



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, SEPTEMBER 13, 2022 – 10:00 AM

TEAMS

AGENDA

The CONFIRE Administrative Committee Meeting is scheduled for Tuesday, September 13, 2022, via TEAMS.

Reports and Documents relating to each agenda item are on file at CONFIRE and are available for public inspection during normal business hours.

The Public Comment portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes allotted for each speaker. Pursuant to the Brown Act, no action may be taken by the Administrative Committee at this time; however, the Committee may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact CONFIRE at (909) 356-2302. Notification 48 hours prior to the meeting will enable CONFIRE to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

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Note: The meeting is being held solely by electronic means and will be made accessible to members of the public seeking to attend and to address the Committee solely through the link set forth above, except that members of the public seeking to attend and to address the Committee who required reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours

in advance of a regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

Liz Berry
1743 Miro Way, Rialto, CA 92376
909-356-2302
lberry@confire.org

A recess may be called at the discretion of the Administrative Committee.

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.

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 August 23, 2022

DIRECTOR REPORT

2. Staffing Situation Update

COMMITTEE REPORTS

3. Support Committee Report/MIS updates - Blessing Ugbo
-Image rends Project Update - Blessing Ugbo/Brian Nickles
4. Ops Chief Committee Report - Chief Bruner

5. CAD to CAD - Mike Bell

OLD BUSINESS

6. Ambulance RFP Update

-Governance Sub-Committee Report

-Approve Admin Committee Policy 6.002: EMS Division Subsidiary Committee

- **ACTION ITEM**

-Approve City of Ontario and City of Yucaipa as a Contract Agency for Participant on the EMS Division Subsidiary Committee, pending Board approval of Yucaipa participation as a CONFIRE Contract Agency (Sept 15). Approval conditioned upon the eventual adoption of a contractual agreements between: CONFIRE and Ontario and CONFIRE and Yucaipa -

NEW BUSINESS

ROUND TABLE

CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation - Significant exposure to litigation pursuant to Government Code section 54956.9(b): One potential Case

Pursuant to California Government Code Section 54956.9(a) The Administrative Committee will meet in closed session to be briefed regarding (1) case of litigation Claim No. CIV SB 2129232 LISA SEGOVIA vs. COUNTY OF SAN BERNARDINO, CONSOLIDATED FIRE AGENCIES (CONFIRE)

ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting: October 25, 2022 at 1:30 p.m.

POSTING:

This is to certify that on September 8, 2022, I posted a copy of the agenda:

- 1743 Miro Way, Rialto, CA

- on the Center's website which is www.confirer.org



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 23, 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
Chief Jeremy Ault, Chino Valley Fire District
Chief Tim McHargue, Colton Fire Department
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Brian Park, Rialto Fire Department
Chief Scott Tuttle, 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 July 26, 2022
2. Agreement with Central square for CAD Consultant
3. Changes to Uniform Policy
4. CONFIRE Financial Statements

5. 2022 YTD Call Summary
6. CONFIRE – Billable Incidents
7. 2022 YTD Answering Times

Motion to accept all items on Consent

Motion by: Chief Mike McCliman

Second by: Chief Tim McHargue

Chief Dan Harker (1) - Yes

Chief Rich Sessler (1) - Yes

Chief Buddy Peratt (1) - Yes

Chief Jeremy Ault (1) - Yes

Chief Brian Park (1) - Yes

Chief Scott Tuttle (4) - Yes

Chief Brian Fallon (1) - Absent

Yes-11

No-0

Abstain-0

Absent-1

DIRECTOR REPORT

8. Staffing Situation Update

Staffing study done some years ago established a threshold of staffing needed to maintain the center. CONFIRE is still struggling to meet this threshold. We continue to think outside the box on ways to recruit more employees simultaneously while retaining current employees.

COMMITTEE REPORTS

- a. Support Committee Report/MIS Updates - Blessing Ugbo
-Image Trends Project Update – Brian Nickels
Brian Nickels reported out on Image Trends options and progress. Chiefs directed Brian to engage with ICEMA at the appropriate point during this process.
- b. Ops Chief Committee Report – Chief Bruner
Update on the ECC concept going live September 1st. Good response to direction from last meeting, 20 Chiefs signed up to participate in ECC rotation pending training.
- c. CAD to CAD – Mike Bell
*Riverside County scheduled to go live September 14th.
Still working with BDU, AMR< Murrieta and Ontario. Demo scheduled with SB Sheriff on Aug. 24th.*

OLD BUSINESS

9. Ambulance RFP Update

RFP has closed, being reviewed by 2 panels. Written evaluation panel meets Aug. 24th. Next panel will be a presentation panel on Aug. 31st which will be able to ask questions and then give a recommendation.

-Governance Sub-Committee Report

Meeting scheduled for Monday, Aug. 29th.

10. City of Yucaipa – Admission as a Contracting Agency – **ACTION ITEM**

The City of Yucaipa has requested to become a contracting party, a member agency must sponsor the City of Yucaipa as per the Board Policy 5.003.

Chino Valley Fire agreed to sponsor Yucaipa as a contracting agency.

Motion to recommend that Chino Valley Fire sponsor the City of Yucaipa for admission to CONFIRE as a contract agency pursuant to the terms and conditions of the Consolidated Fire Agencies (CONFIRE) JPA existing MOU for contracting agencies.

Motion by: Chief Jeremy Ault

Second by: Chief Rich Sessler

Chief Dan Harker (1) - Yes

Chief Buddy Peratt (1) - Yes

Chief Tim McHargue (1) - Yes

Chief Mike McCliman (1) - Yes

Chief Brian Park (1) - Yes

Chief Scott Tuttle (4) - Yes

Chief Brian Fallon (1) - Absent

Yes-11

No-0

Abstain-0

Absent- 1

This item will be presented to the CONFIRE Board for ratification at their next meeting.

NEW BUSINESS11. Increased Cost for Tablet Command – **ACTION ITEM**

On April 21, 2022, CONFIRE's Board of Directors approved the department budget. Upon receiving the annual invoice for Tablet Command, it was found to be \$68,000 higher than what was budgeted. Approval of this item will allow the Fiscal Unit to invoice or chargeback each agency for the increased cost of Tablet Command after billing has been settled. If the agency has a remaining balance in the Equipment

Liz Berry
Administrative Secretary I

**CONSOLIDATED FIRE AGENCIES
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

POLICY: **6.002**

TITLE: **EMS Division Subsidiary Committee**

ADOPTED: [_____]

REVISED: [_____]

EMS Division Subsidiary Committee

There is hereby established an EMS Division Subsidiary Committee which shall be organized and be responsible for the collaborative development and implementation of a regionally shared EMS delivery system.

A. Authority & Purpose

The EMS Division Subsidiary Committee shall meet regularly with the CONFIRE Director and Administrative Committee to provide advice and direction on matters related to the EMS Division, both operationally and administratively.

EMS Division Subsidiary Committee is responsible for all matters relating to the origination and operation of the EMS Division as delegated by the Administrative Committee. Such delegated responsibilities include but are not limited to:

- Establish the initial governance, operational model, EMS Division staffing model, financing and cost sharing methods of CONFIRE's EMS Division. Present recommendation to the Administrative Committee and Board of Directors for approval.
- Establish an annual EMS Division Budget for presentation to and approval by the Administrative Committee and Board of Directors.
- Monitor fiscal and operational performance.
- Participate in annual CONFIRE audit.
- Develop policies for the operations and administration of the EMS Division.
- Evaluate need for ongoing governance model changes.
- Evaluate performance of Private Ambulance Partner.

B. Membership

Each Member and Contract Agency shall be entitled to one (1) seat on the EMS Division Subsidiary Committee ("Participant").

Participation on the EMS Division Subsidiary Committee is not mandatory. However, it is required for those Member and Contract agencies that intend to invest in the regionally shared EMS delivery System and realize any potential benefits derived from that investment.

C. Meetings

Meetings of the EMS Division Subsidiary Committee will be called on an as needed basis.

1. Quorum

While participation is not mandatory, two thirds of the Participants must be present for a recommendation to be brought forward to the Administrative Committee and/or Board of Directors.

2. Voting

Each Participant shall cast one (1) vote. In order for the EMS Division Subsidiary Committee to bring forward a recommendation, a majority of the quorum must approve the action.