



**JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS  
AND  
ADMINISTRATIVE COMMITTEE**

**TUESDAY, MAY 27, 2025 – 1:30 PM**

**LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA**

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**AGENDA**

The Joint Meeting of the CONFIRE Board of Directors and Administrative Committee is scheduled for May 27, 2025, in the Loma Linda Fire Department Emergency Operations Center, 25541 Barton Road, Loma Linda, California.

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 Board of Directors or Administrative Committee at this time; however, the Board/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.

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

Liz Berry  
1743 Miro Way, Rialto, CA 92376  
909-356-2302  
[lberry@confire.org](mailto:lberry@confire.org)

**OPENING**

- a. Call to order
- b. Flag Salute

**ROLL CALL - BOARD OF DIRECTORS**

**ROLL CALL - ADMINISTRATIVE COMMITTEE**

## **PUBLIC COMMENT**

An opportunity provided for persons in the audience to make brief statements to the Board of Directors and Administrative Committee. (Limited to 30 minutes; 3 minutes allotted for each speaker)

## **INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST**

Agenda items may require 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.

## **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 February 25, 2025
- [2.](#) CONFIRE Operations Statement as of April 30, 2025
- [3.](#) Fund Balance Report as of April 30, 2025.
- [4.](#) YTD Call Summary
- [5.](#) YTD Answer Time
- [6.](#) Billable Incidents
- [7.](#) CONFIRE 911 Call Processing Time Analysis - April 2025
- [8.](#) ECNS Report April 2025
- [9.](#) Acceptance of UASI 2023 Grant Funds - Mike Bell

**UPDATE ON CONFIRE ACTIVITIES** - CONFIRE Director to give an update on the various activities within CONFIRE.

## **NEW BUSINESS**

- [10.](#) FY 2023-2024 Audited Financial Statements- Damian Parsons - **ACTION ITEM**
- [11.](#) FY 2023-2024 Fund Balance Allocation - Damian Parsons - **ACTION ITEM**

[12.](#) FY 2024-2025 Budget Adjustments and Appropriation Requests - Damian Parsons - **ACTION ITEM**

[13.](#) FY 25/26 Budget Resolution 2025-01 - Nathan Cooke - **ACTION ITEM**

## **CLOSED SESSION**

14. Review and update Existing Litigation - Government Code section 54956.9: AMR Lawsuit

## **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.

[15.](#) Approve the Administrative Committee Minutes of April 22, 2025

[16.](#) CONFIRE Operations Statement as of April 30, 2025.

[17.](#) Fund Balance Report as of April 30, 2025.

[18.](#) YTD Call Summary

[19.](#) YTD Answer Time

[20.](#) Billable Incidents

[21.](#) CONFIRE 911 Call Processing Time Analysis - April 2025

[22.](#) ECNS Report April 2025

## **DIRECTOR REPORT**

- a. Communications Division Update - Henry Perez
- b. Finance/Admin. Division Update - Damian Parsons
- c. MIS Division Update - Blessing Ugbo
- d. EMS Division Update - Chief Barna

## **SUBSIDIARY COMMITTEE REPORTS**

- a. EMS Subsidiary Committee Update - Chief Joe Barna

## **NEW BUSINESS**

[23.](#) Motorola Vesta Purchase - Nathan Cooke - **ACTION ITEM**

24. Future of Executive Director Position - Nathan Cooke - **ACTION ITEM**

**ROUND TABLE**

**CLOSED SESSION**

25. Review and update Existing Litigation - Government Code section 54956.9: AMR Lawsuit

**ADJOURNMENT**

**NEXT MEETING:** CONFIRE Administrative Committee - June 24, 2025  
CONFIRE Board of Directors - September 23, 2025

**POSTING:**

This is to certify that on May 22, 2025, I posted a copy of the agenda:

- 1743 Miro Way, Rialto, CA
- on the Center's website which is [www.confire.org](http://www.confire.org)
- 25541 Barton Rd., Loma Linda, CA

/s/ Liz Berry

**Liz Berry**  
**Clerk of the Board**





# JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS AND

## ADMINISTRATIVE COMMITTEE

TUESDAY, FEBRUARY 25, 2025 – 1:30 P.M.

LOMA LINDA-EOC, 25541 BARTON RD., LOMA LINDA

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### 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 - *Absent*  
Mike Kreeger, Director – Chino Valley Fire District - *Absent*  
David Toro, Director – City of Colton  
Marc Shaw, Director – City of Redlands  
Andy Carrizales, Director – City of Rialto - *Absent*  
Joe Baca, Jr., Director – San Bernardino County  
Elizabeth Becerra, Director – City of Victorville

##### **ADMINISTRATIVE COMMITTEE MEMBERS:**

Chair – Chief Dan Harker, Loma Linda Fire Department  
Vice Chair – Chief Rich Sessler, Redlands Fire Department  
Chief Buddy Peratt, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Valley Fire District  
B.C Justin Weems, Colton Fire Department  
Chief Augie Barreda, Rancho Cucamonga Fire Department – *Chief McCliman @ 2:50 pm.*  
Deputy Chief Paul Truffa, Rialto Fire Department  
Chief Bertral Washington, San Bernardino County Fire  
Chief Bobby Clemmer, 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 30 minutes; 3 minutes allotted for each speaker)

## 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 Joe Baca Jr. recused himself from Closed Session.*

## 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 September 24, 2024
2. CONFIRE Operations Statement as of January 31, 2025
3. Fund Balance Report as of January 31, 2025
4. YTD Call Summary
5. YTD Answer Time
6. Billable Incidents
7. CONFIRE 911 Call Processing Time Analysis – January 2025
8. ECNS Report January 2025

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent items 1 thru 8.

**ACTION:** *The CONFIRE Board of Directors accepts and approves consent items 1 thru 8.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Elizabeth Becerra*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Absent*

*David Toro– Yes*

*Marc Shaw – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 6

**Noes:** 0

**Abstain:** 0

**Absent:** 3

**Motion Approved**

## CLOSED SESSION

*\*The Board of Directors and Administrative Committee entered Closed Session at 1:58 p.m.*

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

*\*The Board of Directors and Administrative Committee came out of Closed Session at 2:45 p.m.*

*No reportable action from Closed Session.*

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

*Chief Cooke provided an overview of CONFIRE achievements for 2024.*

- *Call Processing Standards Adoption*
- *Emergency Medical Dispatch ACE Accreditation*
- *ECNS Funding*
- *Committees/Task Force participation*
- *CAD to CAD SBCOG*

*Art Andres – Director of EMS Operations for Priority Ambulance addressed the group with updates on staffing and logistics.*

## **NEW BUSINESS**

10. Election of Officers – **ACTION ITEM**

**ACTION REQUEST:** Section 12 of Joint Powers Agreement requires that the Board of Directors elect officers (Chair-Vice Chair) each year.

**ACTION:** *The CONFIRE Board of Directors elect Lynne Kennedy to serve as Chair for the term of 1 year.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Phil Dupper*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Absent*

*David Toro– Yes*

*Marc Shaw – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 6

**Noes:** 0

**Abstain:** 0

**Absent:** 3

**Motion Approved**

**ACTION:** *The CONFIRE Board of Directors elect Phill Dupper to serve as Vice-Chair for the term of 1 year.*

**Motion by:** *Joe Baca Jr.*

**Second:** *Marc Shaw*

*Lynne Kennedy – Yes*

*Phil Dupper - Yes*

*Dan Leary – Absent*

*Mike Kreeger - Absent*

*David Toro– Yes*

*Marc Shaw – Yes*

*Andy Carrizales – Absent*

*Joe Baca, Jr. - Yes*

*Elizabeth Becerra - Yes*

**Ayes:** 6

**Noes:** 0

**Abstain:** 0

**Absent:** 3

**Motion Approved**

## **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.

11. Approve Administrative Committee Minutes of January 28, 2025
12. CONFIRE Operations Statement as of January 31, 2025
13. Fund Balance Report as of January 31, 2025
14. YTD Call Summary
15. YTD Answer Time
16. Billable Incidents
17. CONFIRE 911 Call Processing Time Analysis
18. ECNS Report January 2025
19. UASI Grant Year 2020 Reimbursement

***Motion to accept all items on Consent.***

**Motion by:** *Chief Bertral Washington*

**Second:** *Chief Bobby Clemmer*

**Ayes:** 9

**No:** 0

**Abstain:** 0

**Absent:** 0

## DIRECTOR REPORT

- a. Communications Division Update – Nathan Cook for Henry Perez
  - *Discussion on Call Processing times and how to drive them down.*
- b. Finance/Admin. Division Update – Damian Parsons
  - *Call taker recruitment closed last week and is in review.*
  - *ECNS nurse and manager recruitment open until 3/9.*
  - *Dispatcher recruitment closes 2/27 closes.*
  - *Audit results due at any time.*
  - *Discussed preliminary budget requests.*
- c. MIS Division Update – Blessing Ugbo
  - *CAD rehost completed, now enables inhouse updating.*
  - *Testing begins next week to find any vulnerable areas that require attention/work.*
- d. EMS Division Update
  - *No update*

## COMMITTEE REPORTS

- a. Ops Chief Committee Report – Chief Jeremy Ault
  - *Praised Chief Serna for his open communication.*
  - *Discussed a quarterly meeting. Chino is hosting line level BC and DC in March to build relationships. Intent is to move this meeting around the County.*
  - *Working with Dana DeAntonio to update OA manual.*

## SUBSIDIARY COMMITTEE REPORTS

- a. EMS Sub-Committee Update – Chief Joe Barna
  - *Approved EOP and COOP plans at last meeting.*
  - *Discussed a trial for whole blood with a regional approach. Challenges discussed but feel there is merit to continuing the discussion.*

## ROUND TABLE

*Chief Clemmer of Victorville informed the Administrative Committee that he met with AMR representatives last month to discuss response issues in the High Desert.*

## **CLOSED SESSION**

*\*The Administrative Committee entered Closed Session at 3:08 p.m.*

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

21. Personnel Matter – Public Employment Government Code section 54957:  
Title: MIS Director

*\*The Administrative Committee came out of Closed Session at 3:37p.m.*

*Direction was given by the Administrative Committee regarding the MIS Director position.*

## **ADJOURNMENT**

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

*The meeting adjourned at 3:38 p.m.*

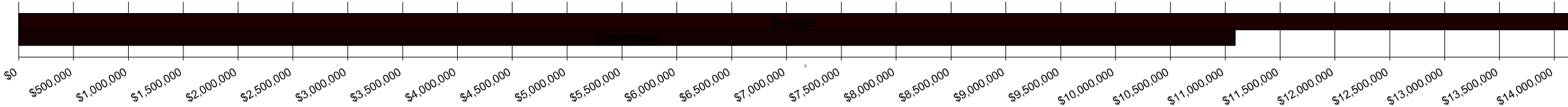
**Upcoming Meetings:** CONFIRE Board of Directors – May 27, 2025  
CONFIRE Administrative Committee – March 25, 2025

/s/ Liz Berry  
**Liz Berry**  
**Clerk of the Board**

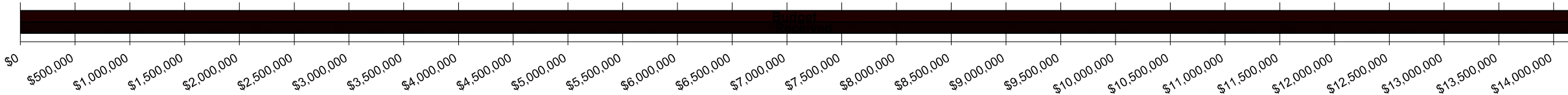


OPERATIONS FUND 5008  
Unaudited MONTHLY SUMMARY FY 2024-25

	July	Aug	Sep	3 PP Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	3 PP June	Total YTD Expended	2024/25 Budget	Bud - Exp Difference	% Used
Expenditures																
Salary/Benefits	610,483	612,358	643,001	928,190	659,917	662,763	633,577	673,459	718,149	1,034,924	-	-	7,176,821	9,552,349	\$2,375,528	75.1%
Overtime/Call Back	33,883	25,201	26,202	45,021	27,461	26,483	21,129	29,437	27,352	39,940	-	-	302,109	45,000	-\$257,109	671.4%
Phone/Circuits/Internet	40,974	(10,033)	25,126	22,799	17,444	33,970	41,819	28,238	31,806	13,298	-	-	245,442	273,166	\$27,724	89.9%
County IS/Data Services/Counsel	114	(450)	3,491	2,641	1,293	2,093	1,293	1,293	1,453	3,461	-	-	16,682	59,905	\$43,223	27.8%
Radio/Pager, Console Maint	-	45,690	(11,159)	21,411	21,411	21,411	21,411	21,411	24,911	21,411	-	-	187,905	205,559	\$17,654	91.4%
Computer Software	250,088	836,272	555,398	5,446	9,673	9,081	1,867	9,682	388,898	69,385	-	-	2,135,789	2,362,495	\$226,706	90.4%
Computer Hardware	532	(220)	323	140	269	-	936	13	-	2,485	-	-	4,479	15,250	\$10,771	29.4%
Office Exp/Copier Lease	5,259	10,061	6,385	2,565	7,390	4,074	4,952	4,516	11,736	4,141	-	-	61,078	90,897	\$29,819	67.2%
Insurance/Auditing	-	252,504	-	11,636	(560)	-	-	11,450	-	7,006	-	-	282,035	302,912	\$20,877	93.1%
Payroll/HR/Medical Director	121,858	(20,769)	29,967	39,680	20,572	44,411	108,445	12,156	185,843	(47,708)	-	-	494,457	780,659	\$286,203	63.3%
Travel/Training	2,953	746	59	2,596	2,357	1,224	20	11,001	-	(9,029)	-	-	11,928	112,800	\$100,872	10.6%
Auto/Structure/Fuel	-	3,204	2,181	3,745	2,109	1,796	1,571	4,141	2,086	3,188	-	-	24,022	60,590	\$36,568	39.6%
Other/HDGC Rent/Equip Trans	16,434	13,233	15,226	24,950	17,040	13,984	15,923	11,610	14,005	3,112	-	-	145,517	274,974	\$129,457	52.9%
Total	1,082,578	1,767,796	1,296,203	1,110,821	786,376	821,289	852,943	818,407	1,406,238	1,145,613	-	-	11,088,264	14,136,556	\$3,048,293	78.4%
% Fiscal Year Passed																83%



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Received	Budget	Difference	% Rcvd
Revenue																
Services	3,556,286.22	(7,944.00)	-	3,521,213.50	-	-	-	3,554,338.00	-	3,512,769.50	-	-	14,136,663.22	14,134,213.00	(2,450.22)	1.00
Interest	48,856.31	(48,856.31)	-	46,866.10	-	-	39,736.57	-	-	33,209.61	-	-	119,812.28	-	(119,812.28)	-
Other		-	36,119.71	-	9,250.56	-	-	4,625.28	-	-	-	-	49,995.55	-	(49,995.55)	-
Total	3,605,143	(56,800)	36,120	3,568,080	9,251	-	39,737	3,558,963	-	3,545,979	-	-	14,306,471	14,134,213	(172,258)	1.01
% Fiscal Year Passed																83%



**CONFIRE**

**FY 2024-2025  
Unaudited Fund Balance Report  
as of April 30, 2025**

**Operations Fund (5008)**

Unaudited Fund Balance 7/1/24		\$	3,335,344
Revenue	14,306,489		
Expenditures	(11,088,264)		
Net			3,218,225
Net Transfers In/Out			-
<b>Available Fund Balance</b>		<b>\$</b>	<b>6,553,569</b>

*\*FY 2024-25 Operating costs 10% is \$1,413,421 Per Board Policy*

**Equipment Reserve Fund (5009)**

Unaudited Fund Balance 7/1/24		\$	2,311,408
Revenue	682,904		
Expenditures	(633,487)		
Net			49,417
<b>Available Fund Balance</b>		<b>\$</b>	<b>2,360,825</b>

**General Reserve Fund (5010)**

Unaudited Fund Balance 7/1/24		\$	6,907,469
Revenue	(581,021)		
Expenditures	(727,637)		
Grant Funds Due to CAD to CAD	-		
Net			(1,308,658)
<b>Fund Balance</b>			5,598,811
Net Transfers In/Out			-
<b>Total Fund Balance</b>		<b>\$</b>	<b>5,598,811</b>
<b><u>Restricted Fund Balance</u></b>			
Reserve for CIP	(3,000,000)		
Net Committed			(3,000,000)
<b>Available Fund Balance</b>		<b>\$</b>	<b>2,598,811</b>

*\*FY 2024-25 Operating costs 25% is \$3,533,553*



**CONFIRE**

Item 3.

**FY 2024-2025  
Unaudited Fund Balance Report  
as of April 30, 2025**

**Term Benefits Reserve Fund (5011)**


Unaudited Fund Balance 7/1/24		\$	1,786,600
Revenue	227,243		
Expenditures			
	Net		227,243
	Net Transfers In/Out		-
<b>Available Fund Balance</b>		<b>\$</b>	<b>2,013,843</b>

**CAD-to-CAD Project Special Revenue Fund (5019)**

Unaudited Fund Balance 7/1/24		\$	303,620
Revenue	335,040		
Expenditures	(225,426)		
	Net		109,614
	Net Transfers In/Out		-
<b>Available Fund Balance</b>		<b>\$</b>	<b>413,234</b>

**Emergency Medical Service Division Enterprise Fund (5020)**

Unaudited Fund Balance 7/1/24		\$	2,170,934
Revenue	1,390,753		
Expenditures	(2,664,562)		
	Net		(1,273,809)
	Net Transfers In/Out		-
<b>Available Fund Balance</b>		<b>\$</b>	<b>897,125</b>



## Call Summary

**CONFIRE/Comm Center**

1743 W Miro Way  
Rialto, CA 92376    County: San Bernardino

Year: 2024

**From:** 1/1/2025

**To:** 4/30/2025

**Period:** Month

**Group:** All

**Call Type:** All

**Abandoned:** Include Abandoned

**Filters:**

**CONFIRE**

Date	911	911 Abdn	Total 911	911 Abdn Percentage	10-Digit Emergency Inbound	10-Digit Emergency Abdn	Total 10-Digit Emergency	Admin Outbound	Admin Inbound	Admin Inbound Abandoned	Total Admin	Total All Calls	Average Call Duration
Jan-25	22264	78	22342	0.35%	12590	412	13002	15762	4942	149	20853	56197	128.9
Feb-25	14711	61	14772	0.41%	9400	269	9669	11718	3810	89	15617	40058	124.2
Mar-25	16161	262	16423	1.60%	14489	3176	17665	14220	4188	89	18497	52585	126.9
Apr-25	12272	2711	14983	18.09%	15995	337	16332	14700	4205	146	19051	50366	116.6
<b>2025 Totals</b>	67857	3114	70971	4.39%	53907	4247	58154	58228	17748	490	76466	205591	124.3
<b>2024 Totals</b>	69669	141	69810	0.20%	45890	1489	47379	59253	21945	390	81588	198777	124



## PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2025- 4/30/2025

Agency Fire

Affiliation

From: 1/1/2025

To: 4/30/2025

Period Group: Month

Time Group: 60 Minute

Time Block: 00:00 - 23:59

Call Type: 911 Calls

**CONFIRE**

Call Hour	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+	Total
January 2025 Total	20,144	810	435	695	164	84	10	22,342
% answer time ≤ 10 seconds	90.16%	3.63%	1.95%	3.11%	0.73%	0.38%	0.04%	100.00%
% answer time ≤ 15 seconds	93.79%							
% answer time ≤ 40 seconds	98.85%							
February 2025 Total	16,326	384	167	262	65	18	1	17,223
% answer time ≤ 10 seconds	94.79%	2.23%	0.97%	1.52%	0.38%	0.10%	0.01%	100.00%
% answer time ≤ 15 seconds	97.02%							
% answer time ≤ 40 seconds	99.51%							
March 2025 Total	15,783	314	118	168	33	7	0	16,423
% answer time ≤ 10 seconds	96.10%	1.91%	0.72%	1.02%	0.20%	0.04%	0.00%	100.00%
% answer time ≤ 15 seconds	98.01%							
% answer time ≤ 40 seconds	99.76%							
April 2025 Total	14,570	195	88	112	15	3	0	14,983
% answer time ≤ 10 seconds	97.24%	1.30%	0.59%	0.75%	0.10%	0.02%	0.00%	100.00%
% answer time ≤ 15 seconds	98.55%							
% answer time ≤ 40 seconds	99.88%							
Year to Date 2025 Total	66,823	1,703	808	1,237	277	112	11	70,971
% answer time ≤ 10 seconds	94.16%	2.40%	1.14%	1.74%	0.39%	0.16%	0.02%	100.00%
% answer time ≤ 15 seconds	96.55%							
% answer time ≤ 40 seconds	99.44%							
Year to Date 2024 Total	66,227	1,472	690	1,030	263	123	5	69,810
% answer time ≤ 10 seconds	94.87%	2.11%	0.99%	1.48%	0.38%	0.18%	0.01%	100.00%
% answer time ≤ 15 seconds	96.98%							
% answer time ≤ 40 seconds	99.44%							

# CONFIRE Billable Incidents

Period: 01/01/2025 thru 04/30/2025

Jurisdiction	# of Incidents	% of Total
San Bernardino County	44,992	53.25%
VictorvilleFD	8,264	9.78%
RanchoCucamonga	6,517	7.71%
ChinoValleyFD	4,574	5.41%
AppleValley	4,283	5.07%
Rialto	3,861	4.57%
Redlands	3,711	4.39%
Colton	2,573	3.05%
MontclairFD	1,730	2.05%
Loma Linda	1,596	1.89%
Big Bear Fire	1,254	1.48%
San Manuel FD	783	0.93%
Running Springs	201	0.24%
Baker Ambulance	156	0.18%
Confire EMS	3	0.00%
<b>Total</b>	<b>84,498</b>	<b>100%</b>

BDC Division	# of Incidents	% of Total
East Valley	15,614	34.70%
Fontana	7,294	16.21%
Valley	6,156	13.68%
Hesperia	4,387	9.75%
North Desert	4,059	9.02%
South Desert	4,036	8.97%
Adelanto	1,829	4.07%
Mountain	1,617	3.59%
<b>Total</b>	<b>44,992</b>	<b>100%</b>

# **CONFIRE 911 Call Processing Time Analysis**

## **April 2025**



# April 2025

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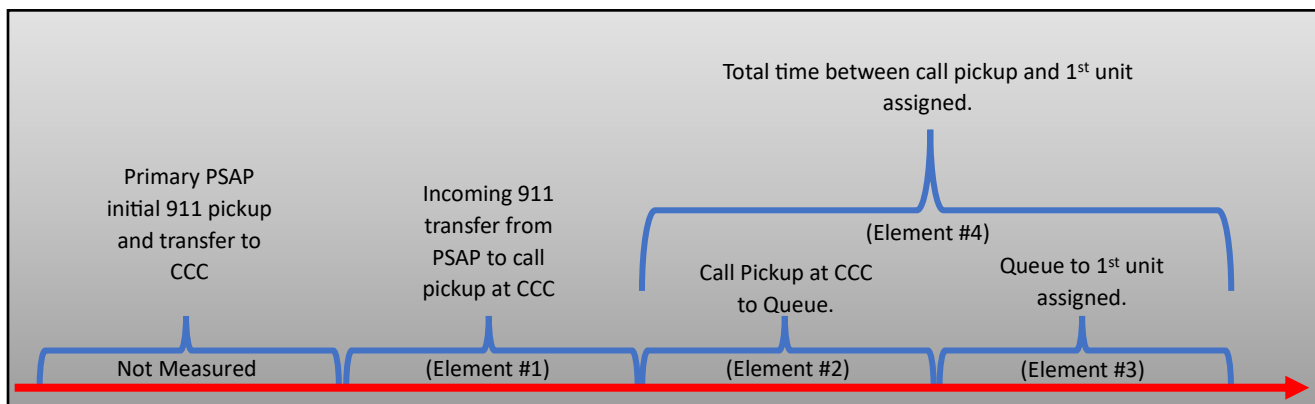
## CONFIRE Emergency Call Processing Times.

April 2025

The following analysis covers four key elements of call processing times by CONFIRE Communications Center (CCC):

1. The time interval between the alert of an incoming 911 call from a primary PSAP and when the call is answered by a CCC dispatcher.
2. The time interval between when an emergency 911 call is answered by a CCC dispatcher to the time where it is entered into queue.
3. The time interval between when an emergency 911 call is entered into queue to the time when the first responding unit is alerted and assigned to call.
4. The total time interval between when an emergency 911 call is answered by a CCC dispatcher to the time when the first responding unit is alerted and assigned to the call.

*Figure 1: Visual display of elements captured in the analysis of call processing times at CONFIRE communications center.*



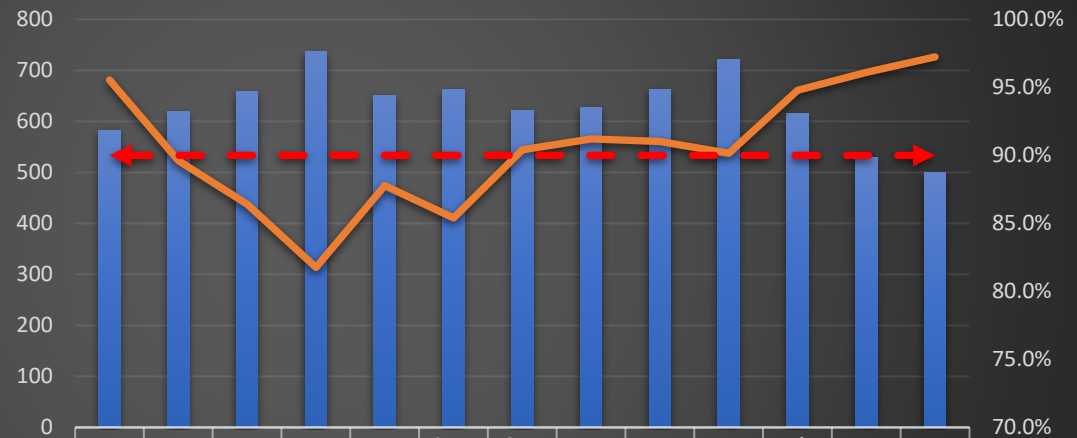
### Call Answering Time from Primary PSAP

CONFIRE receives 911 calls from multiple law enforcement agencies' primary Public Safety Answering Points (PSAPs). As a secondary PSAP, CONFIRE has set a goal of answering incoming 911 calls from primary PSAPs in 10 seconds or less on 90% of the calls. Because the incoming 911 calls are not recorded in CONFIRE's CAD until after the call pickup time, the interval from first ring to call pickup must be measured from another source. CONFIRE uses a reporting software called Emergency Call Tracking System (ECaTS) to capture this data and uses it to measure performance benchmarks and quality control. This data was used to illustrate the call volumes and 911 answering times shown in Figure 2.



Figure 2: CONFIRE PSAP 911 Call Pickup Times for Primary PSAP Transfers per ECaTS Reporting System.

## CONFIRE Incoming 911 Call Volume and Pickup Times April 2024 to April 2025 (10 sec. or less answer time)



Average Calls per 24-hr Period	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
	582	619	658	737	650	662	621	628	663	721	615	530	499
% of Calls Picked up in Target Time (10 sec. or less)	95.5%	89.6%	86.4%	81.8%	87.8%	85.4%	90.4%	91.2%	91.0%	90.2%	94.8%	96.1%	97.2%
90% Target													

### Emergency Call Processing

Once the call is answered by CCC dispatchers, all call activity is captured in CONFIRE's CAD server. The following table illustrates multiple elements of the call processing continuum in terms of call volume and call processing times for various call types. For the purposes of this analysis, only calls that meet the definition of "emergency" per NFPA 1221 and CONFIRE Administrative Chiefs' directive are included in the calculations. Because of the nuances of both Fire and EMS related call types, the following sections analyze the call processing elements separately.

### EMS Call Processing

EMS Calls include all CAD problem codes that reference a medical emergency, trauma, or traffic collisions.



Figure 3: EMS Call Pickup to First Unit Assigned. Includes all Emergency Call Types, and Calls With and Without Determinant Codes.

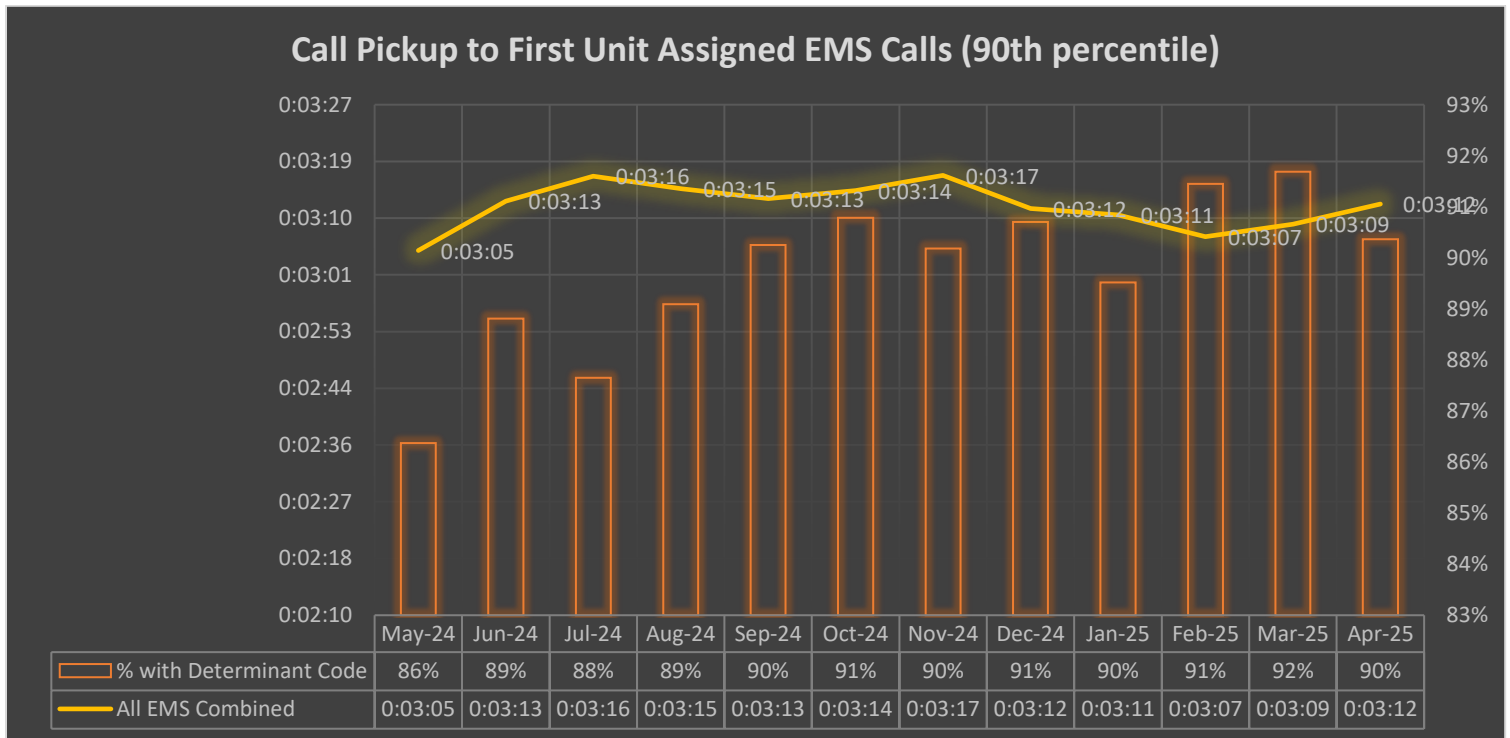


Figure 4: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

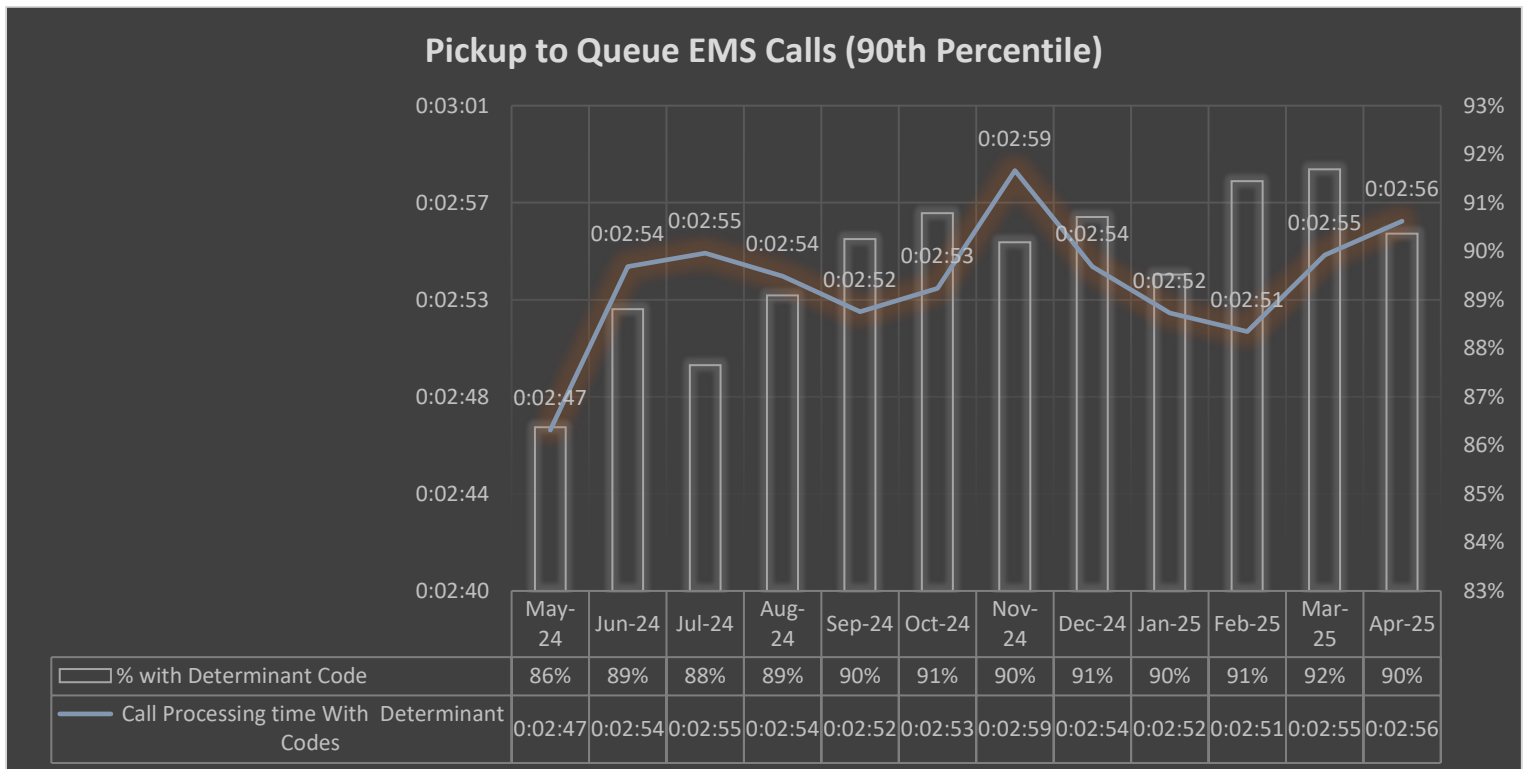


Figure 5: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

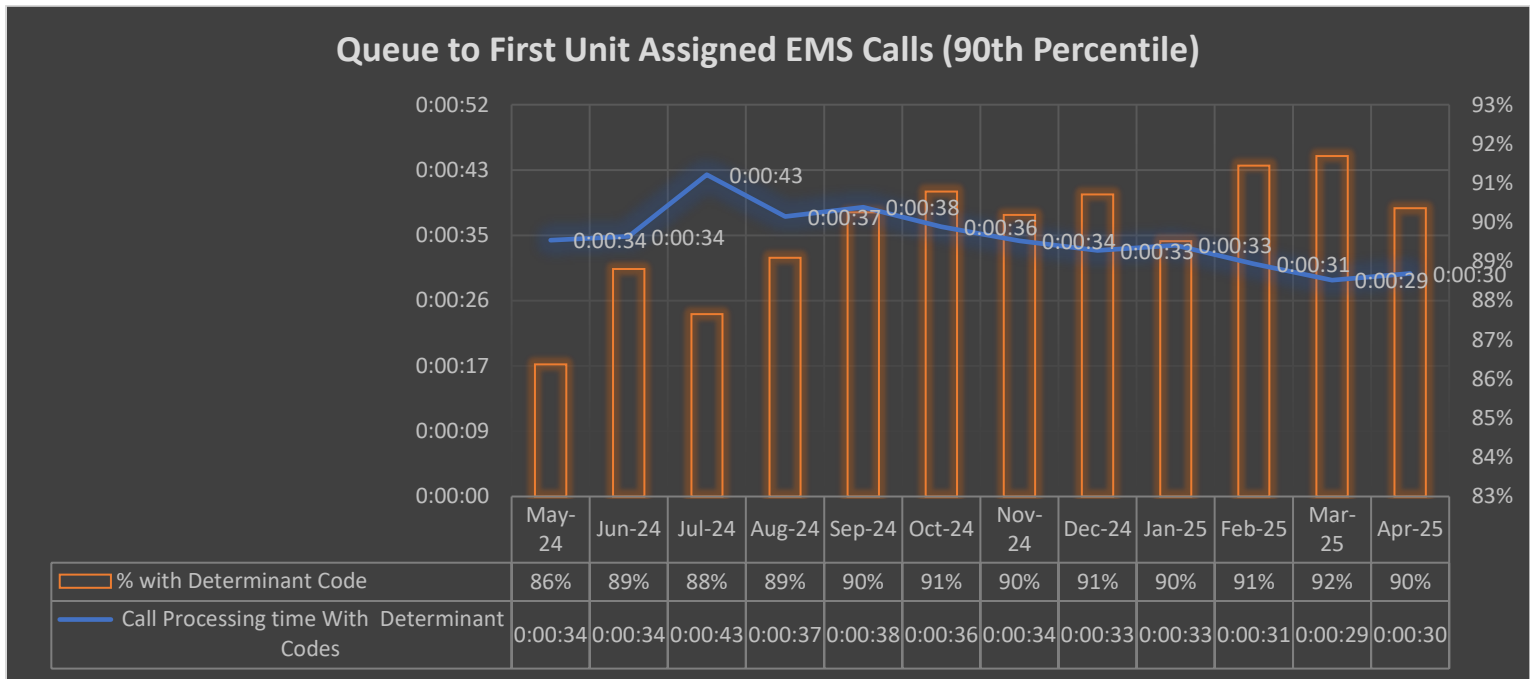
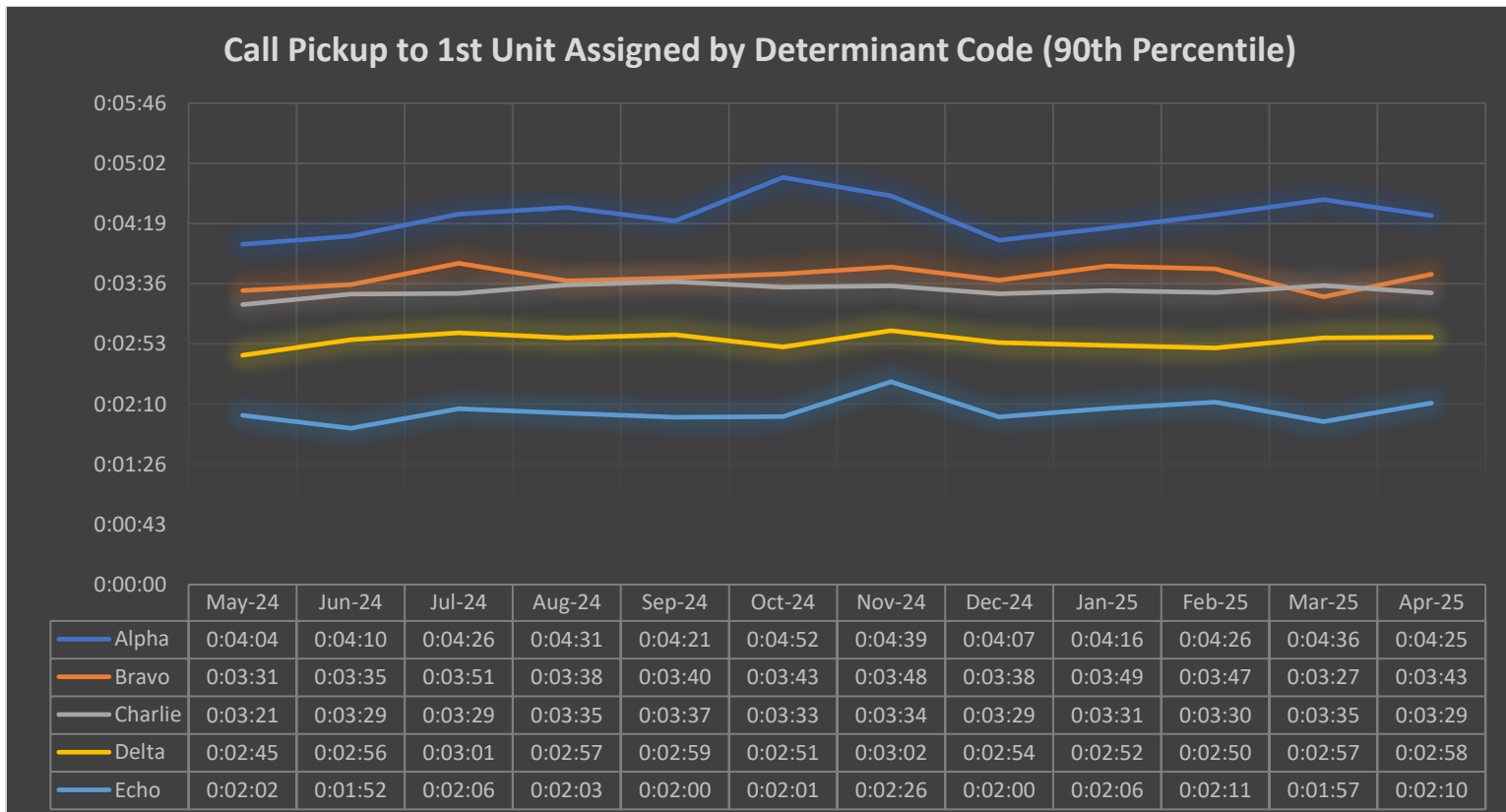


Figure 6: EMS Call Pickup to First Unit Assigned by EMD Determinant Code.



## Fire/Rescue Related Calls

Fire/Rescue related calls include all CAD problem codes that reference specific fire types as well as technical rescue and Haz-mat calls.

Figure 7: Fire/Rescue Call Pickup to First Unit Assigned.

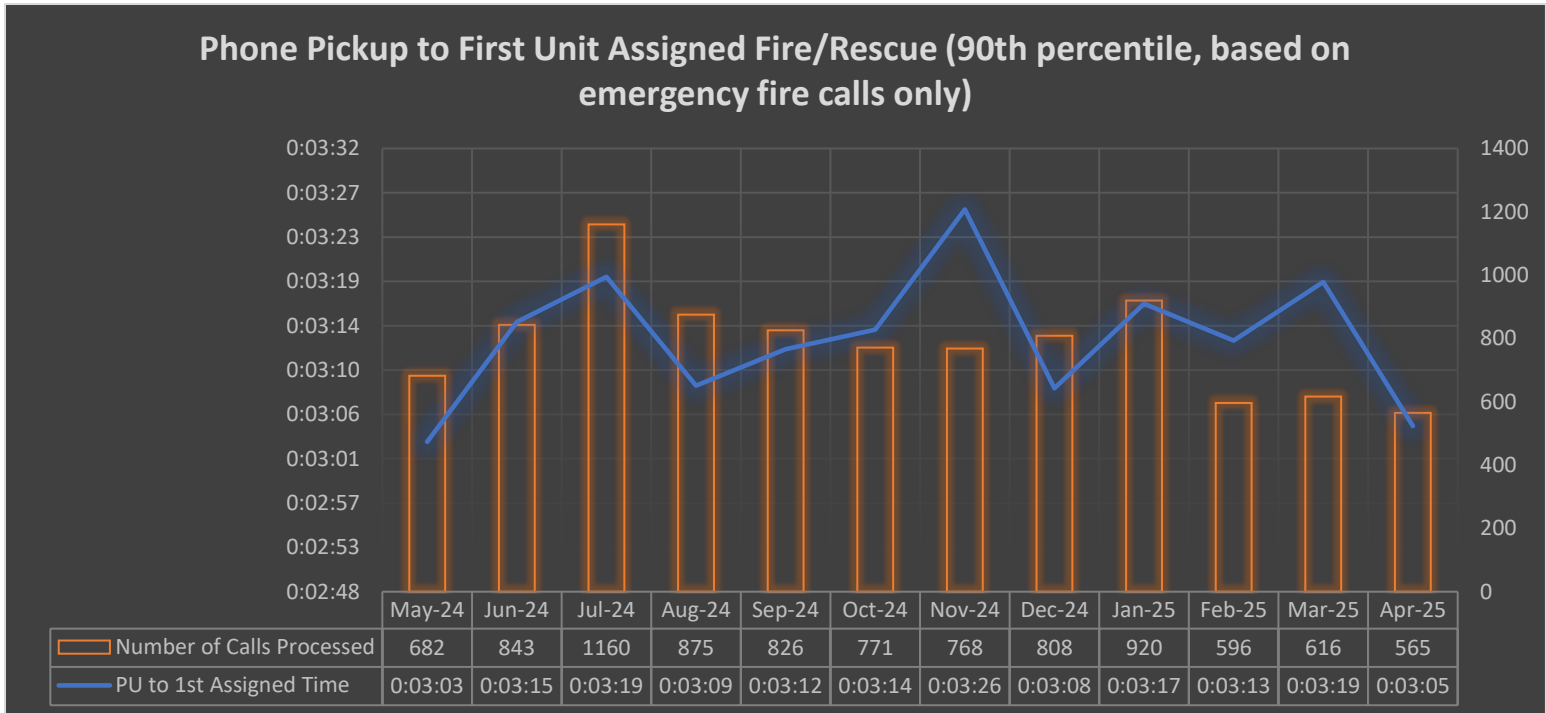


Figure 8: Fire/Rescue Call Pickup to Queue.

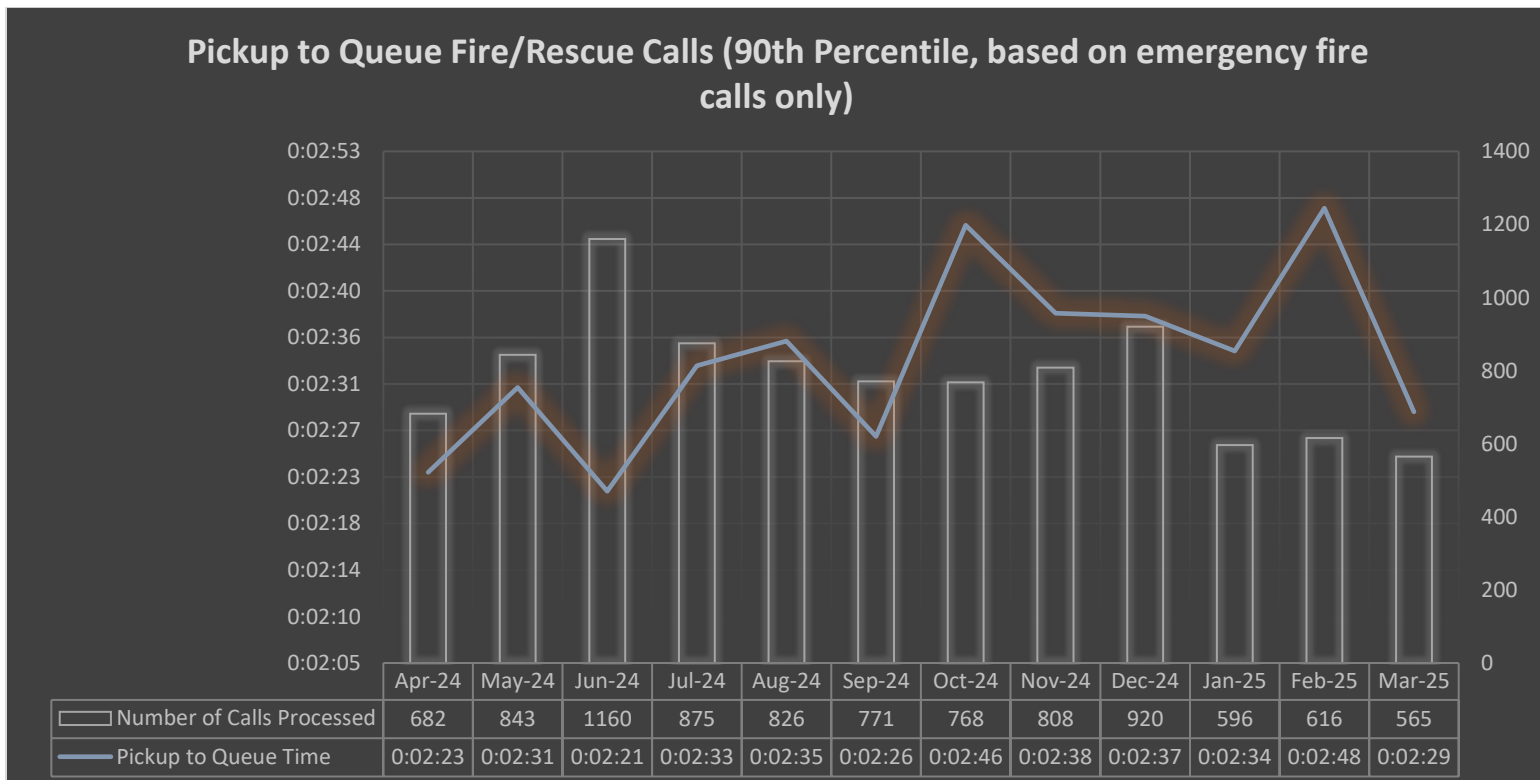
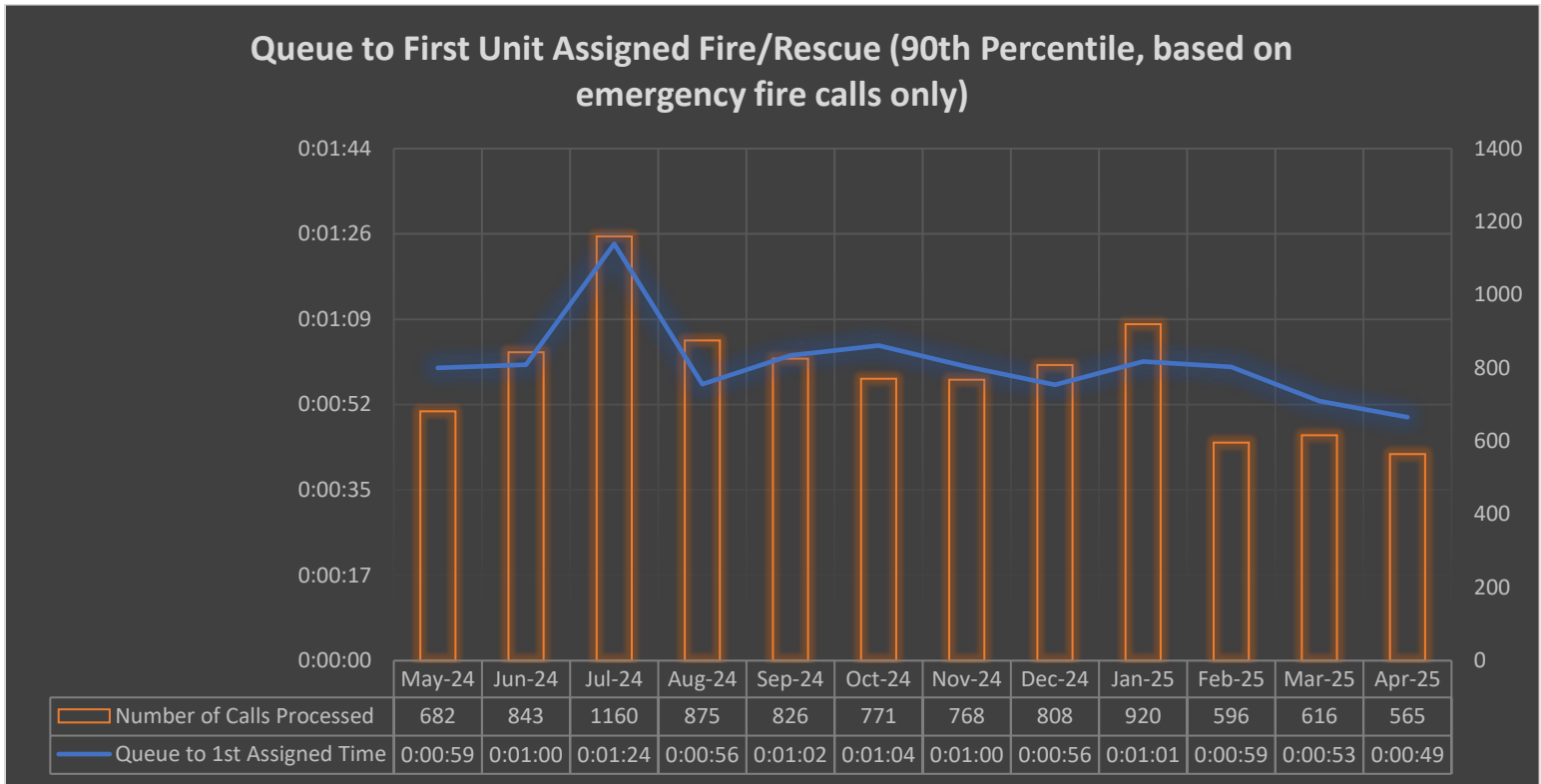


Figure 9: Fire/Rescue Queue to First Unit Assigned.



# CONFIRE ECNS Analysis

## April 2025



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## CONFIRE Dispatch Processing of EMS Calls and Disposition of ECNS Eligible Calls

April 2025

The following is an analysis of various ECNS call processing components and disposition of callers participating in the ECNS process. The analysis looks at various components in the call processing continuum including determination of ECNS eligibility, proper transfer and capture in the LowCode ECNS processing software, and final disposition of pre-hospital care. Data for this analysis was extracted from CONFIREs CAD SQL database, the LowCode database, and ImageTrend medical records.

*Table 1: EMS 911 calls for service and EMD completion for April 2025*

<b>Total Emergency EMS Calls</b>	16,777
<b>Total EMS Calls with Obtainable Determinant Code</b>	12,499
<b>Total EMS Calls with Determinant Code</b>	11,165
<b>% of EMD Obtainable EMS Calls with Determinant Code</b>	89.3%

*Table 2: ECNS eligible calls and status of transfers to Emergency Communication Nurse (ECN) for April 2025.*

<b>Total Calls Eligible for Low Code:</b>	1,359
<b>% of EMS calls with Determinant Code Eligible for ECNS</b>	12%
<b>Total ECNS Eligible Calls Transferred to ECN (Entered in Low Code)</b>	511
<b>% of Eligible EMS Calls Transferred to ECNS</b>	37.6%
<b>% of Total EMS Calls Transferred to ECNS</b>	3.0%

Table 3: Transport/treatment status of ECNS calls April 2025.

<b>Incoming Calls to Emergency Communications Nurse (ECN) Nurse</b>		
	Total ECNS Transfers	530
	Transferred via CAD Service (did not connect with ECN)	19
	Calls Aborted (Hangups, disconnects)	99
	Total Calls received and completed by ECN	412
<b>Calls Returned for Emergency Transport</b>		
	Triage nurse returned call for Emergency Transport	72
	Number of returned calls for emergency resulting in actual transport	59
	% of returned calls for emergency resulting in transport	82%
<b>Non-emergency with no Alternative Transport</b>		
	Patient had no alternative means of transport (Transport Unit Sent)	255
	Number of non-emergency ambulance responses that resulted in actual transport.	209
	% of non-emergency ambulance responses that resulted in actual transport.	82%
<b>Total calls to reach ECN that resulted in an ambulance response</b>		327
	% of total calls to reach ECN that resulted in ambulance response	79.4%

<sup>1</sup> A CAD Service transfer occurs when CAD recognizes that the call is eligible for ECNS and automatically (and often without dispatcher knowledge) moves the call to LowCode electronically, but the dispatcher is not actually moving the call forward via telephone line to live ECN. There may be a number of reasons why this occurs, but for tracking purposes, it is not counted as an actual ECNS transfer. The call is actually being handled like a standard dispatched call with no time delays.



Table 4: Unit responses and ambulance transport rates to ECNS calls that were returned for first responders for April 2025 (by call type). Top 20 Call Types.

Call Type	Total Calls in LowCode	Total LowCode calls referred back for a Response for medical reasons	% of Calls referred back for a response for medical reasons	Calls referred back for a response for medical reasons that transported.	% of Calls referred back for a response for medical reasons that transported.
SICK-A8	65	13	18%	12	92%
BACK-A1	34	1	1%	1	100%
SICK-O1	33	3	4%	3	100%
FALL-A2	30	7	9%	7	100%
SICK-A2	22	3	4%	1	33%
ABD-A1	20	4	5%	1	25%
SICK-A11	19	1	1%	1	100%
DIA-O1	16	6	8%	6	100%
FALL-A3	16	2	3%	0	0%
HL-A1	14	2	3%	1	50%
SOB - Shortness of Breath	14	2	3%	1	50%
FALL-O1	11	3	4%	2	67%
HEAD-O1	10	0	0%	0	
SICK-A4	9	0	0%	0	
FALL-A1	9	1	1%	0	0%
SICK-A3	9	2	3%	1	50%
CHOKE-O1	9	1	1%	1	100%
ALL-A1	9	1	1%	1	100%
UNC - Unconscious Person	8	2	3%	2	100%
PSY-O1	8	0	0%	0	

*Table 5: Recommended Point of Care Disposition for patients completing ECNS process for April 2025\*.*

Disposition of Care Text		
Seek Emergency Care as Soon as Possible	211	56.4%
Emergency Response	72	19.3%
Seek Face to Face Care within 1-4 Hours	71	19.0%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 12 Hours (same day)	11	2.9%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 1-3 Days	2	0.5%
Speak to Your Doctor/Health Care Professional to Review the Symptoms As Soon As Possible	7	1.9%

*\*This represents recommended care given by the ECN. The ECNS program does not have a mechanism to follow up on whether callers follow through with the recommendations. Also, the numbers in this table includes callers who were provided a recommendation that did not require ambulance transport, but received that transport anyway due to lack of alternative transportation (see table 3 for detail).*

Figure 1: Percentage of ECNS eligible Calls that are transferred to ECN and entered into Low Code system by date.

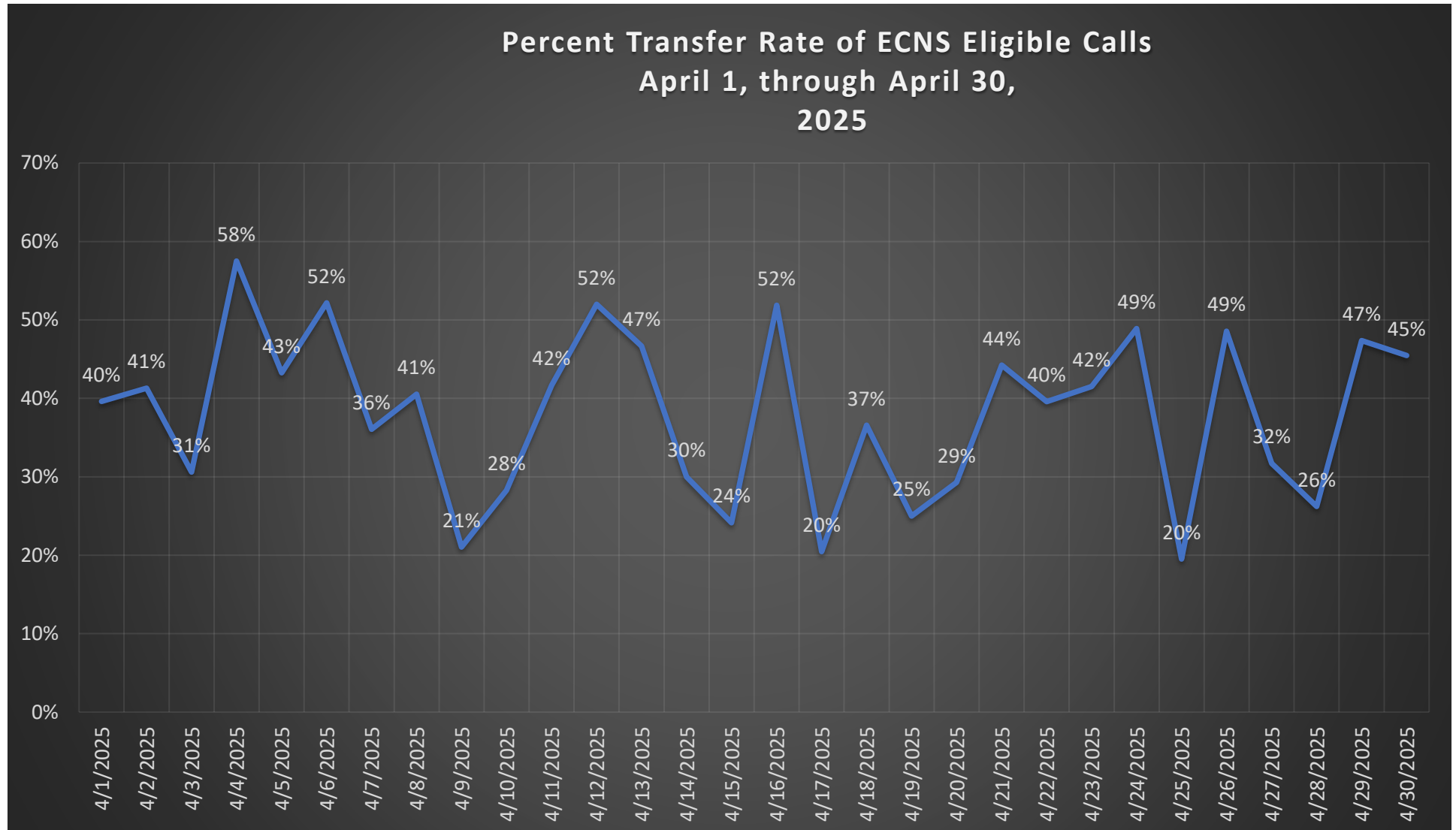


Figure 2: Total number of ECNS eligible calls and the number of them that were transferred to an ECN/entered into Low Code by date.

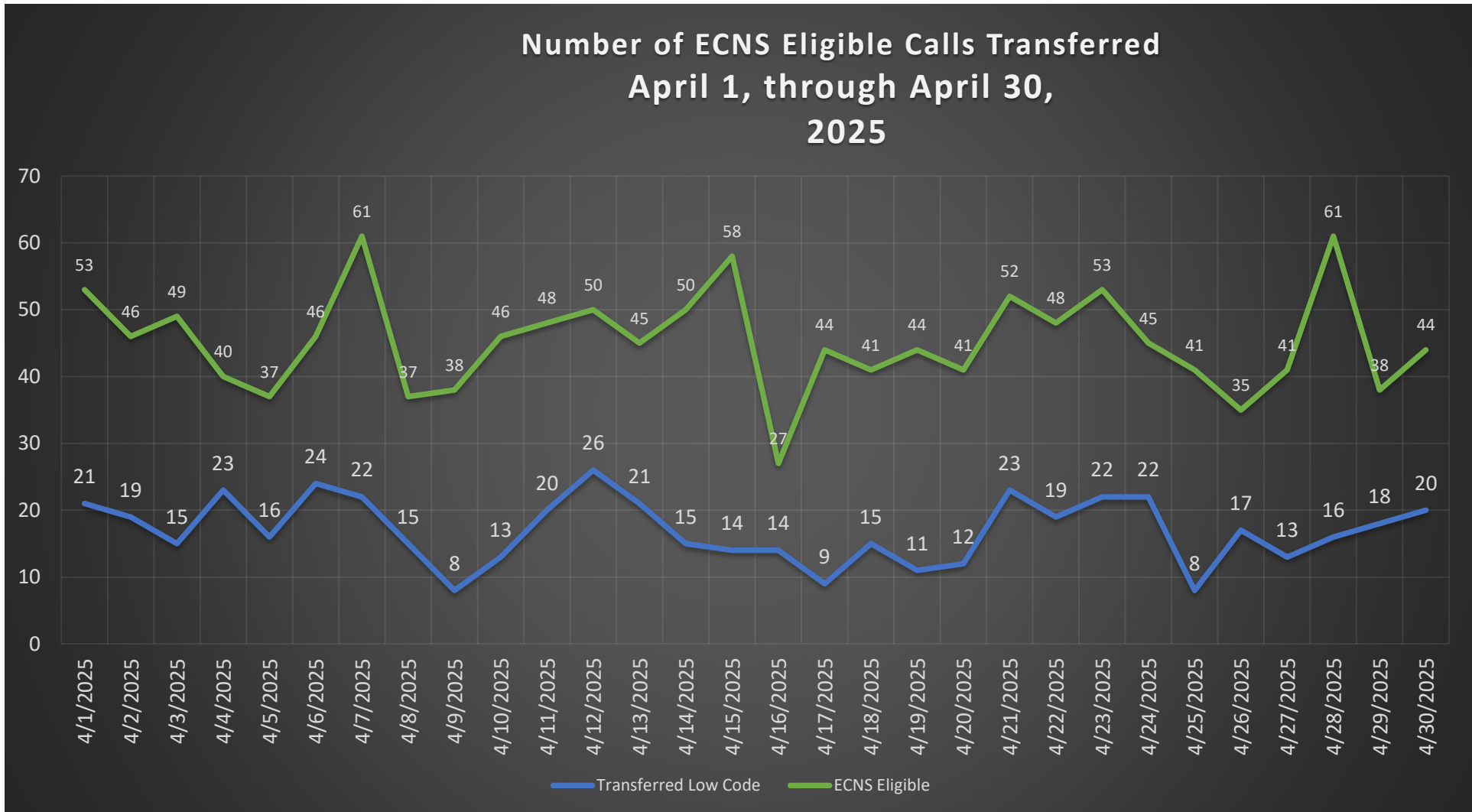


Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system.

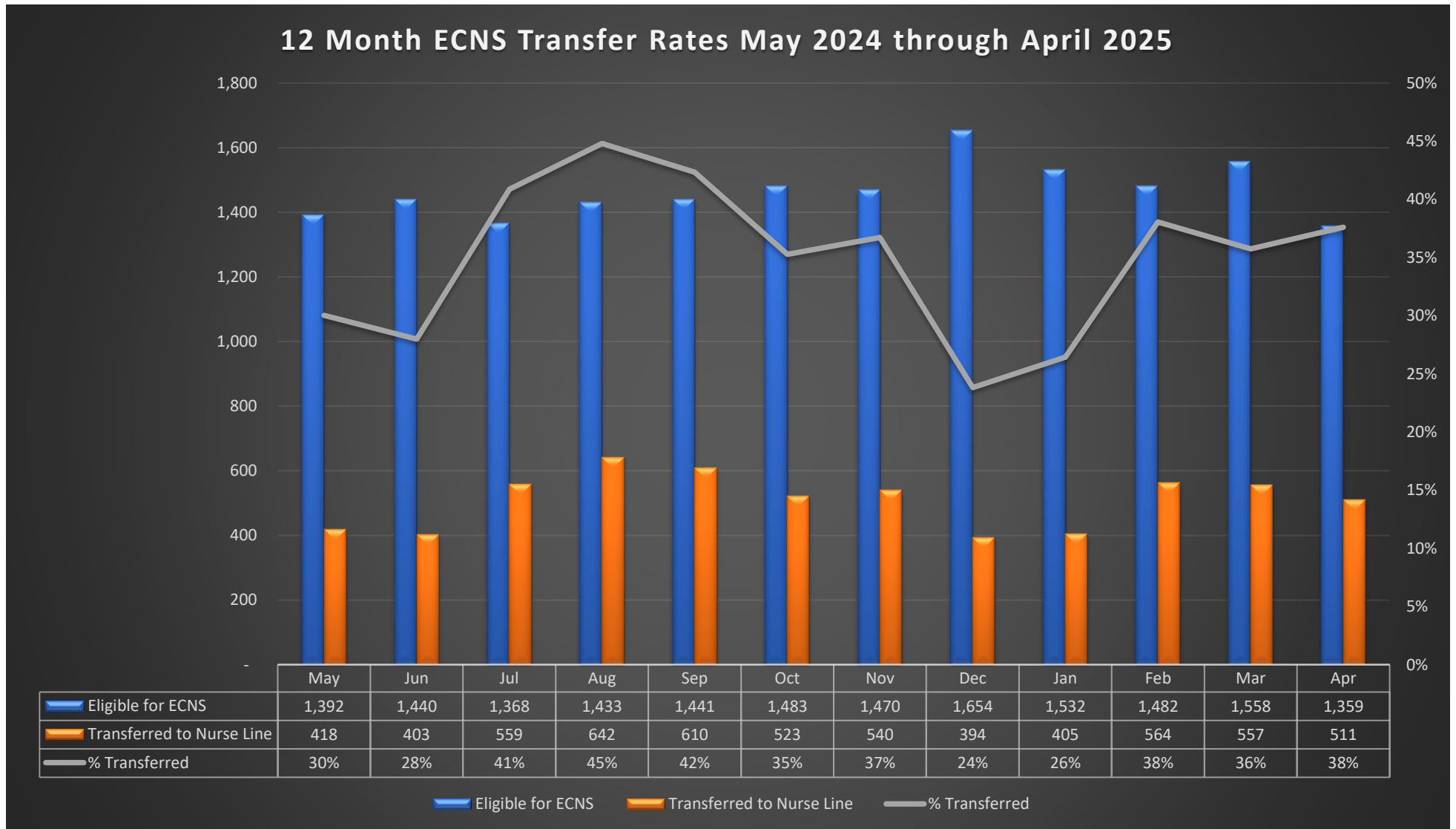
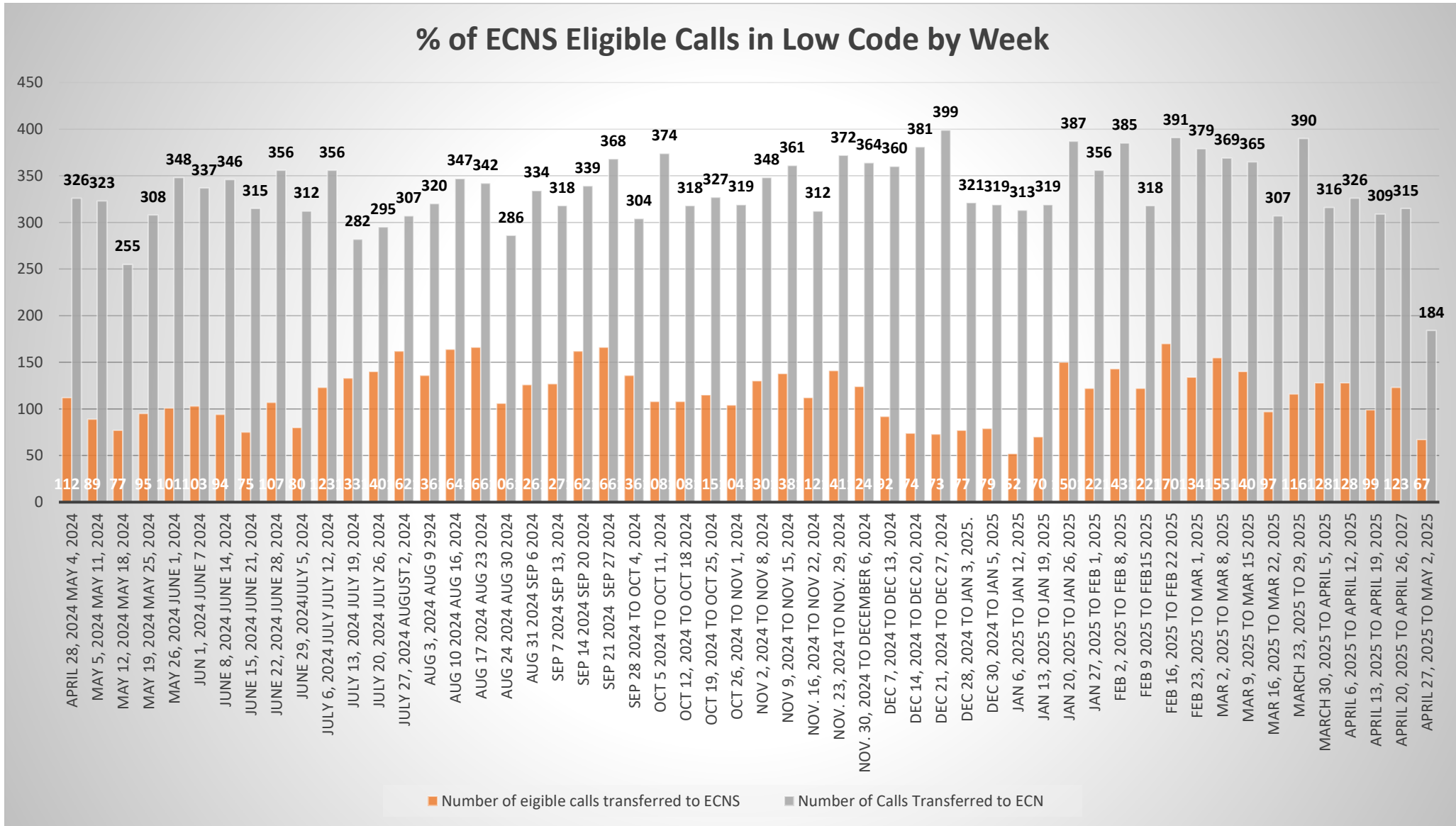


Figure 4: Number of eligible ECNS calls and rates of transfer from April 2024 through April 2025.



## Reasons why ECNS Eligible Calls were not Transferred to the ECNS Nurse Line

April 2025

CONFIRE's CAD is programmed to prompt the dispatcher each time a call is determined to be eligible for transfer to the ECNS system. Eligibility is based on the established determinant code for the call. The dispatcher has the option of bypassing ECNS and sending a standard response for the call but must provide a reason for doing so from a pre-defined list. Below is a summary of reasons calls were not transferred.

These determinations are based on the information that the dispatcher has available and how they interpret the information, so there is a level of subjectivity. Furthermore, because it is a pre-defined list, the categories may not cover the specific situation of each call. Therefore, the dispatcher needs to make a judgement call as to the closest matching category, not necessarily the exact situation.

*Table 6: Dispatcher response as to why eligible calls were not transferred to ECNS.*

<b>Disposition Text from CAD</b>	<b>Number of Calls</b>	<b>% of Total Eligible Calls Not Sent to LowCode</b>
*Call Taker decided to not send incident to LowCode, with reason: ECN NOT AVAIL= No ECN staff at CONFIRE and REMSA or hold music on transfer (Sup Approval)	657	77.6%
*Call Taker decided to not send incident to LowCode, with reason: ECN NOT AVAIL= No ECN staffing or hold music on transfer	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: INABILITY TO INTERROGATE PT= Inability to talk, belligerent, RP not at same location	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= RN/Dr requesting 911 AND is at PT bedside	39	4.6%
*Call Taker decided to not send incident to LowCode, with reason: PT COMPLETE IMMOBILITY= Cannot move, bedridden or on the ground unable to get up	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: PT IN PUBLIC PLACE= PT is in an area where large crowds are gathering (i.e. sports complex)	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: QUICK LAUNCH= CPR, UNC, CP, SOB, CVA	96	11.3%
*Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call	13	1.5%
*Call Taker decided to not send incident to LowCode, with reason: RP IS MINOR= PT is a minor at school or NO adult on scene	29	3.4%

*Call Taker decided to not send incident to LowCode, with reason: TEST/REOPENED CALL= Test or reopened call	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= Staff requesting 911 or PT directed by medical facility to call 911	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: RP IS MINOR= RP is a child caller <16 or RP is a minor calling for minor PT	0	0.0%
* Call Taker decided to not send incident to LowCode, with reason: PUBLIC SERVICE= A public service has been dispatched	0	0.0%
* Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call	13	1.5%





## STAFF REPORT

**DATE: May 27, 2025**

**FROM: Nathan Cooke, Interim Director**

**TO: Board of Directors**

---

**SUBJECT: MOU between CONFIRE and Riverside UASI for 2023 Grant Funds**

---

### **Recommendation**

**Approve MOU with Riverside UASI for grant award of \$10,000 for the 2023 period to be utilized for the regional CAD to CAD project.**

### **Background Information**

The Administrative Committee has authorized CONFIRE to submit an application for Urban Area Security Initiative (UASI) funds for the regional CAD to CAD project each year since 2018. Thus far, CONFIRE has received \$1.5 million in UASI funds for the CAD to CAD project. The 2023 application was approved by the Riverside UASI in the amount of \$10,000. These funds have been included in the Board approved FY 2025/26 budget in fund 5019, Special Revenue Fund.

In order to utilize these funds, CONFIRE must enter into an MOU with the City of Riverside which is the administrative agency for the Riverside-San Bernardino-Ontario area UASI. CONFIRE staff has worked closely with the Riverside UASI staff to complete all the elements of the MOU. The document has also been reviewed by CONFIRE legal counsel who endorsed the document as submitted.

The MOU binds CONFIRE to utilize the funds according to the application and within the strict guidelines of the UASI rules while maintaining all performance reporting requirements.

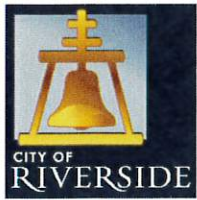
The intent of these funds is to assist CONFIRE, as the lead agency, in developing and implementing a regional CAD to CAD solution in San Bernardino as well as Riverside County. The first phase of the project has been completed using a combination of CONFIRE and UASI Grant funds.

The project is currently active with CONFIRE, Chino PD, San Manuel Public Safety, AMR San Bernardino, Riverside County Fire and Murrieta Fire sharing call information. Several other

agencies have current projects to bring them onto the system. A two-county task force is engaged in the project with several new public and private member agencies expected to be participating by the end of calendar year 2025.

### **FISCAL IMPACTS**

There is no fiscal impact to CONFIRE. The UASI award does not require cost sharing or matching funds. UASI grant awards provide for reimbursement of actual and allowable cost incurred, subject to the Federal cost principles.



## Fire Department

Michael D. Moore  
Fire Chief

Item 9.

October 2, 2024

### VIA ELECTRONIC DELIVERY

Mike Bell, Director  
CONFIRE  
1743 Miro Way  
Rialto, Ca 92376

### **RE: FY2023 Riverside Urban Areas Security Initiative (UASI) Project Approval**

Dear Director Bell:

The California Office of Emergency Services (Cal OES) has approved the FY2023 Riverside UASI grant application and has authorized commencement of expenditures. The performance period of the grant is 09/01/2023 through 01/01/2026.

During the review process, Riverside UASI and Cal OES staff examined and evaluated your project proposal. As a result of this review, the purchasing and performance milestones identified below will be used by Riverside UASI to 1) determine the appropriate date to disencumber funds awarded under this grant and re-direct those funds to other needs across the RUASI region, and 2) indicate performance and grant management capacity in future competitive project proposals.

You are required to comply with all applicable federal, state, and local Environmental and Historic Preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, Establish/Enhance Emergency Operations Center projects, projects requiring EHP review, and noncompetitive procurement requests require additional approval from Cal OES. Written requests must be approved for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this Project Approval. Sub-recipients are also required to obtain a performance bond prior to the purchase of any equipment item over \$250,000, including any aviation or watercraft financed with Homeland Security dollars.

Following completion of the Post Award Actions listed below, this letter will serve as your authorization to begin spending against your approved projects. Please remember that any modifications to your project will require pre-approval by both Riverside UASI and Cal OES prior to incurring any costs.

### **Post Award Actions:**

The following actions are required prior to incurring any costs against your project(s):

1. Attend Sub-Recipient Workshop
2. Executed Memorandum of Understanding (MOU) with City of Riverside / Riverside UASI
3. Executed Grant Assurances
4. Executed Certificate of Non-Supplanting
5. Executed Certificate of Debarment



Office of Emergency Management  
3085 St Lawrence Street, Riverside, CA 92504  
Phone: (951) 320-8100 | [RiversideCA.gov/Fire](http://RiversideCA.gov/Fire)



6. Executed Grants Management Assessment Form
7. Executed Grant Face Sheet
8. Performance Bond(s) as required
9. EHP(s) as required
10. Noncompetitive Procurement Request(s) as required
11. Controlled Equipment as required

This grant is subject to all provisions of 2 CRF Part 200, Subpart F – Audit Requirements. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the Riverside UASI within 30 calendar days upon receipt of an invoice.

**Project: CAD-To-CAD**

**\$10,000**

**Milestones:**

6 month mark	5% complete	03/01/2024
12 month mark	25% complete	09/01/2024
18 month mark	50% complete	03/01/2025
24 month mark	65% complete	09/01/2025
28 month mark	85% complete	01/01/2026

Please note that your Department Head or Agency Director's signature is required on this letter. Sign and return the original to our office within ten days of receipt and keep a copy for your grant file. Feel free to contact our office for further assistance.

Please refer to your Sub-Recipient Grant Guide for additional information, forms, and guidance. I look forward to working with you and to the success of your project.

Sincerely,



Mark D. Annas  
Program Administrator  
Riverside Fire Department- Office of Emergency Management / UASI Program  
3085 Saint Lawrence Street  
Riverside, CA 92504  
(951) 320-8103

---

Dan Harker, Fire Chief  
CONFIRE

---

Date

**MEMORANDUM OF UNDERSTANDING  
CITY OF RIVERSIDE, BY AND THROUGH ITS OFFICE OF EMERGENCY  
MANAGEMENT, AND THE CONSOLIDATED FIRE AGENCIES (CONFIRE JPA)  
REGARDING URBAN AREA SECURITY INITIATIVE (UASI) GRANT FUNDING  
FOR FEDERAL FISCAL YEAR 2023**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is effective May 27, 2025, between the CITY OF RIVERSIDE, BY AND THROUGH ITS OFFICE OF EMERGENCY MANAGEMENT, and CONFIRE JPA (“Participating Agency”) under the following terms and conditions:

1. The Participating Agency agrees to comply with the Grant Assurances for Urban Area Security Initiative (**Attachment A**).
2. The Participating Agency agrees to comply with United States Department of Homeland Security – Homeland Security Grant Program guidance, processes, and requirements.
3. The Participating Agency agrees that all equipment, supplies, and training through the UASI program is for the mutual benefit of the Riverside UASI Region and not for the exclusive benefit of any one agency.
4. The Participating Agency agrees that all equipment, supplies, and technical expertise developed through training funded by the UASI program is to be made available for emergency use through established mutual aid systems, established mutual aid agreements, or made reasonably available through a valid request by a member jurisdiction or organization of the Riverside UASI.
5. The Participating Agency agrees to provide, prior to being funded, the most recent copy of their Single Audit Report.
6. The Participating Agency agrees to submit a Monthly Project Progress Report by the 15<sup>th</sup> day of each month in accordance with the UASI grant program guidelines.
7. The participating agency agrees to designate a Project Manager and Grant Manager for each project awarded and provide the contact information of those individuals to the City of Riverside Office of Emergency Management / UASI. Upon any changes to the original designation the agency will provide written notification and updated contact information.
8. The Participating Agency agrees to maintain all documentation supporting all expenditures reimbursed from grant funds, and ensure all expenditures are allowable under grant requirements. Recipients that expend \$300,000 or more of federal funds during their respective fiscal year agree to submit an organization wide financial and compliance audit report. The audit shall be performed in accordance with the U. S. General Accounting Office Government Auditing

Standards and OMB Circular A-133 (Federal Grantor Agency: U. S. Department of Homeland Security; Pass-Through Agency: Office of Homeland Security; Program Title: Public Assistance Grants; Federal CFDA Number: 97.008). The records shall be maintained and retained in accordance with UASI grant requirements and shall be available for audit and inspection by the City and designated grant agent personnel.

9. The Participating Agency agrees that all its expenditures shall be in accordance with the approved project expenditures and allowable costs as submitted to the City and approved by the California Office of Emergency Services (Cal OES) and the U.S. Department of Homeland Security Grants Program Directorate.
10. The Participating Agency agrees to maintain adoption and implementation of (National Incident Management System) NIMS.
11. The Participating Agency agrees to defend, indemnify, and hold harmless the City, its agents, officers, and employees, from and against all liability arising out of the Participating Agency's acts or omissions under this MOU.
12. The City agrees to defend, indemnify, and hold harmless the Participating Agency, its agents, officers, and employees, from and against all liability arising out of the City's acts or omissions under this MOU.
13. The Participating Agency agrees to provide the Certificate of Non-Supplanting (**Attachment B**).
14. The Participating Agency agrees to provide the Certification regarding Debarment, Suspension, and Other responsibility matters (**Attachment C**).
15. The Participating Agency agrees to provide the Subrecipient Grants Management Assessment (**Attachment D**).
16. The Participating Agency agrees to provide the Grant Face Sheet (**Attachment E**).
17. The Participating Agency agrees to replace all UASI funded equipment if lost, stolen, or damaged beyond repair, the equipment shall be replaced with that of like kind or capability, at the custodial agency's own expense.
18. The Subgrantee Performance Period for the FY2023 UASI funding cycle is from September 1, 2023 to January 01, 2026.

(Signatures on following page)

IN WITNESS WHEREOF, this Memorandum of Understanding is entered into by the City of Riverside, by and through its Office of Emergency Management and the CONFIRE JPA, by and through its/their authorized representatives.

CITY OF RIVERSIDE

PARTICIPATING AGENCY

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: CONFIRE JPA Chairperson

Attest:

Attest:

By: \_\_\_\_\_  
Donesia Gause

By: \_\_\_\_\_  
Nathan Cooke

Title: \_\_\_\_\_  
City Clerk

Title: CONFIRE JPA Interim Director

Approved as to form:

By: \_\_\_\_\_

Deputy City Attorney

## Governing Body Resolution (For Operational Areas and Urban Area's)

BE IT RESOLVED BY THE BOARD OF DIRECTORS  
(Governing Body)

OF THE CONSOLIDATED FIRE AGENCIES (CONFIRE JPA) THAT  
(Name of Applicant)

NATHAN COOKE, CONFIRE JPA Interim Director  
\_\_\_\_\_, OR  
(Name or Title of Authorized Agent)

MIKE BELL (Project Manager) \_\_\_\_\_, OR  
(Name or Title of Authorized Agent)

DAMIAN PARSONS, Finance/ Administration Director \_\_\_\_\_,  
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

Passed and approved this 27 day of May, 2025

### *Certification*

I, Lynne Kennedy, duly appointed and Chairperson of the Consolidated Fire Agencies (CONFIRE JPA) Board of Directors do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of the Consolidated Fire Agencies (CONFIRE JPA) on the 27 day of May, 2025.

CONFIRE JPA Board Of Directors Chairperson  
(Official Position)

\_\_\_\_\_  
(Signature)





## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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**As the duly authorized representative of the Applicant, I hereby certify** that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

**The requirements outlined in these assurances apply to Applicant and any of its subrecipients.**

**I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:**

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

### **Federal Regulations**

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

In the event Cal OES determines that changes are necessary to the subaward after a subaward has been made, including changes to period of performance or terms and conditions, Applicants will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Applicant acceptance of the changes to the subaward.

**State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:**

### **1. Proof of Authority**

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;
- (d) The Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) The official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

### 2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

### 3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.



## Standard Assurances

### For Cal OES Federal Non-Disaster Grant Programs

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- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

#### 4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.214 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (4)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 5. **Non-Discrimination and Equal Employment Opportunity**

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—



## Standard Assurances

### For Cal OES Federal Non-Disaster Grant Programs

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be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) Department of Homeland Security (DHS) policy to ensure the equal treatment of faith-based organizations, under which the Applicant must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940-12957), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

#### 6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 7. Environmental Standards

The Applicant will comply with state and federal environmental standards, including:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); and





## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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(m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: (1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease-and-desist order pursuant to section 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

### 8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R., Part 200, Subpart F Audit Requirements.

### 9. Cooperation and Access to Records

The Applicant must cooperate with any compliance reviews or investigations conducted by DHS. In accordance with 2 C.F.R. § 200.337, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

### 10. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

### 11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which provides that Applicant shall not submit a false claim for payment, reimbursement, or advance.

### 12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), including but not limited to (a) the reporting of subawards obligating \$30,000 or more in federal funds,



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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and (b) executive compensation data for first-tier subawards as set forth in 2 C.F.R. Part 170, Appendix A. The Applicant also agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.

### 13. Whistleblower Protections

The Applicant must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

### 14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits the Applicant or its subrecipients from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

### 15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et seq.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

### 16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

### 17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)





## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;

- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires federal award subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

### 18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 19. Use of Cellular Device While Driving is Prohibited

The Applicant is required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

### **20. California Public Records Act and Freedom of Information Act**

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code §7920.000 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

### **HOMELAND SECURITY GRANT PROGRAM (HSGP) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS**

### **21. Acknowledgment of Federal Funding from DHS**

The Applicant must acknowledge its use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **22. Activities Conducted Abroad**

The Applicant must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **23. Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. If the Applicant collects PII, the Applicant is required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII they collect. The Applicant may refer to the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as a useful resource.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 24. Copyright

The Applicant must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of United States Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

### 25. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude the Applicant from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

### 26. Energy Policy and Conservation Act

The Applicant must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### 27. Federal Debt Status

The Applicant is required to be non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

### 28. Fly America Act of 1974

The Applicant must comply with Preference for United States Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

### 29. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, the Applicant must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 30. Non-supplanting Requirement

If the Applicant receives federal financial assistance awards made under programs that prohibit supplanting by law, the Applicant must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non- federal sources.

### 31. Patents and Intellectual Property Rights

Unless otherwise provided by law, the Applicant is subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. The Applicant is subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

### 32. SAFECOM

If the Applicant receives federal financial assistance awards made under programs that provide emergency communication equipment and its related activities, the Applicant must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

### 33. Terrorist Financing

The Applicant must comply with Executive Order 13224 and United States law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. The Applicant is legally responsible for ensuring compliance with the Order and laws.

### 34. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the Applicant's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the Applicant must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 35. USA Patriot Act of 2001

The Applicant must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

### 36. Use of DHS Seal, Logo, and Flags

The Applicant must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

### 37. Performance Goals

In addition to the Biannual Strategy Implementation Report submission requirements outlined in the Preparedness Grants Manual, the Applicant must demonstrate how the grant-funded project addresses the core capability gap associated with each project and identified in the Threat and Hazard Identification and Risk Analysis or Stakeholder Preparedness Review or sustains existing capabilities, as applicable. The capability gap reduction or capability sustainment must be addressed in the Project Description of the BSIR for each project.

### 38. Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon the Applicant and flow down to any of its subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

### 39. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

The Applicant must comply with the "Build America, Buy America" Act (BABAA), enacted as part of the Infrastructure Investment and Jobs Act and Executive Order 14005. Applicants receiving a federal award subject to BABAA requirements may not use federal financial assistance funds for infrastructure projects unless:

- (a) All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;



## Standard Assurances

### For Cal OES Federal Non-Disaster Grant Programs

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- (b) All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (c) All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The “Buy America” preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. It does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a “Buy America” preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Per section 70914(c) of BABAA, FEMA may waive the application of a “Buy America” preference under an infrastructure program in certain cases.

**On July 1, 2022, OMB approved FEMA's General Applicability Public Interest Waiver of the BABAA requirements to be effective for a period of six months, through January 1, 2023. Applicants will not be required to follow the BABAA requirements for FEMA awards made, and any other funding FEMA obligates, during this waiver period. For any new awards FEMA makes after January 1, 2023, as well as new funding FEMA obligates to existing awards or through renewal awards where the new funding is obligated after January 1, 2023, Applicants will be required to follow the BABAA requirements unless another waiver is requested and approved.**

#### **40. Advancing Effective, Accountable Policing and Criminal Justice Practice to Enhance Public Trust and Public Safety**

The Applicant must comply with the requirements of section 12(c) of Executive Order 14074. The Applicant is also encouraged to adopt and enforce policies consistent with Executive Order 14074 to support safe and effective policing.





## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### IMPORTANT

The purpose of these assurances is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in these assurances. These assurances are binding on Applicant, its successors, transferees, assignees, etc. as well as any of its subrecipients. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Applicant may be ineligible for award of any future grants if Cal OES determines that the Applicant: (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. Applicants are bound by DHS Standard Terms and Conditions 2023, Version 2, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

**The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.**

Applicant: Consolidated Fire Agencies (CONFIRE JPA)

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: Damian Parsons

Title: Finance/Administration Director Date: \_\_\_\_\_

## Certificate of Non-Supplanting

My signature below affirms that grant funds from the Urban Area Security Initiative Grant will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Designated Agent:

Damian Parsons

Printed Name

Signature

Finance/Administration Director

Title

CONFIRE JPA

Agency



**RIVERSIDE URBAN AREA SECURITY INITIATIVE  
CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Government-wide Debarment and Suspension (Non-procurement). The certification shall be treated as a material representation of fact upon which reliance will be placed when the Agency determines to award the covered transaction or cooperative agreement.

If it is later determined that an applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. The applicant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in covered transactions, as defined in the applicable CFR

1. The applicant certifies that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency (Note: The terms "covered transaction," "debarred," "suspended," "ineligible," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.);
  - b. Have not within a three-year period preceding this application been conflicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach as explanation to this application.

\_\_\_\_\_  
Authorized Agent Signature

**Damian Parsons**

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consolidated Fire Agencies (CONFIRE JPA)

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
1743 Miro Way

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Rialto, CA 92376

\_\_\_\_\_  
City, State, Zip Code

# CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT

<b>Subrecipient:</b> CONFIRE	<b>UEI #:</b> JYMYKJ3MN56	<b>FIPS #:</b> 065-6200
<b>Grant Disaster/Program Title:</b> Homeland Security Grant Program		
<b>Performance Period:</b> 09/01/23	<b>to</b> 01/01/2026	<b>Subaward Amount Requested:</b> 10000
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input checked="" type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	<3 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receives?	2400000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	No

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

**Signature: (Authorized Agent)**

**Date:**

**Print Name and Title:**

Damian Parsons, Finance/Administration Director

**Phone Number:**

909-957-8532

*Cal OES Staff Only: SUBAWARD #*

(Cal OES Use Only)

Cal OES #	065-62000	FIPS #	065-62000	VS#		Subaward #	2023-0042
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

<b>1. Subrecipient:</b> <u>City of Riverside</u>	<b>1a. UEI:</b> <u>JYMYKJ3MN56</u>
<b>2. Implementing Agency:</b> <u>Consolidated Fire Agencies (CONFIRE JPA)</u>	<b>2a. UEI:</b> <u>PJ3NSDAR3P41</u>
<b>3. Implementing Agency Address:</b> <u>1743 Miro Way</u> (Street)	<u>Rialto</u> (City) <u>92376-8630</u> (Zip+4)
<b>4. Location of Project:</b> <u>Rialto</u> (City)	<u>San Bernardino</u> (County) <u>92376-8630</u> (Zip+4)
<b>5. Disaster/Program Title:</b> <u>Homeland Security Grant Program</u>	<b>6. Performance / Budget Period:</b> <u>September 1, 2023</u> to <u>May 31, 2026</u> (Start Date) (End Date)
<b>7. Indirect Cost Rate:</b> <u>N/A</u>	<b>Federally Approved ICR (if applicable):</b> <u>N/A</u> %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	UASI		\$10,000	\$10,000				\$10,000
9.									
10.									
11.									
12.									
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$10,000	\$10,000				\$10,000

**13. Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

**14. CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 7920 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

**15. Official Authorized to Sign for Subrecipient:**

Name: Damian Parsons Title: Finance/Administration Director

Payment Mailing Address: 1743 Miro Way City: Rialto Zip Code+4: 92376-8630

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**16. Federal Employer ID Number:** 38-3878492

**(FOR Cal OES USE ONLY)**

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer)	(Date)	(Cal OES Director or Designee)	(Date)
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**CONFIRE****STAFF REPORT****DATE: 05/27/25****FROM: Rogers, Anderson, Malody & Scott, LLP  
Certified Public Accountants****By: Nathan Cooke, Director  
Damian Parsons, Finance/Administration Director  
Erika Torres-Murillo, Staff Analyst II****TO: CONFIRE Board of Directors**

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**SUBJECT: FY 2023-2024 Audited Financial Statements**

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**Recommendation**

Accept the CONFIRE Financial Statements with Independent Auditor's Report as of June 30, 2024.

**Background Information**

Rogers, Anderson, Malody, & Scott (RAMS) Certified Public Accountants, have audited the financial information supporting the attached Financial Statements as of June 30, 2024. It is RAMS' opinion that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund as of June 30, 2024.

**Audit Findings**

The audit identified a material weakness in CONFIRE's capital asset tracking process. The specific deficiencies included:

- Misclassification and improper capitalization of various assets in prior years.
- Capitalization of assets that did not meet the capitalization criteria.
- Premature capitalizing of assets before being placed into service.

The misclassification and premature capitalization of assets resulted in:

- Overstatement/understatement of capital assets on financial statements.
- Compliance risks related to financial reporting requirements.

**RAMS's Recommendations**

RAMS outlines the following recommendations to address the above-mentioned issues:

1. Develop and implement comprehensive policies and procedures for capital asset accounting, ensuring alignment with GAAP and relevant government standards.
2. Provide targeted training to personnel responsible for asset tracking and financial reporting.
3. Establish a robust review process to ensure assets are properly classified and capitalized only when placed into service.
4. Conduct a retrospective review of prior-year capitalized assets to identify and correct any remaining misstatements.

**Fiscal Impact**

CONFIRE's Management is in agreement with all of RAMS's recommendations and will be working on implementing all of the four measures indicated. There will be no fiscal impact in implementing these measures.

**Attachments:**

- Financial Statements with Independent Auditor's Report (June 30, 2024)
- Audit Letter (April 03, 2025)



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

Item 10.

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscpa.net

April 3, 2025

#### PARTNERS

Scott W. Manno, CPA, CGMA  
Leena Shanbhag, CPA, MST, CGMA  
Bradferd A. Welebir, CPA, MBA, CGMA  
Jenny W. Liu, CPA, MST  
Gardenya Duran, CPA, CGMA  
Brianna Schultz, CPA, CGMA  
Brenda L. Odle, CPA, MST (Partner Emeritus)  
Terry P. Shea, CPA (Partner Emeritus)

To the Board of Directors  
Consolidated Fire Agencies  
Rialto, California

We have audited the financial statements of the Consolidated Fire Agencies (the entity) as of and for the year ended June 30, 2024, and have issued our report thereon dated April 3, 2025. Professional standards require that we advise you of the following matters relating to our audit.

#### Our Responsibility in Relation to the Financial Statement Audit

#### MANAGERS / STAFF

Seong-Hyea Lee, CPA, MBA  
Evelyn Morentin-Barcena, CPA  
Veronica Hernandez, CPA  
Laura Arvizu, CPA  
John Maldonado, CPA, MSA  
Julia Rodriguez Fuentes, CPA, MSA  
Demi Hite, CPA  
Jeffrey McKennan, CPA  
Monica Wysocki, CPA  
Jacob Weatherbie, CPA, MSA  
Bolim Han, CPA, MAcc  
Anny Gonzalez, CPA

As communicated in our engagement letter dated April 12, 2024, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of the entity solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our finding regarding significant control deficiencies over financial reporting and material weaknesses noted during our audit in a separate letter to you dated April 3, 2025.

#### MEMBERS

American Institute of  
Certified Public Accountants

*PCPS The AICPA Alliance  
for CPA Firms*

*Governmental Audit  
Quality Center*

California Society of  
Certified Public Accountants



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**AlliottGlobalAlliance™**

## Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

We have evaluated whether certain nonattest services performed by our firm during the audit have created a significant threat to our independence in relation to the entity. We have identified a threat to our independence (preparation of the entity's financial statements, creating a self-review threat) that if not reduced to an acceptable level, would impair our independence. In order to reduce the threat to an acceptable level, we have applied the following safeguard:

Prior to the issuance of the entity's financial statements, another partner or manager, independent of the engagement, will review the financial statements.

## Significant Risks Identified

We have identified the possibility of the following significant risks:

*Management's override of internal controls over financial reporting* – Management override of internal controls is the intervention by management in handling financial information and making decisions contrary to internal control policy.

*Revenue recognition* – Revenue recognition is a generally accepted accounting principle that refers to the conditions under which an entity can recognize a transaction as revenue. Auditing standards indicate that recognizing revenue is a presumed fraud risk and usually classified as a significant risk in most audits.

These significant risks are presumptive in most audits and merit attention by the auditors due to the direct impact over financial reporting and internal control processes. Although identified as significant risks, we noted no matters of management override of controls or deviations from generally accepted accounting principles which caused us to modify our audit procedures or any related matters which are required to be communicated to those charged with governance due to these identified risks.

## Qualitative Aspects of the Entity's Significant Accounting Practices

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the entity is included in Note 1 to the financial statements. The entity adopted GASB Statement No. 100, Accounting Changes and Error Corrections during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates and Related Disclosures*

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the entity's financial statements are:

Management's estimate of the net pension liability and related deferred inflows and outflows of resources are based on actuarial reports by independent actuaries. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users.

The most sensitive disclosures affecting the entity's financial statements relate to:

The disclosure of net pension liability and related deferred inflows and outflows of resources in the basic financial statements is based on actuarial assumptions. Actual future liabilities and actuarial deferred inflows and outflows may vary from disclosed estimates.

The disclosure of leases, right-to-use assets, and asset amortization in the basic financial statements is based on certain terms and assumptions in the agreements which could differ from actual amounts.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Attachment A reflects all material misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.



**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the entity's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

**Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated April 3, 2025.

**Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the entity, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the entity's auditors.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Directors and management of the entity and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Rogers, Anderson, Malody & Scott, LLP.*

<b>Adjusting Journal Entries JE # 102</b>			
Auditor proposed AJE to correct the classification of unavailable revenue.			
CD-40509094	FEDERAL - GRANTS	8,079.97	
GR-40509194	ARPA RECOVERY FUND DISTRIBUTION	94,363.96	
CD-B475	Deferred Revenue (Unavailable)		8,079.97
GR-B475	Deferred Revenue (unavailable)		94,363.96
<b>Total</b>		<b>102,443.93</b>	<b>102,443.93</b>
<b>Adjusting Journal Entries JE # 103</b>			
Auditor proposed AJE to correct transfers for fund 5008 and 5020.			
EMS-51001010	REGULAR SALARY	81,522.00	
OP-10000000	EQUITY POOL CASH	81,522.00	
EMS-10000000	EQUITY POOL CASH		81,522.00
OP-40909975	RESIDUAL EQUITY TRANSFERS IN		81,522.00
<b>Total</b>		<b>163,044.00</b>	<b>163,044.00</b>
<b>Adjusting Journal Entries JE # 104</b>			
Auditor proposed AJE to correct an expense for fiscal year 2025 which was recorded in fiscal year 2024.			
GR-24005020	ACCOUNTS PAYABLE RECON NON-GOVMTAL VENDORS	30,000.00	
GR-52002115	COMPUTER SOFTWARE EXPENSE		30,000.00
<b>Total</b>		<b>30,000.00</b>	<b>30,000.00</b>
<b>Adjusting Journal Entries JE # 105</b>			
Auditor proposed AJE to post the GASB 31 FMV adjustment that was not recorded.			
BR-40309984	NET INCR/DECR IN FAIR VALUE	15,505.54	
CD-40309984	NET INCR/DECR IN FAIR VALUE	2,146.16	
EMS-40309984	NET INCR/DECR IN FAIR VALUE	8,522.85	
EQ-40309984	NET INCR/DECR IN FAIR VALUE	17,834.36	
GR-40309984	NET INCR/DECR IN FAIR VALUE	51,136.85	
OP-40309984	NET INCR/DECR IN FAIR VALUE	36,119.71	
BR-11001240	COUNTY POOL INV - FAIR VALUE ADJ		15,505.54
CD-11001240	COUNTY POOL INV - FAIR VALUE ADJ		2,146.16
EMS-11001240	COUNTY POOL INV - FAIR VALUE ADJ		8,522.85
EQ-11001240	COUNTY POOL INV - FAIR VALUE ADJ		17,834.36
GR-11001240	COUNTY POOL INV - FAIR VALUE ADJ		51,136.85
OP-11001240	COUNTY POOL INV - FAIR VALUE ADJ		36,119.71
<b>Total</b>		<b>131,265.47</b>	<b>131,265.47</b>
<b>Adjusting Journal Entries JE # 106</b>			
Auditor proposed AJE to record AP that was not recorded as of year end.			
EMS-24005400	DUE TO OTHER GOVERNMENTS	4,369.63	
EMS-52002540	LEGAL OPINIONS	32,895.26	
GR-52002445	OTHER PROFESSIONAL & SPEC SVCS	5,098.50	
GR-52002445	OTHER PROFESSIONAL & SPEC SVCS	6,798.00	
OP-52002445	OTHER PROFESSIONAL & SPEC SVCS	19,648.00	
EMS-24005100	ACCOUNTS PAYABLE		32,895.26
EMS-52002445	OTHER PROFESSIONAL & SPEC SVCS		4,369.63
GR-24005020	ACCOUNTS PAYABLE RECON NON-GOVMTAL VENDORS		5,098.50
GR-24005100	ACCOUNTS PAYABLE		6,798.00
OP-24005010	ACCOUNTS PAYABLE RECON GOVMTAL VENDORS		19,648.00
<b>Total</b>		<b>68,809.39</b>	<b>68,809.39</b>
<b>Adjusting Journal Entries JE # 107</b>			
Auditor proposed AJE to record Depreciation and Accumulated Depreciation for the EMS fund.			
EMS-Depreciation-R	Depreciation Expense	5,658.00	
Accumulated Depreciat	Accumulated Depreciation		5,658.00
<b>Total</b>		<b>5,658.00</b>	<b>5,658.00</b>
<b>Adjusting Journal Entries JE # 108</b>			
Auditor proposed AJE to record the expenses from the purchase of assets placed in service in fiscal year 2024 which was paid in September 2024.			
EQ-52002116	COMPUTER HARDWARE EXPENSE	24,960.36	
EQ-24005020	ACCOUNTS PAYABLE RECON NON-GOVMTAL VENDORS		24,960.36
<b>Total</b>		<b>24,960.36</b>	<b>24,960.36</b>

April 3, 2025

Rogers, Anderson, Malody & Scott, LLP

This representation letter is provided in connection with your audit of the basic financial statements of Consolidated Fire Agencies (the entity) as of June 30, 2024 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the entity in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of April 3, 2025:

### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 12, 2024, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- The methods, data and significant assumptions used by us in making accounting estimates and their related disclosures, are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of the applicable financial reporting framework.
- All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements and the effects of material adjustments are summarized in the attached schedule.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- All component units, as well as joint ventures with an equity interest, if any, are included and other joint ventures and related organizations are properly disclosed.

- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus as amended*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- We have evaluated all of our lease and subscription agreements and have given you our assessment as to whether each agreement is subject to GASB Statement No. 87, *Leases* and GASB Statement No. 96, *Subscription Based Information Technology Arrangements*.
- With regard to investments and other instruments reported at fair value:
  - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
  - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- With respect to preparation of the financial statements, we have performed the following:
  - Made all management decisions and performed all management functions;
  - Assigned a competent individual to oversee the services;
  - Evaluated the adequacy of the services performed;
  - Evaluated and accepted responsibility for the result of the service performed; and
  - Established and maintained internal controls, a process to monitor the system of internal controls.

**Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- The financial statements and any other information included in the annual report are consistent with one another, and the other information does not contain any material misstatements.
- All information provided in electronic form are true representations of the original documents.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have provided to you our analysis of the entity's ability to continue as a going concern, including significant conditions and events present, and we believe that our use of the going concern basis of accounting is appropriate.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The entity has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the entity is contingently liable.
- We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.

- Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
- Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
- Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

### **Use of a Specialist**

- We agree with the findings of specialists in evaluating the entity's net pension and net other post-employment benefit liabilities and related deferred amounts and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
- We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefit liabilities and costs for financial accounting purposes are appropriate in the circumstances

### **Cybersecurity**

- There have been no cybersecurity breaches or other cyber events whose effects should be considered for disclosure in the financial statements, as a basis for recording a loss contingency, or otherwise considered when preparing the financial statements.

### **Compliance Examination of the Coronavirus State and Local Fiscal Recovery Funds Program (CSLFRF)**

With respect to the Compliance Examination of the Coronavirus State and Local Fiscal Recovery Funds Program (CSLFRF). We have no knowledge of any noncompliance with the compliance requirements "activities allowed or unallowed" and "allowable costs/cost principles" as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Recovery Funds" is fairly stated, in all material respects.

### **Required Supplementary Information**

With respect to the required supplementary information accompanying the financial statements:

- We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP.
- We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with U.S. GAAP.
- The methods of measurement or presentation have not changed from those used in the prior period.
- We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

### Accounting Estimates and Related Disclosures

- The significant judgments made in making the accounting estimates have taken into account all relevant information of which we are aware.
- We have consistently and appropriately selected and applied methods, assumptions, and data when making accounting estimates.
- The assumptions we used in making and disclosing accounting estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity, when relevant to the accounting estimates and disclosures.
- The disclosures related to accounting estimates, including those disclosures describing estimation uncertainty, are complete and are reasonable in the context of the applicable financial reporting framework.
- We have obtained and applied appropriate specialized skills and expertise in making accounting estimates.
- We are not aware of any events subsequent to the date of the financial statements that require adjustment to our accounting estimates and related disclosures included in the financial statements.

*Damian Parsons*

---

Damian Parsons, Finance/Administration Director



**CONSOLIDATED FIRE AGENCIES**

**FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITOR'S REPORT**

**JUNE 30, 2024**



**ROGERS, ANDERSON, MALODY & SCOTT, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948



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ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

Item 10.

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PCPS The AICPA Alliance  
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Governmental Audit  
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Certified Public Accountants



### *Independent Auditor's Report*

Board of Directors  
Consolidated Fire Agencies (CONFIRE)  
Rialto, California

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund, of Consolidated Fire Agencies (the Agency), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund, of the Agency as of June 30, 2024, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (Government Auditing Standards). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Responsibilities of Management for the Financial Statements***

The Agency's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Other Matters**

As discussed in Note 1 to the financial statements, in the year ended June 30, 2024, the Agency adopted new accounting guidance under Governmental Accounting Standards Board (GASB) Statement No.100, *Accounting Changes and Error Corrections*. Our opinions are not modified with respect to this matter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedules as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 3, 2025, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

*Rogers, Anderson, Malody & Scott, LLP.*

San Bernardino, California  
April 3, 2025

# Statement of Net Position

## June 30, 2024

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Current assets:			
Cash and investments	\$ 14,716,816	\$ 2,272,506	\$ 16,989,322
Due from other governments	137,995	-	137,995
Interest receivable	160,502	10,191	170,693
Prepaid expenses	1,006,045	-	1,006,045
Total current assets	16,021,358	2,282,697	18,304,055
Non-current assets:			
Capital assets, net of accumulated depreciation	1,498,370	175,405	1,673,775
Total non-current assets	1,498,370	175,405	1,673,775
Total assets	17,519,728	2,458,102	19,977,830
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related	3,173,372	-	3,173,372
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	204,277	196,528	400,805
Accrued liabilities	458,607	-	458,607
Due to other governments	58,953	25,281	84,234
Total current liabilities	721,837	221,809	943,646
Non-current liabilities:			
Compensated absences	600,064	-	600,064
Net pension liability	3,753,167	-	3,753,167
Total non-current liabilities	4,353,231	-	4,353,231
Total liabilities	5,075,068	221,809	5,296,877
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension related	797,684	-	797,684
<b>NET POSITION</b>			
Net investment in capital assets	1,498,370	175,405	1,673,775
Unrestricted	13,321,978	2,060,888	15,382,866
Total net position	\$ 14,820,348	\$ 2,236,293	\$ 17,056,641

The accompanying notes are an integral part of the financial statements.

**Statement of Activities**  
**For the Year Ended June 30, 2024**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		
		Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:						
Public safety	\$ 15,056,078	\$ 14,902,991	\$ 762,886	\$ 609,799	\$ -	\$ 609,799
Total governmental activities	15,056,078	14,902,991	762,886	609,799	-	609,799
Business-type activities:						
Emergency medical services	843,876	-	-	-	(843,876)	(843,876)
Total business-type activities	843,876	-	-	-	(843,876)	(843,876)
Total primary government	\$ 15,899,954	\$ 14,902,991	\$ 762,886	609,799	(843,876)	(234,077)
General revenues:						
Investment income				831,200	37,526	868,726
Transfers in/(out):				(1,918,478)	1,918,478	-
Total general revenues and transfers				(1,087,278)	1,956,004	868,726
Change in Net Position				(477,479)	1,112,128	634,649
Net Position, as previously stated				15,528,476	1,124,165	16,652,641
Adjustments - Error correction (Note 8)				(230,649)	-	(230,649)
Beginning of Year, as restated				15,297,827	1,124,165	16,421,992
Net Position, Ending				\$ 14,820,348	\$ 2,236,293	\$ 17,056,641

The accompanying notes are an integral part of the financial statements.

**Balance Sheet**  
**Governmental Funds**  
**June 30, 2024**

	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Total Governmental Funds</b>
<b>ASSETS</b>			
Cash and investments	\$ 14,488,230	\$ 228,586	\$ 14,716,816
Due from other governments	129,915	8,080	137,995
Interest receivable	157,501	3,001	160,502
Prepaid expenses	942,092	63,953	1,006,045
Total assets	<u>\$ 15,717,738</u>	<u>\$ 303,620</u>	<u>\$ 16,021,358</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 204,277	\$ -	\$ 204,277
Accrued liabilities	458,607	-	458,607
Due to other governments	58,953	-	58,953
Total liabilities	<u>721,837</u>	<u>-</u>	<u>721,837</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue	94,364	8,080	102,444
Total deferred inflows of resources	<u>94,364</u>	<u>8,080</u>	<u>102,444</u>
<b>FUND BALANCE</b>			
Nonspendable	942,092	-	942,092
Committed			
CAD to CAD System	-	295,540	295,540
Benefits reserve	1,786,600	-	1,786,600
Assigned			
Equipment replacement	2,286,448	-	2,286,448
Unassigned	9,886,397	-	9,886,397
Total fund balance	<u>14,901,537</u>	<u>295,540</u>	<u>15,197,077</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 15,717,738</u>	<u>\$ 303,620</u>	<u>\$ 16,021,358</u>

The accompanying notes are an integral part of the financial statements.

**Reconciliation of the Balance Sheet of the Governmental Funds  
to the Statement of Net Position  
June 30, 2024**

---

<b>Fund balance of the governmental funds</b>	<b>\$ 15,197,077</b>
Net capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	1,498,370
Deferred outflows and inflows of resources related to pensions have not been included in the governmental fund activity:	
Deferred outflows of resources	3,173,372
Deferred inflows of resources	(797,684)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds:	
Compensated absences	(600,064)
Net pension liability	(3,753,167)
Revenues reported as unavailable revenue in the governmental funds are recognized in the Statement of Activities. These are classified as operating grants and contributions in the government-wide financial statements.	<u>102,444</u>
<b>Net position of the governmental activities</b>	<b><u><u>\$ 14,820,348</u></u></b>

The accompanying notes are an integral part of the financial statements.



**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Governmental Funds**  
**For the Year Ended June 30, 2024**

	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Total Governmental Funds</b>
<b>REVENUES</b>			
Contributions from agencies	\$ 14,902,991	\$ -	\$ 14,902,991
Investment income	815,764	15,436	831,200
Intergovernmental - federal and state	859,624	40,623	900,247
Total revenues	16,578,379	56,059	16,634,438
<b>EXPENDITURES</b>			
Salaries and benefits	8,342,395	-	8,342,395
Services and supplies	5,904,861	27,602	5,932,463
Capital outlay	327,855	-	327,855
Total expenditures	14,575,111	27,602	14,602,713
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	81,522	-	81,522
Transfers out	(2,000,000)	-	(2,000,000)
Total other financing sources (uses)	(1,918,478)	-	(1,918,478)
Net change in fund balance	84,790	28,457	113,247
<b>FUND BALANCE, BEGINNING OF YEAR</b>	14,816,747	267,083	15,083,830
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 14,901,537</u>	<u>\$ 295,540</u>	<u>\$ 15,197,077</u>

The accompanying notes are an integral part of the financial statements.

**Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balance to the Statement of Activities  
For the Year Ended June 30, 2024**

---

**Net change in fund balances - total governmental funds** \$ 113,247

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. The capital assets activity is reconciled as follows:

Capital additions	327,855
Depreciation expense	(610,262)
Loss on the disposal of capital assets	(198,331)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Change in compensated absences	(132,637)
Net pension related adjustments	160,010

Revenues reported as unavailable revenue in the governmental funds are recognized in the Statement of Activities. These are classified as operating grants and contributions in the government-wide financial statements.

(137,361)

**Change in net position** \$ (477,479)

The accompanying notes are an integral part of the financial statements.

**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2024**

	<u>Emergency Medical Services</u>
<b>ASSETS</b>	
Current assets:	
Cash and investments	\$ 2,272,506
Interest receivable	<u>10,191</u>
Total current assets	<u>2,282,697</u>
Noncurrent assets:	
Capital assets, net of accumulated depreciation	<u>175,405</u>
Total noncurrent assets	<u>175,405</u>
Total assets	<u>2,458,102</u>
<b>Liabilities</b>	
Current liabilities:	
Accounts payable	196,528
Due to other governments	<u>25,281</u>
Total current liabilities	<u>221,809</u>
Total liabilities	<u>221,809</u>
<b>NET POSITION</b>	
Net investment in capital assets	175,405
Unrestricted	<u>2,060,888</u>
Total net position	<u>\$ 2,236,293</u>

The accompanying notes are an integral part of the financial statements.

**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Proprietary Funds**  
**For the Fiscal Year Ended June 30, 2024**

	Emergency Medical Services
<b>OPERATING REVENUES</b>	
Operating revenues	\$ -
Total operating revenues	-
<b>OPERATING EXPENSES</b>	
Salaries and benefits	81,522
Materials and supplies	756,696
Depreciation	5,658
Total operating expenses	843,876
Operating income (loss)	(843,876)
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Investment income	37,526
Total nonoperating revenues (expenses)	37,526
Income (loss) before transfers	(843,876)
<b>TRANSFERS</b>	
Transfers in	2,000,000
Transfers out	(81,522)
Total transfers	1,918,478
Change in net position	1,112,128
<b>NET POSITION</b>	
Net position, beginning	1,124,165
Net position, ending	\$ 2,236,293

The accompanying notes are an integral part of the financial statements.

**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Fiscal Year Ended June 30, 2024**

	Emergency Medical Services
<b>Cash flows from operating activities</b>	
Cash payments to suppliers for goods and services	\$ (534,887)
Cash payments for employees and benefits	(81,522)
Net cash used by operating activities	(616,409)
<b>Cash flows from capital and related financing activities</b>	
Purchases of capital assets	(181,063)
Transfer from other funds	2,000,000
Transfer to general fund	(81,522)
Net cash provided for noncapital financing activities	1,737,415
<b>Cash flows from investing activities:</b>	
Investment income received	30,926
Net cash provided for investing activities	30,926
<b>Net increase in cash and cash equivalents</b>	1,151,932
Cash and cash equivalents, beginning of year	1,120,574
Cash and cash equivalents, end of year	\$ 2,272,506
<b>Reconciliation of operating income (loss) to net cash used by operating activities:</b>	
Operating income (loss)	\$ (843,876)
Adjustments to reconcile operating income to net cash used by operating activities:	
Depreciation	5,658
Increase (decrease) in liabilities and deferred inflows of resources:	
Accounts payable	196,528
Due to other governments	25,281
<b>Net cash used by operating activities</b>	\$ (616,409)

The accompanying notes are an integral part of the financial statements.

**Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****A. General**

The Consolidated Fire Agencies (CONFIRE) (the Agency) was established pursuant to a Joint Powers Agreement dated August 20, 1990. The Agency is a cooperative association voluntarily established by its members pursuant to the Joint Exercise of Powers Act of Title 1, Division 7, Chapter 5 of the Government Code of the State of California. Its purpose is to provide hardware, software, services, and other items necessary and appropriate for the establishment, operation, and maintenance of a joint centralized public safety communications system and a cooperative program of fire-related functions for the mutual benefit of the members of the Agency; to provide such services on a contract basis to other governmental units; and to provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding public safety communications and related matters within member agencies.

The Agency has a Board of Directors, which consists of a representative of the governing body of each member city and district.

The activities of the Agency are financed by a cost-sharing formula, which requires a prorating among the participating members and contracted agencies based on the demand percentage on the system by the members to be determined by the Administrative Committee and approved by the Board of Directors.

**B. Financial Statement Presentation**

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB). The GASB determined that fund accounting is essential in helping governments to achieve fiscal accountability and that government-wide financial statements are needed to allow users of financial reports to assess a government's operational accountability.

**Government-Wide Financial Statements**

The statement of net position and the statement of activities are the government-wide financial statements and report information on the governmental activities of the Agency.

The balance sheet and statement of revenues, expenditures and changes in fund balance report information on the governmental funds of the Agency.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to the Agency's members who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Major individual governmental funds are reported as separate columns in the fund financial statements.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

**Government-Wide Financial Statements (continued)**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Accordingly, all of the Agency's assets and liabilities, including capital assets and long-term debt, are included in the accompanying statement of net position. The statement of activities presents changes in net position. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash receipts and disbursements.

**Governmental Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheet. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Agency considers revenues to be available if they are collected within 60 days after year-end. Expenditures are recorded when a liability is incurred.

The Agency reports the following major governmental funds:

- The General Fund, which is the Agency's primary operating fund. It accounts for all financial resources of the general government.
- The CAD-to-CAD Special Revenue Fund accounts for the financial resources and uses related to the implementation of the regional computer aided dispatch CAD-to-CAD system.

**Proprietary Fund Financial Statements**

Proprietary fund financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position, and a Statement of Cash Flows for the proprietary fund.

Proprietary funds are accounted for using the "*economic resources*" measurement focus and the accrual basis of accounting. Accordingly, all assets and liabilities (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Net Position presents increases (revenues) and decreases (expenses) in total Net Position.

Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)**

**Proprietary Fund Financial Statements (continued)**

Operating revenues in the proprietary funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

The Agency reports the following major proprietary funds:

- The Emergency Medical Services Fund, accounts for all expenses related to the County of San Bernardino Ground Ambulance Contract.

**D. Budgetary Practice**

The Agency's Administrative Committee meetings are currently scheduled for the 4<sup>th</sup> Tuesday of every month. The Agency's tentative budget for the following fiscal year shall be submitted by the Communications Director to the Administrative Committee by the Administrative Committee meeting in March. The Administrative Committee shall adopt a tentative budget on or before the Administrative Committee meeting in April and forward the same to the Board of Directors for review. The Board of Directors shall adopt the annual budget for the Agency by mid-May of each year.

**E. Capital Assets**

Capital assets are reported in the government-wide statement of net position but are not reported in the fund financial statements.

Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed and updated for additions and retirements during the year. The Agency has a capitalization threshold of \$5,000. Donated capital assets are recorded at acquisition value. Improvements that add to the value of the asset or materially extend the asset's life are capitalized. The costs of normal maintenance and repairs are expensed.

The cost of capital assets is depreciated over the estimated useful lives of the related assets using the straight-line method. The useful lives of capital assets for purposes of computing depreciation are as follows:

Buildings and leasehold improvements	25 years
Vehicles	5 years
Computer equipment and software	4 years
Radio consoles	10 years



**Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)****F. Investments**

Generally accepted accounting principles requires governmental entities to report certain investments at fair value in the balance sheet and recognize the corresponding change in the fair value of investments in the year in which the change occurred. Investments are included within the financial statement classifications of "cash and investments" and are stated at fair value.

**G. Fund Balance/Net Position****Government-Wide Financial Statements**

Net Investment in Capital Assets - This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Position - This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Net Position - This amount is all other Net Position that does not meet the definition of "net investment in capital assets" or "restricted net position."

**Fund Financial Statements**

Generally accepted accounting principles establishes criteria for classification of fund balances into specifically-defined classifications and clarifies definitions for other governmental fund types. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Amounts that are restricted for specific purposes by external resource providers or by law through constitutional or enabling legislation are reported as restricted fund balance. Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority are reported as committed fund balance. The assigned fund balance consists of amounts that the government intends to use for specific purposes, but are neither restricted nor committed. The unassigned fund balance is the residual classification for the General Fund.

The Agency's Board of Directors is the body authorized to establish commitments through a formal action.

Amounts the Board of Directors intends to use for a specific purpose are considered assigned.

For the classification of fund balances, the Agency considers restricted amounts to have been spent before unrestricted if the expenditure meets the criteria for use of restricted funds. Unrestricted funds are used in the following order: committed, assigned, and unassigned funds.

**Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)****H. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Agency has one item that qualifies for reporting in this category. It is the deferred pension related items, which is reported in the government-wide statement of net position.

In addition to liabilities, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has two types of items, which arise only under a modified accrual basis of accounting that qualify for reporting in this category. Unavailable revenue is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from the grant reimbursements. These amounts are recognized as an inflow of resources in the period that the amounts become available. The other item is the deferred pension related items, which is reported in the governmentwide statement of net position.

**I. Program Revenues**

Program revenues consist of three categories: (1) charges for services, (2) operating grants and contributions, and (3) capital grants and contributions.

Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Operating grants and contributions include revenues restricted to meeting the requirements of a particular operating function and may include state-shared revenues and grants. Capital grants and contributions include revenues restricted to meeting the requirements of a particular capital function and may include grants or other contributions. Other items not classified as program revenues are reported as general revenues.

**J. Deferred Compensation Plan**

The Agency offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all Agency employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

Management believes that the Agency has no fiduciary role under the revised Plan, and Plan funds are not available to the Agency's general creditors. Accordingly, the Agency has not reported Plan assets in the accompanying financial statements.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**K. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**L. Pension Plan**

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the San Bernardino County Employees' Retirement Association (SBCERA) and additions to/deductions from SBCERA's fiduciary net position have been determined on the same basis as they are reported by SBCERA. For this purpose, employer and employee contributions are recognized in the period the related salaries are earned and become measurable pursuant to formal commitments, statutory or contractual requirements, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms, and investments are reported at fair value.

SBCERA's audited financial statements are publicly available reports that can be obtained at SBCERA's website at [www.sbcera.org](http://www.sbcera.org).

Generally accepted accounting principles requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

Valuation Date (VD)	June 30, 2023
Measurement Date (MD)	June 30, 2023
Measurement Period (MP)	July 1, 2022 to June 30, 2023

**M. New Accounting Pronouncements**

During the fiscal year ended June 30, 2024, the Agency implemented the following GASB standard:

***GASB Statement No. 100 – Accounting Changes and Error Corrections:*** The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 2 – CASH AND INVESTMENTS**

In accordance with the Agency's bylaws, the treasurer has the ability to deposit funds in banks, trust companies, or other depositories with the consent of the Board of Directors. Currently, all cash held by the Agency is on deposit with the San Bernardino County Treasury Pool.

The County of San Bernardino Treasurer pools its funds with other governmental agencies in the County and invests them as prescribed by the California Government Code and the County of San Bernardino's Investment Policy. The Agency's deposits in the County pool may be accessed at any time. The Agency is allocated interest income on monies deposited with the County based on its proportional share of the pooled investments. All investments are carried at fair value. Cash and investments as of June 30, 2024 consisted of the following:

	Credit Quality Ratings	Amount
Cash and investments	*	\$ 16,989,072
Imprest cash	Not rated	250
Total cash and investments		<u>\$ 16,989,322</u>

\* All investments within the pool have a Standard & Poor's Rating of A-1 or higher.

Investments were stated at fair value, resulting in the following investment income:

	Amount
Changes in fair value of investments	\$ 219,230
Interest income	649,496
Total investment income	<u>\$ 868,726</u>

In accordance with generally accepted accounting principles, the portfolio for year-end reporting purposes is treated as if it were sold. Therefore, the fund balance must reflect the portfolio's change in fair value. The Agency relied on information provided by the San Bernardino County Treasurer in estimating the fair value of the Agency's cash and investments at June 30, 2024. The fair value of the Agency's cash and investments totaled \$16,989,072 of which the Agency had a contractual withdrawal value of \$17,208,302 as of June 30, 2024. These portfolio balance changes are unrealized unless sold.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 2 – CASH AND INVESTMENTS (continued)**

The San Bernardino County Treasurer's Investment Pool is a governmental investment pool managed and directed by the elected San Bernardino County Treasurer. The County Pool is not registered with the Securities and Exchange Commission. An oversight committee comprised of local government officials and various participants provide oversight to the management of the fund. The daily operations and responsibilities of the pool fall under the auspices of the County Treasurer's office. The Agency is a voluntary participant in the investment pool.

The Agency is authorized under the California Government Code to make direct investments; however, the Agency has not adopted an investment policy and thus does not maintain policies for exposure to interest rate risk, credit risk, and concentration of credit risk. Investment policies and related credit, custodial credit, concentration of credit, interest rate, and foreign currency risks applicable to the Agency are those of the County and are disclosed in the County's basic financial statements. As of June 30, 2024, the cash and investments with the County Treasury were allocated as follows:

<u>Investment Type</u>	<u>Fair Value</u>
Asset-Backed Security	\$ 1,304,761
U.S. Treasury Bill	168,192
Certificates of Deposit	225,955
Commercial Paper	1,119,580
Corporate Note	681,262
Bank Note	33,978
Federal Agency Bond/Note	3,003,665
Federal Agency Discount Note	78,150
Federal Agency Commercial Mortgage-Backed Security	3,148,075
Joint Powers Authority	684,660
Money Market Mutual Fund	684,660
Federal Agency Mortgage-Backed Security	1,306,460
Supra-National Agency Bond/Note	117,225
Repurchase Agreement	112,128
U.S. Treasury Bond/Note	3,897,293
Cash Balance	423,028
	<hr/>
Total cash and investments with county treasury pool	\$ 16,989,072

See the County of San Bernardino's Annual Comprehensive Financial Report (ACFR) for details of their investment policy and disclosures related to investment types, credit risk, concentration of credit risk, interest rate risk and custodial credit risk. The County pool is rated AAA by Fitch.

## Notes to the Basic Financial Statements

### For the Fiscal Year Ended June 30, 2024

#### NOTE 2 – CASH AND INVESTMENTS (continued)

The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The County Pool values participant shares on an amortized cost basis during the year and adjusts to fair value at year-end. The Agency's money market funds are valued at amortized cost. The Agency has no investments subject to the fair value hierarchy established by generally accepted accounting principles.

#### NOTE 3 – CAPITAL ASSETS

Changes in the capital assets during the year ended June 30, 2024 were as follows:

Governmental activities:	Balance as of June 30, 2023	Adjustments *	Additions	Deletions	Balance as of June 30, 2024
Capital assets, not being depreciated					
Construction in progress	\$ -	\$ 26,080	\$ -	\$ (26,080)	\$ -
Total capital assets not being depreciated	-	26,080	-	(26,080)	-
Capital assets, being depreciated					
Building	460,476	-	-	-	460,476
Leasehold improvements	84,680	-	-	-	84,680
Vehicles	179,731	-	37,343	-	217,074
Computer equipment and software	7,961,529	(446,034)	316,592	(2,653,917)	5,178,170
Total capital assets being depreciated	8,686,416	(446,034)	353,935	(2,653,917)	5,940,400
Accumulated depreciation					
Building	(354,567)	-	(18,419)	-	(372,986)
Leasehold improvements	(45,866)	-	(8,468)	-	(54,334)
Vehicles	(95,287)	-	(31,857)	-	(127,144)
Computer equipment and software	(5,980,939)	189,305	(551,518)	2,455,586	(3,887,566)
Total accumulated depreciation	(6,476,659)	189,305	(610,262)	2,455,586	(4,442,030)
Total capital assets, being depreciated, net	2,209,757	(256,729)	(256,327)	(198,331)	1,498,370
Total capital assets, net	\$ 2,209,757	\$ (230,649)	\$ (256,327)	\$ (224,411)	\$ 1,498,370

\*Beginning balances were restated as a result of a correction of an error. See Note 8 for additional details.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 3 – CAPITAL ASSETS (continued)**

Business-type activities:	Balance as of June 30, 2023	Additions	Deletions	Balance as of June 30, 2024
Capital assets, being depreciated				
Vehicles	\$ -	\$ 181,063	\$ -	\$ 181,063
Total capital assets being depreciated	-	181,063	-	181,063
Accumulated depreciation				
Vehicles	-	(5,658)	-	(5,658)
Total accumulated depreciation	-	(5,658)	-	(5,658)
Total capital assets, being depreciated, net	-	175,405	-	175,405
Total capital assets, net	\$ -	\$ 175,405	\$ -	\$ 175,405

For the fiscal year ended June 30, 2024, depreciation expense for the governmental activities had the \$610,262 charged to Public Safety, while the Business-type activities for the Emergency Medical Services fund had a depreciation expense of \$5,658.

**NOTE 4 – RISK MANAGEMENT**

**A. Liability**

The Agency is insured with Alliant Insurance Services, a private insurance company for commercial general liability, damages to rental properties, personal liability injuries, automobile liability, public officials and employment practices and Cyber Security Insurance.

Commercial General Liability coverage is \$5,000,000 per each occurrence, \$1,000,000 for damage to rented properties, \$5,000,000 for personal injuries claims. The Agency is insured for \$5,000,000 combined single limit per accident, for any owned automobiles.

The Agency has a zero-dollar deductible for General Liability damages to rental properties, personal liability injuries, and non-owned hired auto liability. The deductible for all owned auto and Public Officials Errors and Omissions insurance coverage is \$5,000,000 for each occurrence and \$2,000,000 for each occurrence on Employment Practices insurance. Public Officials and Employment Practices insurance covers disappearance, destruction and dishonesty covering The Agency monies and securities. The Agency's deductible for Employment practices liability is \$10,000.

**Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2024**

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**NOTE 4 – RISK MANAGEMENT (continued)****A. Liability (continued)**

The Agency's Cyber Liability coverage has a \$10,000 Security & Privacy/Regulatory Action Self Insured Retention (SIR), \$10,000 Media Content Self Insured Retention (SIR), \$10,000 Event Management Self Insured Retention (SIR), \$10,000 in the case of an 18 Hour Waiting Period Network Interruption Sublimit and \$10,000 Cyber Extortion Self Insured Retention (SIR).

**B. Worker's Compensation**

The Agency is a member of the California Intragovernmental Risk Authority (CIRA), a joint powers insurance authority providing Workers' Compensation coverage. The Agency's self-insured retentions are \$5,000 for workers' compensation and employer's liability coverages. Coverage is provided up to California statutory requirements for workers' compensation.

**NOTE 5 – DEFINED BENEFIT PENSION PLAN****A. General Information about the Pension Plan*****Plan Description***

The Agency participates in the San Bernardino County Employees' Retirement Association (SBCERA) pension plan – a cost-sharing multiple employer defined benefit retirement plan (the Plan). SBCERA administers the Plan which provides benefits for two membership classifications, General and Safety, and those benefits are tiered based upon date of SBCERA membership. Safety membership is extended to those involved in active law enforcement and fire suppression. All other members are classified as General members. Generally, those who become members prior to January 1, 2013 are Tier 1 members. All other members are Tier 2. An employee who is appointed to a regular position, whose service is greater than fifty percent of the full standard of hours required are members of SBCERA and are provided with pension benefits pursuant to Plan requirements.

The Plan operates under the provisions of the California County Employees' Retirement Law of 1937 (CERL) and the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures and policies adopted by SBCERA's Board of Retirement (Board). The Plan's authority to establish and amend the benefit terms are set by the CERL and PEPRA and may be amended by the California state legislature and in some cases require approval by the County of San Bernardino Board of Supervisors and/or the SBCERA Board. SBCERA is a tax qualified plan under Section 401(a) of the Internal Revenue Code.



**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 5 – DEFINED BENEFIT PENSION PLAN**

**A. General Information about the Pension Plan (continued)**

**Plan Description (continued)**

SBCERA is a legally separate entity from the Agency, not a component unit, and there is no financial interdependency with the County of San Bernardino. For these reasons, the Agency's financial statements exclude the SBCERA pension plan as of June 30, 2024. SBCERA publishes its own annual comprehensive financial report that includes its financial statements and required supplementary information, that can be obtained by writing SBCERA at, 348 W. Hospitality Lane, Third Floor, San Bernardino, CA 92415-0014 or visiting the website at: [www.sbcera.org](http://www.sbcera.org).

**Benefits Provided**

SBCERA provides retirement, disability, death and survivor benefits. The CERL and PEPRA establish benefit terms. Retirement benefits are calculated on the basis of age, average final compensation and service credit as follows:

	<b>General - Tier 1</b>	<b>General - Tier 2</b>
<b>Final average compensation</b>	Highest 12 months	Highest 36 months
<b>Normal retirement age</b>	Age 55	Age 55
<b>Early Retirement: Years of service required and/or age eligible for</b>	Age 70 any years 10 years age 50 30 years any age	Age 70 any years 5 years age 52 N/A
<b>Benefit percent per year of service for normal retirement age</b>	2% per year of final average compensation for every year of service credit	2.5% per year of final average compensation for every year of service credit
<b>Benefit adjustments</b>	Reduced before age 55, increased after 55, up to age 65	Reduced before age 67
<b>Final average compensation limitation</b>	Internal Revenue Code section 401(a)(17)	Government Code section 7522.10

An automatic cost of living adjustment is provided to benefit recipients based on changes in the local region Consumer Price Index (CPI) up to a maximum of 2% per year. Any increase greater than 2% is banked and may be used in years where the CPI is less than 2%. There is a one-time 7% increase at retirement for members hired before August 19, 1975. The Plan also provides disability and death benefits to eligible members and their beneficiaries, respectively. For retired members, the death benefit is determined by the retirement benefit option chosen. For all other members, the beneficiary is entitled to benefits based on the number of years of service or if the death was caused by employment. General members are also eligible for survivor benefits which are payable upon a member's death.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

**A. General Information about the Pension Plan (continued)**

**Contributions**

Participating employers and active members are required by statute to contribute a percentage of covered salary to the Plan. This requirement is pursuant to Government Code sections 31453.5 and 31454, for participating employers and Government Code sections 31621.6, 31639.25 and 7522.30 for active members. The contribution requirements are established and may be amended by the SBCERA Board pursuant to Article 1 of the CERL, which is consistent with the Plan's actuarial funding policy. The contribution rates are adopted yearly, based on an annual actuarial valuation, conducted by an independent actuary, that requires actuarial assumptions with regard to mortality, expected future service (including age at entry into the Plan, if applicable and tier), and compensation increases of the members and beneficiaries. The combined active member and employer contribution rates are expected to finance the costs of benefits for employees that are allocated during the year, with an additional amount to finance any unfunded accrued liability. Participating employers may pay a portion of the active members' contributions through negotiations and bargaining agreements.

Employee contribution rates for the fiscal year ended June 30, 2024 ranged between 8.76% and 14.65% for Tier 1 General members and between 7.10% and 8.61% for Tier 2 General members. The required employer contributions and the amount paid to SBCERA by the Agency for the year ended June 30, 2024 was \$1,229,011.

**B. Net Pension Liability**

At June 30, 2024, the Agency reported a net pension liability of \$3,753,167 for its proportionate share of SBCERA's net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2023. The Agency's reported liability at June 30, 2024, decreased by \$67,904 from the Agency's prior year liability of \$3,821,071 because of changes in the SBCERA net pension liability and the Agency's proportionate share of that liability. The SBCERA's publicly available financial report provides details on the change in the net pension liability.

The Agency's proportion of the net pension liability at June 30, 2024 was based on the Agency's contributions received by SBCERA during the measurement period for employer payroll paid from dates July 1, 2022 through June 30, 2023, relative to the total contributions received from all of SBCERA's participating employers. At measurement date June 30, 2023, the Agency's proportionate share of total employer contributions was 0.19%, which was an decrease of 0.01% from its proportion measured as of measurement date June 30, 2022. A summary of principal assumptions and methods used to determine the net pension liability is as follows.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

***B. Net Pension Liability (continued)***

***Actuarial Methods and Assumptions Used to Determine Net Pension Liability***

The significant actuarial assumptions and methods used to measure the net pension liability as of June 30, 2024 are as follows:

Valuation Date (VD)	June 30, 2023
Measurement Date (MD)	June 30, 2023
Actuarial Cost Method	Entry age normal
Amortization Method	Level percent of payroll
Remaining Amortization Period	20-year closed period for each valuation
Asset Valuation Method	Market Value of Assets
Actuarial assumptions:	
Discount Rate	7.25%
Inflation	2.50%
Salary Increases <sup>1</sup>	General: 4.30% to 9.5% and Safety: 4.75% to 10.00%
Cost-of-Living-Adjustments	Contingent upon consumer price index with a 2% maximum
Administrative expenses	0.90% of payroll

<sup>1</sup> Includes inflation, real “across the board” salary increases of 0.50%, plus merit and promotional increases. Amounts vary by service.

Mortality rates used in the June 30, 2023 and 2022 actuarial valuations are based on the Pub-2010 Amount-Weighted Above-Median Mortality Table projected generationally with the two-dimensional MP-2021 projection scale. For healthy General members, the General Healthy Retiree rates increased by 10% were used. For healthy Safety members, the Safety Healthy Retiree rates decreased by 5% were used. For disabled General members, the Non-Safety Disabled Retiree rates decreased by 5% were used. For disabled Safety members, the Safety Disabled Retiree rates were used. For beneficiaries not currently in Pay Status, the General Healthy Retiree rates increased by 10% were used. For beneficiaries currently in Pay Status, the General Contingent Survivor rates increased by 5% for males and 15% for females were used.

The actuarial assumptions used to determine the Net Pension Liability as of June 30, 2023 and 2022, were based on the results of the 2020 Actuarial Experience Study. They are the same assumptions used in the June 30, 2023 and 2022 actuarial valuations. Key assumptions used in the actuarial valuations are presented on the next page.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

**B. Net Pension Liability (continued)**

**Actuarial Methods and Assumptions Used to Determine Total Pension Liability (continued)**

The long-term expected rate of return on Plan investments was determined using a building block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation, and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before deducting investment expenses, are shown in the table below. This information was used in the derivation of the long-term expected investment rate of return assumptions in the June 30, 2023 actuarial valuation. This information will change every three years based on the actuarial experience study.

**SBCERA'S Long-Term Expected Real Rate of Return**  
**As of June 30, 2023 (MD)**

<b>Asset Class</b>	<b>Investment Classification</b>	<b>Target Allocation<sup>(1)</sup></b>	<b>Long-Term Expected Real Rate of Return (Arithmetic)</b>
Large Cap U.S. Equity	Domestic Common and Preferred Stock	14.50%	6.00%
Small Cap U.S. Equity	Domestic Common and Preferred Stock	2.50%	6.65%
Developed International Equity	Foreign Common and Preferred Stock	7.00%	7.01%
Emerging Market Equity	Foreign Common and Preferred Stock	6.00%	8.80%
U.S. Core Fixed Income	U.S. Government and Municipals/ Domestic Bonds	2.00%	1.97%
High Yield/Credit Strategies	Domestic Bonds/Foreign Bonds	13.00%	6.48%
Emerging Market Debt	Emerging Market Debt	6.00%	4.76%
Real Estate	Real Estate	2.50%	3.86%
Value Added Real Estate	Real Estate	2.50%	5.40%
International Credit	Foreign Alternatives	11.00%	7.10%
Absolute Return	Domestic Alternative/Foreign Alternatives	7.00%	7.10%
Real Assets	Domestic Alternative/Foreign Alternatives	6.00%	10.10%
Private Equity	Domestic Alternative/Foreign Alternatives	18.00%	9.84%
Cash & Equivalents	Short-Term Cash Investment Funds	2.00%	0.63%
<b>Total</b>		<b>100.00%</b>	

(1) For actuarial purposes, target allocations only change once every three years based on the triennial actuarial experience study.

**Change in Assumptions**

There were no changes in assumptions.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

***B. Net Pension Liability (continued)***

***Actuarial Methods and Assumptions Used to Determine Total Pension Liability (continued)***

***Discount Rate***

The ended rate used to measure the total pension liability was 7.25% for the measurement period ended June 30, 2023. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers and active members are made at the actuarially determined contribution rates. For this purpose, only employer and member contributions that are intended to fund benefits of current member and their beneficiaries are included.

Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return on Plan investments of 7.25% was applied to all periods of projected benefit payments to determine the total pension liability as of measurement date June 30, 2023.

***Sensitivity of the Agency's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate***

The following table presents the Agency's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.25%, as well as what the Agency's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25%) or 1- percentage-point higher (8.25%) than the current rate:

	<b>Discount Rate - 1% (6.25%)</b>	<b>Current Discount Rate (7.25%)</b>	<b>Discount Rate + 1% (8.25%)</b>
Agency's proportionate share of the County's net pension liability	\$ 8,260,985	\$ 3,753,167	\$ 66,624

***Pension Plan Fiduciary Net Position***

Detailed information about the SBCERA's fiduciary net position is available in a separately issued SBCERA annual comprehensive financial report. That report may be obtained on the Internet at [www.sbcera.org](http://www.sbcera.org); by writing to SBCERA at 348 W. Hospitality Lane, Third Floor, San Bernardino, CA 92415; or by calling (909) 885-7980 or (877) 722-3721.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

**C. Proportionate Share of Net Pension Liability**

The following table shows the Plans proportionate share of the net pension liability over the measurement period.

	Total Pension Liability	Plan Fiduciary Net Position	Plan Net Pension Liability
Balance at 6/30/2022 (MD)	\$ 25,691,366	\$ 21,870,295	\$ 3,821,071
Balance at 6/30/2023 (MD)	26,209,630	22,456,463	3,753,167
Net change	\$ 518,264	\$ 586,168	\$ (67,904)

The Agency's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Agency's proportionate share of the net pension liability for the Plan as of June 30, 2024 was as follows:

Proportionate share at June 30, 2024 (measurement date June 30, 2023)	0.19%
Proportionate share at June 30, 2023 (measurement date June 30, 2022)	<u>0.20%</u>
Change – Increase (Decrease)	<u>(0.01%)</u>

**Subsequent Events**

There were no subsequent events that would materially affect the results presented in this disclosure.

**Recognition of Gains and Losses**

Under generally accepted accounting principles, gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

**C. Proportionate Share of Net Pension Liability (continued)**

**Recognition of Gains and Losses (continued)**

The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss:

Difference between projected and actual earnings	5 year straight-line amortization
All other amounts	Straight-line amortization over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period

The expected average remaining service lifetime (EARSL) of all employees that are provided with pensions through SBCERA is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the Plan. The EARSL for the Plan as of July 1, 2022 (the beginning of the measurement period ended June 30, 2023) is 5.10 years.

**D. Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2024, the Agency recognized pension expense of \$930,342 and reported its proportionate share of deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 135,816	\$ (63,143)
Changes in assumptions	308,745	-
Net difference between projected and actual earnings on pension plan investments	-	(155,934)
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,499,800	(578,607)
Employer contributions paid by Agency subsequent to the measurement date	1,229,011	-
Total	<u>\$ 3,173,372</u>	<u>\$ (797,684)</u>

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 5 – DEFINED BENEFIT PENSION PLAN (continued)**

***D. Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions (continued)***

The amounts above are net of outflows and inflows recognized in the 2022-2023 measurement period expense. Deferred outflows of resources related to contributions subsequent to the measurement date of \$1,229,011 will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in future pension expense as follows:

Fiscal Year Ending June 30,	Deferred Outflows/(Inflows) of Resources
2025	\$ 324,066
2026	(89,468)
2027	716,446
2028	189,982
2029	5,651
Thereafter	-
Total	<u>\$ 1,146,677</u>

***E. Payable to the Pension Plan***

The Agency reported a payable of \$-0- for the outstanding amount of contributions to the pension plan required for the years ended June 30, 2024.

**NOTE 6 – LEASES**

The Agency entered into a month-to-month lease and year-to-year leases that are cancelable by either the lessee or the lessor, which results in a noncancelable period less than one year and are considered short-term leases in accordance with Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*.



**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 6 – LEASES (continued)**

The Agency entered into a ten-year lease commencing on September 1, 2010, with the County of San Bernardino for a building in Rialto for \$1 per year. The lease agreement was amended beginning November 1, 2018, increasing the rent from \$1 to \$52,034 per year. The space is used to house the administrative, technology, and dispatch personnel for the Agency. Upon expiration of the initial term of the lease, the Agency is granted two consecutive five-year lease renewal options. The option must be exercised by the Agency, giving the landlord notice before the expiration of the initial term, or any option period, of its intention to exercise the option. In May 2021, the first option was executed for lease term beginning September 1, 2020. The lease expense for the year ended June 30, 2024, was \$61,465. The future minimum payments on the lease are as follows:

Fiscal Year Ending	Lease Payments
6/30/2025	\$ 63,615
6/30/2026	10,663
Total	<u>\$ 74,278</u>

The Agency entered into a five-year lease agreement commencing March 1, 2019 with the County of San Bernardino for the use of a portion of the County's existing rack space within the County-owned equipment shelter located at 1743 W. Miro Way, Rialto, to install and operate electronic server system equipment. The lease expense for the year ended June 30, 2024 was \$25,360. Currently this lease has been placed on a holdover and has not been extended.

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**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**NOTE 6 – LEASES (continued)**

The Agency entered into a ten-year operating lease commencing on May 1, 2019, with the County of San Bernardino for a building in Hesperia for \$6,251 per month for the first year. The monthly lease payment is subject to an increase on each anniversary of the commencement date during the initial term of 3.5% over the monthly lease payment due immediately prior to each such anniversary date. Upon expiration of the initial term of the lease, the Agency is granted two consecutive five-year lease renewal options. The option must be exercised by the Agency, giving the landlord notice at least six (6) months prior to the expiration of the initial term, or any option period, of its intention to exercise the option.

The lease expense for the year ended June 30, 2024 was \$86,579. The future minimum payments on the lease are as follows:

Fiscal Year Ending	Lease Payments
6/30/2025	\$ 89,610
6/30/2026	92,746
6/30/2027	95,992
6/30/2028	99,313
6/30/2029	85,002
Total	<u>\$ 462,663</u>

**NOTE 7 – COMPENSATED ABSENCES**

The following table presents the compensated absences activity for the year ended June 30, 2024:

Balance June 30, 2023	Additions	Deletions	Balance June 30, 2024
<u>\$ 467,427</u>	<u>\$ 1,058,434</u>	<u>\$ (925,797)</u>	<u>\$ 600,064</u>

Vacation and sick leave benefits will be recorded as expenditures in the General Fund when the related expenditures are incurred.

**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

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**NOTE 8 – PRIOR PERIOD RESTATEMENT**

As a result of the implementation of GASB 100, as described in Note 1, the Agency is required to restate its June 30, 2023 governmental activities net position. The Agency incorrectly capitalized various assets in prior years, and capitalized some early, when the asset had not yet been placed in service. This qualifies as an error correction, under the guidance of GASB 100:

Government-Wide - Governmental Activities

Net position, as previously reported	\$	15,528,476
Prior period restatement		<u>(230,649)</u>
Net position, as restated	\$	<u><u>15,297,827</u></u>

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## REQUIRED SUPPLEMENTARY INFORMATION

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual**  
**General Fund**  
**For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>				
Contributions from agencies	\$ 15,787,616	\$ 16,138,616	\$ 14,902,991	\$ (1,235,625)
Investment income	-	-	815,764	815,764
Intergovernmental - federal and state	1,590,346	1,590,346	859,624	(730,722)
Total revenues	17,377,962	17,728,962	16,578,379	(1,150,583)
<b>EXPENDITURES</b>				
Salaries and benefits	11,036,240	10,358,171	8,342,395	2,015,776
Services and supplies	5,374,787	6,485,478	5,904,861	580,617
Capital outlay	800,564	800,564	327,855	472,709
Total expenditures	17,211,591	17,644,213	14,575,111	3,069,102
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	81,522	81,522	-
Transfers out	(238,280)	(238,280)	(2,000,000)	(1,761,720)
Total other financing sources (uses)	(238,280)	(156,758)	(1,918,478)	(1,761,720)
Net change in fund balance	(71,909)	(72,009)	84,790	156,799
<b>FUND BALANCE, BEGINNING OF YEAR</b>	14,816,747	14,816,747	14,816,747	-
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 14,744,838</u>	<u>\$ 14,744,738</u>	<u>\$ 14,901,537</u>	<u>\$ 156,799</u>

See accompanying note to required supplementary information.

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
CAD-to-CAD Special Revenue Fund  
For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>				
Contributions from agencies	\$ 205,163	\$ 205,163	\$ -	\$ (205,163)
Investment income	-	-	15,436	15,436
Intergovernmental - federal and state	388,431	388,431	40,623	(347,808)
Total revenues	593,594	593,594	56,059	(537,535)
<b>EXPENDITURES</b>				
Services and supplies	588,283	588,283	27,602	560,681
Capital outlay	35,000	35,000	-	35,000
Total expenditures	623,283	623,283	27,602	595,681
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	29,689	29,689	-	(29,689)
Total other financing sources (uses)	29,689	29,689	-	(29,689)
Net change in fund balance	-	-	28,457	28,457
<b>FUND BALANCE, BEGINNING OF YEAR</b>	267,083	267,083	267,083	-
<b>FUND BALANCE, END OF YEAR</b>	\$ 267,083	\$ 267,083	\$ 295,540	\$ 28,457

See accompanying note to required supplementary information.

## Schedule of Proportionate Share of the Net Pension Liability as of the Measurement Date Last 10 Fiscal Years

Measurement Date	Agency's proportion of the net pension liability	Agency's proportionate share of the net pension liability	Covered payroll <sup>(1)</sup> <sub>(2)</sub>	Agency's proportionate share of the net pension liability as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
6/30/2014	0.23%	\$ 3,308,618	\$ 3,100,081	106.73%	82.47%
6/30/2015	0.21%	3,488,800	3,042,104	114.68%	80.98%
6/30/2016	0.22%	4,591,583	3,105,759	147.84%	76.86%
6/30/2017	0.22%	4,752,847	3,201,531	148.46%	77.90%
6/30/2018	0.23%	4,754,567	3,605,489	131.87%	79.89%
6/30/2019	0.23%	5,040,151	3,586,448	140.53%	79.61%
6/30/2020	0.22%	7,379,866	3,610,773	204.38%	71.96%
6/30/2021	0.16%	1,702,432	3,804,094	44.75%	91.19%
6/30/2022	0.20%	3,821,071	3,803,552	100.46%	85.12%
6/30/2023	0.19%	3,753,167	4,021,717	93.32%	85.57%

### Notes to Schedule:

In 2024, the actuarial assumptions used in the June 30, 2023 valuation were based on the results of the 2020 Triennial Actuarial Experience Study, which covered the period from July 1, 2019 through June 30, 2022. Amounts reported in 2024 primarily reflect a decrease of 0.25% for inflation rate, an increase of 0.05% of payroll for administrative expenses, and adjustments of projected salary increases and mortality rates to more closely reflect actual experience. Mortality rates used in the June 30, 2023 actuarial valuation were based on the Pub-2010 Amount-Weighted Above-Median Mortality Table projected generationally with the two-dimensional MP-2021 projection scale rather than MP-2019 projection scale.

In 2023, there was no changes of assumptions. Amounts reported in 2023 primarily reflect the -2.37 return on the market value of assets during 2021-2022 that was lower than the assumed return of 7.25%. Additionally, the results of the Board adopted Resolution 2020-5 in this valuation reflect the refunds of member contributions previously paid in conjunction with certain pay items for inclusion in compensation earnable, which increased the net pension liability by \$12.3 million.

In 2022, there was no changes of assumptions. Amounts reported in 2022 primarily reflect the 32.61% return on the market value of assets during 2020-2021 that was higher than the assumed return of 7.25% and the changes in benefit terms based on a decision in the Alameda County Deputy Sheriffs' Assn. et al. v. Alameda County Employees' Retirement Assn. litigation issued by the California Supreme Court on July 30, 2020. The Board of Retirement adopted Resolution 2020-5, which detailed the implementation of the Alameda decision including reclassifying certain pay items for inclusion in compensation earnable. The results in this valuation reflect the reclassification of those pay codes, which reduced the Plan's net pension liability by \$132.8 million.

In 2021, the actuarial assumptions used in the June 30, 2020 valuation were based on the results of the actuarial experience study for the period from July 1, 2016 through June 30, 2019. Amounts reported in 2021 primarily reflect a decrease of 0.25% inflation rate, an increase of 0.15% payroll for administrative expenses, and adjustments of projected salary increases and mortality rates to more closely reflect actual experience. Mortality rates were based on the Pub-2010 Amount-Weighted Above-Median Mortality Table projected generationally with the two-dimensional MP-2019 projection scale.

In 2019 and 2020, there were no changes of assumptions. In 2018, the actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the three year period of July 1, 2013 through June 30, 2016. Amounts reported in 2018 primarily reflect a decrease of 0.25% for both the investment rate of return and inflation rate, an increase of 0.1% of payroll for administrative expenses, and adjustments of projected salary increases and mortality rates to more closely reflect actual experience. Mortality rates used in the June 30, 2017 actuarial valuation were based on the Headcount-Weighted RP 2014 Healthy Annuitant Mortality Table rather than on the RP-2000 Combined Healthy Mortality Table, which was used to determine amounts reported prior to 2018.

(1) This covered payroll total is the actual amount based on the queries generated from the EMACS and may not match to the covered payroll total projected by Segal Consulting on the GASB 68 Report.

(2) Covered payroll for the measurement period.

See accompanying note to required supplementary information.

### Schedule of Plan Contributions Last 10 Fiscal Years

Fiscal Year	Contractually required contribution	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	Covered payroll <sup>(1)</sup>	Contributions as a percentage of covered payroll
6/30/2015	\$ 596,791	\$ (817,404)	\$ (220,613)	\$ 3,042,104	26.87%
6/30/2016	621,004	(925,430)	(304,426)	3,105,759	29.80%
6/30/2017	705,250	(967,377)	(262,127)	3,201,531	30.22%
6/30/2018	787,889	(1,083,969)	(296,080)	3,605,489	30.06%
6/30/2019	906,488	(1,209,589)	(303,101)	3,586,448	33.73%
6/30/2020	874,979	(1,165,493)	(290,514)	3,610,773	32.28%
6/30/2021	940,816	(1,236,533)	(295,717)	3,804,094	32.51%
6/30/2022	1,014,893	(1,327,134)	(312,241)	3,803,552	34.89%
6/30/2023	1,024,568	(1,152,486)	(127,918)	4,021,717	28.66%
6/30/2024	1,075,174	(1,229,011)	(153,837)	4,089,456	30.05%

<sup>(1)</sup> This covered payroll total is the actual amount based on the queries generated from the EMACS and may not match to the covered payroll total projected by Seegal Consulting on the GASB 68 Report.

See accompanying note to required supplementary information.



**Note to Required Supplementary Information**  
**June 30, 2024**

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**BUDGET AND BUDGETARY ACCOUNTING**

Consolidated Fire Agencies (Agency) prepares and legally adopts a final budget on or before June 30 of each fiscal year. The Agency's operation, commencing July 1, is governed by the proposed budget, which is adopted by the Agency's Board of Directors before June of the prior year. The legal level of budgetary control is at the fund level.

After the budget is approved, the appropriations can be added to, subtracted from, or changed only by resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Agency.

An operating budget is adopted each fiscal year on the modified accrual basis.

## OTHER REPORTS



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

Item 10.

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## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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Quality Center

California Society of  
Certified Public Accountants



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### *Independent Auditor's Report*

Board of Directors  
Consolidated Fire Agencies (CONFIRE)  
Rialto, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business activities and each major fund of the Consolidated Fire Agencies (the Agency), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated April 3, 2025.

### ***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as item 2024-001 that we consider to be a material weaknesses.

### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Agency's Response to Findings***

*Government Auditing Standards* requires the auditor to perform limited procedures on the Agency's response to the findings identified in our audit and described in the accompanying Schedule of Findings and Responses. The Agency's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Rogers, Anderson, Malody & Scott, LLP.*

San Bernardino, California  
April 3, 2025

**Schedule of Findings and Responses**  
**Year Ended June 30, 2024**

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**2024-001 – Capital Assets Records and Tracking**  
**Material Weakness**

Criteria:

Per Generally Accepted Accounting Principles (GAAP) and applicable government accounting standards, assets should only be capitalized if they meet established capitalization thresholds and should not be recorded as capital assets until they are placed into service. Proper asset tracking is necessary to ensure financial statements accurately reflect the Agency's financial position.

Condition:

During the review of capital asset records, it was noted that the Agency misclassified and improperly capitalized various assets in prior years. Specifically, assets were capitalized that did not meet the capitalization criteria, while others were capitalized prematurely before being placed into service. These errors resulted in inaccurate financial reporting of capital assets.

Cause:

The deficiencies appear to stem from weaknesses in the Agency's internal controls over capital asset tracking, including:

- Lack of clear policies and procedures for identifying and capitalizing assets.
- Insufficient training for personnel responsible for asset accounting.
- Inadequate review processes to verify the timing and classification of capitalized assets.

Effect:

The misclassification and premature capitalization of assets resulted in:

- Overstatement/understatement of capital assets on financial statements.
- Compliance risks related to financial reporting requirements.

Recommendation:

To address these issues, the Agency should:

- Develop and implement comprehensive policies and procedures for capital asset accounting, ensuring alignment with GAAP and relevant government standards.
- Provide targeted training to personnel responsible for asset tracking and financial reporting.

**Schedule of Findings and Responses (Continued)**  
**Year Ended June 30, 2024**

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- Establish a robust review process to ensure assets are properly classified and capitalized only when placed into service.
- Conduct a retrospective review of prior-year capitalized assets to identify and correct any remaining misstatements.

**Management's Response:**

We acknowledge the audit finding regarding the misclassification and premature capitalization of assets in prior years, which resulted in inaccurate financial reporting. Our agency is committed to strengthening internal controls over capital asset accounting to ensure compliance with Generally Accepted Accounting Principles (GAAP) and relevant government standards.

**Corrective Actions**

To address the identified deficiencies, we are implementing the following measures:

**1. Development and Implementation of Comprehensive Policies and Procedures**

- We are establishing clear, detailed policies and procedures for capital asset accounting, including specific guidelines for asset identification, classification, capitalization thresholds and the process to obtain Administrative Committee approval for the disposal of assets with book value.
- These policies will align with GAAP and relevant government accounting standards to ensure consistency and accuracy in financial reporting, inventorying and disposal of assets.

**2. Targeted Training for Personnel**

- We will provide specialized training for personnel responsible for asset tracking and financial reporting.
- Training will focus on proper asset classification, capitalization criteria, and procedures for verifying the timing of capitalization to ensure assets are recorded only when placed into service.
- Training will include reviewing procedures for conducting annual asset inventory and asset disposal.

**3. Enhancement of Internal Review and Monitoring Processes**

- A structured review process will be established to verify the accuracy of asset classifications and capitalization decisions.

**Schedule of Findings and Responses (Continued)**  
**Year Ended June 30, 2024**

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- This review will involve periodic audits, management oversight, and a system of checks and approvals before assets are recorded in financial statements.

**4. Retrospective Review and Correction of Prior-Year Capitalized Assets**

- A comprehensive review of previously capitalized assets will be conducted to identify any remaining misstatements.
- Necessary adjustments will be made to ensure the financial statements accurately reflect capital assets in accordance with applicable standards.

We are confident that these corrective actions will strengthen our agency's internal controls over capital asset accounting and prevent the recurrence of similar issues in the future. We appreciate the audit's insights and will continue working to ensure financial integrity and compliance

By implementing these measures, the agency can strengthen internal controls over capital assets, enhance the accuracy of financial reporting, and mitigate compliance risks.

**CONFIRE**

## STAFF REPORT

**DATE: May 27, 2025**

**FROM: Nathan Cooke, Interim Director  
Damian Parsons, Finance/Administration Director  
Erika Torres-Murilo, Staff Analyst II**

**TO: CONFIRE Board of Directors**

---

**SUBJECT: Fund Balance Allocation for Budget Year 2023-2024**

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### **Recommendation**

Approve the proposed fund balance allocation plan for budget year 2023-2024 as listed below:

Operating Fund (5008) 2023-24 Year End Fund Balance was \$3,335,344.

1. Retain \$1,765,394 to meet the Board policy of carrying a 5%-10% reserve in said fund. (BP 4.002 Adopted 4.29.2021 and Revised 1.09.2023)
2. Allocate the remaining balance of \$1,569,951 to Fund 5010 to meet the Board policy of carrying a minimum 25% reserve in its operating reserve fund. (BP 4.002 Adopted 4.29.2021 and Revised 1.09.2023).

### **Background Information**

As part of the regular budget and planning cycle, CONFIRE staff brings the annual audit from the previous fiscal year to the Admin Committee and the BOD around the mid-year point of the subsequent fiscal year. However, the 2023-24 audit was not completed until April 2025. During this process, if a fund balance was realized staff makes recommendations to the BOD for allocating those funds per the Board Fund Balance Policy which was adopted in 2018.

The aforementioned recommendations provide a clear picture of how those funds would be best allocated and utilized going into budget year 2025-26. It is important to note that the guidance provided by the Board's Fund Balance Policy has enabled CONFIRE to maintain its service levels through several challenging seasons. This recommendation enables CONFIRE to meet all funding goals set by the Board.

The fund balance that is available beyond those goals in the past has allowed CONFIRE to build its reserves toward crucial Capital Improvement Projects, such as the new Valley



Communications Center, developing the High Desert Communication Center infrastructure to make it a stand-alone facility, and to build equity in its Term Benefit Fund (5011) which is designed to manage employee pension and benefit costs in a long-term manner, thus reducing the risk of spikes and fluctuations in that area of the budget.

The \$1,765,394 remaining in Fund 5008 includes an additional \$293,000 that will be utilized to fund implementation and first year costs of the new financial accounting and budgeting system, per the Staff Report approved by the Administrative Committee on April 22,2025.

### **Fiscal Impact**

This recommendation has no immediate impact on the proposed 2025-26 budget. The following actions will occur:

- \$1,765,394 will remain in Fund 5008
- \$1,569,951 will be transferred to Fund 5010 from Fund 5008


**CONFIRE**

## STAFF REPORT

**DATE: May 27, 2025**

**FROM: Nathan Cooke, Interim Director  
Damian Parsons, Finance/Administration Director  
Erika Torres-Murilo, Staff Analyst II**

**TO: CONFIRE Board of Directors**

---

**SUBJECT: FY 2024-2025 - Budget Adjustments and Appropriation Requests**

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### Recommendation

Approve the following 2024-25 budget adjustments for funds 5008, 5009, 5010, and 5019 as follows:

Fund Center	Commitment Item	Description	Action	Amount
8831005008	51001010	Salaries & Benefits	Decrease	\$360,000
8836005008	52002115	Software	Increase	\$360,000

Fund Center	Commitment Item	Description	Action	Amount
8836005009	52002115	Software	Increase	\$330,000
8830105009	52002116	Vehicle	Increase	\$51,717
8836005009	40909975	Use of Reserves	Increase	\$381,717

Fund Center	Commitment Item	Description	Action	Amount
8837005010	51001010	Salaries & Benefits	Decrease	\$5,000
8837005010	52002840	Medical Expense	Increase	\$5,000

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
8830005019	52002115	Software	Increase	\$126,812
8830005019	40909975	Use of Reserves	Increase	\$126,812

### **Background Information**

#### **Operations Fund (5008)**

During the current budget year, several staff positions were held vacant in Fund 5008 as recruitments were placed on hold due to the uncertainty of the Ground Ambulance contract. This resulted in savings in salary and benefits costs.

In addition to the plan to hold positions vacant, the Administrative Committee approved the utilization of Priority Ambulance employees as temporary workers while the delay in the Ground Ambulance contract was resolved, these unbudgeted expenses have contributed to the projected overage in Services and Supplies.

Furthermore, the department needed to purchase additional software for Microsoft Cloud access for new employees and to remain in license compliance, and the Genesis software solution for radio call alerting.

As a result of these unplanned expenses, staff is recommending an increase in expenditure authority for Services and Supplies in the amount of \$360,000. This increase in Services and Supplies will be offset by a decrease in Salary and Benefits expenditure authority in the same amount of \$360,000.

#### **Equipment Reserve Fund (5009)**

During the year, the department encountered emergency expenditures related to essential equipment repairs and replacements that were not anticipated in the original budget. Staff is recommending an increase in Services and Supplies by \$330,000 for the replacement of Motorola Vesta hardware and Motorola AIS that sends audio traffic and meta data to the recorder and Netsync for data protection services.

Staff is recommending an increase in Services and Supplies expenditure authority of \$381,717 that will be funded by Fund Balance 5009. The current fund balance is \$2,360,825.

#### **General Reserves Fund (5010)**

Salaries and Benefits were underspent by approximately \$115,338 due to the vacancies in the Emergency Communications Nurse System (ECNS) program. Alternatively, Services & Supplies exceeded their appropriations by \$5,000 mainly due to Center of Employee Health & Wellness' (CEHW) Fees.

Staff is recommending the re-appropriation of \$5,000 from Salaries & Benefits to cover the projected overage in Services and Supplies.

#### CAD to CAD Fund (5019)

Services and Supplies are projecting to exceed appropriations by \$126,812 due to purchases of the Trebron Azure Gateway and Peraton Gateway Interface to support the CAD to CAD system.

Staff is recommending the use of \$126,812 from Fund Balance 5019 to cover the overage. The current fund balance is \$413,234.

#### **Fiscal Impact**

By utilizing fund balances and salary savings, these recommendations and adjustments will result in no immediate additional costs for CONFIRE agencies in the remainder of budget year 2024-2025. The following budget appropriation changes will occur:

- 5008 – re-appropriate \$360,000 from Salaries and Benefits to Services and Supplies
- 5009 – utilize \$381,717 from fund balance 5009
- 5010 – re-appropriate \$5,000 from Salaries and Benefits to Services and Supplies
- 5019 – utilize \$126,812 from fund balance 5019

**RESOLUTION NO. 2025 - 01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CONSOLIDATED FIRE AGENCIES (“CONFIRE”)**

**ADOPTION OF ANNUAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

**WHEREAS**, the Consolidated Fire Agencies (“CONFIRE”) is a joint powers authority duly organized and existing under Section 6500 et seq. of the Government Code; and

**WHEREAS**, there has been presented to the Board of Directors a proposed Annual Budget for the Fiscal Year Ending June 30, 2026 (“2026 Budget”); and

**WHEREAS**, the proposed 2026 Budget has been reviewed and considered by the Board of Directors and it has been determined to be in the best interests of CONFIRE to adopt said budget for the sound financial operation of CONFIRE.

**BE IT HEREBY RESOLVED** by the Board of Directors of the Consolidated Fire Agencies as follows:

1. The 2026 Budget, as detailed in the budget document entitled “CONFIRE JPA Budget Book, Fiscal Year 2025-2026,” is hereby adopted. A copy of the 2026 Budget is attached hereto as Exhibit A, and incorporated herein by reference.
2. The expenditure amounts designated for the Fiscal Year 2025-2026, pursuant to the 2026 Budget, are hereby appropriated and may be expended by the CONFIRE Administrative Committee in the manner for which they are designated.
3. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
4. If any section, subsection, sentence, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.
5. This Resolution will be effective immediately upon adoption.
6. The Director of CONFIRE is hereby authorized to take any action necessary to implement the intent of this Resolution.

THIS RESOLUTION was passed and adopted by the Board of Directors at a regular meeting held on the 27th day of May 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

Attest:

---

Nathan Cooke  
Interim Director, CONFIRE

---

Lynne Kennedy  
Chairperson, Board of Directors

**EXHIBIT A  
TO  
RESOLUTION NO. 2025-01**

**(CONFIRE JPA Budget Book, Fiscal Year 2025-26)**



# 2025-26 Budget Book



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## DIRECTOR'S MESSAGE

The 2024-25 year brought Consolidated Fire Agencies (CONFIRE) another year of change, uncertainty, and unprecedented challenges. Despite these seasonal ebbs and flows, CONFIRE has once again risen to these challenges and has solidified our position as an exceptional Regional Emergency Communications and Public Safety Information Technology and Services provider for public and private Fire, Rescue and Emergency Medical Service agencies.

CONFIRE Communications Division personnel received numerous acknowledgements and awards in 2024-25 for their life saving efforts, enhancing the lives of countless community members. For the first time in CONFIRE history a Dispatcher and Supervisor received prestigious awards. Dispatcher Alix Anderson was awarded Dispatcher of the Year by both the California Emergency Medical Services Agency and the Southern California Public-Safety Radio Association. Supervisor Tara DeNunzio received runner-up (second place) for supervisor of the year by the California Emergency Medical Services Agency and the Southern California Public-Safety Radio Association. These first responders have brought great credibility to CONFIRE and represent the professionalism and life-saving abilities of all our Communications division personnel.

Shortly after CONFIRE was awarded the Ground Ambulance Contract for the Compressive Service Area in the County of San Bernardino in late 2023, a federal and state lawsuit was filed by the incumbent provider in early 2024. The 9th Circuit Federal Court of Appeal has preliminarily ruled in favor of the County and CONFIRE and we are awaiting their final ruling. In September of 2024, the State Court granted the incumbent provider an injunction, which has temporarily halted CONFIRE from operationalizing the Ground Ambulance contract. As of the writing of this message, we are still waiting for the State Court to make a final ruling. Regardless of the State Court ruling, CONFIRE remains at the ready to operationalize ambulance services in the County and if mandated by the Court, will be open and ready to rebid on the contract in the future.

As our Emergency Communications Nurse System (ECNS) continues to expand and evolve, we have formulated a permanent financial model that will sustain the program well into the future. The model seeks 60% of the annual funding to be paid for by the top 5 payors (health insurance carriers) in the County, and 40% of the annual funding to be funded by the County of San Bernadino. As such, we have created a new fund (ECNS-5030) to ensure appropriate fiscal accountability and tracking for the program. We are excited to announce a new partnership between the County of San Bernardino Department of Behavioral Health (DBH) and CONFIRE, involving the ECNS program. This partnership solidifies the County's 40% funding and will allow DBH social workers and practitioners to be embedded in Communication Center, creating a

pathway for a warm handoff of behavioral health patients, ensuring they receive the appropriate level of care, thereby reducing the number of unnecessary emergency responses by field units.

The CONFIRE Board of Directors and Administrative Committee unanimously approved a 25-year lease agreement with the County of San Bernardino, allowing CONFIRE to relocate our Valley Dispatch Center, to the new state of the art Valley Communications Center, in San Bernardino. CONFIRE was proud to participate in the groundbreaking ceremony for the new Valley Communications Center, which is slated to open in early 2026.

The 2025-26 Budget Book provides an overview with detailed information of each CONFIRE division and current programs. The approved budget continues to focus on CONFIRE goals outlined in the Strategic Management Plan to support our mission, vision, and values while providing the highest level of service to the communities we proudly serve.

### **2025-26 BUDGET HIGHLIGHTS**

CONFIRE's Fiscal Year 2025-26 budget codifies and solidifies our new organizational structure that will provide the appropriate level of divisional leadership and management, allowing our directors to be more future focused, provide better operational oversight and accountability, and provide a more manageable span of control.

The budget provides financial resources allowing for significant progress in the second pillar of the County Clarification Project, by bringing the Human Resource Manager position in house, creating more effectiveness, efficiency, and flexibility for CONFIRE staff.

The budget also includes six months of the Valley Communications Center lease agreement and provides resources that will be allocated to ensure that the High Desert Center can serve as a stand-alone primary Center, if and when the Valley Center experiences radio, telephone, and or network failures.

The budget reflects the CONFIRE BOD's and Administrative Committee's commitment to ensuring that CONFIRE can recruit and retain talented staff members that are capable of providing top-tier life-saving services for the communities we serve, by providing across the board raises and adjustments to the various MOUs for our labor groups.

CONFIRE continues to experience significant changes that have brought growth, challenges, and opportunities in the way we deliver services. We continue to forge new relationships and strengthen existing ones throughout the county and the region. We remain committed to providing the highest level of service to our internal and external stakeholders.

I am pleased to present to the CONFIRE Board of Directors a balanced budget for 2025-26. This budget anticipates the needs of the various public safety organizations we serve ensuring that by working together we provide the highest level of care to the residents, businesses, and visitors

in our community. The employees of CONFIRE stand in full partnership with approximately 1,500 first responders represented by the 15 agencies that comprise CONFIRE.

CONFIRE continues making positive impacts in the region as we provide top tier emergency communications and resource coordination. We continue to look forward to providing primary ground ambulance transport services for the region. Together we are **“always there, always ready, always proud.”**

It has been an honor and privilege to serve as the Interim Executive Director for CONFIRE, for the past 3-years. I am thankful for the trust and support that the BOD and Administrative Committee has shown our team during these years of transition and growth. We are looking forward to 2025-26.



Respectfully,

*Nathan Cooke*



### **MISSION**

CONFIRE provides regional Fire, Rescue and Emergency Medical Services communications, resource coordination and technology services to enable allied agencies to meet the safety and welfare needs of those we serve.

### **VISION**

To be recognized as an exceptional Regional Emergency Communications and Public Safety Information Technology and Services provider for public and private Fire, Rescue and Emergency Medical Service Agencies

### **VALUES**

PEOPLE: Dignity and Respect

SERVICE EXCELLENCE All the Time, Every Time

TEAMWORK: Strength Through Collaboration

INTEGRITY: Honest, Accountable and Transparent

INNOVATION: Future Ready

### **SERVICE MOTTO**

Always There, Always Ready, Always Proud

### **PILLARS OF SERVICE**

Emergency Communications

Emergency Medical Services

Public Safety Information Technology and Services

## CONFIRE JPA HISTORY

The CONFIRE Communication Centers are housed in two locations: one in the City of Rialto at 1743 Miro Way (Valley) and the other at the High Desert Government Center (Desert) at 15900 Smoke Tree Street, Hesperia, California.

CONFIRE began operations in 1973, as Comm Center, with a centralized dispatch office to serve the newly established Central Valley Fire District. In 1974, a cooperative agreement was reached between the Central Valley Fire District and the San Bernardino County Communications Department for the fire dispatchers to staff the vacant dispatch center located in the basement of the County Library at 4th Street and Sierra Way in downtown San Bernardino. Comm Center began dispatching for other San Bernardino County fire agencies during this time, including, Redlands, Rialto, Colton and Loma Linda.

In 1987, Comm Center moved the facility to 1771 W. Miro Way, Rialto. This facility was located directly across the street from the Sheriff's Aviation Division Headquarters. It was configured into a co-dispatch center housing the Sheriff and Fire/EMS Communications. Situated on the same property (approximately one-acre), are the County Emergency Operations Center (EOC) and the 800/900MHz Radio Command and Control Center.

In August of 1990, the Comm Center dispatched agencies united into a formalized "Joint Powers Authority," with the San Bernardino County Fire Agency, Rialto, Loma Linda, Colton and Redlands Fire Departments as its original members. The agencies agreed to "federate together in a cooperative agency for the joint and mutual operation of a centralized public safety communication agency and a cooperative program of fire protection and related functions." Named the Consolidated Fire Agencies of the East Valley – the "CONFIRE" Joint Powers Authority (JPA) would provide hardware, software, services and other items necessary and appropriate to establish the operation and maintain a joint central public safety communications center. In addition, CONFIRE JPA intended to provide dispatching services on a contracted basis to other agencies. The human resources administrative and support service functions for CONFIRE JPA's employees were handled by the San Bernardino County Fire Department consisting of personnel administration, facility site usage, payroll, and related functions.

In 2004, construction was completed at the Rialto site on a building where CONFIRE still operates. In 2014, the back-up center was activated in Hesperia (Desert Center). In May 2020, the Desert Center became fully operational to allow the agency to provide staff a safe workplace required by the Centers of Disease Control and Prevention (CDC) guidelines due to the COVID pandemic. The Desert Center allowed expansion for dispatch staff, along with assignment of a full-time Chief Officer to support the San Bernardino County Fire operations. Both facilities have undergone many technology and program improvements and operate with state-of-the-art equipment. In



2024, CONFIRE reclassified the back-up center in Hesperia, as a primary center, and now operates both the Valley and Desert Centers as primary centers.

On March 19, 2024, the County of San Bernardino held the official groundbreaking for the Valley Communication Center (VCC). The VCC is slated to be a state-of-the-art facility located at 153 S. Lena in the City of San Bernardino. This endeavor is a joint partnership between the County of San Bernardino, CONFIRE, the San Bernardino County Sheriff's Department, and the San Bernardino County Office of Emergency Services.

In addition to our dispatchers and call takers, the VCC will be home to the CONFIRE Communications Administrative Team, consisting of the Communications Director, Valley Manager, Assistant Manager, Emergency Command Center (ECC) Chief, Emergency Communications Nurse System (ECNS) Manager, Emergency Medical Dispatch (EMD) Coordinator, System Status Manager/Data Manager, and the Management Information Systems (MIS) Team. The facility is scheduled for completion during the last quarter of 2025.

The current member agencies of the CONFIRE JPA are:

- Apple Valley Fire Protection District
- Chino Valley Independent Fire District
- Colton Fire Department
- Loma Linda Fire Department
- Rancho Cucamonga Fire District
- Redlands Fire Department
- Rialto Fire Department
- San Bernardino County Fire District
- Victorville Fire Department

In addition, the agencies that currently contract for services with the CONFIRE JPA are:

- Baker Ambulance Inc.
- Big Bear Fire Authority
- Montclair Fire Department
- Running Springs Fire Department
- San Manuel Band of Mission Indians Fire Department

- County Road Department

CONFIRE has also added the Montclair Fire Department, Ontario Fire Department, and the City of Yucaipa as contract agencies for the EMS Division (County Ambulance Contract).

## CONFIRE OPERATIONS

CONFIRE is comprised of four divisions: Communications, Management Information Services (MIS), Finance/Administration, and the newly created Emergency Medical Services (EMS) Division.

The Communications Division operates 24 hours per day, 365 days per year. This team answers all 9-1-1 and 10-digit emergency fire and medical calls in addition to non-emergency (Admin) calls. Using nationally recognized call-taking protocols for medical emergencies, calls are prioritized and dispatched to responding agencies while call-takers provide emergency instructions over the phone to 9-1-1 and 10-digit emergency callers. Dispatchers coordinate the movement of emergency resources throughout the region to ensure coverage is maintained and incident commanders receive the resources required to mitigate the emergency. Non-urgent 9-1-1 calls are also redirected to CONFIRE's Emergency Communications Nurse System (ECNS) to more appropriate and alternative sources of care. The Communications Division also manages and maintains personnel training and certifications.

CONFIRE acts as the administrative agency for a joint effort between fire, law and EMS agencies in San Bernardino and Riverside Counties. CONFIRE links their computer aided dispatch (CAD) systems electronically so resource requests and information sharing can be done rapidly with minimal delays. The Inland Empire Public Safety Operations Platform (IE PSOP) continues to expand its CAD-TO-CAD, Fund 5019, capacity as new agencies join the system. Work is underway to link Murrieta Fire, AMR Riverside, Ontario Fire and CAL Fire San Bernardino to the system.

The Management Information Services (MIS) Division ensures all critical technology systems needed by the communications staff to operate effectively are up to date and maintained. The Division also supports all CONFIRE administrative functions, as well as providing full information services to three of the member agencies (Rialto, Redlands, and Colton). The Division supports mobile and remote technology enabling response vehicles and crew members to operate in the field. The MIS staff relocated to Rialto Fire Station 204 this past year to provide a better and safer work environment for the team.

The Finance/Administration Division manages all fiscal, human resource, facility, and vehicle maintenance matters. The Administrative staff handles all board-related agendas and minutes for the Board of Directors and Administrative Committee in compliance with the Brown Act. The Administrative staff also makes sure to follow up with all human resources and risk management

issues for both centers. The Finance staff ensures that the procurement policy is utilized to better serve the employees and agency. Monthly budget to actual spending reports are provided to the Administrative Committee and division managers to keep them informed. Quarterly billings are completed and reconciled to the cash reports to make sure the funds are available for the operations of CONFIRE's two centers, fleet, and agencies. Grant and State reporting are completed throughout the year with the year-end Financial Audit and Budget to make sure CONFIRE stays fiscally transparent and solid.

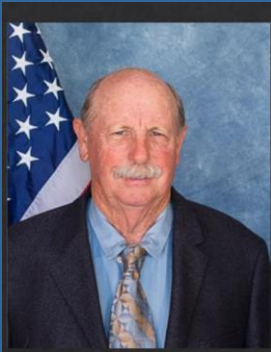
The CONFIRE JPA was created to provide efficient and effective services to communities served by members and contract agencies. CONFIRE continues to evolve and enhance services.

A dedicated Emergency Medical Services (EMS) Division was established in 2024 and will continue to allow for greater flexibility to embrace cooperative programs for dispatch of emergency medical services and related functions for the mutual benefit of the members of CONFIRE. CONFIRE's public safety communications system and cooperative programs will enhance aspects of the pre-hospital care system from the centralized dispatch model through transportation.

## **BOARD OF DIRECTORS**

The nine-member Board of Directors is composed of one designated elected representative from each member agency. The Board of Directors is responsible for adopting the CONFIRE budget, establishing assessments, and establishing overall fiscal policy. Secondly, the Board establishes overall policy direction for CONFIRE and its operation. Lastly, the Board assures that the well-being and interests of each of the agencies or entities are maintained.

## BOARD OF DIRECTORS



**Dan Leary**  
Apple Valley Fire District  
Board President



**Mike Kreeger**  
Chino Valley Fire District  
Board Member



**David Toro**  
City of Colton Fire District  
Council Member



**Phill Dupper – Vice Chair**  
City of Loma Linda  
Mayor



**Lynne Kennedy – Chair**  
City of Rancho Cucamonga  
Mayor Pro Tem



**Marc Shaw**  
Redlands Fire Department  
Mayor Pro Tem



**Andy Carrizales**  
City of Rialto  
Mayor Pro Tem



**Joe Baca Jr.**  
San Bernardino  
County Supervisor



**Elizabeth Becerra**  
City of Victorville  
Mayor

## ADMINISTRATIVE COMMITTEE

The Administrative Committee reports to the Board of Directors and is composed of the Fire Chief or a designated representative of the Fire Department of each member agency. The Administrative Committee conducts the operation of CONFIRE, directs the preparation of the CONFIRE budget and presents it to the Board of Directors. The Administrative Committee has the power to expend funds, control all expenditures, reports budget and financial transactions, hires the Executive Director and establishes and maintains contracts as they relate to the operation of CONFIRE.

## ADMINISTRATIVE CHIEFS COMMITTEE



**Chief James "Buddy" Peratt**  
Apple Valley Protection Fire District



**Chief Dave Williams**  
Chino Valley Fire District



**Chief Ray Bruno**  
Colton Fire Department



**Chief Dan Harker**  
Loma Linda Fire Department  
Chair



**Chief Mike McCliman**  
Rancho Cucamonga Fire District



**Chief Rich Sessler**  
Redlands Fire Department  
Vice-Chair



**Chief Brian Park**  
Rialto Fire Department

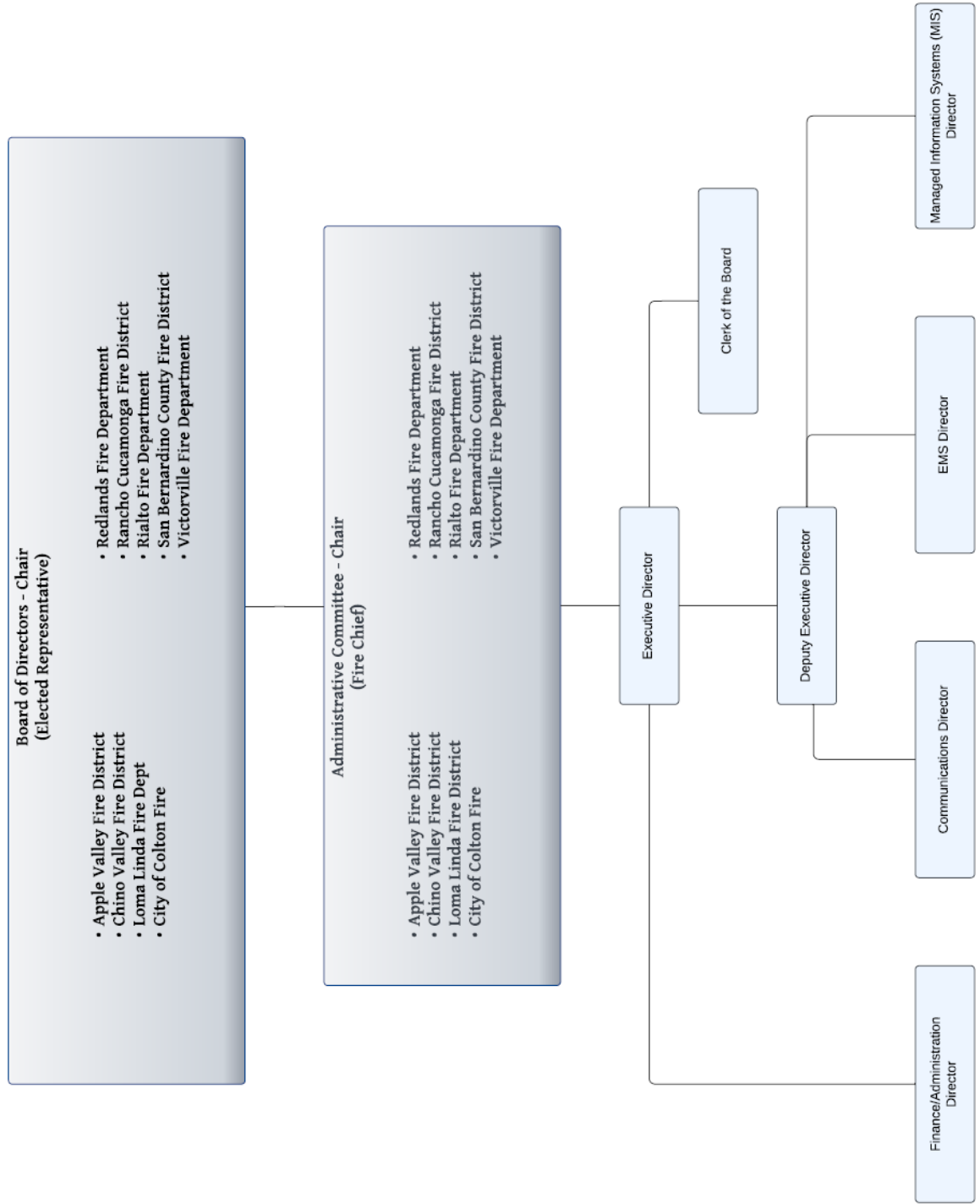


**Chief Bertral Washington**  
San Bernardino County Fire Protection District

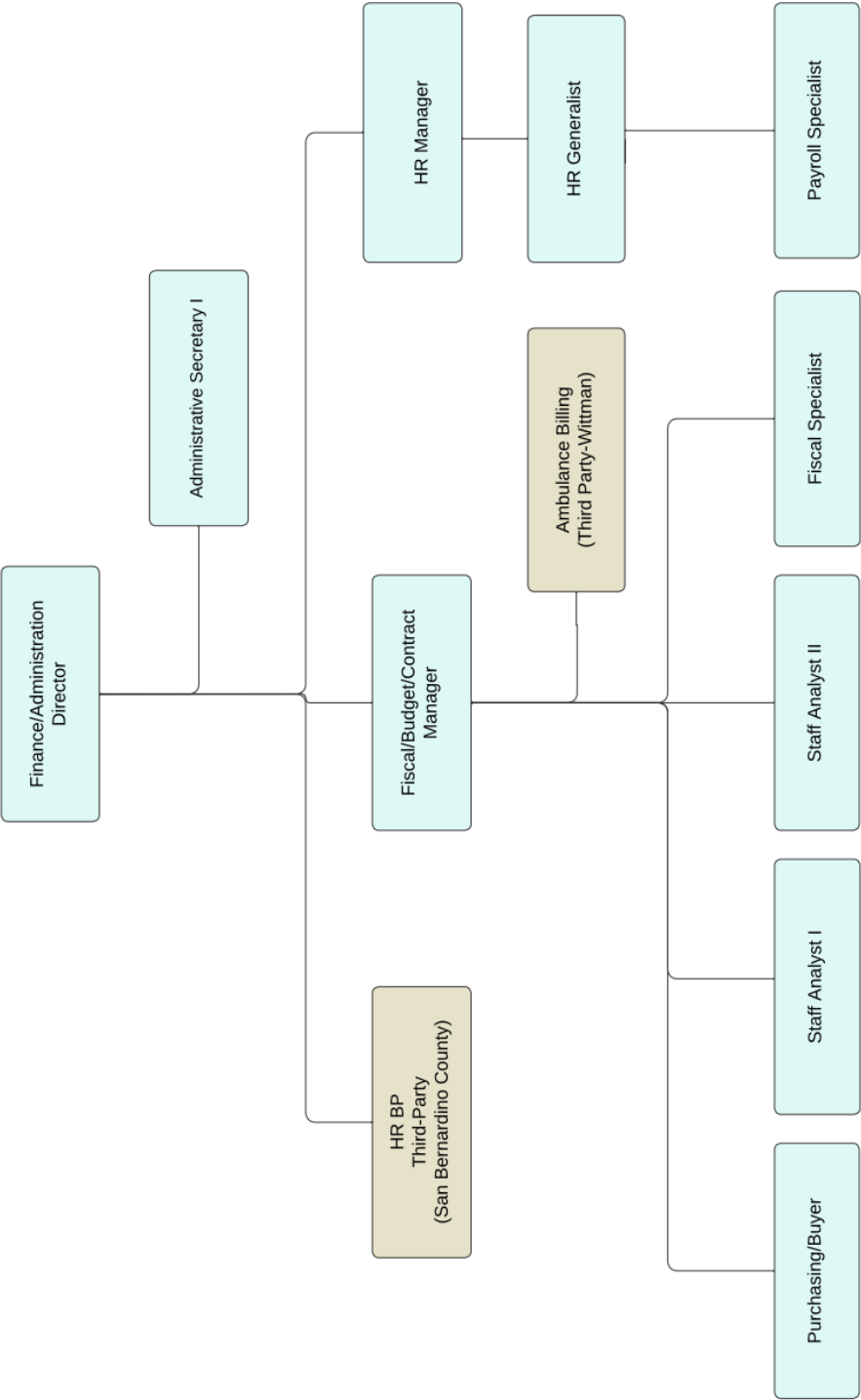


**Chief Bobby Clemmer**  
Victorville Fire Department

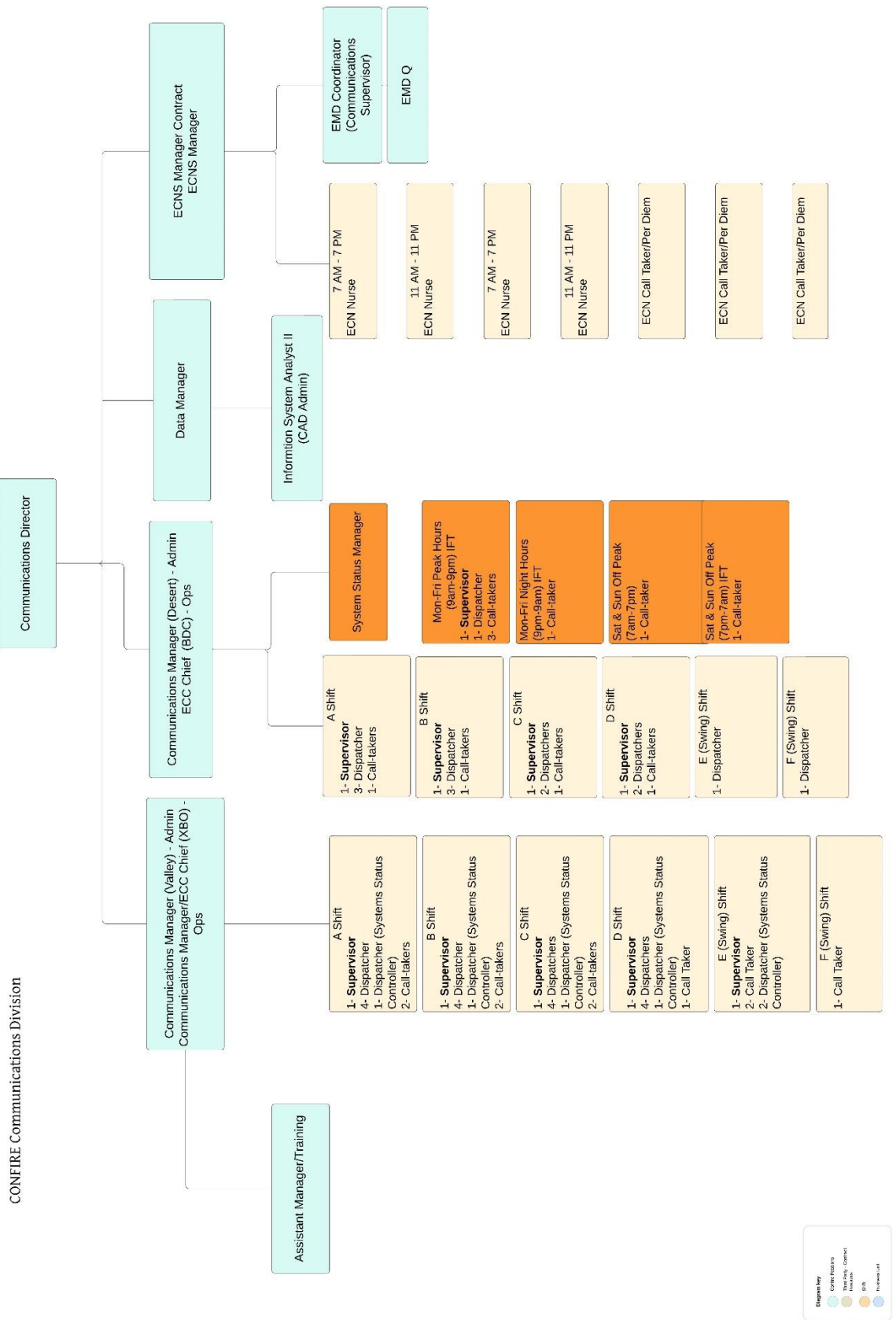
## CONFIRE Board



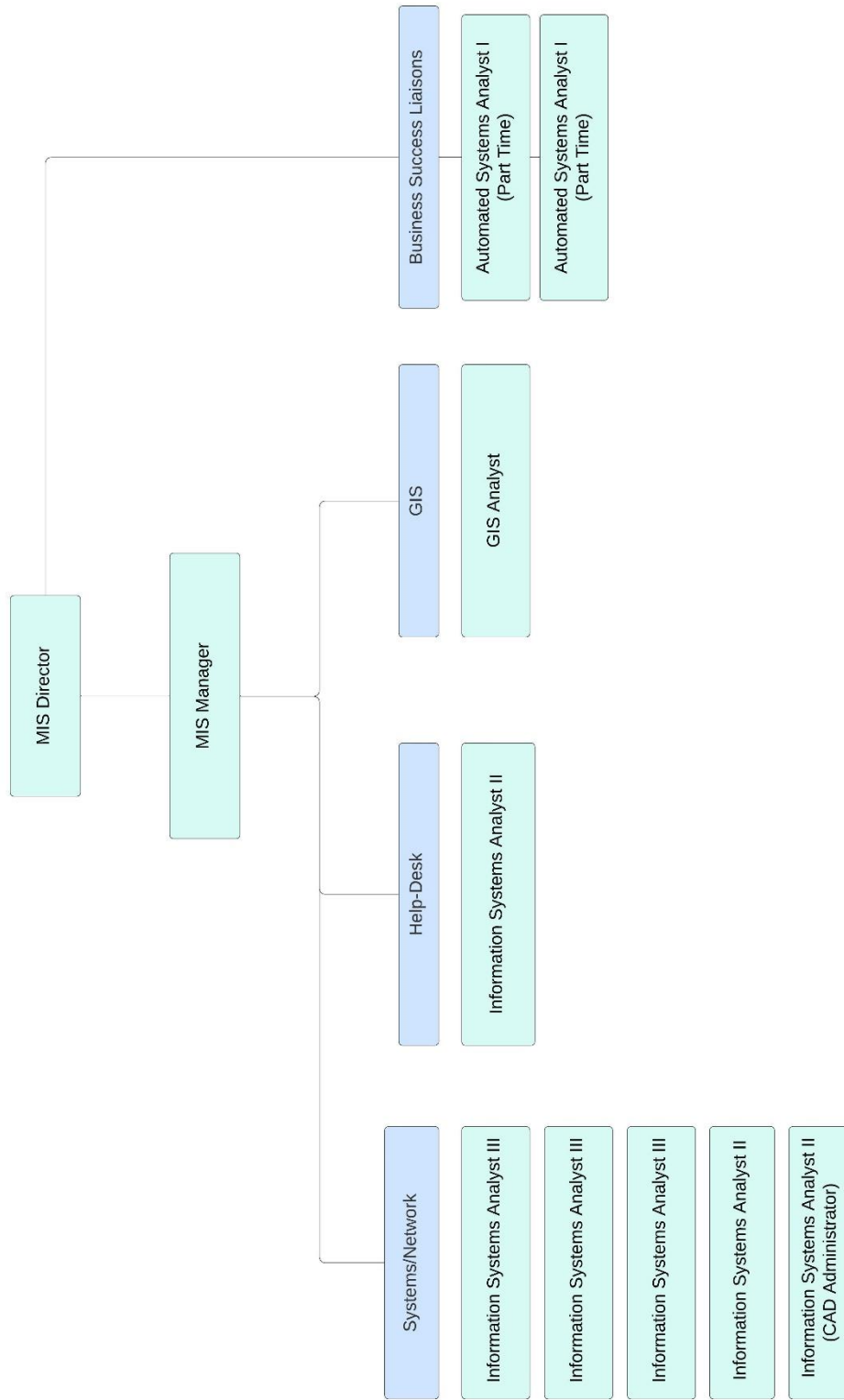
CONFIRE Finance/Administration Division







# CONFIRE Managed Information Systems (MIS) Division



## FUND DESCRIPTIONS

CONFIRE continues to utilize the services of the San Bernardino County Treasurer's Auditor-Controller/Treasure/Tax Collector (ATC) office to manage its seven funds. Transactions for disbursements, reimbursements, deposits, and adjustments to CONFIRE's funds are processed through ATC's Systems Applications and Products (SAP) system. The 2025-26 budget is balanced in all in all seven funds. Within the summary, expenditure and revenue information make up the main components of the CONFIRE budget.

CONFIRE utilizes the following funds to operate the organization.

- Fund 5008 Operations Fund
- Fund 5009 - Equipment Reserve Fund
- Fund 5010 – General Reserve Fund
- Fund 5011 – Term Benefit Reserve Fund
- Fund 5019 – CAD to CAD Fund
- Fund 5020 – Emergency Medical Services

These funds comprise the majority of the traditional services CONFIRE has delivered to its members and contract agencies for many years such as emergency communications, Geographical Information Services (GIS) and Management Information Services (MIS).

A new fund (5030) has been added to support the Emergency Communications Nursing System (ECNS) program. Separating the ECNS program into its own fund will allow for better transparency for the program.

### **Fund 5008 – Operations Fund**

The day-to-day operational costs for CONFIRE's Communication, Management Information Systems and Finance/Administration divisions are accounted for in the Operations Fund.

### **Fund 5009 – Equipment Reserve Fund**

The Equipment Reserve Fund supports the cost to replace equipment based on service life schedule. Agencies contribute to this fund to cover the cost of their equipment as well as CONFIRE's. Planned equipment replacement includes five Motorola HT radios and a share of costs for the replacement of the Uninterruptible Power Supply (UPS) system at the High Desert Government Center and other equipment that have reached the end of their useful lives.

### **Fund 5010 General Reserve Fund**

The General Reserve Fund has several purposes. It is a planned funding source utilized to provide contingency funding for CONFIRE Operations if the need arises due to lack of payment, catastrophe, or other unforeseen circumstances. The CONFIRE Board policy is to maintain a minimum of 25% of the Fund 5008 Operating Budget in reserves for emergency purposes. The fund acts as a capital reserve for planned and one-time purchases. This fund also covers Capital Improvement Program (CIP) projects related to new or upgraded facilities, technology projects and vehicle replacement.

The General Reserve Fund previously served as the repository and expense funds for grant-funded programs. This included American Rescue Plan Act (ARPA) funding received for COVID response including the Emergency Communications Nurse System program. A new fund (5030) was created for 2025-26 to support the ECNS program exclusively.

### **Fund 5011 – Term Benefit Reserve Fund**

The Term Benefit Reserve Fund covers the liability for CONFIRE employees' accumulated leave accruals. The Board policy is to fully fund this liability annually. New member fees and a premium assessed to contract agencies provide funding for this reserve.

In 2025-26, this fund will receive the City of Victorville's 5<sup>th</sup> out of 5 installment payments, \$114,505. These payments support the need for one-time cash outs of retirements or other employees that separate from CONFIRE.

### **Fund 5019 – CAD-to-CAD**

This fund is a Special Revenue fund that supports the Inland Empire Public Safety Operations Platform (IE PSOP) CAD to CAD solutions. CONFIRE acts as the system administration for this regional program. Grant Revenue and expenditures for 2025-26 include:

- Homeland Security Grant Program (HGSP) 2023 - \$86,912.
- Urban Areas Security Initiative (UASI) 2023 - \$10,000.

The UASI grant funds cover initial licensing, system configuration and first year maintenance and subscription fees. The HGSP funds cloud hosting fees and other services required to manage the program. These grant funds are not guaranteed each year and cannot be relied upon for on-going system maintenance and subscriptions. The IE PSOP operates under a MOU among the members and participating agencies that require each agency to reimburse CONFIRE for their portion of the annual maintenance and subscription fees as required. This includes a fee to offset CONFIRE's costs to administer the program.

**Fund 5020 – Emergency Medical Services Enterprise Fund**

The Emergency Medical Services fund was established to support financial operations of the ground ambulance services. The 2025-26 budget includes costs for legal services and insurance. CONFIRE management will return to the Administrative Committee for approval of a revised budget if necessary.

**Fund 5030 – Emergency Communications Nurse System**

Fund 5030 will support the Emergency Communications Nurse System program. This new fund will improve financial transparency by isolating revenues and expenditures, improve accountability, strategic planning, make it easier to measure performance and supports program growth and scaling.

**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5008 - Operations**

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
<b>Total Revenue</b>	\$ 14,340,292	\$ 14,134,215	\$ 15,765,681
Transfers In	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ -
<b>Total Resources (Revenue, Transfers In, and Reserves)</b>	<b>\$ 14,340,292</b>	<b>\$ 14,134,215</b>	<b>\$ 15,765,681</b>
<b>Total Expenditures</b>	<b>\$ 14,340,292</b>	<b>\$ 14,134,215</b>	<b>\$ 15,765,681</b>
Transfers Out	\$ -	\$ -	\$ -
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Difference Total Revenue and Expenditures and Transfers Out</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>

**FUND BALANCE**

July 1st Beginning Balance	\$ 3,906,214	\$ 3,335,344	\$ 2,859,827
Residual Equity Transfer	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ -
Reserves for Equity Adjustment 2026	\$ -	\$ -	\$ -
Difference Total Resources & Expenditures and Transfers Out	\$ -	\$ -	\$ -
<b>June 30th Ending Balance</b>	<b>\$ 3,906,214</b>	<b>\$ 3,335,344</b>	<b>\$ 2,859,827</b>

Per Board Policy 4.002, CONFIRE should maintain a 10% of total operating budget

\*This balance will be adjusted after year end closing in compliance to FP4.002

**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5009 - Equipment Reserve**

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
<b>Total Revenue</b>	\$ 583,124	\$ 1,147,008	\$ 1,243,254
Transfers In	\$ -	\$ -	\$ -
Budgeted Reserves	\$ 621,000		
<b>Total Resources (Revenue, Transfers In, and Reserves)</b>	<b>\$ 1,204,124</b>	<b>\$ 1,147,008</b>	<b>\$ 1,243,254</b>
 <b>Total Expenditures</b>	 \$ 1,204,124	 \$ 1,036,500	 \$ 1,111,826
Transfers Out	\$ -	\$ -	\$ -
<b>Total Expenditures &amp; Transfers Out</b>			
 <b>Difference Total Revenue and Expenditures and Transfers Out</b>	 <b>\$ -</b>	 <b>\$ 110,508</b>	 <b>\$ 131,428</b>
 <b>FUND BALANCE</b>			
July 1st Beginning Balance	\$ 2,329,317	\$ 2,311,408	\$ 2,202,119
Residual Equity Transfer	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ -
Reserves for Equity Adjustment 2026	\$ -	\$ -	\$ -
 Difference Total Resources & Expenditures and Transfers Out	 \$ -	 \$ -	 \$ -
<b>June 30th Ending Balance</b>	<b>\$ 2,329,317</b>	<b>\$ 2,311,408</b>	<b>\$ 2,202,119</b>

**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5010 - General Reserve**

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
<b>Total Revenue</b>	\$ 1,615,346	\$ 969,556	\$ 25,000
Transfers In	\$ -	\$ -	\$ -
Budgeted Reserves	\$ 71,200.00	\$ -	\$ 3,000,000
<b>Total Resources (Revenue, Transfers In, and Reserves)</b>	<b>1,686,546</b>	<b>969,556</b>	<b>3,025,000</b>
<b>Total Expenditures</b>	<b>1,686,546</b>	<b>969,556</b>	<b>3,025,000</b>
Transfers Out	-	-	-
<b>Total Expenditures &amp; Transfers Out</b>			
<b>Difference Total Revenue and Expenditures and Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>			
July 1st Beginning Balance	\$ 6,450,620	\$ 6,907,469	\$ 7,436,912
Residual Equity Transfer	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ (3,000,000)
Reserves for Equity Adjustment 2026	\$ -	\$ -	\$ -
<b>Difference Total Resources &amp; Expenditures and Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>June 30th Ending Balance</b>	<b>\$ 6,450,620</b>	<b>\$ 6,907,469</b>	<b>\$ 4,436,912</b>



**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5011 - Term Benefit Reserve**

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
<b>Total Revenue</b>	\$ 228,522	\$ 151,767	\$ 600,063
Transfers In			\$ -
Budgeted Reserves	\$ 351,000	\$ 465,659	\$ -
<b>Total Resources (Revenue, Transfers In, and Reserves)</b>	\$ 579,522	\$ 617,426	\$ 600,063
<b>Total Expenditures</b>	\$ 579,522	\$ 617,427	\$ 600,063
Transfers Out/ Cont. from Fund Bal.			
<b>Total Expenditures &amp; Transfers Out</b>	\$ 579,522	\$ 617,427	\$ 600,063
<b>Difference Total Revenue and Expenditures and Transfers Out</b>	\$ -	\$ (1)	\$ -
<b>FUND BALANCE</b>			
July 1st Beginning Balance	\$ 1,854,273	\$ 1,786,600	\$ 1,985,613
Residual Equity Transfer	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ -
Reserved for Worker's Comp Retention (New)	\$ -	\$ -	\$ -
Reserved for Worker's Comp Retention (Old)	\$ -	\$ -	\$ -
<b>Difference Total Resources &amp; Expenditures and Transfers Out</b>	\$ -	\$ -	\$ -
<b>June 30th Ending Balance</b>	\$ 1,854,273	\$ 1,786,600	\$ 1,985,613

\*Planned reserve for future possible Worker's Compensation Liability Claims

**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5019 - CAD to CAD**

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
Total Revenue	\$ 623,283	\$ 565,498	\$ 245,248
Transfers In			
Budgeted Reserves			
Total Resources (Revenue, Transfers In, and Reserves)	\$ 623,283	\$ 565,498	\$ 245,248
Total Expenditures	\$ 623,283	\$ 530,498	\$ 245,248
Transfers Out/ Cont. from Fund Bal.			
Total Expenditures & Transfers Out	\$ 623,283	\$ 530,498	\$ 245,248
Difference Total Revenue and Expenditures and Transfers Out	\$ -	\$ 35,000	\$ -
<b>FUND BALANCE</b>			
July 1st Beginning Balance	\$ 315,785	\$ 303,620	\$ 430,885
Residual Equity Transfer	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ -
Difference Total Resources & Expenditures and Transfers Out	\$ -	\$ -	\$ -
<b>June 30th Ending Balance</b>	<b>\$ 315,785</b>	<b>\$ 303,620</b>	<b>\$ 430,885</b>

**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5020 - Emergency Medical Services (EMS)**

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
<b>Total Revenue</b>	\$ 1,010,000	\$ 128,615,723	\$ -
Transfers In	\$ -	\$ -	\$ -
Budgeted Reserves	\$ 500,000	\$ -	\$ 590,000
<b>Total Resources (Revenue, Transfers In, and Reserves)</b>	\$ 1,510,000	\$ 128,615,723	\$ 590,000
<b>Total Expenditures</b>	\$ 1,510,000	\$ 120,531,960	\$ 590,000
Transfers Out/ Cont. from Fund Bal.		\$ 40,000	\$ -
<b>Total Expenditures &amp; Transfers Out</b>	\$ 1,510,000	\$ 120,571,960	\$ 590,000
<b>Difference Total Revenue and Expenditures and Transfers Out</b>	\$ -	\$ 8,043,763	\$ -
<b>FUND BALANCE</b>			
July 1st Beginning Balance	\$ 1,124,165	\$ 2,170,935	\$ 1,018,303
Residual Equity Transfer	\$ -	\$ -	\$ -
Budgeted Reserves	\$ -	\$ -	\$ (590,000)
<b>Difference Total Resources &amp; Expenditures and Transfers Out</b>	\$ -	\$ -	\$ -
<b>June 30th Ending Balance</b>	\$ 1,124,165	\$ 2,170,935	\$ 428,303

**CONFIRE**  
**FUND BALANCE SUMMARY**  
**FUND 5030 - Emergency Communications Nurse System (ECNS)**

Established in FY 25-26

	2023-24 Revised	2024-25 Adopted	2025-26 Budget
<b>Total Revenue</b>	\$ -	\$ -	\$ 1,700,000
Transfers In			
Budgeted Reserves	\$ -		
<b>Total Resources (Revenue, Transfers In, and Reserves)</b>	\$ -	\$ -	\$ 1,700,000
 <b>Total Expenditures</b>	 \$ -	 \$ -	 \$ 1,700,000
Transfers Out/ Cont. from Fund Bal.		\$ -	\$ -
<b>Total Expenditures &amp; Transfers Out</b>	\$ -	\$ -	\$ 1,700,000
<b>Difference Total Revenue and Expenditures and Transfers Out</b>	\$ -	\$ -	\$ -
 <b>FUND BALANCE</b>			
July 1st Beginning Balance	\$ -	\$ -	\$ -
Residual Equity Transfer			
Budgeted Reserves			
 Difference Total Resources & Expenditures and Transfers Out			
<b>June 30th Ending Balance</b>	\$ -	\$ -	\$ -

## BUDGET SUMMARY – ALL FUNDS

Expenditures and Revenues by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-2026
Salaries and Benefits	\$ 12,985,820	\$ 12,985,820	\$ 12,668,699	-2%
Services and Supplies	\$ 114,157,141	\$ 114,157,141	\$ 7,102,706	-94%
Training and Travel Related	\$ 201,465	\$ 201,465	\$ 214,592	7%
Other Reimbursements	\$ 10,475,729	\$ 10,475,729	\$ 28,525	-100%
<b>Total Expenditure Authority</b>	<b>\$ 137,820,155</b>	<b>\$ 137,820,155</b>	<b>\$ 20,014,523</b>	<b>-85%</b>
Revenue from Other Govt. Entities	\$ 14,948,063	\$ 14,948,063	\$ 18,062,114	21%
Revenue from Ambulance Services	\$ 128,615,723	\$ 128,615,723	\$ 590,000	-100%
Interest	\$ -	\$ -	\$ -	
Residual Transfer In/Out	\$ -	\$ -	\$ -	
Other: Fund Balance	\$ 1,132,483	\$ 1,136,483	\$ 1,535,457	35%
<b>Total Revenue</b>	<b>\$ 144,696,269</b>	<b>\$ 144,700,269</b>	<b>\$ 20,187,570</b>	<b>-86%</b>
<b>Net Costs</b>	<b>\$ 6,876,114</b>	<b>\$ 6,880,114</b>	<b>\$ 173,048</b>	
<b>Budgeted Staffing</b>	<b>95.0</b>	<b>101.0</b>	<b>85.0</b>	

CONFIRE's 2025-26 budget will focus on improving 911 dispatch services call processing times and the information technology infrastructure to make the high desert dispatch center a stand-alone dispatch services facility, as well as further separation from San Bernardino County by bringing more HR functions in house and the implementation of data analytics to drive decision making and performance. In addition, CONFIRE will remain poised to implement ground ambulance services in the event the department is successful in the legal proceedings, and it is decided that CONFIRE can proceed with the contract.

### SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

CONFIRE's total budget is decreasing by approximately 85% as the result of a reduction in the EMS budget due to the legal uncertainty of the Ground Ambulance contract. In 2025-26 expenditure authority of \$20 million will fund 85 positions. This reflects a net change of 16 positions from last year due to not funding all EMS-related positions and the elimination of other communication-related positions (4 Call Takers and 1 Dispatcher) that are no longer needed.

These reductions are offset by the addition of three new positions (HR Manager, Data Manager and Information System Analyst II). The addition of the HR Manager enables further separation from the County of San Bernardino by bringing more functions in house will facilitate bringing more HR functions in house. The Data Manager position supports the implementation of data analytics to drive business decision making and performance. The new Information Systems Analyst II position will perform help desk and desktop support services.

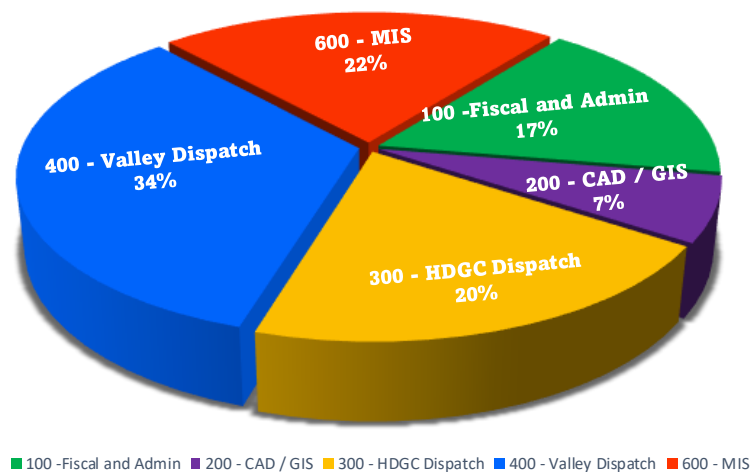
Services and Supplies fund day-to-day operational costs for all department functions. New services and supplies costs include the contract cost for the interim director previously funded by maintaining vacancy in the Communication Director position which is now filled, the implementation and use of a new cloud-based financial accounting system, the implementation of new software to screen and assess potential candidates for Call Taker and dispatcher positions, an increase in space rent for the move to the new Valley Communication Center. Training and Travel costs are increasing due to a focus on increased training for staff in all areas.

Other reimbursements include costs paid to San Bernardino County for other human resources services such as labor negotiations, benefits administration and payroll.

## FUND 5008 OPERATIONS

Expenditures and Revenues by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025- 2026
Salaries and Benefits	\$ 9,597,349	\$ 9,597,349	\$ 10,879,850	13%
Services and Supplies	\$ 4,188,336	\$ 4,188,336	\$ 4,743,408	13%
Training and Travel Related	\$ 112,800	\$ 112,800	\$ 115,592	2%
Other Reimbursements	\$ 235,729	\$ 235,729	\$ 28,525	-88%
<b>Total Expenditure Authority</b>	<b>\$ 14,134,214</b>	<b>\$ 14,134,214</b>	<b>\$ 15,767,375</b>	<b>12%</b>
Revenue from Other Govt. Entities	\$ 14,134,214	\$ 14,134,214	\$ 15,765,681	12%
Revenue from Ambulance Services				
Interest				
Residual Transfer In/Out				
<b>Total Revenue</b>	<b>\$ 14,134,214</b>	<b>\$ 14,134,214</b>	<b>\$ 15,765,681</b>	<b>12%</b>
<b>Net Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,694)</b>	
<b>Budgeted Staffing</b>	<b>76.0</b>	<b>78.0</b>	<b>76.0</b>	

### FY 2025-26 EXPENDITURES BY DIVISION



## FUND 5008-100 FINANCE AND ADMINISTRATION

EXPENDITURE SUMMARY	2023-24 Revised	2024-25 Budget	2025-26 Budget	% Change From 2024-25
Salaries & Benefits	\$ 938,293	\$ 804,946	\$ 1,307,876	62%
Services & Supplies	1,155,062	613,444	1,318,992	115%
Training and Travel Related	35,000	61,800	40,900	-34%
Other Reimb	-	220,031	28,525	-87%
<b>TOTAL</b>	<b>\$ 2,128,355</b>	<b>\$ 1,700,221</b>	<b>\$ 2,696,293</b>	<b>59%</b>

### DIVISION STAFFING

Title	2024-25		2025-26	
	Full-	Part-Time	Full-Time	Part-Time
Executive Director				
Contract Interim Executive Director	1		1	
Administrative Secretary				
Staff Analyst II	1		1	
Staff Analyst I	1		1	
Fiscal Specialist	1		1	
HR Analyst	1		1	
Fiscal Specialist (Payroll)	1		1	
Public Service Employee		1		1
Finance/Administration Director			1	
Clerk of the Board			1	
HR Manager <b>(New)</b>			1	
<b>Total</b>	<b>6</b>	<b>1</b>	<b>9</b>	<b>1</b>



## DIVISION DESCRIPTION

**Administration** – The CONFIRE Executive Director enacts the Board of Director’s and Administrative Committee’s vision for CONFIRE, through the direction and guidance of division activities. The Executive Director delegates many of these responsibilities to the Finance/Administrative Director. The Finance/Administrative Director ensures plans and procedures follow public administration laws and financial oversight. This oversight includes employee relations through agreements between bargaining units and the CONFIRE Board of Directors. Exempt and non-represented employees’ salaries and benefits are governed by the appropriate San Bernardino County Special District’s compensation plans. County Human Resources (HR) works with CONFIRE through a contractual agreement to provide various HR and fiscal services to support CONFIRE. This agreement clarifies the role of each entity and places CONFIRE in more direct control over its administrative operations.

**Finance** – This division supports the financial operations of CONFIRE. Finance upholds the Board’s policies and expectations of financial health through the budgeting process, including monitoring the revenue billings, purchasing, and accounts payable expenditures monthly, reporting out to the CONFIRE Board of Directors and Administrative Committee. The Finance team adheres to industry standard accounting policies to safeguard the fixed assets, cash deposits, liabilities, and expenditures for review by the JPA’s auditors to produce the yearly financial statements. The division prepares various Federal and State reports providing support and guidance to the agencies served by the JPA and manages all grants awarded to CONFIRE. This team also manages all aspects of CONFIRE’s procurement processes.

## SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

The Finance and Administration Division budget is increasing by 59% primarily due to an increase in salary and benefits costs for a new HR Manager position, the reallocation of salary and benefit costs from Fund 5020 for the Clerk of the Board and Finance/Administration Director positions and other increases due to MOU adjustments and step increases. Services and Supplies costs are increasing primarily due to the contract cost for the interim director previously funded by maintaining vacancy in the Communication Director position which is now filled and due to the implementation and use of a new cloud-based financial accounting system.

## 2024-25 DIVISION ACCOMPLISHMENTS

- Procured a new financial accounting system.
- Procured a new web-based public records request system.
- Continued County Clarification Project by conducting the majority of recruitments in-house.
- Implemented a CONFIRE NEOGOV site to facilitate recruitment.

- Obtained a Department of Justice account to process background checks.

#### **2025-26 DIVISION GOALS AND OBJECTIVES**

- Implement new financial accounting system.
- Conduct all recruitment in-house.
- Transition employee relations HR Functions in-house.

## FUND 5008-200 CAD/GIS DIVISION

EXPENDITURE SUMMARY	2023-24 Revised	2024-25 Budget	2025-26 Budget	% Change From 2024-25
Salaries & Benefits	\$ 396,738	\$ 322,735	\$ 306,991	-5%
Services & Supplies	828,296	872,164	707,817	-19%
Training and Travel Related	15,000	5,200	21,683	317%
Other Reimb	29,689	15,698		-100%
<b>TOTAL</b>	<b>\$ 1,269,723</b>	<b>\$ 1,215,797</b>	<b>\$ 1,036,492</b>	<b>-15%</b>

### DIVISION STAFFING

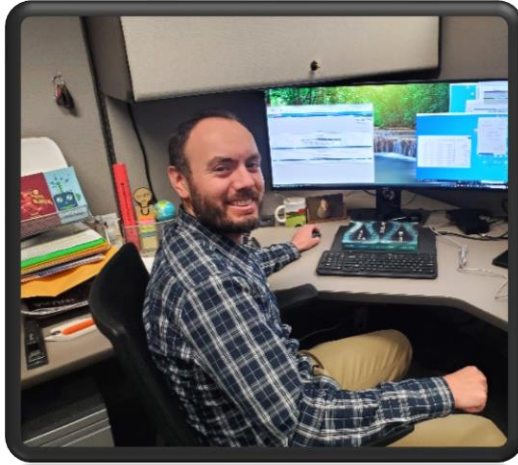
Title	2024-25		2025-26	
	Full-Time	Part-Time	Full-Time	Part-Time
GIMS Coordinator	1		1	
Information Systems Analyst II	1		1	
<b>Total</b>	<b>2</b>		<b>2</b>	

### DIVISION DESCRIPTION

This element of the budget represents two functional sub-sections of the Management Information Systems Division (MIS).

**Computer Aided Dispatch System (CAD)** - CONFIRE uses Enterprise CAD, provided by Central Square. CAD is an array of interconnected software and hardware systems hosted on the CONFIRE server infrastructure. CAD enables Call Takers and Dispatchers to receive and process emergency calls, determine the location, and assign the appropriate response. It also maintains the location and status of all field resources for first responder safety and accountability. Numerous third-party systems operate in conjunction with the CAD system. Maintaining CAD and the associated interface systems requires the full-time efforts of one full-time employee and the occasional efforts of several other team members.

**Geographic Information Systems (GIS)** - GIS is a specific discipline within the broader context of information systems and technology. GIS professionals support the public safety mission by developing and maintaining mission critical mapping and location accuracy products. For



Sam Perez, GIS Coordinator

CONFIRE, the primary role of the GIS team is to maintain the county street network and address points and work in conjunction with the CAD team to ensure that information is kept up to date and accurate within the CAD system. The CONFIRE GIS team produces and maintains agency specific maps for use by first responders. These include wall maps for fire stations, printed or electronic map books in apparatus, specialized maps for mutual aid and wildland fire high hazard areas, fire prevention and weed abatement programs. Additionally, the GIS team assists during actual incidents by developing real-time mapping products for incident commanders, damage assessment teams and after-

action reports.

The role of GIS is rapidly expanding in public safety. Next Generation 9-1-1, CAD to CAD, drone technology, wireless calling, text to 9-1-1 requires robust integration of authoritative, locally produced and maintained location information. CONFIRE's regional role will demand more from its current GIS capacity. Making GIS services available online to CONFIRE agencies is a major goal of the MIS division.

## **SIGNIFICANT DIVISION EXPENDITURES**

The CAD/GIS division budget is decreasing by 15% primarily due to a decrease in salary and benefit costs and a decrease in Universal application costs.

## **2024-25 DIVISION ACCOMPLISHMENTS**

- Upgraded CAD Production from version 21 to 23.
- Implemented new ECT screen.
- Added new response areas and Med Aid response plans assigned to agencies with new Medic Squads.
- Transitioned from local working CAD data to ADM Data.
- Implemented Burn Permit Mapping Solution for OFM.

- Used an ESRI curated zip code layer to update affected streets from 92407 to their respective zip codes.

## **2025-26 DIVISION GOALS AND OBJECTIVES**

- Implement SafeGraph Data Subscription - Points of Interest (POI) to obtain access to current business address data, which would enhance CONFIRE's CAD data.
- Implement Indoor Mapping to collect and/or convert indoor data into dynamic, floor-aware GIS layers, providing dispatchers and responders with location intelligence via CAD and Tablet Command.
- Submit first round of ADM data to the State for compliance score for County-wide NG911 compliance.

## FUND 5008-300 DESERT DISPATCH CENTER DIVISION

EXPENDITURE SUMMARY	2023-24 Revised	2024-25 Budget	2025-26 Budget	% Change From 2024-25
Salaries & Benefits	\$ 2,445,909	\$ 2,730,150	\$ 2,905,132	6%
Services & Supplies	251,972	238,615	314,565	32%
Training and Travel Related	-	3,000	5,182	73%
Other Reimb	-	-	-	0%
<b>TOTAL</b>	<b>\$ 2,697,881</b>	<b>\$ 2,971,765</b>	<b>\$ 3,224,879</b>	<b>9%</b>

### DIVISION STAFFING

Title	2024-25		2025-26	
	Full-Time	Part-Time	Full-Time	Part-Time
Communications Manager	1		1	
Supervising Dispatcher	4		4	
Dispatcher	12		11	
Call Taker	4		4	
<b>Total</b>	<b>21</b>		<b>20</b>	

### DIVISION DESCRIPTION

The Communications Division is led and overseen by the Communications Director. CONFIRE Desert Communication Center in Hesperia consists of a group of public safety professionals that receive requests for emergency and non-emergency assistance. CONFIRE dispatches fire, emergency medical, and local government resources. Responsibilities include monitoring radios, telephones, field personnel, and coordinating mutual aid procedures and operations. The Desert Manager oversees the personnel and operations for the Desert Communications Center.

### SIGNIFICANT DIVISION EXPENDITURES

The Desert Dispatch Center division budget is increasing by 9% primarily due to an increase in salary and benefit costs due to projected changes in MOU costs and an increase in service and supplies costs for Universal applications. These costs are offset by the elimination of one dispatcher position.



11.10.24. WE HAD A BABY BOY !!!!! During training, Ali and Ashley received a call for a female in labor. Husband was enroute to the hospital and needed to pull over, on the freeway. Despite the condition and location, they were able to start help immediately until FD arrived. Good job to the both of you and way to represent Confire & San Bernardino County Fire.

-Gilberto Lopez. Fire / EMS Dispatch Supervisor

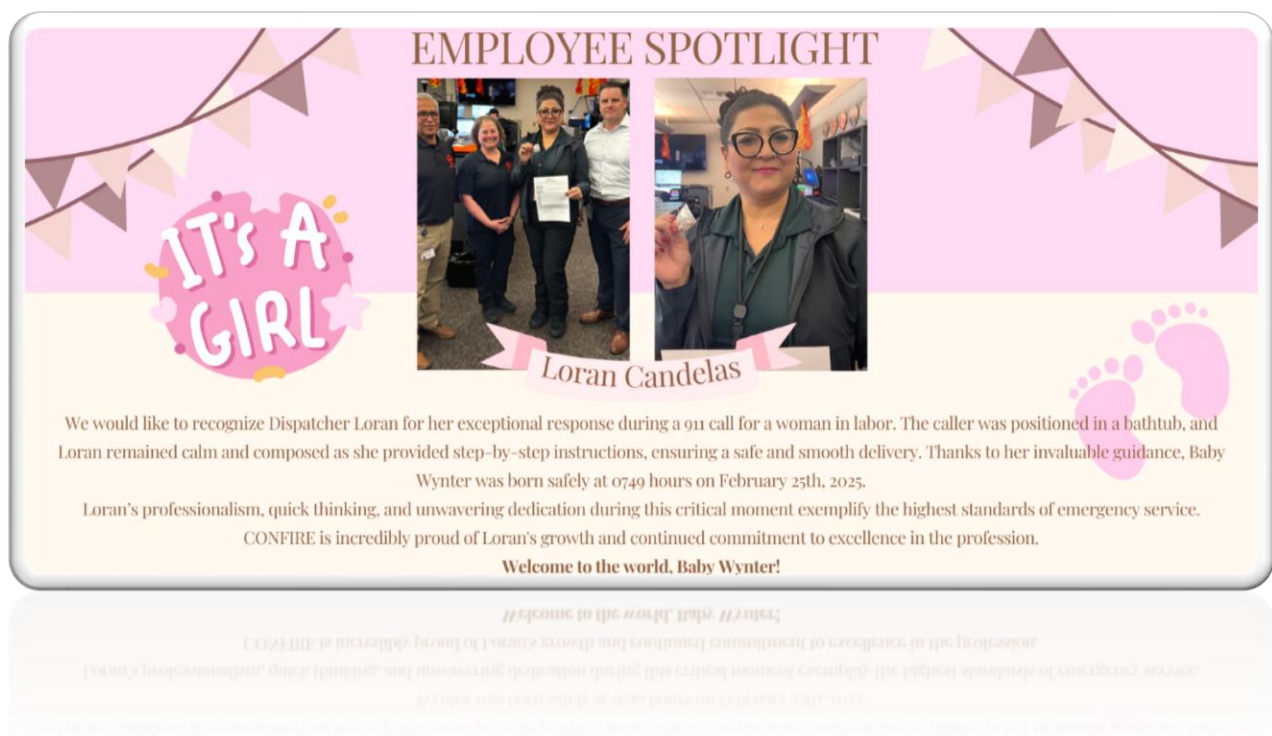
## 2024-25 DIVISION ACCOMPLISHMENTS

- Completed ACE accreditation.
- Sent three employees to the social media academy.
- Completed installation of First Arriving Dashboards in the Valley and HDGC.
- Completed CTO training for shift trainers.
- Implemented upgrades to HDGC to make a standalone dispatch center.
- Completed IROC employee refresher.
- Upgraded emergency call screen and provided training.
- Implemented new IQS system.
- Updated ProQA, Aqua and Low code to most recent version and provided training.

## 2025-26 DIVISION GOALS AND OBJECTIVES

- Conduct Nice system training.
- Integrate Aqua and CAD systems.
- Automate Telestaff.

- Enhance Peer Support Team.
- Conduct Leadership training for supervisors and managers.
- Provide quarterly in-person shift training.
- Move from Guardian to Frontline for documentation tracking.
- Implement CritiCall testing software for new dispatcher and call taker hires.
- Develop employee risk management training through the Employment Risk Management Authority (ERMA).





## FUND 5008-400 VALLEY DISPATCH CENTER DIVISION

EXPENDITURE SUMMARY	2023-24 Revised	2024-25 Budget	2025-26 Budget	% Change From 2024-25
Salaries & Benefits	\$ 3,625,011	\$ 4,207,259	\$ 4,860,847	16%
Services & Supplies	514,667	617,051	380,698	-38%
Training and Travel Related	15,000	26,800	48,310	80%
Other Reimb	208,591	-	-	0%
<b>TOTAL</b>	<b>\$ 4,363,269</b>	<b>\$ 4,851,110</b>	<b>\$ 5,289,855</b>	<b>9%</b>

### DIVISION STAFFING

Title	2024-25		2025-26	
	Full-Time	Part-Time	Full-Time	Part-Time
Communications Director	1		1	
Communications Manager	1		2	
Assistant Communications Manager	1		1	
Supervising Dispatcher	5		5	
Dispatcher	18		18	
Call Taker	10		6	
Information Systems Analyst II - CAD Coordinator <b>(Transferred from 5008-600)</b>	1		1	
Data Manager <b>(New)</b>			1	
<b>Total</b>	<b>37</b>		<b>35</b>	

## **DIVISION DESCRIPTION**

The Communications Division is led and overseen by the Communications Director. The CONFIRE Valley Communication Center in Rialto, consists of a group of public safety professionals that receive requests for emergency and non-emergency assistance. CONFIRE dispatches fire, emergency medical, and local government resources. Responsibilities include monitoring radios, telephones, field personnel, and coordinating mutual aid procedures and operations. The Valley Manager oversees the personnel and operations for the Valley Communications Center.

## **SIGNIFICANT DIVISION EXPENDITURES**

The Valley Dispatch Center division budget is increasing by 9% primarily due to an increase in salary and benefit costs due to projected changes in MOU costs and an increase in service and supplies costs for professional memberships, new software to test new hires, EMD quality assurance and training and related travel costs.

## **2024-25 DIVISION ACCOMPLISHMENTS**

- Received ACE accreditation.
- Awarded EMSA Dispatcher of the year – Alix Anderson.
- APCO Awards – Alix Anderson Dispatcher of the year, Tara DeNunzio Runner-up for supervisor of the year.
- Sent three employees to the social media academy.
- Completed installation of First Arriving Dashboards in the Valley and HDGC.
- Completed CTO training for shift trainer.
- Completed IROC employee refresher.
- Upgraded emergency call screen and provided training.
- Implemented new IQS system.
- Updated ProQA, Aqua and Low code to most recent version and provided training.



Alix Anderson  
(left) awarded  
Dispatcher of the  
Year and Tara  
DeNunzio (right)  
recognized as the  
runner-up for  
Supervisor of the  
Year.

-So Cal APCO  
ceremony  
4.11.25

## 2025-26 DIVISION GOALS AND OBJECTIVES

- Relocate to new Valley Communications Center.
- Conduct Nice implementation training.
- Integrate Aqua and CAD systems.
- Automate Telestaff.

- Provide ECC Chief TLO Officer training.
- Enhanced Peer Support Team.
- Leadership training for supervisors and managers.
- Provide quarterly in-person shift training.
- Move from Guardian to Frontline for documentation tracking.
- Implement CitiCall testing for new dispatcher and call taker hires.
- Develop employee risk management training through ERMA.



## FUND 5008-600 MANAGEMENT INFORMATION SERVICES (MIS) DIVISION

EXPENDITURE SUMMARY	2023-24 Revised	2024-25 Budget	2025-26 Budget	% Change From 2024-25
Salaries & Benefits	\$ 1,390,760	\$ 1,532,259	\$ 1,599,885	4%
Services & Supplies	2,123,104	1,847,062	1,902,345	3%
Training and Travel Related	30,000	16,000	16,000	0%
Other Reimb	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,543,864</b>	<b>\$ 3,395,321</b>	<b>\$ 3,518,230</b>	<b>4%</b>

### DIVISION STAFFING

Title	2024-25		2025-26	
	Full-Time	Part-Time	Full-Time	Part-Time
MIS Director			1	
MIS Manager	1		1	
Information Systems Analyst III	3		3	
Information Systems Analyst II (1.0 New)	1		2	
Public Service Employee (Lead Project Coordinator)		3		2
<b>Total</b>	<b>5</b>	<b>3</b>	<b>7</b>	<b>2</b>

### DIVISION DESCRIPTION

The Management Information Systems (MIS) Division provides secure, reliable, and sustainable mission-critical information technology (IT) infrastructure and systems that support CONFIRE and its agencies by leveraging emerging technologies and strategies aligned with organizational objectives.

### SIGNIFICANT DIVISION EXPENDITURES

The MIS division budget is increasing by 4% due to increases in salary and benefit costs due to the addition of a new Information Services Analyst II position and various step increases. Services and supplies costs are increasing due to increases in wireless device and telephone circuit costs and increases in universal application maintenance and support costs.

## 2024-25 DIVISION ACCOMPLISHMENTS

- Set up KnowBe4 to use Microsoft accounts for Single Sign On.
- Updated CONFIRE website.
- Migrated servers from VMware to Nutanix.
- Created patching schedules for agency services, admin servers, and all workstations.
- Deployed Phish Alert Button to Outlook for all staff.
- Migrated Telestaff to the Cloud.
- Reconfigured FirstWatch Rehost.
- Updated ECNS LowCode.
- Implemented Meraki internet connection in High Desert to reduce latency.
- Completed Intrusion/Penetration testing.
- Implemented Starlink backup internet connection.

## 2025-26 DIVISION GOALS AND OBJECTIVES

- Implement Cisco Duo for centralized multi-factor authentication.
- Implement Sophos ZTNA to replace VPN.
- Implement infrastructure and systems to support operations at the High Desert Communications Center to establish a fully secure, and redundant technology environment to ensure uninterrupted emergency dispatch and administrative services.
- Migrate information technology and communication systems to the new Valley Communication Center.
- Implement a unified MDM platform to centrally manage CONFIRE's endpoint devices, including laptops, tablets, and mobile phones, across dispatch centers, field operations, and administrative functions.

## FUND 5009 EQUIPMENT RESERVE FUND

Expenditure by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-
Salaries and Benefits				
Services and Supplies	\$ 1,036,500	\$ 1,036,500	\$ 1,111,826	7%
Training and Travel Related			\$ -	
Other Reimbursements				
<b>TOTALS</b>	<b>\$ 1,036,500</b>	<b>\$ 1,036,500</b>	<b>\$ 1,111,826</b>	<b>7%</b>
Revenue from Other Govt. Entities	\$ 598,082	\$ 598,082	\$ 611,554	2%
Revenue from Ambulance Services				
Interest				
Residual Transfer In/Out				
Other: Fund Balance	\$ 548,926	\$ 548,926	\$ 500,272	-9%
<b>Total Revenue</b>	<b>\$ 1,147,008</b>	<b>\$ 1,147,008</b>	<b>\$ 1,111,826</b>	<b>-3%</b>
<b>Net Costs</b>	<b>\$ 110,508</b>	<b>\$ 110,508</b>	<b>\$ -</b>	
<b>Budgeted Staffing</b>				

### FUND DESCRIPTION

This Fund serves two purposes. First, it holds funds collected annually from each agency to maintain an ample reserve to replace the CONFIRE specific information technology equipment on a scheduled basis. This is a “universal” cost apportioned to each agency based on the proportion of overall call volume for each agency. The second purpose is to fund the replacement of agency-specific equipment as required. Only agencies that possess equipment supported by CONFIRE MIS pay into this fund (seat-based). These charges are developed based on projected replacement costs for each item divided by that anticipated service life of the equipment (usually 4-5 years).

Typically, these funds are accounted for in the budget as an expenditure offset by equal revenue. Reserves are held in case of any unforeseen expenditure that could occur due to equipment failure. Any unexpended funds remain in the Equipment Reserves Fund. CONFIRE staff must receive approval from the Administrative Committee to expend their Equipment Reserve funds. CONFIRE staff works with agencies to maintain sufficient funds in this account to cover the costs for a complete equipment replacement process should that be necessary. Board policy does not set a funding level for this fund.

**2025-26 GOALS AND OBJECTIVES**

In 2025-26, the department is planning to replace 5 portable radios and other equipment nearing the end of useful life and to fund its share of the cost for the replacement of the High Desert Government Center Uninterruptible Power Supply system.



## FUND 5010 GENERAL RESERVE FUND

Expenditure by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-
Salaries and Benefits	\$ 534,433	\$ 534,433		-100%
Services and Supplies	\$ 404,958	\$ 404,958	\$ 3,000,000	641%
Training and Travel Related	\$ 30,165	\$ 30,165	\$ -	-100%
Other Reimbursements	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 969,556</b>	<b>\$ 969,556</b>	<b>\$ 3,000,000</b>	<b>209%</b>
Revenue from Other Govt. Entities	\$ 25,000	\$ 25,000		-100%
Revenue from Grants	\$ 842,356	\$ 842,356		-100%
Interest				
Residual Transfer In/Out				
Other: Fund Balance	\$ 102,200	\$ 102,200	\$ 3,000,000	2835%
<b>Total Revenue</b>	<b>\$ 969,556</b>	<b>\$ 969,556</b>	<b>\$ 3,000,000</b>	<b>209%</b>
<b>Net Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Budgeted Staffing</b>	<b>\$ 5</b>	<b>\$ 9</b>		

### FUND DESCRIPTION

The General Reserve Fund is used to provide emergency or contingency funding for CONFIRE operations (5008) if the need arises due to lack of payment, catastrophe, or other unforeseen fiscal circumstances. Capital improvement purchases or projects (CIP) may also be made from this Fund with appropriate budget approval.

The American Rescue Plan Act (ARPA) Grant funds awarded to CONFIRE, are also accounted for in the General Reserve Fund for the Emergency Communications Nurse System (ECNS). The program was developed with the utilization of specially trained registered nurses co-located in the 911 dispatch center to triage calls with the goal of guiding callers to the most appropriate resource for their situation.

It is the policy of the CONFIRE Board of Directors to build and retain a level of cash in the General Reserve Fund to cover one quarter (25 percent) of annual operating costs (5008).

Carrying an excess of the 25 percent contingency (recommended) is appropriate as long it can be demonstrated that CONFIRE is building toward significant known or projected capital expenditures (building replacement, Computer Aided Dispatch (CAD) software replacement etc.) as identified in the planning process and approved by the Administrative Committee and Board of Directors.

The Board policy has established a Capital Improvement Plan (CIP) element of this fund. It is currently funded at \$3,000,000.

Items budgeted as expenditures, are funded by the planned excess of the required 25 percent contingency. If unexpended, those funds will remain in the General Reserves.

## **FUND HIGHLIGHTS**

For 2025-26, the Emergency Communications Nursing System program is being budgeted in a new fund (5030) to improve financial transparency by isolating revenues and expenditures.

## **SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES**

In 2025-26 expenditure authority of \$3 million will fund costs for rental space at the new Valley Communication Center; \$2 million to buy down lease costs and \$1 million for necessary equipment, ancillary needs, and moving expenses.

## **2024-25 DIVISION ACCOMPLISHMENTS**

- Transitioned five positions from contract to permanent positions.
- Continued working to obtain funding from local major health insurance providers to support ECNS.
- Obtained additional one-time funding from the San Bernardino County, Inland Counties Emergency Medical Agency in the amount of \$850,000 for 2025-26.
- Obtained additional funding from San Bernardino County, Behavioral Health Department in the amount of \$680,000 a year for three years.

## FUND 5011 TERM BENEFIT RESERVE FUND

Expenditure by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-
Salaries and Benefits	\$ 467,427	\$ 467,427	\$ 600,063	28%
Services and Supplies	\$ 150,000	\$ 150,000	\$ -	-100%
Training and Travel Related	\$ -	\$ -	\$ -	
Other Reimbursements	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 617,427</b>	<b>\$ 617,427</b>	<b>\$ 600,063</b>	<b>-3%</b>
Revenue from Other Govt. Entities	\$ 151,767	\$ 151,767	\$ 154,879	2%
Revenue from Grants	\$ -	\$ -	\$ -	
Interest	\$ -	\$ -	\$ -	
Residual Transfer In/Out	\$ -	\$ -	\$ -	
Other: Fund Balance	\$ 465,659	\$ 469,659	\$ 445,184	-5%
<b>Total Revenue</b>	<b>\$ 617,426</b>	<b>\$ 621,426</b>	<b>\$ 600,063</b>	<b>-3%</b>
<b>Net Costs</b>	<b>\$ (1)</b>	<b>\$ 3,999</b>	<b>\$ -</b>	
<b>Budgeted Staffing</b>			<b>0.0</b>	

### FUND DESCRIPTION

The Term Benefit Reserve Fund was initially established to cover the liability of CONFIRE employees' accumulated leave accruals. The current Board policy is to fully fund this liability annually. In 2018 the Board directed CONFIRE to begin setting aside funds when available to address potential unfunded liabilities such as pension benefits and other employee related costs. New member agency fees and a premium assessed to contract agencies provide funding to this reserve.

### FUND HIGHLIGHTS

In 2025-26, this fund will receive Victorville's fifth and final installment payment of \$114,505. These payments fund one-time cash outs for retirements or other employees that separate from CONFIRE.

### 2025-26 GOALS AND OBJECTIVES

- Continue to assess the pension liability and determine if strategies are required to mitigate potential long-term funding issues.

## FUND 5019 CAD TO CAD

Expenditure by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-
Salaries and Benefits	\$ -	\$ -	\$ -	
Services and Supplies	\$ 530,498	\$ 530,498	\$ 245,258	-54%
Training and Travel Related	\$ -	\$ -	\$ -	
Other Reimbursements	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 530,498</b>	<b>\$ 530,498</b>	<b>\$ 245,258</b>	<b>-54%</b>
Revenue from Other Govt. Entities	\$ 161,369	\$ 161,369	\$ 245,258	52%
Revenue from Grants	\$ 388,431	\$ 388,431	\$ -	
Interest	\$ -	\$ -	\$ -	
Residual Transfer In/Out	\$ -	\$ -	\$ -	
Other: Fund Balance	\$ 15,698	\$ 15,698	\$ -	-100%
<b>Total Revenue</b>	<b>\$ 565,498</b>	<b>\$ 565,498</b>	<b>\$ 245,258</b>	<b>-57%</b>
<b>Net Costs</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 0</b>	
<b>Budgeted Staffing</b>				

**FUND DESCRIPTION** CONFIRE continues to serve as the system administrator for the regional interoperable computer aided dispatch (CAD) solution, Inland Empire Public Safety Operations Platform (IE PSOP) or CAD to CAD Project. The system connects multiple Emergency Communications Center (ECC) CAD systems through a cloud-hosted interface. This enables ECC's to send real-time information and requests for resources electronically. This eliminates time-consuming phone calls and reduces response times. It also improves regional situational awareness, coordination, and system resilience.

Fund 5019 is used to budget revenues for specific expenses for the CAD to CAD system such as administrative costs, new integrations, and annual subscription fees. Revenue sources for this project are mainly funded through Urban Areas Security Initiative (UASI) grant and contributions from agencies participating in the project. The CONFIRE CAD to CAD (IE PSOP) system has been operational since 2021. It enables CONFIRE and other emergency communications centers in the region to link their Computer-Aided Dispatch (CAD) systems. This improves and speeds up critical real-time communications when centers are sharing incident information and/or resources. Currently, four agencies are live on the system with five additional agencies in the process of coming online.

## FUND HIGHLIGHTS

The 2024 -25 year was challenging for CAD to CAD. Several integrations were hampered by a previously undetected software issue that impacted the system during a period of large fire activity in September 2024. This resulted in system instability that eventually required it be shut down in December 2024 until solutions could be developed and installed. The system was brought back online in March 2025.

Work is again underway to bring the additional agencies on the system.

## Inland Empire Public Safety Operations Platform (IE PSOP)



## SIGNIFICANT DIVISION EXPENDITURES

In 2025-26 expenditure authority of \$245,258 will fund costs for CAD to CAD subscriptions, project and consulting costs..

## 2024-25 ACHIEVEMENTS

- Received grant awards from the Homeland Security Grant Program (\$86,000) and Urban Area Security Initiative (\$10,000).
- Discovered and resolved a major underlying software problem that severely impacted the system from October 2024 to March 2025.
- Provided system demo for Corona Police Department.

## 2025-26 GOALS AND OBJECTIVES

- Complete integration projects for Ontario FD, AMR, Murrieta FD and CAL FIRE San Bernardino.
- Complete CAL FIRE rebuild of program interface.
- Initiate project with new Ontario FD CAD (Hexagon).
- Initiate project with Rialto PD.
- Update agency MOU's.
- Revise IE PSOP Governance.
- Continue exploring additional partnerships.
- Participate in Regional CAD to CAD study (Tentative SB COG Project).

## FUND 5020 EMERGENCY MEDICAL SERVICES

Expenditure by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-
Salaries and Benefits	\$ 2,386,611	\$ 2,386,611	\$ -	-
Services and Supplies	\$ 107,846,849	\$ 107,846,849	\$ 590,000	-99%
Training and Travel Related	\$ 58,500	\$ 58,500	\$ -	-
Debt Service	\$ 10,240,000	\$ 10,240,000	\$ -	-
Other Reimbursements	\$ 40,000	\$ 40,000	\$ -	-
<b>TOTALS</b>	<b>\$ 120,571,960</b>	<b>\$ 120,571,960</b>	<b>\$ 590,000</b>	<b>-100%</b>
Revenue from Other Govt. Entities	\$ 39,000	\$ 39,000	\$ -	-
Revenue from Grants	\$ -	\$ -	\$ -	-
Revenue from Fee Ord - Ambulance	\$ 118,376,723	\$ 118,376,723		-
Interest	\$ -	\$ -	\$ -	-
Residual Transfer In/Out	\$ -	\$ -	\$ -	-
Other Revenue	\$ 10,200,000	\$ 10,200,000		-
Other: Fund Balance	\$ -	\$ -	\$ 590,000	-
<b>Total Revenue</b>	<b>\$ 128,615,723</b>	<b>\$ 128,615,723</b>	<b>\$ 590,000</b>	<b>-100%</b>
<b>Net Costs</b>	<b>\$ 8,043,763</b>	<b>\$ 8,043,763</b>	<b>\$ -</b>	
<b>Budgeted Staffing</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>	

### FUND DESCRIPTION

The Emergency Medical Services (EMS) enterprise fund accounts for all EMS related costs for providing emergent and non-emergent ground ambulance transportation to the public. These costs are recovered primarily through billing for services provided.

### SIGNIFICANT DIVISION EXPENDITURES

EMS division budget includes costs for legal fees and insurance for CONFIRE's ambulance. Staff intends to return to the Administrative Committee and Board of Directors for approval of a revised budget based on the outcomes of the legal proceedings regarding the Ground Ambulance contract with San Bernardino County.

### 2024-25 ACHIEVEMENTS

- Achieved operational readiness to perform ground ambulance services.
- Onboarded key personnel for the performance of ambulance services.
- Maintained operational readiness during litigation phase of the ambulance contract.

**2025-26 GOALS AND OBJECTIVES**

- Continue pursuit of all legal remedies available.
- Prepare to respond to the reissuance of the Ground Ambulance Request for Proposals if necessary.
- Monitor for fiscal and operational efficiencies.

## FUND 5030 EMERGENCY COMMUNICATIONS NURSE SYSTEM

Expenditure by Fund	2024-2025 Adopted	2024-2025 Modified	2025-2026 Budget	% Change From 2025-
Salaries and Benefits	\$ -	\$ -	\$ 1,188,786	-
Services and Supplies	\$ -	\$ -	\$ 412,214	-
Training and Travel Related	\$ -	\$ -	\$ 99,000	-
Other Reimbursements	\$ -	\$ -	\$ -	-
<b>TOTALS</b>			<b>\$ 1,700,000</b>	-
Revenue from Other Govt. Entities	\$ -	\$ -	\$ 1,530,000	-
Other Revenues	\$ -	\$ -	\$ 170,000	-
Revenue from Grants	\$ -	\$ -	\$ -	-
Interest	\$ -	\$ -	\$ -	-
Residual Transfer In/Out	\$ -	\$ -	\$ -	-
Other: Fund Balance	\$ -	\$ -	\$ -	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>	-
<b>Net Costs</b>			<b>\$ (0)</b>	
<b>Budgeted Staffing</b>			<b>9.0</b>	

### DIVISION STAFFING

Title	2024-25		2025-26	
	Full-Time	Part-Time	Full-Time	Part-Time
Emergency Communications System Nurse Manager*	1		1	
Emergency Communications System Nurse*	4		4	
Pier Diem Nurse			3	
Contract Emergency Communications System Nurse Manager		1		1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>8</b>	<b>1</b>

\* Positions were contract position in 2024-25



## FUND DESCRIPTION

The Emergency Communications Nurse System (ECNS) fund accounts for all ECNS related costs. These costs are funded with a combination of one-time and multi-year revenues from San Bernardino County departments, ICEMA and DBH and from revenues to be received from local health insurance plans (payers) for services rendered.

## SIGNIFICANT DIVISION EXPENDITURES

The ECNS division budget funds 5 fulltime positions, 3 Per Diem positions and 1 contract nurse manager position. Services and supplies fund software, information technology, training and

travel and other operational costs. Revenues are comprised of a combination of one-time and multi-year allocations from San Bernardino County departments.

## 2024-25 ACHIEVEMENTS

- Transitioned five positions from contract to permanent positions.
- Continued working to obtain funding from local health insurance providers to support ECNS.
- Obtained additional one-time funding from the San Bernardino County, Inland Counties Emergency Medical Agency in the amount of \$850,000 for 2025-26.
- Obtained additional funding from San Bernardino County, Behavioral Health Department in the



Remote Nurse Lee

amount of \$680,000 a year for three years.

- Implemented Uber Health services as alternate transport to patient care
- Behavioral Health Partnership for ECNS.
- Deployed ECNS program remotely.



## 2025-26 GOALS AND OBJECTIVES

- Increase staffing.
- Continue sustainable funding discussions with insurance providers and other pertinent partners.
- Continue discussion with area partners to onboard them for ECNS call management services.
- Add seven-digit line as a program enhancement.

## REVENUE FUND SUMMARY

CONFIRE, Joint Powers Authority was established for local agencies within the region to join forces and mitigate issues together in a mutual effort to strengthen public safety in the region. This cooperation within the Joint Powers Authority allows cost-sharing for its agencies along with collaborative decision-making regarding jurisdictional and regional public safety services. Revenue is received from each member and contract agency served according to their annual volume of dispatched calls (universal-based) and by each individual agency's use of optional equipment, software, or services (seat-based).

## CONFIRE REVENUE SUMMARY

Department / District	% of Call Volume 2024	FY 2026 Total AR from Agency	FY 2025 Cost Analysis	
			FY 2025 Total Adopted Budget	% of Change FY 2025 to FY2026
Apple Valley	5.16%	835,763	746,869	11%
Big Bear (Contract)	1.34%	277,586	266,725	4%
Chino Valley	5.52%	927,432	832,218	10%
Colton	3.10%	639,304	575,600	10%
Loma Linda	1.77%	381,467	351,211	8%
Montclair (Contract)	1.96%	321,111	301,622	6%
Rancho Cucamonga	7.37%	1,217,972	1,091,867	10%
Redlands	4.59%	922,557	843,957	9%
Rialto	4.76%	958,980	877,479	8%
Running Springs (Contract)	0.20%	58,359	54,908	6%
San Bernardino County Fire	53.34%	8,173,296	7,260,645	11%
San Manuel (Contract)	0.92%	166,339	158,130	5%
Victorville	9.56%	1,516,530	1,466,796	3%
Baker Ambulance (Contract)	0.30%	43,294	40,150	7%
County Road Dept (Contract)	0.12%	17,118	15,888	7%
<b>TOTAL REVENUE</b>	<b>100%</b>	<b>16,457,108</b>	<b>14,884,065</b>	<b>11%</b>

## CONFIRE UNIVERSAL COST PER CALL

Agency	Call Volume	Call %	Universal Cost per Agency	Total Universal Cost	Seat-Based per Agency	Total
Apple Valley Fire Protection Dist.	13,138.00	5%	720,050	720,050	81,432	801,482
Big Bear Fire Department	3,408.00	1%	186,782	186,782	52,962	239,744
Chino Valley Fire Dist.	14,079.00	6%	771,623	771,623	133,756	905,380
Colton Fire Dept.	7,900.00	3%	432,972	432,972	146,253	579,225
Loma Linda Fire Dept.	4,506.00	2%	246,959	246,959	99,628	346,587
Montclair Fire Dept.	4,991.00	2%	273,541	273,541	36,149	309,690
Rancho Cucamonga Fire Dist.	18,781.00	7%	1,029,325	1,029,325	126,357	1,155,682
Redlands Fire Dept.	11,706.00	5%	641,567	641,567	191,188	832,755
Rialto Fire Dept.	12,138.00	5%	665,244	665,244	246,793	912,037
Running Springs Fire	514.00	0%	28,171	28,171	21,207	49,378
San Bernardino County Fire Dist.	135,922.00	53%	7,449,435	7,449,435	499,559	7,948,993
San Manuel Fire	2,344.00	1%	128,467	128,467	47,421	175,888
Victorville Fire Dist.	24,359.00	10%	1,335,036	1,335,036	116,313	1,451,349
Baker Ambulance	753.00	0%	41,269	41,269	-	41,269
County Road Dept.	296.00	0%	16,222	16,222	-	16,222
AMR			0	0	0	0
<b>Total</b>	<b>254,835</b>	<b>1</b>	<b>13,966,664</b>	<b>13,966,664</b>	<b>1,799,018</b>	<b>15,765,682</b>
<b>Expenditure Cost per Call</b>						<b>\$ 54.81</b>





## CONFIRE 2025-26 Budget Overview

Presented by Nathan Cooke,  
Interim Director

May 27, 2025

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AN OVERVIEW OF BUDGET  
ALLOCATIONS FOR SIX FUNDS

# Executive Summary

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APPROVE THE 2025-26  
BUDGET AS  
PRESENTED



TOTAL PROPOSED  
BUDGET: \$20,014,523



NUMBER OF FUNDS: 6



KEY PRIORITIES FOR  
2025-26



HIGHLIGHTS: NEW  
INITIATIVES AND  
STRATEGIC GOALS



# Fund 5008 – General Fund (Operations)

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Total Expenditure Authority – \$15,767,375

- Change from 2024-25: 12%
- Major Expenditures: Salaries and Benefits, Services and Supplies, and Equipment
- Fund Balance - \$2,507,854
- Strategic Priorities
  - Relocation of operations to the new Valley Communication Center
  - Improving call processing times
  - Maintaining job market competitiveness by funding MOUS, Across-the-Board raises, and performing salary comparisons to the agencies with whom we compete for staffing
  - Progress on the County Clarification Project
  - Improving the infrastructure at the High Desert Dispatch Center to make a stand-alone dispatch facility
  - Implementing data analytics



# Fund 5009 – Equipment Reserve

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Total Expenditure Authority – \$1,111,826

- Change from 2024-25: 7%
- Major Expenditures: Infrastructure, Communications and Information Technology Equipment
- Fund Balance - \$2,202,119
- Strategic Priorities
  - Replacement of Motorola HT radios.
  - Share of costs for the replacement of the Uninterruptible Power Supply system at High Desert Dispatch Center.
  - Other information technology related equipment: servers, network routers and network switches.
  - Develop a comprehensive capital project and equipment replacement plan that includes all information technology applications and systems, equipment, vehicles, and building improvements (if necessary).

# Fund 5010 – General Reserve

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Total Expenditure Authority – \$3,000,000

- Major Expenditures:
  - Lease buy down for space at the new Valley Communication Center.
  - Other equipment and ancillary needs for relocation to the new Valley Communication Center.
  - Fund Balance - \$7,495,884.
- Other
  - Emergency Communications Nurse System budgeted in new fund (5030).

# Fund 5011 – Term Benefit Reserve

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Total Expenditure Authority – \$1,111,826

- Change from 2024-25: -3%
- Major Expenditures: Liability of employees' accumulated leave accruals
- Fund Balance - \$1,985,613
- Strategic Priorities
  - Fund 100% of accumulated leave accruals.
  - Continue to assess the pension liability to mitigate long-term funding issues.

# Fund 5019 – CAD to CAD

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Total Expenditure Authority – \$245,258

- Change from 2024-25: -54%
- Major Expenditures: CAD to CAD subscription and project related costs
- Strategic Priorities
  - Complete integration projects for Ontario FD, AMR, Murrieta FD, CAL Fire San Bernardino
  - Revise IE PSOP Governance
  - Identify additional partnerships



# Fund 5020 – Emergency Medical Services

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Total Expenditure Authority – \$590,000

- Major Expenditures:
  - Legal fees
  - Insurance
- Fund Balance - \$1,018,303
- Other
  - No positions authorized
  - Will return to the Administrative Committee and Board of Directors for approval of a revised budget if necessary



# Fund 5030 – Emergency Communications Nurse System

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Total Expenditure Authority – \$1,700,000

- Change from 2024-25: 57%
- Major Expenditures: Salaries and Benefits, Services and Supplies, Training and Equipment
- Strategic Priorities
  - Increase staffing to meet demand for services
  - Obtain sustainable funding from insurance providers and other pertinent partners
  - Provide ECNS services to other partners
  - Enhance the program by adding new technology: seven-digit line



# Cost Per Agency

Department / District	% of Call Volume 2024	FY 2026 Total AR from Agency	FY 2025 Cost Analysis	
			FY 2025 Total Adopted Budget	% of Change FY 2025 to FY2026
Apple Valley	5.16%	835,763	746,869	11%
Big Bear (Contract)	1.34%	277,586	266,725	4%
Chino Valley	5.52%	927,432	832,218	10%
Colton	3.10%	639,304	575,600	10%
Loma Linda	1.77%	381,467	351,211	8%
Montclair (Contract)	1.96%	321,111	301,622	6%
Rancho Cucamonga	7.37%	1,217,972	1,091,867	10%
Redlands	4.59%	922,557	843,957	9%
Rialto	4.76%	958,980	877,479	8%
Running Springs (Contract)	0.20%	58,359	54,908	6%
San Bernardino County Fire	53.34%	8,173,296	7,260,645	11%
San Manuel (Contract)	0.92%	166,339	158,130	5%
Victorville	9.56%	1,516,530	1,466,796	3%
Baker Ambulance (Contract)	0.30%	43,294	40,150	7%
County Road Dept (Contract)	0.12%	17,118	15,888	7%
TOTAL REVENUE	100%	16,457,108	14,884,065	11%



# Universal Cost Per Call

Item 13.

<u>Agency</u>	<u>Call Volume</u>	<u>Call %</u>	<u>Universal Cost</u> <u>per Agency</u>	<u>Total Universal Cost</u>	<u>Seat-Based</u> <u>per Agency</u>	<u>Total</u>
Apple Valley Fire Protection Dist.	13,138.00	5%	720,050	720,050	81,432	801,482
Big Bear Fire Department	3,408.00	1%	186,782	186,782	52,962	239,744
Chino Valley Fire Dist.	14,079.00	6%	771,623	771,623	133,756	905,380
Colton Fire Dept.	7,900.00	3%	432,972	432,972	146,253	579,225
Loma Linda Fire Dept.	4,506.00	2%	246,959	246,959	99,628	346,587
Montclair Fire Dept.	4,991.00	2%	273,541	273,541	36,149	309,690
Rancho Cucamonga Fire Dist.	18,781.00	7%	1,029,325	1,029,325	126,357	1,155,682
Redlands Fire Dept.	11,706.00	5%	641,567	641,567	191,188	832,755
Rialto Fire Dept.	12,138.00	5%	665,244	665,244	246,793	912,037
Running Springs Fire	514.00	0%	28,171	28,171	21,207	49,378
San Bernardino County Fire Dist.	135,922.00	53%	7,449,435	7,449,435	499,559	7,948,993
San Manuel Fire	2,344.00	1%	128,467	128,467	47,421	175,888
Victorville Fire Dist.	24,359.00	10%	1,335,036	1,335,036	116,313	1,451,349
Baker Ambulance	753.00	0%	41,269	41,269	-	41,269
County Road Dept.	296.00	0%	16,222	16,222	-	16,222
AMR			0	0	0	0

# Closing and Q&A

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- Summary of strategic investment
- Fiscal responsibility and transparency focus
- Questions and feedback
- Contact info: Damian Parsons, Finance/Administration Director (909-957-8532)



## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, APRIL 22, 2025 – 1:30 PM

LOMA LINDA EOC – 25541 BARTON RD. LOMA LINDA

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### MINUTES

#### ROLL CALL

##### **ADMINISTRATIVE COMMITTEE MEMBERS:**

Chief Buddy Peratt, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Valley Fire District  
Chief Ray Bruno, Colton Fire Department  
Chief Dan Harker/Chair, Loma Linda Fire Department  
Chief Mike McCliman, Rancho Cucamonga Fire Department  
Chief Rich Sessler/Vice-Chair, Redlands Fire Department  
Chief Brian Park, Rialto Fire Department  
Chief Bertral Washington, San Bernardino County Fire  
B.C. Travis Espinoza, 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 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.*

#### 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 March 25, 2025

2. CONFIRE Operations Statement as of March 31, 2025
3. Fund Balance Report as of March 31, 2025
4. YTD Call Summary
5. YTD Answer Time
6. Billable Incidents
7. CONFIRE Call Processing Time Analysis – March 2025
8. CONFIRE ECNS Analysis

***Motion to accept all items on Consent.***

***Motion by: Chief Brian Park***

***Second by: Chief Mike McCliman***

***Yes – 9***

***No - 0***

***Abstain – 0***

***Absent – 0***

## **DIRECTOR REPORT**

- *New Board Member orientation with Colton, Redlands and Chino Valley has been completed.*
  - *Update on the 911 outage at the Valley Dispatch Center. A contractor struck a high-powered electrical line, causing loss of power, phone, and waterlines. Phone lines have been rerouted and water restored. The dispatch center is still on generator back up, restoration is anticipated any day.*
  - *Discussed bringing on a consultant to assess the vulnerability of 911 lines and facilities.*
  - *Barstow Fire has requested a formal quote to become a member agency.*
- a. **Communication Division Update – Henry Perez**
    - *After action discussion of March 16<sup>th</sup> copper line theft, taking out the 911 system. AT&T notified Comm Center, triggering internal protocol/procedures. Emergency protocol for 911 phone line outage has been established and covered with employees. On premise MIS staff member to handle issues as they arise during an outage is suggested.*
  - b. **Finance/Admin. Division Update – Damian Parsons**
    - *Recruitments for several positions are ongoing and interviews are being scheduled. ESU talks are still on hold.*
  - c. **MIS Division Update – Blessing Ugbo**
    - *Upgrade work continues at the Desert Communications Center.*
    - *Penetration testing is complete, waiting on report from vendor.*
    - *NICE implementation ongoing.*

d. EMS Division Update – Chief Joe Barna

- *No meeting in April due to court dates.*
- *Administrative staff moving back to Rialto the first week of May, thanks to Redlands for hosting our staff.*
- *Art Andres updated the Administrative Committee on the downsizing of Priority, noting 71 ambulances housed in Rancho Cucamonga still ready as needed.*
- *Priority continues to put employees first and seek placement during this time.*

## COMMITTEE REPORTS

a. Ops Chief Committee Report – Nathan Cooke for Chief Jeremy Ault

- *Committee continues to meet and is currently discussing lithium battery issues.*

b. CAD to CAD – Mike Bell

- *CAD to CAD is back online. Issues appear to be fixed. System is more stable and performs better. Re-engaging with Ontario, AMR (XBO and XRI) Murrieta and BDU for integrations. Aiming to be live with all of them by summer.*
- *Central Square will issue a \$26,000 C2C credit to address the downtime experienced since December.*
- *System purchased by Rialto PD, Corona PD considering.*
- *SB COG Study pending.*

## NEW BUSINESS

9. Public Hearing AB 2561: Assess Job Vacancies and Address Vacancy Rates.

*\*Chair Dan Harker opened the public hearing at 2:20 p.m. with all Administrative Committee members present.*

*AB 2561 became law January 1, 2025, and requires all local public agencies, including special districts, to present the status of vacancies and recruitment and retention efforts at a public hearing once per fiscal year, before adopting the final budget. It also allows recognized employee organizations for a bargaining unit to make a presentation at the hearing. The stated purpose of the bill is to address the critical issue of high vacancy rates within local public agencies in California.*

*PowerPoint presentation by Damian Parsons.*

*All current CONFIRE vacancies were presented along with their bargaining unit and average time required to fill the position. Discussion included recruitment efforts, retention strategies, hiring obstacles, and plans that may provide solutions.*

*At the conclusion of the presentation no one present wished to speak.*

*Both recognized bargaining units, Teamsters and ESU, were invited to the meeting and provided a copy of the agenda.*

*\*Chief Dan Harker adjourned the Public Hearing at 2:28 p.m.*

10. Accept and Receive Funding from the San Bernardino County Inland Counties Emergency Medical Agency (ICEMA) for the Emergency Communications Nurse System – **ACTION ITEM**

*To meet the ICEMA Board of Directors (BOD) agenda deadline for May, the Interim Director executed an agreement between CONFIRE and ICEMA on April 7, 2025, that provides a mechanism in which ICEMA will allocate \$850,000 of one-time monies for the CONFIRE ECNS program. The agreement will be presented to the ICEMA BOD on May 20, 2025, for final approval and ratification.*

*To receive funding, CONFIRE is required to provide a financial sustainment plan, monthly ECNS outcome data describing the impact of ECNS on the overall EMS system and system obstacles that have an adverse effect on ECNS.*

***Motion to accept and receive (2) installments of \$425,000 totaling \$850,000 from the San Bernardino County Inland Counties Emergency Medical Services Agency (ICEMA) agreement for one-time monies, to partially fund the Emergency Communications Nurse System (ECNS).***

***Motion by: Chief Bertral Washington***

***Second by: Chief Rich Sessler***

***Yes – 9***

***No - 0***

***Abstain – 0***

***Absent –0***

11. Viewpoint Advocacy Agreement – **ACTION ITEM**

*On December 5, 2023, the County of San Bernardino awarded the contract to CONFIRE for the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility, and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County.*

*It is crucial for CONFIRE to engage in robust public affairs and (PIO) activities to ensure effective communication with stakeholders, including the public, media outlets, and relevant governmental bodies. The contract with Viewpoint Advocacy will enable CONFIRE to navigate complex public relations scenarios, disseminate timely and accurate information, and ensure alignment with regulatory requirements and community expectations.*

*The fiscal impact will not exceed \$60,000 for the next 12 months (the initial one-year term) and the funding will be allocated from the EMS Fund (5020).*

***Motion to approve the agreement with Viewpoint Advocacy to serve as Public Information Officer (PIO) for CONFIRE.***

***Motion by: Chief Bertral Washington***

***Second by: Chief Dave Williams***

***Yes – 9***

***No - 0***

***Abstain – 0***

***Absent – 0***

**12. Purchase of Oracle NetSuite for Government Cloud Services – ACTION ITEM**

*CONFIRE’s financial operations currently rely on a combination of disconnected systems and Microsoft Excel spreadsheets, resulting in inefficient workflows, limited data visibility, and increased risk of manual errors. These limitations have hindered staff’s ability to produce timely financial reports and budget information, maintain compliance, and support effective planning and decision-making. In response to these challenges, the organization evaluated leading ERP solutions and determined that Oracle NetSuite offers the most robust, scalable, and cloud-based platform.*

*Oracle NetSuite is a comprehensive cloud ERP platform that provides a unified suite of financial tools designed to optimize key operations, including:*

*Centralized Financial Management  
Automated Budgeting and Expense Tracking  
Fixed Asset Management  
Real-Time Dashboards and Analytics  
Cloud-Based Accessibility and Scalability.*

*These capabilities will significantly enhance staff efficiency, accuracy, and visibility into financial data, while positioning the organization for scalable growth.*

*The total first year costs for implementation and system usage are \$289,787 and will be funded by General Fund Operating Reserves Fund (5008). Ongoing annual costs of \$63,558 will be funded through the elimination of the current procurement system (\$10,266/yr.) and Call Volume revenues.*

***Motion to approve:***

- 1. Approve Participating Addendum to the Master Agreement with Oracle America, Inc. to utilize Cloud Solutions under the National Association of State Procurement Officials ValuePoint Master Agreement for Cloud Solutions (contract #AR2487) at no cost.***

2. *Approve Ordering Document Number CPQ-3532540-1 for subscription to use Oracle NetSuite for Government Cloud Service in an amount not to exceed \$63,558 per year for a total cost of \$317,790 for five years.*
3. *Approve Ordering Document number US-17574673 for professional services to implement Oracle NetSuite for Government Cloud Services in an amount not to exceed \$226,229.*

*Motion by: Chief Brian Park*

*Second by: Chief Ray Bruno*

*Yes – 9*

*No - 0*

*Abstain – 0*

*Absent –0*

13. **2025-26 Preliminary Budget – ACTION ITEM**

*PowerPoint presentation by Damian Parsons outlining projected changes, including new expenditures, and offsetting reductions.*

**Key Cost Increases**

*Memorandum of Understanding (MOU) increases*

*New Positions to support current services and operational efficiency.*

*Interim Director Costs*

*Increased Rent*

*Countywide Cost Allocation Plan: Increase in the overhead cost allocated to CONFIRE by the San Bernardino County for use of services.*

**Offsetting Reductions**

*Position reductions: Elimination of selected positions based on efficiency reviews and operational restructuring.*

*Insurance savings*

*Staff will continue refining the budget in coordination with division directors and managers. A final proposed budget will be presented May 27<sup>th</sup> for Board adoption. The current draft budget reflects an 11.6% net increase in costs. Budget refinements may adjust this figure prior to final approval.*

***Motion to approve the preliminary 2025-26 budget as presented pending final budget adoption in May, 2025.***

*Motion by: Chief Dave Williams*

*Second by: B.C. Travis Espinoza*

*Yes – 9*

*No - 0*

*Abstain – 0*

*Absent – 0*



## ROUND TABLE

*Chief Williams discussed call processing times and asked if we can get the wheels rolling upon initially answering the call? Director Cooke explained that the high acuity calls are being launched immediately and all fire type calls are being launched immediately also (this updated w/in the last 30 days).*

*Chief Williams brought up the loan of Chino's Valley's staff to CONFIRE. He is now at a point where he needs Chief Cooke back at Chino Valley Fire. He proposed adding an agenda item to discuss or form a subcommittee to review all available options.*

*Chief McCliman wanted to go on record, that we must stay steadfast in pursuing the ambulance contract, he believes it will benefit all in the future.*

## CLOSED SESSION

*\*The Administrative Committee entered Closed Session at 3:02 p.m.*

14. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

*\*The Administrative Committee came out of Closed Session at 3:27 p.m.*

*No reportable outcome from Closed Session.*

## ADJOURNMENT

***Motion to adjourn the CONFIRE Administrative Committee Meeting***

*The meeting adjourned at 3:30 p.m.*

## Upcoming Meetings:

**Next Regular Meeting:** CONFIRE Joint Board of Directors and Administrative Committee Meeting – May 27, 2025.

/s/ Liz Berry  
**Liz Berry**  
**Clerk of the Board**

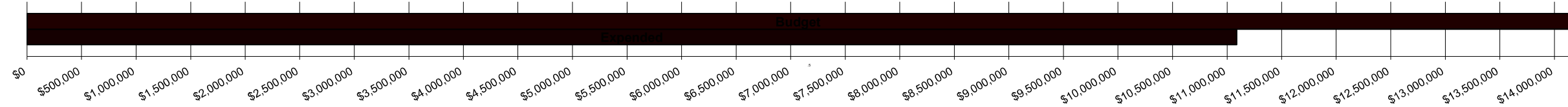


OPERATIONS FUND 5008  
Unaudited MONTHLY SUMMARY FY 2024-25

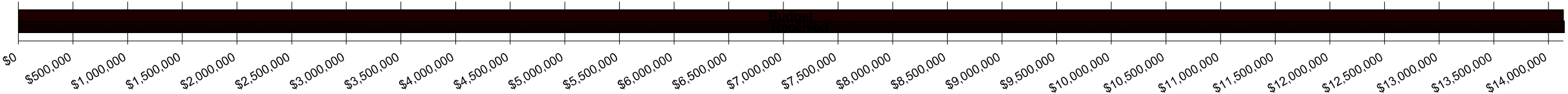
Transactions thru April 30, 2025

Item 16.

<u>Expenditures</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>3 PP Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>3 PP June</u>	<u>Total YTD Expended</u>	<u>2024/25 Budget</u>	<u>Bud - Exp Difference</u>	<u>% Used</u>
Salary/Benefits	610,483	612,358	643,001	928,190	659,917	662,763	633,577	673,459	718,149	1,034,924	-	-	7,176,821	9,552,349	\$2,375,528	75.1%
Overtime/Call Back	33,883	25,201	26,202	45,021	27,461	26,483	21,129	29,437	27,352	39,940	-	-	302,109	45,000	-\$257,109	671.4%
Phone/Circuits/Internet	40,974	(10,033)	25,126	22,799	17,444	33,970	41,819	28,238	31,806	13,298	-	-	245,442	273,166	\$27,724	89.9%
County IS/Data Services/Counsel	114	(450)	3,491	2,641	1,293	2,093	1,293	1,293	1,453	3,461	-	-	16,682	59,905	\$43,223	27.8%
Radio/Pager, Console Maint	-	45,690	(11,159)	21,411	21,411	21,411	21,411	21,411	24,911	21,411	-	-	187,905	205,559	\$17,654	91.4%
Computer Software	250,088	836,272	555,398	5,446	9,673	9,081	1,867	9,682	388,898	69,385	-	-	2,135,789	2,362,495	\$226,706	90.4%
Computer Hardware	532	(220)	323	140	269	-	936	13	-	2,485	-	-	4,479	15,250	\$10,771	29.4%
Office Exp/Copier Lease	5,259	10,061	6,385	2,565	7,390	4,074	4,952	4,516	11,736	4,141	-	-	61,078	90,897	\$29,819	67.2%
Insurance/Auditing	-	252,504	-	11,636	(560)	-	-	11,450	-	7,006	-	-	282,035	302,912	\$20,877	93.1%
Payroll/HR/Medical Director	121,858	(20,769)	29,967	39,680	20,572	44,411	108,445	12,156	185,843	(47,708)	-	-	494,457	780,659	\$286,203	63.3%
Travel/Training	2,953	746	59	2,596	2,357	1,224	20	11,001	-	(9,029)	-	-	11,928	112,800	\$100,872	10.6%
Auto/Structure/Fuel	-	3,204	2,181	3,745	2,109	1,796	1,571	4,141	2,086	3,188	-	-	24,022	60,590	\$36,568	39.6%
Other/HDGC Rent/Equip Trans	16,434	13,233	15,226	24,950	17,040	13,984	15,923	11,610	14,005	3,112	-	-	145,517	274,974	\$129,457	52.9%
Total	1,082,578	1,767,796	1,296,203	1,110,821	786,376	821,289	852,943	818,407	1,406,238	1,145,613	-	-	11,088,264	14,136,556	\$3,048,293	78.4%
% Fiscal Year Passed																83%



<u>Revenue</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>Received</u>	<u>Budget</u>	<u>Difference</u>	<u>% Rcvd</u>
Services	3,556,286.22	(7,944.00)	-	3,521,213.50	-	-	-	3,554,338.00	-	3,512,769.50	-	-	14,136,663.22	14,134,213.00	(2,450.22)	1.00
Interest	48,856.31	(48,856.31)	-	46,866.10	-	-	39,736.57	-	-	33,209.61	-	-	119,812.28	-	(119,812.28)	-
Other	-	-	36,119.71	-	9,250.56	-	-	4,625.28	-	-	-	-	49,995.55	-	(49,995.55)	-
Total	3,605,143	(56,800)	36,120	3,568,080	9,251	-	39,737	3,558,963	-	3,545,979	-	-	14,306,471	14,134,213	(172,258)	1.01
% Fiscal Year Passed																83%





**FY 2024-2025**  
**Unaudited Fund Balance Report**  
**as of April 30, 2025**

**Operations Fund (5008)**

Unaudited Fund Balance 7/1/24		\$ 3,335,344
Revenue	14,306,489	
Expenditures	(11,088,264)	
	Net	3,218,225
	Net Transfers In/Out	-
	<b>Available Fund Balance</b>	<b>\$ 6,553,569</b>

*\*FY 2024-25 Operating costs 10% is \$1,413,421 Per Board Policy*

**Equipment Reserve Fund (5009)**

Unaudited Fund Balance 7/1/24		\$ 2,311,408
Revenue	682,904	
Expenditures	(633,487)	
	Net	49,417
	<b>Available Fund Balance</b>	<b>\$ 2,360,825</b>

**General Reserve Fund (5010)**

Unaudited Fund Balance 7/1/24		\$ 6,907,469
Revenue	(581,021)	
Expenditures	(727,637)	
Grant Funds Due to CAD to CAD	-	
	Net	(1,308,658)
	<b>Fund Balance</b>	5,598,811
	Net Transfers In/Out	-
	<b>Total Fund Balance</b>	<b>\$ 5,598,811</b>
<b><u>Restricted Fund Balance</u></b>		
Reserve for CIP	(3,000,000)	
	Net Committed	(3,000,000)
	<b>Available Fund Balance</b>	<b>\$ 2,598,811</b>

*\*FY 2024-25 Operating costs 25% is \$3,533,553*


**CONFIRE**

**FY 2024-2025  
Unaudited Fund Balance Report  
as of April 30, 2025**

**Term Benefits Reserve Fund (5011)**


Unaudited Fund Balance 7/1/24		\$	1,786,600
Revenue	227,243		
Expenditures	-		
	Net		227,243
	Net Transfers In/Out		-
<b>Available Fund Balance</b>		<b>\$</b>	<b>2,013,843</b>

**CAD-to-CAD Project Special Revenue Fund (5019)**

Unaudited Fund Balance 7/1/24		\$	303,620
Revenue	335,040		
Expenditures	(225,426)		
	Net		109,614
	Net Transfers In/Out		-
<b>Available Fund Balance</b>		<b>\$</b>	<b>413,234</b>

**Emergency Medical Service Division Enterprise Fund (5020)**

Unaudited Fund Balance 7/1/24		\$	2,170,934
Revenue	1,390,753		
Expenditures	(2,664,562)		
	Net		(1,273,809)
	Net Transfers In/Out		-
<b>Available Fund Balance</b>		<b>\$</b>	<b>897,125</b>



**Call Summary**

CONFIRE/Comm Center

1743 W Miro Way  
Rialto, CA 92376    County: San Bernardino

Year: 2024

From: 1/1/2025

To: 4/30/2025

Period: Month

Group: All

Call Type: Include Abandoned

Abandoned: Include Abandoned

Filters:

CONFIRE

Date	911	911 Abdn	Total 911	911 Abdn Percentage	10-Digit Emergency Inbound	10-Digit Emergency Abdn	Total 10-Digit Emergency	Admin Outbound	Admin Inbound	Admin Inbound Abandoned	Total Admin	Total All Calls	Average Call Duration
Jan-25	22264	78	22342	0.35%	12590	412	13002	15762	4942	149	20853	56197	128.9
Feb-25	14711	61	14772	0.41%	9400	269	9669	11718	3810	89	15617	40058	124.2
Mar-25	16161	262	16423	1.60%	14489	3176	17665	14220	4188	89	18497	52585	126.9
Apr-25	12272	2711	14983	18.09%	15995	337	16332	14700	4205	146	19051	50366	116.6
2025 Totals	67857	3114	70971	4.39%	53907	4247	58154	58228	17748	490	76466	205591	124.3
2024 Totals	69669	141	69810	0.20%	45890	1489	47379	59253	21945	390	81588	198777	124



## PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2025- 4/30/2025

Agency Affiliation  
Fire

From: 1/1/2025

To: 4/30/2025

Period Group: Month

Time Group: 60 Minute

Time Block: 00:00 - 23:59

Call Type: 911 Calls

**CONFIRE**

Call Hour	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+	Total
January 2025 Total	20,144	810	435	695	164	84	10	22,342
% answer time ≤ 10 seconds	90.16%	3.63%	1.95%	3.11%	0.73%	0.38%	0.04%	100.00%
% answer time ≤ 15 seconds	93.79%							
% answer time ≤ 40 seconds	98.85%							
February 2025 Total	16,326	384	167	262	65	18	1	17,223
% answer time ≤ 10 seconds	94.79%	2.23%	0.97%	1.52%	0.38%	0.10%	0.01%	100.00%
% answer time ≤ 15 seconds	97.02%							
% answer time ≤ 40 seconds	99.51%							
March 2025 Total	15,783	314	118	168	33	7	0	16,423
% answer time ≤ 10 seconds	96.10%	1.91%	0.72%	1.02%	0.20%	0.04%	0.00%	100.00%
% answer time ≤ 15 seconds	98.01%							
% answer time ≤ 40 seconds	99.76%							
April 2025 Total	14,570	195	88	112	15	3	0	14,983
% answer time ≤ 10 seconds	97.24%	1.30%	0.59%	0.75%	0.10%	0.02%	0.00%	100.00%
% answer time ≤ 15 seconds	98.55%							
% answer time ≤ 40 seconds	99.88%							
Year to Date 2025 Total	66,823	1,703	808	1,237	277	112	11	70,971
% answer time ≤ 10 seconds	94.16%	2.40%	1.14%	1.74%	0.39%	0.16%	0.02%	100.00%
% answer time ≤ 15 seconds	96.55%							
% answer time ≤ 40 seconds	99.44%							
Year to Date 2024 Total	66,227	1,472	690	1,030	263	123	5	69,810
% answer time ≤ 10 seconds	94.87%	2.11%	0.99%	1.48%	0.38%	0.18%	0.01%	100.00%
% answer time ≤ 15 seconds	96.98%							
% answer time ≤ 40 seconds	99.44%							



# CONFIRE Billable Incidents

Period: 01/01/2025 thru 04/30/2025

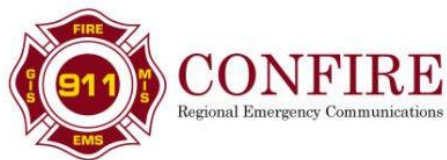
Jurisdiction	# of Incidents	% of Total
San Bernardino County	44,992	53.25%
VictorvilleFD	8,264	9.78%
RanchoCucamonga	6,517	7.71%
ChinoValleyFD	4,574	5.41%
AppleValley	4,283	5.07%
Rialto	3,861	4.57%
Redlands	3,711	4.39%
Colton	2,573	3.05%
MontclairFD	1,730	2.05%
Loma Linda	1,596	1.89%
Big Bear Fire	1,254	1.48%
San Manuel FD	783	0.93%
Running Springs	201	0.24%
Baker Ambulance	156	0.18%
Confire EMS	3	0.00%
<b>Total</b>	<b>84,498</b>	<b>100%</b>

BDC Division	# of Incidents	% of Total
East Valley	15,614	34.70%
Fontana	7,294	16.21%
Valley	6,156	13.68%
Hesperia	4,387	9.75%
North Desert	4,059	9.02%
South Desert	4,036	8.97%
Adelanto	1,829	4.07%
Mountain	1,617	3.59%
<b>Total</b>	<b>44,992</b>	<b>100%</b>

# **CONFIRE 911 Call Processing Time Analysis**

## **April 2025**





# April 2025

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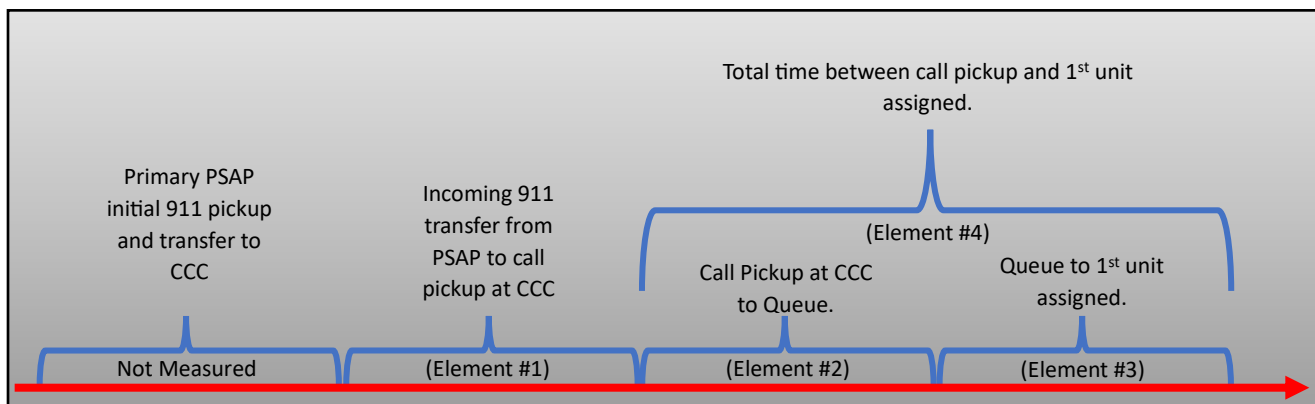
## CONFIRE Emergency Call Processing Times.

April 2025

The following analysis covers four key elements of call processing times by CONFIRE Communications Center (CCC):

1. The time interval between the alert of an incoming 911 call from a primary PSAP and when the call is answered by a CCC dispatcher.
2. The time interval between when an emergency 911 call is answered by a CCC dispatcher to the time where it is entered into queue.
3. The time interval between when an emergency 911 call is entered into queue to the time when the first responding unit is alerted and assigned to call.
4. The total time interval between when an emergency 911 call is answered by a CCC dispatcher to the time when the first responding unit is alerted and assigned to the call.

*Figure 1: Visual display of elements captured in the analysis of call processing times at CONFIRE communications center.*

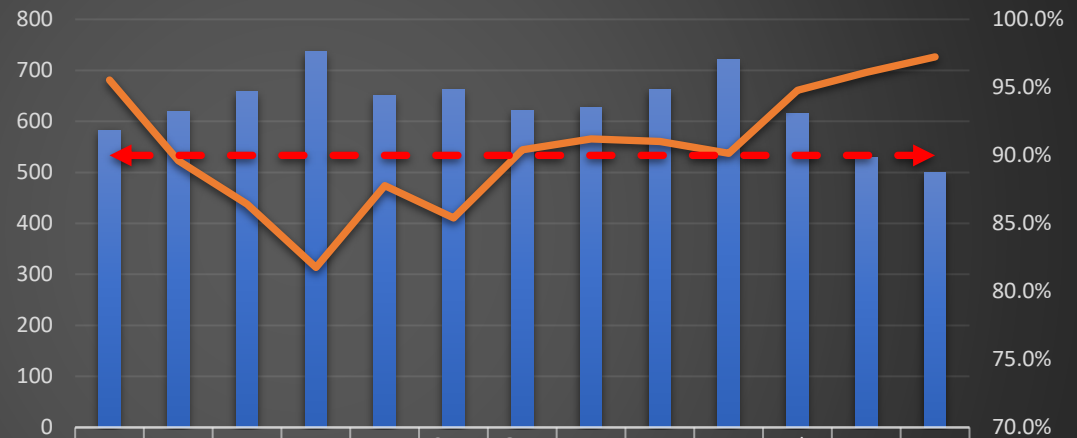


### Call Answering Time from Primary PSAP

CONFIRE receives 911 calls from multiple law enforcement agencies' primary Public Safety Answering Points (PSAPs). As a secondary PSAP, CONFIRE has set a goal of answering incoming 911 calls from primary PSAPs in 10 seconds or less on 90% of the calls. Because the incoming 911 calls are not recorded in CONFIRE's CAD until after the call pickup time, the interval from first ring to call pickup must be measured from another source. CONFIRE uses a reporting software called Emergency Call Tracking System (ECaTS) to capture this data and uses it to measure performance benchmarks and quality control. This data was used to illustrate the call volumes and 911 answering times shown in Figure 2.

Figure 2: CONFIRE PSAP 911 Call Pickup Times for Primary PSAP Transfers per ECaTS Reporting System.

## CONFIRE Incoming 911 Call Volume and Pickup Times April 2024 to April 2025 (10 sec. or less answer time)



Average Calls per 24-hr Period	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
	582	619	658	737	650	662	621	628	663	721	615	530	499
% of Calls Picked up in Target Time (10 sec. or less)	95.5%	89.6%	86.4%	81.8%	87.8%	85.4%	90.4%	91.2%	91.0%	90.2%	94.8%	96.1%	97.2%
90% Target													

### Emergency Call Processing

Once the call is answered by CCC dispatchers, all call activity is captured in CONFIRE's CAD server. The following table illustrates multiple elements of the call processing continuum in terms of call volume and call processing times for various call types. For the purposes of this analysis, only calls that meet the definition of "emergency" per NFPA 1221 and CONFIRE Administrative Chiefs' directive are included in the calculations. Because of the nuances of both Fire and EMS related call types, the following sections analyze the call processing elements separately.

### EMS Call Processing

EMS Calls include all CAD problem codes that reference a medical emergency, trauma, or traffic collisions.

Figure 3: EMS Call Pickup to First Unit Assigned. Includes all Emergency Call Types, and Calls With and Without Determinant Codes.

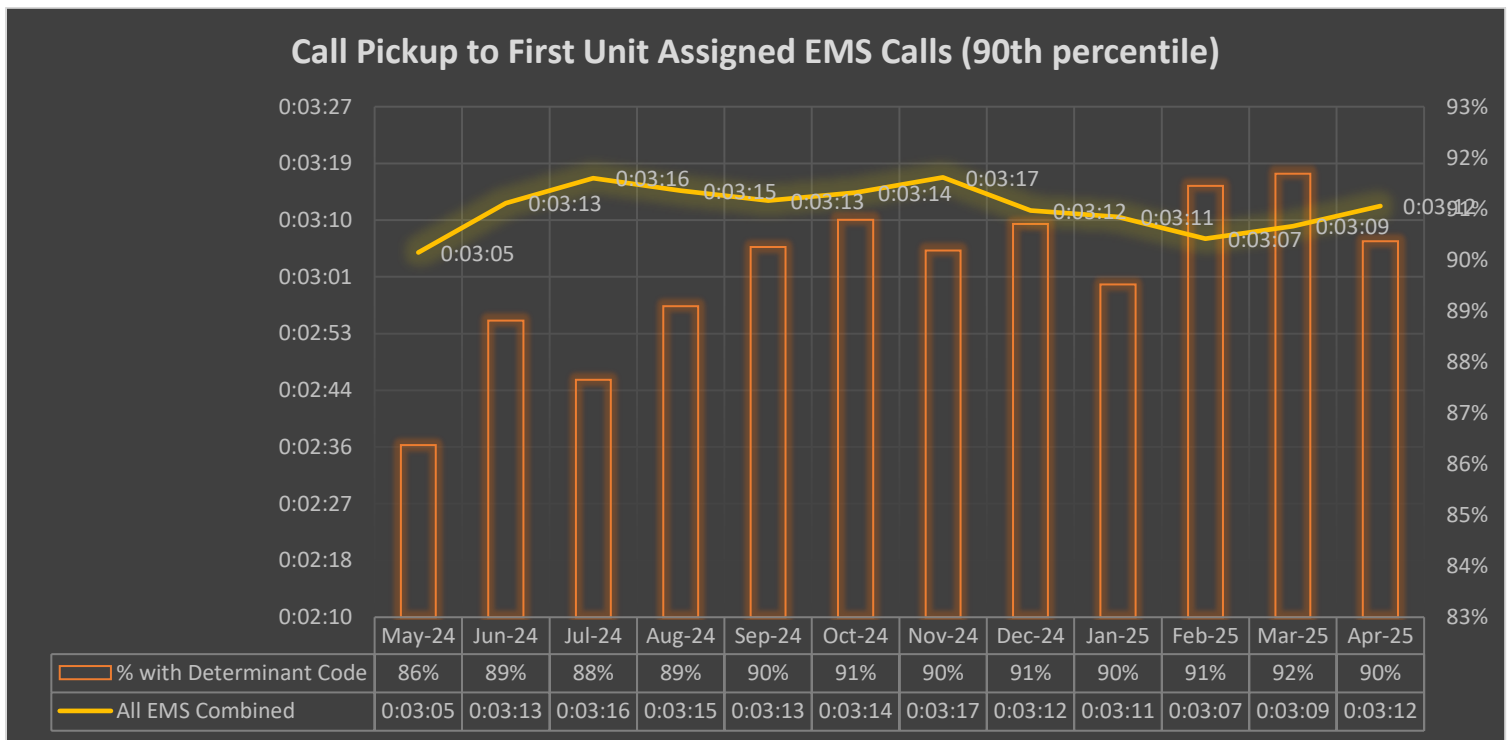


Figure 4: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

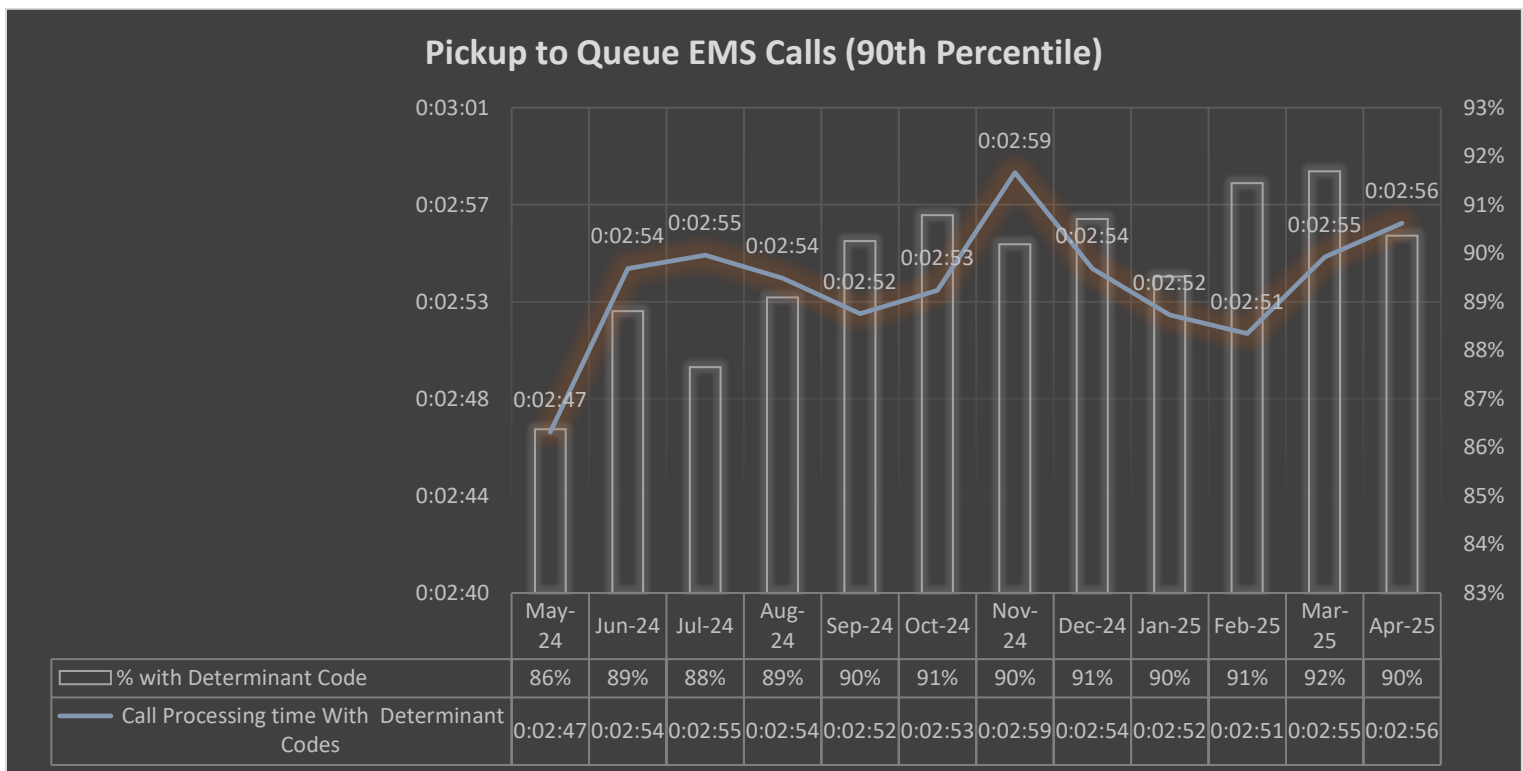


Figure 5: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

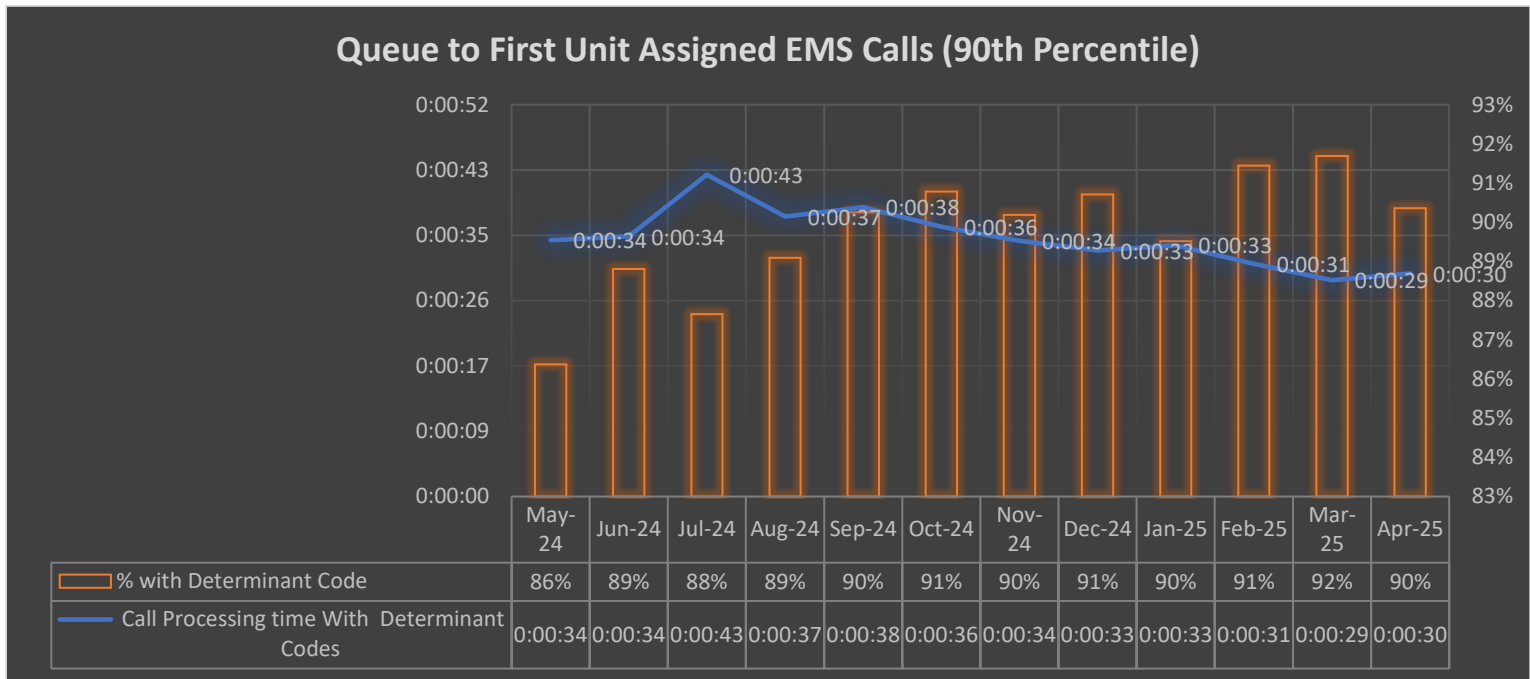
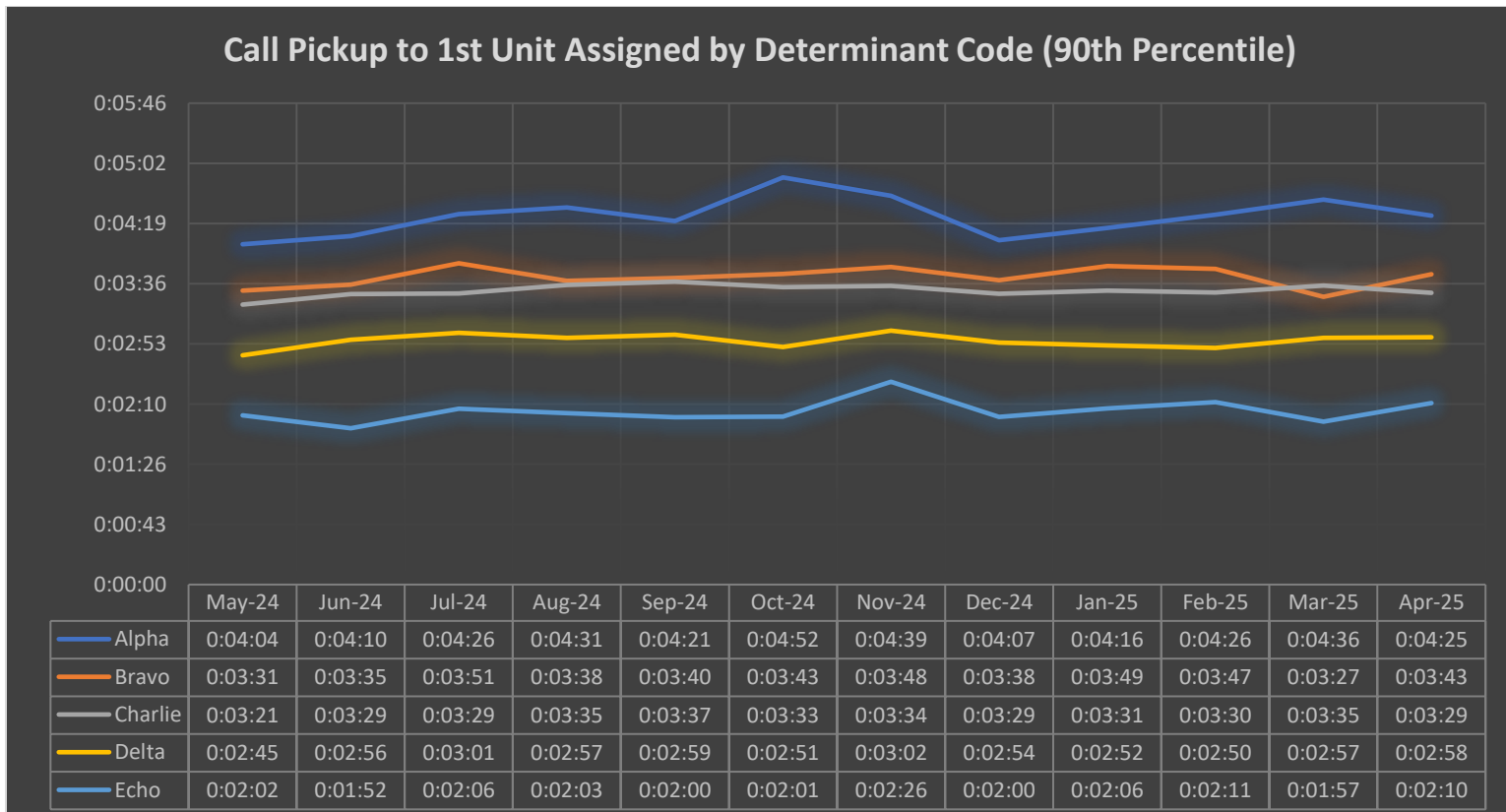


Figure 6: EMS Call Pickup to First Unit Assigned by EMD Determinant Code.



## Fire/Rescue Related Calls

Fire/Rescue related calls include all CAD problem codes that reference specific fire types as well as technical rescue and Haz-mat calls.

Figure 7: Fire/Rescue Call Pickup to First Unit Assigned.

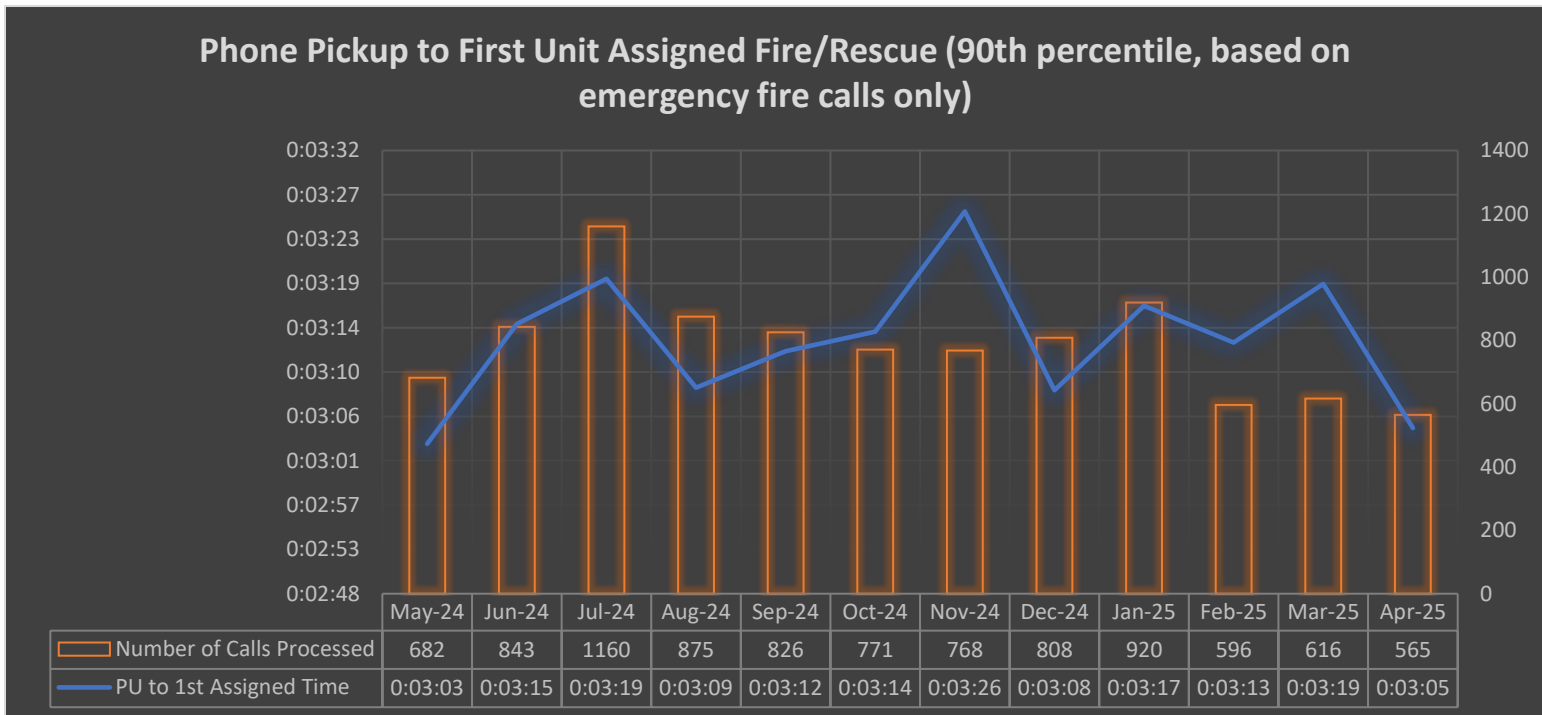


Figure 8: Fire/Rescue Call Pickup to Queue.

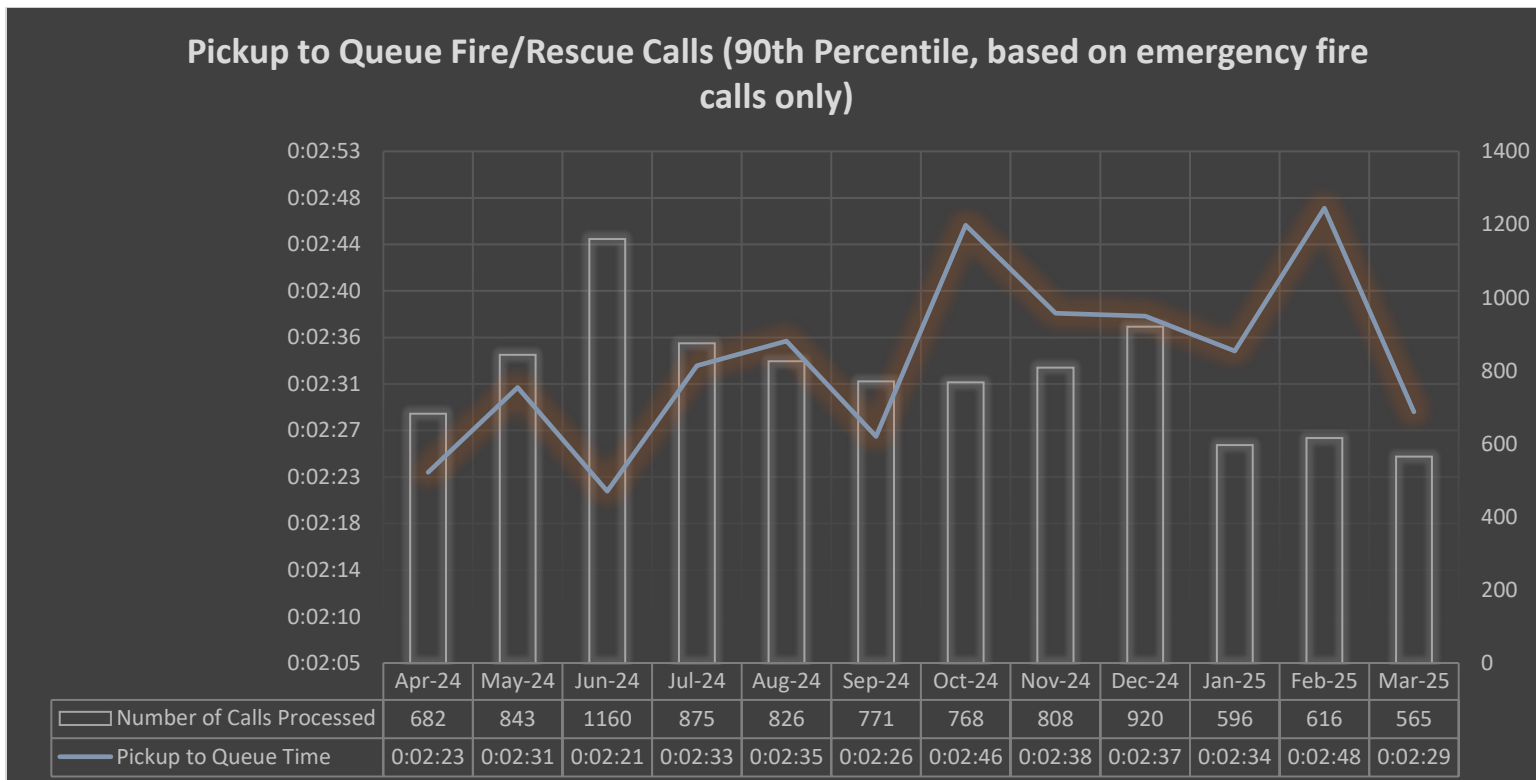
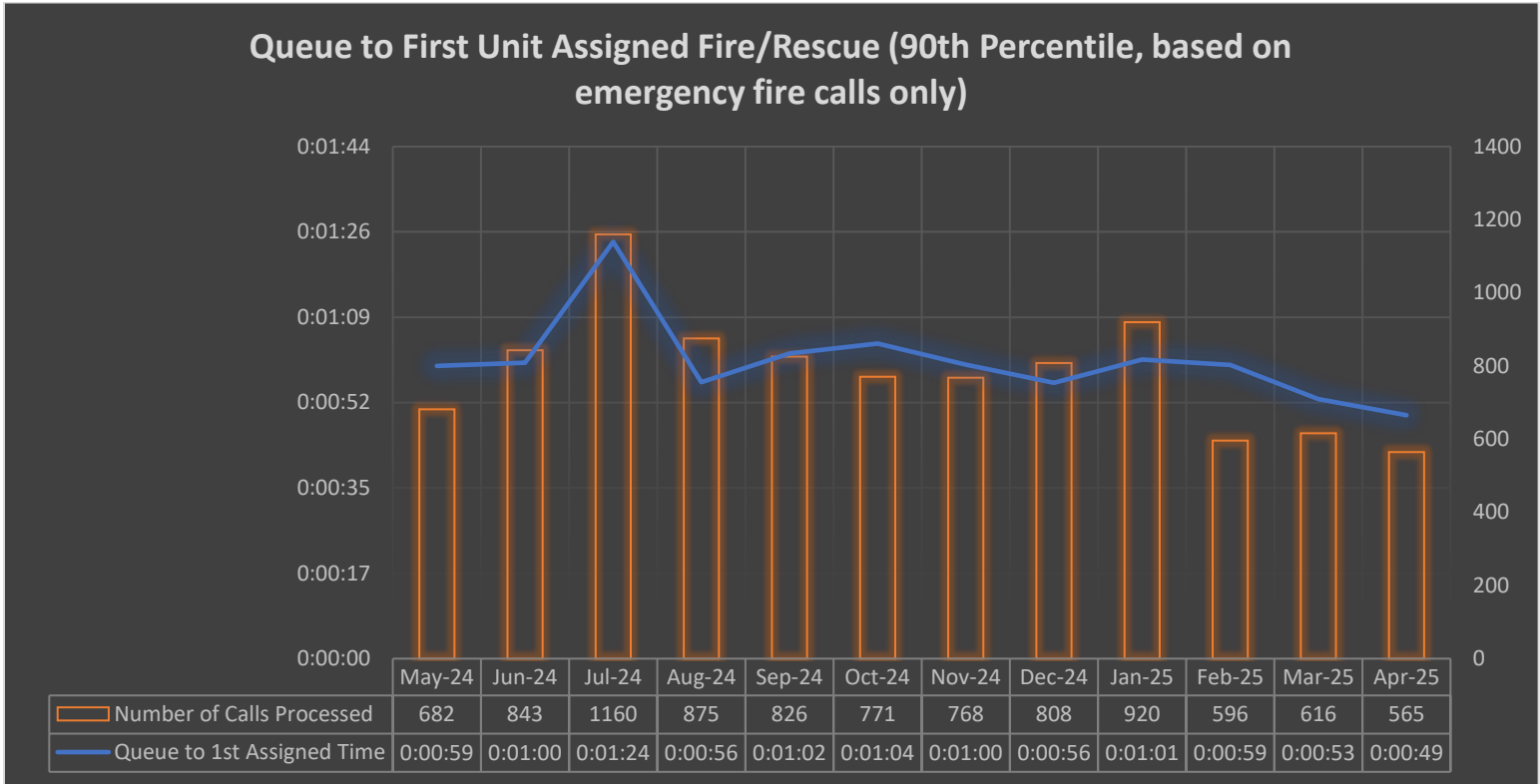


Figure 9: Fire/Rescue Queue to First Unit Assigned.



# CONFIRE ECNS Analysis

## April 2025





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## CONFIRE Dispatch Processing of EMS Calls and Disposition of ECNS Eligible Calls

April 2025

The following is an analysis of various ECNS call processing components and disposition of callers participating in the ECNS process. The analysis looks at various components in the call processing continuum including determination of ECNS eligibility, proper transfer and capture in the LowCode ECNS processing software, and final disposition of pre-hospital care. Data for this analysis was extracted from CONFIREs CAD SQL database, the LowCode database, and ImageTrend medical records.

*Table 1: EMS 911 calls for service and EMD completion for April 2025*

<b>Total Emergency EMS Calls</b>	16,777
<b>Total EMS Calls with Obtainable Determinant Code</b>	12,499
<b>Total EMS Calls with Determinant Code</b>	11,165
<b>% of EMD Obtainable EMS Calls with Determinant Code</b>	89.3%

*Table 2: ECNS eligible calls and status of transfers to Emergency Communication Nurse (ECN) for April 2025.*

<b>Total Calls Eligible for Low Code:</b>	1,359
<b>% of EMS calls with Determinant Code Eligible for ECNS</b>	12%
<b>Total ECNS Eligible Calls Transferred to ECN (Entered in Low Code)</b>	511
<b>% of Eligible EMS Calls Transferred to ECNS</b>	37.6%
<b>% of Total EMS Calls Transferred to ECNS</b>	3.0%

Table 3: Transport/treatment status of ECNS calls April 2025.

<b>Incoming Calls to Emergency Communications Nurse (ECN) Nurse</b>		
	Total ECNS Transfers	530
	Transferred via CAD Service (did not connect with ECN)	19
	Calls Aborted (Hangups, disconnects)	99
	Total Calls received and completed by ECN	412
<b>Calls Returned for Emergency Transport</b>		
	Triage nurse returned call for Emergency Transport	72
	Number of returned calls for emergency resulting in actual transport	59
	% of returned calls for emergency resulting in transport	82%
<b>Non-emergency with no Alternative Transport</b>		
	Patient had no alternative means of transport (Transport Unit Sent)	255
	Number of non-emergency ambulance responses that resulted in actual transport.	209
	% of non-emergency ambulance responses that resulted in actual transport.	82%
<b>Total calls to reach ECN that resulted in an ambulance response</b>		327
	% of total calls to reach ECN that resulted in ambulance response	79.4%

<sup>1</sup> A CAD Service transfer occurs when CAD recognizes that the call is eligible for ECNS and automatically (and often without dispatcher knowledge) moves the call to LowCode electronically, but the dispatcher is not actually moving the call forward via telephone line to live ECN. There may be a number of reasons why this occurs, but for tracking purposes, it is not counted as an actual ECNS transfer. The call is actually being handled like a standard dispatched call with no time delays.

Table 4: Unit responses and ambulance transport rates to ECNS calls that were returned for first responders for April 2025 (by call type). Top 20 Call Types.

Call Type	Total Calls in LowCode	Total LowCode calls referred back for a Response for medical reasons	% of Calls referred back for a response for medical reasons	Calls referred back for a response for medical reasons that transported.	% of Calls referred back for a response for medical reasons that transported.
SICK-A8	65	13	18%	12	92%
BACK-A1	34	1	1%	1	100%
SICK-O1	33	3	4%	3	100%
FALL-A2	30	7	9%	7	100%
SICK-A2	22	3	4%	1	33%
ABD-A1	20	4	5%	1	25%
SICK-A11	19	1	1%	1	100%
DIA-O1	16	6	8%	6	100%
FALL-A3	16	2	3%	0	0%
HL-A1	14	2	3%	1	50%
SOB - Shortness of Breath	14	2	3%	1	50%
FALL-O1	11	3	4%	2	67%
HEAD-O1	10	0	0%	0	
SICK-A4	9	0	0%	0	
FALL-A1	9	1	1%	0	0%
SICK-A3	9	2	3%	1	50%
CHOKE-O1	9	1	1%	1	100%
ALL-A1	9	1	1%	1	100%
UNC - Unconscious Person	8	2	3%	2	100%
PSY-O1	8	0	0%	0	

Table 5: Recommended Point of Care Disposition for patients completing ECNS process for April 2025\*.

Disposition of Care Text		
Seek Emergency Care as Soon as Possible	211	56.4%
Emergency Response	72	19.3%
Seek Face to Face Care within 1-4 Hours	71	19.0%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 12 Hours (same day)	11	2.9%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 1-3 Days	2	0.5%
Speak to Your Doctor/Health Care Professional to Review the Symptoms As Soon As Possible	7	1.9%

*\*This represents recommended care given by the ECN. The ECNS program does not have a mechanism to follow up on whether callers follow through with the recommendations. Also, the numbers in this table includes callers who were provided a recommendation that did not require ambulance transport, but received that transport anyway due to lack of alternative transportation (see table 3 for detail).*

Figure 1: Percentage of ECNS eligible Calls that are transferred to ECN and entered into Low Code system by date.

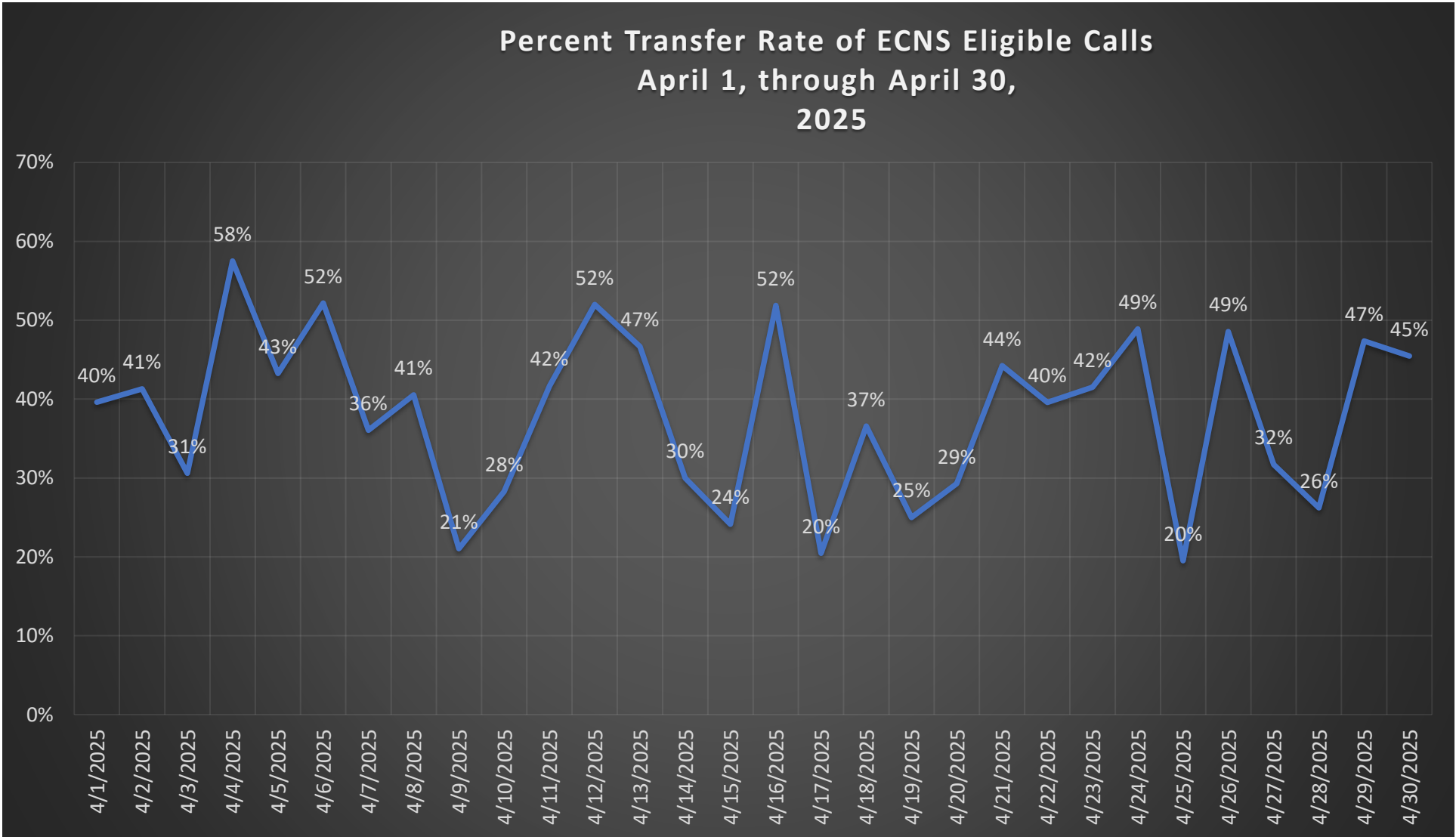


Figure 2: Total number of ECNS eligible calls and the number of them that were transferred to an ECN/entered into Low Code by date.

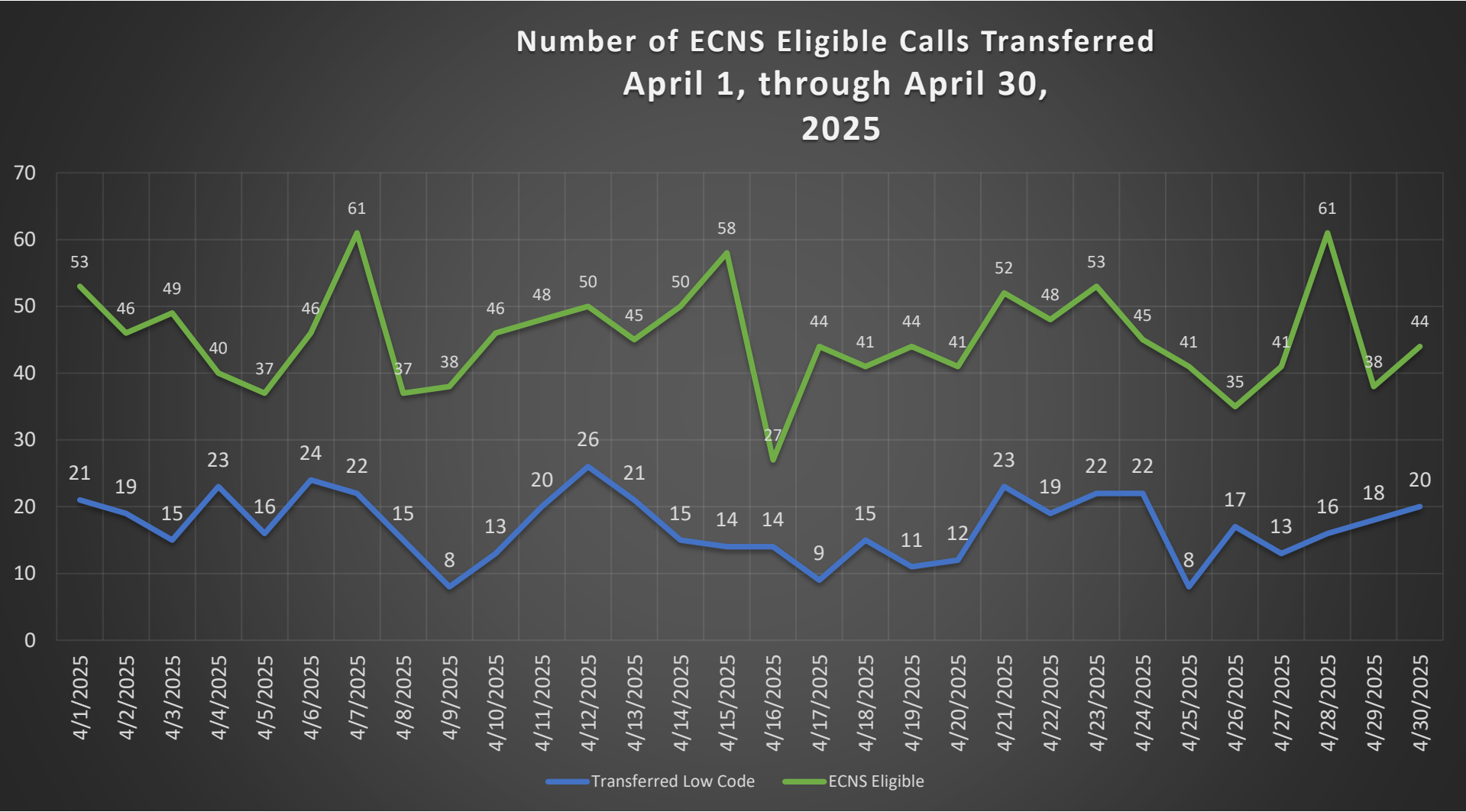


Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system.

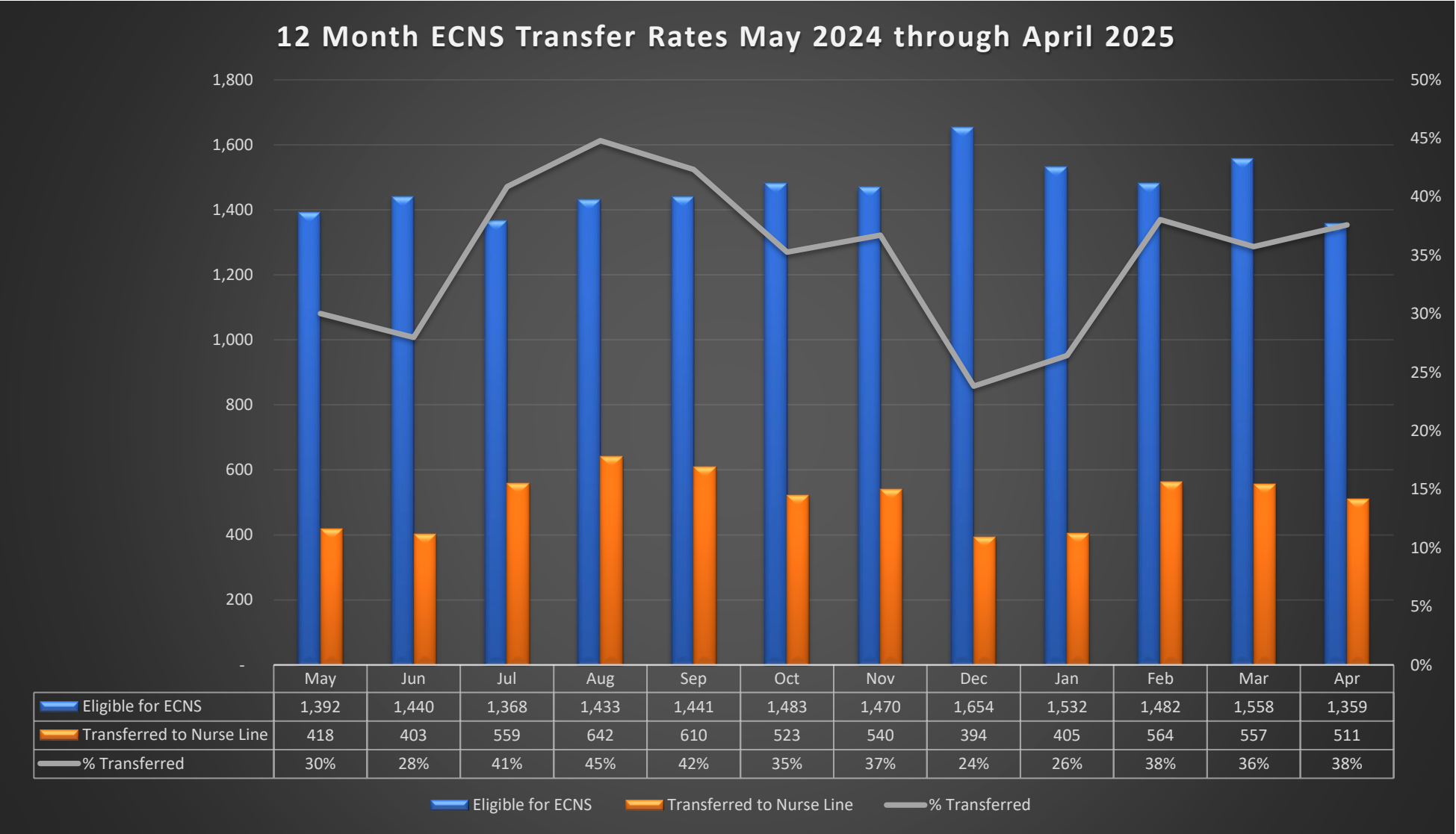
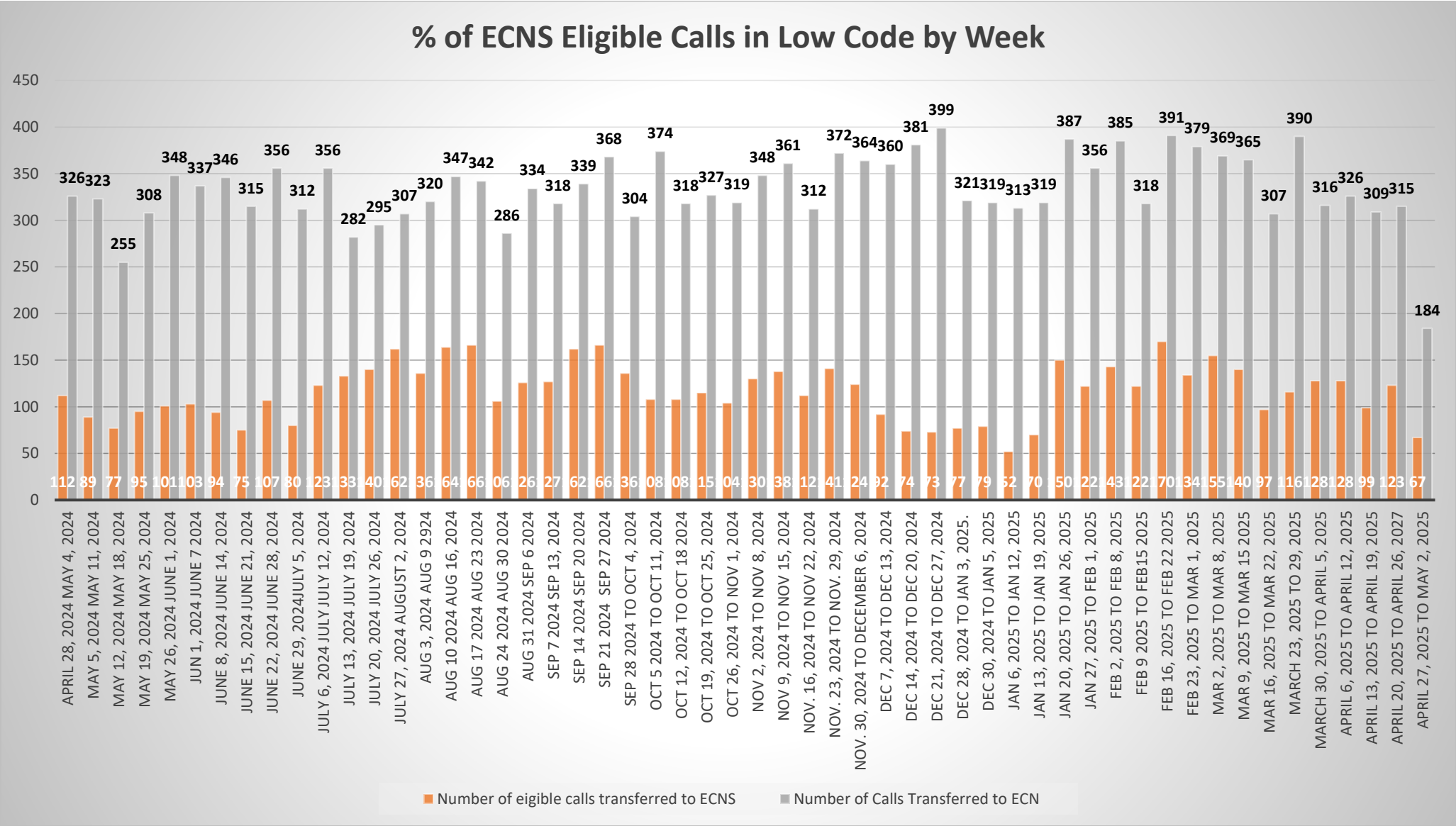




Figure 4: Number of eligible ECNS calls and rates of transfer from April 2024 through April 2025.



## Reasons why ECNS Eligible Calls were not Transferred to the ECNS Nurse Line

April 2025

CONFIRE's CAD is programmed to prompt the dispatcher each time a call is determined to be eligible for transfer to the ECNS system. Eligibility is based on the established determinant code for the call. The dispatcher has the option of bypassing ECNS and sending a standard response for the call but must provide a reason for doing so from a pre-defined list. Below is a summary of reasons calls were not transferred.

These determinations are based on the information that the dispatcher has available and how they interpret the information, so there is a level of subjectivity. Furthermore, because it is a pre-defined list, the categories may not cover the specific situation of each call. Therefore, the dispatcher needs to make a judgement call as to the closest matching category, not necessarily the exact situation.

*Table 6: Dispatcher response as to why eligible calls were not transferred to ECNS.*

<b>Disposition Text from CAD</b>	<b>Number of Calls</b>	<b>% of Total Eligible Calls Not Sent to LowCode</b>
*Call Taker decided to not send incident to LowCode, with reason: ECN NOT AVAIL= No ECN staff at CONFIRE and REMSA or hold music on transfer (Sup Approval)	657	77.6%
*Call Taker decided to not send incident to LowCode, with reason: ECN NOT AVAIL= No ECN staffing or hold music on transfer	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: INABILITY TO INTERROGATE PT= Inability to talk, belligerent, RP not at same location	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= RN/Dr requesting 911 AND is at PT bedside	39	4.6%
*Call Taker decided to not send incident to LowCode, with reason: PT COMPLETE IMMOBILITY= Cannot move, bedridden or on the ground unable to get up	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: PT IN PUBLIC PLACE= PT is in an area where large crowds are gathering (i.e. sports complex)	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: QUICK LAUNCH= CPR, UNC, CP, SOB, CVA	96	11.3%
*Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call	13	1.5%
*Call Taker decided to not send incident to LowCode, with reason: RP IS MINOR= PT is a minor at school or NO adult on scene	29	3.4%

*Call Taker decided to not send incident to LowCode, with reason: TEST/REOPENED CALL= Test or reopened call	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= Staff requesting 911 or PT directed by medical facility to call 911	0	0.0%
*Call Taker decided to not send incident to LowCode, with reason: RP IS MINOR= RP is a child caller <16 or RP is a minor calling for minor PT	0	0.0%
* Call Taker decided to not send incident to LowCode, with reason: PUBLIC SERVICE= A public service has been dispatched	0	0.0%
* Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call	13	1.5%

**CONFIRE**

## STAFF REPORT

**DATE:** May 27, 2025

**FROM:** Nathan Cooke, Interim Director  
Damian Parsons, Finance/Administration Director  
Erika Torres-Murilo, Staff Analyst II

**TO:** CONFIRE Administrative Committee

---

**SUBJECT: Purchase and Installation of VESTA Equipment**

---

### Recommendation

Approve the purchase and installation of replacement gateways for the Motorola VESTA system in the amount of \$67,665.

### Background Information

On April 16, 2025, a contractor conducted underground boring beneath Miro Way and struck a live Southern California Edison line and a communications cable that included all San Bernardino County Sheriff and CONFIRE 9-1-1 telephone trunks. This contact resulted in high voltage (12-kilovolts) being introduced onto the 9-1-1 lines, causing severe damage, including melted wiring within the terminal box and multiple AT&T distribution boxes. Power to the entire Miro Way complex was disrupted as a result.

The gateways that provide the interface from analog phone lines to the digital Vesta system were damaged as a result of the incident. This has had a direct impact on CONFIRE operations, which rely on the San Bernardino County Sheriff's VESTA system for call handling. Although Motorola technicians implemented a temporary solution to restore baseline functionality, the system continues to operate in a degraded state. Full replacement of the affected gateways is essential to restore system integrity and ensure sustained operational reliability.

### Fiscal Impact

The purchase of the Motorola VESTA System will cost a total of \$67,665 (\$44,478 for equipment and \$23,187 for labor). Funds from the Equipment Reserve Fund Balance (5009) will be utilized. Staff is exploring all the options to recover this cost. A claim has

been filed with California Intergovernmental Risk Authority (CIRA) for subrogation recovery services to recover CONFIRE's costs.

This purchase meets the sole source purchasing requirements as the County has standardized on Motorola equipment and products for its Public Safety Radio System and peripheral equipment. Motorola is the only manufacturer of their equipment and does not utilize resellers.

**Attachments**

- Motorola Solutions Quote MSI3983107
- Motorola Solutions Quote MSI3999547
- Non-Competitive Procurement Justification Form (Sole Source)



# CONFIRE JPA, CA

## (VALLEY REMOTE)

# VESTA POWER SPIKE FIX

APRIL 23, 2025

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# SUMMARY

This equipment and services quoted are to replace the damaged M1K's as a result of the excessive power surge. MSI will replace the gateways with the new MP508's and test and program the VESTA Solution as needed to accommodate the new gateways. Vesta and its hardware, software, and services are offered exclusively by Motorola Solutions and this product must be purchased sole-sourced through Motorola Solutions.

# PRICING

QTY	Part Number	Description	Price
10	65000-00124	CBL PATCH 15FT	\$175.00
11	04000-00174	MP-508 4S4O GATEWAY w/ 1YR AHR & 5YR SW SPT	\$13,981.00
11	06500-00016	MP5XX RACK SHELF MOUNT KIT	\$781.00
1	870890-00005	VESTA 9-1-1 AUDIOCODES MEDIA	\$0.00
11	809800-00200	CFG NTWK DEVICE	\$2,183.61
1	04000-00129	MED 1000B CHASSIS BNDL	\$3,813.14
1	870890-74901	V911 M1KB FIRMWARE	\$0.00
1	04000-00186	SW SPT M1000 GATEWAY 1YR	\$447.72
1	04000-00152	MED 1000 1-SPAN BNDL	\$4,635.32
1	04000-00191	SW SPT M1000 MOD 1YR	\$492.60
1	809800-00200	CFG NTWK DEVICE	\$198.51
9	870891-66403	M&R NETWORK/IP LICENSE	\$1,061.19
9	809800-16343	M&R IP DEVICE SRVC 1YR	\$5,320.08
80	809800-17009	FIELD ENG DIRECT – STANDARD	\$9,000.00
1	809800-51011	PROJECT MGMT – LEAD	\$2,388.06



QTY	Part Number	Description	Price
		<b>TOTAL</b>	<b>\$44,477.23</b>

Quote is valid for 60 days from the date on this proposal. Customer is to provide payment within 60 days of this signed agreement.

## TERMS & CONDITIONS

The Customer's signature below or issuing a purchase order constitutes its agreement to purchase the renewal according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Motorola Solution Contract number. All terms and conditions of the Purchase Agreement apply to the services offered with this quote and the provision of such services if this quote is accepted and ordered by Customer. These terms have already been negotiated and approved between Confire JPA and Motorola Solutions. The terms and conditions of the valid written contract between the Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software. This is covered in San Bernardino County contract number 24-279.

If issuing a PO, please reference on it the following:

- MSI Quote Number: MSI3983107

In witness whereof, the parties hereto have executed this Agreement as of the Effective Date.





**Confire JPA, CA****MOTOROLA SOLUTIONS, INC.****BY:** \_\_\_\_\_**BY:** \_\_\_\_\_**NAME:** \_\_\_\_\_**NAME:** \_\_\_\_\_**TITLE:** \_\_\_\_\_**TITLE:** \_\_\_\_\_**DATE:** \_\_\_\_\_**DATE:** \_\_\_\_\_**BILL TO ADDRESS (Name, Address, Phone)****SHIP TO ADDRESS (Name, Address, Phone)****FINAL DESTINATION ADDRESS (Name, Address, Phone)**



# CONFIRE JPA, CA

## DISASTER RECOVERY WORK EFFORT

MAY 16, 2025

The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary and/or trade secret information of Motorola Solutions, Inc. ("Motorola Solutions") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola Solutions.

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# SUMMARY

This quote serves to provide pricing for the onsite effort to recover the Confire JPA Vesta system. All onsite work is handled by Airwave Communications. Airwave will provide technical support and installation support for the hardware shipped from the previous recovery effort quote (MSI3983107)

# PRICING

QTY	Part Number	Description	Price
1	809800-17035	MSI DIRECT SITE READINESS SVCS	\$23,187.96
		<b>TOTAL</b>	<b>\$23,187.96</b>

Quote is valid for 60 days from the date on this proposal. 50% of payment is due upon contract signing and 50% of payment is due upon final acceptance.

# TERMS & CONDITIONS

The Customer's signature below or issuing a purchase order constitutes its agreement to purchase the renewal according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Motorola Solution Contract number. All terms and conditions of the Purchase Agreement apply to the services offered with this quote and the provision of such services if this quote is accepted and ordered by Customer. These terms have already been negotiated and approved between Confire JPA and Motorola Solutions. The terms and conditions of the valid written contract between the Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software.

If issuing a PO, please reference on it the following:

- MSI Quote Number: MSI3999547

In witness whereof, the parties hereto have executed this Agreement as of the Effective Date.



**Confire JPA, CA****MOTOROLA SOLUTIONS, INC.****BY:** \_\_\_\_\_**BY:** \_\_\_\_\_**NAME:** \_\_\_\_\_**NAME:** \_\_\_\_\_**TITLE:** \_\_\_\_\_**TITLE:** \_\_\_\_\_**DATE:** \_\_\_\_\_**DATE:** \_\_\_\_\_**BILL TO ADDRESS (Name, Address, Phone)****SHIP TO ADDRESS (Name, Address, Phone)****FINAL DESTINATION ADDRESS (Name, Address, Phone)**

**CONFIRE**

Item 23.

**NON-COMPETITIVE PROCUREMENT JUSTIFICATION FORM**

<b>Department: Valley Dispatch</b>		<b>Date: 5/27/2025</b>	
<b>Supplier: Motorola Solutions</b>			
<b>Description of item:</b>	<b>Vesta Gateway Equipment (Power Spike Fix)</b>		
<b>Total Cost:</b> <b>\$ 44,478</b>	<b><u>If Purchase is Over \$25,000 Per Vendor in a Fiscal Year:</u></b> Department will complete form and attach it along with copies of all bid and quote information.		
<b>Justification (Select That Applies)</b>			
<b>Product</b>	<b>Service</b>	<b>Other</b>	
<input type="checkbox"/> Equipment/System Compatibility <input type="checkbox"/> Functional Specifications <input type="checkbox"/> Manufacturer/Publisher-Direct <input type="checkbox"/> Only Authorized Dealer	<input type="checkbox"/> Existing Agreement <input type="checkbox"/> Reimbursement to Owner <input type="checkbox"/> Specialized Credentials/ Expertise/ Training	<input type="checkbox"/> Cooperative Purchase <input type="checkbox"/> Emergency/Life or Property <input type="checkbox"/> Theft Mitigation <input type="checkbox"/> Timing Constraint <input type="checkbox"/> Government Mandated/Legal Requirement <input type="checkbox"/> Proprietary <input checked="" type="checkbox"/> Sole Source/Single Source	
<b>Please provide a detailed explanation for the Justification selected above.</b>			
CONFIRE is in need to replace the VESTA system gateways that were damaged on April 16, 2025 as a result of an accidental severing of a high voltage electric circuit.			
Motorola Solutions is the only provider that can fulfill this purchase.			
<b>Submitted By:</b>	<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
<b>Fiscal:</b>		Damian Parsons	
<b>Director:</b>		Nathan Cooke	
<b>Admin Chair:</b>			

*Incomplete forms may result in Kissflow document being rejected*

**Justification Definitions for Non-Competitive Purchases**

P R O D U C T	<p><b>Equipment/system compatibility</b> – Equipment or system has same compatibility, interoperability, technical application as that currently owned by CONFIRE JPA. May be a situation where the vendor has specific knowledge of the system, CONFIRE JPA premises, operations or requirements. May result in reduced expenses for training/maintenance and added efficiency. changing would require significant additional funding or training of staff. Department may be asked to specify a definitive period of time after which a competitive process will be initiated. <u>Examples: software; keycard access; fire alarm/security systems.</u></p> <p><b>Functional specifications</b> – Meets performance and quality requirements; other products lack one or more of the required material specifications.</p> <p><b>Manufacturer/publisher-direct</b> – Has no distributor network or is less costly than purchasing through a distributor.</p> <p><b>Only authorized distributor</b> – No other manufacturer-authorized distributor in geographical area can provide product.</p>
S E R V I C E	<p><b>Existing agreement</b> – Essential in maintaining continuity of service. There is a significant cost benefit to CONFIRE JPA to stay with the vendor. <u>Example: To include new agencies in an ongoing contract.</u></p> <p><b>Reimbursement to owner</b> – County reimbursing owner for service or product (provided by third party) paid for by owner pursuant to agreement. <u>Example: For employee hours spent as CONFIRE Liaison</u></p> <p><b>Specialized credentials/expertise/training</b> (replaces specialized services) – Meets requirements for certification, credentials, experience, expertise, training as requested.</p>
O T H E R	<p><b>Cooperative Purchase</b> – Purchase made through cooperative purchasing website approved by The Board of Directors.</p> <p><b>Emergency/life or property threat mitigation</b> - A purchase for: (i) the preservation of life or property, or (ii) if the Purchasing Agent or any assistant authorized to make purchases is not immediately available and the service, item or items, are immediately necessary for continued operation of the entity and undue delay would cause substantial loss to CONFIRE JPA.</p> <p><b>Timing constraints</b> – Compelling urgency; only vendor that can commit to delivery schedule of product/project/service. Departments are required to show that failure to meet such deadline will cause additional expense to CONFIRE JPA or jeopardize public health or safety.</p> <p><b>Government mandated/legal requirement</b> – Mandated by local, state, county, or federal agency with jurisdiction.</p> <p><b>Proprietary item</b> – Used, made or marketed by one having the exclusive legal right (patented, licensed, copyrighted, etc.)</p> <p><b>Sole source/Single source</b> – Only one provider/supplier exists to fulfill CONFIRE JPA requirement.</p>