



## BOARD OF DIRECTORS MEETING

MONDAY, DECEMBER 11 – 9:00 A.M.

LOMA LINDA-EOC, 25541 BARTON RD., LOMA LINDA

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### MINUTES

#### ROLL CALL

##### **BOARD OF DIRECTORS COMMITTEE MEMBERS:**

Chair – Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga

Vice Chair – Phill Dupper, Mayor – City of Loma Linda

Dan Leary, Board President – Apple Valley Fire Protection District

John DeMonaco, Board Member – Chino Independent Fire District

John Echevarria, Council Member – City of Colton- *Absent/Arrived during closed session.*

Denise Davis, Council Member – City of Redlands

Andy Carrizales, Mayor Pro Tem – City of Rialto

Joe Baca, Jr., 5th District Supervisor – San Bernardino County

Elizabeth Becerra, Council Member – City of Victorville – *Arrived at 9:12 a.m.*

#### 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 Board of Directors (Limited to 30 minutes; 3 minutes allotted for each speaker)

#### INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

Agenda items may require Board Member abstentions due to conflict of interests and financial interests. CONFIRE Board of Director 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 Board of Directors. An item may be removed by a Board Member or member of the public for discussion and appropriate action.

1. Approve the Board of Directors Minutes of May 30, 2023
2. FY22-23 CONFIRE Operations Statement
3. FY 2022-23 Fund Balance Report

4. 2023 YTD Call Summary
5. YTD Answer Times
6. Billable Incidents
7. Call Processing Time Analysis
8. EMD – ECNS Performance Standards
9. Resolution 2023-06: Resolution authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent item 1.

**ACTION:** *The CONFIRE Board of Directors accepts and approves consent item 1*

**Motion by:** *Phill Dupper*

**Second:** *Joe Baca, Jr.*

*Lynne Kennedy – Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Abstain*

*Andy Carrizales – Yes*

*Elizabeth Becerra - Absent*

**Ayes:** 6

**Noes:** 0

**Abstain:** *Denise Davis due to absence on May 30<sup>th</sup> meeting.*

**Absent:** *2, John Echevarria and Elizabeth Becerra*

**Motion Approved**

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent items 2 thru 9.

**ACTION:** *The CONFIRE Board of Directors accepts and approves consent items 2 - 9.*

**Motion by:** *Phill Dupper*

**Second:** *Joe Baca, Jr.*

*Lynne Kennedy – Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Yes*

*Andy Carrizales – Yes*

*Elizabeth Becerra - Absent*

**Ayes:** 7  
**Noes:** 0  
**Abstain:** 0  
**Absent:** 2, *John Echevarria and Elizabeth Becerra*  
**Motion Approved**

**UPDATE ON CONFIRE ACTIVITIES** – CONFIRE Director to give an update on the various activities within CONFIRE.

- a. Staffing
- b. EMD
- c. ECNS
- d. County Clarification Sub-Committee Update – Chief McHargue
- e. Executive Director Search Committee Update – Chief McCliman

## **OLD BUSINESS**

## **NEW BUSINESS**

### 10. CONFIRE/County of San Bernardino Ground Ambulance Agreement – **ACTION ITEM**

**ACTION REQUEST:** The CONFIRE Administrative Committee requests the CONFIRE Board of Directors accept and file the executed agreement between the County of San Bernardino and CONFIRE for Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County.

**ACTION:** *The CONFIRE Board of Directors accepts the executed agreement between the County of San Bernardino and CONFIRE for Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County.*

**Motion by:** *Elizabeth Becerra*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Yes*

*Andy Carrizales – Yes*

*Joe Baca, Jr. - Yes*

**Ayes:** 8

**Noes:** 0

**Abstain:** 0

**Absent:** 1, *John Echevarria*

## **Motion Approved**

### 11. Priority/CONFIRE Sub-Contractor Agreement Addendum - **ACTION ITEM**

**ACTION REQUEST:** It is recommended that the CONFIRE Board of Directors authorize the Interim Director to sign and execute the amended agreement between Priority Ambulance and CONFIRE authorizing Priority Ambulance to provide sub-contracting services 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 contract.

*The Board of Directors (BOD) previously approved an agreement between Priority Ambulance and CONFIRE to authorize Priority to provide sub-contracting services for the County of San Bernardino Ground Ambulance contract, on February 22, 2022.*

*In order for CONFIRE to be a responsive proposer to the County Ground Ambulance contract, it was important to secure a sub-contractor agreement with Priority Ambulance prior to submitting our proposal. That agreement covered the general terms related to the types of services that would be provided by Priority Ambulance and did not include the associated cost because the terms of the County contract were not solidified at that time.*

*As a result of our submission, the County of San Bernardino has awarded CONFIRE the Ground Ambulance Services Agreement, which spells out the terms and conditions that will need to be met by CONFIRE and Priority Ambulance, as our sub-contractor.*

*As a result of the award, Priority and CONFIRE had to amend the previously approved agreement to include the updated requirements and cost associated with the final Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County, contract.*

**ACTION:** *The CONFIRE Board of Directors authorizes the Interim Director to sign and execute the amended agreement between Priority Ambulance and CONFIRE authorizing Priority Ambulance to provide sub-contracting services 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 contract.*

**Motion by:** *Phill Dupper*

**Second:** *Andy Carrizales*

*Lynne Kennedy – Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Yes*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes: 8**

**Noes: 0**

**Abstain: 0**

**Absent: 1, John Echevarria**

**Motion Approved**

12. Loan from the City of Ontario – **ACTION ITEM**

**ACTION REQUEST:** The CONFIRE Administrative Committee recommends the CONFIRE Board of Directors authorize the Chairperson to sign and execute a loan from the City of Ontario in the amount of \$20,000,000.

The loan will be used by the EMS Division to fund the startup cost related to hiring support staff and the respective personnel salaries, as well as the cost associated with the first 90-days of operations for the County of San Bernardino Ground Ambulance contract.

*CONFIRE staff were directed by the CONFIRE Administrative Committee to research the different types of loans and payment structures that may be available. After an exhaustive search utilizing the California Special Districts Association and Oppenheimer and Co. Inc. services and expertise, it is recommended that CONFIRE accept the loan from the City of Ontario due to the rate structure, interest rate, payment structure, and loan terms.*

**ACTION:** *The CONFIRE Board of Directors authorizes the Chairperson to sign and execute a loan from the City of Ontario in the amount of \$20,000,000.*

**Motion by:** *Joe Baca, Jr.*

**Second:** *Elizabeth Becerra*

*Lynne Kennedy – Yes*

*Phill Dupper - Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Yes*

*Andy Carrizales – Yes*

**Ayes: 8**

**Noes: 0**

**Abstain: 0**

**Absent: 1, John Echevarria**

## **Motion Approved**

### 13. Reclassification of Positions – **ACTION ITEM**

**ACTION REQUEST:** The CONFIRE Administrative Committee recommends that the CONFIRE Board of Directors approve the reclassification of the following positions because CONFIRE has been awarded 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 Contract.

Deputy Director – Deputy Executive Director  
Chief Financial Officer – Finance/Administrative Service Director  
Assistant Manager – Communications Manager  
MIS Supervisor – MIS Director

*These reclassifications are vital to the overall success of the implementation and maintenance of the ambulance contract. CONFIRE is now responsible for one of the largest ambulance contracts in California and will need to reclassify these positions so the additional duties and responsibilities will be handled.*

*The (4) reclassifications will cost approximately \$650,622.71 annually. These reclassifications will be funded by the EMS Division and the revenue generated from 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 contract.*

**ACTION:** *The CONFIRE Board of Directors approves the reclassification of the following positions due to CONFIRE being awarded 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 contract.*

*Deputy Director – Deputy Executive Director  
Chief Financial Officer – Finance/Administrative Service Director  
Assistant Manager – Communications Manager  
MIS Supervisor – MIS Director*

**Motion by:** *Joe Baca, Jr.*

**Second:** *Elizabeth Becerra*

*Lynne Kennedy – Yes*

*Phill Dupper - Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Yes*

*Andy Carrizales – Yes*

**Ayes:** 8

**Noes:** 0

**Abstain:** 0

**Absent:** 1, *John Echevarria*

**Motion Approved**

14. Additional CONFIRE Positions – **ACTION ITEM**

**ACTION REQUEST:** The CONFIRE Administrative Committee recommends that the CONFIRE Board of Directors approve the addition of the following positions to CONFIRE because CONFIRE was awarded 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 contract:

Executive Director  
Purchasing/Buyer  
Clerk of the Board of Directors  
Emergency Medical Dispatch Coordinator  
Fiscal/Budget/Contract Manager  
Executive Assistant

*These additional positions are vital to the overall success of the implementation and maintenance of the ambulance contract. CONFIRE is now responsible for one of the largest ambulance contracts in California and will need additional personnel to take on the additional duties and responsibilities accordingly.*

*The (6) additional positions will cost approximately \$1,433,605.10 annually. These positions will be funded by the EMS Division and the revenue generated from 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 contract.*

**ACTION:** *The CONFIRE Board of Directors approves the addition of the following positions to CONFIRE because CONFIRE was awarded 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 contract:*

*Executive Director  
Purchasing/Buyer  
Clerk of the Board of Directors  
Emergency Medical Dispatch Coordinator  
Fiscal/Budget/Contract Manager  
Executive Assistant*

**Motion by:** *Phill Dupper*

**Second:** *Andy Carrizales*

*Lynne Kennedy – Yes*

*Dan Leary – Yes*

*John DeMonaco - Yes*

*John Echevarria – Absent*

*Denise Davis – Yes*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 8

**Noes:** 0

**Abstain:** 0

**Absent:** 1, *John Echevarria*

**Motion Approved**

15. Governance Sub-Committee – **ACTION ITEM**

**ACTION REQUEST:** It is recommended that the CONFIRE Board of Directors appoint an ad hoc sub-committee, that includes members of the Board of Directors and the CONFIRE Administrative Committee, to discuss and explore options related to the possibility of restructuring the governance of CONFIRE.

It is recommended that the sub-committee appoint a chairperson and be referred to as the CONFIRE Governance Sub-Committee.

*CONFIRE is comprised of many local government agencies that have distinctive differences in size, location, complexities, and services that create unique challenges and also offer novel solutions.*

*Over the past thirty years, CONFIRE has grown immensely and has expanded its scope of services. These significant changes have highlighted the need to ensure that CONFIRE's governance model remains relevant, updated and follows best practices that are in line with industry standards.*

*As CONFIRE continues to expand its scope, reach, and services provided, it is imperative that the governance model is equipped to handle the current and future load. This can only be achieved through exploration and research that would likely entail in-depth analysis.*

*There is no fiscal impact.*

**ACTION:** *The CONFIRE Board of Directors appoints Phill Dupper, John DeMonaco, Elizabeth Becerra, and John Echevarria to the ad hoc sub-committee to discuss and explore options related to the possibility of restructuring the governance of CONFIRE.*



