



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, JULY 26, 2022 – 1:30 PM

LOMA LINDA EOC, 25541 BARTON RD., LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Dan Harker/Chairperson, Loma Linda Fire Department
Chief Rich Sessler/Vice-Chairperson, Redlands Fire Department
Chief Buddy Peratt, Apple Valley Fire Protection District- *Absent*
Chief Dave Williams, Chino Valley Fire District
Chief Tim McHargue, Colton Fire Department
Chief Augie Barreda, 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 May 28, 2022
2. Approve Administrative Committee Minutes of June 28, 2022
3. 2022 YTD Call Summary
4. CONFIRE – Billable Incidents

5. YTD Answering Times

Motion to accept all items on Consent

Motion by: Chief Tim McHargue

Second by: Chief Brian Park

Chief Dan Harker (1)-Yes

Chief Rich Sessler (1)-Yes

Chief Buddy Peratt (1)- Absent

Chief Dave Williams (1) – Yes

Chief Mike McCliman (1) – Yes

Chief Dan Munsey (4) - Yes

Chief Brian Fallon (1) - Absent

Yes-10

No-0

Abstain-0

Absent- 2

DIRECTOR REPORT

a. Staffing Situation Update

Dispatch is currently down 10 positions. Hiring and retaining employees continues to be a challenge. Chief Nathan Cooke is actively interviewing dispatch employees to get a feel for what is happening. We will continue to explore new ways to address this issue

b. APCO Conference (Aug 7-10 Anaheim)

Invitation made to all who would be interested in attending.

c. Chino Valley FD Recognition of CONFIRE Staff

d. Update of Valley Communications Center

Finalizing plans that will go out to bid. Next step is design bid, hoping to break ground the end of 2023, with a 2-year build expected.

COMMITTEE REPORTS

6. Support Committee Report/MIS Updates - Blessing Ugbo

a. Request for Sole Source justification for contracting with Central Square for CAD Administration assistance – **ACTION ITEM**

CONFIRE currently does not have an executable succession plan to ensure continuity of CAD systems operation without a dedicated CAD Administrator. Adding the CAD consultant resource to the MIS team will ensure that a dedicated resource is always available to support CAD and business operations.

Resource will be dedicated to CONFIRE. They will work remotely with a provision for site visits throughout the contract period.

Fiscal impact is \$260,000 with an annual 4% increase. This amount will be billed annually. The Central Square employee will begin with FY 22/23. This will not require additional budgetary funding. CONFIRE will transfer the budget from (2) vacant MIS positions, from Salaries and Benefits (5008) to Professional Services (5010) to fund the CAD consultant position. This budget transfer was approved by the CONFIRE Board of Directors on July 21, 2022.

Motion to approve Central Square consulting service agreement to assign a dedicated CAD Consultant to CONFIRE.

Motion by: Chief Dave Williams

Second by: Chief Dan Munsey

Chief Dan Harker (1)-Yes

Chief Rich Sessler (1)-Yes

Chief Buddy Peratt (1)- Absent

Chief Tim McHargue (1) - Yes

Chief Augie Barreda (1) – Yes

Chief Brian Park (1) – Yes

Chief Brian Fallon (1) - Absent

Yes-10

No-0

Abstain-0

Absent-2

2022/23 MIS Focus is on:

- Updating network hardware that is at or near end-of-life support.*
- Working with vendors to assess and identify vulnerabilities and determine solutions to terminate/mitigate risk as identified.*
- Continue to improve and update Intrusion and End point protection monitoring.*
- Step up user awareness training-this remains the biggest threat.*

2022/23 Projects:

- New physical domain controllers*
- Replacing all MX60 Firewalls*
- License upgrade for core routers in the vault*
- New core switches for the vault*
- Dual authentication remote/VPN user*
- Redlands refresh*
- Firewall upgrade (Valley/Desert) – isolate the CAD network*

7. Ops Chief Committee Report - Chief Bruner
 - *Update on ECC Concept - discussion*
Chiefs gave direction to the OPS group, along with Mike Bell and Nathan Cooke to draft a framework document.
8. CAD to CAD Update – Mike Bell
 - a. IE PSOP Executive Committee Meeting (7/25/22)
 - b. Update on new agreement with Central Square

OLD BUSINESS

9. RFP #2022-01 for ALS Ambulance Services Update
Proposals due on August 15th. Evaluation process will commence after that date.
 - a. Report on 7/21/22 Board Meeting
 - b. Development of an EMS Division governance sub-committee – **ACTION ITEM**

Motion to approve the development of an EMS Division governance sub-committee.

Motion by: Chief Brian Park
Second by: Chief Dan Munsey
Chief Dan Harker (1)-Yes
Chief Rich Sessler (1)-Yes
Chief Buddy Peratt (1)- Absent
Chief Dave Williams (1) – Yes
Chief Tim McHargue (1) - Yes
Chief Augie Barreda (1) – Yes
Chief Brian Fallon (1) - Absent
Yes-10
No-0
Abstain-0
Absent-2

10. Acting Director Agreement revision and extension – **ACTION ITEM**
Review of document provided and discussion of extension options.

Motion to approve the Acting Director Agreement revisions and extension thru December 2022, pending Director Art Andres return.

Motion by: Chief Brian Park
Second by: Chief Rich Sessler

Chief Dan Harker (1)-Yes
Chief Buddy Peratt (1)- Absent
Chief Dave Williams (1) – Yes
Chief Tim McHargue (1) - Yes
Chief Augie Barreda (1) – Yes
Chief Dan Munsey (4) - Yes
Chief Brian Fallon (1) - Absent
Yes-10
No-0
Abstain-0
Absent-2

NEW BUSINESS

11. Image Trends Discussion – Chief Munsey

Brian Nichols with San Bernardino County Fire addressed the Administrative Committee with options regarding Image Trends.

The Chiefs requested CONFIRE MIS investigate options to create a system that is not vulnerable, and work with the Image Trends group to develop alternatives. Their findings will then be reported back to the group.

12. Development of an Assistant Director Job Classification – **ACTION ITEM**

Motion to approve the development of an Assistant Director Job Classification.

Motion by: Chief Dave Williams
Second by: Chief Tim McHargue
Chief Dan Harker (1)-Yes
Chief Rich Sessler (1)-Yes
Chief Buddy Peratt (1)- Absent
Chief Augie Barreda (1) – Yes
Chief Brian Park (1) – Yes
Chief Dan Munsey (4) - Yes
Chief Brian Fallon (1) - Absent
Yes-10
No-0
Abstain-0
Absent-2

13. Operational Policy Adoption: SOPP: 3-2 Telephone Answering & SOPP: 3-10 Managing Abusive Callers – **ACTION ITEM**

Motion to approve SOPP: 3-2 Telephone Answering & SOPP: 3-10 Managing Abusive Callers.

