



BOARD OF DIRECTORS MEETING

THURSDAY, MARCH 16 – 10:00 A.M.

LOMA LINDA-EOC, 25541 BARTON RD., LOMA LINDA

MINUTES

ROLL CALL

BOARD OF DIRECTORS COMMITTEE MEMBERS:

Chair – Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga

Vice Chair – Phill Dupper, Mayor – City of Loma Linda *Absent*

Dan Leary, Board President – Apple Valley Fire Protection District - *Absent*

Harvey Luth, Board Member – Chino Independent Fire District

John Echevarria, Council Member – City of Colton

Denise Davis, Council Member – City of Redlands *Absent*

Andy Carrizales, Mayor Pro Tem – City of Rialto - *Absent*

Joe Baca, Jr., 5th District Supervisor – San Bernardino County

Elizabeth Becerra, Council Member – City of Victorville

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 Board of Directors (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 Board of Director 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 Board of Directors Committee. An item may be removed by a Committee Member or member of the public for discussion and appropriate action.

1. Approve the Board of Directors Minutes of February 28, 2023
2. Single Audit 2022
3. FY 22-23 CONFIRE Operations Statement

4. YTD Call Summary
5. YTD Billable Incidents
6. YTD PSAP Answer Time

ACTION REQUEST: The Administrative Committee requests the Board accept and approve consent items 1 thru 6.

ACTION: *The CONFIRE Board of Directors accepts and approves consent items 1 - 6.*

Motion by: *Elizabeth Becerra*

Second: *Joe Baca Jr.*

Dan Leary – Absent

Harvey Luth - Yes

John Echevarria – Yes

Phill Dupper – Absent

Lynne Kennedy – Yes

Denise Davis – Absent

Andy Carrizales - Absent

Joe Baca Jr., - Yes items 2-6, abstained from item 1 2/28/23 Minutes.

Elizabeth Becerra - Yes

Ayes: 5

Noes: 0

Abstain: *Joe Baca Jr. from 2/28/23 minutes only**

Absent: 4

Motion Approved

UPDATE ON CONFIRE ACTIVITIES – CONFIRE Director to give an update on the various activities within CONFIRE.

- Winter storm incident update

OLD BUSINESS

NEW BUSINESS

7. Allocation of FY 2021-22 Fund Balance – **ACTION ITEM**

ACTION REQUEST: It is recommended that the CONFIRE Board of Directors (BOD) approve the proposed audit fund balance allocation plan for FY 2021-22 as listed.

- a. General Operating Fund (5008) FY 2022 Year End Fund Balance \$2,695,737.
 - i. Hold an available fund balance of \$1,390,237 remaining in compliance just above the Board policy to retain at least 10% of the Operating Budget.
 - ii. Transfer \$305,500 to General Reserve Fund (5010) in compliance to Fund Policy to have at least 25% fund balance of operating budget.

- iii. Transfer \$1,000,000 to emergency medical Services (5020) for startup funding of new enterprise fund.
- b. Equipment Reserve Fund (5010)
 - Retain the current fund balance \$2,235,360 for the use to procure information technology equipment, software, and/or services for CONFIRE and Agencies.
- c. General Reserve Fund (5010)
 - i. Retain the fund balance of \$6,151,643 increased with this authorization of this motion to transfer \$305,500 from Fund 5008 retaining \$6,457,143 balance for the following needs:
 - a) Per Board policy to retain at least 25% of the Operating Budget (5008) cost in the amount of \$3,207,143
 - b) EMD Optimization (ECNS) Project = \$250,000
 - c) \$3,000,000 currently reserved for CIP funding
- d. Employee Term Benefits Reserve (5011)
 - i. Retain the current fund balance of \$1,610,781 in for the following:
 - a) Per Board policy maintain restricted funding for Compensated Absences in the amount of \$534,982 as of the June 30, 2021 current liability.
 - b) Leave remaining balance of \$1,392,702 from unfunded liability of pensions or other employee benefit liabilities.
- e. CAD-to-CAD Project Special Revenue Fund (5019)
 - Retain the restricted fund balance \$904,203 for implementation and operational tasks of the regional computer aided dispatch Inland Empire Public Safety Operations Platform (IE PSOP).
- f. Emergency Medical Services Division Fund Enterprise Fund (5020)
 - Receive the transfer in from Fund 5008 of \$1,000,000 for funding source for financial operations of the Emergency medical Services Division of CONFIRE.

ACTION: *The CONFIRE Board of Directors accepts and approves the audited fund balance allocation plan for FY 2021-22 as presented.*

Motion by: *Joe Baca Jr.*

Second: *John Echevarria*

Dan Leary – Absent

Harvey Luth - Yes

John Echevarria – Yes

Phill Dupper – Absent

Lynne Kennedy – Yes

Denise Davis – Absent

Andy Carrizales - Absent

Joe Baca Jr., - Yes

Elizabeth Becerra - Yes

Ayes: 5

Noes: 0

Abstain: 0

Absent: 4

Motion Approved

8. Re-Classification and Recruitment Request for an Executive Director and Deputy Executive Director – **ACTION ITEM**

ACTION REQUEST: Approve request to enable CONFIRE staff and the Administrative Committee to initiate a reclassification review process with San Bernardino County HR to change the current Communications and Assistant Communications Director position to CONFIRE Executive Director and Deputy Executive Director respectively.

ACTION: *The CONFIRE Board of Directors approves the Re-Classification and Recruitment request for an Executive Director and Deputy Executive Director.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Dan Leary – Absent

Harvey Luth - Yes

John Echevarria – Yes

Phill Dupper – Absent

Lynne Kennedy – Yes

Denise Davis – Absent

Andy Carrizales - Absent

Joe Baca Jr., - Yes

Elizabeth Becerra - Yes

Ayes: 5

Noes: 0

Abstain: 0

Absent: 4

Motion Approved

9. EMD Division Fund Loan – **ACTION ITEM**

ACTION REQUEST: Request the Board of Directors (BOD) authorize the Interim Director and CONFIRE staff to work on securing a low interest rate loan from CONFIRE Member/Contract Agencies, from the State of California, The Federal Government, or other private entity, that will be deposited into and restricted in the Emergency Medical Services (EMS) Division Fund.

The loan amount should be sufficient to pay for all salaries and benefits for the first quarter of operation related to EMS Division personnel. The loan should also include enough funds to ensure the EMS Division fund balance has a twenty five percent fund balance (reserves).

The loan will only be fully executed and accepted by CONFIRE, if CONFIRE is awarded the contract by the County of San Bernardino for Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County.

The loan, the loan amount, the loan interest rate, and loan pay-back schedule, must all be approved by the BOD, prior to CONFIRE staff securing the loan.

ACTION: *The CONFIRE Board of Directors authorizes the Interim Director and CONFIRE staff to work on securing a low interest rate loan to fund the EMS Division.*

Motion by: *John Echevarria*

Second: *Elizabeth Becerra*

Dan Leary – Absent

Harvey Luth - Yes

John Echevarria – Yes

Phill Dupper – Absent

Lynne Kennedy – Yes

Denise Davis – Absent

Andy Carrizales - Absent

Joe Baca Jr., - Abstain

Elizabeth Becerra - Yes

Ayes: *5*

Noes: *0*

Abstain: *Joe Baca Jr.**

Absent: *4*

Motion Approved

**After consulting with legal counsel, legal counsel states quorum is achieved, abstaining party's vote goes towards the majority vote, thus both items passed. Legal counsel Lindsay Moore with KB Legal.*

CLOSED SESSION

10. The Board of Directors will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b). San Bernardino County Ambulance RFP response.

No reportable action from closed session.

ADJOURNMENT

ACTION: *To adjourn the CONFIRE Board of Directors' Meeting*

MOTION BY: *Lynne Kennedy*

