



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, OCTOBER 26, 2021 – 1:30 PM

LOMA LINDA COMMUNITY ROOM-25541 BARTON RD., LOMA LINDA

---

### MINUTES

#### ROLL CALL

##### ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire  
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire  
Chief Ken Harrison, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Independent Fire District  
Chief Tim Bruner, Loma Linda Fire  
Chief Jim Topoleski, Redlands Fire  
Chief Brian Park, Rialto Fire  
Chief Dan Munsey, San Bernardino County Fire – *Arrived @ 1:45 p.m.*  
Chief Jeff Armstrong, Victorville Fire Department-*Absent*

#### 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 Administrative Committee Minutes of September 28, 2021  
*Motion to accept item 1. on Consent.*

*Motion by: Chief Ivan Rojer*

*Second by: Chief Ken Harrison*  
*Chief Tim McHargue-Abstained (1)*  
*Chief Ivan Rojer-Yes (1)*  
*Chief Ken Harrison-Yes (1)*  
*Chief Dave Williams-Yes (1)*  
*Chief Tim Bruner-Yes (1)*  
*Chief Jim Topoleski-Yes (1)*  
*Chief Brian Park-Yes (1)*  
*Chief Dan Munsey-Absent (4) arrived at 1:45 p.m. after this vote*  
*Chief Jeff Armstrong-Absent (1)*  
*6-Yes*  
*5-Absent*  
*1-Abstain*

*Motion Passed*

2. Financial Reports thru September 30, 2021
  3. Billable Incidents, Call Summary YTD 2021, PSAP Answer Time YTD 2021
  4. FY21-22 REMSA Renewal Contract
- Motion to accept items 2 thru 4 on Consent.*

*Motion by: Chief Ivan Rojer*  
*Second by: Chief Ken Harrison*  
*Chief Tim McHargue-Yes (1)*  
*Chief Ivan Rojer-Yes (1)*  
*Chief Ken Harrison-Yes (1)*  
*Chief Dave Williams-Yes (1)*  
*Chief Tim Bruner-Yes (1)*  
*Chief Jim Topoleski-Yes (1)*  
*Chief Brian Park-Yes (1)*  
*Chief Dan Munsey-Absent (4) arrived at 1:45 p.m. after this vote*  
*Chief Jeff Armstrong-Absent (1)*  
*7-Yes*  
*5-Absent*  
*0-Abstain*

*Motion Passed*

**DIRECTOR REPORT**

- a. Special Presentation – Kristen Anderson, Assistant Communications Manager
- b. CAD to CAD Presentation – Mike Bell
  - *Live presentation of San Manuel incident given.*
  - *Discussed Grant Funding and Cares Act Funding*
  - *Grant Awards have been key to the initial Agencies coming on board.*

- *Pending Cal Fire-BDU, Corona, AMR-Riverside, Riverside City, Irwin/ROC*

**COMMITTEE REPORTS**

- a. **Support Committee Report/MIS Updates - Blessing Ugbo**  
*CONFIRE is currently paying for 2 PulsePoint instances. If these were merged to a single instance CONFIRE would save \$8k – 10k annually in PulsePoint license fees and MIS support costs. After a brief discussion, Chiefs agreed to a single instance.*
  
- b. **Ops Chief Committee Report - Chief Bruner**
  - *New committee for XBO ECC concept: Chief Sessler RED, Chief Cisneros RIA, Chief Barreda RCF, John Tucker CONFIRE and Chief Bruner LL.*
  - *Move-up changes.*
  - *Direction for wash down requests.*
  
- c. **CAD to CAD - Chief Rojer**  
*No separate report given due to Mike Bell’s CAD to CAD demonstration.*

**OLD BUSINESS**

- 5. **Public Records Act**  
*Citizens have a right to access public records of CONFIRE as outlined in the California Public Records Act (PRA) and other state or federal laws. Multiple factors are considered while adhering to PRA requests including private health care information, laws permitting CONFIRE to withhold public disclosure and individual agency desire to communicate directly with the person or entity submitting the PRA.*

*Administrative Policy 3.001 defines the right of the public to access records, the Director’s, or his/her designee, ability to release information according to the PRA and individual CONFIRE agencies ability to provide comment prior to release.*

***Motion to approve Administrative Policy 3.001 Public Access to CONFIRE Records, as presented.***

***Motion by: Chief Tim McHargue***  
***Second by: Chief Dave Williams***  
***Chief Tim McHargue-Yes (1)***  
***Chief Ivan Rojer-Yes (1)***  
***Chief Ken Harrison-Yes (1)***  
***Chief Dave Williams -Yes (1)***  
***Chief Tim Bruner-Yes (1)***  
***Chief Jim Topoleski-Yes (1)***  
***Chief Brian Park-Yes (1)***  
***Chief Dan Munsey-Yes (4)***  
***Chief Jeff Armstrong-Absent (1)***  
***11-Yes***  
***1-Absent***

## **0-Abstain**

### **6. ECNS PSA Tool Kit**

*In 2019, CONFIRE, and San Bernardino Council of Governments (SBCOG) implemented a successful pilot program to serve our community called the Emergency Communication Nurse System (ECNS). ECNS is an innovative program by which dispatch operators work alongside trained Registered Nurses stationed in the County's 9-1-1 call center network to quickly assess the level of response required for medical calls.*

*Through this program, 9-1-1 dispatchers determine if a traditional response (fire, ambulance, police) is required, or if the caller can be routed to a trained Registered Nurse at the County's 9-1-1 call center. ECNS provides callers with non-life-threatening conditions with services such as local urgent care, all while preserving fire, ambulance, and police assistance for emergencies.*

*CONFIRE and SBCOG are partnering with jurisdictions throughout San Bernardino County to inform and educate the public about the program and its benefits. Each jurisdiction will be provided with a toolkit containing all materials needed to share the details of the program with their unique constituencies.*

### **7. Valley Communication Center**

*The Valley Communications Center (VCC) was discussed at the November 2020 Administrative Committee planning meeting where Chief Park and Chief Munsey were designated as a sub-committee to work with the CONFIRE Director. On June 22, 2021, the San Bernardino County Board of Supervisors awarded a contract to Griffin Structures Inc. for preconstruction and construction management for the VCC project. The site location selection process has been completed and costs associated with construction have been allocated by the Board. Preconstruction meetings have begun to determine space needs as well as common space required for all stakeholders. Construction is expected to be completed in 2025*

*CONFIRE currently has 4 lease agreements with the County for the locations occupied in Rialto and Hesperia totaling \$193,527 annually for 6,940 sq ft of space as well as 2 separate rack space agreements. Real Estate Services has provided CONFIRE with a proposed calculation of \$37,246/monthly for 16,408 sq ft of space, including common space for the VCC (Exhibit B). The \$446,952 annual total is excluding rack space which is approximately \$35,509. The proposal includes maintaining the Desert Dispatch Center in the High Desert Government Center which would bring the total cost to maintain the current CONFIRE operations to \$582,775 (Exhibit C). The proposal for VCC includes CONFIRE dispatch, MIS, Administration, and access to common space (Exhibit D).*

The sub-committee considered the significant increase in proposed annual operating expenses and determined four possible options moving forward:

- Remain actively engaged with the VCC project with the anticipation of moving Valley Dispatch Center operations (Rialto) to VCC in 2025 and assume the increase in cost associated with the new lease agreement.
- Purchase property or an existing building and develop a new CONFIRE communications center to operate independent of the VCC.
- Purchase current location in Rialto and expand Valley Dispatch Center once County Staff transition to VVC. Once the VCC is completed, the County plans to sell the current property.
- Pursue lease agreement with a member agency to co-locate Valley Dispatch Center.

There are two possible options to reduce the cost of the lease agreement for the VCC.

- Proposed lease agreement for the VCC includes CONFIRE admin and MIS (5,112 sq ft). MIS and admin could be located off site but unless space was donated, there would still be a cost associated with occupying the space.
  - 5,112 less lease space at VCC would save \$139,248 annually.
- Close the Desert Dispatch Center in Hesperia and combine centers at the VCC.
  - Hesperia office and rack space lease savings would be \$99,734.

The combined savings would be \$238,982 and the new VCC lease would total \$243,479 annually assuming MIS and Admin space could be found at no cost.

CONFIRE is a legal JPA and can own assets in addition to assuming debt. Currently, fund 5010 has \$2,000,000 designated for capital improvement projects specific for a new dispatch center. Initial cost analysis compares current costs with VCC and considers alternative of a new building assuming \$5,000,000 of debt for 30-year loan at 3.66% interest

#### **CURRENT AGREEMENTS**

\$16,792/month          \$201,503/year

#### **VALLEY COMMUNICATIONS CENTER (proposed)-Assumes Desert Dispatch remains operational**

\$48,565/month          \$582,775/year

#### **NEW LOCATION/BUILDING\***

- Loan payment \$22,904/month
- Property Tax \$4,050/month
- Direct Costs \$8,320/month (custodial, maintenance, utilities, etc.)

***\$35,274/month      \$423,288/year***

- *Assumptions: property paid for through CIP, 8,000 sq ft of space, and \$700/sq ft. for tenant improvements.*

*Current call volume dictates the charges to each agency. Chiefs would like a monetary figure and presentation with bullet points to bring back to their elected officials for their decision on participation in the Valley Communications Center.*

## **NEW BUSINESS**

### **8. Fund Balance Transfer**

*The current unaudited fund balance is \$2,350,422. Approve the submission to the Board of Directors the proposed unaudited fund balance allocation plan for FY 2020-21 as listed:*

- 1. Operating Fund (5008)*
  - a. Hold the available unaudited fund balance of \$1,278,609, per Board policy to retain 10% of the Operating Budget cost (1,157,071). In addition, hold \$121,538 for increased expenses in Services/Supplies (i.e., Insurance, Auditing, Software).*
  - b. Transfer \$1,000,000 to General Reserve Fund (5010) for additional CIP funding.*
  - c. Transfer \$71,813 to Term Benefits Reserve (5011) to fund liability of CONFIRE employee leave accruals.*
- 2. Equipment Fund (5009)*

*Retain the current unaudited fund balance \$2,104,323 for the use to procure information technology equipment, software, and/or services for CONFIRE and Agencies.*
- 3. General Reserve Fund (5010)*
  - a. Retain the remaining unaudited fund balance of \$6,337,376 for the following needs:*
    - i. Per Board policy to retain 25% of the Operating Budget (5008) cost in the amount of \$2,892,679.*
    - ii. EMD Optimization (ECNS) Project = \$250,000*
    - iii. \$2,000,000 currently reserved for CIP funding*
- 4. Term Benefits Reserve (5011)*
  - a. Retain the current unaudited fund balance of \$1,340,998 for the following:*
    - i. Per Board policy maintain the unaudited Compensated Absences in the amount of \$546,278 as of June 30, 2021.*
    - ii. Leave remaining balance of \$794,720 from unfunded liability of pensions (\$394,989 and accrued interested and annual premium (\$399,731) received from Contracted Agencies.*

***Motion to approve FY2020-21 Unaudited Fund Balance allocation plan as presented.***

***Motion by: Chief Ivan Rojer***

***Second by: Chief Jim Topoleski***

***Chief Tim McHargue-Yes (1)***

***Chief Ivan Rojer-Yes (1)***

***Chief Ken Harrison-Yes (1)***

***Chief Dave Williams -Yes (1)***

***Chief Tim Bruner-Yes (1)***

***Chief Jim Topoleski-Yes (1)***

***Chief Brian Park-Yes (1)***

***Chief Dan Munsey-Yes (4)***

***Chief Jeff Armstrong-Absent (1)***

***11-Yes***

***1-Absent***

***0-Abstain***

#### **ROUND TABLE**

- *Chief McHargue reminded the group that CONFIRE Administrative Committee Chair and Vice Chair will be voted on in November.*
- *After discussion the Chiefs agreed to "Go Dark" in December with no meeting. We will resume January 25<sup>th</sup>.*

#### **CLOSED SESSION**

#### **ADJOURNMENT**

***Motion to adjourn the CONFIRE Administrative Committee Meeting***

***Motion by: Chief Tim McHargue***

***Second by: Chief Brian Park***

***Ayes: 11***

***Absent: 1***

***Noes: 0***

*The meeting adjourned at 16:16*

#### **Upcoming Meetings:**

**Next Regular Meeting: November 16, 2021, at 1:30 p.m. Loma Linda Community Room 25541 Barton Rd., Loma Linda.**

    /s/ Liz Berry

**Liz Berry**

**Administrative Secretary I**