



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 27, 2024 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Rich Sessler/Vice-Chair, Redlands Fire Department

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Jeremy Ault, Chino Valley Fire District

Chief Ray Bruno, Colton Fire Department

Chief Mike Atchison, Loma Linda Fire Department

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Brian Park, Rialto Fire Department

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 July 23, 2024.
2. YTD Call Summary

3. YTD Answering Times
4. Billable Incidents
5. Call Processing Time Analysis – July 2024
6. EMD-ECNS Performance Standards – July 2024
7. Resolution 2024-04 CONFIRE Participation in the Employment Risk Management Authority (ERMA) Program

Motion to accept item 1 on Consent.

Motion by: Chief Bertral Washington

Second by: Chief Mike McCliman

Yes – 7

No - 0

Abstain – 2, Chief Jeremy Ault & Chief Rich Sessler

Absent – 0

Motion to accept items 2-7 on Consent.

Motion by: Chief Bertral Washington

Second by: Chief Mike McCliman

Yes – 9

No - 0

Abstain – 0

Absent – 0

DIRECTOR REPORT

- a. Communication Division Update
Recruitment is ongoing. Assistant Manager Lisa Ruesch currently has an academy of new hires in training.
- b. Finance/Admin. Division Update
Recruitment has picked up with the use of CONFIRE's NeoGov account and the use of Indeed. The quality of candidates has improved, and progress is being made with multiple positions.
- c. MIS Division Update
*Continue to work with Central Square to stabilize our CAD.
Continue to Install and upgrade CONFIRE hardware.*
- d. EMS Division Update
Art Andres will provide these updates once we go live.

Thank you to Chief Sessler and the City of Redlands for allowing us to occupy the 3rd floor at 300 E. State St. in Redlands.

COMMITTEE REPORTS

- a. Ops Chief Committee Report – Chief Barreda
 - *Dispatch Components - when to notify CONFIRE on fire assignments.*
 - *OES Operational Bulletin 1 review.*
 - *OA, Mutual discussions.*
- b. CAD to CAD – Mike Bell
 - *No update.*

SUBSIDIARY COMMITTEE REPORTS

- a. EMS Sub-Committee Update – Chief Barna
 - *Overall implementation update.*
 - *Policy development continues to be a primary focus.*

NEW BUSINESS

8. “Public Safety” cloud concept – Chief Munsey - **PRESENTATION**
Mark Starr from Microsoft joined the meeting to present the “Public Safety” cloud concept along with Chief Munsey. Currently 57 Counties in Law Enforcement are subscribing to Microsoft’s “Public Safety” cloud concept which allows sharing of information. It streamlines and actualize’ s the data into the cloud and can deliver it back to an entity using software the organization currently utilizes. The power of this concept is greater than any platform currently being used. The integration of data and production of information is advanced. Chief Munsey offered to provide a longer more detailed demonstration to the agencies if interested.
9. Image Trend – Chief Park - **PRESENTATION**
Chief Park gave a demonstration of ImageTrend Continuum, which is an advanced analytic and benchmarking platform used by many Fire and EMS departments. It provides real-time run or incident data, functioning as a health and public safety data exchange platform. Rialto is currently using the platform. It requires a few days to learn the system and 2-3 hours per month to update. He is impressed with the data that is provided and finds it a powerful tool to provide statistics to his local government and elected officials.
10. Analysis of Costs Associated with Fire Department Response to ECNS Designated Calls – **DISCUSSION ITEM**

CONFIRE implemented the ECNS program on December 21, 2020, through a contractual agreement with REMSA to provide California licensed nurses who were EMD trained to screen certain low acuity calls and direct them to appropriate treatment or transportation options, in lieu of a fire department response or ambulance transport.

An analysis was performed to estimate the potential cost savings for CONFIRE agencies by the ECNS program. The analysis is based on Computer Aided Dispatch system (CAD) data from fiscal year 2023-24. It includes Geographic Information System (GIS) mapping data to calculate distances from the nearest fire station to each call location. These distances were subtotaled by the responding agency to estimate potential savings based solely on vehicle operation costs. Other costs such as staffing, and overhead were excluded as they are unlikely directly impacted by the ECNS program.

A table was provided to illustrate the potential savings for each CONFIRE agency.

The Administrative Committee accepts the findings of the analysis of costs/savings associated with fire department responses to Emergency Communication Nurse System designated calls.

11. ECNS Permanent Positions and Funding Plan – ACTION ITEM

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.

The ARPA Coronavirus Local Fiscal Recovery Fund (CLFRF) has allowed CONFIRE to hire contract nurses and expand the program to provide 24-hour coverage, 7 days a week. Unfortunately, the nurses are on a contract and not permanent employees of CONFIRE, making it difficult to retain and recruit qualified ECN's and a nurse manager. The ARPA CLFRF funding is set to run out as of December 1, 2024.

The Ground Ambulance contract #23-1282 with San Bernardino County requires CONFIRE to have the ECNS program. CONFIRE staff has developed the following funding plan to cover the \$1.6 million a year needed to provide ECNS:

- 1. Seek to obtain 100% of program costs from the Payers, who in the healthcare industry are organizations, entities or people that pay for services from healthcare providers.*

2. *Seek to obtain the remaining balance after the Payers from other funding streams provided by San Bernardino County, The State, the Federal Government, or other sources.*
3. *Fund the balance of remaining costs from CONFIRE Emergency Medical Service revenues, subject to revenues materializing to meet existing expenditure obligations and contract requirements, or through the revenue (approx. \$900,000 annually) that would be received from AMR via the \$5 per call for EMD services provided by CONFIRE, if they remain as the County ambulance provider.*
4. *If needed, fund the remaining balance from CONFIRE agencies based on the existing Call Volume metric currently utilized to recover other CONFIRE costs.*

The estimated annual fully encumbered costs for the (4) nurses and the (1) nurse manager is \$1.3 million. The CONFIRE Board of Directors previously approved this amount in the 2024-25 budget with the costs being paid for by the ARPA funding through December 2024.

CONFIRE will utilize the above funding plan to cover the estimated \$896,000 shortfall for 2024-25 and the annual \$1.6 million in costs for ECNS in future years.

Motion to authorize the addition of five (5) new positions, four (4) Emergency Communication Nurse positions and one (1) Emergency Communications Nurse Manager position to convert Emergency Communication Nurse System staffing from contract positions to full-time permanent regular status positions.

Approve the proposed funding plan for the Emergency Communication Nurse System program for the last six months of the fiscal year and subsequent years.

Motion by: Chief Jeremy Ault

Second by: Chief Bobby Clemmer

Yes – 9

No - 0

Abstain – 0

Absent – 0

ROUND TABLE

Discussion of a possible special meeting in 2 weeks.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:32 p.m.*

12. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 45956.9(d): AMR Lawsuit

13. Personnel Matter – Public Employment Government Code section 54957(b):
Title: Executive Director

**The Administrative Committee came out of Closed Session at 3:55 p.m.
No reportable action taken during closed session.*

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 3:56 p.m.

Upcoming Meetings:

Next Regular Meeting: September 24, 2024, at 1:30 p.m.

 /s/ Liz Berry
Liz Berry
Clerk of the Board