



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JANUARY 23, 2024 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Rich Sessler/Vice-Chair, Redlands Fire Department

Chief Buddy Peratt, Apple Valley Fire Protection District

Chief Jeremy Ault, Chino Valley Fire District

Chief Tim McHargue, Colton Fire Department

B. C. Rick Snawder, Rancho Cucamonga Fire Department – *Chief McCliman arrived @2:05*

Chief Brian Park, Rialto Fire Department – *Arrived @ 1:47 p.m.*

Chief Bertral Washington, San Bernardino County Fire

Chief Willie Racowski, 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 November 28, 2023
2. Approve Special Administrative Committee Minutes of November 30, 2023
3. Approve Special Administrative Committee Minutes of December 11, 2023

4. Approve Special Administrative Committee Minutes of January 9, 2024
5. CONFIRE Operation Statement as of December 31, 2023
6. Fund Balance Report as of December 31, 2023
7. 2023 YTD Call Summary
8. YTD Answering Times
9. Billable Incidents 2023
10. Call Processing Time Analysis – December 2023
11. EMD-ECNS Performance Standards – December 2023

Motion to accept all items on Consent

Motion by: Chief Buddy Peratt

Second by: Chief Rich Sessler

Yes - 11

No - 0

Abstain – 0

Absent – 1, Chief Brian Park

DIRECTOR REPORT

- a. Dispatch Standards Working Group
- b. Surge Ambulance Update/ICEMA Agreement
- c. Implementation Team Update
- d. Staffing Update
- e. Re-Org Staffing Update
- f. Search Committee Update
- g. CONFIRE Foundation (non-profit)
- h. Branding/Logo Update

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
 - *CONFIRE Environment Freeze – Removed on January 15th*
 - *CAD Maintenance – 1/23/24*
 - *Next-Gen Firewall – MIS continues to work on isolating CAD to its own sub-network*
 - *Discussion on email security*
- b. Ops Chief Committee Report – Chief Henry Perez
 - *Yearly calendar solidified*
 - *ECNS response plan discussion*
 - *Chief Gayk and Chief Smith gave implementation team update*

c. CAD to CAD – Mike Bell

- *Ontario FD is moving forward with their CDC project*
- *2/15/24 meeting in Chino to demo the solution to Law Agencies*
- *CST credits applied to this year's annual subscriptions*
- *Submitted packet for HSGP 2023 award, also applied for 2024*
- *AMR and Murrieta doing testing this week*
- *CST/Irwin working on an interface (CONFIRE inspired effort)*
- *LA Area Fire Chiefs looking for hub type capability, Unify demoed*
- *Ventura/Santa Barbara County talking, potential IE PSOP engagement*

OLD BUSINESS

NEW BUSINESS

12. Independent Contractor Agreement between CONFIRE and Cardo Consulting Inc. -

ACTION ITEM

The CONFIRE EMS Division Subsidiary Committee recommends the Administrative Committee adopt the agreement between CONFIRE and Cardo Consulting, an independent contractor.

Motion to execute the agreement between CONFIRE and Cardo Consulting as presented.

Motion by: Chief Tim McHargue

Second by: Chief Bertral Washington

Yes - 12

No - 0

Abstain - 0

Absent - 0

13. Billable Incidents - **ACTION ITEM**

After discussion the Administrative Committee agreed to move this item to the February 28th Administrative Committee Meeting.

14. EMS Sub-Committee Policy - **ACTION ITEM**

After thorough discussion the Administrative Committee tabled this item. Current Policy 6.002 revised 7.25.23 will remain intact.

ROUND TABLE

None

CLOSED SESSION

- 15. Review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): County Ambulance RFP
- 16. Conference with Labor Negotiator – Government Code section 54957.6 CONFIRE Negotiator – Nathan Cooke, Employee Organization(s) – Teamsters

No reportable action taken during closed session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 3:58 p.m.

Upcoming Meetings:

Next Regular Meeting: February 28, 2024, at 1:30 p.m.

 /s/ Liz Berry
Liz Berry
Administrative Secretary I