



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, MAY 28, 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 - *Absent*

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 McCliman, Rancho Cucamonga Fire Department

Chief Paul Truffa, 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 Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of April 30, 2024.
2. CONFIRE Operations Statement as of April 30, 2024

3. Fund Balance Report as of April 30, 2024
4. YTD Call Summary
5. YTD Answering Times
6. Billable Incidents
7. Call Processing Time Analysis – April 2024
8. EMD-ECNS Performance Standards – April 2024
9. Sole Source purchase for Peraton Inc. for CAD-to-CAD project
10. ICEMA ImageTrend Data Agreement
11. Interim Director Agreement
12. Contracts for Extra-Help Public Service Employees
13. Contract Extension – Mat Fratus Consulting

***Motion to accept Consent items 1-9 and 11-13***

*\*Item 10 was pulled for further discussion, please see below.*

***Motion by: Chief Bertral Washington***

***Second by: Chief Mike McCliman***

***Yes – 7***

***No - 0***

***Abstain – 1 Chief Jeremy Ault abstained from Consent item 1 only***

***Absent – 1, Chief Dan Harker***

*\*Item 10 was pulled for further discussion.*

*Chief Joe Barna reported out on the ICEMA ImageTrend Data Agreement. Advised the Administrative Committee that the MOU will be in place for 10 years.*

***Motion to approve Consent item 10***

***Motion by: Chief Mike McCliman***

***Second by: Chief Jeremy Ault***

***Yes – 8***

***No – 0***

***Abstain – 0***

***Absent – 1, Chief Dan Harker***

**DIRECTOR REPORT**

- a. Use of ICEMA contracted ambulances for Non-Emergent Transport ECNS calls
- b. Valley Dispatch Center Update
- c. Communications Director Update
- d. MIS Director Recruitment
- e. ECNS Financing/Staffing Update

**COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo  
*No update.*
- b. Ops Chief Committee Report – Chief Barreda
  - *Discussion on open dispatch-after action*
  - *Mike McMath presented Tablet Command on the mobile app. Resolution found after discussion.*
  - *Upstaging policy was formalized and will be put in writing for all.*
- c. CAD to CAD – Mike Bell
  - *Good progress with Cal Fire San Bernardino*
  - *Ontario working on technical issues, slow but steady progress*

#### **SUBSIDIARY COMMITTEE REPORTS**

- a. Annual Charges Sub-Committee Update – Chief Peratt  
*New burn permit program seems to be a success. He will provide a more complete report in the coming months.*
- b. EMS Sub-Committee Update – Chief Barna
  - *IMT (Ambulance Implementation Team) presented a status report.*
  - *\$2,000,000 loan to Fund 5020 (EMS) from Fund 5010 (Reserve) was brought forward from the EMS subcommittee.*
  - *Implementation Fund draft agreement will be presented next month after legal review.*

#### **NEW BUSINESS**

14. \$2,000,000 loan to Fund 5020 (EMS) from Fund 5010 (Reserve) - **ACTION ITEM**  
*To begin providing ambulance services effective October 1, 2024, as required per the agreement with the County of San Bernardino, CONFIRE's EMS division will need funding to incur start-up costs for salaries and benefits for support staff. Fund 5010 (Reserve) will provide Fund 5020 (EMS) a loan not to exceed \$2,000,000.*

*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.*

*The funds will be transferred from Fund 5010 to Fund 5020 once it is approved by the Administrative Committee. There will be zero interest charged to Fund 5020 for this loan and the loan must be repaid within two years from the date of transfer.*

*Motion to authorize a loan from Fund 5010 (Reserve) to Fund 5020 (EMS) in the amount of \$2,000,000.*

*Motion by: Chief Mike McCliman*

*Second by: Chief Buddy Peratt*

*Yes - 8*

*No - 0*

*Abstain – 0*

*Absent – 1, Chief Dan Harker*

15. Adopting Dispatch Processing Time Standards - **ACTION ITEM**

*Staff recommends that CONFIRE adopt call processing goals that are based on severity of the call and the center’s capacity to process calls with accuracy and consistency.*

*An ad hoc committee of CONFIRE staff developed goals using industry best practices, broader organizational goals, and historical data. The call processing time goals are aligned with the potential severity of each category of calls, the complexity of processing these calls, and the capacity of the communications center to handle call volumes and surges. The committee felt that one of the key elements of continuous improvement will be to monitor the center’s performance, make necessary adjustments to the process, and give regular feedback to individual dispatchers on their performance. As more attention is given to these areas it is expected the center will meet the established goals.*

*There are no direct fiscal impacts associated with adopting the recommendations.*

*Motion to adopt 911 call pickup and call processing time goals for CONFIRE communication center as outlined.*

*Motion by: Chief Bobby Clemmer*

*Second by: Chief Mike McCliman*

*Yes - 8*

*No - 0*

*Abstain – 0*

*Absent – 1, Chief Dan Harker*

16. XBO Emergency Command Center Chief Position – **ACTION ITEM**

*On June 27, 2023, the Administrative Committee approved an agreement with the City of Colton for Battalion Chief Henry Perez to perform the duties of XBO Emergency Command Chief for CONFIRE from September 12, 2023 to September 16, 2024 for \$230,210. Chief Perez has notified CONFIRE of his intent to retire effective June 28, 2024. During the April 30, 2024 Administrative Committee meeting a discussion*

*regarding the need to fill this position by one of the member agencies resulted in no member agencies being able to provide a staff member for these duties at this time.*

*It is recommended that the Administrative Committee approve the addition of a full-time XBO Emergency Command Center (ECC) Chief position effective July 1, 2024.*

*The fiscal impact for this position is \$299,000, adequate appropriation has been included in the approved 2024-25 budget.*

***Motion to approve the addition of a full-time XBO Emergency Command Center (ECC) Chief position effective July 1, 2024.***

***Motion by: Chief Buddy Peratt***

***Second by: Chief Bertral Washington***

***Yes - 8***

***No - 0***

***Abstain – 0***

***Absent – 1, Chief Dan Harker***

**17. Ambulance Implementation (IMT) – DISCUSSION ITEM**

*Discussed activating agencies EOC's prior to the Oct. 1 go live date and what this would look like. The goal is to be prepared for any scenario that may occur.*

*Conversation came up regarding the possibility of needing to activate earlier. Bringing the incident management team in 72 hours before to obtain a fluid transition. Also discussed starting in August to look at all situations that could occur. Was recommended that all agencies upstaff before the go live date.*

*This is the biggest planned event taking place in the county, we must cross check and validate our answers. We are calling in all subject matter experts, pre and post go live date, EOC's, ICEMA, all teams standing ready.*

**ROUND TABLE**

*None*

**CLOSED SESSION**

*\*The Administrative Committee entered Closed Session at 2:40 p.m.*

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

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

