



## ADMINISTRATIVE COMMITTEE MEETING

THURSDAY, NOVEMBER 17, 2022 – 1:00 PM

FIRE STATION 203 – 1550 N. AYALA AVE., RIALTO

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### MINUTES

#### ROLL CALL

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

Chief Dan Harker/Chairperson, Loma Linda Fire Department  
Chief Rich Sessler/Vice-Chairperson, Redlands Fire Department  
Chief Buddy Peratt, Apple Valley Fire Protection District  
Chief Jeremy Ault, Chino Valley Fire District  
Chief Tim McHargue, Colton Fire Department  
Chief Mike McCliman, Rancho Cucamonga Fire Department  
Chief Brian Park, Rialto Fire Department  
Chief Dan Munsey, San Bernardino County Fire – *Virtual, not voting*  
Chief Brian Fallon, 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 October 25, 2022
2. CONFIRE Financial Statements  
FY2022-23 CONFIRE Operations Statement as of October 2022.

FY2022-23 Fund Balance Report as of October 2022.

3. 2022 YTD Summary
4. 2022 YTD Answering Times
5. CONFIRE – Billable Incidents

*Motion to accept all items on Consent*

*Motion by: Chief Jeremy Ault*

*Second by: Chief Rich Sessler*

*Yes - 7*

*No - 0*

*Abstain – 1- Chief Tim McHargue, abstained from minutes only*

*Absent – 4-County Fire, Virtual-not voting*

## **DIRECTOR REPORT**

- a. Virtual Meetings  
*Due to the State of Emergency being lifted by the Governor, all future meetings will be in person.*
- b. Staffing Update
  - *Reported out on the 11/15/22 hiring event*
  - *Management Analyst position update*

## **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo  
*Updates given on Tablet Command and Central Square resource agreement termination.*
- b. Ops Chief Committee Report – Chief Jeremy Ault  
*Ops did not meet this month, nothing to report.*
- c. CAD to CAD – Mike Bell  
*Success with Riverside and Murietta testing. CAD to CAD continues in a forward motion.*

## **OLD BUSINESS**

6. San Bernardino County Response Treatment and Transport Committee (RTT) data request – **Action Item**  
*Harris Koenig presented data points that will be used to develop and monitor the time spent at key intervals of the 911 patient response, transport, and treatment continuum. These elements would be pulled from the appropriate responding agency's*

*CAD or ePCR database and would be reported to the RTT Executive group as part of a larger performance deck.*

***Motion to approve the data sharing request from the Response Transport and Treatment (RTT) Executive group.***

***Motion by: Chief Mike McCliman***

***Second by: Chief Rich Sessler***

***Yes - 7***

***No - 1, Chief Brian Park***

***Abstain - 0***

***Absent – 4-County Fire – virtual-not voting***

## **NEW BUSINESS**

7. Tablet Command Liaison Position – **DISCUSSION ITEM**

*Our prior Tablet Command Liaison has left the organization. Two applicants have submitted resumes for the position, Colton Station 4 Captain, Aaron Mulhall and Battalion Chief Chad Comeau of Rancho Cucamonga Fire Protection District.*

***Chief Mike McCliman voiced his support for Battalion Chief Chad Comeau. After further discussion the Chief's appointed Captain Aaron Mulhall as the new Tablet Command Liaison.***

8. Central Square CAD Administrator – **ACTION ITEM**

*Confire does not have an executable succession plan to ensure the continuity of CAD systems operation without a dedicated CAD Administrator. Adding the CAD consultant resource to the MIS team will ensure that a dedicated resource is always available to support CAD and business operations.*

*This role will facilitate the management and maintenance of core CAD Enterprise and Tellus CAD to CAD products and related databases ensuring the continued highest system performance and quality of data.*

*CONFIRE terminated its contract with Central Square for its consulting service because Central Square could not provide a dedicated resource to assign to CONFIRE.*

***Motion to approve CONFIRE to contract with recruiting agencies to hire a dedicated CAD Consultant for CONFIRE.***

***Motion by: Chief Brian Park***

***Second by: Chief Mike McCliman***

***Yes - 8***

***No - 0***

*Abstain - 0*

*Absent – 4-County Fire-virtual-not voting*

9. 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.”*

*Motion to approve Dan Harker for Chairperson and Rich Sessler for Vice-Chairperson.*

*Motion by: Chief Mike McCliman*

*Second by: Chief Tim McHargue*

*Yes - 8*

*No - 0*

*Abstain - 0*

*Absent – 4-County Fire-virtual-not voting*

**ROUND TABLE**

**CLOSED SESSION**

Conference with Labor Negotiator – Government Code section 54957.6

CONFIRE Negotiator – Nathan Cooke

Employee Organization(s) – CWA

Unrepresented

*Direction given to form a committee, composed of both Admin. Chiefs and Board of Director members, to work on separating out Risk Management and Worker’s Compensation from the County of San Bernardino, as well as working with the County and SBCERA to determine options moving forward with the retirement system for CONFIRE employees.*

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)

Personnel – Discipline/Dismissal/Release (one matter) Government Code section 54957

Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to Government Code section 54956.9(b): One potential Case.

**ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*The meeting adjourned at 3:00 p.m.*

**Upcoming Meetings:**

Next Regular Meeting: To be announced.

/s/ Liz Berry

**Liz Berry**

**Administrative Secretary I**