



**CONFIRE BOARD OF DIRECTORS**  
**THURSDAY, MARCH 16, 2023 – 10:00 AM**  
**LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA**

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**AGENDA**

The CONFIRE Board of Directors Meeting is scheduled for Thursday, March 16, 2023 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 Board of Directors.

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**

**PUBLIC COMMENT**

An opportunity provided for persons in the audience to make brief statements to the Board of Directors. (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 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 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 Board of Directors Minutes of February 28, 2023
- [2.](#) Single Audit 2022
- [3.](#) FY 22-23 CONFIRE Operations Statement
- [4.](#) YTD Call Summary
- [5.](#) YTD Billable Incidents
- [6.](#) YTD PSAP Answer Time

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

## OLD BUSINESS

## NEW BUSINESS

- [7.](#) Allocation of FY2021-22 Fund Balance - **ACTION ITEM**
- [8.](#) Re-Classification and Recruitment Request for an Executive Director and Deputy Executive Director - **ACTION ITEM**
- [9.](#) EMD Division Fund Loan - **ACTION ITEM**

## CLOSED SESSION:

10. The Board of Directors will meet in closed session to review and update anticipated Litigation - Significant exposure to litigation to Government Code section 4596.9(b). San Bernardino County Ambulance RFP response

## ADJOURNMENT

**NEXT MEETING:** To be determined.

**POSTING:**

This is to certify that on March 9, 2023, I posted a copy of the agenda:

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

    /s/ Liz Berry    

**Liz Berry**  
**Administrative Secretary I**



## BOARD OF DIRECTORS MEETING

MONDAY, FEBRUARY 28, 2023 – 10:00 A.M.

LOMA LINDA-COMMUNITY ROOM 25541 BARTON RD., LOMA LINDA

### MINUTES

#### ROLL CALL

#### **BOARD OF DIRECTORS COMMITTEE MEMBERS:**

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

Vice Chair – Phill Dupper, Mayor – City of Loma Linda - *Absent*

Dan Leary, Board President – Apple Valley Fire Protection District - *Absent*

John DeMonaco, Board Member – Chino Independent Fire District

John Echevarria, Council Member – City of Colton

Denise Davis, Council Member – City of Redlands

Andy Carrizales, Council Member – City of Rialto

Joe Baca, Jr., 5th District Supervisor – San Bernardino County - *Absent*

Elizabeth Becerra, Council Member – City of Victorville

#### 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 (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 Board of Director 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 Board of Directors Committee. An item may be removed by a Committee Member or member of the public for discussion and appropriate action.

1. Approve the Board of Directors Minutes of January 9, 2023

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

**ACTION:** *The CONFIRE Board of Directors accepts and approves consent item 1.*

**Motion by:** *Andy Carrizales*

**Second:** *John DeMonaco*

*Dan Leary – Absent*

*John Echevarria – Yes*

*Phill Dupper – Absent*

*Lynne Kennedy – Yes*

*Denise Davis – Yes*

*Joe Baca Jr., - Absent*

*Elizabeth Becerra - Yes*

**Ayes:** *6*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *3, Dan Leary, Phill Dupper and Joe Baca Jr.*

**Motion Approved**

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

- Staffing Update
- Recognition of CONFIRE staff, work being done is literally lifesaving in record breaking numbers.
- Recognition of Chino Independent Fire District, Director DeMonaco and Chief Dave Williams for their support of CONFIRE with the loaning of Chief Nathan Cooke and Leslie Parham.

## **OLD BUSINESS**

## **NEW BUSINESS**

### 2. Priority Ambulance Sub-Contractor Agreement – **ACTION ITEM**

**ACTION REQUEST:** It is recommended that the CONFIRE Board of Directors (BOD) authorize the Interim Director to execute an Agreement between CONFIRE and Priority Ambulance (Priority) to provide ground ambulance services as a sub-contractor for CONFIRE. It is also recommended that the CONFIRE Board of Directors (BOD) authorize CONFIRE legal counsel to make minor changes to the Agreement after it is approved without having to bring it back to the CONFIRE BOD for a secondary approval.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the Priority Ambulance Sub-Contractor Agreement as presented.*

**Motion by:** *Elizabeth Becerra*

**Second:** *Andy Carrizales*

*Dan Leary – Absent*

*John DeMonaco – Yes*

*John Echevarria – Yes*

*Phill Dupper – Absent*

*Lynne Kennedy – Yes*

*Denise Davis – Yes*

*Joe Baca Jr., - Absent*

**Ayes:** *6*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *3, Phill Dupper, Dan Leary and Joe Baca, Jr.*

**Motion Approved**

## **CLOSED SESSION**

3. The Board of Directors will meet in closed session to review and update anticipated Litigation-Significant exposure to litigation pursuant to Government Code section 4596.9 (b): Two potential cases.

*Nothing to report out on closed session.*

## **ADJOURNMENT**

**ACTION:** *To adjourn the CONFIRE Board of Directors' Meeting*

**MOTION BY:** *Lynne Kennedy*

**Ayes:** *6*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *3, Dan Leary, Phill Dupper and Joe Baca, Jr.*

*The meeting adjourned at 10:47 a.m.*

**Next Meeting:** March 16, 2023 @ 10:00 a.m.

    /s/ Liz Berry

**Liz Berry**

**Administrative Secretary I**

## **Consolidated Fire Agencies (CONFIRE)**

Single Audit Report on Federal Awards

Year Ended June 30, 2022



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

**Consolidated Fire Agencies (CONFIRE)  
Single Audit Report on Federal Awards  
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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**

*Independent Auditor's Report*

**PARTNERS**

Terry P. Shea, CPA  
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)

**MANAGERS / STAFF**

Seong-Hyea Lee, CPA, MBA  
Evelyn Morentin-Barcena, CPA  
Veronica Hernandez, CPA  
Laura Arvizu, CPA  
Xinlu Zoe Zhang, CPA, MSA  
John Maldonado, CPA, MSA  
Julia Rodriguez Fuentes, CPA, MSA  
Demi Hite, CPA  
Jeffrey McKennan, CPA

**MEMBERS**

American Institute of  
Certified Public Accountants

*PCPS The AICPA Alliance  
for CPA Firms*

*Governmental Audit  
Quality Center*

California Society of  
Certified Public Accountants

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, the financial statements of the governmental activities and the General Fund of Consolidated Fire Agencies (the Agency), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated November 9, 2022.

**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 Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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 entity'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.



Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **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*.

### **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  
November 9, 2022



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**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

*Independent Auditor's Report*

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

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Julia Rodriguez Fuentes, CPA, MSA  
Demi Hite, CPA  
Jeffrey McKennan, CPA

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited the Consolidated Fire Agencies' (the Agency) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of the Agency's major federal programs for the year ended June 30, 2022. The Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

**MEMBERS**

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*PCPS The AICPA Alliance  
for CPA Firms*

*Governmental Audit  
Quality Center*

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We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Agency's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Agency's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Agency's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and the General Fund of Consolidated Fire Agencies (the Agency) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements. We issued our report thereon dated November 9, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. We have not performed any procedures with respect to the audited financial statements subsequent to November 9, 2022.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

San Bernardino, California

March 6, 2023 (except for our report on the Schedule of Expenditures of Federal Awards, for which the date is November 9, 2022)

**Consolidated Fire Agencies (CONFIRE)  
 Schedule of Expenditures of Federal Awards  
 Year Ended June 30, 2022**

Federal Grantor / Pass-through Grantor / Program or Cluster Title	Assistance Listing Number	Program Identification Number	Federal Expenditures	Amount Passed- through to Subrecipients
<b><u>U.S. Department of Homeland Security</u></b>				
Passed through the City of Riverside:				
Urban Area Security Initiative (2019)	97.067	2019-0035	\$ 470,400	\$ -
Total U.S. Department of Homeland Security			470,400	-
<b><u>U.S. Department of the Treasury</u></b>				
Passed through the San Bernardino County Fire Protection District:				
Coronavirus Relief Fund	21.019	20-597	560,222	-
Coronavirus State and Local Fiscal Recovery Funds	21.027	22-106	121,662	-
Total U.S. Department of the Treasury			681,884	-
Total Expenditures of Federal Awards			\$ 1,152,284	\$ -

See accompanying notes to the schedule of expenditures of federal awards.

**1. Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (SEFA) includes the federal awards activity of the Consolidated Fire Agencies (the Agency) under federal programs of federal government for the year ended June 30, 2022. The information in this SEFA is presented in accordance with Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position, changes in net position or fund balance, or cash flows of the Agency. For the purposes of this schedule, federal financial assistance includes both federal financial assistances received directly from a federal agency, as well as federal funds received indirectly by the Agency from a nonfederal agency or other organization. Only that portion of program expenditures reimbursable with such federal funds are reported in the accompanying schedule. Program expenditures in excess of the maximum federal reimbursement authorized or the portion of the program expenditures that were funded with state, local or other non-federal funds are excluded from the accompanying schedule.

**2. Summary of Significant Accounting Policies**

Expenditures reported on the SEFA are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the SEFA, if any, represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**3. De Minimis Indirect Cost Rate**

The Agency did not elect to use the 10-percent indirect cost rate allowed under the Uniform Guidance.



**Consolidated Fire Agencies (CONFIRE)  
Schedule of Findings and Questioned Costs  
Year Ended June 30, 2022**

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**SECTION I: SUMMARY OF AUDIT RESULTS**

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

Material weakness identified?	_____	Yes	<u>      X      </u>	No
Significant deficiencies identified?	_____	Yes	<u>      X      </u>	None Reported
Noncompliance material to financial statements noted?	_____	Yes	<u>      X      </u>	No

Federal Awards

Internal control over major programs:

Material weakness identified?	_____	Yes	<u>      X      </u>	No
Significant deficiencies identified?	_____	Yes	<u>      X      </u>	None Reported

Type of auditor's report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?	_____	Yes	<u>      X      </u>	No
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Identification of major federal programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Programs or Cluster</u>
97.067	Urban Area Security Initiative

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?	_____	Yes	<u>      X      </u>	No
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**Consolidated Fire Agencies (CONFIRE)  
Schedule of Findings and Questioned Costs  
Year Ended June 30, 2022**

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**Section II: Financial Statement Findings**

No findings to be reported.

**Section III: Federal Awards Findings and Questioned Costs**

No findings to be reported.

**Consolidated Fire Agencies (CONFIRE)  
Summary Schedule of Prior Audit Findings  
Year Ended June 30, 2022**

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No prior year findings to be reported.



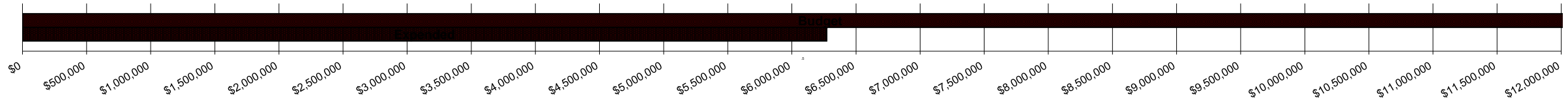
**OPERATIONS FUND 5008  
MONTHLY SUMMARY FY 2022-23**

Transactions thru January 31, 2023

Item 3.

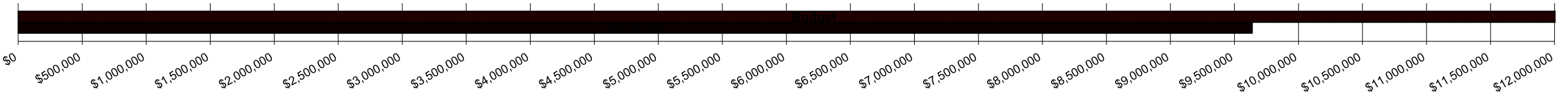
<b>Expenditures</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>3 PP Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>3 PP June</b>	<b>Total YTD Expended</b>	<b>2022/23 Budget</b>	<b>Bud - Exp Difference</b>	<b>% Used</b>
Salary/Benefits	479,125	474,647	480,955	536,867	722,854	543,772	489,153	-	-	-	-	-	3,727,373	8,168,858	\$4,441,485	45.6%
Overtime/Call Back	30,415	32,897	33,822	32,497	46,289	31,703	27,647	-	-	-	-	-	235,270	323,000	\$87,730	72.8%
Phone/Circuits/Internet	38,249	31,909	44,221	48,353	46,048	35,312	46,919	-	-	-	-	-	291,012	589,467	\$298,455	49.4%
County IS/Data Services/Counsel	13,287	(6,244)	8,333	9,927	17,780	7,666	1,221	-	-	-	-	-	51,969	60,926	\$8,957	85.3%
Radio/Pager, Console Maint	-	41,784	42,098	43,871	41,255	45,609	42,132	-	-	-	-	-	256,750	516,947	\$260,197	49.7%
Computer Software	18,738	1,148,207	212,456	(64,623)	46,978	-	650	-	-	-	-	-	1,362,406	1,891,258	\$528,852	72.0%
Computer Hardware	129	(129)	-	-	866	-	-	-	-	-	-	-	866	18,450	\$17,584	4.7%
Office Exp/Copier Lease	6,539	2,693	3,383	4,027	4,574	5,465	3,057	-	-	-	-	-	29,739	98,245	\$68,506	30.3%
Insurance/Auditing	31,987	-	22,522	4,788	8,000	4,600	-	-	-	-	-	-	71,897	69,792	(\$2,105)	103.0%
Payroll/HR/Medical Director	74,878	904	5,473	10,081	8,570	3,912	9,094	-	-	-	-	-	112,912	352,183	\$239,271	32.1%
Travel/Training	3,498	612	4,662	720	1,820	5,003	245	-	-	-	-	-	16,560	70,000	\$53,440	23.7%
Auto/Structure/Fuel	-	1,942	4,309	2,319	6,905	2,916	1,628	-	-	-	-	-	20,019	30,077	\$10,058	66.6%
Other/HDGC Rent/Equip Trans	13,658	13,789	26,416	141	14,273	14,752	12,082	-	-	-	-	-	95,112	251,488	\$156,376	37.8%
<b>Total</b>	<b>710,504</b>	<b>1,743,011</b>	<b>888,650</b>	<b>628,970</b>	<b>966,212</b>	<b>700,711</b>	<b>633,828</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,271,886</b>	<b>12,440,691</b>	<b>\$6,168,805</b>	<b>50.4%</b>


**% Fiscal Year Passed 58.3%**



<b>Revenue</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Received</b>	<b>Budget</b>	<b>Difference</b>	<b>% Rcvd</b>
Services	3,144,053	15	(7,103)	3,167,239	15	15	3,216,492	-	-	-	-	-	9,520,725	12,432,190	\$2,911,465	77%
Interest	7,689	(7,689)	-	11,854	-	-	18,572	-	-	-	-	-	30,426	-	(\$30,426)	
Other	-	59,228	14,627	13,033	-	-	(72)	-	-	-	-	-	86,815	-	(\$86,815)	
<b>Total</b>	<b>3,151,741</b>	<b>51,554</b>	<b>7,524</b>	<b>3,192,126</b>	<b>15</b>	<b>15</b>	<b>3,234,991</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,637,967</b>	<b>12,432,190</b>	<b>\$2,794,223</b>	<b>78%</b>

**% Fiscal Year Passed 58.3%**





### Call Summary

**CONFIRE/Comm Center**

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

Year: 2023

**From:** 1/1/2023

**To:** 2/28/2023

**Period:** Month

**Group:**

**Call Type:** All

**Abandoned Filters:** Include Abandoned

**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-22	17428	41	17469	0.23%	11753	374	12127	14651	4522	104	19277	48873	101.8
Feb-22	16539	64	16603	0.39%	11441	366	11807	14177	4174	128	18479	46889	103.4
<b>2023 Totals</b>	33967	105	34072	0.31%	23194	740	23934	28828	8696	232	37756	95762	102.6
<b>2022 Totals</b>	38885	1646	40531	4.06%	24516	1251	25767	31340	10631	580	42551	108849	107.4

# CONFIRE Billable Incidents

Period: 01/01/2023 thru 02/28/2023

Jurisdiction	# of Incidents	% of Total
San Bernardino County	21,016	53.50%
VictorvilleFD	3,706	9.43%
RanchoCucamonga	2,815	7.17%
AppleValley	2,104	5.36%
ChinoValleyFD	2,081	5.30%
Rialto	1,802	4.59%
Redlands	1,767	4.50%
Colton	1,079	2.75%
Big Bear Fire	818	2.08%
MontclairFD	762	1.94%
Loma Linda	697	1.77%
San Manuel FD	277	0.71%
Baker Ambulance	139	0.35%
Running Springs	115	0.29%
Road Department	104	0.26%
<b>Total</b>	<b>39,282</b>	<b>100%</b>

BDC Division	# of Incidents	% of Total
East Valley	6,962	33.13%
Fontana	3,342	15.90%
Valley	2,951	14.04%
North Desert	2,000	9.52%
South Desert	1,981	9.43%
Hesperia	1,967	9.36%
Mountain	1,005	4.78%
Adelanto	779	3.71%
Hazmat	29	0.14%
<b>Total</b>	<b>21,016</b>	<b>100%</b>



## PSAP Answer Time

**CONFIRE/Comm Center**  
 1743 W Miro Way  
 Rialto, CA 92376      County: San Bernardino

Month - Year: 1/1/2023 - 2/28/2023  
 Agency: Fire  
 Affiliation:

**From:** 1/1/2023  
**To:** 2/28/2023  
**Period Group:** Month  
**Time Group:** 60 Minute  
**Time Block:** 00:00 - 23:59  
**Call Type:** 911 Calls

Call Hour	Answer Times In Seconds							Total
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+	
January 2023 Total	16,325	465	252	329	71	27	0	17,469
% answer time ≤ 10 seconds	93.45%	2.66%	1.44%	1.88%	0.41%	0.15%	0.00%	100.00%
% answer time ≤ 15 seconds	96.11%							
% answer time ≤ 40 seconds	99.44%							
February 2023 Total	15,275	504	283	415	77	48	1	16,603
% answer time ≤ 10 seconds	92.00%	3.04%	1.44%	1.88%	0.41%	0.15%	0.00%	100.00%
% answer time ≤ 15 seconds	95.04%							
% answer time ≤ 40 seconds	99.24%							
Year to Date 2023 Total	31,600	969	535	744	148	75	1	34,072
% answer time ≤ 10 seconds	92.74%	2.84%	1.57%	2.18%	0.43%	0.22%	0.00%	100.00%
% answer time ≤ 15 seconds	95.59%							
% answer time ≤ 40 seconds	99.34%							
Year to Date 2022 Total	34,339	1,566	1,122	2,090	790	545	79	40,531
% answer time ≤ 10 seconds	84.72%	3.86%	2.77%	5.16%	1.95%	1.34%	0.19%	100.00%
% answer time ≤ 15 seconds	88.59%							
% answer time ≤ 40 seconds	96.51%							



STAFF REPORT

**DATE: 03/16/23**

**FROM: Nathan Cooke, Interim Director**  
**Karen Hardy, Interim Chief Financial Officer**

**TO: CONFIRE Board of Directors**


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**SUBJECT: ALLOCATION OF FY2021-22 FUND BALANCE**


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**RECOMMENDATION**

Approve the proposed audited fund balance allocation plan for FY 2021-22 as listed below:

1. General Operating Fund (5008) FY 2022 Year End Fund Balance \$2,695,737
  - a. Hold an available fund balance of \$1,390,237 remaining in compliance just above the Board policy to retain at least 10% of the Operating Budget.
  - b. Transfer \$305,500 to General Reserve Fund (5010) in compliance to Fund Policy to have at least 25% fund balance of operating budget.
  - c. Transfer \$1,000,000 to Emergency Medical Services (5020) for startup funding of new enterprise fund.
2. Equipment Reserve Fund (5009)  
 Retain the current fund balance \$2,235,360 for the use to procure information technology equipment, software, and/or services for CONFIRE and Agencies.
3. General Reserve Fund (5010)
  - a. Retain the fund balance of \$6,151,643 increased with this authorization of this motion to transfer of \$305,500 from Fund 5008 retaining \$6,457,143 balance for the following needs:
    - i. Per Board policy to retain at least 25% of the Operating Budget (5008) cost in the amount of \$3,207,143
    - ii. EMD Optimization (ECNS) Project = \$250,000
    - iii. \$3,000,000 currently reserved for CIP funding



4. Employee Term Benefits Reserve (5011)
  - a. Retain the current fund balance of \$1,610,781 in for the following:
    - i. Per Board policy maintain restricted funding for Compensated Absences in the amount of \$534,982 as of the June 30, 2021 current liability.
    - ii. Leave remaining balance of 1,392,702 from unfunded liability of pensions or other employee benefit liabilities.
5. CAD-to-CAD Project Special Revenue Fund (5019)  
Retain the restricted fund balance \$904,203 for implementation and operational tasks of the regional computer aided dispatch Inland Empire Public Safety Operations Platform (IE PSOP).
6. Emergency Medical Services Division Fund Enterprise Fund (5020)  
Receive the transfer in from Fund 5008 of \$1,000,000 for funding source for financial operations of the Emergency Medical Services Division of CONFIRE.

### **BACKGROUND**

The FY 2021-22 audited fiscal records indicates that CONFIRE Operation Fund (5008) ended the fiscal year with revenue over expenditures of \$654,301. Savings are primary from the anticipation budgeting for the increase of the Memorandum of Understanding (MOU) potential increases and salary savings from unfilled vacancies.

The increase needed in General Reserves (5010) would follow the approved Board Policy 4.002 to have an excess of the 25% contingency in the General Reserves when appropriate along with Board approved \$3,250,000 reserved built for Restricted Fund balance for future capital projects (CIP).

The Term Benefit Reserve Fund (5011) are a result of assessing contract agencies a contract fee that is intended to bolster this fund for potential future pension and employee leave balance liability issues.

The new Emergency Medical Services Department (5020) enterprise fund approved at January's Board is to account for the business-type activities including services primarily funded by user charges. This would allow CONFIRE JPA to transfer \$1,000,000 for start-up funding for the new Emergency Medical Services Enterprise Fund.

**ATTACHMENT:** Audited Fund Balance Report 6/30/2022



**FY 2021-2022  
Fund Balance Report  
as of June 30, 2022**

**Operations Fund (5008)**

Audited Fund Balance 7/1/21		* \$	2,278,608
Revenue	10,414,459		
Expenditures	(11,068,760)		
	Net		(654,301)
Transfers Out to 5010 - CIP	1,000,000		
Transfers Out to 5011 - PY Compensated Abs	71,813		
Transfers Out to 5011 - CY Compensated Abs	(384)		
	Net Transfers In/Out		1,071,429
<b>Total Fund Balance</b>		<b>\$</b>	<b>2,695,737</b>

*\*FY 2022-23 Operating costs 10% is \$1,282,856 Per Board Policy*

**Equipment Reserve Fund (5009)**

Audited Fund Balance 7/1/21		\$	2,104,322
Revenue	623,923		
Expenditures	(492,885)		
	Net		131,038
<b>Total Fund Balance</b>		<b>\$</b>	<b>2,235,360</b>

**General Reserve Fund (5010)**

Audited Fund Balance 7/1/21		* \$	6,337,376
Revenue - Membership/Interest	1,395		
Revenue - Grant			
Expenditures	(1,012,790)		
	Net		(1,011,395)
Transfers Out to Fund 5019	825,663		
	Net Transfers In/Out		825,663
<b>Total Fund Balance</b>		<b>\$</b>	<b>6,151,643</b>
Reserve for CIP	(3,000,000)		
EMD Optimization (ECNS) Project	(250,000)		
	Net Committed		(3,250,000)
<b>Available Fund Balance</b>		<b>\$</b>	<b>2,901,643</b>

*\*FY 2022-23 Operating costs 25% is \$3,207,143*

**Term Benefits Reserve Fund (5011)**

Audited Fund Balance 7/1/21		\$	1,340,998
Revenue	197,970		
Expenditures			
	Net		197,970
Transer Comp. Absence From 5008	71,813		
Unfunded Liability			
	Net Transfers In/Out		71,813
<b>Total Fund Balance</b>		<b>\$</b>	<b>1,610,781</b>



**FY 2021-2022  
Fund Balance Report  
as of June 30, 2022**

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

Audited Fund Balance 7/1/21		\$	-
Revenue	515,361		
Expenditures	(436,821)		
	Net		78,540
Transfers In from Fund 5010	825,663		
	Net Transfers In/Out		825,663
	<b>Total Fund Balance</b>	<b>\$</b>	<b>904,203</b>

**Emergency Medical Services Enterprise Fund (5020) - New Fund**

<b>Fund Balance 1/09/21</b>		\$	-
Revenue	-		
Expenditures	-		
	Net		-
	Net Transfers In/Out		-
		<b>\$</b>	<b>-</b>

*\* Established with 5-10% above Operating Budget above Liabilities*

<b>Total Beginning Fund Balance - 07/01/21</b>	<b>\$</b>	<b>12,061,304</b>
<b>Total Ending Fund Balance - 05/31/22</b>	<b>\$</b>	<b>13,597,725</b>

**CONFIRE**

## Staff Report

**DATE: 3/16/2023**

**FROM: Nathan Cooke  
Interim Director**

**TO: CONFIRE Board of Directors**

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**SUBJECT: Re-Classification and Recruitment Request for an Executive Director and Deputy Executive Director**

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**Recommendation:**

Approve this request to enable CONFIRE staff and the Administrative Committee to initiate a reclassification review process with San Bernardino County HR to change the current Communications and Assistant Communications Director position to CONFIRE Executive Director and Deputy Executive Director respectively.

**Background:**

The complexity of CONFIRE continues to evolve as it now serves nine member and five contract fire and EMS agencies covering over 80 percent of the area and population of San Bernardino County for the receipt and transmission of fire and emergency medical incidents. In 2022 CONFIRE received over 620,000 calls of which 370,000 were reporting some kind of fire or medical emergency. This resulted in the dispatch of 248,378 emergency responses system wide.

There are expanding regional opportunities in Emergency Medical Services, interoperability initiatives, operational and funding partnerships. The need for the CONFIRE Director to be able to fully participate at the executive level in strategic partnerships is vital to CONFIRE's continued development and success as a public safety service provider. Fostering relationships, participating on important boards and committees ensure CONFIRE and its member agencies are well represented in various venues of interest to their collective mission.

The complexity of managing a dynamic multi-agency partnership, interacting with a wide-range of stakeholders, customers, elected officials, senior civic leaders and professional colleagues increases the exposure and visibility of CONFIRE and its senior executive. This reclass will provide CONFIRE with a long overdue succession plan and reinforce the day-to-day operations of the organization by inserting strong senior leadership to better support frontline managers and supervisors.

Currently, the senior executive role at CONFIRE is described as the Communications Director. While the role has evolved significantly over the years the basic job description and related duties has not. A minor revision occurred in 2014.

A survey of similar organizations in size, scope and organization suggests the CONFIRE Director position be reclassified to an Executive Director or equivalent. The second-in-command role would then be reclassified/re-titled accordingly.

This process would be undertaken with the guidance and authority of the CONFIRE Administrative Committee and managed by the current Interim Director, whom has no intention on remaining in that role or assuming an Executive Director position. The effort will be coordinated with the appropriate San Bernardino County Human Resources Department staff. A job classification review would be conducted and presented to the Administrative Committee for approval and recommendation to the CONFIRE Board of Directors for adoption. The updated classifications would also have to be approved by the County Board of Supervisors.

The goal is to have the reclassifications completed by May and approved by the BOS at its June budget adoption meeting. Recruitment for CONFIRE's new executive leadership would commence at approximately the same time with the hope of having the position filled by late summer. CONFIRE intends to coordinate the recruitment with County HR with the assistance of a national recruiting firm.

**Fiscal Impact:**

It is likely a reclassification of the Director position will result in a commensurate salary increase to put the position on par with similar organizations. In addition to the recruitment of the new position of Deputy Director at some point in FY 24 the increase in costs could be in the range of \$200,000-400,000 depending on when the positions are filled. This expenditure would require Board approval through the FY 24 budget adoption process.

**CONFIRE****STAFF REPORT****DATE: 03/16/2023****FROM: Nathan Cooke, Interim Director****TO: Board of Directors**

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**SUBJECT: EMS Division Fund Loan**

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**Recommendation**

It is recommended that the Board of Directors (BOD) authorize the Interim Director and CONFIRE Staff to work on securing a low interest rate loan from CONFIRE Member/Contract Agencies, from the State of California, the Federal Government, or other private entity, that will be deposited into and restricted in the Emergency Medical Services (EMS) Division Fund.

The loan amount should be sufficient to pay for all salaries and benefits for the first quarter of operation related to EMS Division personnel. The loan should also include enough funds to ensure the EMS Division fund balance has a twenty five percent fund balance (reserves).

The loan, the loan amount, the loan interest rate, and loan pay-back schedule, must all be approved by the BOD, prior to CONFIRE Staff securing the loan.

**Background Information**

The CONFIRE Joint Powers Authority Agreement defines the Powers of CONFIRE in Section-4 b. as, "The Powers include, by the way of illustration and not by limitation, the following: (8) To apply for, receive and disburse grants, loans or other funds from any private or public entity."

If CONFIRE is awarded the County Ambulance Contract, CONFIRE will handle the billing component for the ambulance services provided, with a third-party billing company. It is anticipated that the cost recovery and revenues will not be realized and received by CONFIRE, before the first quarter of ambulance operation ends.

In preparation for CONFIRE being awarded the County Ambulance Contract, it is imperative that CONFIRE have sufficient funds to pay for the costs associated with those services for the first quarter of operation because the revenues will not be received by CONFIRE, before then.

Furthermore, it is a requirement of our agreement with Priority Ambulance (EMS Division sub-contractor) to provide them with a promissory note that CONFIRE will have sufficient funds to pay for all personnel costs associated with providing ambulances services for the first quarter of operation.

### **Fiscal Impact**

The EMS Division loan amount will be sufficient to pay for all salaries and benefits for the first quarter of operation, related to EMS Division personnel, including CONFIRE's sub-contractor (Priority Ambulance). The loan will also include enough funds to ensure the EMS Division fund balance has sufficient reserves to remain financially sustainable in the event of an unforeseen circumstance or emergency.

The EMS Division related personnel costs and fund balance (reserves) needed, as well as the loan pay- back schedule, will not be fully understood until the County of San Bernardino has initiated negotiations with CONFIRE, for the County Ambulance Contract.

The loan will only be fully executed and accepted by CONFIRE, if CONFIRE is awarded the contract by the County of San Bernardino for Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County.