



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, MAY 25, 2021 – 1:30 PM

ZOOM

---

### MINUTES

#### ROLL CALL

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

Chief Tim McHargue/Chairperson, Colton Fire  
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire  
Chief James Peratt, Apple Valley Fire Protection District-*Absent*  
Chief Tim Shackelford, Chino Independent Fire District  
Chief Dan Harker, Loma Linda Fire  
Chief Jim Topoleski, Redlands Fire - *Absent*  
Chief Brian Park, Rialto Fire  
Chief Dan Munsey, San Bernardino County Fire  
Chief Jeff Armstrong, 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 April 27, 2021
2. Financial Statements thru April 30, 2021
3. Dispatch Performance reports
4. Billable Incidents

*Motion to accept all items on Consent.*

*Motion by: Chief Brian Park (1)*

*Second by: Chief Tim Shackelford (1)*

*Chief Tim McHargue-Yes (1)*

*Chief Ivan Rojer-Yes (1)*

*Chief James Peratt-Absent*

*Chief Dan Harker-Yes (1)*

*Chief Jim Topoleski-Absent*

*Chief Dan Munsey-Yes (4)*

*Chief Jeff Armstrong-Yes (1)*

*10-Yes*

*2-Absent*

*Motion Approved*

#### **DIRECTOR REPORT**

- a. Municode
- b. FY 2021-22 Budget Approval
- c. JPA revision finalized - weighted voting
- d. ECNS
  - i. ET3 submittal
  - ii. SB COG- PSA
  - iii. Law Enforcement Partners

#### **COMMITTEE REPORTS**

- a. Support Committee Report/IMS Updates - Blessing Ugbo  
*Presentation by Blessing Ugbo on the recent CAD rehost. Due to the degradation of the current CAD infrastructure, which was causing performance issues at a high support cost, CONFIRE recently implemented new hardware infrastructure and software to re-host CAD. This increased systems performance and provided fail-over redundancy to ensure CAD uptime. Initial cost savings of \$7,000 with Central Square (ArcServe) and additional savings by removing legacy hardware and outdated software.*
- b. Ops Chief Committee Report - Chief Bruner  
*Discussed Fourth of July Operations, Chief Bruner will be stationed in the Valley Center, Chief Mahan will be stationed in the Desert. Working on standardization of equipment carried and location on OES apparatus.*
- c. CAD to CAD - Chief Rojer  
*Progress continues, momentum is moving forward. MOU was received from AMR, Ontario is waiting for their CAD upgrade before action taken. Chino PD demo at*

*CONFIRE 5/26, MOU is with their legal counsel. Cal Fire San Bernardino is still working thru legal issues, Riverside is moving forward with a MOU.*

## **OLD BUSINESS**

### **5. Pre-Plan software - Action Item**

*A request for proposal (RFP) was submitted through PlanetBids for a universal pre-incident planning software. First Due was the only bid received, the vendor met the expectations of the scope of work outlined in the RFP.*

*Several CONFIRE member agencies utilize pre-plan software but there is no interoperability across jurisdictional boundaries. Auto and mutual aid agreements allow multijurisdictional responses to significant events. Critical information is needed when responding to incidents to minimize safety risks.*

*Utilizing a regional approach will allow for a cost-effective deployment of a platform to create one interconnected pre-plan and inspection system for the entire region.*

*First Due is an annual subscription of \$195,000 to provide service for all 13 CONFIRE fire agencies. The cost was not included in the fiscal 2021-22 budget. The Administrative Committee unanimously voted to terminate the service agreement with LiveMUM which will result in a cost savings of \$77,000. Staff recommendation is to do a onetime transfer from general reserve fund account 5010 for the balance of \$118,000 for the first year. Fiscal year 2022/23 will see individual agency fees increased.*

***Motion to approve quote to purchase and install First Due software for pre-incident planning to be utilized by all CONFIRE agencies.***

***Motion by: Chief Jeff Armstrong (1)***

***Second by: Chief Brian Park (1)***

***Chief Tim McHargue-Yes (1)***

***Chief Ivan Rojer-Yes (1)***

***Chief James Peratt-Absent***

***Chief Tim Shackelford-Yes (1)***

***Chief Dan Harker-Yes (1)***

***Chief Jim Topoleski-Absent***

***Chief Dan Munsey-Yes (4)***

***10-Yes***

***2-Absent***

***Motion Approved***

### **6. Dispatch Call Processing Time - Mat Fratus**

## **NEW BUSINESS**

### **7. Administrative Policies - sub committee**

*Chiefs McHargue, Munsey, Harker and Rojer will work on updating CONFIRE Administrative Policies and anticipate bringing a draft to the Administrative Committee at the June meeting.*

## **ROUND TABLE**

*Chiefs are requesting in person meetings start in July with a virtual option available. Loma Linda will make their Community Room available and IT compatible for virtual also.*

## **CLOSED SESSION**

## **ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*Motion by: Chief Dan Munsey*

*Second by: Chief Dan Harker*

*Ayes: 7*

*Noes: 0*

*The meeting adjourned at 14:54.*

## **Upcoming Meetings:**

Next Regular Meeting: June 22, 2021 at 1:30 p.m. via ZOOM.

    /s/ Liz Berry

**Liz Berry**

**Administrative Secretary I**