JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS AND ADMINISTRATIVE COMMITTEE

TUESDAY, SEPTEMBER 22, 2026 – 1:00 P.M.

MINUTES

ROLL CALL

BOARD OF DIRECTORS:
Madam Chair – Lynne Kennedy – City of Rancho Cucamonga
Vice Chair – Phill Dupper – City of Loma Linda
Dan Leary, Director – Apple Valley Fire Protection District
Harvey Luth, Director – Chino Valley Fire District
David Toro, Director – City of Colton
Marc Shaw, Director – City of Redlands
Andy Carrizales, Director – City of Rialto
Joe Baca, Jr., Director – San Bernardino County - *Absent*
Elizabeth Becerra, Director – City of Victorville

ADMINISTRATIVE COMMITTEE MEMBERS:
Vice Chair – Chief Rich Sessler, Redlands Fire Department
Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Justin Weems, Colton Fire Department
Fire Marshall Tom Ingalls, Loma Linda Fire Department
D.C. Rick Snawder, Rancho Cucamonga Fire Department
Chief Chris Jensen, Rialto Fire Department
Chief Bertral Washington, San Bernardino County Fire
D.C. Andrew Roach, 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 3 minutes for each speaker)

No Comments

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.
Director Carrizales and Chief Jensen recused themselves from Closed Session item #17.

BOARD OF DIRECTORS 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 May 26, 2026.
2. CONFIRE Operations Statement as of August 31, 2026
3. Fund Balance Report as of August 31, 2026
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Report – August 2026
8. ECNS Report – August 2026
9. Revised Exempt Compensation Plan

ACTION REQUEST: The Administrative Committee requests the Board accept and approve consent items 1 thru 9.

ACTION: *The CONFIRE Board of Directors accepts and approves consent items 1 thru 9.*

Motion by: ***Director Phill Dupper***
Second: ***Director Andy Carrizales***
Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth - Yes
David Toro– Yes
Marc Shaw – Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent
Elizabeth Becerra - Yes
Ayes: *8*
Noes: *0*
Abstain: *0*
Absent: *1, Director Joe Baca Jr*.

Motion Approved

DIRECTOR UPDATE - CONFIRE Director to give an update on the various activities within CONFIRE.

- *Introduction of new employees to the CONFIRE Board of Directors.*
- *"Go Live" Video presentation for Health Care Facilities.*
- *Pictures of incumbent AMR workforce, driving 30 ambulances to the High Desert facility.*

OLD BUSINESS

10. CONFIRE Foundation Update and Authorization to Proceed – Nathan Cooke – **ACTION**

ACTION REQUEST: Staff recommends that the Board of Directors:

1. Receive and file an update on the formation of the CONFIRE Foundation.

2. Authorize the Executive Director to complete the remaining actions reasonably necessary to establish and operationalize the CONFIRE Foundation, including applying for federal recognition of tax-exempt status under Internal Revenue Code Section 501 (c) (3), completing applicable California tax-exemption and charitable registration requirements, establishing bank accounts, obtaining appropriate insurance, and completing other required federal, state, and local registrations and filings.

3. Direct the CONFIRE JPA Chair of the Board of Directors to select a single Board Director or Administrative Committee member to serve on the CONFIRE Foundation Board of Directors.

The CONFIRE Foundation is before the Board because the nonprofit corporation has been legally formed and now requires the remaining governance, tax-exemption, registration, banking, insurance, and administrative steps necessary to become operational. The requested authorization will allow those remaining organizational activities to proceed following the Board's prior approval to establish the Foundation.

The Board of Directors authorized the establishment of the CONFIRE Foundation on February 24, 2026, to create a separate charitable organization capable of receiving and administering private philanthropic resources in support of CONFIRE's broader public-safety mission. Potential charitable activities include emergency communications, Emergency Medical Services (EMS), ambulance transport, emergency preparedness, public-safety training, technology, equipment, and related community-benefit programs.

The Foundation is intended to complement CONFIRE JPA's governmental and operational responsibilities while operating as a separate nonprofit public benefit corporation. This structure will provide a mechanism for individuals, businesses, foundations, philanthropic organizations, and other partners to support charitable activities that advance the public-safety mission served by CONFIRE and its member agencies.

The next organizational step is to establish the Foundation's governing Board of Directors and convene its initial organizational meeting. The Board will include representatives from designated stakeholder groups, as provided in the proposed Bylaws, with initial directors appointed or designated under the governing documents and applicable law. The Foundation Board will then consider adoption of the Bylaws and take the additional actions necessary to establish its governance and administrative operations.

The remaining external formation work consists primarily of completing the tax-exemption, charitable-registration, banking, insurance, and related administrative requirements necessary for the Foundation to operate. Following the initial organizational actions, the Foundation will seek federal recognition as a tax-exempt charitable organization under Section 501 (c)(3) of the Internal Revenue Code and complete applicable California tax-exemption and charitable registration requirements.

The requested authorization will allow the Executive Director to complete these remaining organizational and administrative steps without requiring a separate CONFIRE Board action for each routine filing, registration, account-opening, insurance, or similar implementation action. Matters requiring separate Board approval by law, CONFIRE policy, budget authority, or the Foundation's governing documents would remain subject to the applicable approval process.

Fiscal Impact
Initial formation, filing, tax-exemption, registration, and startup costs are expected not to exceed $1,000 and will be paid from Fund 5008 (Operations). This estimate does not include future professional services, insurance premiums, banking expenses, or other ongoing operating costs that may arise as the Foundation becomes operational.

The Foundation is intended to remain financially and legally separate from CONFIRE JPA, and this action does not establish an ongoing commitment of CONFIRE JPA resources to Foundation operations. Any future transfer or expenditure of CONFIRE JPA funds, assets, personnel, or other resources for the Foundation beyond the startup activities authorized through this action will remain subject to applicable law, budget authority, Board action, and the Foundation's governing documents.

ACTION: *The CONFIRE Board of Directors:*

1. *Receive and file an update on the formation of the CONFIRE Foundation: and*

2. *Authorize the Executive Director to complete the remaining actions reasonably necessary to establish and operationalize the CONFIRE Foundation, including applying for federal recognition of tax-exempt status under Internal Revenue Code Section 501 (c) (3), completing applicable California tax-exemption and charitable registration requirements, establishing bank accounts, obtaining*

appropriate insurance, and completing other required federal, state, and local registrations and filings.

3. *Appoint Chief Bobby Clemmer from Victorville to serve on the CONFIRE Foundation Board of Directors*

Motion by: *Director Phill Dupper*
Second: *Director Elizabeth Becerra*
Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth - Yes
David Toro– Yes
Marc Shaw - Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent
Elizabeth Becerra - Yes
Ayes: *8*
Noes: *0*
Abstain: *0*
Absent: *1, Director Joe Baca Jr.*
Motion Approved

11. Executive Director Agreement – Chief Rich Sessler – **ACCEPT AND FILE**

ACTION REQUEST: Accept and file the Administrative Committee approved Executive Director contract with Nathan Cooke.

The Administrative Committee established a sub-committee to negotiate the Executive Director Contract with Nathan Cooke. The sub-committee, Chair Chief Harker, and Vice Chair Chief Sessler completed their negotiation with Nathan Cooke. The Board of Directors appointed Chairperson Lynne Kennedy to review the negotiated contract and to provide feedback to the sub-committee accordingly. Together with legal counsel, Chief Harker and Sessler presented an employment contract to the Administrative Committee in Closed Session during the July 21, 2026, meeting.

As reported out from Closed Session, the Administrative Committee "approved the hiring of Nathan Cooke as the Executive Director, with a July 25, 2026, effective date" and requested that legal counsel make two final revisions to the Executive Director Contract and bring the Executive Director Contract back to the Administrative Committee for approval in Open Session.

The revisions were made as requested by the Administrative Committee, reviewed by Chairperson Kennedy, and accepted by Nathan Cooke.

The Administrative Committee unanimously approved the final Executive Director contract that included the revisions, with Nathan Cooke on August 25, 2026.

Fiscal Impact
Salary and benefits provided for in the Contract are already included in the 2026/2027 budget.

ACTION: *The CONFIRE Board of Directors accept and file the Administrative Committee approved Executive Director contract with Nathan Cooke.*

Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth - Yes
David Toro– Yes
Marc Shaw - Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent
Elizabeth Becerra - Yes
Ayes: *8*
Noes: *0*
Abstain: *0*
Absent: *1, Director Joe Baca Jr.*
Approved

NEW BUSINESS

12. Fiscal Year 2025-26 Year-End Budget Report and Budget Adjustments– Damian Parsons – **ACTION ITEM**

ACTION REQUEST:

1. Receive and file the Fiscal Year 2025-26 Year-End Summary Report.

2. Approve the Fiscal Year 2025-26 year-end budget adjustments as detailed in the attached report.

The Fiscal Year 2025-26 Year-End Summary Report provides a summary of CONFIRE's financial activity through June 30, 2026, including a comparison of the adopted budget and year-end actuals by fund. The report also provides department detail for the Operations fund (5008).

As part of the year-end closing process, staff reviews final revenues and expenditures and identifies any budget adjustments necessary to ensure sufficient appropriation authority. These adjustments are presented after year-end because final expenditure activity is not known until the fiscal year has closed and year-end transactions have been recorded.

The Operations fund (5008) ended the fiscal year with approximately $16.1 million in actual expenditures compared to an adjusted budget of approximately $16.2 million, remaining within overall expenditure authority. Actual revenues totaled approximately 16.0 million. This results in the use of fund balance of approximately $95,124 as per page 3 of the attached Year-End Summary Report.

The Operations fund (5008) requires a net increase of $474,340 in expenditure appropriations and revenues for costs associated with Priority Ambulance employees "on loan" to the San Bernardino County Fire Protection District (County Fire). The additional expenditure is fully offset by corresponding reimbursement revenue from County Fire, resulting in no impact to fund balance. The Operations fund (5008) also requires increases of approximately $8,027 in Operating Expenses and $89,544 in Staffing Expenses due to higher than anticipated transfers to San Bernardino County departments for services and higher than anticipated retirement payments and cash-out benefits. These adjustments are fully offset by a decrease in Services and Supplies and result in no net increase to overall expenditure appropriations.

The General Reserves fund (5010) requires a $137,600 adjustment in Salaries and Benefits due to the unanticipated posting of ECNS staffing expenses during the transition to the newly established ECNS fund. This adjustment is fully offset by a decrease in Services and Supplies and results in no net increase to requirements. The expense was partially funded with ARPA and EMS Trust fund revenues.

The Emergency Medical Services fund (5020) requires a $4,041 adjustment in Salaries and Benefits due to the onboarding of new positions associated with the County Ground Ambulance Contract. The adjustment is fully offset by a decrease in Services and Supplies and results in no net increase to expenditure appropriations.

No additional year-end budget adjustments are required in the remaining funds.

Fiscal impact

Approval of the recommended year-end budget adjustments will increase Fiscal Year 2025-26 expenditure and revenue appropriations by $474,340. The increase in expenditure appropriations is fully offset by reimbursement revenue from County Fire and will have no net impact.

The remaining adjustments consist of transfers between appropriation categories and do not increase total expenditure authority and will not require any additional costs for the agencies or use of reserves.

ACTION: *The CONFIRE Board of Directors:*

1. *Receive and file the Fiscal Year 2025-26 Year-End Summary Report.*

2. *Approve the Fiscal Year 2025-26 year-end budget adjustments as detailed in the attached report.*

Motion by: ***Director Andy Carrizales***
Second: ***Director Elizabeth Becerra***
Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth - Yes
David Toro– Yes
Marc Shaw - Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent
Elizabeth Becerra - Yes
Ayes: *8*
Noes: *1*
Abstain: *0*
Absent: *1, Director Joe Baca Jr.*
Motion Approved

13. Personnel Rules – Joe Barna – **ACTION ITEM**

ACTION REQUEST: Staff recommends that the Board of Directors adopt Resolution No. 2026-04 approving the CONFIRE personnel Rules and authorize their implementation on the effective date established by the Board. The executive Director and Human Resources would be authorized to administer the Rules and make non-substantive formatting, numbering, and cross-reference corrections that do not alter the Board approved substance, employee rights, or controlling agreements.

CONFIRE needs an updated personnel rules framework because the 1987 Personnel Rules for Board-Governed Special Districts no longer reflect CONFIRE's current governance, workforce, or personnel administration. CONFIRE now operates as a separate public entity with its own employees, organizational structure, governing policies, memoranda of understanding, Exempt Compensation Plan, and Human Resources function.

The proposed Rules establish a single CONFIRE-specific framework for employment status, personnel authority, and the key processes governing the employment lifecycle.

They cover classified and unclassified service, recruitment and appointments, probation, performance management, classification and compensation, layoff, discipline and due process, personnel records, and related administration. The Rules also designate the Executive Director as the Appointing Authority for CONFIRE employees, except for the Executive Director's own employment, and assign Human Resources responsibility for administering and supporting the personnel system.
The Rules preserve controlling law, negotiated rights, compensation plans, and existing employee status while replacing obsolete County and Special District assumptions. An applicable MOU continues to control a conflicting Personnel Rules provision within its lawful scope, and adoption does not by itself change an employee's classification, salary, bargaining unit, leave balance, regular or at-will status, or probation credit.

The proposed Rules have completed legal and labor review and were revised in response to that feedback. The review refined provisions addressing governance, delegation, position control, due process, temporary-assignment eligibility, reemployment and seniority, progressive discipline, employee rebuttals, and personnel records.

Adoption will supersede the 1987 Personnel Rules as applied to CONFIRE and establish the personnel framework for the related policy, procedure, job-aid, and handbook updates. Related Board and Administrative Committee policy amendments are being addressed separately so the broader policy system and EMS implementation work can proceed from a current, consistent personnel framework.

Fiscal Impact
Approval of the Personnel Rules is not expected to create a direct fiscal impact. Any future staffing, compensation, benefit, classification, or program action with a fiscal effect will remain subject to the adopted budget, applicable MOU or compensation plan, and the approval authority required for that action.

ACTION: *The CONFIRE Board of Directors approves and adopts Resolution No. 2026-04. The Executive Director and Human Resources are authorized to administer the Rules and make non-substantive formatting, numbering, and cross-reference corrections that do not alter the Board-approved substance, employee rights, or controlling agreements.*

Motion by: ***Director Marc Shaw***
Second: ***Director* Andy Carrizales**
Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth - Yes
David Toro– Yes
Marc Shaw - Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent

Elizabeth Becerra - Yes
Ayes: *8*
Noes: *0*
Abstain: *0*
Absent: *1, Director Joe Baca Jr.*
Motion Approved

14. Board Policy Amendments Related to the Personnel Rules – Joe Barna – **ACTION ITEM**

ACTION REQUEST: Staff recommends that the Board approve revisions to seven Board Policies that conform the Board Policy Manual to the updated CONFIRE Personnel Rules and current governance structure. The proposed action would approve BP 1.001, BP 2.003, BP 3.003, BP 4.001, BP 6.001, BP 7.001, and BP 7.002 as presented and would allow the revised policies to take effect with the updated Personnel Rules.

These amendments are targeted conforming changes rather than a general rewrite of the Board Policy Manual. Existing language is retained wherever it remains compatible, and the proposed changes are limited to terminology, document hierarchy, personnel record access, employer authority, delegated decision-making, and the removal of obsolete County references.

The revisions preserve the existing separation of authority among the Board, Administrative Committee, Executive Director, and Human Resources. The Personnel Rules establish the baseline employment framework, while Board and Administrative Committee policies continue to control matters assigned to those governing bodies under the Joint Powers Agreement, applicable law, and other controlling sources.

The related Administrative Committee policies are being updated separately under the Administrative Committee's approval authority. Coordinating both sets of amendments allows the Board Policy Manual, the Administrative Committee Policy Manual, and the Personnel Rules to function as a single, consistent policy system without compromising the distinct authority of the two governing bodies.

ACTION: *The CONFIRE Board of Directors approves the revisions to BP 1.001, BP 2.003, BP 3.003, BP 4.001, BP 6.001, BP 7.001, and BP 7.002 as presented and allow the revised policies to take effect with the updated Personnel Rules.*

Motion by: ***Director Phill Dupper***
Second: ***Director Marc Shaw***
Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth - Yes
David Toro– Yes

Marc Shaw – Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent
Elizabeth Becerra - Yes
Ayes: *8*
Noes: *0*
Abstain: *0*
Absent: *1, Director Joe Baca Jr.*
Motion Approved

15. Miro Way Property Agreements and Headquarters Planning – Nathan Cooke – **ACTION ITEM**

ACTION REQUEST:

1. Authorize the Executive Director, in consultation with legal counsel, to negotiate, finalize, and execute the definitive Ground Lease for 1743 Miro Way, Rialto, and related Valley Communications Center lease amendments.

   The final agreement must be substantially consistent with the material business terms reflected in the previously executed Letter of Intent (LOI) (dated 8/24/26) and may include customary provisions necessary to complete the transaction, provided they do not materially increase CONFIRE's financial obligations, materially reduce CONFIRE's rights, or materially alter the allocation of risk reflected in the LOI.

   Any material deviation from the approved business terms would require further Board approval.

2. Authorize the Executive Director to administer the Ground Lease due diligence process and exercise CONFIRE'S RIGHTS DURING THAT PERIOD, INCLUDING COMPLETING OR EXTENDING DUE DILIGENCE ACCEPTING THE PROPERTY AND ELECTING TO COMMENCE THE Ground Lease, or terminating the transaction if due diligence identifies conditions the Executive Director determines are unacceptable to CONFIRE, in consultation with legal counsel.

3. Authorize the Executive Director to pursue and initiate the development of a new long-term public safety administrative headquarters building on the Miro Way property, which would include a competitive procurement process such as a Request for Qualifications (RFQ) and or a Request for Proposal (RFP) to obtain design, project-delivery, preconstruction, construction, and market-pricing information. Prior to any contract award, construction authorization, final project scope, project budget, financing plan, or other material capital commitments required by CONFIRE, THE Board of Directors would need to authorize such transaction(s), through formal Board action.

Miro Way has become CONFIRE's preferred long-term facilities solution because it can replace reduced Valley Communications Center (VCC) space while consolidating administrative, EMS, MIS/IT, communications support, training, logistics, and regional public safety functions at a site already used for public safety purposes. The transaction developed after the County requested that CONFIRE relinquish the first floor of the Valley Communications Center while maintaining the previously negotiated upfront lease payment.

The signed August 24, 2026, Letter of Intent establishes the principal business framework for a 30-year Ground Lease of approximately 72,280 square feet at 1743 W. Miro Way for total ground rent of $1.00 with no rent escalation. The County would retain approximately 21,810 square feet associated with County communications infrastructure, and CONFIRE would receive non-exclusive use of approximately 70 parking spaces while assuming responsibility for its premises, utilities, maintenance, and future improvements.

Execution of the Ground Lease will begin with a defined due diligence period, allowing CONFIRE to fully evaluate the Miro Way property before the lease commences. CONFIRE would have 90 days, with a potential 30-day extension subject to County approval, to evaluate title, zoning, land use, utilities, access, parking, environmental conditions, building systems, structural condition, and other site issues. At the end of that period, CONFIRE may accept the property and elect to commence the Ground Lease, request an extension, or terminate the agreement if the property is not acceptable.

CONFIRE is currently occupying the property via a temporary Use Permit which is serving as a short-term bridge allowing CONFIRE to continue public safety operations and begin environmental due diligence while the longer-term agreements are completed. The permit covers approximately 1.56 acres, or 67,954 square feet, for 27 calendar days from its commencement date and expressly allows a Phase 1 Environmental Site Assessment and, with County approval, additional invasive testing if recommended.

The Interim License Agreement is intended to prevent a gap in CONFIRE's occupancy after the temporary Use Permit expires and before the Ground Lease commences. The agreement will provide an interim framework for CONFIRE's continued use of the property while the County completes a definitive Ground Lease, allowing operations and due diligence activities to continue uninterrupted.

The Letter of Intent expressly contemplates redevelopment of Miro Way and allows CONFIRE, subject to County approval and all required governmental approvals, to renovate, demolish, reconstruct, replace, expand, or construct a new multi-story public safety facility. All design, permitting, site work, construction, maintenance, and operating costs for CONFIRE improvements would remain CONFIRE's responsibility, and the City of Rialto is identified as the primary permitting authority.

Board direction on the headquarters project is appropriate now because lease completion, due diligence, site validation, and competitive procurement planning can proceed in parallel without committing CONFIRE to construction. A competitive solicitation can provide the Board with a validated delivery approach, site-fit and phasing analysis, project schedule, and market-based pricing before any construction contract is awarded.

The proposed procurement authorization is intentionally limited to planning and solicitation and would preserve a separate Board decision on the actual capital project. Staff would return with the recommended contractor or project team, final scope, construction and soft costs, contingency, funding or financing plan, schedule, due diligence results, and confirmation of the Ground Lease conditions before requesting authority to award a construction contract or proceed with the project.

Financial Impact
The Miro Way ground lease would be $1.00 for the full 30-year term with no escalation.

The related VCC amendment would reduce CONFIRE's leased premises, while maintaining the previously negotiated $2 million upfront payment, and the final lease documents will define the resulting long-term occupancy obligations.

This agenda item does not authorize construction or establish a final project cost for the proposed new headquarters building. Any future design, preconstruction, construction, financing, or related project expenditure that exceeds existing delegated and budget authority would be returned to the Board with a defined scope, competitive procurement outcome, and funding plan.

ACTION: *The CONFIRE Board of Directors approves three (3) items as presented below.*

1. *Authorize the Executive Director, in consultation with legal counsel, to negotiate, finalize, and execute the definitive Ground Lease for 1743 Miro Way, Rialto, and related Valley Communications Center lease amendments.*

2. *Authorize the Executive Director to administer the Ground Lease due diligence process and exercise CONFIRE'S rights during that period, including completing or extending due diligence, accepting the property, and electing to commence the Ground Lease, or terminating the transaction if due diligence identifies conditions the Executive Director determines are unacceptable to CONFIRE, in consultation with legal counsel.*

3. *Authorize the Executive Director to pursue and initiate the development of a new long-term public safety administrative headquarters building on the Miro Way property, which would include a competitive procurement process such as a Request for Qualifications (RFQ) and or a Request for Proposal (RFP) to obtain*

design, project-delivery, preconstruction, construction, and market-pricing information. Prior to any contract award, construction authorization, final project scope, project budget, financing plan, or other material capital commitments required by CONFIRE, THE Board of Directors would need to authorize such transaction(s), through formal Board action.

Motion by: ***Director Andy Carrizales***
Second: ***Director Phill Dupper***
Lynne Kennedy – Yes
Phill Dupper – Yes
Dan Leary – Yes
Harvey Luth – No
David Toro– Yes
Marc Shaw – Yes
Andy Carrizales – Yes
Joe Baca Jr. - Absent
Elizabeth Becerra - Yes
Ayes: *8*
Noes: *0*
Abstain: *0*
Absent: *1, Director Joe Baca Jr.*
Motion Approved

CLOSED SESSION

**The Board of Directors and Administrative Committee entered Closed Session at 1:40 p.m.*

16. Review and update Existing Litigation – Government Code section 54956.9: AMR Lawsuit

**Director Carrizales and Chief Jensen recused themselves from Closed Session #17.*

17. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation pursuant to Government Code section 54956.9(d): One potential Case

**The Board of Directors and Administrative Committee came out of Closed Session at 2:08 p.m.*

No reportable action from Closed Session.

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.

18. Approve Administrative Committee Minutes of August 25, 2026.
19. CONFIRE Operations Statement as of August 31, 2026.
20. Fund Balance Report as of August 31, 2026.
21. YTD Call Summary
22. YTD Answer Time
23. YTD Billable Incidents
24. Call Processing Time Analysis – August 2026
25. ECNS Report – August 2026
26. Contract Employee Agreement – Mike Bell
27. Surplus Vehicle Declaration and Trade in Authorization
28. Administrative Committee Policy Amendments

Motion to accept all items on Consent.

Motion by: ***Chief Buddy Peratt***
Second*: Chief Dave Williams*
Ayes: *9*
No: *0*
Abstain: *0*
Absent: *0*
Motion Approved

DIRECTOR REPORT

Director Cooke thanked everyone for their continued commitment. CONFIRE is excited and ready.

No Division updates given.

NEW BUSINESS

29. Authorization to Purchase Three Emergency Medical Services Vehicles – Damian Parsons – **ACTION ITEM**

As part of the implementation of the ground ambulance services, new executive level positions were added to oversee and support field operations, administrative coordination, and system-wide leadership functions. These roles require assigned vehicles to ensure mobility, field leadership quality assurance oversight, operational readiness coordination and, effective oversight across EMS service areas.

The estimated cost of each vehicle is approximately $100,000.

Acquiring these vehicles is essential to equipping executive-level EMS staff with the resources needed to support the successful launch and ongoing oversight of ambulance service operations.

Fiscal Impact

No additional appropriations are required. The estimated total cost of $300,000 is fully funded within the existing EMS (5020) budget.

Motion to authorize the purchase of three EMS vehicles at an approximate cost of $100,000 each for a total cost of $300,000.

Motion by: ***Chief Dave Williams***
Second*: Chief Justin Weems*
Ayes: *9*
No: *0*
Abstain: *0*
Absent: *0*
Motion Approved

ROUND TABLE
Brief discussion regarding Joint Meeting timing.

CLOSED SESSION

***No Closed*

ADJOURNMENT

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

The meeting adjourned at 2:21 p.m.

Upcoming Meeting: October 27, 2026.

/s/ Liz Berry
Liz Berry
Clerk of the Board