valley Communication Center (VCC) buy down option. Discussion regarding maintaining two dispatch centers, once the VCC becomes operational, was presented to the Chiefs. Need to have a fully functional redundant center is required but is there a need to maintain the Hesperia Center? The VCC is being designed and will be built to operate with all staff, including potential expansion. CONFIRE Administrative Committee decided to defer a final decision until VCC becomes operational.*

***Motion to accept consultant report with final decision to maintain two centers deferred until VCC becomes operational.***

***Motion by: Chief Brian Park  
Second by: Chief Tim McHargue  
Yes-12  
No-0  
Absent-0***

***Motion Passed***

***Motion to recommend committing to a long-term lease agreement for the Valley Communications Center with the buy down Option 1 and defer to the Board of Directors for final approval.***

***Motion by: Chief Dan Munsey  
Second by: Chief Brian Park***

***Chief Ken Harrison-Yes  
Chief Dave Williams- Yes  
Chief Tim McHargue- Yes  
Chief Dan Harker- Yes  
Chief Mike McCliman- Yes  
Chief Rich Sessler- Yes  
Chief Brian Park-Yes***

*Chief Dan Munsey-Yes  
Chief Jeff Armstrong-Yes*

*Yes-12  
No-0  
Absent-0*

*Motion Passed*

## **NEW BUSINESS**

9. Dispatcher Appreciation Week April 10-16, 2022
10. Emergency Medical Services Division – **(Action Item)**  
*CONFIRE currently has three divisions within the JPA: Communications, Administration and Management Information Services. CONFIRE continues to evolve and enhance services. A dedicated emergency medical services division will allow for greater flexibility to embrace cooperative programs for dispatch of emergency medical services and related functions for the mutual benefit of the members of CONFIRE.*

***Motion to create an Emergency Medical Services Division within CONFIRE Joint Powers Authority organizational chart.***

***Motion by: Chief Mike McCliman  
Second by: Chief Dave Williams  
Yes-12  
No-0  
Absent-0***

*Motion Passed*

11. Request For Proposal Development **(Discussion Item)**  
*San Bernardino County is currently developing an RFP to submit to the State Emergency Medical Services Authority (EMSA) for approval relating to existing EOA'S. The intent is to award to a provider by November 2022.*

*The CONFIRE JPA was created to provide efficient and effective services to communities served by member and contract agencies. CONFIRE will explore various options, including public/private partnerships which may enhance the level of service currently provided. CONFIRE's public safety communications system and cooperative programs may enhance aspects of the pre-hospital care system from centralized dispatch model through transportation. Various options will be explored to provide recommendations, with associated costs, for consideration.*

