



**JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS  
AND  
ADMINISTRATIVE COMMITTEE  
WEDNESDAY, FEBRUARY 28, 2024 – 1:30 P.M.  
LOMA LINDA-EOC, 25541 BARTON RD., LOMA LINDA**

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**MINUTES**

**ROLL CALL**

**BOARD OF DIRECTORS:**

Chair – Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga  
Vice Chair – Phill Dupper, Mayor – City of Loma Linda  
Dan Leary Board President – Apple Valley Fire Protection District - *Absent*  
Mike Kreeger, Board Member – Chino Valley Independent Fire District  
John Echevarria, Council Member – City of Colton  
Denise Davis, Council Member – City of Redlands  
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

**ADMINISTRATIVE COMMITTEE MEMBERS:**

Chair – Chief Dan Harker, Loma Linda Fire Department  
Vice-Chair – Chief Rich Sessler, Redlands Fire Department  
Chief Buddy Peratt, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Valley Fire District  
Chief Tim McHargue, Colton Fire Department  
Captain Mike Leal, Rancho Cucamonga Fire Department  
Chief Brian Park, Rialto Fire Department  
Chief Jim Topoleski, 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 Board of Directors and Administrative Committee. (Limited to 30 minutes; 3 minutes allotted for each speaker)

## **INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST**

Agenda items may require Board Member abstentions due to conflict of interests and financial interests. Board Member/Administrative Committee abstentions shall be stated under this item for recordation on the appropriate item.

*No conflicts were announced.*

## **CLOSED SESSION**

1. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): AMR Lawsuit
2. Conference with Real Property Negotiator – Government Code section 54956.8 CH. VI CONFIRE Negotiator – Nathan Cooke, County of San Bernardino – Valley Dispatch Center

*\*No Reportable action from Closed Session.*

## **CONSENT ITEMS**

The following items are considered routine and non-controversial and will be voted upon at one time by the Board of Directors. An item may be removed by a Board Member or member of the public for discussion and appropriate action.

3. Approve the Board of Directors Minutes of December 11, 2023
4. CONFIRE Operations Statement as of January 31, 2024
5. Fund Balance Report as of January 31, 2024
6. 2024 YTD Call Summary
7. YTD Answering Times
8. Billable Incidents
9. Call Processing Time Analysis January 2024
10. EMD-ECNS Performance Standards – January 2024
11. 2023 Final SAS114 Letter
12. 2023 Final Report

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent items 3 thru 12.

**ACTION:** *The CONFIRE Board of Directors accepts and approves consent items 3 thru 12.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Yes*

*John Echevarria – Yes*

*Denise Davis – Yes*  
*Andy Carrizales – Absent*  
*Joe Baca, Jr. - Yes*  
*Elizabeth Becerra - Yes*

**Ayes: 7**

**Noes: 0**

**Abstain: 0**

**Absent: 2**

**Motion Approved**

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

- a. County Clarification Sub-Committee Update – Mike Bell
- b. Governance Sub-Committee Update – Director Phill Dupper

## **OLD BUSINESS**

## **NEW BUSINESS**

### 13. Additional Positions – **ACTION ITEM**

**ACTION REQUEST:** The Administrative Committee requests the CONFIRE Board of Directors approve the addition of (2) full-time positions to CONFIRE: Payroll Specialist and Human Resources Analyst – I. The fiscal impact of the (2) additional positions will be approximately \$253,053 annually.

**ACTION:** *The CONFIRE Board of Directors approves the addition of (1) full-time Payroll Specialist and (1) full-time Human Resources Analyst-I, with the fiscal impact of approximately \$253,053 annually, as presented.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Yes*

*John Echevarria – Yes*

*Denise Davis – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes: 7**

**Noes: 0**

**Abstain: 0**

**Absent:** 2

**Motion Approved**

14. Mid-Year Budget Adjustment – **ACTION ITEM**

**ACTION REQUEST:** The Administrative Committee requests the CONFIRE Board of Directors approve the FY23-24 Mid-Year Budget Adjustment, Personnel and Appropriations Requests as presented.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the FY23-24 Mid-Year Budget Adjustment, Personnel and Appropriations Requests as presented.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Yes*

*John Echevarria – Yes*

*Denise Davis – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 2

**Motion Approved**

15. Director Spending Authority - **ACTION ITEM**

**ACTION REQUEST:** The CONFIRE Administrative Committee requests the CONFIRE Board of Directors temporarily (until January 1, 2025) increase the spending authority for the Director to \$500,000, for expenditures related to the County Ground Ambulance Contract, which was previously approved by the Board of Directors.

There will be no fiscal impact. All other current purchasing and procurement guidelines/policies will remain intact and adhered to by CONFIRE staff.

**ACTION:** *The CONFIRE Board of Directors approves increasing the spending authority of the Director to \$500,000, temporarily until January 1, 2025, for expenditures related to the County Ground Ambulance Contract, which was previously approved by the Board of Directors.*

**Motion by:** *John Echevarria*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Yes*

*John Echevarria – Yes*

*Denise Davis – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 2

**Motion Approved**

16. Executive Director Search Committee – Request to appoint (2) Members of the Board to serve on the Executive Director selection interview panel – **ACTION ITEM**

**ACTION REQUEST:** The Administrative Committee requests the Board appoint (2) Members of the Board to serve on the Executive Director selection interview panel.

**ACTION:** *The CONFIRE Board of Directors appoints Elizabeth Becerra and Lynne Kennedy to serve on the Executive Director selection interview panel.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Yes*

*John Echevarria – Yes*

*Denise Davis – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 2

**Motion Approved**

17. Election of Officers – **ACTION ITEM**

**ACTION REQUEST:** Section 12 of the Joint Powers Agreement requires that the Board elect officers (Chair-Vice Chair) each year.

**ACTION:** *The CONFIRE Board of Directors elects Lynne Kennedy to serve as Chair and Phill Dupper to serve as Vice-Chair for the term of 1 year.*

**Motion by:** *Elizabeth Becerra*

**Second:** *Phill Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Yes*

*John Echevarria – Yes*

*Denise Davis – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 2

**Motion Approved**

#### **ADMINISTRATIVE COMMITTEE 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.

18. Approve Administrative Committee Minutes of January 23, 2024

19. CONFIRE Operations Statement as of January 31, 2024

20. Fund Balance Report as of January 31, 2024

21. 2024 YTD Call Summary

22. YTD Answering Times

23. Billable Incidents

24. EMD-ECNS Performance Standards – January 2024

25. Revised CAD to CAD Agency Agreements
26. ICEMA Transport Provider Agreement
27. City of Redlands Agreement
28. Correction to Cisco Meraki Advance Security License Staff Report of 10/24/23

*Motion to accept all items on Consent.*

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

**Second by:** *Chief Dave Williams*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

## **DIRECTOR REPORT**

- a. Staffing Update
- b. EMS/ECNS
- c. City of Redlands Agreement
- d. ICEMA Agreement
- e. Surge Ambulance Update

## **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates – Blessing Ugbo  
*Blessing reported out on the Phishing Threats Assessment. Most users demonstrated a satisfactory level of awareness, however, a notable number of users exhibited behavior that led to clicking on phishing emails, posing a potential security risk to our organization. He recommends target training, simulation refinement and continuous awareness campaigns. He will meet with each agency to delve deeper into the findings and develop a training strategy.*
- b. Ops Chief Committee Report – Chief Jeremy Ault  
*No updates to report.*
- c. CAD to CAD – Mike Bell
  - *Initial meeting with Ontario to get effort started*
  - *Technical issues with CAL Fire impacting progress with integration*
  - *City of Riverside reached out after attending Chino demo*

- *Doing demo in LA County at CAL NENA conference on March 6<sup>th</sup>*
- d. EMS Subsidiary Committee Update – Chief Joe Barna
  - *Committee overview and purpose*
  - *Meeting attendance*
  - *Paramedic School support*
  - *Successful movement of EMS Subsidiary Committee action items to Administrative Committee for review/action.*
- e. Search Committee Update – Chief Brian Park
  - *Suggested interview panel is to consist of 1 Board Member, 2 Chiefs and 2 Stake Holders*
  - *Current panel has Chief Brian Park, Chief Buddy Peratt, Chief Mike McCliman and Chief Washington.*
  - *Chief Tim McHargue and Chief Willie Racowski expressed interest and will be alternates*
  - *Stake Holders would be from Hospitals, IEHP etc.*

## **OLD BUSINESS**

## **NEW BUSINESS**

### **29. CVIFD Agreement for Nathan Cooke – ACTION ITEM**

*Motion to Approve the 6-month extension in the agreement between the Chino Valley Independent Fire District (CVIFD) and CONFIRE, for Nathan Cooke to continue to serve as the Interim Director. This would cover the term from 1/1/24 through 6/30/24.*

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

**Second by:** *Chief Buddy Peratt*

**Ayes:** *9*

**No:** *0*

**Abstain:** *0*

**Absent:** *0*

### **30. CVIFD Agreement for Dean Smith – ACTION ITEM**

*Motion to authorize the Interim Director to execute and enter into an agreement between CONFIRE and the Chino Valley Independent Fire District, to authorize Dean Smith to serve as the Deputy IC for the CONFIRE Ambulance Contract Implementation Team. This agreement is not to exceed the sum of \$389,514 for the Initial Term through January 1, 2025. The funds will be paid out of the EMS Division (5020) account.*

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



**Second by:** *Chief Buddy Peratt*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

31. CVIFD Agreement for Leslie Parham – **ACTION ITEM**

*Motion to authorize the Interim Director to execute and enter into an agreement between CONFIRE and the Chino Valley Independent Fire District, to authorize Leslie Parham to continue to serve as the Interim Emergency Communications Nurse System (ECNS) Nurse Manager for CONFIRE. This agreement will commence on February 8, 2024, and be in effect until August 7, 2024, with an option to extend for another 6 months, until February 7, 2025.*

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

**Second by:** *Chief Buddy Peratt*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

32. AP Triton Agreement – **ACTION ITEM**

*Motion to authorize the Director to execute an agreement with AP Triton LLC, for services related to the development of a Multi-Hazard Disaster Plan and a Continuity of Operations Plan (COOP) for the Ground Ambulance contract, as well as provide consulting services to the Ambulance Contract Implementation Team. The cost for the agreement with AP Triton LLC for the mentioned services, are not to exceed \$152,000. The funding will be allocated from the EMS Fund (5020)*

**Motion by:** *Chief Rich Sessler*

**Second by:** *Chief Dave Williams*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

33. Teamster's MOU – Nathan Cooke – **ACTION ITEM**

*Motion to approve the Memorandum of Understanding (MOU) between CONFIRE and Teamsters Local 1932.*

**Motion by:** *Chief Dave Williams*

**Second by:** *Chief Tim McHargue*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

34. Establish the Annual Charges Subsidiary Committee – **ACTION ITEM**

*It is recommended that the CONFIRE Administrative Committee appoint an hoc sub-committee, that includes members of the CONFIRE Administrative Committee and CONFIRE Staff, to discuss and explore options related to the possibility of establishing a policy that compliments and brings clarity to the CONFIRE JPA Agreement pertaining to the Fiscal Contributions section, and how our member/contract agencies are charged for incidents and other related services.*

*It is recommended that the sub-committee appoint a chairperson and be referred to as the CONFIRE Annual Charges Sub-Committee.*

***Motion to appoint Tim McHargue, Buddy Peratt and Bertral Washington to the Annual Charges Subsidiary Committee. Chief Buddy Peratt to serve as Chair.***

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

**Second by:** *Chief Dave Williams*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

35. EMS Division Logo – Nathan Cooke – **ACTION ITEM**

***Motion to adopt and approve the CONFIRE EMS Division Logo as presented.***

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

**Second by:** *Chief Rich Sessler*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

**ROUND TABLE**

**CLOSED SESSION**

36. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): AMR Lawsuit

*The Administrative Committee came out of closed session at 4:08 p.m.  
No reportable action from closed session.*

**ADJOURNMENT**

*Motion to adjourn the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee.*

*The meeting adjourned at 4:09 p.m.*

**Upcoming Meetings:** CONFIRE Board of Directors - to be determined.  
CONFIRE Administrative Committee – March 26, 2024, at 1:30 p.m.

    /s/ Liz Berry      
**Liz Berry**  
**Administrative Secretary I**