



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, DECEMBER 17, 2024 – 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 Jeremy Ault, Chino Valley Fire District

Chief Ray Bruno, Colton Fire Department

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Mike McCliman, Rancho Cucamonga Fire Department – *Arrived at 1:12 p.m.*

Chief Rich Sessler/Vice-Chair, Redlands 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)

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.

Chief Ault and Chief Peratt abstained from approving the November Minutes.

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 November 26, 2024.

2. CONFIRE Operations Statement as of November 30, 2024
3. Fund Balance Report as of November 30, 2024
4. YTD Call Summary
5. YTD Answer Times
6. CONFIRE Billable Incidents
7. Call Processing Time Analysis – November 2024
8. CONFIRE ECNS Analysis

Motion to accept item 1 on Consent.

Motion by: Chief Washington

Second by: Chief Clemmer

Yes – 5

No - 0

Abstain – 2, Chief Ault and Chief Peratt.

Absent – 2, Chief Park and Chief McCliman

Motion to accept items 2 thru 8 on Consent.

Motion by: Chief Washington

Second by: Chief Clemmer

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Park and Chief McCliman

DIRECTOR REPORT

- a. End of Year Recap – Nathan Cooke
Presentation of CONFIRE 2024 Highlights and Strategic Impact.

OLD BUSINESS

9. ECNS Funding Update – **DISCUSSION ITEM**
ECNS funding has been secured thru the year.
ECNS annual funding cost is \$1,750,000.
CONFIRE has agreements in progress with the top 5 payors to contribute \$1,050,000 60%.
County contribution of \$350,000 20% - proposal forthcoming.
CONFIRE Agencies contributing \$350,000 20% - discussion.
10. High Desert Communications Center needs to in order to operate independently of the Valley – **DISCUSSION ITEM**

Discussion on the investments into technology and infrastructure needed to modernize and turn the HDCC into an independent secondary PSAP, as well as a fully functioning back-up center.

11. VCC Move and Lease Agreement Updates – **DISCUSSION ITEM**

Discussion on systems and equipment needed to bring the VCC move to fruition. This included the Administrative Offices, Dispatch Floor, and MIS Division.

NEW BUSINESS

12. Designation of Chief Negotiator – Nathan Cooke - **ACTION ITEM**

The current Memorandum of Understanding (MOU) with the Emergency Services Unit is set to expire on February 28, 2025. In preparation for upcoming negotiations, it is critical to designate a Chief Negotiator who is knowledgeable about the organization’s financial and administrative policies, and able to advocate effectively for the interests of CONFIRE.

The Finance/Administrative Director possesses extensive experience in financial management and contract negotiations and has strong communication and conflict resolution skills. His leadership in this capacity will ensure that negotiations are conducted professionally and align with CONFIRE’s fiscal policies and long-term strategic goals.

There is no direct fiscal impact associated with this authorization. The Chief Negotiator will return to the Administrative Committee with a cost analysis of proposed MOU changes.

Motion to Authorize the Finance/Administrative Director to serve as the Chief Negotiator for the upcoming negotiations related to the Memorandum of Understanding with the Emergency Services Unit.

Motion by: Chief Washington

Second by: Chief McCliman

Yes – 8

No -0

Abstain – 0

Absent – 1, Chief Park

13. CVIFD/CONFIRE Interim Director Agreement – Damian Parsons - **ACTION ITEM**

To ensure continuity of services, CONFIRE recommends a third amendment to the contract with CVIFD to extend Deputy Fire Chief, Nathan Cooke to serve as the Interim Director of CONFIRE through December 31, 2025.

Both parties may, at any time, terminate the agreement with or without cause.

The cost for the contract extension is not to exceed \$441,500.

Motion to approve Amendment No. 3 to the Interim Director agreement with Chino Valley Independent Fire District, extending the term to December 31, 2025.

Motion by: Chief Peratt

Second by: Chief Sessler

Yes – 8

No -0

Abstain – 0

Absent – 1, Chief Park

14. MIS Director Position – Nathan Cooke - ACTION ITEM

As a result of CONFIRE being awarded the County of San Bernardino Ground Ambulance contract, the CONFIRE Board of Directors (BOD) and the Administrative Committee authorized the reorganization of the CONFIRE organizational structure.

The reorganization included numerous changes to the MIS Division organizational structure, to include the following changes:

MIS Director – new position

MIS Supervisor – position eliminated

ISA III – MIS Supervisor moved to vacant position and “X” stepped for pay purposes

The County of San Bernardino Ground Ambulance contract has been placed on hold and is currently being litigated. Since the approval by the BOD and the Administrative Committee to commence the reorganization of CONFIRE, it has become apparent that some of the recommended changes need to become permanent, regardless of the outcome of the County Ambulance contract.

One such recommendation is the reorganization of the MIS Division and the related changes. It has become apparent that more high-level oversight and leadership is needed to ensure that our critical information technologies (IT) infrastructure is properly purchased, operated, secured, maintained, ups graded, replaced, and improved.

The fully incurred annual salary and benefit costs for the MIS Director will be \$326,503. These costs will be offset by cost savings through the elimination of the MIS Supervisor position and holding (1) ISA II position vacant indefinitely.

Motion to authorize the Interim Director to finalize the Management Information Systems (MIS) reorganization that includes the hiring of a permanent MIS Director.

Motion by: Chief Clemmer
Second by: Chief Washington
Yes – 8
No -0
Abstain – 0
Absent – 1, Chief Park

15. Motorola Archive Interface Server (AIS) and Genesis Systems for HDCC – Nathan Cooke – **ACTION ITEM**

To modernize and turn the HDCC into an independent secondary PSAP, as well as a fully functioning back-up center, investments into technology and infrastructure are needed. The current HDCC technology infrastructure creates a time delay in call processing and unit response recommendations and does not support Radio Call Alerting and other critical IT systems. Motorola’s Archive Interface Server (AIS) and the Motorola Genesis system are critical components required to implement these functions and mitigate the time delay in call processing.

The purchase of the Motorola Archive Interface Server (AIS) and the Motorola Genesis system through the San Bernardino County Information Technology Department (ITD) will cost \$372,000. Funds from the Equipment Reserve Fund Balance (5009 will be utilized).

This purchase meets sole source purchasing requirements.

Motion to approve the purchase of Motorola Archive Interface Server (AIS) and the Motorola Genesis system through the San Bernardino County Information Technology Department (ITD) for the High Desert Communications Center (HDCC).

Motion by: Chief McCliman
Second by: Chief Bruno
Yes – 8
No -0
Abstain – 0
Absent – 1, Chief Park

ROUND TABLE

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:03 p.m.*

16. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session 2:26 at p.m.*

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:27 p.m.

Upcoming Meetings:

Next Regular Meeting: January 28, 2025 @ 1:30 p.m.

 /s/ Liz Berry

Liz Berry
Clerk of the Board