



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JUNE 25, 2024 – 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 - *Arrived at 2:05*

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 - *Absent*

Chief Bertral Washington, San Bernardino County Fire

Chief Bobby Clemmer, 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 the Administrative Committee Minutes of May 28, 2024.
2. CONFIRE Operations Statement as of May 31, 2024
3. Fund Balance Report as of May 30, 2024

4. YTD Call Summary
5. YTD Answering Times
6. Billable Incidents
7. Call Processing Time Analysis – May 2024
8. EMD-ECNS Performance Standards – May 2024
9. Contract – Nurse Manager
10. Contract with EMK Consultants

Motion to accept all items on Consent except for #9 which was pulled for discussion, see below.

Motion by: Chief Tim McHargue

Second by: Chief Jeremy Ault

Yes – 7

No - 0

Abstain – 0

Absent – 2

****Consent item 9 – Contract – Nurse Manager*

ECNS Nurse Manager Leslie Parham has been called back to Chino Valley Fire District. Leslie has agreed to contract back to CONFIRE 1 day a week until the permanent Nurse Manager can be hired.

Motion to approve the Contract for Emergency Communication Nurse System Nurse Manager contingent upon Leslie Parham passing background and physical. This contract would be in effect until June 30, 2025.

Motion to approve item 9 as amended above.

Motion by: Chief Jeremy Ault

Second by: Chief Bobby Clemmer

Yes – 7

No – 0

Abstain – 0

Absent - 2

DIRECTOR REPORT

- a. Staffing Update
- b. EMD Coordinator
- c. ECNS Nurse Manager
- d. CAD Down/Central Square Upgrade Update

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *Third party vendor has been retained to assist with CAD.*
- b. Ops Chief Committee Report – Chief Barreda
No updates.
- c. CAD to CAD – Mike Bell
No updates.

SUBSIDIARY COMMITTEE REPORTS

- a. Annual Charges Sub-Committee Update – Chief Peratt
 - *Agencies have until January 1st to perform inhouse cleanup*
 - *Reaching out to air ships regarding charges*
 - *Items forthcoming for Administrative Committee action*
- b. EMS Sub-Committee Update – Chief Barna
 - *Implementation Team continues to build unit numbering plan*
 - *Employment opportunities continue for incumbent work force and new hires*
 - *Amendment to our third party billing vendor contract will be forthcoming to the July Administrative Committee meeting*

NEW BUSINESS

11. ECNS Permanent Positions - **ACTION ITEM**

**This item was discussion only; no action was taken. This item was tabled until the July 23rd meeting.*

The implementation of the Emergency Communications Nurse System (ECNS) program occurred December 21, 2020, through a contractual agreement with Regional Emergency Medical Services Agency (REMSA) to provide California licensed nurses who were Emergency Medical Dispatch (EMD) trained in LowCode to screen certain low acuity calls and direct them to appropriate treatment or transportation options.

As an accredited center for Emergency Medical Dispatch, Consolidated Fire Agencies (CONFIRE) can operate its Emergency Medical Dispatch (EMD) program to incorporate a nurse element. Utilizing nurses with CONFIRE's expanded dispatch capabilities mitigates unnecessary ambulance transports and emergency room (ER) visits by providing immediate, professional nursing care to individuals in their homes or community settings and sometimes arrange for other modes of transportation to non-emergency medical facilities. This approach not only alleviates the strain on our

emergency services but also ensures that patients receive timely and appropriate care in the most suitable environment.

The ARPA Coronavirus Local Fiscal Recovery Fund (CLFRF) has allowed CONFIRE to hire contract nurses and expand the program to provide 24-hour coverage, days a week including additional staffing for peak periods of high call volume. Unfortunately, because the nurses are on a contract and not permanent employees of CONFIRE, it has been very difficult to retain and recruit qualified ECN's and a nurse manager.

On February 8, 2022, the County Board of Supervisors and the San Bernardino County Fire District entered into an agreement regarding the transfer of ARPA CLFRF, which is being utilized by CONFIRE for ECNS expenditures.

There is no additional grant funding available thru the ARPA program at this time, current funding will run out December 1st. It will then be CONFIRE's responsibility to come up with the funds. IEHP is being asked for 30% on July 8th, subsequently Kaiser will be asked for 20% this means 50% will then be funded by the payors. We will continue to look for funding mechanisms. If we cannot secure funds the remainder would come from the General Fund of CONFIRE. Could possibly be divided among the agencies based on the percentage of calls. Hypothetical numbers based on each agencies call volume will be provided in the near future.

12. Job Title Change and Increase in Salary and Benefit Costs for Fiscal/Budget/Contract Manager Position - ACTION ITEM

The County of San Bernardino awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care transport Services for Exclusive Operating Areas in the county contract. To adhere to the provisions set forth in the contract and to operate effectively and efficiently six positions, including the Fiscal/Budget/Contract Manager position were added. In review of the Fiscal/Budget/Contract Manager position it has been determined that the salary and benefits are not commensurate with the job duties and responsibilities when compared to similar positions such as those within San Bernardino County. Specifically, the complexities of the total budget and revenue cycles require a person with higher level finance capability and experience. It should also be considered that this position will be responsible to act on behalf of the Finance/Administrative Director when not available and therefore requires attracting a person with higher level skill sets which should be aided by an increase in salary and benefits costs.

This position is included in the approved 2024-25 budget for a total cost of \$114,578. The new costs will increase by \$36,927 for a total cost of \$151,505. This position is funded by Call Volume and Ambulance revenues.

