



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, NOVEMBER 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 - *Absent*

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 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 October 24, 2023
2. CONFIRE Operations Statement as of October 31, 2023

3. Fund Balance Report as of October 31, 2023
4. 2023 YTD Call Summary
5. YTD Answering Times
6. Billable Incidents
7. Call Processing Time Analysis October 2023
8. EMD – ECNS Performance Standards – October 2023
9. Helpdesk Contractor
10. Renew Liaison Contract with Colton FY2024-25

Motion to accept item 1 on Consent.

Motion by: Chief Brian Park

Second by: Chief Mike McCliman

Yes - 10

No - 0

Abstain – 1, Chief Tim McHargue

Absent – 1

Motion to accept items 2 thru 10 on Consent.

Motion by: Chief Tim McHargue

Second by: Chief Brian Park

Yes - 11

No - 0

Abstain – 0

Absent – 1

DIRECTOR REPORT

- a. Staffing
Continue to work on staffing Call Takers, Dispatchers and Supervisors.
- b. EMD
90% of all calls for the month of October had a Determinant Code.
- c. ECNS

Our first hired ECNS nurse, Mallory, is on the floor taking calls. Two additional nurses are actively training, and 1 final nurse is onboarding. The final leg of ECNS is to hire the nurse manager.

d. Extra-Help

Mike Bell has requested to become a consultant, stepping down from the County Clarification and Ambulance Projects.

Art Andres has offered his help as a PSE on the Ambulance and County Clarification Projects.

COMMITTEE REPORTS

a. Committee Report/MIS Support Updates - Blessing Ugbo

- *MIS Network Maintenance – Phase II Nov. 29th*
- *2023 MIS Maintenance Freeze – Dec. 15th*
- *CONFIRE Radio Contract – Agencies need to establish radio contracts with ITD by May 30, 2024.*

b. Ops Chief Committee Report – Chief Augie Barreda

- *Comm Center Designators (CCX) 1000 series*
- *Response Plans*
- *County Operations Chiefs By-Laws (revision)*
- *Planning for 2024*

c. CAD to CAD – Mike Bell

No report.

OLD BUSINESS

NEW BUSINESS

11. San Bernardino County Fire Protection District Emergency Ambulance Services Agreement – **Action Item**

The SBCFPD is recognized and known as a “.201 provider” by the California Health and Safety Code and is authorized to provide emergency ambulance services in their respective .201 areas of responsibility. Furthermore, San Bernardino County Fire Protection District is authorized to sub-contract for emergency ambulance services in their .201 areas of responsibility.

The San Bernardino County Operational Area (OA) continues to struggle with extended response times from AMR, which has resulted in an increase in the number of mutual aid requests from SBCFPD. In an effort to allow SBCFPD to fulfill as many

mutual aid requests from AMR as possible, the district is requesting that CONFIRE provide an additional ambulance, on an as needed basis.

CONFIRE will be utilizing an ambulance that will be rented from the Chino Valley Fire District. The ambulance will be staffed by qualified CONFIRE employees and or contract employees. CONFIRE will seek and receive ICEMA's approval to become an authorized ambulance provider prior to commencement of this agreement.

The agreement would commence on December 20, 2023, and end on December 31, 2024.

There will be no cost for this agreement and no payments will be made to the SBCFPD. CONFIRE will use a third-party billing company to bill patients that receive transport services from CONFIRE, and all costs associated with providing such services will be offset by the payment received.

Motion to approve the San Bernardino County Fire Protection District Emergency Ambulance Services Agreement as presented.

Motion by: Chief Dave Williams

Second by: Chief Buddy Peratt

Yes - 11

No - 0

Abstain - 0

Absent – 1

12. Chino Valley Independent Fire Protection District Ambulance Agreement – ACTION ITEM

CONFIRE will be providing emergency ambulance services to the San Bernardino County Fire Protection District (SBCFPD). In order to provide this service, CONFIRE needs an ambulance. The CVIFPD has an extra ambulance they are willing to allow CONFIRE to use through provisions outlined in this MOU.

The agreement would commence on December 5, 2023, and would be in effect until terminated following the MOU provisions.

The ambulance will be staffed by qualified CONFIRE employees and or contract employees. CONFIRE will seek and receive ICEMA's approval to become an authorized ambulance provider prior to commencement of this agreement.

CONFIRE will pay the CVIFPD \$7.18 per hour, for every hour the ambulance is placed in service. CONFIRE will use a third-party billing company to bill patients that receive transport services from CONFIRE, and all costs associated with providing such services will be offset by the payments received.

All financial transactions related to this agreement will occur using the EMS Division Enterprise account (5020).

Motion to approve the Chino Valley Independent Fire Protection District Ambulance Agreement as presented.

Motion by: Chief Bertral Washington

Second by: Chief Tim McHargue

Yes - 11

No - 0

Abstain - 0

Absent – 1

13. Whitman Enterprises, LLC Independent Contractor Agreement – **ACTION ITEM**

CONFIRE will be providing emergency ambulance services to the San Bernardino County Fire Protection District (SBCFPD) starting December 5, 2023. In order to recuperate costs associated with providing this type of service, CONFIRE will need to bill patients and payors for these services accordingly. In order to bill for these services, CONFIRE needs to hire a third-party billing company.

In order to adhere to CONFIRE's purchasing policies, CONFIRE will be using the "piggyback" agreement between the City of Chula Vista and Whitman LLC. Whitman has extensive experience in San Bernardino County in providing EMS Billing and Collection Services to CONFIRE member agencies.

CONFIRE will pay Whitman a single fixed rate of 3.25% of net receipts billed and collected.

The costs associated with paying Whitman will come from the revenue received from the ambulance services provided to the SBCFPD, which are anticipated to be higher than the costs associated with this agreement.

All financial transactions related to this agreement will occur using the EMS Division Enterprise account (5020).

Motion to approve the Whitman Enterprises, LLC Independent Contractor Agreement as presented.

Motion by: Chief Dave Williams

Second by: Chief Buddy Peratt

Yes - 11

No - 0

Abstain - 0

Absent – 1

14. 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 Chief Dan Harker for Chairperson and Chief Rich Sessler for Vice-Chairperson.

Motion by: Chief Mike McCliman

Second by: Chief Dave Williams

Yes - 11

No - 0

Abstain - 0

Absent – 1

ROUND TABLE

- *Chief Brian Park brought up an upcoming Senate Bill for the Chiefs to look for.*
- *Chief Bertral Washington commended Abby Kiddoo for her work on CONFIRE’s behalf.*
- *Response time discussion.*

CLOSED SESSION

15. 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

The Administrative Committee came out of closed session at 3:04 p.m.

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 3:05 p.m.

Upcoming Meetings:

Next Regular Meeting: December 19, 2023, at 1:30 p.m.

 /s/ Liz Berry

Liz Berry
Administrative Secretary I