



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, MARCH 28, 2023 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

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### 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 Dave Williams, Chino Valley Fire District  
Chief Tim McHargue, Colton Fire Department - *Absent*  
Chief Augie Barreda, Rancho Cucamonga Fire Department  
Chief Brian Park, Rialto Fire Department-  
Chief Bertral Washington, San Bernardino County Fire  
Chief William Racowschi, 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 February 28, 2023
2. FY 2022-23 CONFIRE Operations Statement as of February 28, 2023

3. FY 2022-23 Fund Balance Report as of February 28, 2023
4. Call Summary YTD 2023
5. PSAP Answering Times YTD 2023
6. Billable Incidents

*Motion to accept all items on Consent*

*Motion by: Chief Dave Williams*

*Second by: Chief Rich Sessler*

*Yes - 7*

*No - 0*

*Abstain - 0*

*Absent - 2*

#### **DIRECTOR REPORT**

- a. Staffing Update
- b. Emergency Rule Phase Update
- c. EMD/ECNS Update  
*Leslie Parham from Chino Valley is at CONFIRE full time working on EC nurse staffing. Member Agency nurses are back in the center taking calls so we can reduce the number of calls transferred to REMSA. Working towards having ECNS managed inhouse during daytime hours.*
- d. Potential for (2) new agencies  
*Arrowbear and Hemet continue to engage.*

#### **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo  
*Information Systems Analyst III, Nick Lystra gave a short demonstration on how CONFIRE MIS is working towards a single sign-on to simplify accessing applications.*
- b. Ops Chief Committee Report – Battalion Chief Tim Bruner  
*Chief Tim Bruner updated the Chiefs on current Ops Chief leadership and future plans for the group.*  
  
*Per direction given by the Chiefs, Ops is currently working on Tablet Command AVL.*

*A pilot program is being established for Member Agencies that have connectivity issues.*

- c. CAD to CAD – Mike Bell  
*CAD to CAD is live with Riverside County.  
Murrieta/Riverside CAD to CAD is almost complete.  
Demonstrations with Hemet and Ventura County next week.  
AMR Riverside is almost in contract.  
Mike Bell and Chief Brian Park will be meeting with SBCOG to discuss monetary support.*

## **OLD BUSINESS**

## **NEW BUSINESS**

- 7. CWA Decertification/Emergency Service Dispatchers of San Bernardino County Association – Negotiations – **DISCUSSION ITEM**  
*Negotiations to begin the first week of April.*
- 8. Request for Proposal from Arrowbear Fire Department – **ACTION ITEM**  
*Arrowbear is a volunteer fire department responding to approximately 150 calls for service per calendar year. In a letter dated March 14, 2023, Fire Chief Paul L. Lindley formally solicited an RFP for basic dispatch services along with additional quotes for Tablet Command and Alert Notification System.*

***Motion to direct staff to provide a quote for service to Arrowbear FD based on the Request for Proposal submitted.***

***Motion by: Chief Dave Williams***

***Second by: Chief Brian Park***

***Yes - 7***

***No - 0***

***Abstain - 0***

***Absent - 2***

- 9. County Information Services Division Radio Maintenance Contract Renewal – Mike Bell/Blessing Ugbo – **DISCUSSION ITEM**  
*CONFIRE is currently the middleman between County ISD and Member Agencies for radio services. This is an outdated process, recommending that CONFIRE step back and agencies deal directly with ISD for their services.*

*Direction given to have Ops Chiefs work on this separation and have it completed by next fiscal year.*

*County ISD occasionally raises rates, this should be no reflection of what CONFIRE charges. These are numbers that agencies have already been paying, it is just a matter of going direct.*

- 10. DRAFT – Proposed Fiscal 2023/24 Budget Review – **DISCUSSION ITEM**  
*CONFIRE estimates the revenue budget for FY 23/24 to be \$14,937,458. The Operating Budget \$13,957,499, Radio Pagers \$337,200 plus the Equipment Replacement \$583,124. This is a 10% increase of \$1,437,915 to the prior year.*

*The Preliminary Revenue Report provided details the anticipated contribution of each member and contract agency toward the CONFIRE budget of \$14,937,458. This amount is subject to change as the budget is finalized.*

**ROUND TABLE**

**CLOSED SESSION**

- 11. The Admin. Committee will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b). San Bernardino County Ambulance RFP response and County Clarification Project.
  
- 12. Personnel – Discipline/Dismissal/Release (one matter) Government Code section 54957.

*No reportable outcome from closed session.*

**ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*The meeting adjourned at 1456.*

**Upcoming Meetings:**

Next Regular Meeting: April 25, 2023, at 1:30 p.m.

      /s/ Liz Berry  
**Liz Berry**  
**Administrative Secretary I**