



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, FEBRUARY 28, 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

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Brian Park, Rialto Fire Department-

Chief Bertral Washington, San Bernardino County Fire

Chief William 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 January 31, 2023
2. FY 2022-23 CONFIRE Operations Statement as of January 31, 2023

FY 2022-23 Fund balance Report as of January 31, 2023

3. 2023 YTD Call Summary
4. YTD Answering Times
5. Billable Incidents

Motion to accept all items on Consent

Motion by: Chief Mike McCliman

Second by: Chief Tim McHargue

Yes - 12

No - 0

Abstain - 0

Absent - 0

DIRECTOR REPORT

- a. Staffing Update
- b. Emergency Rule Phase Update
- c. EMD/ECNS Update
- d. Potential for (2) new agencies

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
Blessing reported that CONFIRE has gone one year without a CAD outage.

Tablet Command is contacting agencies regarding an AVL component. Blessing advised to be cautious, replacing physical modems with AVL is unproven with our amount of call volume and the reliability of the device in extreme weather conditions is not proven. This option would also require additional hardware investment on CONFIRE MIS. Chiefs agreed that this component should be vetted by MIS before coming to the Admin. Chiefs.

- b. Ops Chief Committee Report – Chief Augie Barreda
Dark this month, no report.
- c. CAD to CAD – Mike Bell
Continuing work with Riverside County.

OLD BUSINESS

NEW BUSINESS

6. National Public Safety Telecommunications Week – April 9-15, 2023 - **DISCUSSION**

7. EMS Division MOU and Initial membership Cost Extension – **ACTION ITEM**

The CONFIRE Admin Committee revised policy 6.002 (EMS Subsidiary Committee) on December 13, 2022. As a result of the revision to become a member of the EMS Division, each Contract Agency must enter into a separate MOU with CONFIRE. The cities of Montclair, Ontario, and Yucaipa have all submitted a letter of intent to participate in the EMS Division.

CONFIRE's legal team has worked closely with the legal representatives from all three cities to draft the proposed MOU. Once fully executed, Montclair, Yucaipa, and Ontario will officially be participants of the CONFIRE EMS Division.

Policy 6.002 states that the Initial Membership Costs due no later than 60-days following the signing of an MOU to participate as a contracting agency no later than February 28, 2023. Due to the timeframe it took to fully develop the MOUs through our legal teams, we are not able to meet the deadline (February 28, 2023) set forth in the policy.

The cities of Montclair, Yucaipa, and Ontario will each submit an Initial Membership Fee in the amount of \$41,397.45 to CONFIRE. This corresponds with the initial membership cost in Policy 6.002. The fee will be deposited into the CONFIRE EMS Division account.

Motion to Authorize the Interim Director to execute the Emergency Medical (EMS) Division Memorandum of Understandings (MOUs) between CONFIRE and the City of Montclair, the City of Yucaipa, and the City of Ontario.

It is also recommended that the CONFIRE Admin Committee authorize an extension to the date that the EMS Division Initial Membership Cost be granted to the Contract agencies (Montclair, Ontario, and Yucaipa). The extension to the deadline would allow the contract agencies to submit their payment no later than March 31, 2023.

Motion by: Chief Dave Williams

Second by: Chief Buddy Peratt

Yes - 12

No - 0

Abstain - 0

Absent - 0

8. **Consultant for County Clarification Project – ACTION ITEM**

CONFIRE has been undertaking an effort with the County of San Bernardino to clarify several historical administrative roles performed by the County on CONFIRE'S behalf. These include Real Estate Services, Fleet Management, Human Resources, and Risk Management among other functions.

As part of this process, under Interim Director Cooke, the County has requested that CONFIRE seek its own Work Comp coverage which is currently provided by County Fire. They also asked that CONFIRE work with SBCERA to clarify that retirement program and its funding requirements. No timeline has been set for any changes associated with these and other Human Resources and Fiscal related services currently provided by the County.

CONFIRE staff has been able to work through many of the items requiring clarification and is in the process of negotiating a comprehensive service agreement with County that will provide the clarification sought for these matters.

However, it has become evident that for some components, namely the workman's comp, insurance and retirement areas, assistance is needed to ensure CONFIRE has the best information necessary to make effective decisions on these topics.

The cumulative total for this effort would not exceed the requested amount, unless approved by the Board of Directors. CONFIRE policy authorizes the Director to seek such services up to \$100,000 within an open market without the issuance of a formal request for proposal.

Funds are available in the FY23 General Fund (5008) to cover this expense. If required a budget adjustment will be processed and placed on the Board's March 16th meeting for approval.

Motion to approve an expenditure not to exceed \$100,000 to procure a professional services agreement to assist with the planning and execution of administrative changes related to the County Clarification Project.

This would be funded from the General Fund (5008)

Motion by: Chief Tim McHargue

Second by: Chief Dave Williams

Yes - 12

No - 0

Abstain - 0

Absent - 0

9. Consultant for Recruitment/Selection of CONFIRE Director – **ACTION ITEM**
As CONFIRE continues to grow in complexity and capacity, it is appropriate that the organization evaluate the need to increase its executive level capacity in order to best meet the operation, fiscal and administrative vision set forth by the Board of Directors and Administrative Committee.

The Interim Director has determined that current administrative workload, changing relationship with San Bernardino County HR and potential operational changes necessitates the engagement of an experienced public safety executive recruitment firm.

CONFIRE policy authorizes the Director to see such services up to \$100,000 within an open market without the issuance of a formal request for proposal.

The goal would be to have the classification analysis completed prior to the FY24 budget adoption meeting, conduct the recruitment in late spring/early summer and have a new Executive Director in place by late summer/early fall.

Funds are available in the FY23 General Fund (5008) to cover this expense. If required a budget adjustment will be processed and placed on the Board's March 16th meeting for approval.

Motion to approve an expenditure not to exceed \$50,000 to procure a professional services agreement to assist with the development of an Executive Director job classification and the recruitment of that position.

This would be funded from the General Fund (5008)

Motion by: Chief Mike McCliman

Second by: Chief Dave Williams

Yes - 12

No - 0

Abstain - 0

Absent - 0

ROUND TABLE

CLOSED SESSION

10. Pursuant to California Government Code section 54956.9(a). The Administrative Committee will meet in closed session to receive an update on litigation to which CONFIRE is a part. (PERB Case No. LA-CE-1561-M)

11. The Administrative Committee will meet in closed session to review and update anticipated Litigation-Significant exposure to litigation pursuant to Government Code section 4596.9 (b): Two potential cases.

No reportable outcome from closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 1437.

Upcoming Meetings:

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

 /s/ Liz Berry

Liz Berry

Administrative Secretary I