



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, APRIL 22, 2025 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Ray Bruno, Colton Fire Department
Chief Dan Harker/Chair, Loma Linda Fire Department
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Rich Sessler/Vice-Chair, Redlands Fire Department
Chief Brian Park, Rialto Fire Department
Chief Bertral Washington, San Bernardino County Fire
B.C. Travis Espinoza, 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)

No statements were made.

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 the Administrative Committee Minutes of March 25, 2025

2. CONFIRE Operations Statement as of March 31, 2025
3. Fund Balance Report as of March 31, 2025
4. YTD Call Summary
5. YTD Answer Time
6. Billable Incidents
7. CONFIRE Call Processing Time Analysis – March 2025
8. CONFIRE ECNS Analysis

Motion to accept all items on Consent.

Motion by: Chief Brian Park

Second by: Chief Mike McCliman

Yes – 9

No - 0

Abstain – 0

Absent – 0

DIRECTOR REPORT

- *New Board Member orientation with Colton, Redlands and Chino Valley has been completed.*
 - *Update on the 911 outage at the Valley Dispatch Center. A contractor struck a high-powered electrical line, causing loss of power, phone, and waterlines. Phone lines have been rerouted and water restored. The dispatch center is still on generator back up, restoration is anticipated any day.*
 - *Discussed bringing on a consultant to assess the vulnerability of 911 lines and facilities.*
 - *Barstow Fire has requested a formal quote to become a member agency.*
- a. **Communication Division Update – Henry Perez**
- *After action discussion of March 16th copper line theft, taking out the 911 system. AT&T notified Comm Center, triggering internal protocol/procedures. Emergency protocol for 911 phone line outage has been established and covered with employees. On premise MIS staff member to handle issues as they arise during an outage is suggested.*
- b. **Finance/Admin. Division Update – Damian Parsons**
- *Recruitments for several positions are ongoing and interviews are being scheduled. ESU talks are still on hold.*
- c. **MIS Division Update – Blessing Ugbo**
- *Upgrade work continues at the Desert Communications Center.*
 - *Penetration testing is complete, waiting on report from vendor.*
 - *NICE implementation ongoing.*

d. EMS Division Update – Chief Joe Barna

- *No meeting in April due to court dates.*
- *Administrative staff moving back to Rialto the first week of May, thanks to Redlands for hosting our staff.*
- *Art Andres updated the Administrative Committee on the downsizing of Priority, noting 71 ambulances housed in Rancho Cucamonga still ready as needed.*
- *Priority continues to put employees first and seek placement during this time.*

COMMITTEE REPORTS

a. Ops Chief Committee Report – Nathan Cooke for Chief Jeremy Ault

- *Committee continues to meet and is currently discussing lithium battery issues.*

b. CAD to CAD – Mike Bell

- *CAD to CAD is back online. Issues appear to be fixed. System is more stable and performs better. Re-engaging with Ontario, AMR (XBO and XRI) Murrieta and BDU for integrations. Aiming to be live with all of them by summer.*
- *Central Square will issue a \$26,000 C2C credit to address the downtime experienced since December.*
- *System purchased by Rialto PD, Corona PD considering.*
- *SB COG Study pending.*

NEW BUSINESS

9. Public Hearing AB 2561: Assess Job Vacancies and Address Vacancy Rates.

**Chair Dan Harker opened the public hearing at 2:20 p.m. with all Administrative Committee members present.*

AB 2561 became law January 1, 2025, and requires all local public agencies, including special districts, to present the status of vacancies and recruitment and retention efforts at a public hearing once per fiscal year, before adopting the final budget. It also allows recognized employee organizations for a bargaining unit to make a presentation at the hearing. The stated purpose of the bill is to address the critical issue of high vacancy rates within local public agencies in California.

PowerPoint presentation by Damian Parsons.

All current CONFIRE vacancies were presented along with their bargaining unit and average time required to fill the position. Discussion included recruitment efforts, retention strategies, hiring obstacles, and plans that may provide solutions.

At the conclusion of the presentation no one present wished to speak.

Both recognized bargaining units, Teamsters and ESU, were invited to the meeting and provided a copy of the agenda.

**Chief Dan Harker adjourned the Public Hearing at 2:28 p.m.*

10. Accept and Receive Funding from the San Bernardino County Inland Counties Emergency Medical Agency (ICEMA) for the Emergency Communications Nurse System – **ACTION ITEM**

To meet the ICEMA Board of Directors (BOD) agenda deadline for May, the Interim Director executed an agreement between CONFIRE and ICEMA on April 7, 2025, that provides a mechanism in which ICEMA will allocate \$850,000 of one-time monies for the CONFIRE ECNS program. The agreement will be presented to the ICEMA BOD on May 20, 2025, for final approval and ratification.

To receive funding, CONFIRE is required to provide a financial sustainment plan, monthly ECNS outcome data describing the impact of ECNS on the overall EMS system and system obstacles that have an adverse effect on ECNS.

Motion to accept and receive (2) installments of \$425,000 totaling \$850,000 from the San Bernardino County Inland Counties Emergency Medical Services Agency (ICEMA) agreement for one-time monies, to partially fund the Emergency Communications Nurse System (ECNS).

Motion by: Chief Bertral Washington

Second by: Chief Rich Sessler

Yes – 9

No - 0

Abstain – 0

Absent –0

11. Viewpoint Advocacy Agreement – **ACTION ITEM**

On December 5, 2023, the County of San Bernardino awarded the contract to CONFIRE for the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility, and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County.

It is crucial for CONFIRE to engage in robust public affairs and (PIO) activities to ensure effective communication with stakeholders, including the public, media outlets, and relevant governmental bodies. The contract with Viewpoint Advocacy will enable CONFIRE to navigate complex public relations scenarios, disseminate timely and accurate information, and ensure alignment with regulatory requirements and community expectations.

The fiscal impact will not exceed \$60,000 for the next 12 months (the initial one-year term) and the funding will be allocated from the EMS Fund (5020).

Motion to approve the agreement with Viewpoint Advocacy to serve as Public Information Officer (PIO) for CONFIRE.

Motion by: Chief Bertral Washington

Second by: Chief Dave Williams

Yes – 9

No - 0

Abstain – 0

Absent – 0

12. Purchase of Oracle NetSuite for Government Cloud Services – ACTION ITEM

CONFIRE’s financial operations currently rely on a combination of disconnected systems and Microsoft Excel spreadsheets, resulting in inefficient workflows, limited data visibility, and increased risk of manual errors. These limitations have hindered staff’s ability to produce timely financial reports and budget information, maintain compliance, and support effective planning and decision-making. In response to these challenges, the organization evaluated leading ERP solutions and determined that Oracle NetSuite offers the most robust, scalable, and cloud-based platform.

Oracle NetSuite is a comprehensive cloud ERP platform that provides a unified suite of financial tools designed to optimize key operations, including:

*Centralized Financial Management
Automated Budgeting and Expense Tracking
Fixed Asset Management
Real-Time Dashboards and Analytics
Cloud-Based Accessibility and Scalability.*

These capabilities will significantly enhance staff efficiency, accuracy, and visibility into financial data, while positioning the organization for scalable growth.

The total first year costs for implementation and system usage are \$289,787 and will be funded by General Fund Operating Reserves Fund (5008). Ongoing annual costs of \$63,558 will be funded through the elimination of the current procurement system (\$10,266/yr.) and Call Volume revenues.

Motion to approve:

- 1. Approve Participating Addendum to the Master Agreement with Oracle America, Inc. to utilize Cloud Solutions under the National Association of State Procurement Officials ValuePoint Master Agreement for Cloud Solutions (contract #AR2487) at no cost.***

2. *Approve Ordering Document Number CPQ-3532540-1 for subscription to use Oracle NetSuite for Government Cloud Service in an amount not to exceed \$63,558 per year for a total cost of \$317,790 for five years.*
3. *Approve Ordering Document number US-17574673 for professional services to implement Oracle NetSuite for Government Cloud Services in an amount not to exceed \$226,229.*

Motion by: Chief Brian Park

Second by: Chief Ray Bruno

Yes – 9

No - 0

Abstain – 0

Absent –0

13. **2025-26 Preliminary Budget – ACTION ITEM**

PowerPoint presentation by Damian Parsons outlining projected changes, including new expenditures, and offsetting reductions.

Key Cost Increases

Memorandum of Understanding (MOU) increases

New Positions to support current services and operational efficiency.

Interim Director Costs

Increased Rent

Countywide Cost Allocation Plan: Increase in the overhead cost allocated to CONFIRE by the San Bernardino County for use of services.

Offsetting Reductions

Position reductions: Elimination of selected positions based on efficiency reviews and operational restructuring.

Insurance savings

Staff will continue refining the budget in coordination with division directors and managers. A final proposed budget will be presented May 27th for Board adoption. The current draft budget reflects an 11.6% net increase in costs. Budget refinements may adjust this figure prior to final approval.

Motion to approve the preliminary 2025-26 budget as presented pending final budget adoption in May, 2025.

Motion by: Chief Dave Williams

Second by: B.C. Travis Espinoza

Yes – 9

No - 0

Abstain – 0

Absent – 0

ROUND TABLE

Chief Williams discussed call processing times and asked if we can get the wheels rolling upon initially answering the call? Director Cooke explained that the high acuity calls are being launched immediately and all fire type calls are being launched immediately also (this updated w/in the last 30 days).

Chief Williams brought up the loan of Chino's Valley's staff to CONFIRE. He is now at a point where he needs Chief Cooke back at Chino Valley Fire. He proposed adding an agenda item to discuss or form a subcommittee to review all available options.

Chief McCliman wanted to go on record, that we must stay steadfast in pursuing the ambulance contract, he believes it will benefit all in the future.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 3:02 p.m.*

14. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session at 3:27 p.m.*

No reportable outcome from Closed Session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 3:30 p.m.

Upcoming Meetings:

Next Regular Meeting: CONFIRE Joint Board of Directors and Administrative Committee Meeting – May 27, 2025.

/s/ Liz Berry
Liz Berry
Clerk of the Board