



**JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS
AND
ADMINISTRATIVE COMMITTEE
TUESDAY, APRIL 30, 2024 – 1:00 P.M.
LOMA LINDA-EOC, 25541 BARTON RD., LOMA LINDA**

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 - *Absent*
Dan Leary Board President – Apple Valley Fire Protection District
Mike Kreeger, Board Member – Chino Valley Independent Fire District - *Absent*
John Echevarria, Council Member – City of Colton
Denise Davis, Council Member – City of Redlands - *Absent*
Andy Carrizales, Mayor Pro Tem – City of Rialto
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
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Brian Park, Rialto Fire Department
Chief Martin Serna, 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.

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.

1. Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of February 28, 2024
2. CONFIRE Operations Statement as of March 31, 2024
3. Fund Balance Report as of March 31, 2024
4. YTD Call Summary
5. YTD Answer Times
6. Billable Incidents
7. Call Processing Time Analysis - March 2024
8. EMD-ECNS Performance Standards – March 2024

ACTION REQUEST: The Administrative Committee requests the Board accept and approve consent items 1 thru 8.

ACTION: *The CONFIRE Board of Directors accepts and approves consent items 1 thru 8.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Lynne Kennedy – Yes

Phil Dupper - Absent

Dan Leary – Yes

Mike Kreeger - Absent

John Echevarria – Yes

Denise Davis – Absent

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *6*

Noes: *0*

Abstain: *0*

Absent: *3*

Motion Approved

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

- a. Organizational Structure – ORG Chart
- b. Clerk of the Board Appointment
- c. Introduction of new Finance/Administration Director – Damian Parsons
- d. Search Committee Update – Chief Park
- e. Ground Ambulance Contract Update
- f. Valley Dispatch Center Update

NEW BUSINESS

9. FY 23/24 Fund Balance True Up – **ACTION ITEM**

ACTION REQUEST: The Administrative Committee requests the CONFIRE Board of Directors authorize the Finance/Administration Director to allocate the fund balance (\$3,906,214) in 5008, in the following manner in alignment with current Board policy:

1. Retain \$1,425,877 in General Fund (5008) to meet the Board policy of carrying a 5-10% reserve in its operating fund.
2. Allocate \$137,784 to General Operating Reserves (5010) to meet the Board policy of carrying a minimum 25% reserve in its operating reserve fund.
3. Allocate \$150,000 (5008) for payment of Image Trend start-up cost. This expenditure was approved by the Administrative Committee on March 26, 2024.
4. Allocate the remaining, \$2,192,553 to the General Operating Reserves (5010) for the following purposes:
 - a. Set aside \$2,000,000 of that amount as start-up funding for the ground ambulance contract program and authorize the Finance/Administration Director to utilize that amount as an internal loan to the Emergency Medical Services Fund (5020). The loan would be paid back into Fund 5010 in full without interest, as revenues are developed by the ambulance program.
 - b. Retain the remainder \$192,553 in the Operating Reserves (5010), as additional resources to buffer that fund as per Board policy.

This recommendation has no immediate impact on the FY25 Proposed Budget.

ACTION: *The CONFIRE Board of Directors accepts and approves the fund balance allocation as presented.*

Motion by: *Joe Baca Jr.*

Second: *Andy Carrizales*

Lynne Kennedy – Yes

Phil Dupper - Absent

Dan Leary – Yes

Mike Kreeger - Absent

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

Ayes: 6

Noes: 0

Abstain: 0

Absent: 3

Motion Approved

10. Additional Position – Information Systems Analyst III – **ACTION ITEM**

ACTION REQUEST: It is recommended that the CONFIRE Board of Directors (BOD) approve the addition of the following full-time position to CONFIRE:

1. Information System Analyst III (ISA-III)

As a result of the continued evolution of CONFIRE and our supporting services, it is imperative to ensure the MIS Division is staffed accordingly. MIS is requesting the addition of an ISA-III position that will bolster their ability to perform and implement support functions related to information system’s hardware, software, and policy requirements. The additional ISA-III will integrate into the MIS team and will take on the additional workload from the newly created EMS Division.

The fiscal impact of ISA-III position will be approximately \$172,145 annually, funded by Fund 5008-600 (MIS)

ACTION: *The CONFIRE Board of Directors approves the addition of the full-time Information System Analyst III (ISA-III) position.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Lynne Kennedy – Yes
Phil Dupper - Absent
Dan Leary – Yes
Mike Kreeger - Absent
John Echevarria – Yes
Denise Davis – Absent
Andy Carrizales – Yes
Joe Baca, Jr. - Yes
Elizabeth Becerra - Yes

Ayes: 6

Noes: 0

Abstain: 0

Absent: 3

Motion Approved

11. FY 24/25 Budget Adoption - **ACTION ITEM**

ACTION REQUEST: The CONFIRE Administrative Committee requests the CONFIRE Board of Directors accept and adopt Resolution #2024-02, Adoption of Annual Budget for the Fiscal Year ending June 30, 2025

ACTION: *The CONFIRE Board of Directors accepts and adopts Resolution # 2024-02 as presented.*

Motion by: *Joe Baca Jr.*

Second: *John Echevarria*

Lynne Kennedy – Yes

Phil Dupper - Absent

Dan Leary – Yes

Mike Kreeger - Absent

John Echevarria – Yes

Denise Davis – Absent

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: 6

Noes: 0

Abstain: 0

Absent: 3

Motion Approved

CLOSED SESSION

12. Personnel Matter – Public Employment Government Code section 54957(b)(1):

Title: Executive Director.

The Board of Directors and Administrative Committee came out of Closed Session at 2:10 p.m.

The Board of Directors along with the Administrative Committee have given direction to Chair Harker and Vice Chair Sesler to initiate negotiations for the Executive Director position with a candidate.

13. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 54956.9(b): AMR Lawsuit

No reportable action.

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.

14. Approve Administrative Committee Minutes of March 26, 2024
15. CONFIRE Operations Statement as of March 31, 2024
16. Fund Balance Report as of March 31, 2024
17. YTD Call Summary
18. YTD Answer Times
19. Billable Incidents
20. Call Processing Time Analysis – March 2024
21. EMD-ECNS Performance Standards – March 2024
22. Consultant Agreement – Viewpoint Advocacy
23. Ambulance Branding
24. Cyber Security Awareness Assessment Policy
25. Contract Renewals – Big Bear, Montclair, Needles, County Road Dept., Running Springs, and San Manuel
26. Victorville Fire Department Administrative Committee Members

Motion to accept all items on Consent.

Motion by: *Chief McHargue*

Second: *Chief Park*

Ayes: 9

No: 0

Abstain: 0

Absent: 0

DIRECTOR REPORT

- a. Staffing Update
- b. XBO ECC Chief Discussion
- c. Implementation Team Update

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates – Blessing Ugbo
 - *NICE – Voice Print Implementation, pending contract sign-off with Motorola*
 - *Systems maintenance – April CAD maintenance was completed with Windows updates and vendor recommended patch.*
 - *Email security implementation update*

- Sophos email protection will filter out threats and malicious email
- KnowB4 Security Coach Module will provide real-time coaching in response to risky security behavior through email or teams
- Monthly system generated assessment reports will be sent to participating agencies and CONFIRE division leads

- b. Ops Chief Committee Report – Chief Barreda
Ops discussed call types, response plans, tablet command mobile app, and county-wide quarterly off-site training.
- c. CAD to CAD – Mike Bell
 - UASI 2023 Grant update
 - Ontario, Cal Fire and Murrieta continue to move forward

SUBSIDIARY COMMITTEE REPORTS

- a. Annual Charges Sub-Committee Update – Chief Peratt
Matt Fratus continues to work on data collection. When complete the sub-committee will schedule a meeting to discuss the findings.
- b. EMS Sub-Committee Update – Chief Gerkin
 - *ICEMA receptive to ambulance branding*
 - *As requested by the Administrative Committee the EMS Sub-Committee has a draft MOU in process with ICEMA regarding Image Trend*

NEW BUSINESS

27. Dispatcher Positions – ACTION ITEM

CONFIRE EMS is scheduled to start ground ambulance transportation services on October 1, 2024. To meet the ground ambulance services contract response time obligations, CONFIRE EMS will create a high-performance EMS system using complex System Status Management (SSM) plans for each hour of the day, totaling 168 custom plans per week.

Recognizing the crucial need for efficient coordination within our ambulance system, staff proposes adding five Full-Time Employee (FTE) Dispatcher positions to fulfill the Ambulance System Status Coordinators role. These coordinators will play a pivotal role in ensuring seamless communication and coordination among emergency response units, hospitals, and other healthcare facilities. The current dispatching staff cannot handle the increased workload of managing the SSM plan.

The fiscal impact of this recommendation is estimated to be \$543,300 for five (5) FTE dispatcher positions. Funding will be allocated from the EMS Fund (5020)

Motion to Approve the addition of five (5) FTE dispatcher positions as presented.

Motion by: *Chief Park*
Second: *Chief McHargue*
Ayes: 9
No: 0
Abstain: 0
Absent: 0

ROUND TABLE

CLOSED SESSION

28. Personnel Matter – Public Employment Government Code section 54957(b)(1):
Title: Executive Director
The Board of Directors along with the Administrative Committee have given direction to Chair Harker and Vice Chair Sesler to initiate negotiations for the Executive Director position with a candidate.
29. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 54956.9(b): AMR Lawsuit
No reportable action.

ADJOURNMENT

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

The meeting adjourned at 3:01 p.m.

Upcoming Meetings: CONFIRE Board of Directors - to be determined.
CONFIRE Administrative Committee – May 28, 2024, at 1:30 p.m.

 /s/ Liz Berry
Liz Berry
Clerk of the Board