



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JULY 21, 2026 – 1:00 PM

LOMA LINDA EOC - 25541 BARTON RD., LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Justin Weems, Colton Fire Department
Chief Dan Harker/**Chair**, Loma Linda Fire Department
Chief Augie Barreda, Rancho Cucamonga Fire Department
Chief Rich Sessler/**Vice Chair**, Redlands Fire Department
Chief Chris Jensen, Rialto Fire Department
Chief Bertral Washington, 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 Administrative Committee. (Limited to 3 minutes for each speaker)

No statements were made.

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 the Administrative Committee Meeting Minutes of June 23, 2026.
2. CONFIRE Operations Statement as of June 30, 2026.
3. Fund Balance Report as of June 30, 2026.
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – June 2026
8. ECNS Report – June 2026
9. Independent Contractor Agreement – Wittman Enterprises, LLC. – Second Amendment

Motion to accept all items on Consent.

Motion by: Chief Buddy Peratt

Second by: Chief Chris Jensen

Yes – 9

No - 0

Abstain –0

Absent – 0

DIRECTOR REPORT

Interim Director Nathan Cooke updated the Administrative Committee on the status of Arrowbear. The CONFIRE team continues to work on bringing them on as a Contract Agency.

- a. Communications Division Update – Angela Haddad
 - *Recruitment continues.*
 - *Attended FireSense launch in Rancho Cucamonga.*
- b. Finance/Admin. Division Update – Damian Parsons
 - *Yearend close, now in the accrual process.*
 - *Finishing audit.*
 - *Oracle implementation continues.*
 - *Evaluating budget book software.*
- c. MIS Division Update – Renan Mamaril
 - *MIS continues to build out the Desert Center and the VCC.*
 - *MIS continues its ongoing protection with BitLocker.*
- d. EMS Division Update – Chief Joe Barna
 - *Significant progress moving toward Oct. 1st deployment date.*
 - *Priority has identified 3 ambulance locations, Rancho Cucamonga, Victorville, and San Bernardino (East Valley).*
 - *Ambulances continue to roll in and ICEMA inspections have begun.*
 - *100% of key personnel secured. Conducting interviews daily, continue to work thru the field applications and transition existing workforce over.*

- *RFQ policy going before the committee today.*
- *Comprehensive review being undertaken on the CONFIRE policies, procedures, and framework to make more effective. Expect a complete refresh.*
- *From the Communications side, the EMS implementation team along with Communication personnel, visited Maricopa County to experience their customer service platform.*
- *Continue to work on training material for incoming personnel.*
- *Complex pace plans in review for go live, which will be driven into policy format after implementation.*
- *Operations standpoint – incredibly prepared and confident to move forward.*
- *CONFIRE hiring is going well, hope to make several offers within the next week.*
- *Informed the Administrative Committee that there will be many agreements forthcoming.*
- *Hosted 3 townhall meetings which included healthcare, hospitals, and law enforcement.*

SUBSIDIARY COMMITTEE REPORTS

a. **Ops Chief Committee Report – Chief Augie Barreda**

Ops group did not meet this month. Chief Barreda updated the Administrative Committee on the County Fire Drone program. He will be formally presenting the project to the Administrative Committee in August for action.

NEW BUSINESS

10. Resolution 2026-02 City of Ontario Loan – Damian Parsons – **ACTION ITEM**

On December 5, 2023, the County of San Bernardino awarded CONFIRE a contract to provide Advance Life Support and Basic Life Support ground ambulance services, interfacility transport services, and critical care services within designated Exclusive Operating Areas in San Bernardino County.

To provide sufficient working capital for ambulance operation startup costs, CONFIRE negotiated a loan agreement with the City of Ontario (Ontario) in an amount not to exceed \$20 million. On May 26, 2026, the CONFIRE Board of Directors authorized the Chairperson to execute the revised loan agreement with Ontario. The agreement was subsequently executed by CONFIRE and Ontario.

The executed loan agreement allows CONFIRE to request advances in amounts ranging from \$1 to \$5 million, subject to an aggregate maximum outstanding principal amount of \$20 million. Each request must be submitted to Ontario at least 10 business days before the proposed advance date.

The loan agreement requires CONFIRE to provide Ontario with a duly executed resolution authorizing the borrowing transactions and identifying officers authorized to act on CONFIRE's behalf. Adoption of the proposed resolution will satisfy this requirement and establish authority necessary to request the initial and any subsequent advances.

The proposed resolution authorizes the Executive Director or Deputy Executive Director to request advances and execute payment schedules, notices, and other documents necessary to administer the loan agreement. The resolution does not authorize borrowing beyond the \$20 million maximum previously approved by the Board of Directors.

Loan proceeds will be deposited into the EMS Division Enterprise Fund (Fund 5020) and will be used for ambulance administration, personnel, equipment, operations, billing,

The exact principal and interest payments will depend on the amount and timing of each advance and the Local Agency Investment Fund (LAIF) daily effective yield in effect on the first closing date. Principal and interest payments will be made from EMS Division revenues in accordance with the loan agreement and applicable payment schedule.

Sufficient revenue and appropriations are included in the EMS Division budget 2026-27 budget for anticipated loan proceeds, ambulance implementation costs, and loan payments.

**Chief Jensen advised the Administrative Committee that he submitted a letter to the Interim Executive Director concerning the loan itself and the position of the City of Rialto.*

Motion to approve Resolution 2026-02 authorizing borrowing under the City of Ontario CONFIRE EMS Program Loan Agreement and authorizing the Executive Director or Deputy Executive Director to request loan advances and execute related documents.

Motion by: Chief Bertral Washington

Second by: Chief Rich Sessler

Yes – 9

No - 0

Abstain – 0

Absent - 0

11. MOU – County Clarification – San Bernardino County– Damian Parsons – **ACTION ITEM**

CONFIRE maintains an agreement with San Bernardino County for administrative support services, including payroll processing, treasury services, labor negotiations support, access to the County’s Geographic Information System (GIS), and other related services.

The existing agreement expired June 30, 2026. A new agreement is necessary to ensure the continued provision of these services. Changes to the MOU include the removal of County responsibilities for Human Resource services for recruitment and employee relations that are now being performed by internal staff. Other revisions were limited to administrative updates, grammatical corrections, and other minor non-substantive modifications.

The original MOU was approved by the Board of Directors on May 30, 2023. Pursuant to Board policy, subsequent renewals fall within the Administrative Committee’s authority for approval.

The estimated cost for services provided under this MOU are \$142,025 and have been included in the 2026-27 budget. Approval of the MOU will not require any additional costs to the CONFIRE agencies.

Motion to approve the Memorandum of Understanding with San Bernardino County for administrative services by various county departments for the term of July 1, 2026, through June 30, 2029.

Motion by: Chief Justin Weems

Second by: Chief Augie Barreda

Yes – 9

No - 0

Abstain –0

Absent –0

12. Mutual Aid RFQ – Chief Joe Barna (Interim Deputy Executive Director) – **ACTION ITEM**

CONFIRE has a need to preserve interfacility transport (IFT) and critical care transport (CCT) system resiliency while protecting the 911 system, CONFIRE’s County ambulance service obligations, hospital relationships, and EMS system performance. Staff and legal counsel developed the attached policy to establish a formal process for identifying and approving private ambulance providers that may be eligible to provide IFT/CCT mutual aid support when appropriate. The EMS Subcommittee reviewed the policy and recommended approval by the Administrative Committee.

The policy establishes an annual RFQ process to determine whether interested private ambulance providers meet CONFIRE’s qualifications for consideration as mutual aid partners. The RFQ will set forth the application requirements, documentation

requirements, evaluation criteria, renewal requirements, and review procedures. The policy authorizes the Executive Director, or designee, to develop and update those requirements as system needs, regulatory requirements, and risk considerations change without requiring an amendment to the administrative policy.

Submission of an RFQ response would not make a provider an approved mutual aid partner. To be recognized under the policy, a provider must respond to CONFIRE's annual RFQ, meet the minimum qualifications and requirements set forth in the RFQ, and enter into a mutual aid agreement approved by the Administrative Committee. Use of any approved partner would remain an operational decision based on system need, provider availability, patient care needs, hospital throughput, contract compliance, and the best interest of the EMS system.

The policy also establishes clear limitations. Approval under the policy does not authorize 911 response, posting 911 ambulance resources, CONFIRE subcontractor status, dispatch priority, exclusivity, market share, guaranteed transports, or any right to receive CONFIRE call volume. The policy applies only to private ambulance providers seeking IFT/CCT mutual aid partner status and does not limit existing 911 mutual aid, public agency mutual aid, disaster mutual aid, MHOAC, ICEMA, EMSA, or other emergency management processes.

There is no direct fiscal impact associated with the approval of the policy or the development of the RFQ. The RFQ process does not create a contract award, guaranteed transport volume, dispatch obligation, or payment commitment. Any future fiscal impact would depend on the terms of an individual mutual aid agreement and would return through CONFIRE's approval process before activation.

*Chief Williams inquired on an annual review. Dean Smith with the implementation team, stated that there is language in the policy that allows us to do an annual review.

*Chief Jenson inquired on how this would pertain to the City of Rialto which has "201 rights". He was advised that this does not affect agencies with 201 rights. Should the City of Rialto wish to utilize our RFQ process we can include a piggyback for them.

Motion to approve the IFT/CCT Mutual Aid Partner Administrative Policy and authorize the Executive Director, or designee, to develop and administer an annual Request for Qualifications (RFQ) process for private ambulance providers seeking consideration as IFT/CCT mutual aid partners.

Motion by: Chief Dave Williams

Second by: Chief Rich Sessler

Yes – 9

No - 0

Abstain –0

Absent –0

13. Central Square CAD Positions – Damian Parsons & Renan Mamaril – ACTION ITEM

Nineteen (19) additional CAD licenses with their associated subscription fees are needed to support the move to the new VCC. The new dispatch floor includes more workstations for ECNS, IFT, and Ambulance Dispatchers, as well as the new supervisor position, all of which require proper licensing under our CAD vendor agreement.

The initial costs for the license subscription fees will be \$135,375 and will be funded from Fund 5020-EMS. This purchase price will cover the dates from September 1, 2025, to March 31, 2028. The recurring annual costs thereafter will be approximately \$85,000.

Motion to approve the purchase of Central Square software licenses and associated subscription fees for an additional nineteen (19) CAD positions for the Valley Communications Center (VCC), for the not-to-exceed amount of \$135,375, for the period of September 1, 2026, through March 31, 2028.

Motion by: Chief Bobby Clemmer

Second by: Chief Buddy Peratt

Yes – 9

No - 0

Abstain – 0

Absent –0

14. License Agreement – Rack Space High Desert – San Bernardino County – Damian Parsons – ACTION ITEM

On June 2, 2020, CONFIRE entered into an agreement for Rack and Antenna Space with the County of San Bernardino (Agreement No. 20-326) at the HDGC for the period of July 1, 2020, through June 30, 2025. CONFIRE remained in month-to-month occupancy through June 30, 2026, while evaluating integrating business operations into the Valley Communication Center.

After evaluating available options, CONFIRE Management has determined that renewing the contract is in the best interest of CONFIRE.

The updated agreement for non-exclusive use of Rack and Antenna Space will be for the period of July 1, 2026, through June 30, 2031. The agreement includes three (3) five-year options to extend the License Agreement under the same terms. The extension shall be automatic unless either party provides a 60-day written notice to terminate or notice of non-renewal.

The total cost during this License Agreement will be \$109,736. The annual cost for year 1 is included in CONFIRE's 2026-27 budget (Fund 5008-Operations).

Motion to authorize the Interim Executive Director to approve and execute the updated License Agreement between the County of San Bernardino and CONFIRE for Rack and Antenna Space at the High Desert Government Center (HDGC) in the amount of \$109,736, for the initial five (5) year term of July 1, 2026, through June 30, 2031, and three (3) five-year options to extend.

Motion by: Chief Dave Williams

Second by: Chief Justin Weems

Yes – 9

No - 0

Abstain – 0

Absent –0

ROUND TABLE

CLOSED SESSION

**The Administrative Committee entered Closed Session at 1:51 p.m.*

15. Review and update Existing Litigation – Government Code section 54956.9: AMR Lawsuit
16. Conference with Real Property Negotiators – Government Code section 54956.8
 - Property: 1743 Miro Way, Rialto, CA
 - Agency Negotiator: Nathan Cooke, Executive Director
 - Negotiating parties: County of San Bernardino
 - Under Negotiation: Price and terms of payment
17. Personnel matter – Public Employment Government Code section S45957(b): Title: Executive Director – **Chief Rich Sessler**

**The Administrative Committee reconvened in Open Session at 3:24 p.m.*

The Administrative Committee has approved the hiring of Nathan Cooke as the Executive Director, with a July 25, 2026, effective date. Two (2) minor revisions will be made by Lindsay Moore, she will present to Nathan. If accepted, the topic will be brought back to the Administrative Committee in August for ratification.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 3:25 p.m.

Upcoming Meetings:

Next Regular Meeting: August 25, 2026, at 1:00 p.m.

/s/ Liz Berry
Liz Berry
Clerk of the Board