



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JULY 22, 2025 – 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 Jeremy Ault, Chino Valley Fire District – *Chief Dave Williams arrived @ 1:05*

Chief Justin Weems, Colton Fire Department

Chief Dan Harker/Chair, Loma Linda Fire Department

Chief Augie Barreda, Rancho Cucamonga Fire Department

B.C. Dave Denman/Redlands Fire Department

Interim Chief Chris Jensen, Rialto Fire Department

Chief Martin Serna, San Bernardino County Fire - *Absent – Joined remotely/cannot vote*

Chief Bobby Clemmer, 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)

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. Chief Jeremy Ault & Interim Chief Chris Jensen abstained from approving the June Minutes.

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 Minutes of June 24, 2025
2. YTD Call Summary
3. YTD Answer Time
4. Billable Incidents
5. Call Processing Time Analysis – June 2025
6. CONFIRE ECNS Report – June 2025
7. EMK Consulting Agreement Renewal
8. EMD Medical Director Agreement Renewal
9. Capital Asset Policy

Motion to accept item 1 on Consent.

Motion by: Chief Buddy Peratt

Second by: Chief Jeremy Ault

Yes – 5

No - 0

Abstain – 2 Chief Jeremy Ault, Interim Chief Chris Jensen

Absent – 2, Chief Serna & Chief Clemmer

Motion to accept items 2 thru 9 on Consent.

Motion by: Chief Buddy Peratt

Second by: Chief Jeremy Ault

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Serna & Chief Clemmer

DIRECTOR REPORT

- a. Communication Division Update – Henry Perez
 - *The Communication Division continues to focus on staffing. Four newly hired call takers started training this week and ECN nurse interviews are being completed this week.*
- b. Finance/Admin. Division Update – Damian Parsons
 - *Payroll Specialist interviews have been conducted.*
 - *MIS Director interviews are ongoing.*
 - *HR Manager position has been released.*
 - *Senior Network engineer interviews take place next week.*
 - *MOU negotiations are upcoming with representation by Teamsters.*
- c. MIS Division Update – Blessing Ugbo
 - *CAD upgrade is ongoing.*
- d. EMS Division Update – Chief Joe Barna

- *The EMS Division Sub-committee has been dark for a few months. The committee will meet on August 12th to discuss ongoing litigation and how the Big Beautiful Bill will affect our organization.*

COMMITTEE REPORT

- a. Ops Chief Committee Report – Chief Ault
 - *The Committee finalized the OA plan in June.*
 - *Ops Chief Committee was dark in July.*

NEW BUSINESS

10. Emergency Technology Consulting (ETC) Budge Currier – PRESENTATION

On March 16, 2025, CONFIRE was the victim of a copper theft which caused a 911 outage lasting 7 days.

On April 16, 2025, a high voltage surge caused by a fiber optic cable installation caused another 911 outage that is still impacting CONFIRE today.

Both incidents were beyond CONFIRE's control, but negatively impacted CONFIRE's ability to effectively support 911 operations.

ETC was hired to perform a vulnerability study as a proactive step to assess all critical communication systems and to identify and mitigate future outages.

ETC presented their findings and recommendations to the Administrative Committee.

The recommendations, along with a timeline to execute, and costs will be presented at a future meeting for the committee's consideration.

11. VCC Lease Agreement – Amended – Damian Parsons – ACTION ITEM

As the VCC project has progressed, discussions with the County of San Bernardino Project Management Department were held to clarify which equipment and furniture costs were being funded by the County as part of the project costs. As a result, costs for equipment were identified for which CONFIRE would be responsible and that were not planned for base of the initial discussions.

Subsequently staff requested that the County modify the terms of the lease to reflect a down payment of \$2,000,000 to allow for \$1,000,000 to fund the newly identified equipment costs and moving expenses.

The 2025-26 budget for the General Reserve Fund (5010) includes \$3,000,000 for expenses related to the new VC as follows: \$2,000,000 for the lease down payment and \$1,000,000 for equipment and associated moving expenses. The monthly lease payments for the office and rack space will be paid out of Operations Fund 5008. It is estimated that the costs for the first year will be \$289,266. The current annual costs

for the Rialto dispatch facility and Fire Station-204 are \$114,971. The annual increase will be \$174.295 and was included in the Operations Fund (5008) budget.

Motion to authorize the Interim Director to approve and execute the updated lease agreement between the County of San Bernardino and CONFIRE for the Valley Communications Center (VCC).

Motion by: Chief Dave Williams

Second by: Chief Buddy Peratt

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Serna & Chief Clemmer

12. Administrative Policy 3.001 Revision – Nathan Cooke – ACTION ITEM

This revision is necessary to clarify CONFIRE policy and procedure to ensure expectations are met with respect to meeting the requirements of the California Public Records Act (CPRA). Requests for information come to CONFIRE from a variety of sources. These requests often originate with a member or contract agency. It is increasingly vital that CONFIRE staff and agency staff understand how to handle these requests appropriately to meet CPRA guidelines.

This policy establishes CONFIRE as the custodian of record for all records produced, stored, and maintained by CONFIRE. It also establishes that CONFIRE “retains” certain incident-related records on behalf of its Member and Contract Agencies.

The policy establishes that CONFIRE can and will make information available when requested by the public within the parameters of applicable laws and regulations that CONFIRE is solely responsible for without approval of member or contract agencies. This will include 9-1-1 call recordings (redacted when necessary). CONFIRE will seek approval from effected Member and Contract Agencies prior to releasing records that are created on CONFIRE systems yet fall under the purview of the Member and Contract Agencies as noted.

There are no direct fiscal impacts from this policy revision.

Motion to Approve the revision of Administrative Committee Policy 3.001 Public Access to CONFIRE records.

Motion by: Chief Dave Williams

Second by: Chief Augie Barreda

Yes – 7

No - 0

Abstain – 0

Absent – 2, Chief Serna & Chief Clemmer

ROUND TABLE

Interim Chief Nathan Cooke discussed the possible addition of Barstow as a Contract Agency. Reminded the Administrative Committee that Barstow is required to have a sponsoring agency.

CONFIRE will be meeting with North County on July 23rd to discuss the possibility of taking their ECNS calls.

Chief Jeremy Ault went into further discussion regarding the outages that were experienced at no fault of CONFIRE. He, along with his peers, have been discussing work arounds in reference to CAD to CAD.

CLOSED SESSION

**The Administrative Committee entered Closed Session at 1:55 p.m.*

13. Public Employee Discipline/Dismissal/Release – Government Code section 54957(b)
14. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session at 2:26 p.m.*

No reportable outcome from Closed Session.

ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

The meeting adjourned at 2:27 p.m.

Upcoming Meetings:

Next Regular Meeting: August 26, 2025 @ 1:00 p.m.

/s/ Liz Berry
Liz Berry
Clerk of the Board