



ADMINISTRATIVE COMMITTEE MEETING

MONDAY, OCTOBER 27, 2025 – 1:00 PM

LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA

AGENDA

The CONFIRE Administrative Committee Meeting is scheduled for Monday, October 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 Administrative Committee at this time; however, the Committee may refer your comments/concerns to staff or request that the item be placed on a future agenda.

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

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

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

CALL TO ORDER

- a. Flag Salute
- b. Roll call/Introductions

PUBLIC COMMENT

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

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

Agenda items may require committee member abstentions due to conflict of interests and financial interests. CONFIRE Administrative Committee member abstentions shall be stated under this item for recordation on the appropriate item.

CONSENT ITEMS

The following items are considered routine and non-controversial and will be voted upon at one time by the Administrative Committee. An item may be removed by a Committee Member or member of the public for discussion and appropriate action.

1. Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of September 23, 2025.
2. CONFIRE Operations Statement as of September 30, 2025
3. Fund Balance Report as of September 30, 2025
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis - September 2025
8. ECNS Report - September 2025

EMPLOYEE RECOGNITION

DIRECTOR REPORT

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

SUBSIDIARY COMMITTEE REPORTS

- a. Ops Chief Committee Report - Chief Jeremy Ault

NEW BUSINESS

9. Agreement between CONFIRE and Brigit Bennington to serve as Interim Human Resources Manager - Damian Parsons - **ACTION ITEM**



JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS AND

ADMINISTRATIVE COMMITTEE

TUESDAY, SEPTEMBER 23, 2025 – 1:00 P.M.

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

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

ADMINISTRATIVE COMMITTEE MEMBERS:

Fire Marshall Tom Ingalls for 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 – *Exited the meeting @ 2:21 p.m.*
Chief Ray Bruno, Colton Fire Department
Chief Mike McCliman, Rancho Cucamonga Fire Department
Acting Chief Chris Jensen, 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 May 27, 2025
2. CONFIRE Operations Statement as of August 31, 2025
3. Fund Balance Report as of August 31YTD, 2025
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – August 2025
8. ECNS Report – August 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: *Phill Dupper*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Mike Kreeger - Yes

David Toro– Yes

Marc Shaw – Absent

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *0*

Abstain: *0*

Absent: *1 – Marc Shaw*

Motion Approved

EMPLOYEE RECOGNITION – Nathan Cooke

CONFIRE's GIS Analyst, Sam Perez, was recognized for developing a suite of high-impact GIS applications on the ESRI platform, including the Incident Dashboard, Illegal Fireworks Report, Weed Abatement Inspections, and the Burn Permit app.

Sam's Burn Permit app was reviewed and accepted into the gallery at the recent ESRI conference, which is the premier global event in the GIS community. This is an exceptional honor that reflects Sam's innovation to improve public safety using GIS.

The Burn Permit app:

- Reduces non-emergency calls to the dispatch center.
- Streamlines resident reporting permitted burn with a simple, self-service tool.
- Generates measurable cost savings by cutting billable non-emergency call volume by thousands of dollars for Apple Valley and other agencies that utilize the app.

Executive Director Nathan Cooke introduced Renan Mamaril as CONFIRE's new MIS Director. Renan is an accomplished technology leader with over 37 years of Information Technology experience with the last 27 years with San Bernardino County. In his previous role as IT Division Chief of Business Solutions he managed a team of 118 full time employees and 52 consultants and a budget of \$40 million.

Renan has cultivated high-performing teams through his collaborative approach to management. He believes in teamwork and developing future leaders. We welcome him to the CONFIRE Family.

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

9. Board of Directors Update – Nathan Cooke - PowerPoint

- *The New Valley Communications Center is on schedule for completion in December of 2025. Estimated move in timeframes are Admin/Finance Division – January 2026, MIS Division – January 2026, Communications Division – Mid Year 2026.*
- *Emergency Communications Nurse Program update:*
 - CONFIRE to be the flagship of regionalization of ECNS.
 - ICEMA one-time allocation of \$850,000 from EMS Trust Fund.
 - Tentative Agreement with County Department of Behavior Health.
 - Negotiations continue with top-5 payors.
- *CAD to CAD update*
 - SBCOG/CONFIRE are assessing the governance of the program and possible next steps to take CAD to CAD to the next level.
- *CONFIRE website has been updated with Pulse Point and ICEMA AED project.*

- *Barstow Fire Department is very interested in becoming a member of CONFIRE, we are currently working with their staff on a potential partnership.*
- *Briefly updated the group on CONFIRE'S recent Vulnerability Assessment.*

NEW BUSINESS

10. Contracting Agency Agreement – Barstow Fire Protection District – **Nathan Cooke** – **ACTION ITEM**

The Barstow Fire Protection District (Barstow FD) has requested to receive dispatching services from CONFIRE. Staff has provided a quote for dispatch services as well as the necessary requirements to become a contract agency. Barstow FD will be seeking approval from their Board of Directors in October. Pursuant to Board Policy 5.003, the Apple Valley Fire District and the Victorville Fire Department have provided sponsorship for Barstow FD in their request for dispatch services.

Staff will return to the Administrative Committee with a request to add the necessary Call Taker positions at a later date. The costs associated with hiring the additional staff, will be offset by the annual revenue generated from Barstow FD, as a contract agency.

The annual impact will be an increase in revenue of \$476,594 for a full budget year, with an additional 5% contract fee of \$23,830, for a total of \$500,424.

ACTION REQUEST: Authorize the Interim Executive Director to execute an agreement with the Barstow Fire Protection District (Barstow FD) for dispatching services, as a contract agency.

ACTION: *The CONFIRE Board of Directors authorizes Interim Executive Director to execute an agreement with the Barstow Fire Protection District for dispatching services, as a contract agency.*

Motion by: *Phil Dupper*

Second: *Andy Carrizales*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Mike Kreeger - Yes

David Toro– Yes

Marc Shaw – Absent

Andy Carrizales – Yes

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *0*

Abstain: *0*

Absent: 1 – Marc Shaw
Motion Approved

CLOSED SESSION

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

***The Board of Directors and Administrative Committee entered Closed Session at 1:21 p.m.*

11. 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 2:00 p.m.*

No reportable action from Closed Session.

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.

12. Approve Administrative Committee Minutes of August 26, 2025
13. CONFIRE Operations Statement as of August 31, 2025
14. Fund Balance Report as of August 31, 2025
15. YTD Call Summary
16. YTD Answer Time
17. YTD Billable Incidents
18. Call Processing Time Analysis – August 2025
19. ECNS Report – august 20252025

Motion to accept all items on Consent.

Motion by: *Chief Washington*

Second: *Chief Clemmer*

Ayes: 8

No: 0

Abstain: 0

Absent: 1 – Chief Williams

DIRECTOR REPORT

- a. Communications Division Update – Henry Perez
 - *Recognition of all Call Takers & Dispatchers and the work they do every day. The Call Center is now averaging over 600 calls daily.*
 - *VCC construction on schedule, dispatch floor looks amazing.*
 - *Teamsters negotiations have concluded.*
 - *3 call takers & 3 dispatchers doing well in training.*
 - *2 Dispatchers recently recognized for life saving calls by ICEMA.*
- b. Finance/Admin. Division Update – Damian Parsons
 - *Working with Behavior Health for ECNS funding.*
 - *Oracle implementation is going well.*
 - *HR updates: Senior Network Engineer & Data Manager job announcement are under development.*
- c. MIS Division Update – Blessing Ugbo
 - *Continue to work with Central Square and AT&T regarding outage.*
 - *HD relocation project is ongoing.*
 - *Continue to evaluate ECNS needs and meet with vendors.*
 - *CAD maintenance scheduled for the 1st Wednesday of each month.*
- d. EMS Division Update – Chief Joe Barna
 - *To maintain licensing the EMS Division will be running calls again, possibly October (BLS).*

NEW BUSINESS

20. MOU between CONFIRE and Teamsters Local 1932- **Damian Parsons – ACTION ITEM**
Teamsters Local 1932, San Bernardino County Human Resources Labor Relations Division and CONFIRE management commenced negotiations for a successor MOU for the Consolidated Fire Agencies Joint Power Authority (CONFIRE) Emergency Services Unit. The previous MOU expired on February 28, 2025. As part of negotiations, the parties reached an agreement covering wages, hours, and other terms and conditions of employment through February 28, 2028.

The proposed MOU includes the following items:

- *A 3.00% across-the-board increase effective February 21, 2026, and a 3.00% across-the-board increase effective February 20, 2027.*
- *A 4.50% equity increase for all classifications in the Unit effective October 4, 2025.*
- *Allow for a diversion of employee wages to the Teamsters Local 1932 Retiree Component of Teamsters Healthcare Trust of 0.50% effective October 4, 2025, 1% effective February 22, 2025, and 0.50% February 21, 2026.*
- *A new 2.5% top step for all non-trainee classifications effective July 25, 2026.*

- Increase the Medical Premium Subsidy effective October 4, 2025, July 25, 2026, and July 24, 2027.
- Establish a CONFIRE matching contribution to the deferred compensation plan of 0.5%. • Increases in Longevity Pay effective October 4, 2025, of 1% of base salary at 10 years of service and a 1% increase (from 2% to 3%) base salary at 15 years of service.
- Increase Basic Life Insurance coverage to \$35,000 effective October 4, 2025. • Increase the Center Accreditation Bonus from \$700 per year to \$800 per year effective October 4, 2025.
- Increase the Night Shift Differential from \$1.70 per hour to \$1.95 per hour effective October 4, 2025.
- Increase to the Retirement Medical Trust Sick Leave conversion formula effective October 4, 2025.
- Increase Uniform Voucher per employee by \$150 per year from \$250 to \$400 effective October 4, 2025.
- Inclusion of Healthcare Trust Article that allows employees to participate in Teamsters Healthcare Trust.
- Make administrative changes to the Expense Reimbursement, Healthcare Trust, and Leave Provisions articles.
- Incorporate previously approved Side Letter Agreements into the MOU by mutual agreement.
- Clean up language throughout the entirety of the MOU.

Staff recommends approval of the new MOU as it aligns structurally and financially with the previously approved MOU with Teamsters Local 1932 for other CONFIRE classification units. It also allows CONFIRE to remain competitive in the job market for the classifications represented under this MOU.

Approval of this MOU will result in increased ongoing costs estimated to be \$209,842 in 2025-26, \$689,672 in 2026-27, \$867,291 in 2027-28, and \$870,176 ongoing. The anticipated increases in MOU costs were included in the 2025-26 budget. There will be no additional costs associated with the new MOU for the agencies this year.

Motion to approve the Memorandum of Understanding (MOU) between CONFIRE and Teamsters Local 1932.

Motion by: *Chief McCliman*

Second: *Chief Clemmer*

Ayes: *8*

No: *0*

Abstain: *0*

Absent: *1 – Chief Williams*

ROUND TABLE

- *Chief Clemmer discussed the importance of bringing Barstow Fire Protection District on as a Contract Agency.*
- *Chief McCliman notified the Administrative Committee that Chief Barreda & Deputy Chief Snawder will be assuming his role with the Administrative Committee due to his expanding obligations.*

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:30 p.m.*

21. Public Employee Discipline/Dismissal/Release – Government Code section 54957(b)

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

**The Administrative Committee came out of Closed Session at 2:36 p.m.*

No reportable outcome from Closed Session.

ADJOURNMENT

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

The meeting adjourned at 2:37 p.m.

Upcoming Meetings: CONFIRE Administrative Committee – October 28, 2025

/s/ Liz Berry
Liz Berry
Clerk of the Board



OPERATIONS FUND 5008
Unaudited MONTHLY SUMMARY FY 2025-26

Expenditures	July	Aug	Sep	3 PP Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	3 PP June	Total YTD Expended	2025/26 Budget	Bud - Exp Difference	% Used
Salary/Benefits	711,761	755,969	724,721	-	-	-	-	-	-	-	-	-	2,192,451	10,879,850	\$8,687,399	20.2%
Overtime/Call Back	34,366	31,923	32,584	-	-	-	-	-	-	-	-	-	98,873	-	-\$98,873	0.0%
Phone/Circuits/Internet	30,938	1,348	36,543	-	-	-	-	-	-	-	-	-	68,829	316,018	\$247,189	21.8%
County IS/Data Services/Counsel	440	5,029	7,583	-	-	-	-	-	-	-	-	-	13,052	59,905	\$46,853	21.8%
Radio/Pager, Console Maint	-	22,678	22,678	-	-	-	-	-	-	-	-	-	45,357	205,559	\$160,202	22.1%
Computer Software	335,785	892,083	190,479	-	-	-	-	-	-	-	-	-	1,418,347	2,663,919	\$1,245,572	53.2%
Computer Hardware	14	(8,358)	16,729	-	-	-	-	-	-	-	-	-	8,385	15,250	\$6,865	55.0%
Office Exp/Copier Lease	11,374	4,779	31,311	-	-	-	-	-	-	-	-	-	47,464	91,435	\$43,971	51.9%
Insurance/Auditing	(41,272)	18,119	217,532	-	-	-	-	-	-	-	-	-	194,379	303,998	\$109,619	63.9%
Payroll/HR/Medical Director	26,513	(40,440)	147,092	-	-	-	-	-	-	-	-	-	133,165	649,321	\$516,156	20.5%
Travel/Training	17,879	(13,344)	8,815	-	-	-	-	-	-	-	-	-	13,350	115,592	\$102,242	11.5%
Auto/Structure/Fuel	1,839	2,013	2,938	-	-	-	-	-	-	-	-	-	6,789	60,590	\$53,801	11.2%
Other/HDGC Rent/Equip Trans	16,713	3,823	26,788	-	-	-	-	-	-	-	-	-	47,324	405,938	\$358,614	11.7%
Total	1,146,349	1,675,623	1,465,794	-	-	-	-	-	-	-	-	-	4,287,766	15,767,375	\$11,479,609	27.2%
% Fiscal Year Passed																25%

Revenue	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Received	Budget	Difference	% Rcvd
Services	3,934,989.40	(133,258.97)	(685.00)	-	-	-	-	-	-	-	-	-	3,801,045.43	(15,691,744.00)	(19,492,789.43)	(0.24)
Interest	47,233.88	(47,233.88)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		(51,551.29)	-	-	-	-	-	-	-	-	-	-	(51,551.29)	-	51,551.29	-
Total	3,982,223	(232,044)	(685)	-	-	-	-	-	-	-	-	-	3,749,494	(15,691,744)	(19,441,238)	(0.24)
% Fiscal Year Passed																25%





FY 2025-2026
Unaudited Fund Balance Report
as of September 30, 2025

Operations Fund (5008)

Unaudited Fund Balance 7/1/25		\$	3,092,812
Revenue	3,749,494		
Expenditures	(4,287,105)		
Net			(537,611)
Net Transfers In/Out			-
Available Fund Balance		\$	2,555,201

**FY 2025-26 Operating costs 10% is \$1,569,174 Per Board Policy*

Equipment Reserve Fund (5009)

Unaudited Fund Balance 7/1/25		\$	2,294,392
Revenue	128,442		
Expenditures	(52,638)		
Net			75,804
Available Fund Balance		\$	2,370,196

General Reserve Fund (5010)

Unaudited Fund Balance 7/1/25		\$	7,181,591
Revenue	41,739		
Expenditures	(212,023)		
Grant Funds Due to CAD to CAD	-		
Net			(170,284)
Fund Balance			7,011,307
Net Transfers In/Out			-
Total Fund Balance		\$	7,011,307
Restricted Fund Balance			
Reserve for CIP	(3,000,000)		
Net Committed			(3,000,000)
Available Fund Balance		\$	4,011,307

**FY 2025-26 Operating costs 25% is \$3,941,844*



FY 2025-2026
Unaudited Fund Balance Report
as of September 30, 2025

Term Benefits Reserve Fund (5011)

Unaudited Fund Balance 7/1/25		\$	2,013,843
Revenue	108,105		
Expenditures	-		
	Net		108,105
	Net Transfers In/Out		-
Available Fund Balance		\$	2,121,948

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

Unaudited Fund Balance 7/1/25		\$	450,624
Revenue	9,012		
Expenditures	(52,977)		
	Net		(43,965)
	Net Transfers In/Out		-
Available Fund Balance		\$	406,659

Emergency Medical Service Division Enterprise Fund (5020)

Unaudited Fund Balance 7/1/25		\$	697,805
Revenue	(8,732)		
Expenditures	(448,911)		
	Net		(457,643)
	Net Transfers In/Out		-
Available Fund Balance		\$	240,162

Emergency Communications Nurse System (5030)

Unaudited Fund Balance 7/1/25		\$	-
Revenue	425,000		
Expenditures	-		
	Net	\$	425,000
	Net Transfers In/Out		-
Available Fund Balance		\$	425,000



Call Summary

CONFIRE/Comm Center

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

Year: 2025

From: 1/1/2025

To: 9/30/2025

Period: Month

Group: All

Call Type: All

Abandoned: Include Abandoned

Filters:



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
May-25	12442	193	12635	1.53%	19436	428	19864	16886	3933	57	20876	53375	121.3
Jun-25	14405	126	14531	0.87%	16844	433	17277	15653	3545	57	19255	51063	122.5
Jul-25	13391	199	13590	1.46%	18230	484	18714	16758	4742	331	21831	54135	122.3
Aug-25	19294	101	19395	0.52%	14556	412	14968	16857	4210	64	21131	55494	119.2
Sep-25	17679	60	17739	0.34%	12375	495	12870	15156	3881	47	19085	49694	120.6
2025 Totals	145068	3793	148861	2.55%	135348	6499	141847	139538	38059	1046	178644	469352	122.5
2024 Totals	170935	507	171442	0.30%	109777	4715	114492	141389	52434	1670	195493	481427	122.5



PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2025- 9/30/2025

Agency Fire

Affiliation

From: 1/1/2025

To: 9/30/2025

Period Group: Month

Time Group: 60 Minute

Time Block: 00:00 - 23:59

Call Type: 911 Calls

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%							
May 2025 Total	12,253	161	97	96	20	8	0	12,635
% answer time ≤ 10 seconds	96.98%	1.27%	0.77%	0.76%	0.16%	0.06%	0.00%	100.00%
% answer time ≤ 15 seconds	98.25%							
% answer time ≤ 40 seconds	99.78%							
June 2025 Total	14,050	213	104	130	25	9	0	14,531
% answer time ≤ 10 seconds	96.69%	1.47%	0.72%	0.89%	0.17%	0.06%	0.00%	100.00%
% answer time ≤ 15 seconds	98.16%							
% answer time ≤ 40 seconds	99.77%							
July 2025 Total	12,856	332	146	181	55	20	0	13,590
% answer time ≤ 10 seconds	94.60%	2.44%	1.07%	1.33%	0.40%	0.15%	0.00%	100.00%
% answer time ≤ 15 seconds	97.04%							
% answer time ≤ 40 seconds	99.45%							
August 2025 Total	18,060	622	240	359	84	28	2	19,395
% answer time ≤ 10 seconds	93.12%	3.21%	1.24%	1.85%	0.43%	0.14%	0.01%	100.00%
% answer time ≤ 15 seconds	96.32%							
% answer time ≤ 40 seconds	99.41%							
September 2025 Total	17,136	312	95	156	25	12	3	17,739
% answer time ≤ 10 seconds	96.60%	1.76%	0.54%	0.88%	0.14%	0.07%	0.02%	100.00%
% answer time ≤ 15 seconds	98.36%							
% answer time ≤ 40 seconds	99.77%							
Year to Date 2025 Total	141,178	3,343	1,490	2,159	486	189	16	148,861
% answer time ≤ 10 seconds	94.84%	2.25%	1.00%	1.45%	0.33%	0.13%	0.01%	100.00%
% answer time ≤ 15 seconds	97.08%							
% answer time ≤ 40 seconds	99.54%							
Year to Date 2024 Total	153,062	6,152	3,515	5,855	1,807	974	77	171,442
% answer time ≤ 10 seconds	89.28%	3.59%	2.05%	3.42%	1.05%	0.57%	0.04%	100.00%
% answer time ≤ 15 seconds	92.87%							
% answer time ≤ 40 seconds	98.33%							

CONFIRE Billable Incidents

Item 6.

Period: 01/01/2025 thru 09/30/2025

Jurisdiction	# of Incidents	% of Total
San Bernardino County	101,710	53.33%
VictorvilleFD	18,382	9.64%
RanchoCucamonga	14,885	7.80%
ChinoValleyFD	10,207	5.35%
AppleValley	9,858	5.17%
Rialto	8,713	4.57%
Redlands	8,515	4.46%
Colton	5,854	3.07%
MontclairFD	3,823	2.00%
Loma Linda	3,567	1.87%
Big Bear Fire	2,561	1.34%
San Manuel FD	1,916	1.00%
Running Springs	439	0.23%
Baker Ambulance	301	0.16%
Confire EMS	3	0.00%
Total	190,734	100%

BDC Division	# of Incidents	% of Total
East Valley	34,745	34.16%
Fontana	16,355	16.08%
Valley	13,869	13.64%
Hesperia	9,951	9.78%
South Desert	9,337	9.18%
North Desert	9,332	9.18%
Adelanto	4,304	4.23%
Mountain	3,817	3.75%
Total	101,710	100%

Printed on 10/7/2025 7:50:04 AM

CONFIRE 911 Call Processing Time Analysis

September 2025



September 2025

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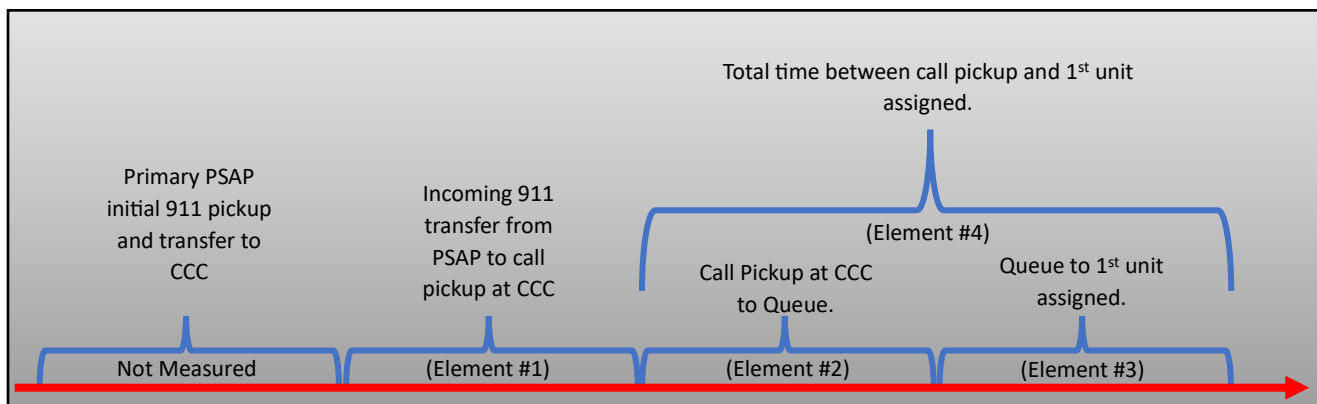
CONFIRE Emergency Call Processing Times.

September 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.

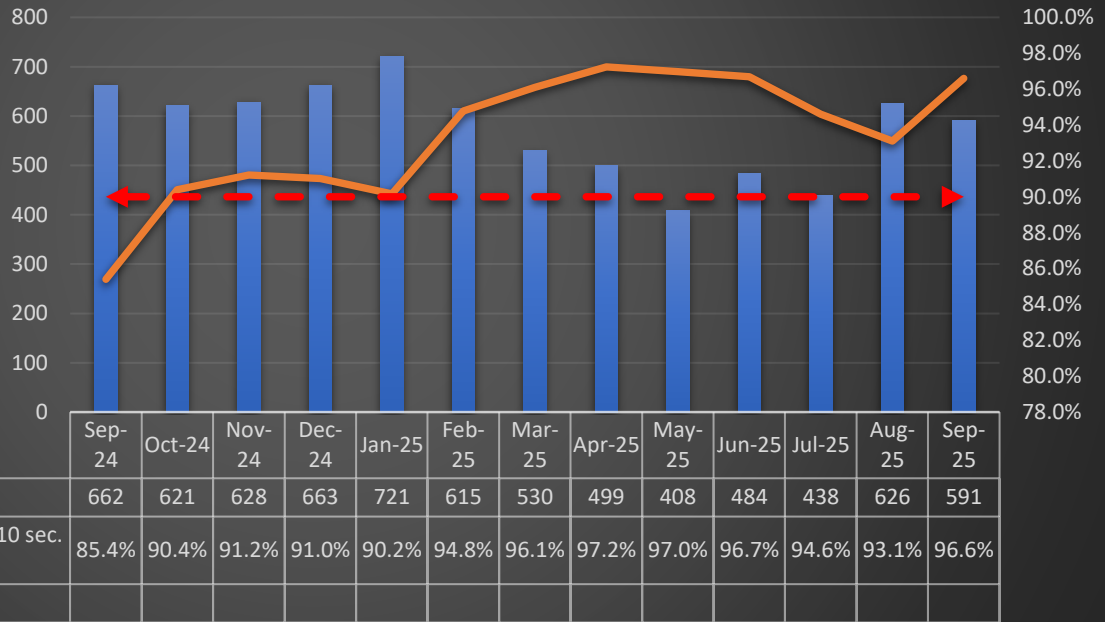


Call Answering Time from Primary PSAP

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 Sept 2024 to Sept 2025 (10 sec. or less answer time)



NOTE: Call volume in May 2025 was low due several 911 trunks out of service as a result of a drilling accident that damaged County 911 lines.

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.

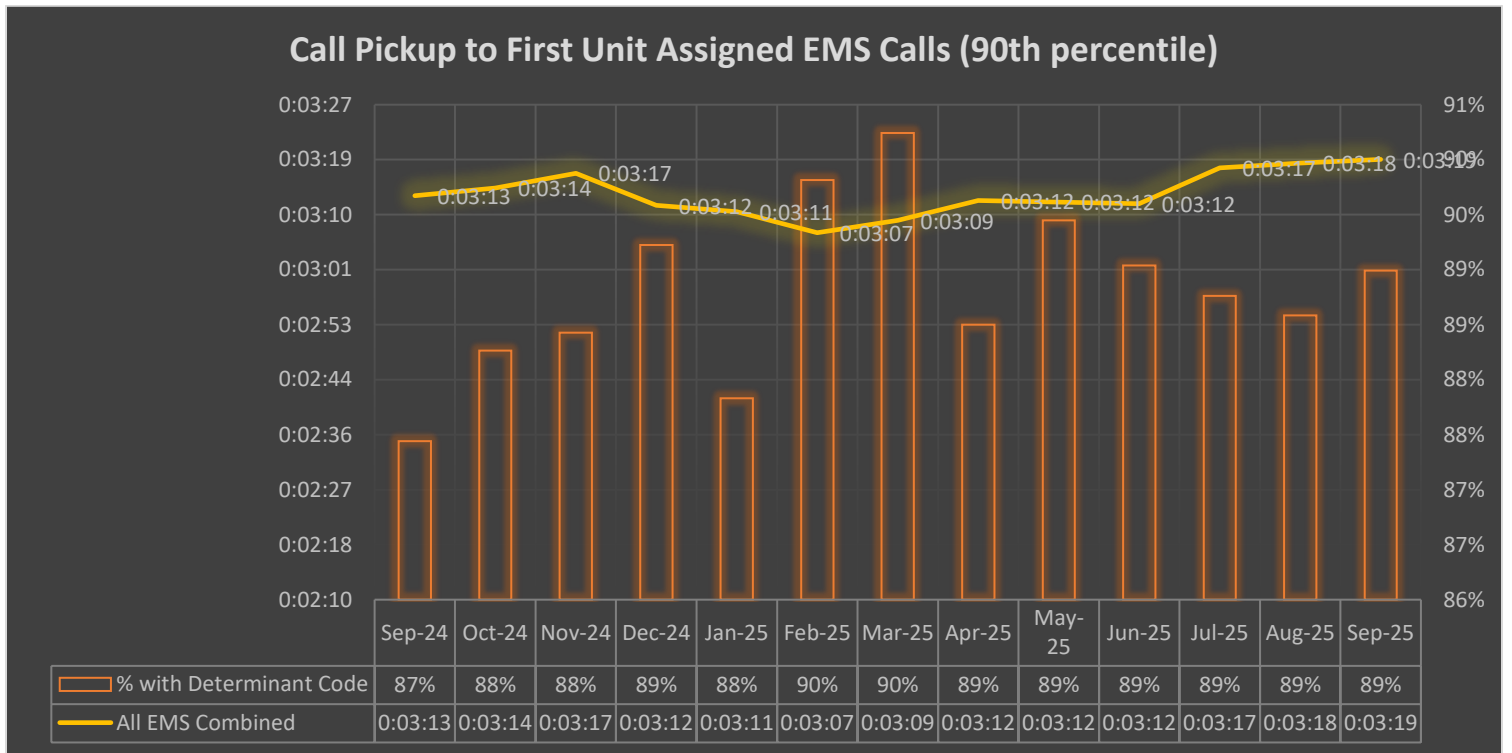


Figure 4: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

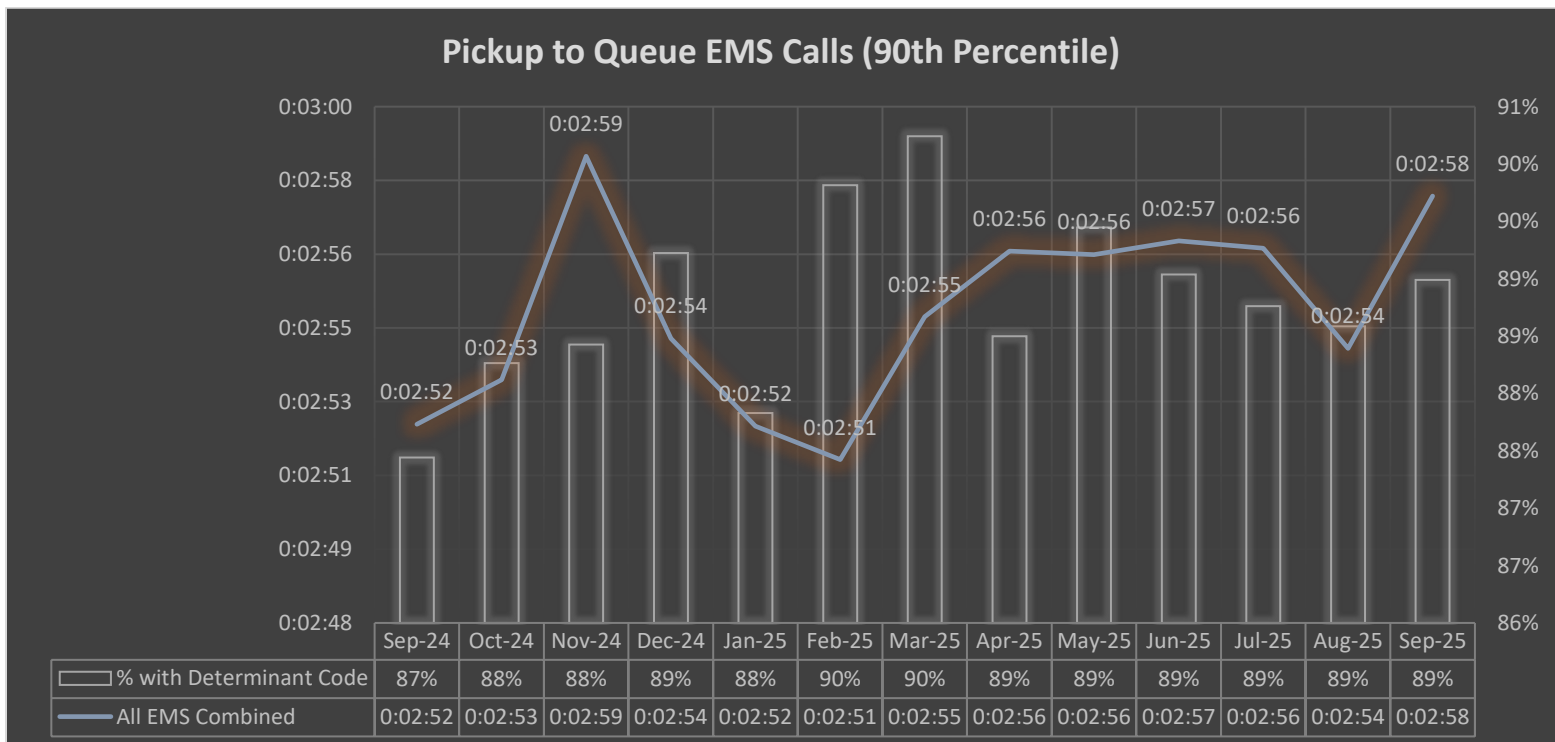


Figure 5: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

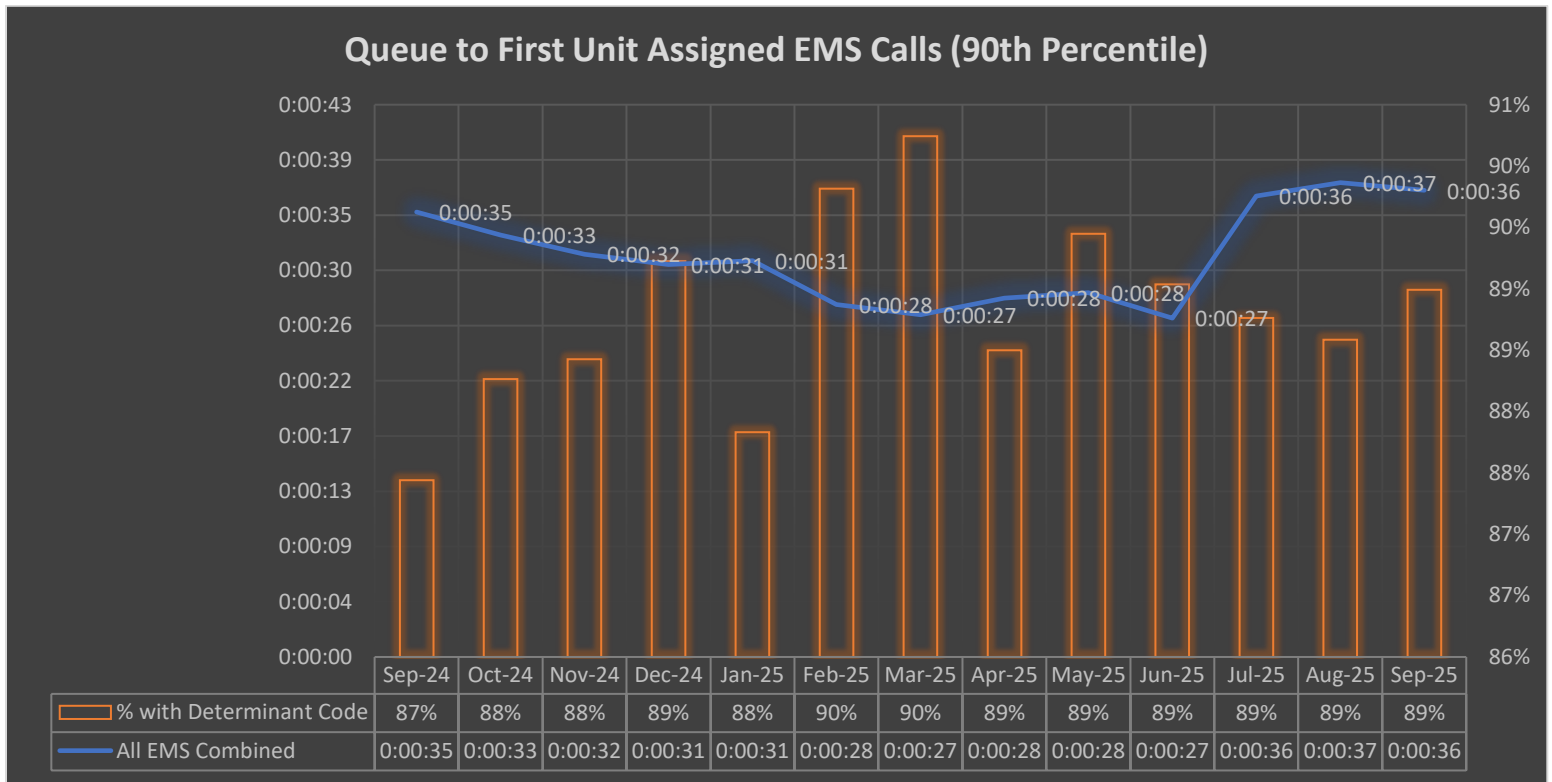
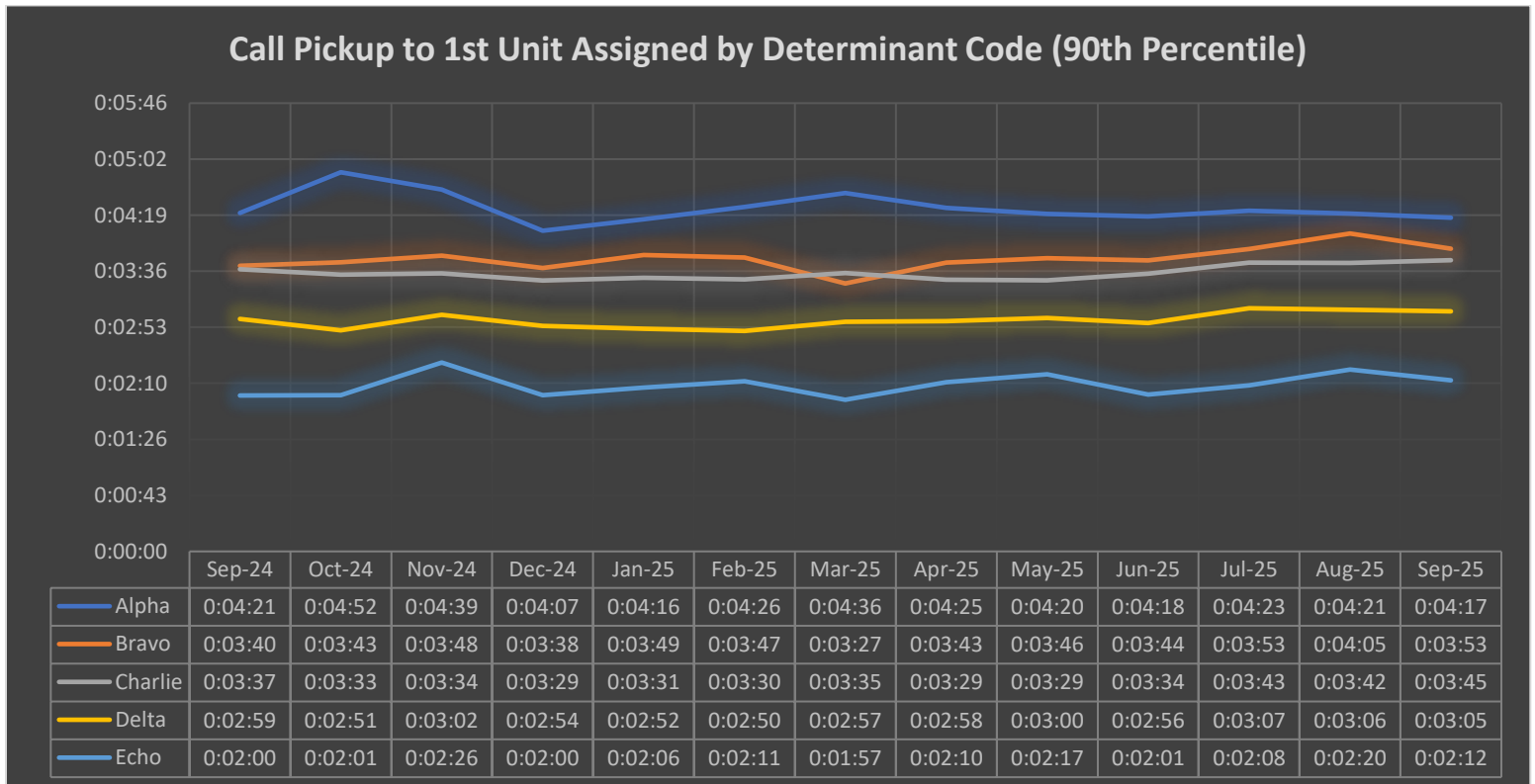


Figure 6: EMS Call Pickup to First Unit Assigned by EMD Determinant Code.



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.

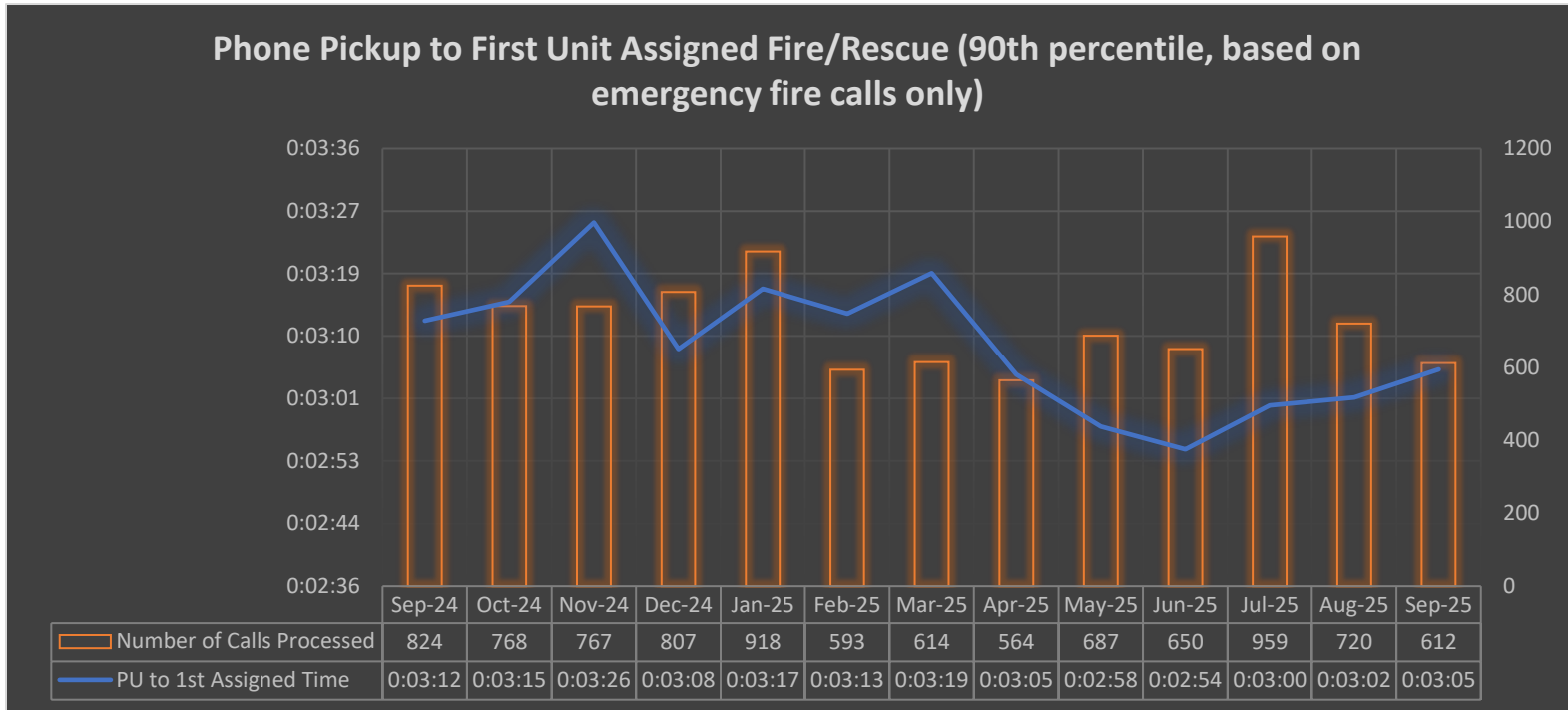


Figure 8: Fire/Rescue Call Pickup to Queue.

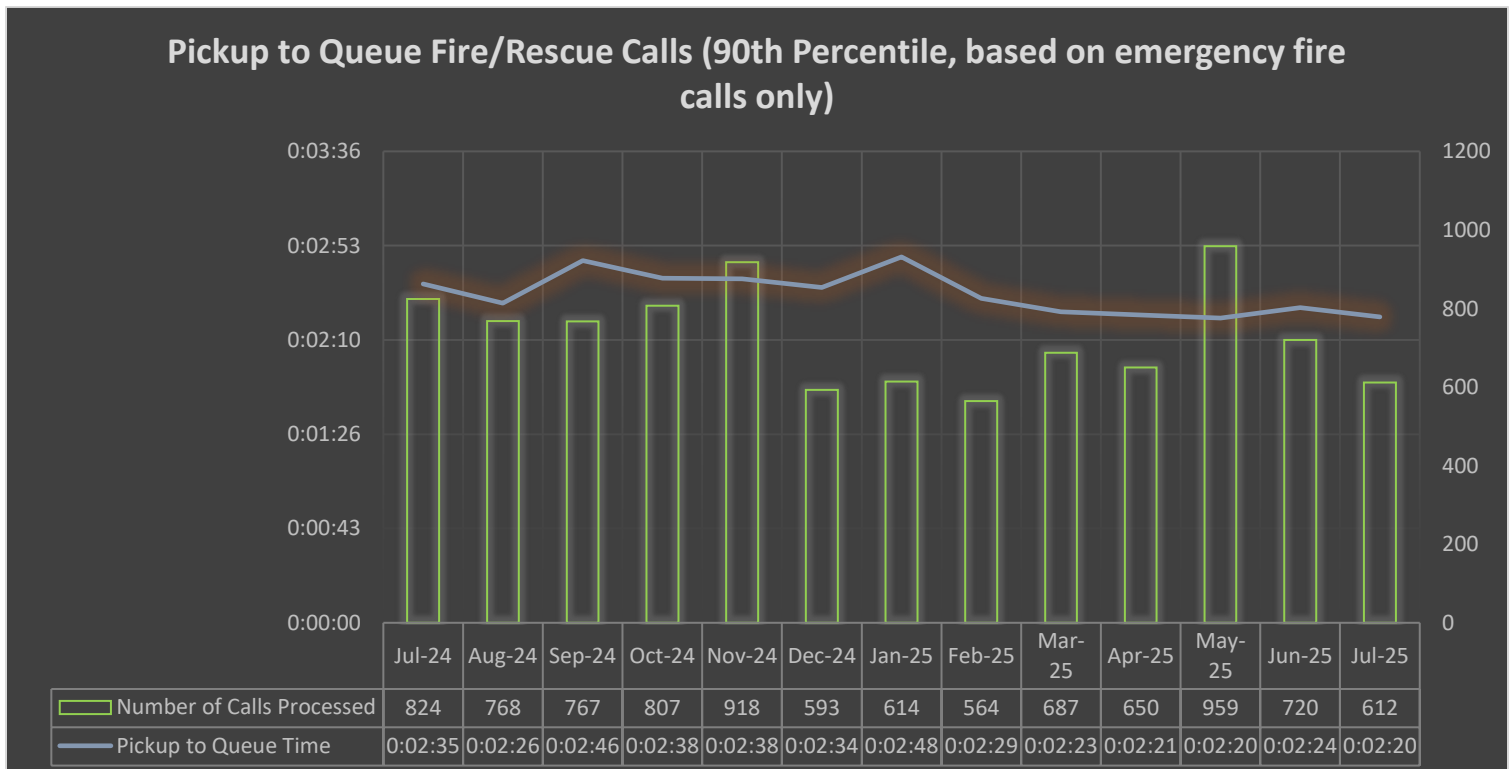
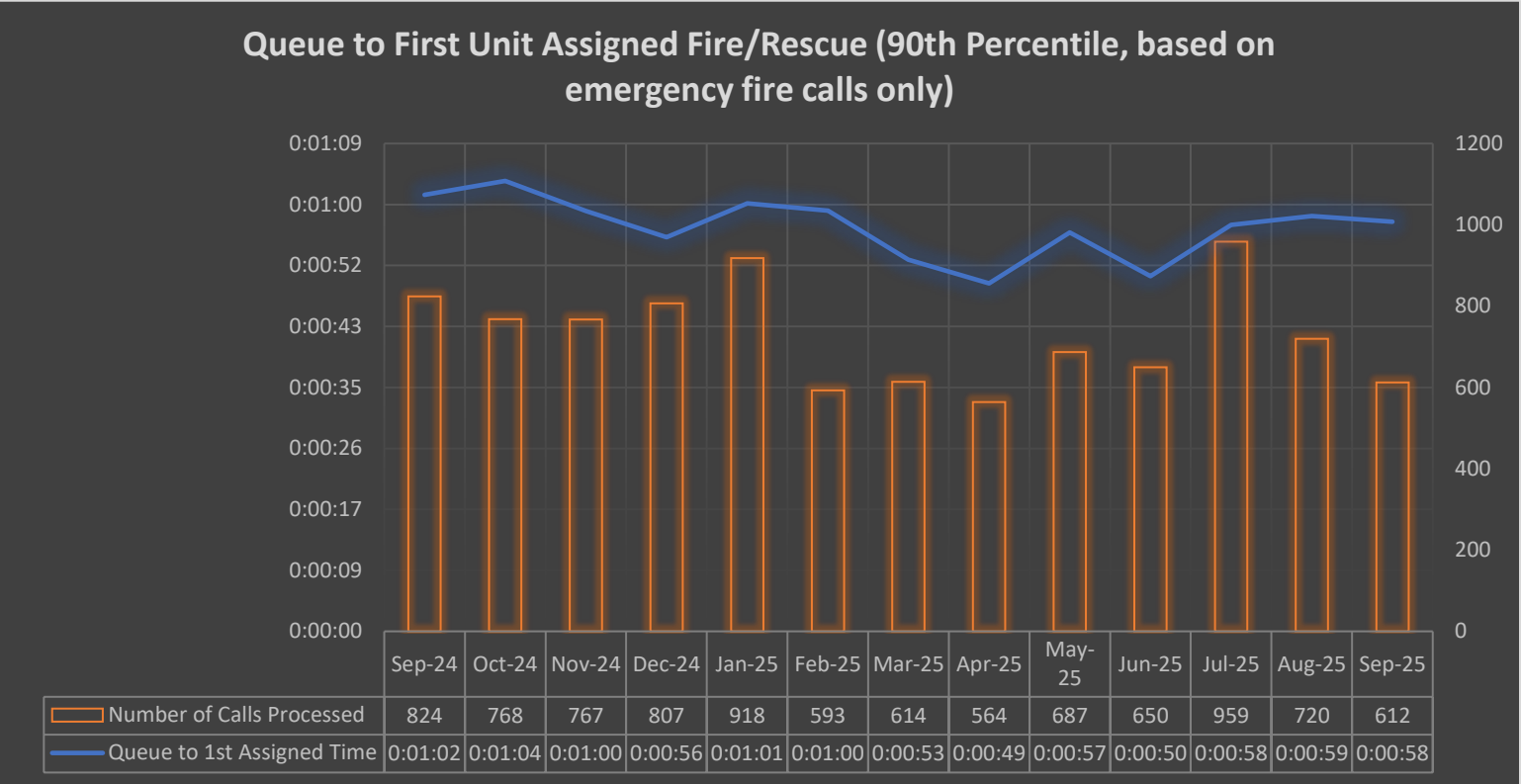


Figure 9: Fire/Rescue Queue to First Unit Assigned.



CONFIRE ECNS Analysis

September 2025



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CONFIRE Dispatch Processing of EMS Calls and Disposition of ECNS Eligible Calls September 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 database, the LowCode database, and ImageTrend medical records.

Table 1 provides an overview of CONFIREs EMS call volume and EMD effectiveness based on all emergency calls coming into the system. To align with the ECNS data, the numbers are also shown during hours when the ECNS is operational (0700 to 2300 hrs).

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

	All Calls	ECNS Operational Hours Only
Total Emergency EMS Calls	17,818	14,268
Total EMS Calls with Obtainable Determinant Code	12,951	10,286
Total EMS Calls with Determinant Code	11,617	9,085
% of EMD Obtainable EMS Calls with Determinant Code	89.7%	88.3%

Table 2 analyzes these elements using two different approaches. The first approach (column 2) is an ideal, capacity-based analysis using all EMS calls with a determinant code that qualifies for ECNS transfer using International Academies of Emergency Dispatch (IAED) protocols. This also includes eligible calls that occur during times when CONFIRE's ECNS is not staffed (2301 hrs. to 0659 hrs.).

The second approach (column 3) takes a more refined and real-world operational approach by excluding calls that, while technically eligible by determinant code, are not suitable for ECNS transfer due to situational limitations. Examples of excluded scenarios include

- The patients' condition becomes more serious during the interrogation.
- The caller is a medical facility.
- The caller is a minor with no adult on scene.
- The Patient is in a public place which inhibits detailed communication with the ECN.
- The patient is completely immobile.
- Other inability to interrogate patient (Language barrier, uncooperative).

Additionally, the second approach considers that CONFIRE's ECNS center is only staffed from 0700 hrs. to 2300 hrs. and excludes calls that are received outside ECNS operational hours. With these differences, the first approach serves as an indicator of the system's capacity with ideal circumstances, where the second approach provides a view of the practical application of the program with CONFIRE's current operations and limitations. These differences are summarized below:

Summary of Methodological Differences

Feature	First Approach – Ideal Capacity	Second Approach - Practical Application (CONFIRE Policy)
Time of Call	All hours included	Only calls within ECNS operational hours
IAED Code Eligibility	Included	Included
Situational Limitations (e.g., public setting, minor without adult)	Included	Excluded
Purpose	Measures theoretical capacity	Measures practical effectiveness

Table 2: September 2025 data comparison IEAD Protocol and CONFIRE Adopted Policy.

	Based on IEAD Protocol (All Hours)	Based on CONFIRE Policy (Staffed hours only)
Total Calls Eligible for Low Code:	1,663	1,581
% of EMS calls with Determinant Code Eligible for ECNS	14.3%	13.6%
Total eligible calls per CONFIRE Policy during ECNS staffed Hours (0700 to 2300 hrs)	1,663	1,238
Total ECNS Eligible Calls Transferred to ECN (Entered in Low Code)	451	451
% of Policy Eligible EMS Calls Transferred to ECNS during staffed hours	27.1%	36.4%
% of Total EMS Calls Transferred to ECNS	2.5%	2.5%

For the purposes of this report, the remaining charts and graphs will represent the practical application (CONFIRE Policy) methodology.

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

Incoming Calls to Emergency Communications Nurse (ECN) Nurse		
	Total ECNS Transfers	451
	Calls Aborted (Hangups, disconnects, emergency declared)	90
	Total Calls received and completed by ECN	361
Calls Returned for Emergency Transport		
	Triage nurse returned call for Emergency Transport	46
	Number of returned calls for emergency resulting in actual transport	36
	% of returned calls for emergency resulting in transport	78%
Non-emergency with no Alternative Transport		
	Patient had no alternative means of transport (Transport Unit Sent)	235
	Number of non-emergency ambulance responses that resulted in actual transport.	150

	% of non-emergency ambulance responses that resulted in actual transport.	64%
Total calls to reach ECN that resulted in an ambulance response		281
	% of total calls to reach ECN that resulted in ambulance response	77.8%
	Total ambulance responses that resulted in a transport	190
	% of response with transport	68%
	Number of callers who received ECN directions and did not transport by ambulance.	
	Number of callers who received ECN directions, but ambulance was sent only because the patient had no other means of transportation.	78
	Potential transport deferrals if alternative transportation was available	235

Table 4: Recommended Point of Care Disposition for patients completing ECNS process for September 2025.*

Disposition of Care Text	Number	Percent
Seek Emergency Care as Soon as Possible	209	58.4%
Seek Face to Face Care within 1-4 Hours	81	22.6%
Emergency Response	46	12.8%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 12 Hours (same day)	7	2.0%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 1-3 Days	4	1.1%
Speak to Your Doctor/Health Care Professional to Review the Symptoms As Soon As Possible	5	1.4%
Schedule a Routine Appointment with a Doctor/Health Care Professional	3	0.8%
Contact Poison Control or Local Pharmacist	3	0.8%

**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.

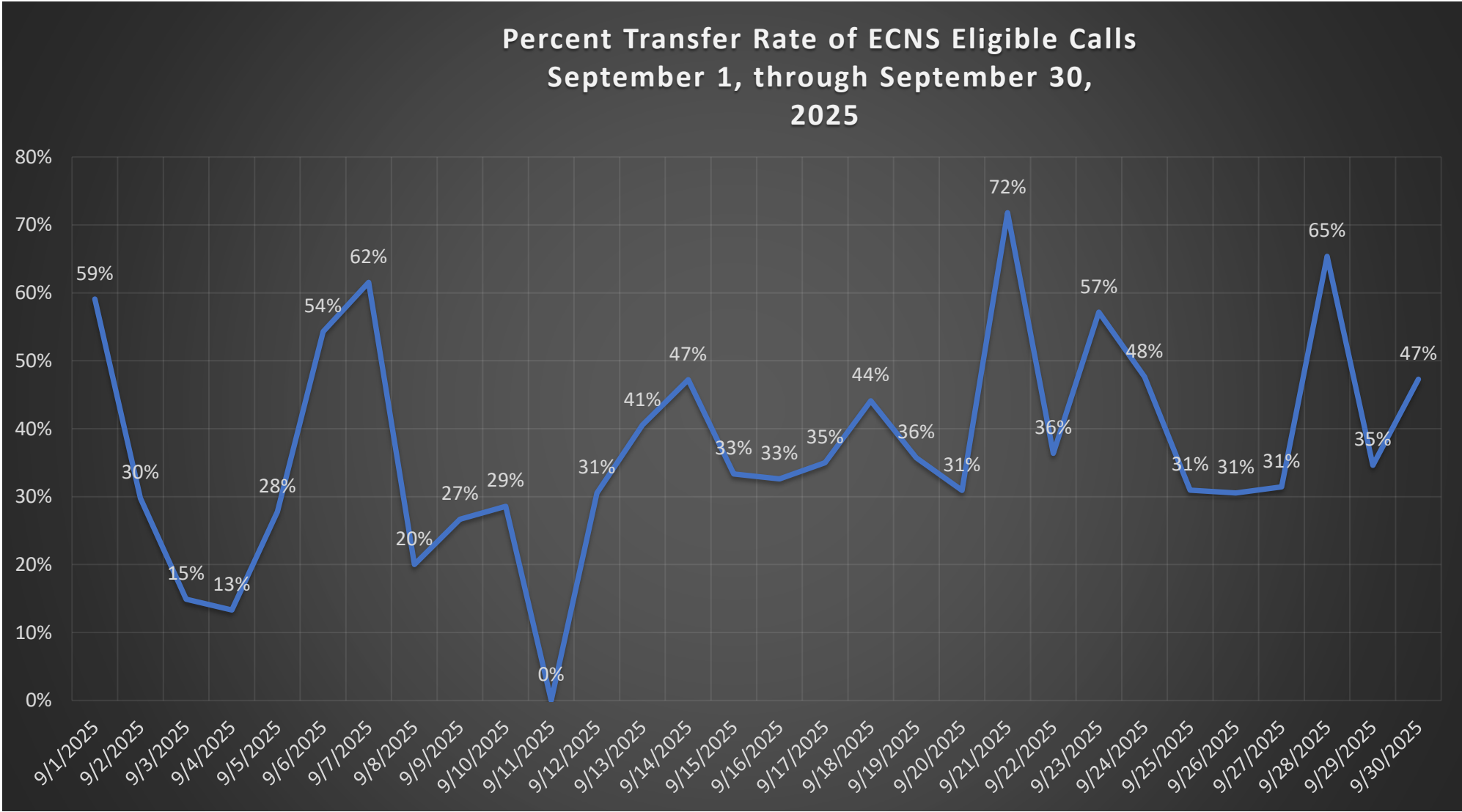


Figure 2: Total number of ECNS eligible calls and the number of them that were transferred to an ECN/entered into Low Code by date.

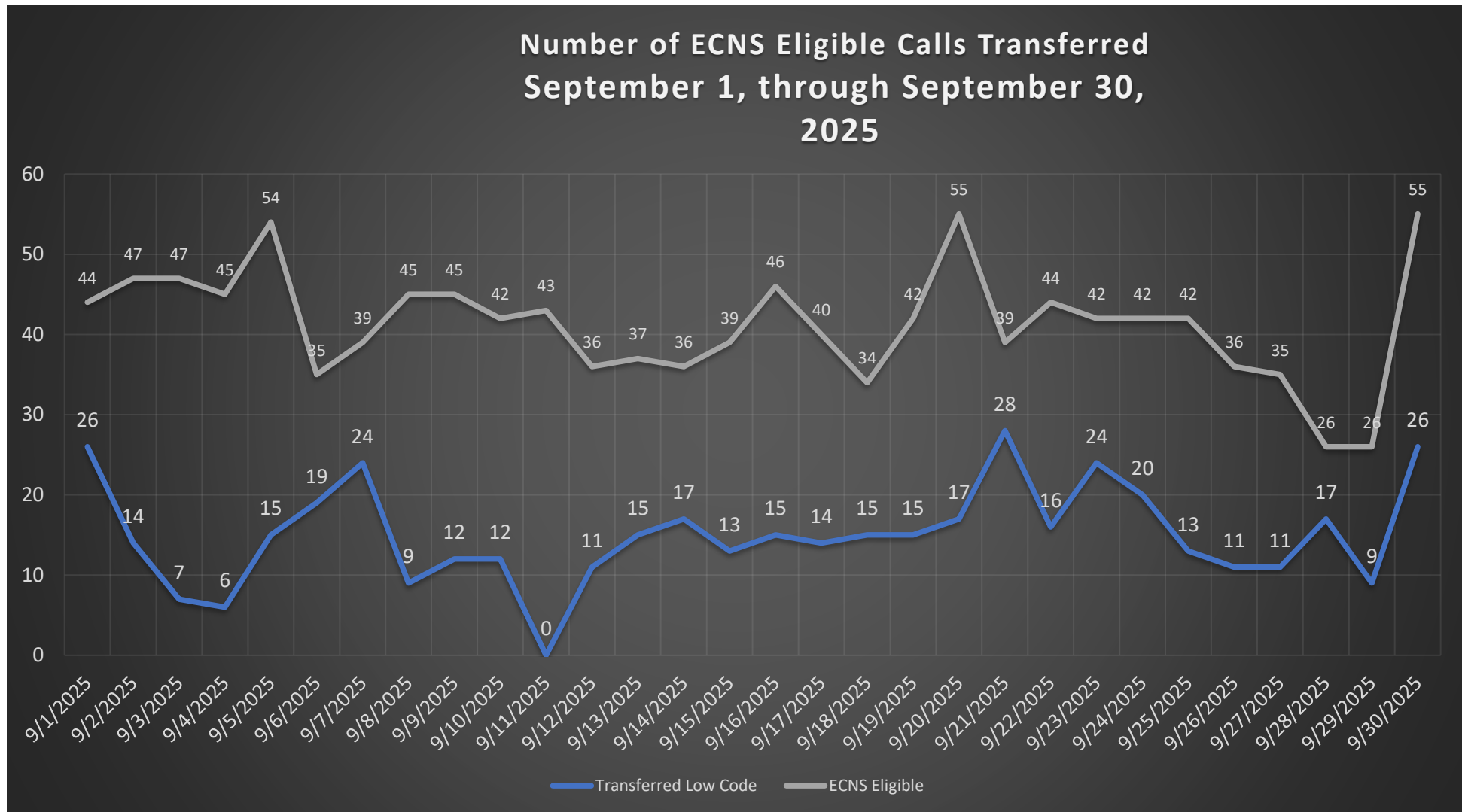


Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system.

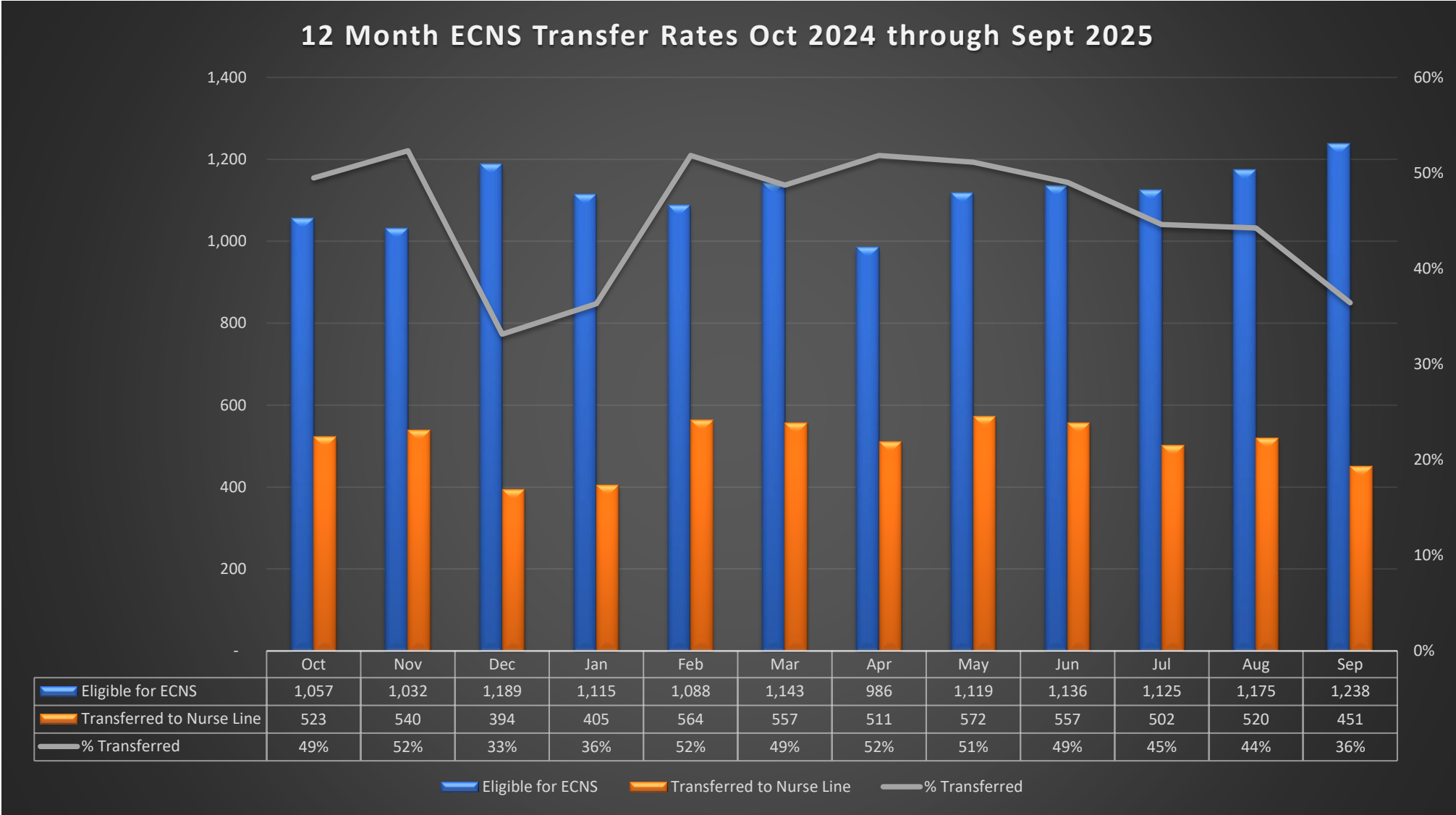
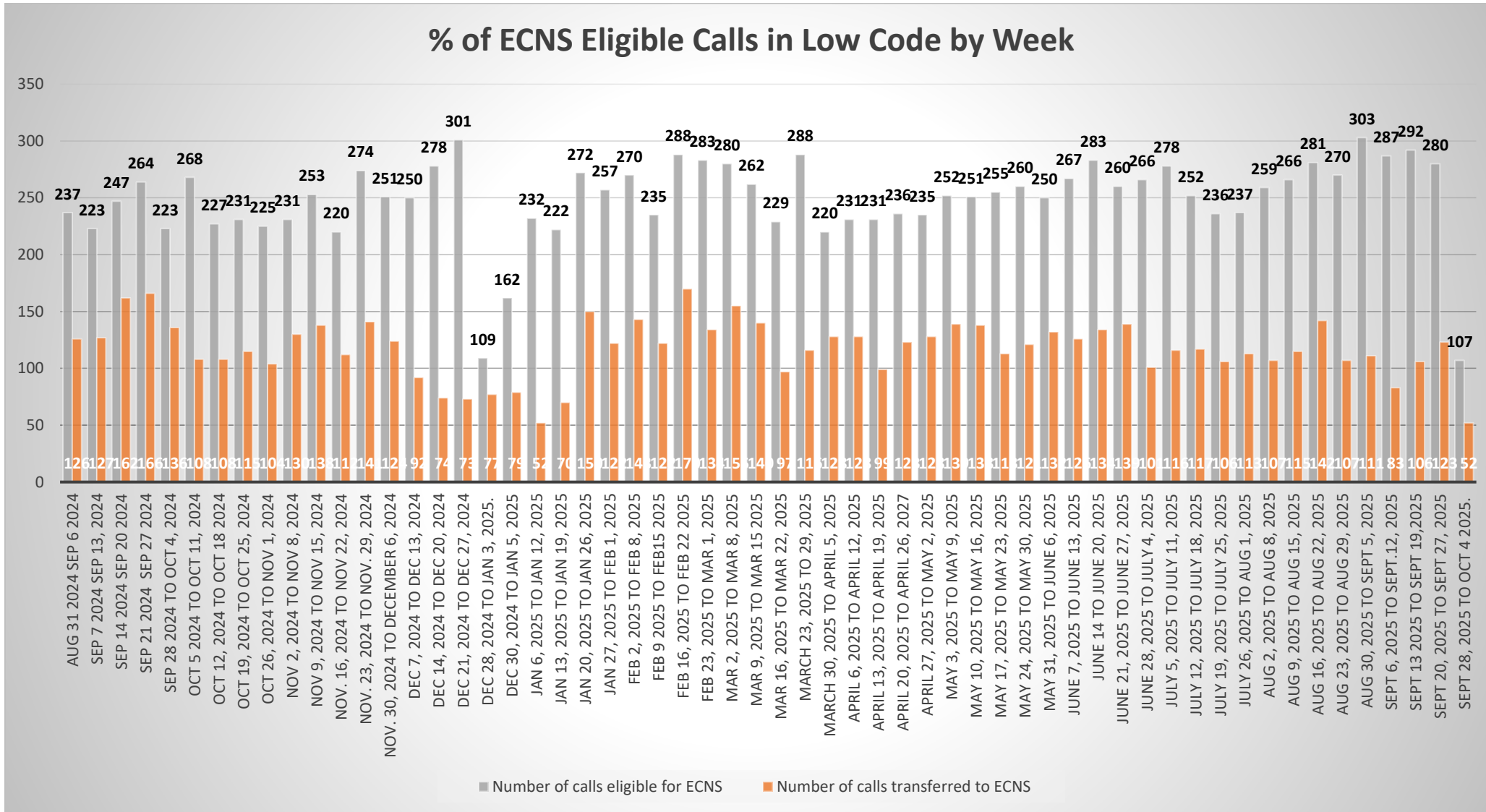


Figure 4: Number of eligible ECNS calls and rates of transfer from September 2024 through September 2025.



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

September 2025

CONFIRE's CAD system is configured to prompt dispatchers whenever a call meets the criteria for potential transfer to the Emergency Communications Nurse System (ECNS). Eligibility is determined by the established determinant code assigned to the incident.

When prompted, the dispatcher may choose to bypass ECNS and dispatch a standard response instead; however, they must select a reason for doing so from a predefined list. The summary below outlines the reasons calls were not transferred.

These determinations rely on the dispatcher's interpretation of the information available at the time of the call, introducing an element of subjectivity. Additionally, because the list of bypass reasons is predefined, it may not encompass every possible situation. As a result, dispatchers must exercise judgment in selecting the category that best fits the circumstances, even if it does not perfectly describe the situation.

Table 5: Dispatcher response as to why eligible calls were not transferred to ECNS.

Disposition Text from CAD	Total Number of Calls	% of Total Eligible Calls Not sent to Low Code	During Staffed Hours Only	% of Total Eligible Calls Not sent to Low Code During Staffed Hours
*Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= RN/Dr requesting 911 AND is at PT bedside	36	3.3%	33	3.3%
*Call Taker decided to not send incident to LowCode, with reason: MINOR AT SCHOOL= PT is a minor at school or NO adult on scene	33	3.0%	33	3.3%
*Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call, call already processed	7	0.6%	7	0.7%
*Call Taker decided to not send incident to LowCode, with reason: FALL= ONLY if PT on ground AND unable to get up	6	0.5%	6	0.6%
*Call Taker decided to not send incident to LowCode, with reason: ECN NOT AVAIL= No ECN staff available in house or remote (Sup Approval Required)	1014	92.5%	630	62.1%



STAFF REPORT

DATE: October 27, 2025

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Agreement Between CONFIRE and Brigit Bennington to serve as
Interim Human Resources Manager

Recommendation

Approve the agreement with Brigit Bennington to serve as Interim Human Resources Manager from October 1, 2025, to March 31, 2026.

Background Information

The approved 2025-26 budget included the addition of a new Human Resources Manager (HR Manager) position to facilitate the desire to bring the human resources employee relations functions in-house as part of the County Clarification project.

Recruitment for the HR Manager position was initiated by staff on July 15, 2025. The recruitment was advertised internally and externally, generating a number of applicants. Following the application review process, qualified candidates were invited to participate in first-round and second-round interviews.

After completion of both interview phases, management determined that none of the applicants fully met the experience, leadership, and organizational knowledge requirements necessary to effectively serve in this critical role.

To ensure continuity in human resources operations and leadership support for the HR team, management is recommending the appointment of an internal employee to a six-month employment contract as Human Resources Manager. This interim period will allow the agency to evaluate long-term fit, assess organizational needs, and determine if a permanent appointment is appropriate.

The agreement allows for one extension, for a maximum of a single six (6) month period. Either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party.

Fiscal Impact

The fully encumbered salary and benefits cost for the Human Resources Manager for the initial six (6) month term will be \$89,911. The cost for this position was included in the approved 2025-26 Operating Budget (Fund 5008).

Attachments

- HR Manager FT Contract

Contract Number**SAP Number**

N/A

Consolidated Fire Agencies Joint Powers Authority

Department Contract Representative	Damian Parsons
Telephone Number	909-356-2502
Contractor	
Employee (Interim HR Manager)	Brigit Bennington
Telephone Number	909-356-2302
Contract Term	October 1, 2025 – March 31, 2026
Original Contract Amount	\$
Amendment Amount	N/A
Total Contract Amount	\$
Cost Center	8831005008

IT IS HEREBY AGREED AS FOLLOWS:

(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms, and conditions, and attach plans, specifications, and addenda, if any.)

WHEREAS, Consolidated Fire Agencies Joint Powers Authority (CONFIRE JPA) desires to assign an internal employee to serve as interim Human Resources Manager on the terms and conditions set forth in this Contract, and

WHEREAS, the Employee has the skills and knowledge necessary to perform the duties of Human Resources Manager for CONFIRE JPA;

WHEREAS, CONFIRE JPA desires that such services be provided by the Employee and the Employee agrees to perform these services as set forth below;

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties agree as follows:

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I. DUTIES AND RESPONSIBILITIES OF HUMAN RESOURCES MANAGER

Item 9.

The Employee shall be employed as a Human Resources Manager with CONFIRE JPA. The Employee shall work cooperatively with CONFIRE JPA staff under the direction of the Finance and Administration Director.

The Employee shall perform a broad range of responsibilities including, but not limited to, the following:

- A. Employee shall oversee and administer HR programs, policies, and procedures, including recruitment, onboarding, employee benefits administration, payroll oversight, performance management, succession planning, and compliance with federal, state, and local employment laws. Employee shall also review, and update HR policies and procedures as needed to align with legal requirements and organizational goals.
- B. Employee shall provide guidance and support to managers and staff regarding HR matters, including conflict resolution, disciplinary actions, performance improvement plans, grievance handling, and employee development. Employee shall ensure that HR practices are applied consistently and fairly across all departments.
- C. Employee shall ensure timely and accurate maintenance of personnel records, HR reports, and documentation in accordance with CONFIRE JPA policies and applicable regulations. Employee shall generate and analyze HR metrics to inform decision-making and improve workforce management.
- D. Employee shall serve as a resource to employees and management on employment laws, HR policies, benefits administration, compensation, and other related matters. Employee shall apply professional judgment to maintain confidentiality, promote equity, and foster a positive work environment.
- E. Employee shall coordinate training programs, employee engagement initiatives, performance evaluations, workforce planning, and other HR projects to support organizational goals and compliance requirements. Employee shall also identify and recommend opportunities for staff development and leadership training.
- F. Employee shall participate in mandatory meetings, trainings, and strategic planning sessions, and support quality improvement initiatives within the Human Resources unit. Employee shall also provide input on organizational structure, workforce planning, and HR best practices, ensuring alignment with CONFIRE JPA's strategic objectives.
- G. Employee shall manage and support labor relations activities, including interpreting and administering Memoranda of Understanding (MOUs), facilitating communication between management and represented employees, and participating in meet-and-confer processes as directed.
- H. Employee shall oversee the implementation and maintenance of HR information systems (HRIS) and other HR technology tools to ensure data accuracy, efficiency, and compliance with confidentiality and retention standards.
- I. Employee shall assist in risk management activities, including workplace safety programs, employee injury reporting, and coordination with the County's Risk Management and Workers' Compensation divisions to ensure timely and accurate handling of claims.
- J. Employee shall assist in the preparation, review, and monitoring of the department's annual budget, staffing plans, and resource allocation, ensuring expenditures are consistent with approved funding and operational priorities.
- K. Employee shall perform other related duties as assigned by the Executive Director or designee to ensure the effective operation of the Human Resources unit and the continued support of CONFIRE JPA's mission, values, and workforce objectives.

II. CONFLICT OF INTEREST

As a condition of employment, Employee does hereby agree to follow and uphold the Conflict-of- Interest policy of the Personnel Rules for Board-Governed Special Districts as follows:

No official or Employee shall engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active CONFIRE JPA employment providing such acts do not constitute a conflict of interest as defined herein. Employee is also subject to the provision of California Government Code Sections 1090, 1126, 87100, and any other conflict of interest code applicable to CONFIRE JPA employment.

III. TERM

This Employee shall be effective October 1, **2025** and shall continue in effect until March 31, **2026**, subject to the termination provisions below. The Appointing Authority for CONFIRE JPA is authorized to issue a written notice to the Employee to extend the term of this Contract once for a maximum of a single six (6)-month period. Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by CONFIRE JPA. Employee shall serve at the pleasure of the appointing authority or designee, who shall have the full authority and discretion to exercise CONFIRE JPA's rights under this contract.

IV. COMPENSATION OF THE EMPLOYEE

Upon the effective date of this interim assignment, Employee shall be considered an internal employee serving in the Unclassified Service. Employee shall receive only the benefits and compensation specifically set forth in this Contract. Any compensation and/or benefits provided for in this Contract based on compensation and/or benefits provided for in the San Bernardino County's (the County's) Special Districts and Fire District Exempt Compensation Plan shall be adjusted in accordance with any future change to the County's Special Districts and Fire Districts Compensation Plan. This Contract provides for the full compensation to Employee for the services required hereunder. If Employee is currently serving in another capacity under an existing assignment, this Contract supersedes any prior assignment agreement and continues Employee's employment under the terms of this interim appointment.

A. MEDICAL PREMIUM SUBSIDY

The Employee shall receive a Medical Premium Subsidy (MPS) to help cover the cost of their health insurance premiums in the following amounts per pay period:

COVERAGE	SCHEDULED FOR 41 TO 60 HOURS	SCHEDULED FOR 61 TO 80 HOURS
Employee Only	\$155.38	\$310.75
Employee + 1	\$249.94	\$499.87
Employee + 2	\$351.02	\$702.03

Employees scheduled for 40 to 60 hours will receive an amount equal to one-half of the MPS for Employees scheduled for 61 to 80 hours.

The Employee shall provide verification of health insurance coverage including proof of dependent(s) enrollment within thirty (30) days of Employee's hire date to be eligible for Employee +1 or Employee +2 coverage stipend amounts, otherwise the Employee shall be automatically enrolled to receive the Employee Only coverage stipend amount.

B. DEPENDENT CARE ASSISTANCE PLAN

The Employee shall be eligible to enroll and participate in the Section 125 Dependent Care Assistance Program (DCAP) in order to make an election to pay for certain dependent care expenses pursuant to the terms and conditions as set forth in the County's Special District and Fire District Exempt Compensation Plan, except that the Employee shall not receive any CONFIRE JPA match contributions with respect to participation in the Plan.

C. DEFERRED COMPENSATION

The Employee shall participate in the San Bernardino County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, program, or benefit pursuant to the terms and conditions as set forth in the County's Special Districts and Fire Districts Exempt Compensation Plan. The Employee shall contribute 7.5% of the Employee's biweekly gross earnings. The Employee's contributions to PST Deferred Compensation shall be automatically deducted from the Employee's earnings. Maximum total contributions shall be 7.5% of the Employees maximum covered wages for Social Security purposes.

D. FLEXIBLE SPENDING ACCOUNT

The Employee shall be eligible to enroll and participate in the Section 125 Medical Expense Reimbursement Flexible Spending Account (FSA) in order to make an election to pay for qualifying medical care expenses pursuant to the terms and conditions as set forth in the County's Special Districts and Fire Districts Exempt Compensation Plan, except that the Employee shall not receive any CONFIRE JPA match contributions with respect to participation in the Plan.

E. LEAVE PROVISIONS

The Employee shall receive the following allowances providing the Employee is in paid status:

The Employee shall be eligible to receive and utilize the following leaves: Sick, Bereavement, Vacation, and Holiday Leaves, pursuant to the terms and conditions as set forth in the County's Special Districts and Fire Districts Exempt Compensation Plan. Further, such Vacation leave allowances shall be available for use on the first day following the pay period in which it is earned, provided the Employee has completed 160 hours of continuous service from the Employee's hire date.

Upon separation from CONFIRE JPA employment, the Employee shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay. Unused Sick Leave shall not be payable upon separation from the Employee.

F. LEGALLY REQUIRED BENEFITS

The Employee shall receive all benefits as required by law when eligible. e.g., Family and Medical Leave Act, (FMLA), Military Leave, Time Off for Voting, Medicare, PST Savings Plan, and Affordable Care Act, (ACA). Where CONFIRE JPA provides a greater benefit than is required by law, the Employee shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

L. OVERTIME

The Employee may work overtime needed to fulfill the responsibilities and requirements of the position as authorized by CONFIRE's Appointing Authority, or designee.

The Employee is eligible to receive overtime, defined as all hours actually worked, in excess of forty (40) hours during a pay period. For purposes of defining overtime, paid leave, excluding sick leave shall be considered as time actually worked. Overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes.

The Employee, authorized by CONFIRE JPA's Appointing Authority, or designee, to work overtime, shall be compensated at straight time compensating time off. Payment at the Employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or for any hours on record immediately prior to termination of employment.

Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is payable, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.

H. SALARY RATE

The Employee shall be compensated for services starting at a rate of \$69.72 per hour. The Employee shall be evaluated and may be eligible to receive subsequent merit step advancements of approximately 2.5% at the beginning of the pay period following each completion of 1,040 service hours, not to exceed Step 16 of salary range E67C, and upon approval of the appointing authority provided the Employee receives a work performance evaluation with an overall rating of at least "Meets Job Standards" within six (6) pay periods of the Employee's step advance eligibility date. Thereafter, the Employee shall be eligible for step advancement after completion of increments of 1,040 hours until the top step of the range is reached.

If the Employee receives an overall rating of "Below Job Standards", the step will not be granted until the pay period in which the Employee receives an overall evaluation of at least "Meets Job Standards."

The Employee does not gain probationary or regular status during the term of this CONTRACT. Payment for services shall be made bi-weekly during the term in accordance with the procedures established by the County Auditor/Controller/Recorder.

I. SALARY SAVINGS PLAN

The Employee shall be eligible to participate in the County's 457(b) Salary Savings Plan as per the Plan Document, except that the Employee shall not receive CONFIRE JPA match contribution with respect to participation in the Plan.

J. BENEFITS UPON TERMINATION OF CONTRACT

Employee Separated from CONFIRE JPA Service

Upon separation from CONFIRE JPA employment, the Employee shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay. Any and all unused Sick Leave shall be forfeited.

Transition to Regular CONFIRE JPA Employment

In the event this Contract is terminated because the Employee is appointed to a regular CONFIRE JPA position without a break in service, the Employee shall maintain original hire date, service hours, and time accruals unless otherwise stated or restricted in the applicable County MOU. Eligibility for benefits, including, but not limited to, retirement system contributions, health benefits, and leave accrual rates shall be based upon the provisions of the applicable Memorandum of Understanding (MOU) or ordinance in effect at the time the Employee is appointed to a regular CONFIRE JPA position. Seniority, for purposes of layoff, shall be determined by the most recent Regular Hire Date or as otherwise provided in the applicable MOU.

At the sole discretion of the appointing authority of CONFIRE JPA in which appointment to the regular position is made, unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position into which the Employee was hired. Any leave balances not authorized to be carried over shall be distributed as outlined in "the Employee Separated from CONFIRE JPA Service" above.

EMPLOYEE to New CONFIRE Interim Position

In the event the Employee accepts another position with CONFIRE JPA without a break in service, at the sole discretion of the appointing authority of CONFIRE JPA in which appointment to the Contract position is made, leave accrual rates and unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position into which the Employee was hired. Any leave balances not authorized to be carried over will be distributed as outlined in "Employee Separated from CONFIRE JPA Service" above.

V. GENERAL PROVISIONS RELATING TO EMPLOYEE

A. CLASSIFICATION

The Employee is serving in an interim capacity and will not attain regular status in this position, and as an unclassified employee, will not be provided those rights under the Personnel Rules for Board-Governed Special Districts afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU or ordinance. The Employee shall adhere to CONFIRE JPA's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

B. DIRECT DEPOSIT

The Employee must make arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by the Employee to make such arrangements will result in CONFIRE JPA paying the Employee via pay card.

C. EVIDENCE OF ELIGIBILITY TO WORK

The Employee shall have submitted evidence of eligibility to work in the United States and verification of identity prior to the effective date of this Contract. The Employee shall have successfully completed a pre-employment background check, including Department of Justice (DOJ) criminal background check via Live Scan fingerprinting, an employment and reference check via SmartHIRE, and a medical examination through the San Bernardino County's Center for Employee Health and Wellness (CEHW). This provision is satisfied if the Employee is a current employee who previously met the requirements of this provision.

D. HOURS OF WORK

The Employee shall be required to work during such hours as necessary to carry out the duties of their position, as designated by CONFIRE JPA, and such hours may be varied so long as the work requirements and efficient operations of CONFIRE are assured, pursuant to the terms and conditions as set forth in the County's Special Districts and Fire Districts Exempt Compensation Plan.

E. MISCELLANEOUS

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that the Employee may receive from CONFIRE JPA shall be fully reimbursed to CONFIRE JPA if the Employee is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

F. STANDARD TOUR OF DUTY

The Employee's standard tour of duty represents the time the Employee is regularly scheduled to work. The Employee shall be present at the assigned work location and ready to begin work at the start of the standard tour of duty. For payroll purposes, a regularly scheduled tour of duty which commences before midnight and ends the following day shall be reported as time worked for the day in which the tour of duty began. The appointing authority shall establish the actual number of hours, which comprises the standard tour of duty for the Employee. The appointing authority may modify or change the number of hours in a standard day, tour of duty or shift for the Employee to meet the needs of the service. When appointing authorities find it necessary to make such modifications or changes, they shall notify the Employee in writing indicating the proposed change prior to its implementation advising them to contact the appointing authority if they have any questions. Any such modifications or changes may not be implemented until the Employee has received a minimum notice of fourteen (14) calendar days, unless the Employee specifically consents to a lesser time period, or in the event of an emergency.

G. WORKERS' COMPENSATION AND LIABILITY COVERAGES

The Employee shall be covered by CONFIRE JPA's Workers' Compensation insurance coverage during the hours actually worked under this Contract. The Employee shall be covered by CONFIRE JPA's Public Liability Insurance only while performing services under this Contract. The Employee shall only receive those benefits as required by law.

VI. CONCLUSION

- A. This Employee, consisting of nine (9) pages, is the full and complete document describing services regarding the Employee's rights and obligations of the parties, including all covenants, conditions, and benefits.
- B. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

CONFIRE JPA



Nathan Cooke, CONFIRE Interim Chief Executive
Officer

Dated: _____

By



(Authorized signature - sign in blue ink)

Brigit Bennington

Name

(Print or type name of person signing contract)

Title

Interim Human Resources Manager

(Print or Type)

Dated: _____

Address: _____



STAFF REPORT

DATE: October 27, 2025

FROM: Nathan Cooke, Interim Director

BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II

TO: CONFIRE Administrative Committee

SUBJECT: Classification Description Policy No. 2.003

Recommendation

Approve the amendment to Administrative Committee Policy - Classification Descriptions Policy No. 2.003 and authorize the Executive Director to direct fill all At-Will positions pursuant to Californian law.

Background Information

The purpose of the amendment to policy 2.003 is to define the employment status for designated positions within CONFIRE that are not covered by civil service protections, collective bargaining agreements, or other statutory employment provisions. This policy ensures that both CONFIRE and the employee maintain flexibility in the employment relationship consistent with California law and public employment standards.

At-Will positions will be defined as a position that may be terminated by either employee or CONFIRE at any time, with or without cause, and with or without advance notice. Likewise, the agency reserves the right to modify the terms and conditions of employment, including compensation, duties, and assignments, at its sole discretion.

This policy will allow management the necessary flexibility in appointments and terminations and eliminates ambiguity regarding employment rights, benefits, and separation procedures.

Fiscal Impact

This recommendation has no financial impact.

Attachments

- Policy 2.003 - Classification Descriptions

CONSOLIDATED FIRE AGENCIES OF THE GREATER INLAND EMPIRE MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES

POLICY: 2.003

TITLE: Classification Descriptions

ADOPTED: [6.22.2021]

REVISED: [_____]

Purpose

Purpose of this policy is to define the employment status for designated positions within CONFIRE that are not covered by civil service protections, collective bargaining agreements, or other statutory employment provisions. This policy ensures that both CONFIRE and the employee maintain flexibility in the employment relationship consistent with California law and public employment standards.

Policy Statement

Employment with CONFIRE for the positions listed below is considered “at-will.” This means that employment may be terminated by either employee or CONFIRE at any time, with or without cause, and with or without advance notice. Likewise, the agency reserves the right to modify the terms and conditions of employment, including compensation, duties, and assignments, at its sole discretion.

The at-will employment status of these positions cannot be altered except through a written agreement approved by the Administrative Committee and signed by both the employee and Executive Director or designee.

Positions

The following positions are designated as “at-will” by the Administrative Committee:

Executive Director	Deputy Executive Director
Finance/Administration Director	Communications Director
Management Information Systems Director	Clerk of the Board
Management Information Systems Manager	Executive Assistant
Finance Manager	Human Resources Manager
Human Resources Generalist	

This policy will apply to Exempt classifications not listed but added at a later date.

As per Government Code § 18500 the principles of the Civil Service Act, which includes the merit-based selection process; exempt appointments are an exception to this system. As such the Executive Director is authorized to direct fill all at-will positions.

Exclusions

This policy does not apply to employees who are:

- Covered under a Memorandum of Understanding (MOU) or Collective Bargaining Agreement providing just-cause protections
- Covered under Civil Service or Merit System rules
- Serving under fixed-term employment contracts that specify termination provisions inconsistent with at-will status.