



## ADMINISTRATIVE COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 13, 2023 – 9:00 AM

LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA

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### AGENDA

The CONFIRE Administrative Committee Meeting is scheduled for Wednesday, September 13, 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 Administrative Committee.

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





## ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, AUGUST 22, 2023 – 1:30 PM

LOMA LINDA COMMUNITY ROOM – 25541 BARTON RD. LOMA LINDA

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### MINUTES

#### ROLL CALL

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

Chief Dan Harker/Chair, Loma Linda Fire Department  
Chief Rich Sessler/Vice-Chair, Redlands Fire Department  
Chief Buddy Peratt, Apple Valley Fire Protection District  
Chief Dave Williams, Chino Valley Fire District  
B.C. Fire Marshal Ray Bruno, Colton Fire Department  
Chief Mike McCliman, Rancho Cucamonga Fire Department  
Chief Paul Truffa, Rialto Fire Department-  
Chief Bertral Washington, San Bernardino County Fire  
Chief Willie Racowski, Victorville Fire Department - *Absent*

#### CALL TO ORDER

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

#### PUBLIC COMMENT

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

#### INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

*No conflicts were announced.*

#### CONSENT ITEMS

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

1. Approve Administrative Committee Minutes of July 25, 2023
2. 2023 YTD Call Summary

3. YTD Answering Times
4. Billable Incidents
5. Call Processing Time Analysis July 2023
6. EMD – ECNS Performance Standards – July 2023
7. Resolution #2023-04: Approval of participation in the State Disability Insurance (SDI) program through the State of California.
8. Transition to a subscription pricing model for the Central Square Unify CAD to CAD Hub

*Motion to accept all items on Consent*

*Motion by: Chief Bertral Washington*

*Second by: Chief Mike McCliman*

*Yes - 8*

*No - 0*

*Abstain - 0*

*Absent – 1, Chief Racowschi, Victorville Fire Department*

## **DIRECTOR REPORT**

- a. Staffing  
*Recruitment and retention continue to be a priority.*
- b. EMD  
*July numbers have improved significantly. Interim Director Nathan Cooke is confident we will be out of remediation shortly and back in accreditation.*
- c. ECNS  
*Because the nurse positions are funded by an ARPA grant, the County has many guidelines to follow, unfortunately this is causing significant delays in getting nurses into the dispatch center.*
- d. Manager Update  
*Alisha Johnson will be off on maternity leave as of 8/24/23 and Otto Schramm will be the interim Dispatch Manager.*

## **COMMITTEE REPORTS**

- a. Support Committee Report/MIS Updates - Blessing Ugbo
  - *Next-Gen Firewall*
  - *Tablet Command AVL License*
  - *Ransomware attack at Pro QA*
  - *NICE-VOICE Recorder*
- b. Ops Chief Committee Report – Chief Augie Barreda
  - *ECC coverage – all agencies engaged*
  - *EMD and quick launch codes*
  - *Firesync Ops App*
- c. CAD to CAD – Mike Bell
  - *CAL FIRE (BDU) engagement*

## OLD BUSINESS

## NEW BUSINESS

9. Emergency Services Dispatchers of San Bernardino County MOU – **ACTION ITEM**  
*The proposed MOU between CONFIRE and Emergency Service Dispatchers of San Bernardino County was presented.*

*Motion to approve the MOU between CONFIRE and Emergency Service Dispatchers of San Bernardino County as presented.*

*Motion by: Chief Mike McCliman*

*Second by: Chief Dan Harker*

*Yes - 8*

*No - 0*

*Abstain - 0*

*Absent – 1, Chief Racowski, Victorville Fire Department*

10. Authorization to hire PSE for Payroll/Fiscal and Worker’s Compensation/Risk Management Duties (County Clarification Project) – **ACTION ITEM**  
*As a result of the County Clarification Project (CCP) it is recommended that the CONFIRE Administrative Committee authorize the interim Director to hire an Extra-Help employee for a period of up to 6-months, to perform duties related to the administrative functions of payroll, Employee Management and Compensation System (EMACS), and worker’s compensation/risk management services.*

*The Extra-Help position is estimated to cost \$50,000 for a 6-month period. The funds used to pay for this position will come from projected salary savings in the Communications Division.*

*Motion to approve the Interim Director to hire an Extra-Help employee for a period of up to 6-months, to perform duties related to the administrative functions of payroll, Employee Management and Compensation System (EMACS), and worker's compensation/risk management services, that are a result of the County Clarification Project (CCP).*

*Motion by: Chief Buddy Peratt*

*Second by: Chief Bertral Washington*

*Yes - 8*

*No - 0*

*Abstain - 0*

*Absent – 1, Chief Racowschi, Victorville Fire Department*

## **ROUND TABLE**

## **CLOSED SESSION**

11. The Administrative Committee will meet in closed session to review and update anticipated Litigation – Significant exposure to litigation to Government Code section 4596.9(b): County Ambulance RFP

*The Administrative Committee came out of closed session at 14:45 with no reportable action.*

## **ADJOURNMENT**

*Motion to adjourn the CONFIRE Administrative Committee Meeting*

*The meeting adjourned at 14:46 p.m.*

## **Upcoming Meetings:**

Next Regular Meeting: September 26, 2023, at 1:30 p.m.

\_\_\_\_\_/s/ Liz Berry

**Liz Berry**

**Administrative Secretary I**

**CONFIRE****STAFF REPORT****DATE: September 13, 2023****FROM: Nathan Cooke  
Interim Director****TO: CONFIRE Administrative Committee**

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**SUBJECT: Authorization for Emergency Services Dispatchers of San Bernardino County Association Side Letter Bonus**

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**Recommendation**

It is recommended that the CONFIRE Administrative Committee approve the MOU side-letter with the Emergency Dispatchers of San Bernardino County Association (ESDSBCA) pertaining to the 10% equity adjustment, bonus.

**Background Information**

The CONFIRE Board of Directors approved the FY-23/24 budget to reflect a 10% equity adjustment for all members represented in the MOU for the ESDSBCA. This adjustment was to take effect on July 1, 2023.

Unfortunately, the MOU was not approved by the CONFIRE Administrative Committee until August 22, 2023. Furthermore, per the approved MOU between CONFIRE and ESDSBCA, the 10% equity adjustment would not go into effect until August 26, 2023.

In an effort to ensure that members of ESDSBCA are compensated for the promised 10% equity adjustment for the months of July and August, the CONFIRE negotiations team as well as the ESDSBCA have agreed that a one-time \$1,000 bonus would be paid to each member of ESDSBCA that was employed prior to July 1, 2023.

**Fiscal Impact**

Each member of ESDSBCA that was employed prior to July 1, 2023, will be paid a one-time bonus of \$1,000 which totals approximately \$60,000, on October 4, 2023.

The bonus will be paid out of the General Fund (8834005008), which has already been approved in the adopted FY-23/24, annual budget. There will be no additional cost to CONFIRE for this payout.

# Side Letter Agreement

## Emergency Service Dispatchers of San Bernardino County

### *Emergency Services Unit*

**Bonus**

Employees who were hired prior to July 1, 2023, and in a paid status at the time the bonus is paid will receive a one-time bonus of one thousand dollars (\$1,000). The bonus will be paid on or about October 4, 2023. An eligible employee who is not in paid status in the pay period for which the bonus is paid, shall, upon return to paid status, be eligible to receive the bonus, provided that the employee returns to paid status by June 30, 2024.

Date Agreed: \_\_\_\_\_

San Bernardino County

Emergency Service Dispatchers of San Bernardino County

\_\_\_\_\_  
Leo Gonzalez  
County Labor Relations Chief

\_\_\_\_\_  
Jaime Vilches  
President