



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING

MONDAY, OCTOBER 27, 2025 – 1:00 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Dave Williams, Chino Valley Fire District

Chief Ray Bruno, Colton Fire Department

Chief Dan Harker/**Chair**, Loma Linda Fire Department

Deputy Chief Rick Snawder, Rancho Cucamonga Fire Department- *Absent*

Chief Rich Sessler/**Vice Chair**, Redlands Fire Department

Chief Chris Jensen, Rialto Fire Department

Chief Martin Serna, San Bernardino County Fire - *Absent*

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)

No statements were made.

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 September 23, 2025
2. CONFIRE Operations Statement as of September 30, 2025
3. Fund Balance Report as of September 30, 2025
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – September 2025
8. ECNS Report – September 2025

Motion to accept all items on Consent.

Motion by: Chief Clemmer

Second by: Chief Sessler

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Serna, San Bernardino County Fire, Chief Snawder, Rancho Cucamonga Fire Department

EMPLOYEE RECOGNITION

Introduction of new employees:

Emergency Communications Nurse, Alexis Renshaw.

Call Takers: Paige Hendrick and Samantha Wells.

Automated Systems Analyst II, Jerry Henderson

Welcome to the CONFIRE Family.

DIRECTOR REPORT

- *ECNS regionalization continues to be a priority. Meetings have been held with State and Federal resources to discuss potential funding sources. Leslie Parham and Nathan Cooke recently spoke at the County Communications Summit on the topic.*
 - *On November 14th CONFIRE will meet with Kaiser regarding funding.*
 - *The Department of Behavioral Health has committed to 3 years of funding along with 2 employees that will be imbedded in the 911 call center.*
- a. **Communication Division Update – Henry Perez**
- *CONFIRE recently experienced a 911 phone outage. As of today, all lines are back up and working. The Communication Division will continue to work with TELCO providers, but this has become a major challenge.*
 - *Open house events were recently held at the Rancho Cucamonga Fire Training Center to provide more in-depth information to interested candidates. The events were very positive and will continue as needed.*

- *New VCC tour: building is on track for completion the end of November. We plan to move Administrative and MIS Staff in January 2026.*
- b. Finance/Admin. Division Update – Damian Parsons
- *Oracle NetSuite implementation is ahead of schedule.*
 - *Current positions that will soon go out for recruitment: Senior Network Engineer, ECN Nurses, Supervising Dispatcher, and Call Taker/Dispatcher.*
- c. MIS Division Update – Renan Mamaril
- *Recent CAD upgrade was successful.*
 - *CAD maintenance to improve security is scheduled for October 29th.*
 - *NICE voice upgrade scheduled for the 2nd week of November.*
 - *Work at the Desert Communications Center continues as we prepare our systems to support all employees during the VCC transition.*
 - *Senior Network Engineer recruitment is ongoing.*
- d. EMS Division Update – Chief Joe Barna
- *Litigation - minimal movement, nothing new to report.*
 - *Last AMR meeting - AMR is running more transports than originally disclosed. Multiple outside opinions have been given on new transport numbers, which will be fact checked, before going forward. We anticipate holding a workshop once vetted with the EMS Division Sub-Committee.*
 - *Hope to receive a ruling from the judge in the next 30 days.*

SUBSIDIARY COMMITTEE REPORT

- a. Ops Chief Committee Report – Chief Jeremy Ault
- *Last month's meeting covered lessons learned from this fire season.*
 - *XBO page updated with clear information on strike team leader and trainee.*
 - *The Committee worked thru newly developed/streamlined call types with ECC Chief DeAntonio to improve call workflow.*

NEW BUSINESS

9. Agreement between CONFIRE and Brigit Bennington to serve as Interim Human Resources Manager – Damian Parsons – **ACTION ITEM**
The approved 2025-26 budget included a new Human Resources Manager to facilitate the desire to bring the human resources employee relations functions in-house as part of the County Clarification Project.

The recruitment was initiated on July 15, 2025, and was advertised internally and externally. After completion of interviews, management determined that none of the applicants fully met the criteria, leadership, and organizational knowledge necessary for this critical role.

To ensure continuity in the human resources operations and leadership support for the HR team, management is recommending the appointment of an internal employee to a six-month employment contract. This interim period will allow the agency to evaluate long-term fit, assess organizational needs, and determine if a permanent appointment is appropriate.

The fully encumbered salary and benefits cost for the Human Resources Manager for the initial six (6) month term will be \$89,911. The cost for this position was included in the approved 2025-26 Operating Budget (Fund 5008).

Motion to approve the agreement with Brigit Bennington to serve as Interim Human Resources Manager from October 1, 2025, to March 31, 2026.

Motion by: Chief Peratt

Second by: Chief Bruno

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Martin Serna, San Bernardino County Fire and D.C. Rick Snawder, Rancho Cucamonga Fire Department

10. Policy 2.003 Classification Descriptions – Revision – Damian Parsons – **ACTION ITEM**

The purpose of revising policy 2.003 is to define the employment status for designated positions within CONFIRE that are not covered by civil service protections, collective bargaining agreements, or other statutory employment provisions. This policy ensures that both CONFIRE and the employee maintain flexibility in the employment relationship consistent with California law and public employment standards.

At-Will positions will be defined as a position that may be terminated by either employee or CONFIRE at any time, with or without cause, and with or without advance notice. Likewise, the agency reserves the right to modify the terms and conditions of employment, including compensation, duties, and assignments, at its sole discretion.

This policy will allow management the necessary flexibility in appointments and terminations and eliminates ambiguity regarding employment rights, benefits, and separation procedures.

This revision has no financial impact.

Motion to approve the revision of Administration Committee Policy No. 2.003 - Classification Descriptions and authorize the Executive Director to direct fill all At-Will positions pursuant to California law.

Motion by: Chief Williams

Second by: Chief Peratt

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Martin Serna, San Bernardino County Fire and D.C. Rick Snawder, Rancho Cucamonga Fire Department

ROUND TABLE

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:00 p.m.*

11. Public Employee Discipline/Dismissal/Release – Government Code section 54957(b)
12. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session at 2:15 p.m.*

No reportable outcome from Closed Session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:16 p.m.

Upcoming Meetings:

Next Regular Meeting: Administrative Committee Meeting – November 18, 2025

_____/s/ Liz Berry

Liz Berry

Clerk of the Board