



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, OCTOBER 25, 2022 – 1:30 PM

LOMA LINDA EOC - 25541 BARTON RD, LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Battalion Chief Mike Atchison, Loma Linda Fire Department
Chief Rich Sessler/Vice-Chairperson, Redlands Fire Department
Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Tim McHargue, Colton Fire Department - *Absent*
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Brian Park, Rialto Fire Department
Chief Dan Munsey, San Bernardino County Fire
Chief Brian Fallon, Victorville Fire Department - *Absent*

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, 2022
2. CONFIRE Financial Statements
FY2022-23 CONFIRE Operations Statement as of September 2022.

FY2022-23 Fund Balance Report as of September 2022.

3. 2022 YTD Summary
4. 2022 YTD Answering Times
5. CONFIRE – Billable Incidents

Motion to accept all items on Consent

Motion by: Chief Mike McCliman

Second by: Chief Dave Williams

Yes - 10

No - 0

Abstain - 0

Absent - 2

DIRECTOR REPORT

6. Staffing Situation Update
-Emergency Measures – Chief Nathan Cooke
CONFIRE has implemented several emergency measures to combat the increased call pick-up times and increased call processing times caused by our current staffing situation. Comm Center currently has 17 vacancies and a vacancy rate of 33%.

Emergency measures will remain intact until our vacancy rate is below 15%.

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *Image Trend update*
 - *GIS and GEO Updates – Sam Perez*

CAD - GIS updates

Riverside County streets loaded into CAD system

Left/Right “City” code updated to render full city name in CAD System

Numerous response area updates per MIS Help Desk Tickets

Map Display Updates (GEO)

New “Law Enforcement Agencies” layer

Riverside County Cities and Communities

New Auto Aid layer

New 2022 Imagery (much faster!)

- b. Ops Chief Committee Report – Chief Jeremy Ault
Update on how the ECC is working on the XBO side.

- c. CAD to CAD – Mike Bell
- *Now live with Riverside County Fire*
 - *\$460,000 received from UASI*
 - *Two additional Grants submitted*

OLD BUSINESS

7. Assistant Director of Communications Job Classification – **Action Item**
At the July 26, 2022, Admin meeting the Chiefs approved a proposal by staff to develop the job classification for an Assistant Director. That work has been completed and submitted to San Bernardino County HR for review. Staff was advised that the classification has been developed per the submitted application, it is awaiting Admin Committee and CONFIRE Board approval before being sent to the County Board of Supervisors for final approval in January.

Motion to approve job classification for a proposed Assistant Director position, including salary range and associated adjustment to Director salary.

Motion by: Chief Dave Williams

Second by: Chief Mike McCliman

Yes - 10

No - 0

Abstain - 0

Absent - 2

NEW BUSINESS

8. FY 22-23 REMSA Renewal Contract – **Action Item**

Motion to approve the FY 22-23 REMSA Renewal Contract as presented.

Motion by: Chief Bertral Washington

Second by: Chief Buddy Peratt

Yes - 10

No - 0

Abstain - 0

Absent - 2

9. San Bernardino County Response Treatment and Transport Committee (RTT) Update –
Mat Fratus and Harris Koenig

Motion to move the item to November 15th Admin. Chiefs Meeting for further discussion and action.

Motion by: Chief Mike McCliman

Second by: Chief Dave Williams

Yes - 10

No - 0

Abstain - 0

Absent - 2

10. Interim Director Transition – Action Item

Approval of this item will transition the Interim Assistant Director of Communications, Nathan Cooke, to Interim Director and exercise the extension of the existing agreement with Chino Valley Fire for six months (June 30, 2023) by approving attached addendum to the original agreement.

Cancel the agreement with the current Interim Director who will assume the position of Public Service Employee/Extra Help – Assistant Director.

Motion to approve Interim Director Transition as presented.

Motion by: Chief Brian Park

Second by: Chief Dan Munsey

Yes - 10

No - 0

Abstain - 0

Absent - 2

11. November and December meeting dates - Discussion

November meeting moved to Thursday, November 17th.

December meeting discussion at 11/17/22 meeting.

ROUND TABLE

CLOSED SESSION

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

No action taken.

Pursuant to California Government Code section 54956.9(a). The Administrative Committee will meet in closed session to receive an update on litigation to which CONFIRE is a part. (PERB Case No. LA-CE-1561-M)

Direction provided to legal counsel.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

