



## BOARD OF DIRECTORS MEETING

MONDAY, JANUARY 9, 2023 – 10:00 A.M.

LOMA LINDA-COMMUNITY ROOM 25541 BARTON RD., LOMA LINDA

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### MINUTES

#### ROLL CALL

##### **BOARD OF DIRECTORS COMMITTEE MEMBERS:**

Chair - Vacant – City of Colton

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

Dan Leary, Board President – Apple Valley Fire Protection District

John DeMonaco, Board Member – Chino Independent Fire District

Phill Dupper, Mayor – City of Loma Linda

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

Andy Carrizales, Council Member – City of Rialto

Dawn Rowe, 3<sup>rd</sup> 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 September 15, 2022
2. CONFIRE Operations Statement thru 11/30/22
3. Interim Director of Communications – Budget Adjustment

4. Call Summary YTD 2022
5. Year to Date Billable Incidents
6. PSAP Answer Time YTD 2022

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

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

**Motion by:** *Motion by Phill Dupper*

**Second:** *John DeMonaco*

*Lynne Kennedy - Yes*

*Dan Leary - Yes*

*Denise Davis - Absent*

*Andy Carrizales - Yes*

*Dawn Rowe - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** *7*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *2-City of Colton Representative – Vacant, Denise Davis – City of Redlands*

**Motion Approved**

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

- *Staffing Update*
- *CAD to CAD is live with County of Riverside Fire Department*
- *Recognitions – Mayuree Leelhasuwan and Valerie Lucero were selected by the San Bernardino County Fire Department to receive Service Awards for their recent lifesaving efforts. Our people continue to do an amazing job of stabilizing, prolonging, and saving countless lives every day.*
- *EMS Division – Ontario, Yucaipa and Montclair have joined.*

**OLD BUSINESS**

**NEW BUSINESS**

7. Financial Audit Report – **ACTION ITEM**

*Financial Audit Report overview given by Briana Schultz of Rogers, Anderson, Malody & Scott, LLP.*

**ACTION:** *The CONFIRE Board of Directors accepts the 2021/2022 audit report as presented by the auditing firm Rogers, Anderson, Malody & Scott, LLP.*

**Motion by:** *Andy Carrizales*

**Second:** *Elizabeth Becerra*

*Lynne Kennedy - Yes*

*Dan Leary - Yes*

*John DeMonaco - Yes*

*Phill Dupper - Yes*

*Denise Davis - Absent*

*Dawn Rowe - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** *2-City of Colton Representative – Vacant, Denise Davis – City of Redlands*

### **Motion Approved**

#### 8. Proposed Assistant Director Position – **ACTION ITEM**

*As the size and complexity of the CONFIRE operation continues to increase, the need for an additional layer of administrative oversight is necessary to effectively manage the organization. This will enable the Director to properly oversee the entire organization, focus on fiscal, administrative, and planning issues in conjunction with the Board of Directors and Administrative Committee, while ensuring the operational divisions are fully supported. This position inserts a succession planning element into the organization and helps ensure continuity in the temporary or permanent absence of the Director.*

*At the July 26, 2022, Admin meeting the Chiefs approved a proposal by staff to develop the job classification for an Assistant Director of Communications position. That work has been completed and was submitted to San Bernardino County HR for review. Staff was advised by County HR that the classification has been developed per the submitted application and is now awaiting CONFIRE Board approval.*

*The cost for this position and the increase in the Directors salary would be shared by all CONFIRE agencies per the allocations established in the annual budget commencing with the hiring of the position.*

**ACTION:** *The CONFIRE Board of Directors approves the job classification for a proposed Assistant Director position, including salary range and associated adjustment to Director salary.*

**Motion by:** *Dawn Rowe*

**Second:** *Phill Dupper*

*Lynne Kennedy - Yes*

*Dan Leary - Yes*

*John DeMonaco - Yes*

Denise Davis - Absent  
Andy Carrizales - Yes  
Elizabeth Becerra - Yes

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 2-City of Colton Representative – Vacant, Denise Davis – City of Redlands

### **Motion Approved**

9. EMS Division Enterprise Fund & Updated Fund Policy – **ACTION ITEM**

*In anticipation of the issuance of the County of San Bernardino request for proposal (RFP) for ambulance and interfacility transport services, CONFIRE established the EMS Division, as well as the EMS Division Subsidiary Committee. To adhere to the policy, an EMS Division Fund will need to be established by the BOD.*

*Due to the unique nature and make-up of the EMS Division being operated similar to private business, it will be imperative that all EMS related financial transactions are handled separately from all other CONFIRE financial transactions according to Generally Accepted Accounting Principles (GAAP). Establishing the enterprise fund will account for all EMS Division related costs for providing services and goods to the public to be recovered primarily by recuperated costs or subsidized finance transactions. It is imperative a separate EMS Fund be established according to Government Standards Statement No. 1. The Fund Policy BP 4.002 operations and General Reserve Funds Policy has been updated and includes the new proposed Enterprise Fund.*

**ACTION:** *The CONFIRE Board of Directors approves the establishment of an Emergency Medical (EMS) Division with budgetary authority along with the updated BP 4.002 Operations and General Reserve Fund Policy.*

*The CONFIRE Board also approves staff to work with the County of San Bernardino Finance and Administration Department to initiate and secure an Enterprise Fund for the EMS Division.*

**Motion by:** John DeMonaco

**Second:** Phill Dupper

Lynne Kennedy - Yes

Dan Leary - Yes

Denise Davis - Absent

Andy Carrizales - Abstain

Dawn Rowe - Abstain

Elizabeth Becerra - Yes

**Ayes:** 5

**Noes:** 0

**Abstain:** 2

**Absent:** *2-City of Colton Representative – Vacant, Denise Davis – City of Redlands*

**Motion Approved**

10. Election of Officers: Section 12 of the Joint Powers Agreement requires that the Board elect officers (Chair-Vice Chair) each year. **Action item**

**ACTION:** *The CONFIRE Board of Directors elects Lynne Kennedy as Chair for 2023.*

**Motion by:** *Phill Dupper*

**Second:** *Elizabeth Becerra*

*Lynne Kennedy - Yes*

*Dan Leary - Yes*

*John DeMonaco - Yes*

*Denise Davis - Absent*

*Andy Carrizales - Yes*

*Dawn Rowe - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** *2-City of Colton Representative – Vacant, Denise Davis – City of Redlands*

**ACTION:** *The CONFIRE Board of Directors elects Phill Dupper as Vice Chair for 2023.*

**Motion by:** *Dawn Rowe*

**Second:** *Andy Carrizales*

*Lynne Kennedy - Yes*

*Dan Leary - Yes*

*John DeMonaco - Yes*

*Phill Dupper - Yes*

*Denise Davis – Absent*

*Elizabeth Becerra - Yes*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** *2-City of Colton Representative – Vacant, Denise Davis – City of Redlands*

11. Conference with Labor Negotiator – Government Code section 54957.6 – **ACTION ITEM**

Confire negotiator – Nathan Cooke

Employee Organization(s) – CWA Unrepresented

*The Board of Directors appointed Board Members Phill Dupper and John DeMonaco to serve on the BOD County Clarification Project (CCP) Sub0Committee alongside the Admin. Committee members previously assigned. The BOD also took action that the CCP Sub-Committee would seek a third party to provide Risk Management/Workers Comp services to CONFIRE, in lieu of the County of San Bernardino, as well as working with the County CAO'S office to address their concerns with SBCERA. The BOD also directed the CCP Sub-Committee and staff to study the impacts and possible options of outsourcing HR and Financial Services, in lieu of the County of San Bernardino.*

**CLOSED SESSION**

12. Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to Government Code section 54956.9(b): One potential Case

*The Board of Directors went into closed session at 10:50 a.m.*

*Supervisor Dawn Rowe recused herself from this closed session item due to a conflict of interest.*

*No reportable action on this item.*

13. Conference with Labor Negotiator – Government Code section 54957.6  
CONFIRE negotiator – Nathan Cooke  
Employee Organization(s) – CWA Unrepresented

*After a brief closed session discussion, the Board of Directors came out of closed session at 10:46 a.m. to act. See New Business item #11*

**ADJOURNMENT**

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

**MOTION BY:** *Lynne Kennedy*

**Ayes:** *7*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *2-City of Colton Representative – Vacant, Denise Davis – City of Redlands*

*The meeting adjourned at 11:27 a.m.*

**Next Meeting:** To be determined.

    /s/ Liz Berry

**Liz Berry**  
**Administrative Secretary I**