



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, SEPTEMBER 26, 2023 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Rich Sessler/Vice-Chair, Redlands Fire Department

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Dave Williams, Chino Valley Fire District - *Absent*

Chief Tim McHargue, Colton Fire Department

B.C. Mike Atchison/ Loma Linda Fire Department

Chief Mike McCliman, Rancho Cucamonga Fire Department

Chief Brian Park, Rialto Fire Department

Chief Bertral Washington, 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)

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 13, 2023
2. FY2023-24 CONFIRE Operations Statement

3. Fund Balance Report as of August 31, 2023
4. 2023 YTD Call Summary YTD
5. YTD Answering Times
6. Billable Incidents
7. Call Processing Time Analysis August 2023
8. EMD – ECNS Performance Standards – August 2023
9. Emergency Services Dispatchers of San Bernardino County Association MOU clean up.
10. CONFIRE/County of San Bernardino Services Agreement

Motion to accept all items on Consent.

Motion by: Chief Mike McCliman

Second by: Chief Tim McHargue/ Chief Buddy Peratt 2nd for Sept. 19 minutes

Yes - 6

No - 0

Abstain – 1, Chief Tim McHargue abstained from Sept. 19 minutes, he was not in attendance.

Absent – 3

a. Staffing

CONFIRE is currently recruiting for Call Takers/ Dispatchers and Supervisor. Supervisor Vanessa Meyer moved to the MIS team as CAD-to-CAD administrator effective Sept. 23rd.

b. EMD

Working our way out of remediation. One more week and we will be back as ACE Accredited.

c. ECNS

Currently have 1 nurse in training, 2 additional nurses starting Oct. 23rd. Goal is to have all fully trained and on the floor taking calls by November. Current plan is to have 2 nurses during peak hours 1 Valley, 1 HDGC. Backup hours will continue to be covered by REMSA.

d. County Clarification Project Update

The County Board of Supervisors has officially signed off on the County Clarification Agreement. The County will now become a consultant for CONFIRE. We have our own account as CONFIRE with SBCERA, separate Workers Compensation and are working on establishing CONFIRE'S NEO GOV account.

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *BDC/CONFIRE Meraki separation – expected completion Oct. 12*
 - *Next-Gen Firewall – Phase II scheduled for Oct. 18*
 - *NICE Voice Recorder implementation – Pending kick-off*
 - *Agency Interconnectivity Refresh – AVL modems (upcoming)*
 - *New MIS CAD Administrator – Vanessa Meyer*
 - *MIS Engage 2023 overview*
- b. Ops Chief Committee Report – Chief Augie Barreda
County Ops did not meet in the month of September, no report.
- c. CAD to CAD – Mike Bell
No new business to report.

OLD BUSINESS

NEW BUSINESS

11. Approve Resolution No. 2023-05: Identifying the terms and conditions for CONFIRE personnel response, away from their official workstation and assigned to an emergency incident. – **Action Item**

Motion to approve Resolution No. 2023-05 as presented.

Motion by: Chief Brian Park
Second by: Chief Tim McHargue
Yes - 7
No - 0
Abstain - 0
Absent - 3

12. Administrative Committee Chairperson Recommendation Regarding a Search Committee for New Executive Director for CONFIRE. - **Action Item**

Motion to establish a Search Committee made up of either Admin. Committee Chair, Chief Dan Harker or Vice Chair Chief Rich Sessler, Chief Mike McCliman, Chief Buddy

Peratt, Chief Brian Park, and Interim Director Nathan Cooke. This Committee will work directly with Dr. Wayne McAfee on the New Executive Director recruitment.

Motion by: Chief Rich Sessler

Second by: Chief Mike McCliman

Yes - 7

No - 0

Abstain - 0

Absent - 3

ROUND TABLE

CLOSED SESSION

13. The Admin. Committee will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): County Ambulance RFP

The Administrative Committee came out of closed session at 2:23 p.m.

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:24 p.m.

Upcoming Meetings:

Next Regular Meeting: October 24, 2023, at 1:30 p.m.

 /s/ Liz Berry

Liz Berry

Administrative Secretary I