



**JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS
AND
ADMINISTRATIVE COMMITTEE
TUESDAY, MAY 26, 2026 – 1:00 PM
598 S. TIPPECANOE AVE., 1ST FLOOR ASSEMBLY ROOM, SAN BERNARDINO, CA**

AGENDA

The Joint Meeting of the CONFIRE Board of Directors and Administrative Committee is scheduled for Tuesday, May 26, 2026, at the San Bernardino County Fire Headquarters located at 598 W. Tippecanoe Ave., 1st Floor Assembly Room, San Bernardino, CA.

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 3 minutes for each speaker. Pursuant to the Brown Act, no action may be taken by the Board of Directors or Administrative Committee at this time; however, the Board/Committee may refer your comments/concerns to staff or request that the item be placed on a future agenda.

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

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

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

OPENING

- a. Call to order
- b. Flag Salute

ROLL CALL - BOARD OF DIRECTORS

ROLL CALL - ADMINISTRATIVE COMMITTEE

PUBLIC COMMENT

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

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

BOARD OF DIRECTORS CONSENT ITEMS

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

- [1.](#) Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of February 24, 2026
- [2.](#) CONFIRE Operations Statement as of April 30, 2026
- [3.](#) Fund Balance Report as of April 30, 2026
- [4.](#) YTD Call Summary
- [5.](#) YTD Answer Time
- [6.](#) YTD Billable Incidents
- [7.](#) Call Processing Time Analysis - April 2026
- [8.](#) ECNS Report - April 2026

EMPLOYEE RECOGNITION

9. Communications - Angela Haddad: Ashley Fisher, Dispatcher
Manny Vasquez, Dispatcher

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

NEW BUSINESS

- [10.](#) Request for Proposal - Arrowbear Lake Fire Department- Nathan Cooke - **ACTION ITEM**

[11.](#) CONFIRE EMS Division Loan Agreement - City of Ontario - Damian Parsons - **ACTION ITEM**

[12.](#) Adoption of Exempt Compensation Plan - Damian Parsons - **ACTION ITEM**

[13.](#) 2026-27 Budget Presentation - Nathan Cooke/Damian Parsons - **ACTION ITEM**

[14.](#) FY 2026-27 Budget Resolution 2026-01 - Damian Parsons - **ACTION ITEM**

CLOSED SESSION

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

ADMINISTRATIVE COMMITTEE CONSENT ITEMS

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

[16.](#) Approve the Administrative Committee Minutes of April 28, 2026.

[17.](#) CONFIRE Operations Statement as of April 30, 2026

[18.](#) Fund Balance Report as of April 30, 2026

[19.](#) YTD Call Summary

[20.](#) YTD Answer Time

[21.](#) YTD Billable Incidents

[22.](#) Call Processing Time Analysis - April 2026

[23.](#) ECNS Report - April 2026

[24.](#) Amendment to Consultant Agreement - Mat Fratus Consulting

NEW BUSINESS

[25.](#) Agreement between CONFIRE and CVFD for Chief Dean Smith - Nathan Cooke - **ACTION ITEM**

[26.](#) Consulting Services from Division Chief Joe Barna - Nathan Cooke - **ACTION ITEM**

ROUND TABLE

CLOSED SESSION



**JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS
AND
ADMINISTRATIVE COMMITTEE
TUESDAY, FEBRUARY 24, 2026 – 1:00 P.M.
598 S. TIPPECANOE AVE., 1ST FLOOR ASSEMBLY ROOM, SAN BERNARDINO, CA**

MINUTES

ROLL CALL

BOARD OF DIRECTORS:

Madam Chair – Lynne Kennedy – City of Rancho Cucamonga - *Absent*
 Vice Chair – Phill Dupper – City of Loma Linda
 Dan Leary, Director – Apple Valley Fire Protection District
 Harvey Luth, Director – Chino Valley Fire District
 David Toro, Director – City of Colton
 Denise Davis, Director – City of Redlands
 Andy Carrizales, Director – City of Rialto - *Absent*
 Joe Baca, Jr., Director – San Bernardino County
 Elizabeth Becerra, Director – City of Victorville

ADMINISTRATIVE COMMITTEE MEMBERS:

Chair - Chief Dan Harker, Loma Linda Fire Department - *Absent*
 Chief Reggie Brown, Redlands Fire Department
 Chief Buddy Peratt, Apple Valley Fire Protection District
 Chief Jeremy Ault, Chino Valley Fire District
 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 3 minutes for each speaker)

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

Director Joe Baca Jr. recused himself from Closed Session.

BOARD OF DIRECTORS CONSENT ITEMS

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

1. Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of September 23, 2025
2. CONFIRE Operations Statement as of January 31, 2026
3. Fund Balance Report as of January 31, 2026
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – January 2026
8. ECNS Report – January 2026
9. Brown Act Compliance Manual – Updated – **ACCEPT/FILE**

ACTION REQUEST: The Administrative Committee requests the Board accept and approve consent items 1 thru 9.

ACTION: *The CONFIRE Board of Directors accepts and approves consent items 1 thru 9.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Lynne Kennedy – Absent

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Denise Davis – Yes

Andy Carrizales – Absent

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: 7

Noes: 0

Abstain: 0

Absent: 2 – *Lynne Kennedy and Andy Carrizales*

Motion Approved

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

- *ECNS update – Behavior Health will provide funding for 5 years. Agreement also includes 2 DBH employees that will be embedded in the 911 call center.*
- *Ongoing regionalization effort to obtain funding for ECNS. Regionalization across the state of California appears to be the future direction of this program.*
- *VCC construction is almost complete, ribbon cutting ceremony will be announced shortly.*
- *CONFIRE staff are currently participating in lobbying in Washington D.C. for 911.*
- *Administrative Committee call processing workshop held on January 27th. The workshop was well received with a lot of good input. We will continue to work together on being more efficient.*
- *ICEMA recognition of multiple Call Takers and Dispatchers.*
- *Introduction of the Priority Ambulance executive team.*

NEW BUSINESS

10. Revised 2025-26 Budget and Budget Adjustments – Damian Parsons – **ACTION ITEM**

ACTION REQUEST:

- Approve the revised 2025-26 budget for Operations Fund 5008 as per attachment A.
- Approve the following adjustments to the revised 2025-26 Operations Fund 5008 budget as follows:
 - 8831005008-Salaries & Benefits-Decrease \$22,466
 - 8836005008-Software-Increase \$22,466
- Approve the addition of one (1) Finance manager position, funded in the current year using salary and benefit savings, and authorize the inclusion in the proposed 2026-27 budget.

The revised budget results in an \$85,393 decrease in Expenditure Authority and a \$108,398 decrease in Revenues for a Net change of \$23,005.

The impact of the revised budget changes revenue amounts due from each agency, with many agencies being due a credit. No agency will incur additional costs because of the budget change. For those agencies due to receive a credit, staff will work with each agency to determine how they would like to receive their credit.

The budget adjustment is increasing Software appropriations by \$22,466 and will be funded through a corresponding decrease of \$22,466 to Salary and Benefits. The available amount in Salary and Benefits is the result of salary savings realized by vacant positions throughout the year. There will be no additional costs for CONFIRE member or contract agencies.

The estimated current year salary and benefits cost for the Finance Manager is \$54,607 (fully encumbered) and will be funded by salary and benefit savings resulting from vacancies. The total cost of \$224,981 will be included in the 2026-27 budget.

ACTION: *The CONFIRE Board of Directors approves the revised 2025-26 Budget and Budget Adjustments as presented.*

Motion by: *Joe Baca Jr.*

Second: *Dan Leary*

Lynne Kennedy – Absent

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Denise Davis - Yes

Andy Carrizales – Absent

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *7*

Noes: *0*

Abstain: *0*

Absent: *2 – Lynne Kennedy and Andy Carrizales*

Motion Approved

11. Establishment of the CONFIRE Nonprofit Foundation – Nathan Cooke – **ACTION ITEM**

ACTION REQUEST: Authorize the establishment of a 501 (c)(3) foundation, to serve as a nonprofit arm of CONFIRE.

As CONFIRE’s mission and influence continues to expand in our region, there is a need to establish a pathway that will bolster our public-private partnerships and ability to do so in a fiscally responsible manner.

The 501 (c) (3) will be called the CONFIRE Foundation, whose public benefit will be to 911 Emergency Communications services, Emergency Medical Services (EMS), and Ambulance Transport services, consistent with CONFIRE’s mission to provide “911 Emergency Dispatch and ambulance transport services,” to our member agencies and the community members we serve.

This will lessen the burdens of government by providing opportunities to privately fund equipment, technology, training, and programs that increase emergency readiness and reduce avoidable demand on public services.

The CONFIRE Foundation will provide a pathway to better support and provide assistance to our community members, allied stakeholder groups, and both member and contract agencies.

It is estimated that the fees for applying for 501(c)(3) nonprofit status and other associated startup-costs will not exceed \$1,000 and will be paid from Fund 5008 (Operations).

ACTION: *The CONFIRE Board of Directors authorizes the establishment of a 501 (c)(3) foundation to serve as a nonprofit arm of CONFIRE.*

Motion by: *Joe Baca Jr.*

Second: *Elizabeth Becerra*

Lynne Kennedy – Absent

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Denise Davis – Yes

Andy Carrizales – Absent

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *7*

Noes: *0*

Abstain: *0*

Absent: *2 – Lynne Kennedy and Andy Carrizales*

Motion Approved

12. Charter Membership to PSAP for ECNS – Nathan Cooke – **ACTION ITEM**

ACTION REQUEST: Authorize CONFIRE to become a charter member of the statewide association of Public Safety Answering Points (PSAP), for Emergency Communications Nurse System (ECNS) services.

The need for ECNS services continues to grow as agencies seek alternatives to traditional emergency response, improved patient care coordination, and more efficient use of system resources. Agencies face increasing operational complexity and financial risk when programs are developed independently.

To address these challenges and support long-term financial sustainability, the CERIS sub-committee has evaluated regional and statewide models for ECNS and recommends that CONFIRE participate as a charter member in a non-profit association structured as a 501 (c)(6). This model is designed to support collaboration among public agencies and

provide a framework for shared decision making, transparency, and coordination of ECNS services.

This would allow CONFIRE to participate in the initial formation of the association, including governance structure, membership criteria, and operational framework. This position ensures CONFIRE has a direct role in shaping the organization while supporting continued development of regional ECNS services.

CONFIRE is the only PSAP in the state of California providing ECNS services and has been doing so for the past 5 years. These services have yielded extensive business plan iterations, as well as copious amounts of data review and interpretation.

CONFIRE staff will use the already incurred costs associated with being the proving ground for ECNS in California, as a negotiating tool to offset any membership fees/costs associated with becoming a charter member.

It is anticipated that CONFIRE will not incur any membership fees/costs to become a charter member.

ACTION: *The CONFIRE Board of Directors authorizes CONFIRE to become a charter member of the statewide association of Public Safety Answering Points (PSAP), for Emergency Communications Nurse System (ECNS) services.*

Motion by: *Joe Baca Jr.*

Second: *Dan Leary*

Lynne Kennedy – Absent

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Denise Davis – Yes

Andy Carrizales – Absent

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: *7*

Noes: *0*

Abstain: *0*

Absent: *2 – Lynne Kennedy and Andy Carrizales*

Motion Approved

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

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

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

Motion by: *Joe Baca Jr.*

Second: *Dan Leary*

Lynne Kennedy – Absent

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Denise Davis – Yes

Andy Carrizales – Absent

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: 7

Noes: 0

Abstain: 0

Absent: 2 – *Lynne Kennedy and Andy Carrizales*

Motion Approved

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

Motion by: *Joe Baca Jr.*

Second: *Dan Leary*

Lynne Kennedy – Absent

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Denise Davis – Yes

Andy Carrizales – Absent

Joe Baca, Jr. - Yes

Elizabeth Becerra - Yes

Ayes: 7

Noes: 0

Abstain: 0

Absent: 2 – *Lynne Kennedy and Andy Carrizales*

Motion Approved

CLOSED SESSION

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

***The Board of Directors and Administrative Committee entered Closed Session at 1:32 p.m.*

14. 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 1:45 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.

15. Approve Administrative Committee Minutes of January 27, 2026.
16. CONFIRE Operations Statement as of January 27, 2026.
17. Fund Balance Report as of January 31, 2026.
18. YTD Call Summary
19. YTD Answer Time
20. YTD Billable Incidents
21. Call Processing Time Analysis – January 2026
22. ECNS Report – January 2026
23. Contract Amendment Mat Fratus Consulting
24. Delay in Submission of 2026-2027 Preliminary Budget
25. Brown Act Compliance Manual - Updated

Motion to accept all items on Consent.

Motion by: *Bertral Washington*

Second: *Jeremy Ault*

Ayes: *8*

No: *0*

Abstain: *0*

Absent: *1 – Chief Dan Harker*

DIRECTOR REPORT

- a. Communications Division Update – Henry Perez
 - *No report.*
- b. Finance/Admin. Division Update – Damian Parsons

- *No report.*
- c. MIS Division Update – Renan Mamaril
 - *No report.*

ROUND TABLE

- *Chief Clemmer and Chief Ault requested numbers from CONFIRE for budget preparation.*
- *Chief Clemmer requested an update on Barstow Fire. Item no longer on the table.*
- *Chief McCliman provided an update regarding County Chiefs. He praised Chief Clemmer’s continued efforts to advocate for the High Desert service area.*

CLOSED SESSION

**No Closed Session.*

ADJOURNMENT

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

The meeting adjourned at 1:55 p.m.

Upcoming Meeting: Administrative Committee Meeting, Tuesday, March 24th @ 1:00 p.m.
Loma Linda EOC, 25541 Barton Rd., Loma Linda, CA

 /s/ Liz Berry
Liz Berry
Clerk of the Board



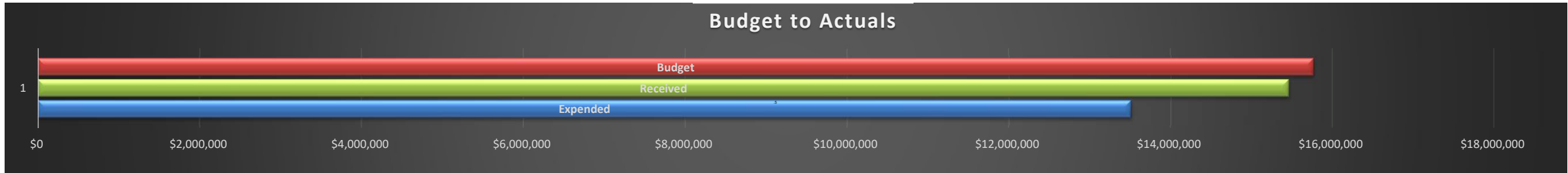
OPERATIONS FUND 5008
Unaudited MONTHLY SUMMARY FY 2025-26

Transactions thru April 30, 2026

Item 2.

Expenditures	3 PP						3 PP						Total YTD Expended	2025/26 Budget	Bud - Exp Difference	% Used
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June				
Salary/Benefits	711,761	755,969	724,721	1,148,080	790,165	842,579	776,260	781,033	826,268	1,489,229	-	-	8,846,066	10,879,850	\$2,033,784	81.3%
Overtime/Call Back	34,366	31,923	32,584	48,906	30,610	33,910	25,382	28,834	30,844	55,120	-	-	352,477	-	-\$352,477	0.0%
Phone/Circuits/Internet	30,938	1,348	36,543	25,468	24,196	27,803	32,448	28,553	36,228	33,068	-	-	276,594	316,018	\$39,424	87.5%
County IS/Data Services/Counsel	440	5,029	7,583	2,306	2,852	2,349	2,853	27,773	4,491	1,034	-	-	56,712	59,905	\$3,193	94.7%
Radio/Pager, Console Maint	-	22,678	22,678	22,678	22,678	22,678	25,979	22,204	22,204	22,403	-	-	206,181	205,559	(\$622)	100.3%
Computer Software	335,785	892,083	190,479	668,132	810	23,168	5,877	117,602	292,432	11,793	-	-	2,538,161	2,663,919	\$125,758	95.3%
Computer Hardware	14	(8,358)	16,729	-	-	-	-	1,806	8,964	-	-	-	19,155	15,250	(\$3,905)	125.6%
Office Exp/Copier Lease	11,374	4,779	31,311	13,364	27,777	6,145	2,957	30,379	7,196	32,542	-	-	167,825	91,435	(\$76,390)	183.5%
Insurance/Auditing	(41,272)	18,119	217,532	4,900	-	-	-	-	-	6,820	-	-	206,099	303,998	\$97,899	67.8%
Payroll/HR/Medical Director	26,513	(40,440)	147,092	(41,602)	124,429	80,881	(60,015)	52,110	62,049	27,219	-	-	378,236	649,321	\$271,085	58.3%
Travel/Training	17,879	(13,344)	8,815	9,127	4,840	3,741	421	2,237	2,903	16,532	-	-	53,151	115,592	\$62,441	46.0%
Auto/Structure/Fuel	1,839	2,013	2,938	5,669	4,198	2,630	4,120	3,794	873	4,387	-	-	32,460	60,590	\$28,130	53.6%
Other/HDGC Rent/Equip Trans	16,713	3,823	26,788	17,645	13,423	14,680	226,487	14,750	24,952	21,116	-	-	380,376	405,938	\$25,562	93.7%
Total	1,146,349	1,675,623	1,465,794	1,924,675	1,045,976	1,060,565	1,042,770	1,111,074	1,319,404	1,721,263	-	-	13,513,493	15,767,375	\$2,253,882	85.7%
% Fiscal Year Passed																83%

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)	3,909,044.04	-	-	3,945,387.41	-	-	#####	-	-	15,373,304.92	15,691,744.00	318,439.08	0.98
Interest	47,233.88	(47,233.88)	-	40,976.89	-	-	34,388.39	-	-	49,504.70	-	-	124,869.98	-	(124,869.98)	-
Other	-	(51,551.29)	-	-	10,544.69	-	-	6,939.47	-	-	-	-	(34,067.13)	-	34,067.13	-
Total	3,982,223	(232,044)	(685)	3,950,021	10,545	-	3,979,776	6,939	-	3,767,333	-	-	15,464,108	15,691,744	227,636	0.99
% Fiscal Year Passed																83%





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

Operations Fund (5008)

Unaudited Fund Balance 7/1/25		\$ 3,092,812
Revenue	15,464,108	
Expenditures	<u>(13,514,304)</u>	
	Net	1,949,804
	Net Transfers In/Out	-
	Available Fund Balance	<u>\$ 5,042,616</u>

*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	711,747	
Expenditures	<u>(94,587)</u>	
	Net	617,160
	Available Fund Balance	<u>\$ 2,911,552</u>

General Reserve Fund (5010)

Unaudited Fund Balance 7/1/25		\$ 7,181,591
Revenue	295,969	
Expenditures	(408,886)	
Grant Funds Due to CAD to CAD	-	
	Net	<u>(112,917)</u>
	Fund Balance	7,068,674
	Net Transfers In/Out	-
	Total Fund Balance	<u>\$ 7,068,674</u>

Restricted Fund Balance

Reserve for CIP	(2,200,000)	
	Net Committed	<u>(2,200,000)</u>
	Available Fund Balance	<u>\$ 4,868,674</u>

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

Term Benefits Reserve Fund (5011)

Unaudited Fund Balance 7/1/25		\$ 2,013,843
Revenue	208,999	
Expenditures	-	
	Net	208,999
	Net Transfers In/Out	-
	Available Fund Balance	<u>\$ 2,222,842</u>



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

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


Unaudited Fund Balance 7/1/25		\$	450,624
Revenue			92,109
Expenditures			(207,691)
	Net		(115,582)
	Net Transfers In/Out		-
	Available Fund Balance	\$	335,042

Emergency Medical Service Division Enterprise Fund (5020)

Unaudited Fund Balance 7/1/25		\$	697,805
Revenue			7,426
Expenditures			(592,928)
	Net		(585,502)
	Net Transfers In/Out		-
	Available Fund Balance	\$	112,303

Emergency Communications Nurse System (5030)

Unaudited Fund Balance 7/1/25		\$	-
	Revenue		861,897
	Expenditures		(807,512)
	Net	\$	54,385
	Net Transfers In/Out		-
	Available Fund Balance	\$	54,385



Call Summary

CONFIRE/Comm Center

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

Year: 20206

From: 1/1/2026

To: 4/30/2026

Period: Month

Group: All

Call Type: All

Abandoned Filters: Include Abandoned

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-26	16799	152	16951	0.90%	14143	564	14707	16155	3644	67	19866	51524	130.4
Feb-26	14720	157	14877	1.06%	12885	438	13323	14448	4175	53	18676	46876	131.8
Mar-26	19122	22	19144	0.11%	12258	436	12694	15533	3507	46	19086	50924	128.1
Apr-26	18199	39	18238	0.21%	11497	385	11882	14405	3173	76	17654	47774	126.2
2026 Totals	68840	370	69210	0.53%	50783	1823	52606	61040	14499	242	75781	197597	128.9
2025 Totals	67857	3114	70971	4.39%	53907	4247	58154	58228	17748	490	76466	205591	124.3



PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2026- 4/30/2026

Agency: Fire
Affiliation:

From: 1/1/2026

To: 4/30/2026

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 2026 Total	15,986	435	215	249	47	17	2	16,951
% answer time ≤ 10 seconds	94.31%	2.57%	1.27%	1.47%	0.28%	0.10%	0.01%	100.00%
% answer time ≤ 15 seconds	96.87%							
% answer time ≤ 40 seconds	99.61%							
February 2026 Total	14,047	356	165	222	56	30	1	14,877
% answer time ≤ 10 seconds	94.42%	2.39%	1.11%	1.49%	0.38%	0.20%	0.01%	100.00%
% answer time ≤ 15 seconds	96.81%							
% answer time ≤ 40 seconds	99.42%							
March 2026 Total	18,139	427	220	265	56	34	3	19,144
% answer time ≤ 10 seconds	94.75%	2.23%	1.15%	1.38%	0.29%	0.18%	0.02%	100.00%
% answer time ≤ 15 seconds	96.98%							
% answer time ≤ 40 seconds	99.51%							
April 2026 Total	17,069	448	242	318	101	54	6	18,238
% answer time ≤ 10 seconds	93.59%	2.46%	1.33%	1.74%	0.55%	0.30%	0.03%	100.00%
% answer time ≤ 15 seconds	96.05%							
% answer time ≤ 40 seconds	99.12%							
Year to Date 2026 Total	65,241	1,666	842	1,054	260	135	12	69,210
% answer time ≤ 10 seconds	94.27%	2.41%	1.22%	1.52%	0.38%	0.20%	0.02%	100.00%
% answer time ≤ 15 seconds	96.55%							
% answer time ≤ 40 seconds	99.44%							
Year to Date 2025 Total	66,823	1,703	808	1,237	277	112	11	70,971
% answer time ≤ 10 seconds	94.16%	2.40%	1.14%	1.74%	0.39%	0.16%	0.02%	100.00%
% answer time ≤ 15 seconds	96.55%							
% answer time ≤ 40 seconds	99.44%							

CONFIRE Billable Incidents

Period: 01/01/2026 thru 04/30/2026

Jurisdiction	# of Incidents	% of Total
San Bernardino County	44,140	52.41%
VictorvilleFD	8,274	9.82%
RanchoCucamonga	6,791	8.06%
ChinoValleyFD	4,626	5.49%
AppleValley	4,549	5.40%
Redlands	3,986	4.73%
Rialto	3,933	4.67%
Colton	2,333	2.77%
MontclairFD	1,695	2.01%
Loma Linda	1,481	1.76%
Big Bear Fire	1,160	1.38%
San Manuel FD	809	0.96%
Running Springs	227	0.27%
Baker Ambulance	150	0.18%
Road Department	70	0.08%
Total	84,224	100%
BDC Division	# of Incidents	% of Total
East Valley	15,068	34.14%
Fontana	6,996	15.85%
Valley	5,965	13.51%
Hesperia	4,509	10.22%
South Desert	4,122	9.34%
North Desert	4,059	9.20%
Adelanto	1,900	4.30%
Mountain	1,454	3.29%
Hazmat	67	0.15%
Total	44,140	100%

CONFIRE 911 Call Processing Time Analysis

April 2026



April 2026

Contents

Call Answering Time from Primary PSAP..... 2

Emergency Call Processing 3

 EMS Call Processing..... 4

 Fire/Rescue Related Calls 7

Figures

Figure 1: Visual display of elements captured in the analysis of call processing times at CONFIRE communications center. 2

Figure 2: CONFIE PSAP 911 Call Pickup Times for Primary PSAP Transfers per ECaTS Reporting System. 3

Figure 3: EMS Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026..... 4

Figure 4: EMS Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval April 2026 4

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

Figure 6: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes. 5

Figure 7: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes. 6

Figure 8: EMS Call Pickup to First Unit Assigned by EMD Determinant Code. 6

Figure 9: Fire Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026 7

Figure 10: Fire Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval April 2026 7

Figure 11: Fire/Rescue Call Pickup to First Unit Assigned. 8

Figure 12: Fire/Rescue Call Pickup to Queue. 8

Figure 13: Fire/Rescue Queue to First Unit Assigned..... 9

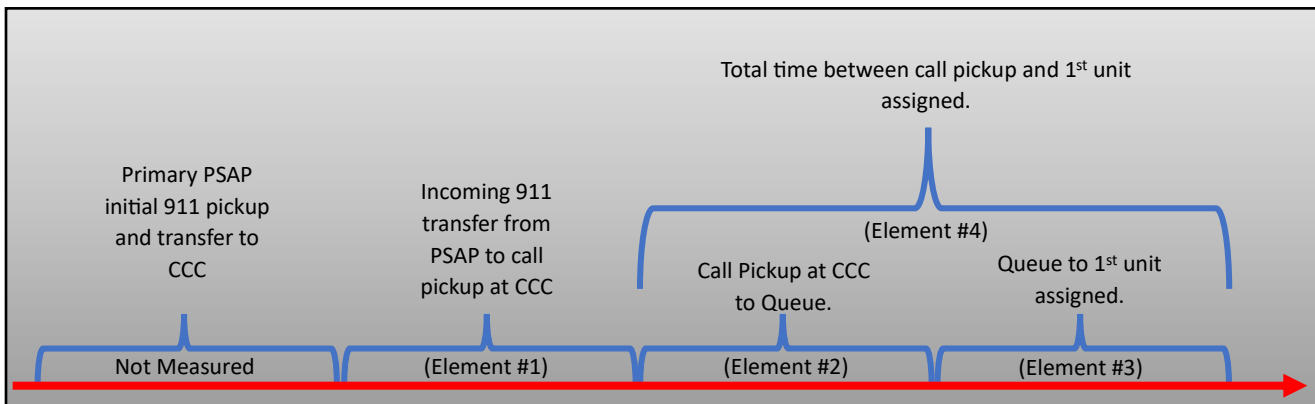
CONFIRE Emergency Call Processing Times.

April 2026

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.

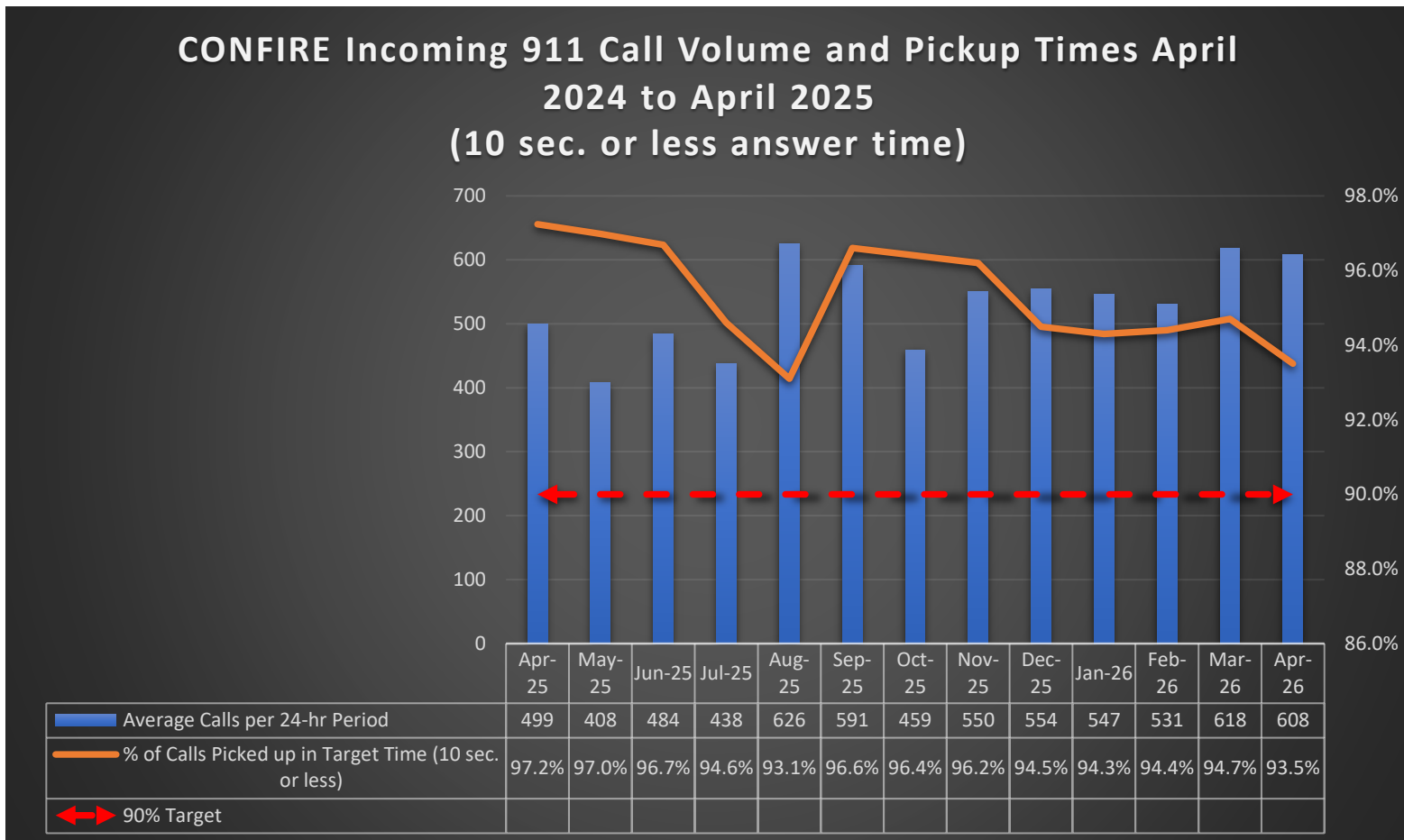
Figure 1: Visual display of elements captured in the analysis of call processing times at CONFIRE communications center.



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.



NOTE: Call volume in May 2026 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 Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Goal
Echo	0:00:44	0:00:58	0:01:21	0:01:53	0:01:30
Delta	0:00:51	0:01:17	0:01:57	0:02:46	0:02:30
Charlie	0:01:08	0:01:50	0:02:36	0:03:28	0:02:30
Bravo	0:01:46	0:02:14	0:02:49	0:03:37	0:03:00
Alpha	0:01:16	0:01:52	0:02:26	0:03:09	0:03:00
no EMD Code	0:01:00	0:01:25	0:02:02	0:02:58	0:02:00
All EMS	0:01:00	0:01:33	0:02:18	0:03:08	

Figure 4: EMS Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Additional calls needed to reach 90%
Echo	76	152	228	273	26
Delta	897	1794	2691	3229	159
Charlie	852	1704	2556	3068	609
Bravo	308	615	922	1107	125
Alpha	14	28	44	53	1
no EMD Code	1107	2214	3321	3985	889
All EMS	3251	6502	9755	11705	0

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

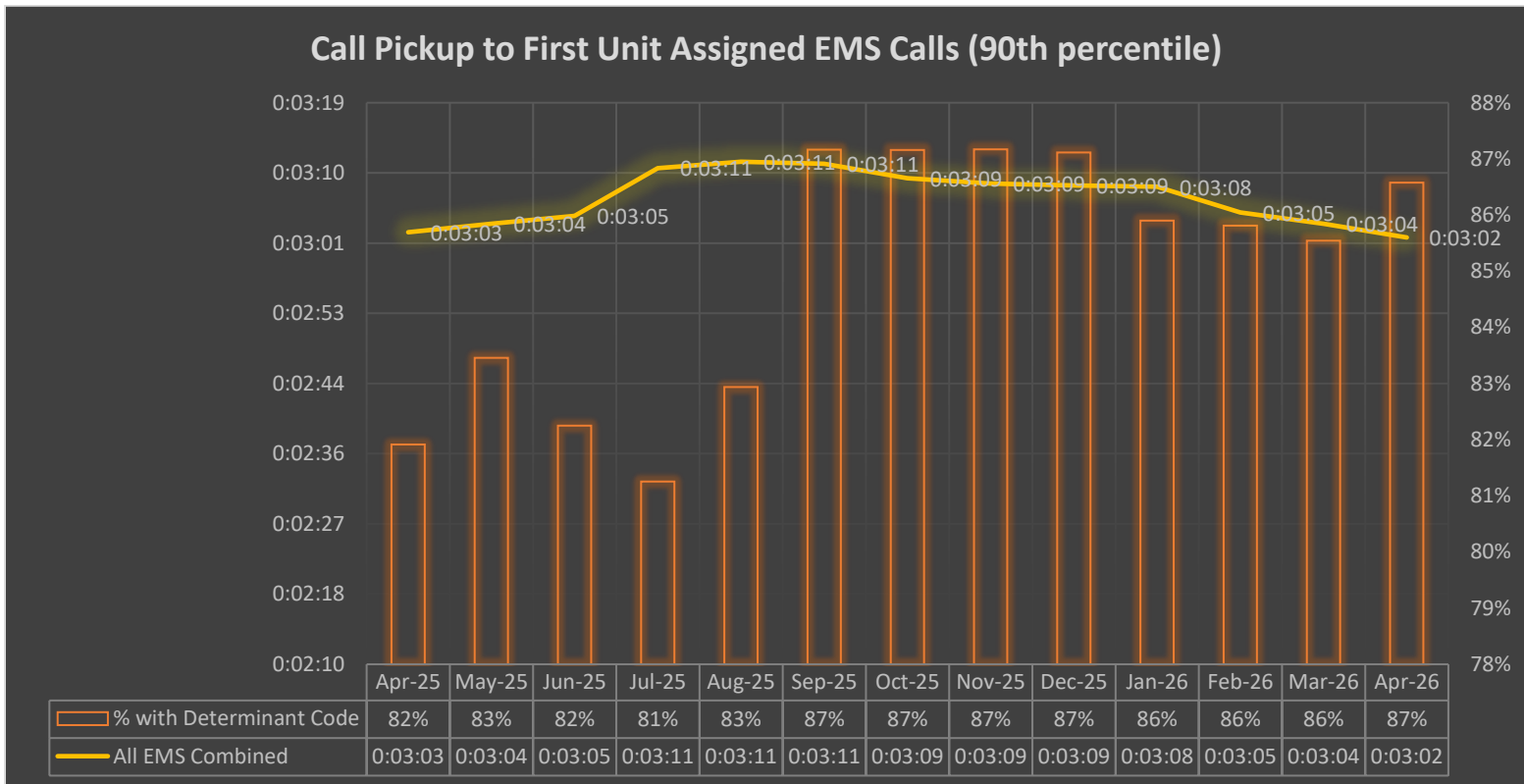


Figure 6: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

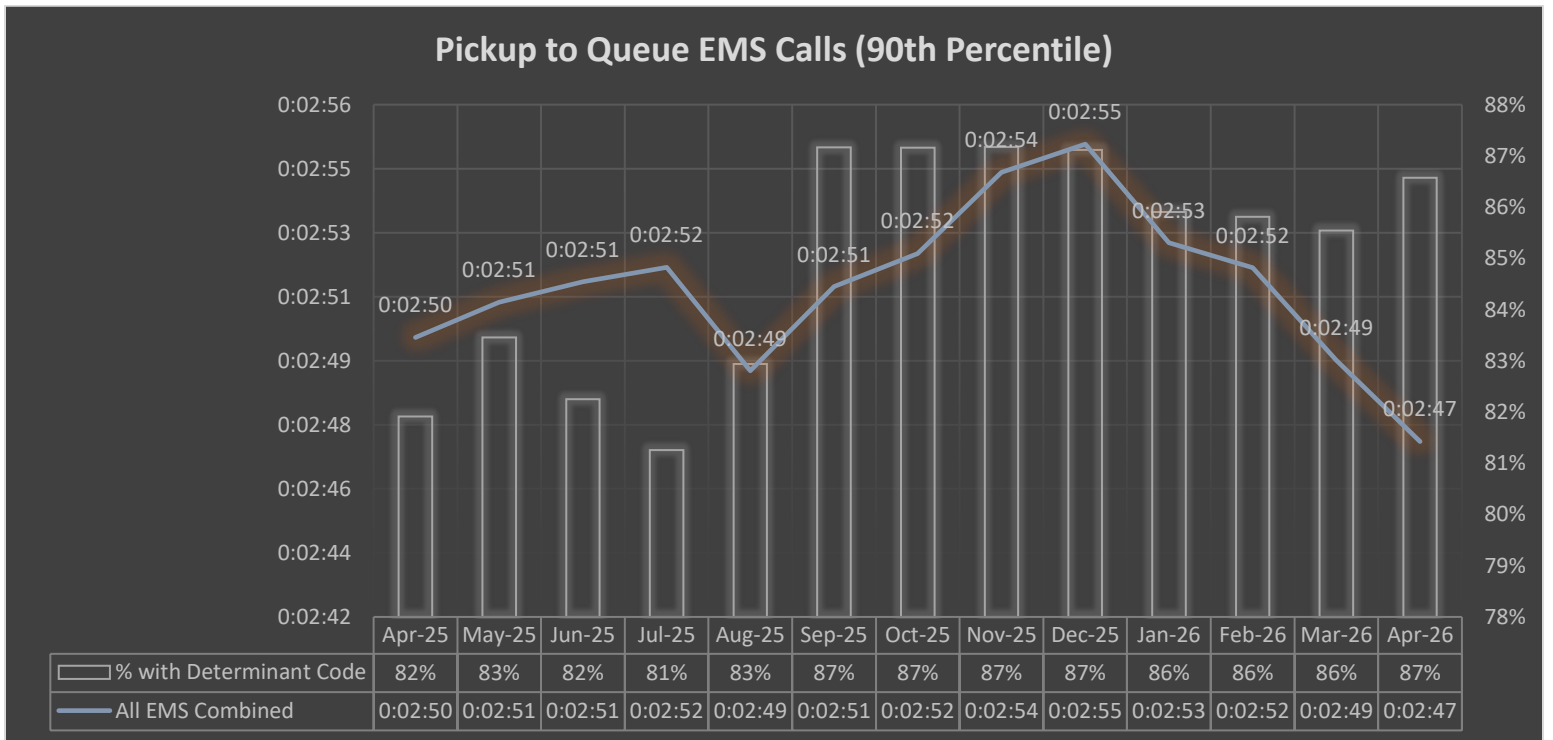


Figure 7: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

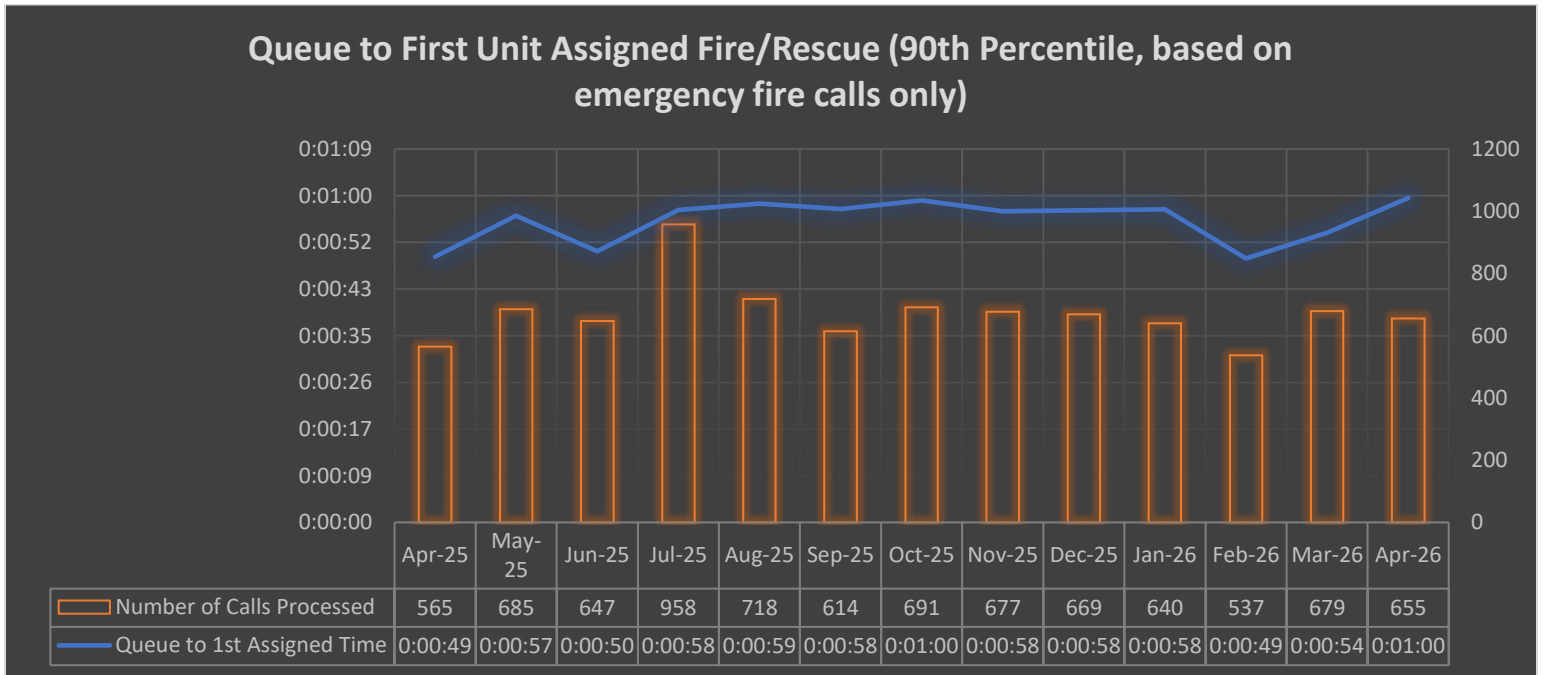
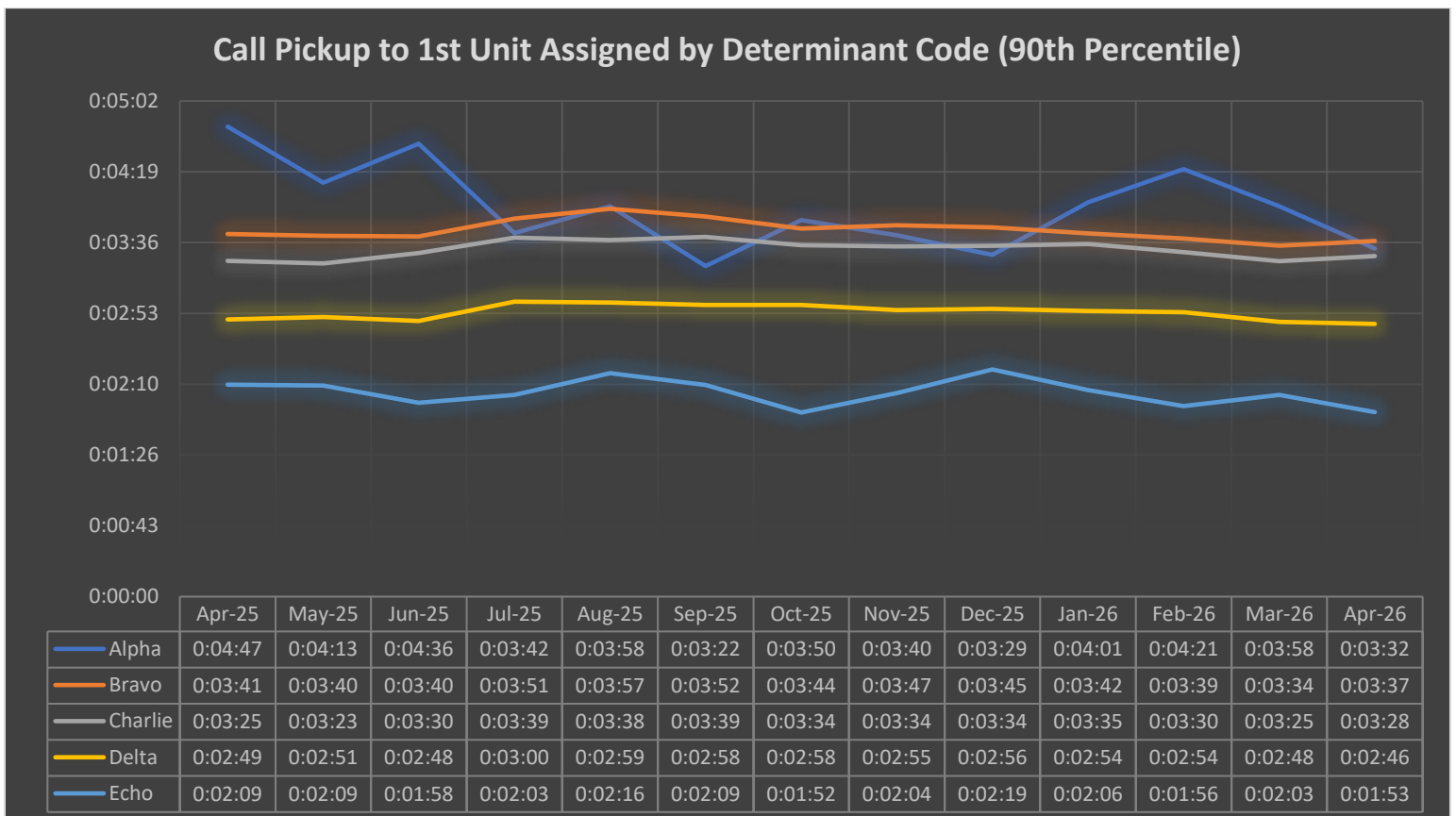


Figure 8: EMS Call Pickup to First Unit Assigned by EMD Determinant Code.



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 9: Fire Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Goal
Structure Fires	0:01:25	0:01:51	0:02:27	0:03:11	0:02:30
Non-Structure Fires	0:01:19	0:01:46	0:02:23	0:03:11	0:02:30

Figure 10: Fire Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Additional calls needed to reach 90%
Structure Fires	50	94	130	156	21
Non-Structure Fires	117	233	363	431	51

Figure 11: Fire/Rescue Call Pickup to First Unit Assigned.

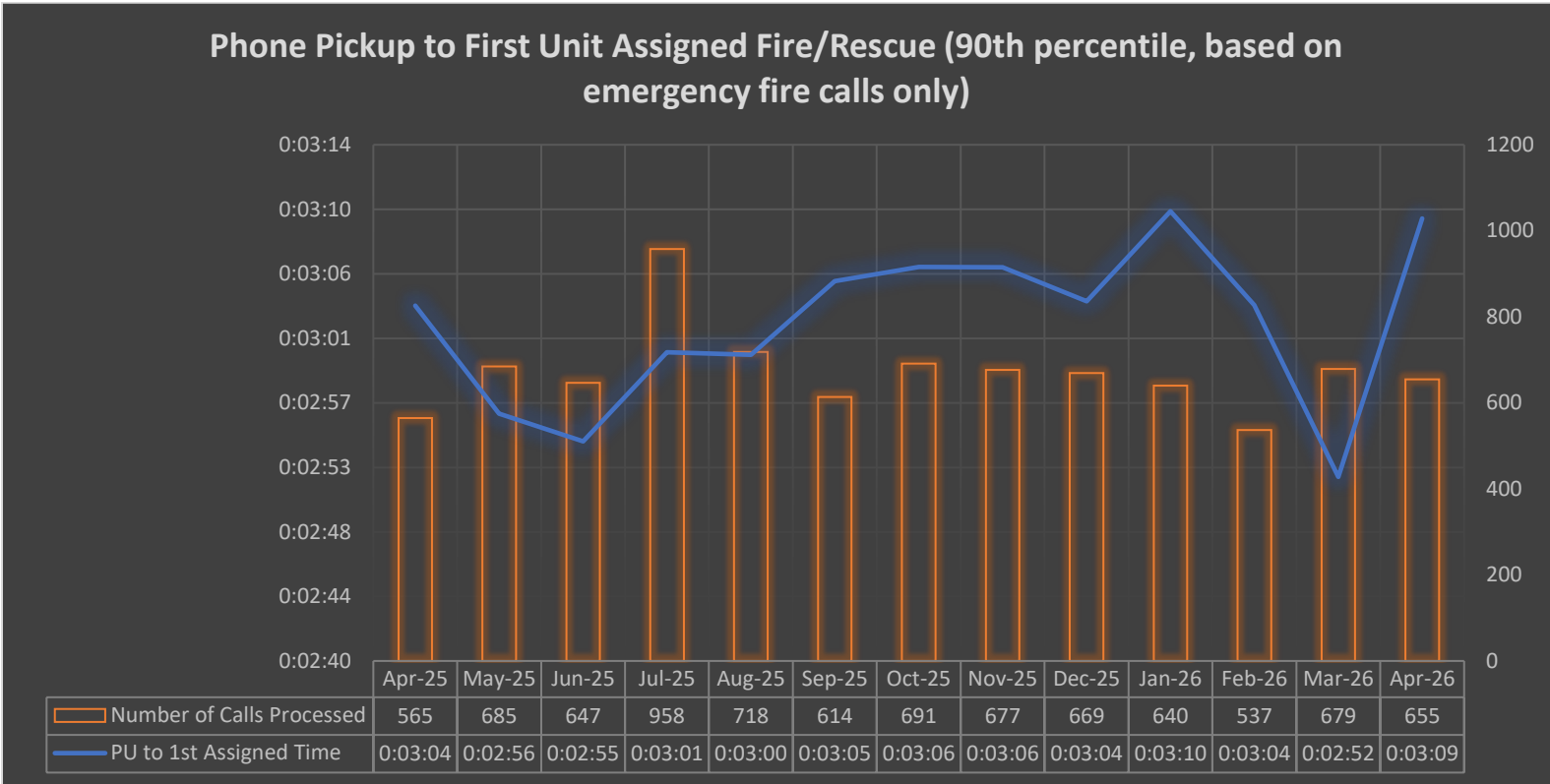


Figure 12: Fire/Rescue Call Pickup to Queue.

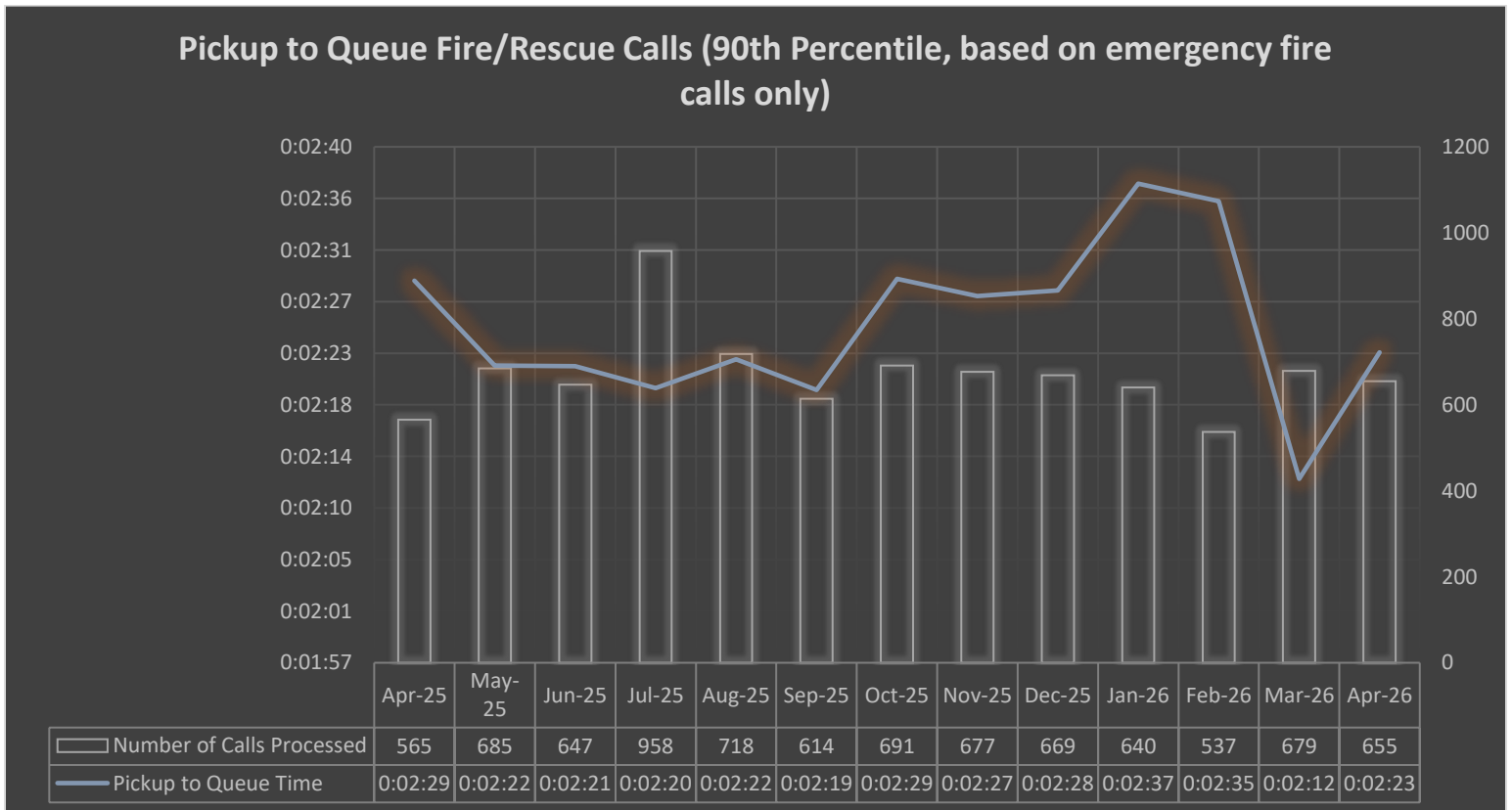
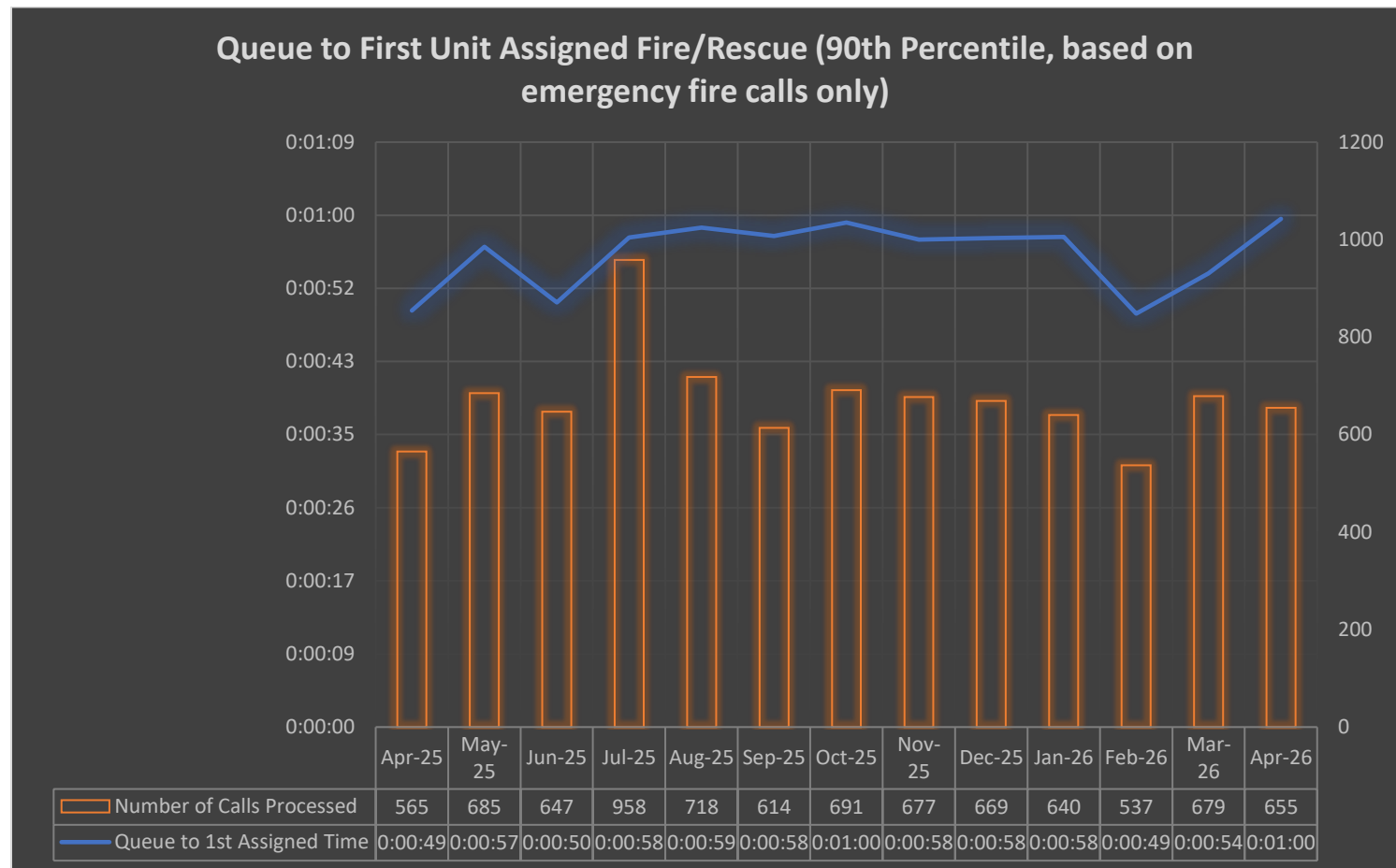


Figure 13: Fire/Rescue Queue to First Unit Assigned.



CONFIRE ECNS Analysis

April 2026



Index

List of Tables

Table 1: EMS 911 calls for service and EMD completion for April 2026 4

Table 2: April 2026 data comparison IEAD Protocol and CONFIRE Adopted Policy. 5

Table 3: Dispatcher response as to why eligible calls were not transferred to ECNS. 6

Table 4: Transport/treatment status of ECNS calls April 2026. 7

Table 5: Recommended Point of Care Disposition for patients completing ECNS process for April 2026*. 8

List of Figures

Figure 1: Percentage of ECNS eligible Calls that are transferred to ECN and entered into Low Code system by date. 9

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. 10

Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system. 11

Figure 4: Number of eligible ECNS calls and rates of transfer from April 2025 through April 2026. 12

April 2026

The following is an analysis of various Emergency Communications Nursing System (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.

Establishing Low-Acuity Symptoms and Eligibility for ECNS

The first step in the ECNS continuum is for the 911 dispatcher to determine the medical severity of the patient's condition. This is done through CONFIRE's Emergency Medical Dispatch (EMD) process, which uses a scripted question/answer format with the caller to identify key symptoms that help categorize medical complaints by type and severity. The final determination is captured as a "Determinant Code". Determinant codes are then used to establish the most appropriate level of response, which can include ALS or BLS units code-3 or no-code, or a transfer of the call to an ECNS nurse for other alternative care and transport as appropriate.

In order to obtain a determinant code, the dispatcher must be able to speak directly to a cooperative patient or someone who is in direct communication with the patient. Factors that impede the ability obtain a determinant code include calls coming from a third party, such as law enforcement or alarm companies, when there is a language barrier, or when the caller simply does not cooperate with the process. These situations occur on approximately 25% of the incoming 911 medical calls for service. For the purposes of this analysis, only calls where a determinant code can be obtained are used performance measurements.

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 2330 hrs).

Table 1: EMS 911 calls for service and EMD completion for April 2026

	All Calls	ECNS Operational Hours Only
Total Emergency EMS Calls	17,761	14,660
Total EMS Calls with Obtainable Determinant Code	13,453	11,115
Total EMS Calls with Determinant Code	11,926	9,732
% of EMD Obtainable EMS Calls with Determinant Code	88.6%	87.6%

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 2330 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:

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: April 2026 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 ECNS:	1,687	1,344
% of EMS calls with Determinant Code Eligible for ECNS	14.1%	11.3%
Total calls eligible for ECNS transfer	1,687	1,225
Total ECNS Eligible Calls Transferred to ECN (Entered in Low Code)	679	679
% of Eligible EMS Calls Transferred to ECNS system	40.2%	55.4%

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

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

Item 8.

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: 3RD/4TH PARTY=RP is not nor able to be with PT	23	2.5%	23	3.5%
* 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)	853	92.2%	524	80.9%
* Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= RN/Dr requesting 911 AND is at PT bedside	6	0.6%	5	0.8%
* 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	15	1.6%	15	2.3%
* Call Taker decided to not send incident to LowCode, with reason: QUICK LAUNCH= CP, CPR, CVA. SOB, TC, UNC	28	3.0%	21	3.2%
* Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call, call already processed	15	1.6%	15	2.3%
* Call Taker decided to not send incident to LowCode, with reason: REMOTE LOCATION= Coordinates given as location	1	0.1%	1	0.2%
* Call Taker decided to not send incident to LowCode, with reason: FALL= ONLY if PT on ground AND unable to get up	1	0.1%	1	0.2%
*Call Taker decided to not send incident to LowCode, with reason: CALL PROCESSED= sent to ECN, updated information	12	1.3%	12	1.9%
*Call Taker decided to not send incident to LowCode, with reason: STUDENT AT SCHOOL OR MINOR ONLY SCENE= PT is a minor student at school or there is NO adult on scene	25	2.7%	24	3.7%
*Call Taker decided to not send incident to LowCode, with reason: REMOTE LOCATION= Coordinates given as location or not easily accessible	5	0.5%	5	0.8%
*Call Taker decided to not send incident to LowCode, with reason: TEST CALL	1	0.1%	1	0.2%
*Call Taker decided to not send incident to LowCode, with reason: REQUESTING TO CANCEL= no longer requesting medical aid	1	0.1%	1	0.2%

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

Table 4: Transport/treatment status of ECNS calls April 2026.

Item 8.

Incoming Calls to Emergency Communications Nurse (ECN) Nurse		% of Total Transfers	
	Total ECNS Transfers	679	
	Calls Aborted, unable to complete assessment (Hangups, disconnects)	111	16%
	During assessment, nurse triaged call and returned to dispatch as an emergency	14	2%
	Total calls eligible for continuation of ECNS process	554	82%
Calls Returned for Emergency Transport			
	Nurse assessment completed and ECN recommended an emergency response	89	13%
	Number of returned calls for emergency resulting in actual transport	61	
	% of returned calls for emergency resulting in transport	69%	
	Total calls eligible for deferral/referral through ECNS	465	68%
Non-emergency with no Alternative Transport			
	Patient had no alternative means of transport (Transport Unit Sent)	347	51%
	Number of non-emergency ambulance responses that resulted in actual transport.	248	
	% of non-emergency ambulance responses that resulted in actual transport.	71%	
	Total calls to reach ECN that resulted in an ambulance response	436	64%
	% of total calls to reach ECN that resulted in ambulance response	78.7%	
	Total ambulance responses that resulted in a transport	308	
	% of response with transport	71%	
	Number of callers who received ECN direction and did not transport by ambulance.	118	17%
	Number of calls where assessment was completed but ambulance was sent only because the patient had no other means of transportation.	347	51%
	Combined potential transport deferrals if additional transportation options were available	465	68%

Table 5: Recommended Point of Care Disposition for patients completing ECNS process for April 2026*.

Disposition of Care*		
Seek Emergency Care as Soon as Possible (Emergency Response Not Necessary)	275	49.6%
Seek Face to Face Care within 1-4 Hours	129	23.3%
Emergency Response (Emergency Ambulance Sent)	89	16.1%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 12 Hours (same day)	31	5.6%
Speak to Your Doctor/Health Care Professional to Review the Symptoms As Soon As Possible	9	1.6%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 1-3 Days	7	1.3%
Self-Care	4	0.7%
Schedule a Routine Appointment with a Doctor/Health Care Professional	3	0.5%
Contact Dentist Urgently	3	0.5%
Contact Poison Control or Local Pharmacist	3	0.5%
Contact Community Crisis Line or Community Mental Health Team	1	0.2%
Total Calls Eligible for Deferral (total minus "Emergency Response")	465	

*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 include callers calls that were returned to 911 as emergency and callers who were provided a recommendation that did not require ambulance transport, but may have received an ambulance transport due to lack of alternative transportation (see table 3 for detail)

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

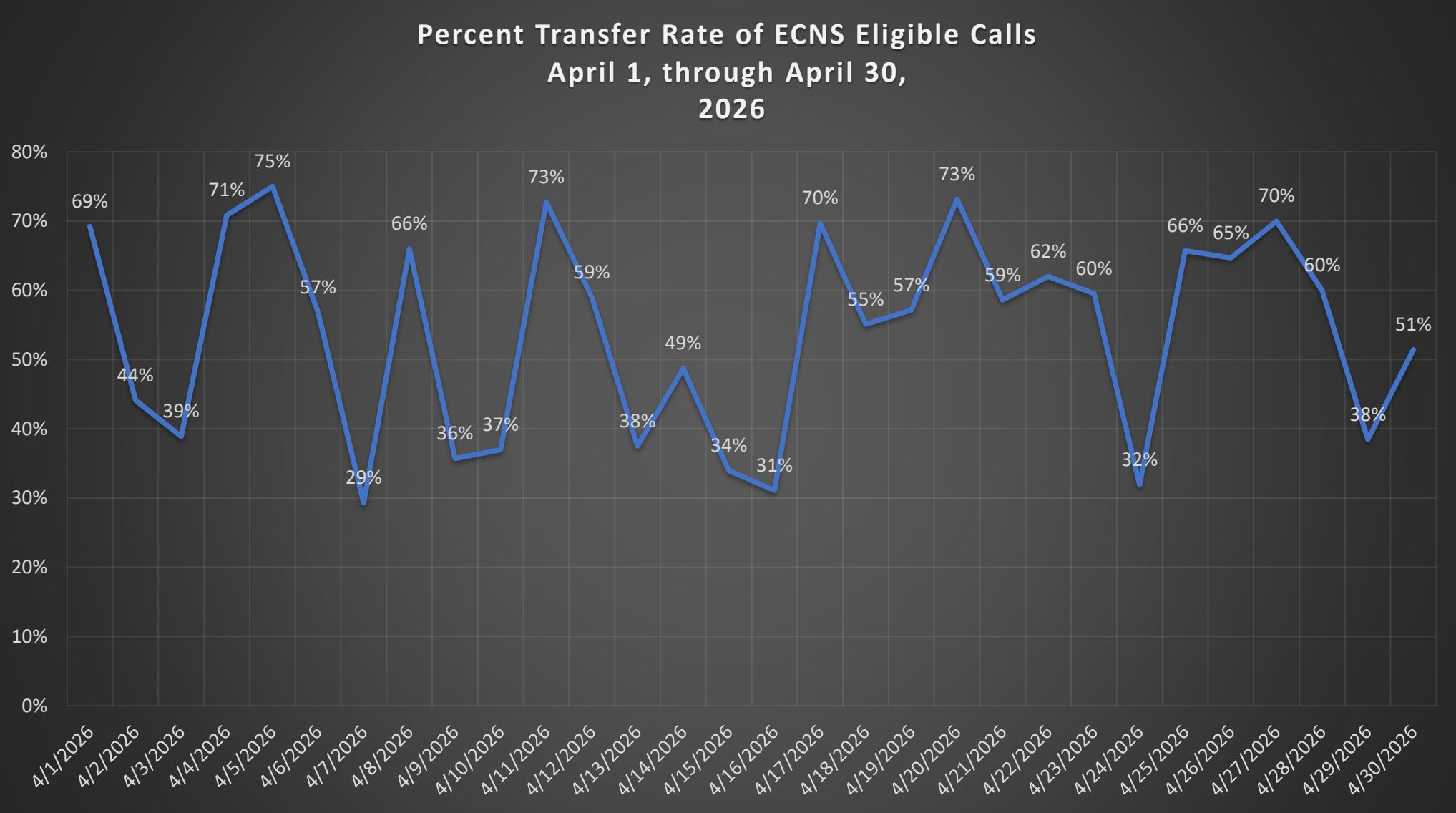


Figure 2: Total number of ECNS eligible calls and the number of them that were transferred to an ECN/entered into Low Code by date.

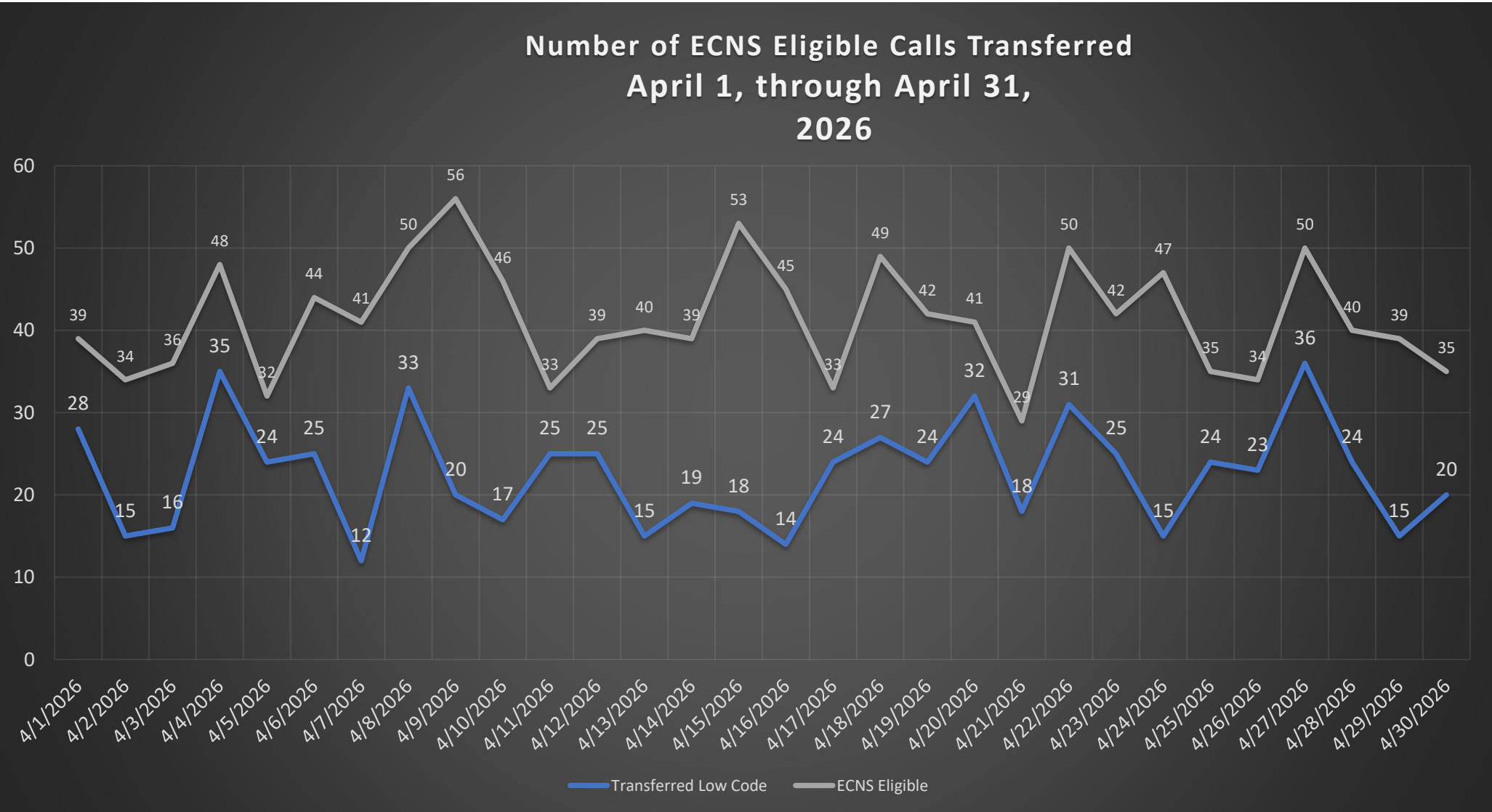


Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system.

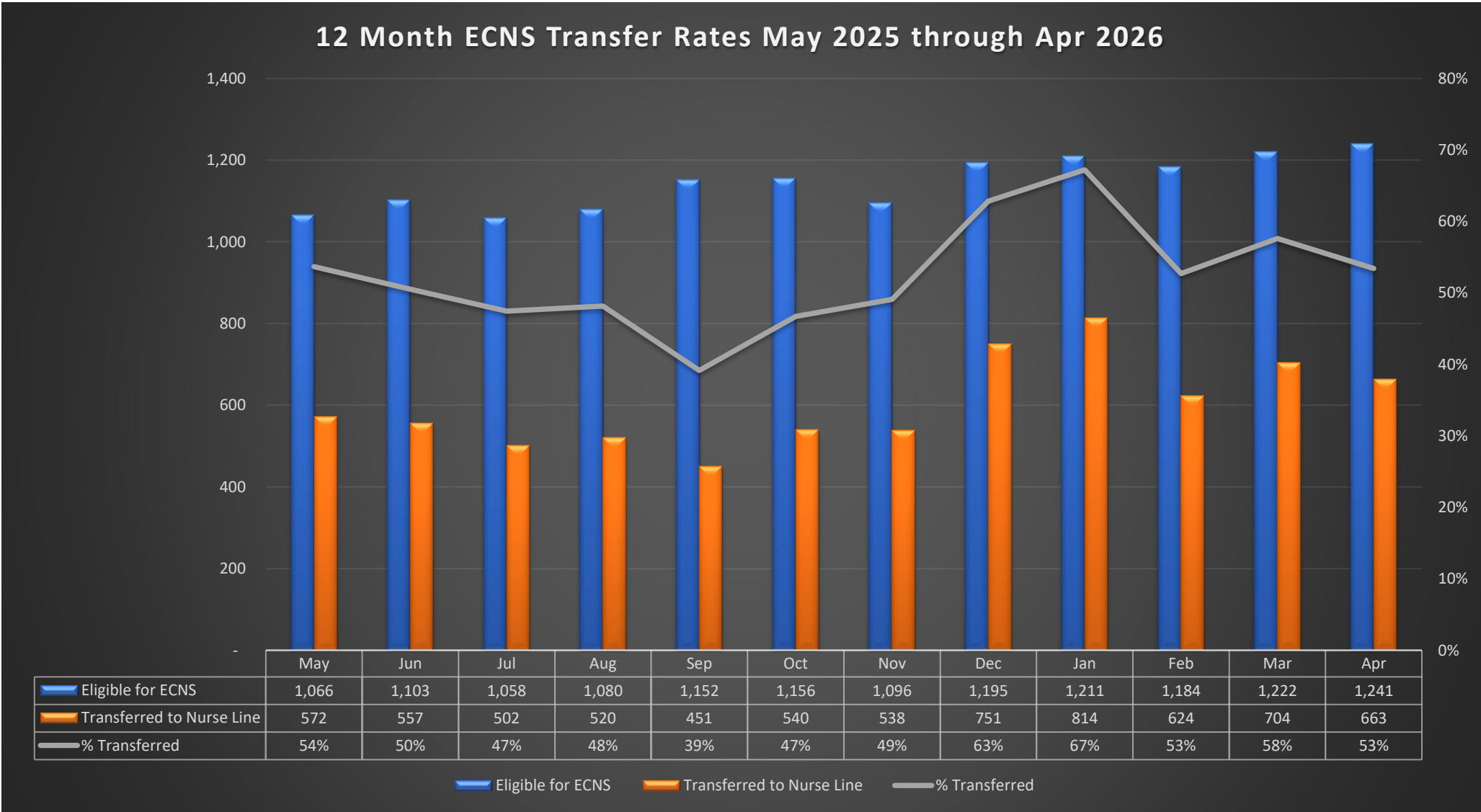
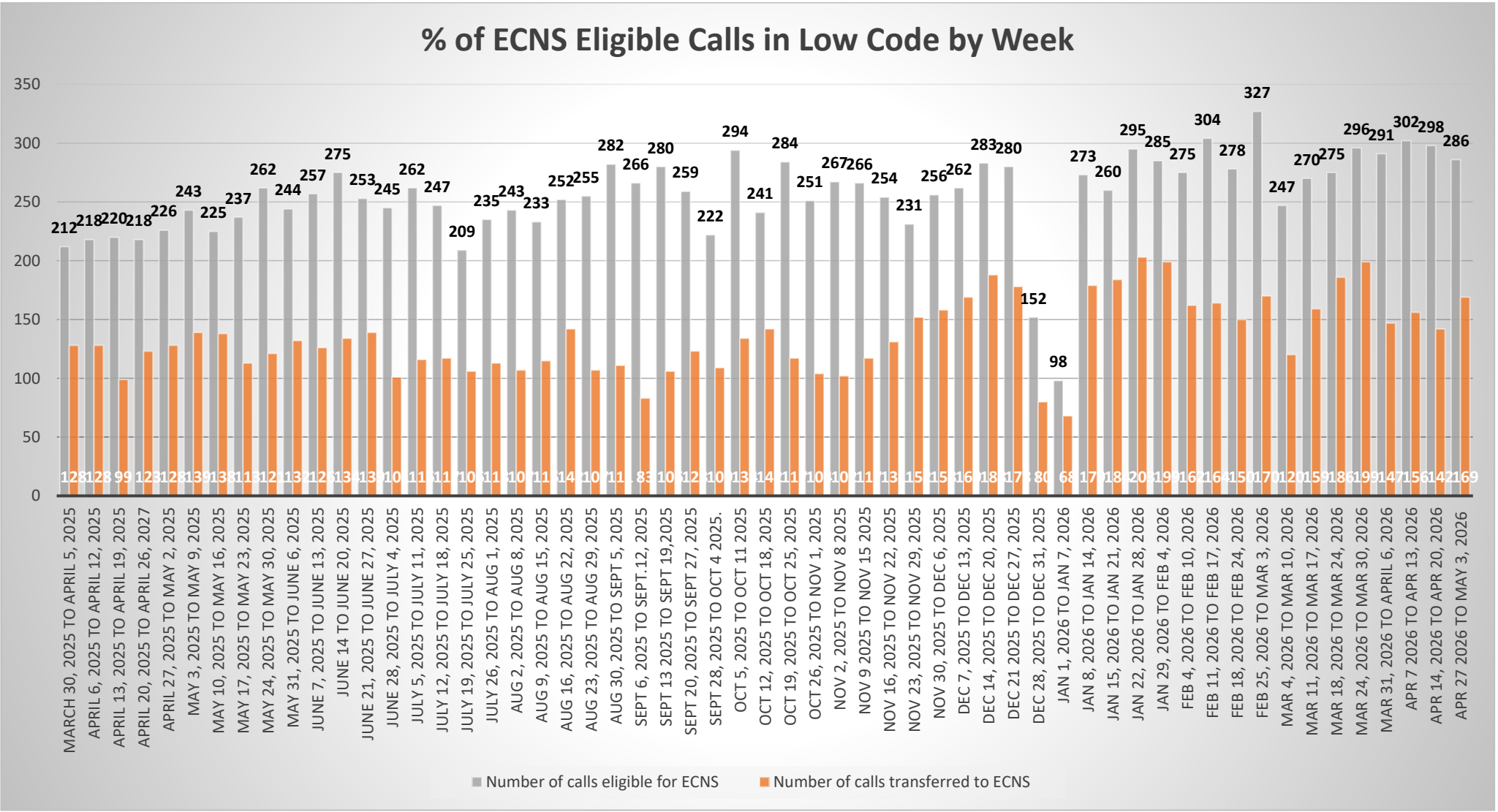


Figure 4: Number of eligible ECNS calls and rates of transfer from April 2025 through April 2026.





STAFF REPORT

DATE: May 26, 2026

FROM: Nathan Cooke, Interim Executive Director

BY: Damian Parsons, Finance/Administrative Director
Mike Bell

TO: CONFIRE Board of Directors

SUBJECT: Request for Proposal - Arrowbear Lake Fire Department

Recommendation

Upon the completion of a pending (draft) standard agreement, authorize the CONFIRE Interim Executive Director to enter into a formal agreement to provide emergency communications services for Arrowbear Lake Fire Department.

Background Information

Arrowbear Lake Fire Department is a small combination career/volunteer fire department in the San Bernardino Mountains on Highway 330 between Runnings Springs and the Big Bear Lake/Fawnskin area. It serves the community of Arrowbear Lake under the authority of the Arrowbear Park County Water District. The department responds to approximately 175 fire and emergency medicals per year. It is currently dispatched by CAL FIRE San Bernardino Unit Emergency Communications Center (ECC).

Arrowbear Lake Fire made a formal request for proposal from CONFIRE in a letter dated March 14, 2023. At that time the agency opted not to enter into an agreement with CONFIRE after some initial discussions. In November of 2025, Arrowbear Lake contacted CONFIRE requesting to revisit their original request for a proposal.

CONFIRE has provided an estimate for such services to Arrowbear Lake, who have indicated a desire to move forward with an agreement. The agency has a need to begin services with CONFIRE no later than June 30, 2026. CONFIRE Board Policy 5.003 "Qualifications for Status as a Contracting Party" requires an agency requesting a dispatch services agreement to be sponsored by a member agency and be approved by the Board of Directors. Arrowbear Lake Fire is requesting such an endorsement from the San Bernardino County Fire District.

The agreement with Arrowbear Lake Fire would be formatted in a manner consistent with similar agreements with current Contracting Agencies such as Big Bear Fire Authority and

Montclair Fire Department. These agreements have been developed and vetted by CONFIRE's legal counsel and utilized successfully for many years.

Arrowbear Lake's low call volume will have minimal impact on daily operations at CONFIRE. In fact, dispatching for Arrowbear Lake will improve operations between its neighboring agencies (Running Springs, San Bernardino County, and Big Bear) by having all the agencies in that vicinity dispatched by CONFIRE.

Therefore, it is recommended that the CONFIRE Board of Directors authorize the CONFIRE Interim Executive Director to enter into an agreement with Arrowbear Lake Fire Department pending the receipt of a letter of support from a member agency and a final agreement by the Arrowbear Lake Board of Directors, or its designee.

Fiscal Impact

CONFIRE will be compensated by Arrowbear Lake Fire per the signed agreement. The estimated cost to Arrowbear Lake Fire Department is between \$20,000-\$30,000 per year based on optional services it may or may not choose to utilize. CONFIRE will not add staffing to accommodate this new agency, thus the fiscal impact to CONFIRE will be negligible.

Attachments

- Request for Proposal Letter, dated, March 14, 2023



Arrowbear Lake Fire Department

“Service with Purpose”

Paul L. Lindley, MSM, CFO
Fire Chief/Fire Marshal

March 14, 2023

Chief Nathan Cooke (Interim Director)
Con Fire JPA
1743 Miro Way
Rialto, CA 92376

Chief Cooke,

Thank you for the opportunity to potentially be considered as a contract member agency with Con Fire JPA. Arrowbear Lake Fire Department is encompassed by Con Fire JPA agencies throughout XBO Zone 2 region. I personally recognize the importance of being part of the Con Fire JPA, and the improvement it would make to my current impacts for service in my community, department, and operational area.

A little background on Arrowbear Lake Fire Department (ABL). We are entering our 70th year of service to the Community of Arrowbear Lake and surrounding areas. ABL is a volunteer fire department that is staffed 24/7 365 with 2-0 staffing responding to approximately 150 calls for service per calendar year. Currently we are in the process of completing a formal mutual aid agreement with the Running Springs Fire Department (a Con Fire JPA contact) and are looking towards the same agreement with the San Bernardino County Fire Protection District.

On behalf of the Arrowbear Lake Fire Department, I wish to formally solicit an RFP for basic dispatch services for the following.

Scope of Project:

- Basic Dispatch Services

Additional Quotes Requested:

- Table Command
- Alert Notification System

Once the RFP is received, it will be presented before the Arrowbear Park County Water District Board of Directors; the elected governing body for the Arrowbear Lake Fire Department. The Board of Directors will provide the ultimate decision for the Arrowbear Lake Fire Department with staff direction.

Thank you for your continued time in this matter.

Respectfully,

Paul L. Lindley, Fire Chief
Arrowbear Lake Fire Department



STAFF REPORT

DATE: May 26, 2026

FROM: Nathan Cooke, Interim Executive Director

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

TO: CONFIRE Board of Directors

SUBJECT: CONFIRE EMS Division Loan Agreement – City of Ontario

Recommendation

Authorize the Chairperson to sign and execute the revised loan from the City of Ontario in the amount of \$20,000,000 for ambulance operation startup costs.

Background Information

On December 5, 2023, the County of San Bernardino awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract (EMS Contract).

On September 12, 2024, the State Superior Court issued an injunction halting the implementation of services, which had been scheduled to begin on October 1, 2024.

On May 6, 2026, the State Superior Court lifted the injunction, allowing CONFIRE to re-establish the implementation process and proceed toward system deployment.

In order to adhere to the provisions, set forth in the EMS Contract and to fund the startup costs associated with providing these services, CONFIRE sought to secure a loan in an amount not-to-exceed \$20,000,000. On December 11, 2023, the Board of Directors authorized the execution of a loan agreement between CONFIRE and the City of Ontario in the amount of \$20,000,000.

The original contract has been revised to update terms and clarify the language.

The updated terms are as follows:

Maximum Loan Amount:	\$20,000,000
Minimum Amount Per Draw:	\$1,000,000
Maximum Amount Per Draw:	\$5,000,000
Draw Effective Date:	Minimum of 10 business days to process request once received.
Loan Agreement:	Agreement expires 2 years from the effective date of the loan agreement. Draw request must be completed within the two years.
Term of Each Draw:	2 years from the date of the effective Advance payment date (the "Closing Date") to repay the loan (the "Maturity Date"). Each subsequent Advance shall be repaid no later than the Maturity Date stated above. For avoidance of doubt, the final Maturity Date for all amounts drawn shall be the date which is two (2) years from the first Closing Date.
Interest Rate:	The interest rate is tied to the LAIF daily effective yield rate. The rate will be fixed at the LAIF rate at the time of the first advance.
Payment Date(s):	Payment date shall mean January 1, April 1, July 1, and October 1 of each calendar year
Repayment:	Borrower will pay scheduled principal and interest on the next succeeding Payment Date of advance. (For example, if first draw is April 1, 2026, the first payment will be due July 1, 2026.)
Default Rate:	In the event of default, the interest rate will be 8.00%

Fiscal Impact

The loan funding would be deposited into the EMS Division Enterprise Fund (5020) and used for ambulance administration and operation-related expenses and payments. The term of the loan "Maturity Date" will be 2 years from payment of the first the first draw.

The 2026-27 EMS Fund (5020) budget includes the first-year costs for loan repayment.

Attachments

- 2026_03_Loan Agreement – City of Ontario-c1

**CITY OF ONTARIO
CONFIRE EMS PROGRAM
LOAN AGREEMENT**

This CITY OF ONTARIO CONFIRE EMS PROGRAM LOAN AGREEMENT (the “Agreement”) is made as of _____ 20__, by and between **CONSOLIDATED FIRE AGENCIES (“Borrower”)**, a joint powers agency, acting on behalf of its **CONFIRE EMS**, a division of the Borrower (“**EMS**”) and the **CITY OF ONTARIO**, a California municipal corporation (“**Lender**”).

R E C I T A L S

A. Borrower is a joint powers agency, was created to provide services relating to the operation of a regional public safety communication system and cooperative program of fire protection, rescue and emergency medical services system.

B. EMS is a subsidiary division of Borrower, which provides emergency medical services to Borrower’s member agencies (the “Member Agencies”).

C. Borrower has requested that the Lender extend credit to Borrower in the form of this agreement with a maximum credit limit of Twenty Million Dollars (\$20,000,000) for the purpose of providing emergency medical services and ambulance transportation services, and to fund the administrative support to commence operations, billings and collection services (the “Program”).

D. The Lender has agreed to extend credit to Borrower, subject to and in accordance with the terms and conditions of this Agreement and the other “Loan Documents” as that term is defined below.

NOW, THEREFORE, for good and valuable consideration the parties agree as follows:

1. DEFINITIONS AND CONSTRUCTION.

1.1 Definitions. Capitalized terms in this Agreement that are not defined when first used shall have the meanings set forth below:

- (a) **Advances.** The term “Advances” shall mean all funds advanced to the Borrower under the terms of this Agreement.
- (b) **Administrative Statements.** Borrower’s statements regarding administration of billing to insurance providers and federal and State agency reimbursement applications related to the Program.
- (c) **Agreement.** The term “Agreement” shall mean this Agreement, any schedules hereto, any promissory notes, and assignments required hereunder (whether executed concurrently with or prior or subsequent to the date hereof), and any concurrent or subsequent amendments,

modifications, supplements, chattel paper, extensions, or schedules to any of the foregoing.

- (d) **Authorized Officer.** The term “Authorized Officer” shall mean Executive Director of the Borrower.
- (e) **Borrower’s Books.** The term “Borrower’s Books” shall mean: (a) all of Borrower’s books and records including ledgers, records indicating, summarizing, or evidencing Borrower’s assets or liabilities related to the Program; (b) all information relating to Borrower’s business operations or financial condition related to the Program; and (c) all computer programs, disk or tape files, printouts, runs, or other computer prepared information, and the equipment containing such information related to the Program.
- (f) **Business Day.** The term “Business Day” shall mean any day which is not a Saturday, Sunday, or other day on which banks in the State of California are authorized or required to close.
- (g) **Event of Default.** The term “Event of Default” shall mean the occurrence of an event described in Section 6.1 below.
- (h) **Financial Statement(s).** The term “Financial Statement(s)” shall mean all income statements, balance sheets, statements of retained earnings or other related statements which reflect the financial worth of Borrower related to the Program.
- (i) **Loan.** The term “Loan” shall mean the aggregate of all Advances made by Lender to Borrower hereunder, and represented in a Payment Schedule.
- (j) **Loan Documents.** The term “Loan Documents” shall mean, collectively, this Agreement, the Payment Schedule, any other obligation or schedule executed by Borrower to the order of Lender, and any other document, instrument and agreement executed by Borrower in connection with this Agreement.
- (k) **Maximum Credit Limit.** The term “Maximum Credit Limit” has the meaning provided in Section 2.1 below.
- (l) **Members of the Borrower.** The term “Members of the Borrower” shall mean the “Parties” as described in the Joint Powers Agreement (Third Amended and Restated) and dated March 23, 2021, by and among the Members.
- (m) **Obligations.** The term “Obligations” shall mean all Advances together with interest thereon, Lender’s expenses, and all other amounts payable

by Borrower under the Loan Documents, whether direct or indirect, absolute or contingent, due or to become due, now existing or hereafter arising, and including any debt, liability, or obligation owing from Borrower to others which Lender may have obtained by assignment or otherwise, and further including all interest not paid when due and all Lender's expenses which Borrower is required to pay or reimburse by the Loan Documents, by law or otherwise.

- (n) **Payment Date.** The term "Payment Date" shall mean January 1, April 1, July 1 and October 1 of each calendar year, and shall be in the form of Exhibit A hereto, as such may be amended or modified.
- (o) **Payment Schedule.** The term "Payment Schedule" shall mean a schedule of principal and interest payments due hereunder, as modified from time to time representing Advances made to Borrower.
- (p) **Revenues.** The term "Revenues" means all billings for transport services and GMS services, which includes State and Federal reimbursement or supplemental reimbursement funds.

1.2 Construction. Unless the context of this Agreement clearly requires otherwise, references to the plural include the singular, to the singular include the plural, to the part include the whole, and "including" is not limiting, and "or" has the inclusive meaning represented by the phrase "and/or." The words "hereof," "herein," "hereby," "hereunder" and similar terms in this Agreement refer to this Agreement as a whole and not to any particular provision of this Agreement. Section, subsection, clause, and exhibit references are to this Agreement unless otherwise specified.

1.3 Accounting Terms. All accounting terms not specifically defined herein shall be construed in accordance with generally accepted accounting principles ("GAAP") as in effect from time to time. When used herein, the term "financial statements" shall include the notes and schedules thereto.

2. ADVANCES AND TERMS OF PAYMENT.

2.1 Extension of Credit. Subject to the full satisfaction of each and all of the conditions set forth in this Article II, and subject to the all other terms and conditions of this Agreement, Lender shall, upon the request of Borrower made from time to time but no later than two (2) years from the date of the first draw of funds under this Agreement, and so long as no Event of Default has occurred and is continuing, or so long as this Agreement has not been terminated, and subject to the full satisfaction of each and all of the conditions set forth in this Agreement, make Advances to Borrower in an aggregate amount not to exceed the sum of the following (the "Maximum Credit Limit"): Twenty Million Dollars (\$20,000,000.00), provided through the Lender's unrestricted funds other than the General Fund of the Lender.

2.2 Request for Advance. Borrower may take Advances in a minimum amount of One Million Dollars (\$1,000,000) and a maximum amount of Five Million Dollars (\$5,000,000). Total draws cannot exceed Twenty Million (\$20,000,000) in the aggregate. Advances, as well as

directions for payment from Borrower's deposit accounts maintained with Lender, must be requested in writing on behalf of Borrower by any Authorized Officer. Borrower agrees to be liable for all sums advanced in accordance with Borrower's or Borrower's authorized representative's instructions. The unpaid Advances owing hereunder, at any time, will be evidenced by a separate Payment Schedule to be added to this Agreement. All requests for Advances shall be received by Lender ten (10) Business Days prior to the proposed date the requested Advance is to be made. Each request made to Lender for an Advance shall contain the following: (a) the aggregate principal amount of the Advance; and (b) satisfaction of conditions of Section 2.13 hereof.

2.3 Authorization to Make Advances. Lender is hereby authorized to make Advances, solely from its unrestricted funds, other than the Lender's General Fund, based on a written request to Lender made by anyone purporting to be an Authorized Officer. Borrower hereby holds Lender harmless against any loss, claim, liability, cause of action, and damages arising out of Lender's reliance on such request in making an Advance hereunder.

2.4 Maturity Dates. The first Advance shall have two (2) years from the date of the effective Advance payment date (the "Closing Date") to repay the loan (the "Maturity Date"). Each subsequent Advance shall be repaid no later than the Maturity Date stated above. For avoidance of doubt, the final Maturity Date for all amounts drawn hereunder shall be the date which is two (2) years from the first Closing Date.

2.5 Security. The Loan and all other payment obligations under this Agreement and the Loan Documents will be payable from and secured by the Revenues of the Borrower.

2.6 Repayment of Advance. For each Advance, Borrower will pay scheduled principal and interest as follows:

- (a) the first payment due for the first Advance shall be the next succeeding Payment Date of such Advance (for example, if the first draw is April 1, 2026, then the first payment shall be made on July 1, 2026) and such repayment shall be reflected in a Payment Schedule; and
- (b) thereafter, on each Payment Date;
- (c) for each subsequent Advance, the Payment Schedule shall be amended and the all amounts due thereunder shall be paid on each Payment Date;
- (d) all or any portion of the Loan may be prepaid on any Business Day without premium or penalty at the option of the Authority, by presentment of the unpaid principal portion together with interest accrued thereon to the date set for prepayment upon delivery to the Lender of notice of intent to prepay the Loan no less than 10 days prior to the date of such prepayment.

The entire Loan shall be paid in full by the Maturity Date.

2.7 Interest. Interest rate on all amounts due hereunder shall be determined by using the Local Agency Investment Fund (LAIF) daily effective yield rate, on the first Closing Date.

2.8 Default Interest Rate. The interest rate after the occurrence of any Event of Default shall be calculated at the rate of 8.00% (the “Default Rate”) on a monthly basis.

2.9 Insurance.

- (a) **Coverage.** For the duration of this Agreement, Borrower shall maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Program. Coverage shall be at least as broad as:

(1) **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$5,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(2) **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Borrower has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

(3) **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(4) **Fidelity & Crime:** Fidelity & Crime coverage with a limit no less than \$1,000,000 including coverage for employee dishonesty and theft, disappearance and destruction of money and securities.

If the Borrower maintains broader coverage and/or higher limits than the minimums shown above, the Lender requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Borrower. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Lender.

- (b) **Policies.** The insurance policies shall contain, or be endorsed to contain, the following provisions:

(1) **Additional Insured Status.** The Lender, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Borrower including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Borrower’s

insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

(2) **Primary Coverage.** For any claims related to this contract, the Borrower's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the Lender, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Lender, its officers, officials, employees, or volunteers shall be excess of the Borrower's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

(3) **Umbrella or Excess Policy.** The Borrower may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions ("SIRs"), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the additional insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Borrower's primary and excess liability policies are exhausted.

(4) **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Lender.

(5) **Waiver of Subrogation.** Borrower hereby grants to Lender a waiver of any right to subrogation which any insurer of said Borrower may acquire against the Lender by virtue of the payment of any loss under such insurance. Borrower agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Lender has received a waiver of subrogation endorsement from the insurer.

(6) **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the Lender. The Lender may require the Borrower to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Lender. The CGL and any policies, including Excess liability policies, may not be subject to a SIR or deductible that exceeds \$25,000 unless approved in writing by Lender. Any and all deductibles and SIRs shall be the sole responsibility of Borrower or subcontractor who procured such insurance and shall not apply to the indemnified additional insured parties. The Lender may deduct from any amounts otherwise due Borrower to fund the SIR/deductible. Policies shall not contain any SIR provision that limits the satisfaction of the SIR to the named insured. The policy must also provide that Defense costs, including the allocated loss adjustment expenses, will satisfy the SIR or deductible. The Lender reserves the right to obtain a copy of any policies and endorsements for verification.

(7) **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Lender.

(8) **Verification of Coverage.** Borrower shall furnish the Lender with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause and a copy of the Declarations and Endorsements Pages of the CGL and any Excess policies listing all policy endorsements. All certificates and endorsements and copies of the Declarations and Endorsements pages are to be received and approved by the Lender before the Program commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Borrower's obligation to provide them. The Lender reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. The Lender reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

2.10 Accounting System. Borrower at all times hereafter shall maintain a standard and modern system of accounting in accordance with GAAP, with ledger and account cards or computer tapes, disks, printouts, and records pertaining to the Program which contain information as may from time to time be requested by Lender.

2.11 Records. Borrower shall keep full and accurate accounts and records of its operations according to GAAP.

2.12 Audit. Borrower shall permit Lender, its employees or agents upon request to inspect and test Borrower's books and records for the purpose of verifying the accuracy of all information required under the terms of this Agreement or submitted pursuant to this Agreement. Pursuant to this Section, Borrower shall grant Lender complete access (including computer access) to all records in whatever form, including accounts, bank statements, delinquency reports, collection reports and litigation reports, whether in hard form or on software.

2.13 Conditions to Each Advance. Lender shall not be obligated to disburse all or any portion of the first Advance and each subsequent Advance, unless and until Borrower has fully satisfied each and all of the following conditions:

- (a) The outstanding principal balance owed on the Loan as evidenced by the Payment Schedule does not at any time exceed the Maximum Credit Limit;
- (b) Borrower shall have executed and delivered to Lender an original counterpart of this Agreement;
- (c) Borrower shall have executed and delivered to Lender a revised Payment Schedule for all Advances made hereunder;

- (d) A duly executed resolution to borrow authorizing the loan transactions and authorizing specific officers to act on behalf of the Borrower in connection with this Agreement shall be delivered to Lender; and
- (e) Borrower has delivered all approvals and incumbency certificates of officers of the Borrower executing any Loan Documents;
- (f) Borrower's Counsel has delivered legal opinions addressed to Lender in form and substance satisfactory to the Lender and Lender's Counsel;
- (g) Lender shall have received any and all additional documents, instruments and certificates required pursuant to this Agreement, or otherwise deemed necessary and requested by Lender.
- (h) Borrower has delivered a certificate to Lender evidencing that (i) no Event of Default has occurred, (ii) all representations, warranties, and covenants are true and correct and (iii) no material adverse change has occurred with respect to the Borrower, since the date of the most recent audited financial statements delivered to the Lender.
- (i) Borrower has paid all closing fees and expenses.

3. CONTINUING REPRESENTATIONS AND WARRANTIES

Borrower represents and warrants to Lender as follows, each such representation and warranty to continue so long as any Obligations remain unpaid:

3.1 Organization; Authority as to Loan Documents. The Borrower is in good standing under the laws of the State, has full legal right, power and authority to enter into the Loan Documents, and to carry out and consummate all transactions contemplated by the Loan Documents, and by proper action of its legislative body has duly authorized the execution, delivery and performance of the Loan Documents. The person(s) of the Borrower executing the Loan Documents to which the Borrower is a party are fully authorized to execute the same. The Loan Documents have been duly authorized, executed and delivered by the Borrower.

3.2 Proceedings; Enforceability. Assuming due execution and delivery by the other parties thereto, the Loan Documents to which the Borrower is a party will constitute the legal, valid and binding agreements of the Borrower enforceable against the Borrower in accordance with their terms; except in each case as enforcement may be limited by bankruptcy, insolvency or other laws affecting the enforcement of creditors' rights against public entities in the State of California, by the application of equitable principles regardless of whether enforcement is sought in a proceeding at law or in equity and by public policy.

3.3 No Conflicts. The execution and delivery of the Loan Documents, the consummation of the transactions herein and therein contemplated and the fulfillment of or compliance with the terms and conditions hereof and thereof, will not, in any material respect, conflict with or constitute a violation or breach of or default (with due notice or the passage of time

or both) under the Joint Powers Agreement for the Borrower entered into on September 21, 1990, as subsequently amended (“JPA Agreement”), its bylaws or to the best knowledge of the Borrower, any applicable law or administrative rule or regulation, or any applicable court or administrative decree or order, to which Borrower is subject, or any mortgage, deed of trust, loan agreement, lease, contract or other agreement or instrument to which the Borrower is a party or by which it or its properties are otherwise subject or bound, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the property or assets of the Borrower, which conflict, violation, breach, default, lien, charge or encumbrance might have consequences that would materially and adversely affect the consummation of the transactions contemplated by the Loan Documents or the financial condition, assets, properties or operations of the Borrower.

3.4 Litigation; Adverse Facts. Except as disclosed to Lender in writing prior to the date hereof, there is no legal action, nor is there a basis known to Borrower for any legal action, before or by any court or federal, state, municipal or other governmental authority, pending, or to the knowledge of the Borrower, after reasonable investigation, threatened, against or affecting the Borrower, or its assets, properties or operations which, if determined adversely to the Borrower or its interests, would have a material adverse effect upon the consummation of the transactions contemplated by, or the validity of, the Loan Documents, upon the ability of Borrower to perform its obligations under the Loan Documents, or upon the financial condition, assets, properties or operations of the Borrower. Borrower is not in default (and no event has occurred and is continuing which with the giving of notice or the passage of time or both could constitute a default) with respect to any order or decree of any court or any order, regulation or demand of any federal, state, municipal or other governmental authority, which default might have consequences that would materially and adversely affect the consummation of the transactions contemplated by the Loan Documents, the ability of Borrower to perform its obligations under the Loan Documents, or the financial condition, assets, properties or operations of the Borrower. Borrower is not (a) in violation of any applicable law, which violation materially and adversely affects or may materially and adversely affect the business, operations, assets condition (financial or otherwise) or prospects of Borrower; (b) subject to, or in default with respect to, any other legal requirements that would have a material adverse effect on the business, operations, assets, condition (financial or otherwise) or prospects of Borrower; or (c) in default with respect to any agreement to which Borrower is a party or by which it is bound, which default would have a material adverse effect on the business, operations, assets, condition (financial or otherwise) or prospects of Borrower; and (d) there is no legal action pending or, to the knowledge of Borrower, threatened against or affecting Borrower questioning the validity or the enforceability of this Agreement.

3.5 Agreements; Consents; Approvals. Except as contemplated by the Loan Documents, the Borrower is not a party to any agreement or instrument or subject to any restriction that would materially adversely affect the Borrower. The Borrower is not in default in any material respect in the performance, observance or fulfillment of any of the obligations, covenants or conditions contained in any other agreement or instrument to which it is a party or by which it is bound.

No consent or approval of any trustee or holder of any indebtedness of the Borrower, and to the best knowledge of the Borrower and only with respect to the Borrower, no consent, permission, authorization, order or license of, or filing or registration with, any governmental authority (except

no representation is made with respect to any state securities or “blue sky” laws) is necessary in connection with the execution and delivery of the Loan Documents or the consummation of any transaction herein or therein contemplated, or the fulfillment of or compliance with the terms and conditions hereof or thereof, except as have been obtained or made and as are in full force and effect.

3.6 No Bankruptcy Filing. The Borrower is not contemplating either the filing of a petition by it under any state or federal bankruptcy or insolvency law or the liquidation of all or a major portion of its property, and the Borrower has no knowledge of any person contemplating the filing of any such petition against it. As of the Closing Date, the Borrower has the ability to pay its debts as they become due.

3.7 Full and Accurate Disclosure. No statement of fact made by the Borrower in any Loan Document contains any untrue statement of a material fact or omits to state any material fact necessary to make statements contained therein in light of the circumstances in which they were made, not misleading. There is no material fact or circumstance presently known to the Borrower that has not been disclosed to the Lender which materially and adversely affects the Program or the business, operations or financial condition or business prospects of the Borrower or the Borrower’s ability to meet its obligations under this Agreement in a timely manner.

3.8 Compliance. The Borrower will comply, to the extent required, in all material respects with all applicable legal requirements. The Borrower is not in default or violation of any order, writ, injunction, decree or demand of any governmental authority, the violation of which would materially adversely affect the financial condition or business prospects or the business of the Borrower.

3.9 Contracts. All service, maintenance or repair contracts affecting the Projects have been entered into at arm’s length (except for such contracts between the Borrower and the Lender) in the ordinary course of the Borrower’s business and provide for the payment of fees in amounts and upon terms comparable to existing market rates.

3.10 Financial Information. All financial data, including any statements of cash flow and income and operating expense, that have been delivered to the Lender in respect of the Program by or on behalf of the Borrower, to the best knowledge of the Borrower, (a) are accurate and complete in all material respects, (b) accurately represent the financial condition of the Program as of the date of such reports, and (c) to the extent prepared by an independent certified public accounting firm, have been prepared in accordance with GAAP consistently applied throughout the periods covered, except as disclosed therein. Other than pursuant to or permitted by the Loan Documents or the Borrower organizational documents, the Borrower has no contingent liabilities, unusual forward or long-term commitments or unrealized or anticipated losses from any unfavorable commitments. Since the date of such financial statements, there has been no materially adverse change in the financial condition, operations or business of the Borrower from that set forth in said financial statements.

3.11 Federal Reserve Regulations. No part of the proceeds of the Borrower Loan will be used for the purpose of purchasing or acquiring any “margin stock” within the meaning of Regulation U of the Board of Governors of the Federal Reserve System or for any other purpose

that would be inconsistent with such Regulation U or any other regulation of such Board of Governors, or for any purpose prohibited by law or any Loan Document.

3.12 Not a Foreign Person. The Borrower is not a “foreign person” within the meaning of §1445(0)(3) of the Code.

3.13 Enforceability. The Loan Documents are not subject to, and the Borrower has not asserted, any right of rescission, set-off, counterclaim or defense, including the defense of usury.

3.14 Insurance. The Borrower has obtained the insurance required by Section 2.9 hereof and has delivered to the Lender copies of insurance policies or certificates of insurance reflecting the insurance coverages, amounts and other requirements set forth in this Agreement.

3.15 State Law Requirements. The Borrower hereby represents, covenants and agrees to comply with the provisions of all applicable state laws relating to the Loan Documents.

3.16 Fraudulent Transfer. The Borrower has not accepted the Loan or entered into any Loan Document with the actual intent to hinder, delay or defraud any creditor, and the Borrower has received reasonably equivalent value in exchange for its obligations under the Loan Documents. The Borrower does not intend to, and does not believe that it will, incur debts and liabilities (including contingent liabilities and other commitments) beyond its ability to pay such debts as they mature (taking into account the timing and amounts to be payable on or in respect of obligations of the Borrower).

3.17 Filing of Taxes. The Borrower has filed (or has obtained effective extensions for filing) all federal, state and local tax returns required to be filed, if any, and has paid or made adequate provision for the payment of all federal, state and local taxes, charges and assessments, if any, payable by the Borrower.

3.18 Approval of the Loan Documents. By its execution and delivery of this Agreement, the Borrower approves the form and substance of the Loan Documents, and agrees to carry out the responsibilities and duties specified in the Loan Documents to be carried out by the Borrower. The Borrower acknowledges that (a) it understands the nature and structure of the Program, (b) it is familiar with the provisions of all of the Loan Documents and other documents and instruments relating to the financing, and (c) it has not relied on the Lender for any guidance or expertise in analyzing the financial or other consequences of the transactions contemplated by the Loan Documents or otherwise relied on the Lender in any manner.

3.19 Other Documents. Each of the representations and warranties of Borrower contained in any of the other Loan Documents is true and correct in all material respects (or, in the case of representations or warranties contained in any of the other Loan Documents that speak as of a particular date, were true and correct in all material respects as of such date). All of such representations and warranties are incorporated herein for the benefit of Lender.

3.20 Survival of Representations and Covenants. All of the representations and warranties in the Loan Documents (i) shall survive for so long as any portion of the Obligations remains due and owing and (ii) shall be deemed to have been relied upon by the Lender

notwithstanding any investigation heretofore or hereafter made by the Lender or on its or their behalf.

3.21 Reliance by Lender; Cumulative. Each warranty, representation, and agreement contained in this Agreement shall be automatically deemed repeated with each Advance and shall be conclusively presumed to have been relied on by Lender regardless of any investigation made or information possessed by Lender. The warranties, representations, and agreements set forth in this Agreement shall be cumulative and in addition to any and all other warranties, representations, and agreements which Borrower shall now or hereafter give, or cause to be given, to Lender.

3.22 No Advisory or Fiduciary Role. The Borrower acknowledges and agrees that:

- (a) the Lender has not assumed any advisory or fiduciary responsibility to the Borrower with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto;
- (b) the only obligations the Lender has to the Borrower is with respect to this Agreement and the Loan Documents; and
- (c) the Borrower has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate.

4. AFFIRMATIVE COVENANTS

During the term of this Agreement, the Borrower hereby covenants and agrees with the Lender that:

4.1 Existence. The Borrower shall (i) do or cause to be done all things necessary to preserve, renew and keep in full force and effect its existence and its material rights, (ii) continue to engage in the business presently conducted by it, and (iii) qualify to do business and remain in good standing under the laws of the State.

4.2 Litigation. The Borrower shall give prompt written notice to the Lender of any litigation, governmental proceedings or claims or investigations regarding an alleged actual violation of a state or federal law pending or, to the Borrower's knowledge, threatened against the Borrower which might materially adversely affect the Borrower's condition (financial or otherwise) or business.

4.3 Performance of Other Agreements. The Borrower shall observe and perform in all material respects each and every term to be observed or perforated by it pursuant to the terms of any agreement or instrument affecting or pertaining to the Program.

4.4 Notices. The Borrower shall promptly advise the Lender in writing of (a) any material adverse changes in the Borrower's financial condition, assets, or properties or operations, (b) any fact or circumstance affecting the Borrower or the Program that materially and adversely affects the Borrower's ability to meet its obligations hereunder or under any of the other Loan Document to which it is a party in a timely manner, or (c) the occurrence of any Event of Default of which the Borrower has knowledge.

Loan Agreement

4.5 Lender's Fees. The Borrower covenants to pay the reasonable fees and expenses of the Lender or any agents, attorneys, accountants, consultants selected by the Lender to act on its behalf in connection with this Agreement and the other Loan Documents, including, without limitation, any and all reasonable expenses incurred in connection with the making of the Loan or in connection with any litigation which may at any time be instituted involving the Loan, this Agreement, the other Loan Documents, or any of the other documents contemplated thereby, or in connection with the reasonable supervision or inspection of the Borrower, its properties, assets or operations or otherwise in connection with the administration of the foregoing. This obligation shall remain valid and in effect notwithstanding repayment of the Loan hereunder or termination of this Agreement.

4.6 Expenses. The Borrower shall pay all reasonable expenses incurred by the Lender in connection with the Loan, including reasonable fees and expenses of the Lender's attorneys and other consultants. The Borrower shall, upon request, promptly reimburse the Lender for all reasonable amounts expended, advanced or incurred by the Lender to collect the amounts advanced hereunder, or to enforce the rights of the Lender under this Agreement or any other Loan Document, or to defend or assert the rights and claims of the Lender under the Loan Documents arising out of an Event of Default or with respect to the Program (by litigation or other proceedings) arising out of an Event of Default, which amounts will include all court costs, attorneys' fees and expenses, fees of auditors and accountants, and investigation expenses as may be reasonably incurred by the Lender in connection with any such matters (whether or not litigation is instituted), together with interest at the Default Rate.

4.7 Indemnity. In addition to its other obligations hereunder, and in addition to any and all rights of reimbursement, indemnification, subrogation and other rights of Lender pursuant hereto and under law or equity, to the fullest extent permitted by law, the Borrower agrees to indemnify, hold harmless and defend the Lender, and each of its respective officers, directors, employees, attorneys and agents (each an "Indemnified Party"), against any and all losses, damages, claims, actions, liabilities, reasonable costs and expenses of any nature, kind or character (including, without limitation, reasonable attorneys' fees, litigation and court costs, amounts paid in settlement (to the extent that the Borrower has consented to such settlement) and amounts paid to discharge judgments) (hereinafter, the "Liabilities") to which the Indemnified Parties, or any of them, may become subject under federal or state securities laws or any other statutory law or at common law or otherwise, to the extent arising out of or based upon or in any way relating to this Agreement and the Loan Documents in all cases except where the Lender is proven to have been guilty of gross negligence or willful misconduct. The rights of any persons to indemnity hereunder shall survive the final payment or defeasance of the Loan. The provisions of this Section shall survive the termination of this Agreement.

4.8 Notice of Default. The Borrower will advise the Lender promptly in writing of the occurrence of any Event of Default hereunder, specifying the nature and period of existence of such event and the actions being taken or proposed to be taken with respect thereto.

4.9 Information; Financial Statements and Reports; Debt Service Coverage.

- (a) Borrower shall furnish or cause to be furnished to Lender:

(1) Notice of Default. As soon as possible, and in any event not later than five (5) Business Days after the occurrence of any Event of Default, a statement of an Authorized Representative of Borrower describing the details of such Event of Default and any curative action Borrower proposes to take;

(2) Financial and Administrative Statements. The Borrower shall provide to Lender monthly Financial Statements and Administrative Statements for the Lender to review, and prior to _____, 2026, such reports shall include the Borrower's monthly report of Administrative Activities, with a separate statement of EMS activity, and after _____, 2026, the Borrower shall include in its monthly report the number of service calls received in the previous month;

(3) Audit Reports. Promptly upon receipt thereof, copies of all reports, if any, submitted to Borrower by independent public accountants in connection with each annual, interim or special audit of the financial statements of Borrower made by such accountants, including the comment letter submitted by such accountants to management in connection with their annual audit;

(4) Certification of Non-Foreign Status. Promptly upon request of Lender from time to time, a Certification of Non-Foreign Status, executed on or after the date of such request by Lender;

(5) Compliance Certificates. Borrower provides a compliance certificate, in form and substance satisfactory to Lender and certified by an Authorized Borrower Representative, to the effect that Borrower is in compliance with all covenants, terms and conditions applicable to Borrower, under or pursuant to the Loan Documents and under or pursuant to any other debt owing by Borrower, and disclosing any noncompliance therewith, and any Event of Default, and describing the status of Borrower's actions to correct such noncompliance or Event of Default, as applicable; and

(6) Other Items and Information. Such other information concerning the assets, business, financial condition, operations, property, prospects and results of operations of Borrower, as Lender reasonably requests from time to time.

4.10 Continued Existence of Borrower. The Borrower shall take or cause to be taken all actions reasonably necessary to continue the Borrower's existence during the term of this Agreement, including but not limited to the addition or substitution of one or more members of the Borrower and execution of an amendment to the Borrower's JPA Agreement, to provide for the addition or substitution of such members.

5. NEGATIVE COVENANTS.

Borrower hereby covenants and agrees as follows, which covenants shall remain in effect so long as any Obligation or other obligation of Borrower under any of the other Loan Documents remains outstanding or unperformed. Borrower covenants and agrees that it will not, directly or indirectly:

5.1 Assignment of Rights. Borrower shall not attempt to assign Borrower's rights under the Loan Document without the Lender's prior written consent.

5.2 Principal Place of Business. Borrower shall not change its principal place of business without providing 30 days' prior written notice of the change to the Lender.

5.3 Fiscal Year. Borrower shall not change the times of commencement or termination of its fiscal year or other accounting periods, or change its methods of accounting, other than to conform to GAAP, without written notice to the Lender.

5.4 Publicity. Borrower shall not issue any publicity release or other communication to any print, broadcast or on-line media, post any sign or in any other way identify Lender as the source of the financing provided for herein, without the prior written approval of Lender in each instance (provided that nothing herein shall prevent Borrower from identifying Lender as the source of such financing to the extent that Borrower is required to do so by disclosure requirements applicable to public entities within the State of California).

6. DEFAULT AND REMEDIES.

6.1 Events of Default. Any one or more of the following events shall constitute an "Event of Default" by Borrower under this Agreement:

- (a) Borrower fails to pay the regularly scheduled principal or interest on the Loan when due.
- (b) Borrower fails to pay when due and payable, or when declared due and payable, any amounts payable hereunder or other Loan Documents and such amount is not paid within five (5) days after such amount is due and payable;
- (c) Borrower fails or neglects to perform, or observe when due, any term, provision, condition, covenant, warranty or representation contained in this Agreement or in any Loan Documents, or in any other present or future agreement or arrangement between Borrower and Lender, and such default shall not have been cured within fifteen (15) business days after notice thereof is given to Borrower by Lender;
- (d) Any material portion of Borrower's assets are attached, seized, subjected to a writ or distress warrant, or are levied upon, or come into the possession of any judicial officer, or any lien is filed or recorded against the assets of the Borrower by a governmental agency, or any judgment against the Borrower becomes a lien against any of the Borrower's assets;
- (e) A voluntary or involuntary petition in bankruptcy or for reorganization or for an arrangement or any composition, readjustment, liquidation, dissolution or similar relief pursuant to the federal bankruptcy law or

under similar present or future federal or state bankruptcy or insolvency law, is filed by or against Borrower, and such petition is not dismissed within sixty (60) days thereafter;

- (f) Borrower makes an assignment of all or any portion of its assets for the benefit of creditors;
- (g) Borrower is enjoined, restrained, or in any way prevented by court order from continuing to conduct all or any material part of its business affairs;
- (h) There is a default in any material agreement to which Borrower is a party with third parties resulting in a right by such third parties to accelerate the maturity of Borrower's indebtedness;
- (i) Any government agency files a lien or commences an action or any third party files a claim or lawsuit against Borrower in connection with a violation of state or federal environmental statutes, which claim may result in a substantial fine or penalty or the payment of damages;
- (j) Borrower suspends its business or ceases doing business as a going concern;
- (k) Failure by the Borrower to pay, when due, a final, non-appealable judgment or order over \$500,000 which shall be rendered against the Borrower and such judgment has not been vacated, discharged, satisfied or stayed by the Borrower within a period of 30 days; and
- (l) Any representation or warranty in the Loan or Loan Documents is not true when made.

6.2 Lender's Rights and Remedies. Upon the occurrence of an Event of Default, Lender may, at its election, without notice of its election and without demand, do any one or more of the following, all of which are authorized by Borrower:

- (a) Terminate Lender's obligation to make Advances to Borrower hereunder;
- (b) Declare all of Borrower's obligations to Lender immediately due and payable, whether evidenced by the Payment Schedule, this Agreement, by any of the other (collectively "Loan Documents") or otherwise;
- (c) Exercise such remedies against the Members of the Borrower pursuant to Section 7(d) of the Joint Powers Agreement (Third Amended and Restated) dated March 23, 2021, by and among such Members of the Borrower, up to the maximum pro rata liability described therein for each of the Members of the Borrower; and

- (d) Exercise all other rights and remedies available to Lender under the Loan Documents, at law or in equity.

6.3 Default Interest. From and after the occurrence of any Event of Default, interest shall accrue daily at the Default Interest Rate on all amounts outstanding under the Loan and shall be payable on demand.

6.4 Remedies Cumulative. Lender's rights and remedies under this Agreement, the Payment Schedule, the Loan Documents, and all other agreements shall be cumulative. No exercise by Lender of one right or remedy shall be deemed an election, and no waiver by Lender of any Event of Default on Borrower's part shall be deemed a continuing waiver. No delay by Lender shall constitute a waiver, election, or acquiescence by it.

7. MISCELLANEOUS.

7.1 Further Assurances. Borrower shall execute and acknowledge (if appropriate) any further documents consistent with the terms of this Agreement, including documents in recordable form, as the Lender shall from time to time find necessary or appropriate to effectuate its purposes in entering into this Agreement.

7.2 Entire Agreement, Waivers, and Amendments. This Agreement incorporates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the parties with respect to all or part of the subject matter of this Agreement. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the party to be charged. A waiver of the breach of the covenants, conditions or obligations under this Agreement by either party shall not be construed as a waiver of any succeeding breach of the same or other covenants, conditions or obligations of this Agreement. Any amendment or modification to this Agreement must be in writing and executed by the appropriate authorities of Lender and Borrower.

7.3 Waiver of Jury Trial. The Lender and the Borrower shall waive their right to trial by jury; provided, however, that in the event that the waiver of jury trial is unenforceable for any reason, the parties shall be submit to judicial reference.

7.4 Governing Law; Venue. This Agreement shall be governed in accordance with the laws of the State of California. Any legal action brought under this Agreement must be instituted in the Superior Court of the County of San Bernardino, State of California, in an appropriate municipal court in that county, or in the Federal District Court in the Central District of California.

7.5 Non-Discrimination. Borrower covenants by and for itself, its successors and assigns, and all persons claiming under or through them that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, religion, sex, marital status, national origin or ancestry in the construction, use, or enjoyment of the Program, nor shall Borrower itself or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation. Borrower shall comply with all applicable non-discrimination laws.

7.6 Assignment. Lender may, at its option, assign this Agreement and/or its right to receive repayment of the Loan without the consent of Borrower. In no event shall Borrower assign or transfer any portion of this Agreement without the prior express written consent of Lender, which consent may be withheld in Lender’s sole and absolute discretion. No assumption of the Loan shall be permitted at any time.

7.7 Compliance With Laws. Borrower shall comply with all federal and state laws, statutes and regulations affecting the ownership of its property and the conduct of its business

7.8 Notices. All notices, consents, approvals and requests required or permitted hereunder or under any other Loan Document shall be deemed to be given and made when delivered by hand, by recognized overnight delivery service, confirmed facsimile transmission (provided any telecopy or other electronic transmission received by any party after 4:00 p.m., local time, as evidenced by the time shown on such transmission, shall be deemed to have been received the following Business Day), or five (5) calendar days after deposited in the United States mail, registered or certified, postage prepaid, with return receipt requested, addressed as follows:

If to the Borrower: Consolidated Fire Agencies
1743 Miro Way
Rialto, California 92376
Attention: Executive Director
Telephone: _____

with a copy to: Lindsay K. Moore
(which shall not constitute Attorney at Law
notice to Borrower) Kingsley Bogard LLP
600 Coolidge Drive, Suite 160
Folsom, California 95630
Telephone: (916) 932-2500

If to the Lender: City of Ontario
303 East B Street
Ontario, California 91764
Attention: City Manager
Telephone: (909) 395-2000

and with a copy to: Best Best & Krieger LLP
(which shall not constitute 3390 University Avenue, 5th Floor
notice to Lender) Riverside, CA 92501
Attention: Kim Byrens
Telephone: (951) 826-8273

7.9 Expenses. Borrower shall pay all expenses incurred by Lender with respect to this Agreement and the Loan.

7.10 Execution in Counterpart. This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all parties hereto, notwithstanding that all parties are not signatories to the original or the same counterpart.

(Signature page follows)

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CONSOLIDATED FIRE AGENCIES a joint powers agency, acting on behalf of its CONFIRE EMS

Signature

Madam Chair Lynne Kennedy
Print Name

Signature

Interim Executive Director Nathan Cooke
Print Name

CITY OF ONTARIO

By: _____

Its: City Manager

ATTEST:

City Clerk

APPROVED: City Attorney

By: _____

*-Signature Page-
City of Ontario
Confire EMS Program
Loan Agreement*

EXHIBIT A
PAYMENT SCHEDULE
[To Come]

**CONFIRE**

STAFF REPORT

DATE: May 26, 2026

FROM: Nathan Cooke, Interim Executive Director

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

TO: CONFIRE Board of Directors

SUBJECT: Adoption of the Exempt Compensation Plan

Recommendation

Adopt the draft CONFIRE Exempt Compensation Plan, establishing compensation and terms and conditions of employment for Exempt Group employees.

Background Information

Exempt employees at CONFIRE are currently compensated under the San Bernardino County Special Districts and Fire District Compensation Plan. That compensation framework was developed for San Bernardino County special districts and the San Bernardino County Fire Protection District and does not fully reflect CONFIRE's organizational structure, classifications, operational assignments, or administrative needs.

CONFIRE staff, in coordination with the County Human Resources Department, is developing a CONFIRE-specific compensation plan based on the existing County framework. The proposed plan updates governance and organizational references, clarifies administration of County benefit programs, incorporates CONFIRE-specific classifications and operational assignments, and revises selected compensation and allowance provisions. Proposed updates include revisions to vehicle and portable communication device allowances, establishment of a uniform allowance, addition of a 15% management incentive pay provision for designated safety management classifications to support recruitment and retention of employees transitioning from California public safety retirement systems, and related administrative and formatting updates intended to support CONFIRE's transition toward independent personnel administration.

The proposed compensation plan also includes two 3% cost-of-living adjustments, consistent with those of other bargaining groups within CONFIRE.

Due to time constraints resulting from the need to fill key exempt positions to support the implementation of ground ambulance services, the agreement has not been finalized with San Bernardino County Human Resources. Any substantial changes to current draft will be brought to the CONFIRE Board of Directors for approval at the earliest possible date.

Fiscal Impact

Approval of the CONFIRE Exempt Compensation Plan will result in approximately \$809,354 in new ongoing annual personnel costs for the projected 32 Exempt Plan positions. The majority of these costs are associated with the proposed reorganization and attributed to the EMS Division 5020 Fund, including new and revised classifications necessary to support expanded operational and administrative responsibilities. The projected cost also includes impacts associated with the proposed two 3% cost-of-living adjustments and the proposed reclassification of the ECC Chief and Finance Administration Director classifications.

Attachments

- CONFIRE Exempt Compensation Plan

CONSOLIDATED FIRE AGENCIES JPA (CONFIRE)



EXEMPT COMPENSATION PLAN JULY 2026

Table of Contents

ARTICLE 1: INTRODUCTION	3
ARTICLE 2: BENEFITS	3
Section 1: Section 125 Premium Conversion Plan	3
Section 2: Medical and Dental Coverage	3
Section 3: Medical and Dental Subsidies	5
Section 4: Contributions to Salary Savings Plan	6
Section 5: Dependent Care Assistance Plan (DCAP)	7
Section 6: Flexible Spending Account (FSA)	7
Section 7: Perfect Attendance	8
Section 8: Healthy Lifestyles Program	8
Section 9: Insurance Programs	8
Section 10: Retirement Medical Trust Fund	9
Section 11: Retirement System Contributions	10
ARTICLE 3: COMPENSATION	11
Section 1: Assignment to Vacant Higher Position	11
Section 2: Bilingual Compensation	12
Section 3: Management Incentive Pay – Non-Safety Transition	12
Section 4: Major Fire and Disaster Response	12
Section 5: Administrative Duty Compensation	13
Section 6: Direct Deposit (Electronic Fund Transfer)	13
Section 7: Salary Adjustments	13
Section 8: Automobile Allowance	13
Section 9: Portable Communication Device Allowance	13
Section 10: Salary Rates and Step Advancements	14
Section 11: Longevity	14
Section 12: Special Assignment Compensation	15
Section 13: Tuition Loan Repayment	16
Section 14: Uniform Voucher	17
ARTICLE 4: MODIFIED BENEFIT OPTION	17
Section 1: General Provisions	17
Section 2: Modified Benefit Option Wage Differential	18
Section 3: Benefits and Leaves	18
Section 4: Paid Time Off	18
Section 5: Administration	19
ARTICLE 5: EMPLOYMENT PROVISIONS	21
Section 1: Access to Personnel Records	21
Section 2: Classification	22
Section 3: Classification Adjustments	22
Section 4: Conditions of Employment	22

Section 5: Demotions	22
Section 6: Dual Appointments	23
Section 7: Employment Interview Expenses	23
Section 8: Hours of Work.....	23
Section 9: Job Sharing and Part-Time Employment	24
Section 10: Promotions	24
Section 11: Recruitment and Referral Bonus Programs	24
Section 12: Recruitment Moving Allowance	26
Section 13: Reemployment	27
Section 14: Reemployment from Layoff	27
Section 15: Relocation.....	27
Section 16: Salary Rate Adjustment.....	28
Section 17: Unclassified Service	28
Section 18: Severance	28
ARTICLE 6: EXPENSE REIMBURSEMENT	28
ARTICLE 7: LEAVE PROVISIONS	31
Section 1: Administrative Leave	31
Section 2: Bereavement Leave	32
Section 3: Blood Donations	32
Section 4: Compulsory Leave	32
Section 5: Examination Time.....	33
Section 6: Holiday Leave.....	33
Section 7: Jury Duty Leave.....	34
Section 8: Leave Accruals While on Disability Leave	35
Section 9: Medical Emergency Leave	35
Section 10: Military Leave	37
Section 11: Political Leave	39
Section 12: Sick Leave	39
Section 13: Special Leaves of Absence Without Pay	42
Section 14: Vacation Leave.....	44
Section 15: Witness Leave	45
ARTICLE 8: TUITION REIMBURSEMENT AND MEMBERSHIP DUES	46
ARTICLE 9: VOLUNTARY TIME OFF	46
ARTICLE 10: DEFINITIONS	47
ARTICLE 11: PAYROLL ADJUSTMENTS	48
APPENDIX A: SALARY AND BENEFIT GROUPS	49

ARTICLE 1: INTRODUCTION

Consistent with applicable laws, the following sections represent the salary and benefit program, established by the Board of Directors for Exempt employees included in the Consolidated Fire Agencies JPA (hereinafter referred to as CONFIRE). The Exempt Compensation Plan shall in no manner be interpreted as a guaranteed or implied contract between CONFIRE and any employee or group of employees. The *Personnel Rules for Board-Governed Special Districts/Fire District* also apply to CONFIRE Exempt employees unless specifically excluded within rule provisions. For the benefits administered by San Bernardino County (County), the County's plan documents shall govern those benefits and referenced hereafter as a County plan or benefit.

ARTICLE 2: BENEFITS

Section 1: Section 125 Premium Conversion Plan

- A. Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for medical insurance, dental insurance, vision insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Exempt employees. The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium.
- B. To be eligible for the Section 125 Premium Conversion Plan, an employee must be eligible to participate in medical, dental, vision, AD&D, and/or life insurance and have a premium deduction for these benefit plans.
- C. Election of pre-tax salary reductions and after-tax payroll deductions shall be made within sixty (60) days of the initial eligibility period in a manner and on such forms designated by the Employee Benefits and Services Division. Failure to timely submit appropriate paperwork will result in after-tax deductions for all eligible premiums for the remainder of the Plan Year.
- D. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan Year except to the extent permitted under Internal Revenue Service rulings and regulations and consistent with the County's Section 125 Plan Document. The employee must submit a request for a change due to a mid-year qualifying event within sixty (60) days of the qualifying event.

Section 2: Medical and Dental Coverage

- A. All eligible employees scheduled to work forty (40) hours or more per pay period in a regular position must enroll in a medical and dental plan offered by CONFIRE. Employees who fail to elect medical and dental plan coverage will be automatically enrolled in the medical and dental plan with the lowest biweekly premium rates available in the geographical location of the employee's primary residence. Medical and dental plan coverage will become effective on the first day of the pay period following the first pay period in which the employee is scheduled to work for forty (40) hours or more and is in paid status.
- B. To continue enrollment in CONFIRE medical and dental plan coverage, an employee must be in a regular position scheduled to work a minimum of 40 hours per pay period and in paid status or be on an approved leave for which continuation of medical and dental coverage is expressly provided under Section 2 of this Article, or be eligible for and have timely paid the premium for COBRA continuation coverage.
- C. Eligible employees may elect to enroll their dependents upon initial eligibility for medical and dental insurance. Thereafter, newly eligible dependents may be enrolled within sixty (60) days of obtaining eligibility status, such

as birth, adoption, marriage, or registration of domestic partnership.

- D. Notification of a mid-year qualifying event must be submitted to the Employee Benefits and Services Division in accordance with procedures adopted by the Employee Benefits and Services Division. Employees are responsible for notifying the Employee Benefits and Services Division within sixty (60) days of dependent's change in eligibility for the CONFIRE-sponsored plans.
- E. Dependent(s) must be removed mid-plan year when a dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules, for example, divorce, overage dependent, or termination of domestic partnership.
- F. Enrollment elections must remain in effect for the remainder of the Plan Year unless an employee experiences an IRS qualifying event.
- G. Premiums for coverage will be automatically deducted from the employee's pay warrant. Failure to pay premiums will result in loss of coverage for the employee and/or their dependents. If the employee does not have sufficient earnings to cover the deduction, the employee must make alternative payment arrangements that are acceptable to the Employee Benefits and Services Division.
- H. Employees eligible for medical plan coverage who are also enrolled in a comparable group medical plan sponsored by another employer or are covered by a spouse, domestic partner, or parent who is also employed with CONFIRE may elect to discontinue enrollment in CONFIRE-sponsored medical plan (opt-out or waive).

Employees who elect to opt-out or waive (CONFIRE-sponsored medical plan coverage and scheduled for 61 to 80 hours per pay period will receive forty dollars (\$40.00) per pay period; opt-outs or waives scheduled for 40 to 60 hours shall receive twenty dollars (\$20.00) per pay period.
- I. Employees eligible for dental plan coverage who are also enrolled in a comparable group dental plan sponsored by another employer or are covered by a spouse, domestic partner, or parent who is also employed with CONFIRE may elect to discontinue enrollment in the CONFIRE-sponsored dental plan.
- J. The rules and procedures for electing to opt-out or waive of CONFIRE-sponsored health and dental plan coverage are established and administered by the Employee Benefits and Services Division.
 - 1. Employees may elect to opt-out of or waive CONFIRE medical and/or dental plan(s) within sixty (60) calendar days of the effective date of gaining other employer group coverage. Proof of initial gain of other employer group coverage is required at the time that opt-out or waive is elected.
 - 2. Employees may also elect to opt-out or waive of CONFIRE medical and/or dental plan coverage during an annual open enrollment period. All employees who newly elect to opt-out or waive during open enrollment must provide verification of other employer group plan coverage.
 - 3. Employees who voluntarily or involuntarily lose their other employer group medical and/or dental plan coverage must enroll in a CONFIRE-sponsored medical and/or dental plan within sixty (60) calendar days. Enrollment in the CONFIRE-sponsored plan will be provided in accordance with the requirements of the applicable plan.
 - 4. Except as required at the initial opt-out/waive election, employees are not required to provide verification of continued coverage unless requested by the plan administrator.
 - 5. There must be no break in the employee's medical and dental plan coverage between the termination date of the other employer group coverage and enrollment in a CONFIRE medical and dental plan. Terms and conditions of the applicable plan will determine the required retroactive enrollment period and premiums required to implement coverage. Failure to notify CONFIRE of loss of group coverage within sixty (60) calendar days will require the employee to pay insurance premiums retroactively on an after-tax basis.

Section 3: Medical and Dental Subsidies

A. CONFIRE has established a Medical Premium Subsidy (MPS) to offset the cost of medical plan premiums charged to eligible employees. The applicable MPS amount shall be paid directly to the providers of CONFIRE-sponsored medical plan in which the eligible employee has enrolled.

In no case, shall the MPS exceed the total cost of the medical and dental insurance premium for the coverage selected.

B. The following are the MPS amounts:

Effective February July 12, 2025, all employees shall receive a Medical Premium Subsidy (MPS) in the following amounts per pay period:

COVERAGE	SCHEDULED FOR 41 TO 60 HOURS	SCHEDULED FOR 61 TO 80 HOURS
Employee Only	\$180.10	\$360.19
Employee + 1	\$299.39	\$598.77
Employee + 2	\$420.98	\$841.96

Effective July 11, 2026, the MPS amounts for employees scheduled for 61 to 80 hours, will increase for each tier (i.e., Employee-Only, Employee + 1, Employee + 2) by 100% of the benefit plan year premium increase of the County's Blue Shield Signature HMO. This new MPS amount shall be the new basis for subsequent years. For example, if the 2024/2025 Benefit Plan Year premium for the Employee-Only tier increases by \$20 per pay period, the MPS amount will increase by \$20 per pay period (i.e., 100% of \$20) and the total MPS for the Employee-Only tier will be \$330.75. 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.

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.

Effective July 11, 2026, the MPS amounts for employees scheduled for 61 to 80 hours, will increase for each tier (i.e., Employee-Only, Employee + 1, Employee + 2) by 100% of the benefit plan year premium increase of the County's Blue Shield Signature HMO. This new MPS amount shall be the new basis for subsequent years.

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.

C. CONFIRE has established a Dental Premium Subsidy (DPS) to offset the cost of dental plan premiums charged to eligible employees. The applicable DPS amount shall be paid directly to the provider of the CONFIRE-sponsored dental plan in which the eligible employee has enrolled.

Those who are enrolled in both CONFIRE-sponsored medical and dental coverage whose premium costs for medical and dental exceeds the MPS will be eligible to receive the DPS.

The following are the DPS amounts:

Coverage	Scheduled for 40 to 60 hours	Scheduled for 61 to 80 hours
Employee Only	\$4.73	Up to \$9.46
Employee + 1		
Employee + 2		

The amount of the DPS shall not exceed the combined total of the employee's out-of-pocket premium expenses. For example, an employee who selects "employee only" coverage for medical and dental with a combined per

pay period premium cost of \$250.79 and receives a per pay period MPS of \$243.33 will receive a DPS in the amount of \$7.46 per pay period.

D. Eligibility for MPS and DPS

Employees in a regular position scheduled for a minimum of forty (40) hours per pay period, who are enrolled in a CONFIRE-sponsored medical plan, are eligible to receive the MPS towards the cost of medical coverage.

E. Employees in a regular position scheduled for a minimum of forty (40) hours per pay period, who are enrolled in a CONFIRE-sponsored medical and dental plan, are eligible to receive the DPS towards the cost of dental coverage. However, employees must be in paid status to actually receive the benefits of this Section.

F. Eligibility for MPS and DPS While on Leave

1. FMLA/CFRA. Employees who are on approved leave, pursuant to FMLA/CFRA law and whose paid hours in a pay period are less than the required number of hours designated in Section 3, as applicable, will continue to be enrolled in a CONFIRE-sponsored medical plan and to receive MPS and DPS in accordance with applicable law.

An employee who does not otherwise meet the requirements for FMLA and/or CFRA (e.g., an employee who has not actually worked 1,250 hours during the applicable twelve (12) month rolling period) after the employee has received the MPS and DPS as provided by law, shall not be eligible for continuation of the MPS and DPS in the subsequent year. For example, an employee who is off work continuously for two years, and received the MPS and DPS as provided by law, shall not be eligible for the continuation of the MPS and DPS in the next rolling year.

2. Pregnancy Disability Leave (PDL). An employee on an approved Pregnancy Disability Leave is eligible for continuation of MPS and DPS in accordance with PDL, Government Code section 12945.

3. Workers' Compensation. Except for employees covered under Labor Code 4850, employees who are on an approved leave based on an approved workers' compensation claim shall continue to receive the MPS and DPS for up to a total of twenty (20) pay periods while off work due to that work injury as long as the employee pays his/her portion of the premiums on time. Should any subsequent workers' compensation claims occur during the initial twenty (20) pay periods, the remaining MPS eligibility from the original claim shall run concurrent with any additional approved workers' compensation claims that occur during the initial claim. For example, if the employee is receiving the MPS and DPS for twenty (20) pay periods for an injury and after ten (10) pay periods another workers' compensation claim is approved and the employee is eligible to receive the MPS and DPS for an additional twenty (20) pay periods, ten (10) pay periods will run concurrent with the initial claim, for a total of 30 pay periods. Employees who are still on workers' compensation after the expiration of the initial twenty (20) pay periods shall continue to receive MPS and DPS provided the employee is in paid status.

4. Short Term Disability. Employees in paid status shall continue to receive the MPS and DPS.

5. Per Episode of Illness or Injury. Employees who are on an approved Medical Leave of Absence and whose paid hours in a pay period are less than the required number of hours will continue to receive the benefits of Section 2 for up to six pay periods per episode of illness or injury.

Section 4: Contributions to Salary Savings Plan

A. Biweekly contributions of Exempt employees in Group D to the County's 401(k) Defined Contribution Plan up to three percent (3%) of an employee's biweekly base salary will be matched by a CONFIRE contribution on the basis of two (2) times the employee's contribution. The CONFIRE contribution shall not exceed six percent

(6%) of an employee's biweekly base salary. Biweekly contributions of Exempt employees in Groups B and C to the County's 401(k) Defined Contribution Plan up to four percent (4%) of an employee's biweekly base salary will be matched by a CONFIRE contribution on the basis of two (2) times the employee's contribution. The CONFIRE contribution shall not exceed eight percent (8%) of an employee's biweekly base salary.

- B. Biweekly contributions of Exempt Group B employees to the County's 457(b) Deferred Compensation Plan up to one percent (1%) of an employee's biweekly base salary will be matched by a CONFIRE contribution on the basis of one (1) time the employee's contribution. The CONFIRE contribution shall not exceed one percent (1%) of the employee's biweekly base salary. Biweekly contributions of Exempt Group C and D employees to the County's 457(b) Deferred Compensation Plan up to one percent (1%) of an employee's biweekly base salary will be matched by a CONFIRE contribution on the basis of one-half (1/2) times the employee's contribution. The CONFIRE contribution shall not exceed one-half percent (1/2%) of the employee's biweekly base salary.

Section 5: Dependent Care Assistance Plan (DCAP)

The purpose of this Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an election to pay for qualifying dependent care expenses with salary reduction from compensation contributed to the Plan before federal income or social security taxes are paid to the Internal Revenue Service ("Salary Reduction") in accordance with Sections 125 and 129 of the Internal Revenue Code of 1986 (IRC) and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law.

The DCAP will be administered by the Employee Benefits & Services Division consistent with said IRC Section and consistent with San Bernardino County's Dependent Care Assistance Plan Document.

- A. To be eligible to enroll for this benefit, an employee must be in a regular position.
- B. Enrollment is required every year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status Event. Failure to submit a participation agreement within the time frame shall result in an election to not participate in the Plan.
- C. An employee must elect to contribute to DCAP through salary reduction on forms approved by the Employee Benefits & Services Division. An employee election to participate shall be irrevocable for the remainder of the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Dependent Care Assistance Plan Document.
- D. Pursuant to IRC Section 125, any amounts remaining in the employee's account at the end of the Plan Year must be forfeited except as permitted by the IRC and the County's Dependent Care Assistance Plan Document. Any forfeited amounts shall be used to help defray the Plan's administrative expenses.

Section 6: Flexible Spending Account (FSA)

- A. The CONFIRE has established a Medical Expense Reimbursement Flexible Spending Account (FSA) Plan for Exempt Group employees in regular positions. The FSA is established in accordance with the provisions of Section 213 of the Internal Revenue Code (IRC). The Employee Benefits and Services Division will serve as the Plan's Administrator.
- B. Eligible employees who choose to participate in the FSA must complete and submit enrollment forms in accordance with procedures developed by the Plan's Administrator.
- C. Enrollment is required every year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status Event. Failure to submit a

participation agreement within the time frame shall result in an election to not participate in the Plan.

- D. Eligible employees may contribute, on a pre-tax basis, each biweekly pay period up to the established amount pursuant to the IRC annual maximum. CONFIRE will contribute up to forty dollars (\$40.00) per biweekly pay period matching employee contributions dollar for dollar. CONFIRE will contribute up to an additional \$10 per biweekly pay period, matching Exempt employee contribution dollar for dollar, for employees who select the CONFIRE-sponsored Blue Shield Access + HMO Plan or the Kaiser Choice HMO Plan and elect to enroll in the FSA.
- E. Upon enrolling in the Plan, employees may not change their designated biweekly contribution amount or discontinue making contributions for the remainder of the Plan Year except as permitted by the IRC. Any amounts remaining in an employee's account at the end of the Plan year must be forfeited except as permitted by the IRC and the County's Medical Expense Reimbursement Plan Document. Any forfeited amounts shall be used to help defray the Plan's administrative expenses.

Section 7: Perfect Attendance

Employees in regular, full-time positions in Exempt Groups C and D who do not utilize any sick leave or Paid Time Off (PTO) for Sick Leave Purposes, any leave (e.g., vacation) in lieu of sick leave, or benefits in lieu of sick leave (e.g., workers' compensation, Short-Term Disability partial/full integration, etc.), in a calendar year (i.e., pay period 1 through pay period 26 or 27, when applicable, of the same year), and who do not record any sick leave without pay, absent without pay, Medical Emergency Leave, or military leave as provided by law, during that year, shall accrue sixteen (16) hours of perfect attendance leave for use in the next calendar year. Failure to utilize the perfect attendance leave within the calendar year shall result in forfeiture of the same. Perfect attendance leave may not be cashed out.

Section 8: Healthy Lifestyles Program

The Healthy Lifestyles program is available to Exempt Group employees. Under this program, Exempt Group employees are eligible for reimbursement for a Health Club/Fitness memberships up to \$324.00 on an annual basis. Exempt Group employees are also eligible for an annual physical examination through the Arrowhead Regional Medical Center.

Section 9: Insurance Programs

- A. Term Life Insurance. Subject to carrier requirements as specified in the Certificate of Insurance, CONFIRE will pay the premium for a term life insurance policy, the amount of which is based on the eligible employee's scheduled hours. An employee scheduled from 40 to 60 hours per pay period shall receive \$25,000 in coverage. An employee scheduled from 61 to 80 hours shall receive \$50,000 in coverage. Life Insurance will become effective on the first day of the pay period following the first pay period in which the employee is in paid status. For pay periods in which the employee is not in paid status, the employee shall have the option of continuing life insurance coverage at the employee's expense.
- B. Voluntary Life Insurance. In accordance with procedures established by the Employee Benefits and Services Division, eligible employees may purchase, through payroll deductions, term life insurance subject to carrier requirements and in the amounts specified in the Certificate of Insurance.

An employee shall become initially eligible to participate in this program on the first day of the pay period following the pay period in which the employee is in paid status. Participation will continue as long as premiums are paid timely. If the employee does not have sufficient earnings to cover the deduction for premiums, the employee must make alternative payment arrangements that are acceptable to the Employee Benefits and

Services Division.

C. Universal Life Insurance.

1. Group Universal Life. Eligible employees may purchase, through payroll deductions, group universal life insurance subject to carrier requirements and approval. The benefit levels for such insurance shall be equivalent to no more than three times the employee's annual base earnings. Employees who purchase group universal life insurance shall be provided a CONFIRE contribution towards the biweekly premium based on the following schedule:

Benefit Group	CONFIRE Contribution
Benefit Group A	100 percent of the premium for benefit level equal to the annual base salary
Benefit Group B	50 percent of the premium for benefit level equal to the annual base salary or 100 percent of the premium for benefit level equal to one-half of the annual base salary
Benefit Group C	25 percent of the premium for benefit level equal to the annual base salary
Benefit Group D	25 percent of the premium for benefit level equal to the annual base salary

If the employee does not have sufficient earnings to cover the deduction for premiums, the employee must make alternative payment arrangements that are acceptable to Human Resources.

- D. Accidental Death and Dismemberment Insurance. Exempt Group employees may purchase amounts of Accidental Death and Dismemberment Insurance coverage for themselves and dependents through payroll deduction. An employee shall become initially eligible to participate in this program on the first day of the pay period following the first pay period in which the employee works and is in paid status. Participation will continue as long as premiums are paid timely. In the absence of sufficient earnings to cover the deduction for premiums, the employee must make alternative payment arrangements that are acceptable to the Employee Benefits and Services Division. The benefit will be provided subject to carrier requirements, and will be administered by the Employee Benefits and Services Division.
- E. State Disability Insurance. CONFIRE agrees to pay the premium for State Disability Insurance for each employee in regular positions budgeted for forty-one (41) or more hours per pay period.
- F. Vision Care Insurance. Subject to carrier requirements, CONFIRE will pay the premiums for vision care insurance for employees who are in a paid status and their eligible dependents.

Section 10: Retirement Medical Trust Fund

A Retirement Medical Trust Fund has been established. The RMT is a Voluntary Employees Benefit Association (VEBA) and will comply with all of the provisions of IRC section 501(c)(9).

The RMT Fund will be administered by the Employee Benefits and Services Division as the plan administrator in accordance with the plan document and applicable law.

- A. Sick Leave Conversion Eligibility. Exempt Group employees with five or more years of participation in SBCERA are eligible to participate in the RMT.

The purchase of additional retirement credit or other retirement service credit and/or participation in other public sector retirement systems may also be counted towards the participation requirement, provided that the employee has not withdrawn their contributions from the system(s) and the employee is also a participant in SBCERA.

Employees who wish to receive credit for participation in other public retirement systems must provide the Plan

Administrator written evidence of participation and that contributions made to the system(s) have not been withdrawn. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one year from the employee's hire date.

- B. Sick Leave Conversion Formula. At separation from service for reasons other than death, all eligible employees will be required to contribute the cash value of their unused sick leave balances to the RMT in accordance with the conversion formula below:

Amount of Remaining Sick Leave Hours	Cash Value Formula
0 to 1,500 hours	80%

- C. CONFIRE Contribution - CONFIRE will contribute to the RMT as follows:

Years of Participation in SBCERA or Other Retirement System	Percentage of Base Salary*
5-9 years	2.00%
10-15 years	2.75%
16 or more years	3.75%

*For purposes of the RMT contribution, base salary is as defined in the RMT plan document.

Employees who wish to receive credit for participation in other public retirement systems must provide the Plan Administrator written evidence of participation and that contributions made to the system(s) have not been withdrawn. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one year from the employee's hire date.

- D. Death. Upon the death of an active employee with five (5) or more years of continuous service from the most recent date of hire in a regular position, the estate of the deceased employee will be paid the cash value for the unused sick leave balances according to the sick leave conversion formula below, and will not go into the Trust.

Sick Leave Balance as of Date of Separation for death	Cash Payment Percent of Hours of Sick Leave Balance
480 hours or less	30 percent
481 to 600 hours	35 percent
601 to 720 hours	40 percent
721 to 840 hours	45 percent
841 to 1000 hours	50 percent

Section 11: Retirement System Contributions

- A. Employee Contributions.

All employee retirement system contribution obligations shall be "picked up" for tax purposes only pursuant to this Section. The Auditor- Controller/Treasurer/Tax Collector shall implement the pickup of such retirement system contributions under Internal Revenue Code Section 414(h)(2).

The CONFIRE shall make member contributions under this Subdivision on behalf of the employee which shall be in lieu of the employee's contributions and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this Subdivision shall be recouped through offsets against the salary of each employee for whom CONFIRE picks up member contributions. These offsets are akin to a reduction in

salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by CONFIRE under this Subdivision shall be treated as compensation paid to CONFIRE employees for all other purposes. CONFIRE-paid employer contributions to SBCERA under this Subdivision shall be paid from the same source of funds used in paying the salaries of the affected employees. No employee shall have the option to receive the retirement system contribution amounts directly instead of having them paid to SBCERA.

Until retirement or separation, all contributions picked up under this Subdivision will be considered for tax purposes as employer-paid contributions.

B. Special Provisions.

1. Employees with at least twenty-five (25) years of service as set forth in Government Code section 31625.3 as of June 18, 2011, and who either already have or thereafter attain thirty (30) years of service credit as set forth in Government Code section 31625.3 shall have one (1) opportunity during the employee's employment to receive cash payments of seven percent (7%) of earnable compensation for up to twenty-six (26) consecutive pay periods.
2. Employees who are over age sixty (60) at time of hire, and who are in a regular position, and who choose not to be a member of SBCERA, shall be enrolled in the County's 401(k) Defined Contribution Plan. CONFIRE shall contribute the applicable percentage of the employee's base salary as provided in Section 4 Contributions to Salary Savings Plan of this Article, not to exceed the annual limits of the Plan as defined in the Internal Revenue Code. Eligible employees who waive participation in the County's Retirement System shall be eligible to receive the biweekly amounts applied under section (A) above for their group of employees.

- C. Survivor Benefits. Survivor Benefits are payable to employed general retirement members with at least eighteen (18) months continuous retirement membership pursuant to Government Code section 31855.12. An equal, non-refundable employer and employee biweekly contribution will be paid to SBCERA as provided in the annual actuarial study.

ARTICLE 3: COMPENSATION

Section 1: Assignment to Vacant Higher Position

Employees directed to continuously perform duties in a vacant higher level regular position, for which funds have been appropriated, shall be entitled to a salary rate increase to the higher level for the time actually worked in excess of eighty (80) hours, unless specifically waived by the employee; provided, however:

- A. CONFIRE's Director of Human Resources, or designee certifies to the Appointing Authority in writing at the time of appointment that the employee meets minimum qualifications and is assigned and held responsible to fully perform all of the duties normally associated with the higher level position without limitation as to difficulty or complexity of assignments or consequence of action and that the employee shall be required to meet standards for satisfactory performance normally required at the higher level position; and
- B. A written request for a salary rate increase to the higher level is directed to the Appointing Authority for CONFIRE or designee for approval; such increase to the higher level shall be determined as if the assignment had been a promotion.

It shall be the responsibility of a CONFIRE supervisor/manager to initiate such requests and to provide a copy of such request to the employee. Written requests may also be made by the employee through a CONFIRE supervisor/manager in the same manner. Requests for a salary rate increase should be initiated during the first

thirty (30) calendar days of such assignment. Requests for retroactive payment of a salary rate increase must be filed as soon as possible, but not later than one (1) calendar year after assignment of the higher level duties and must be approved by CONFIRE's Director of Human Resources. Failure to meet this time limitation shall waive any and all rights to retroactive pay.

The duration of such assignments to vacant higher positions shall not usually exceed one (1) calendar year. Appointments to regular positions of trainees or underfills are exempt from the provisions of this section. Further, this section does not apply to a situation in which no vacant higher level position exists for which funds have been appropriated. Addition of duties of a higher level classification to any employee's regular position shall be governed by the section on Special Assignment Compensation, or the Personnel Rule on Classification, as appropriate. For purposes of this section, a vacant position is defined as an authorized regular position for which funds have been appropriated and which may be: (a) An unoccupied position due to attrition and for which the appointment process has been initiated; (b) a position from which the incumbent is on extended leave of absence; or (c) a new position authorized by the Board of Directors for which the appointment process has been initiated.

Section 2: Bilingual Compensation

Upon approval of CONFIRE's Director of Human Resources, employees in the category of the Exempt Group required by the Appointing Authority or designee to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a condition of employment, shall be eligible for bilingual compensation in the amount of forty-five dollars (\$45) per pay period. Such compensation shall apply regardless of the total time required per day for such translation. Such employees must be certified as competent in translation skills by Human Resources to be eligible for compensation.

Section 3: Management Incentive Pay – Non-Safety Transition

A. Employees who are appointed to executive or management positions within Exempt Group B and C and meet the eligibility criteria set forth in this section shall receive Management Incentive Pay as provided in this section.

Management Incentive Pay shall be established at a rate of fifteen percent (15%) of the employee's base salary and shall be paid as part of the employee's regular compensation.

Management Incentive Pay applies to employees who, at the time of appointment to the designated classification or assignment, are transitioning from a California public safety retirement classification, have a minimum of ten (10) years of continuous service under a safety retirement formula, and are not receiving a service retirement benefit from a public safety retirement system.

Management Incentive Pay shall commence upon appointment to the designated classification or assignment and shall continue for the duration of the employee's assignment in that classification or assignment.

Such compensation shall be reported in accordance with applicable laws and regulations governing retirement reporting.

Section 4: Major Fire and Disaster Response

For major fire and disaster response, CONFIRE employees assigned to major fire or disaster incidents, which exceed twelve (12) hours in duration, shall be eligible for additional compensation upon the approval of the Executive Director or designee. For approval of Major Fire and Disaster Response Compensation for the Executive Director, the request must be approved by the CONFIRE Board Chair or designee. If approved, such compensation for Exempt Group B shall be paid at the employee's base rate of pay. Exempt Groups C and D shall be paid at one and one-half times the employee's base rate of pay.

Section 5: Administrative Duty Compensation

Administrative duty compensation of \$400.00 per month will be provided to Exempt Group B classifications. This compensation is provided to compensate the classifications listed above for after hours work that does not involve returning to the worksite, unless otherwise provided for in this Article. No holiday time may be banked for being “on call” unless the employee actually returns to work for a verifiable emergency, activation or other incident as determined by CONFIRE’s Appointing Authority or designee. Should an employee be required to return to work on a holiday, holiday time may only be banked for those hours the employees actually were required to work.

Section 6: Direct Deposit (Electronic Fund Transfer)

All employees must make and maintain arrangements for the direct deposit of paychecks and reimbursements into the financial institution of their choice via electronic fund transfer. Employees who fail to make arrangements for direct deposit shall receive paychecks and/or expense reimbursements via pay card.

Section 7: Salary Adjustments

A. Across the Board Wage Increase

- 3.00% - Effective February 20, 2027, CONFIRE shall provide all classifications with a three percent (3.00%) across the board salary increase,
- 3.00% - Effective February 19, 2028, CONFIRE shall provide all classifications with a three percent (3.00%) across the board salary increase.

For the purposes of this CONFIRE Exempt Compensation Plan, base salary rate shall mean the salary range assigned to a specific classification as provided in Appendix A.

Section 8: Automobile Allowance

All CONFIRE employees in a paid status in Exempt Group A shall be eligible to receive a bi-weekly automobile allowance in the amount of \$461.54 with no mileage reimbursement, or may elect to be assigned a CONFIRE vehicle, subject to availability and approval of the Appointing Authority or designee.

Employees in Exempt Group B may elect to be assigned a CONFIRE vehicle, subject to availability and approval of the Appointing Authority or designee.

Employees in Exempt Group A who become eligible or ineligible in the middle of a pay period (i.e., not at the beginning of a pay period) will receive a prorated sum of automobile allowance. Employees selecting this allowance shall be required to have a vehicle available at all times for use on CONFIRE business. This allowance shall be considered complete reimbursement for the acquisition, insurance, maintenance, repair, upkeep, fuel, and all other costs for the required vehicle.

Section 9: Portable Communication Device Allowance

All CONFIRE employees in a paid status in Exempt Groups A and B shall be eligible to receive a biweekly portable communication device allowance in the amount of ninety-two dollars and thirty-one cents (\$92.31), provided they are not assigned a CONFIRE-issued portable communication device.

An employee who becomes eligible or ineligible for this benefit in the middle of the pay period will receive a prorated amount.

The employee shall purchase a portable communication device capable of sending and receiving cellular telephone calls and capable of sending and receiving e- mails to and from CONFIRE’s e-mail systems.

CONFIRE shall pay for any license and set up expense for the device, if any, and the employee shall pay for the equipment and monthly voice mail and data plans.

Employees in Exempt Groups A and B may elect to be assigned a CONFIRE-issued portable communication device, subject to availability and approval of the Appointing Authority or designee, in lieu of receiving the portable communication device allowance.

Section 10: Salary Rates and Step Advancements

- A. Eligibility for Step Advancement. Employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this provision. Variable entrance steps may be established if justified by recruitment needs and the qualifications of the new employee, to the extent they exceed the minimum of the position to which the employee is appointed, through top step with the approval of the Appointing Authority or designee and through top step with the approval of CONFIRE's Director of Human Resources or designee.

Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with eighty (80) service hours in each pay period, the step advance will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of the required length of service hours in the classification, satisfactory work performance, and Appointing Authority or designee recommendation.

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to 80 hours per pay period. Overtime hours, disability payments, Medical Emergency Leave, and time without pay shall not count toward step advancements. Unless otherwise approved by the Board of Directors, step advancements within a base salary range shall be based upon a one-step increment, approximately two and one-half percent (2.5%).

Employees shall be eligible for step advancement after completion of increments of 1,040 hours until the top step of the range is reached.

The Appointing Authority or designee may request, in limited exceptional circumstances and with adequate justification, the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity, subject to the recommendation of the Director of Human Resources or his/her designee. The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

- B. Special Provisions. The Appointing Authority or designee may request, in limited exceptional circumstances and with adequate justification, the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity, subject to the recommendation of CONFIRE's Director of Human Resources or designee and the final approval of the Appointing Authority or designee. CONFIRE's Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of any employee to correct any payroll error or omission, including any such action, which may have arisen in any prior fiscal year.

Section 11: Longevity

Employees shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous service with the County/CONFIRE. Longevity pay shall be paid on all paid hours, up to an employee's standard hours, and shall be excluded when determining the appropriate rate of

pay for a promotion or demotion.

TOTAL COMPLETED SERVICE	COMPENSATION
20,800 continuous service hours (10 years)	1.0%
31,200 Continuous Service Hours (15 years)	3.0%

For purposes of longevity pay only, a year of completed County/CONFIRE service is defined as 2,080 service hours with the County/CONFIRE.

Recognition of Prior Public Service

For purposes of determining eligibility for longevity pay only, prior service performed under a California public retirement system or other qualifying public retirement system shall be recognized, provided that:

- The employee entered Agency employment without a break in public service exceeding six (6) months; and
- The prior service was performed in a position that accrued service credit under a public retirement system; and
- The employee provides documentation acceptable to Human Resources verifying such service.
- The employee is not receiving a service retirement benefit from a public retirement system for the period of service being credited.

Approved prior service shall be combined with the employee's CONFIRE service solely for the purpose of determining the applicable longevity pay tier. Such recognition shall not apply to any other compensation, seniority, leave accruals, or benefits unless otherwise expressly provided.

Section 12: Special Assignment Compensation

Increases in pay may be granted to recognize the temporary assignment of additional responsibilities that are significant in nature and beyond the normal scope of the position. No award shall be made in any situation related to vacation, short-term illness or other relief, which is six (6) weeks or less. The duration of such assignments are not intended to exceed one (1) calendar year except in unusual circumstances approved by the Appointing Authority or designee and CONFIRE's Director of Human Resources or designee. Employees will normally not be in a probationary status. The employee shall be required to meet standards for satisfactory performance.

Compensation shall be awarded in pay period increments, and shall be in the form of a specified percentage of the employee's base pay. The Appointing Authority or designee will determine the amount in increments of one-half percent (½ %) from a minimum of two and one-half percent (2 ½%) up to a maximum of seven and one-half percent (7 ½%). The additional compensation will be computed at the specified percentage of the current base pay of the employee for each pay period. Such increases in pay shall not effect an employee's step advancement in the base range pursuant to the Salary Rates and Step Advancements section.

Requests for Special Assignment Compensation may be initiated by the Appointing Authority or an employee via the Appointing Authority. The Appointing Authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this provision. It is important to obtain CONFIRE's Director of Human Resources or designee's review of the request in advance of the date the employee begins the assignment, since there is no guarantee the request will be approved. Special Assignment Compensation is to be effective only with CONFIRE's Director of Human Resources or designee's written approval, assignment of greater level duties, and signed acceptance of the employee.

This provision shall not be utilized to circumvent or provide additional compensation over and above that which may be provided in "Classification" and "Assignment to Vacant Higher Position." These aforementioned provisions are mutually exclusive concepts and as such there shall be no dual or multiple requests based on the same facts.

Section 13: Tuition Loan Repayment

CONFIRE shall establish a Tuition Loan Repayment Program to assist with student loan obligations and encourage continued CONFIRE employment.

A. Eligibility Requirements - all requirements must be met before the employee is deemed eligible for loan repayment assistance:

3. The employee is employed in a regular full-time classification covered under this Compensation Plan.
4. The employee fully completes the CONFIRE's Student Loan Repayment Application.
5. The employee submits proof of the following:
 - a. (i) A qualifying degree.
 - b. (iii) Current statements from an unpaid loan.
 - c. The employee is in paid status in the pay period the repayment is made.
 - d. The employee is not participating in another tuition loan repayment program. This does not include participation in any loan forgiveness program.
 - e. Employee's last Work Performance Evaluation rating is a "meets standards" or above and not on an improvement plan.
 - f. Employee is not on a current leave restriction plan.

B. Terms of Loan Repayment Assistance:

Employees with 2 or more years of continuous service with CONFIRE may apply for tuition loan repayment. Continuous service is defined as the total length of service from an employee's most recent beginning (hire) date in a regular position with no separation from CONFIRE employment. Employees must complete a new application and submit supporting documentation for each disbursement for loan repayment. Any additional annual incentive will require completion of new one-year continuous periods of Qualifying Service on and after the date of the implementation of this provision. In no event will the payments be combined. If the application meets /CONFIRE requirements, the payment shall be as follows:

1. After completion of 2 continuous years with CONFIRE: A single payment of up to \$1,000.
2. After completion of 3 continuous years with CONFIRE: A single payment of up to \$1,500.
3. After completion of 4 continuous years with CONFIRE: A single payment of up to \$2,000.
4. After completion of 5 continuous years with CONFIRE: A single payment of up to \$2,500.
5. After completion of 6 continuous years with CONFIRE: A single payment of up to \$3,000.

Payment shall not exceed the total amount of \$10,000 per employee. Eligible employees may receive the payment within thirty (30) days after approval of the required documentation.

C. Restrictions

1. Employee must have one or more qualifying student loans (including private loans provided they qualify pursuant to all applicable State and Federal laws, rules, and regulations).

2. Degree must have been completed and employee must be in active repayment of the loan.
3. Loans must not be in default status. Employees must provide a written statement from their lender(s) substantiating that the loan(s) are not in default, dated within ten (10) business days of the application for payment.
4. Payments made on loans in the year prior to the repayment request that are less than the maximum yearly repayment amount will be eligible for the lesser amount paid only.
5. Employees who separate from County/CONFIRE employment are not entitled to prorated payments.
6. The lender information must be verified annually, and must not be older than ten (10) days prior to the application for payment.
7. If loans have been consolidated, proof of consolidation must be provided.
8. Employees must show proof of loan payments for each of the prior twelve (12) consecutive months.

D. Program Details

1. Payment will be made directly to the employee through EMACS. Payment will be subject to all required payroll deductions, and participants will be responsible for any and all applicable taxes resulting from the payments they receive.
2. Qualifying Student Loan shall mean a loan (or the portion of a loan, if consolidated) taken and used to cover the cost of an eligible qualifying degree. The determination of whether or to what extent a loan is a Qualifying Student Loan shall be made based on guidelines established by Human Resources.
3. Notwithstanding the foregoing, reimbursement under this Section shall be made subject to any additional conditions approved by the Appointing Authority or designee.

Section 14: Uniform Voucher

CONFIRE will provide a maximum of \$400.00 voucher per fiscal year for uniform purchase the specified uniform. The employee is responsible for the purchase of such uniform to include approved pants, shirts, jackets, sweatshirts, belts, and shoes or boots. All such purchases of uniforms shall be made with such vendors as are selected by CONFIRE and CONFIRE's Appointing Authority or designee. CONFIRE shall make direct payment to the vendor up to the specified amount. Unused amounts shall not be carried over to the following fiscal year.

Employees who are on long-term leave of absence (6 pay periods or greater) who do not return to work will forfeit any unused and future uniform allowance.

ARTICLE 4: MODIFIED BENEFIT OPTION

Section 1: General Provisions

- A. All full-time CONFIRE employees in regular positions shall be provided an opportunity to convert from a regular position with traditional benefits (i.e., traditional benefit option) to a regular position with modified benefits and a wage differential.
- B. Employees may choose to enroll in the Modified Benefit Option (MBO) at hire or during the annual open enrollment period, and may choose to change to the traditional benefit option during subsequent open enrollment periods.
- C. Employees who select the MBO must commit to work a minimum of 1,560 hours per calendar year.

- D. In order to receive the benefits and wage differential of the MBO, the employee must specifically choose the Option.

Section 2: Modified Benefit Option Wage Differential

- A. Employees who select the MBO shall receive a wage differential of 4% above the base rate of pay. The wage differential shall be paid on all paid hours (e.g., REG, PTO, etc.).
- B. The wage differential shall be considered as part of the base hourly rate when calculating the following: CONFIRE contribution to the employee's Retirement Medical Trust (RMT) account, CONFIRE match to employee's contribution to County's 457(b) Deferred Compensation Plan, CONFIRE match to employee's contribution to County's 401(k) Defined Contribution Plan, differentials paid on a percentage basis (e.g., retention), sick leave conversion cash-out pursuant to Section 10 Retirement Medical Trust in Article 2 Benefits, and other leave cash-outs if any. Provided below is an example of how CONFIRE's contribution to the RMT would be calculated:

Example: Employee with 17 years of continuous County/CONFIRE service and an 80-hour per pay period schedule selects the MBO. The employee's base hourly rate is \$70 per hour. This employee is eligible for a CONFIRE contribution to the RMT equal to 3.75% of the employee's base bi-weekly salary. CONFIRE contribution to the RMT is calculated as follows:

80 hours X (\$70.00 per hour X 1.04 MBO Wage Differential) = \$5,824 base bi-weekly salary for purposes of CONFIRE contribution to the RMT \$5,824 X 3.75% Contribution Rate = \$218.40

CONFIRE will contribute \$218.40 to the RMT on behalf of the employee that pay period.

Section 3: Benefits and Leaves

Except as provided in Section 3 of this Article, employees who select the MBO shall receive the same benefits and leaves that employees who select the traditional benefit option receive.

- A. Medical Coverage. Employees who select the MBO shall have the same medical plan options as employees who select the traditional benefit option (e.g., Blue Shield HMO, Kaiser HMO, Blue Shield Access + HMO, Kaiser Choice HMO, and Blue Shield PPO).
- B. Medical Premium Subsidy (MPS).

Employees who select the MBO shall receive MPS in the following amounts per pay period:

Effective February 10, 2024 through July 11, 2026, the MPS amounts for employees enrolled in the MBO will be based on a percent of the MPS amounts for the Traditional Benefit Option (i.e., 71% Employee Only; 82% Employee + 1; 82% Employee + 2).

- C. Dental Premium Subsidy (DPS). Employees who select the MBO and are enrolled in both County-sponsored medical and dental coverage whose premium costs for medical and dental exceeds the MPS shall be eligible to receive DPS up to \$9.46 per pay period, but not to exceed the combined total of the employee's out-of-pocket premium expenses.

Section 4: Paid Time Off

- A. Definition. Employees who select the MBO shall be granted Paid Time Off (PTO) in lieu of any other Vacation or Sick accrual leave provisions. However, employees shall continue to be eligible to receive Administrative Leave as provided in Section 1 Administrative Leave in Article 7 Leave Provisions. Additionally, employees shall receive holiday pay in accordance with Section 6 Holiday Leave in Article 7 Leave Provisions, except that

employees shall not be eligible for the floating holiday.

- B. **Accumulation.** Employees who select the MBO shall accrue PTO each pay period as provided in the chart below and shall be eligible for prior service credit in accordance with Section 14 Vacation Leave in Article 7 Leave Provisions. Employees who have standard hours of less than eighty (80) hours per pay period shall accumulate PTO on a pro-rata basis; provided, however, that the maximum combined vacation and PTO accrual that may be carried over to future calendar years shall not be prorated. PTO shall be available for use on the first day following the pay period in which it is earned.

Service Hours	Annual PTO Allowance	Approximate Accrual Rate Per Pay Period	Maximum PTO Accrual That May Be Carried Over to a Future Calendar Year	Maximum Combined Vacation and PTO Accrual That May be Carried Over to a Future Calendar Year
0 through 8,320 service hours	120 hours	4.62 hours	272 hours	374 hours*
Over 8,320 through 18,720 service hours	160 hours	6.15 hours	362 hours	480 hours*
Over 18,720 service hours	200 hours	7.69 hours	452 hours	586 hours*

*The employee's maximum PTO accrual that may be carried over to a future calendar year may not exceed 272, 362, or 452, as applicable. Additionally, the maximum combined vacation and PTO accrual that may be carried over to a future calendar year for an employee who has a grandfathered maximum vacation accrual balance of more than 480 hours as allowed in Section 14 Vacation Leave in Article 7 Leave Provisions shall be this employee's grandfathered maximum vacation accrual balance plus 106 PTO hours. For example, if employee's grandfathered maximum vacation accrual balance is 600 hours, the maximum combined vacation and PTO accrual that may be carried over to a future calendar year shall be 706 hours (600 vacation hours plus 106 PTO hours). As indicated in Section 14 Vacation Leave in Article 7 Leave Provisions, the grandfathered maximum vacation accrual balance shall be adjusted annually at the end of each calendar year and shall never be increased.

Any PTO accrual balance at the end of the calendar year in excess of employee's maximum PTO accrual that may be carried over to a future calendar year shall be automatically cashed out and paid in accordance with Section 5(D)(2) of this Article. Additionally, any combined vacation/PTO accrual balance at the end of the calendar year in excess of the employee's allowed maximum combined vacation/PTO balance, in which vacation accruals do not exceed employee's allowed maximum vacation accrual balance, shall be cashed out in PTO hours paid in accordance with Section 5(D)(2) of this Article. For example, if an employee with a maximum combined accrual balance of 586 has 480 vacation hours (i.e., employee's vacation maximum accrual balance) and 200 PTO hours for a combined accrual balance of 680 hours, 94 PTO hours shall be automatically cashed out.

Section 5: Administration

- A. **PTO for Vacation Leave Purposes.** When PTO has been requested for vacation leave purposes, PTO shall be administered according to Section 14 Vacation Leave of Article 7 Leave Provisions.
- B. **PTO for Sick Leave Purposes.** When PTO has been requested for sick leave purposes, PTO shall be administered according to Section 12 Sick Leave of Article 7 Leave Provisions.

- C. Separation. Employees separating from CONFIRE employment shall have any unused PTO administered in the same manner that Vacation Leave is administered at separation according to Section 14 Vacation Leave of Article 7 Leave Provisions.

Exempt employees who are subsequently hired into a position in a bargaining unit that does not contain the MBO, shall carry over their existing PTO balance and begin accruing vacation, floating holiday, and sick leave immediately.

D. PTO Cash-Out.

1. Elective Conversion. An employee may sell back PTO at the base hourly rate of pay of the employee as hereinafter provided, upon approval of the CONFIRE Appointing Authority. Eligible employees may exercise this option under procedures established by the CONFIRE. In lieu of cash, the employee may designate that part or all of the value of PTO be contributed to the County's section 401(k) Defined Contribution Plan or section 457(b) Deferred Compensation Plan.

In order to sell back PTO prior to termination or retirement, an employee may exercise the following options:

- a. Option 1 – Elective Cash out of Future Accruals. Employees must make an irrevocable election during the month of December, specifying the number of hours to be sold back from the next calendar year's PTO accrual. Such election must be made in increments of not less than ten (10) hours and may not exceed one hundred sixty (160) hours. All designated hours remaining in the last pay period of the calendar year will automatically be converted into cash in the last pay period of the calendar year.
- b. Option 2 - Existing Accruals. Existing PTO accruals may be cashed out in whole hour increments with a minimum cash-out of ten (10) hours and will be subject to a ten percent (10%) penalty.
2. Automatic Conversion. At the end of the calendar year, an employee shall automatically have any PTO accruals in excess of the employee's maximum PTO accrual balance converted to cash. Such automatic PTO cash out shall be paid in Pay Period 1 of the next calendar year.

E. Accrual Carryover Following Benefit Change.

1. Traditional Benefit Option to Modified Benefit Option. Employees who convert from the traditional benefit option to the MBO shall carry over and may utilize their existing vacation, holiday, and sick leave balances; provided, however, that the employee shall no longer accrue vacation leave, sick leave, and a floating holiday after converting to the MBO. After converting to the MBO the employee shall be immediately eligible to accrue PTO.

Any vacation leave accrual balance carried over to the MBO that is in excess of the employee's allowed maximum vacation leave accrual balance at the end of the calendar year shall be cashed out and paid in accordance with Section 14 Vacation Leave of Article 7 Leave Provisions. For example, an employee with a maximum vacation leave accrual balance of 480 hours begins MBO in pay period 16 and carries over 572 vacation hours. This employee then uses 20 vacation hours and has 552 vacation hours at the end of the last pay period of the calendar year. In this example, 72 vacation hours shall automatically cash out in pay period 1 of the next calendar year such that 480 vacation hours carries over to the next calendar year (552 hours – 72 hours = 480 hours).

Vacation Cash-Out. Employees who met the eligibility requirements for the vacation cash-out prior to selecting the MBO, and pre-designated to cash-out vacation leave during the required pre-designation period while in the traditional benefit option, shall remain eligible to cash-out vacation leave. However, employees enrolled in the MBO shall not be eligible to pre-designate to cash-out vacation leave while enrolled in the MBO unless employee intends to convert to the traditional benefit option during next calendar

year's open enrollment period and start accruing vacation that calendar year.

Additionally, employees who select the MBO will continue to have the option to cash-out existing vacation accruals according to Section 14 Vacation Leave of Article 7 Leave Provisions.

2. Modified Benefit Option to Traditional Benefit Option. Employees who convert from the MBO to the traditional benefit option shall carry over and may utilize their existing PTO balance (if any) and begin accruing vacation, floating holiday, and sick leave immediately; however, the maximum combined PTO and vacation accrual that may be carried over to a future calendar year shall not exceed this employee's allowed maximum vacation accrual balance at the end of the calendar year as established in Section 14 Vacation Leave of Article 7 Leave Provisions. Any combined excess leave hours at the end of the calendar year shall be cashed out as PTO hours and paid in accordance with Section 5(D)(2) of this Article. For example, an employee with a maximum vacation accrual balance of 480 hours begins the traditional benefit option in pay period 16 and carries over 150 PTO hours and 375 Vacation Leave hours and accrues an additional 68 vacation hours through pay period 26 (i.e., total combined leave at the end of calendar year equals 593 hours). In this example, 113 PTO hours shall automatically cash out in pay period 1 of the next calendar year such that 480 total combined vacation/PTO hours carries over to the next calendar year (593 hours – 113 hours = 480 hours). If employee has a grandfathered maximum vacation accrual balance, the grandfathered vacation accrual balance shall be the maximum combined vacation and PTO balance that may be carried over.

PTO Cash-Out. Employees who met the eligibility requirements for the PTO cash-out prior to converting from the MBO to the traditional benefit option, and pre-designated to cash-out PTO during the required pre-designation period while in the MBO, shall remain eligible to cash-out PTO. However, employees enrolled in the traditional benefit option shall not be eligible to pre-designate to cash-out PTO while enrolled in the traditional benefit option unless employee intends to convert to the MBO during next calendar year's open enrollment period and start accruing PTO that calendar year.

Additionally, employees who convert from the MBO to the traditional benefit option will continue to have the option to cash-out existing PTO according to Section 5(D)(1)(b) of this Article.

ARTICLE 5: EMPLOYMENT PROVISIONS

Section 1: Access to Personnel Records

Personnel records are confidential and access to personnel records of the employees shall be limited to the CONFIRE's Director of Human Resources or designee, the Appointing Authority for CONFIRE, the Board of Directors, or their authorized representatives. Employees currently employed by CONFIRE and/or their representatives, designated by the employee in writing, will be allowed to review the employee's personnel records during regular business hours.

Letters of reference and other matters exempted by law shall be excluded from the right of inspection by the employee.

Negative information may be purged from the personnel records, subject to legal constraints, at the sole discretion of CONFIRE's Director of Human Resources or designee or upon the request of the employee or the Appointing Authority and upon approval of CONFIRE's Director of Human Resources or designee and the employee shall be so notified.

Employees desiring to review such records shall make such request in writing at least twenty-four (24) hours in advance to their CONFIRE supervisor/manager or Human Resources as appropriate.

Section 2: Classification

Classification is a management tool to ensure the accurate reflection of tasks and duties involved in each Exempt position. Whenever positions are subject to any change as a result of classification review, and are allocated within the CONFIRE Exempt Group, any Board of Directors action shall be made on the recommendation of the Appointing Authority for CONFIRE. Any request to review a classification action shall be submitted to the CONFIRE's Director of Human Resources or designee who shall have the final and binding authority in the review process determination. Positions allocated to the CONFIRE Exempt Group shall not be subject to any classification appeal procedure. Classification adjustments (upgrades and downgrades) are implemented in accordance with the Personnel Rules for Board-Governed Special Districts/Fire District.

Section 3: Classification Adjustments

- A. Upgradings. An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules for Board-Governed Special Districts/Fire District such employee's step placement in the new salary range shall be governed by the Section on "Promotions."
- B. Downgradings. A downgrading is the reclassification of a position from one classification to another classification having a lower base salary range. When a position is downgraded, the incumbent employee may continue at the same salary rate where the salary rate is within the new base salary range. Where an incumbent receives a salary rate greater than the maximum of the new base salary range, the CONFIRE's Director of Human Resources, may authorize continuation of the same salary rate to the incumbent employee that the employee received prior to the downgrading of the position by placing the employee on an "X" step, provided that the employee shall receive no future salary rate increases until the salary range maximum of the new classification exceeds the "X" step.

Section 4: Conditions of Employment

CONFIRE Exempt Group employees serve at the pleasure of the Appointing Authority for CONFIRE. Should an employee's position be abolished, CONFIRE will make reasonable efforts to place the employee in a comparable CONFIRE position based upon the employee's skills, knowledge and abilities, as well as consideration for the employee's length of service with CONFIRE. If reasonable efforts to place an Exempt employee in a comparable CONFIRE position are unsuccessful, the employee shall be subject to layoff by written notification by the Appointing Authority or designee, which notification shall be given at least ten (10) working days prior to the effective date of the layoff. An Exempt employee does not have any bumping rights to other CONFIRE positions, whether previously held or not.

Section 5: Demotions

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower. An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which the employee demoted as provided in the Order of Demotion.

An employee demoted for non-disciplinary reasons who returns to their former classification during the probationary period or within 2,080 service hours of promotion, shall be returned to the same salary step within the base salary range for the former classification that the employee was on prior to promotion. No credit shall be granted for hours worked at the promoted level for the next step advance due date.

An employee demoted for non-disciplinary reasons shall be placed on a step closest to, but not less than, their current base rate of pay on the salary range of the classification to which the employee demotes, not to exceed the top step of the salary range of the applicable range with the approval of the Appointing Authority and the CONFIRE

Director of Human Resources or designee.

An employee who demotes for non-disciplinary reasons to a trainee classification for which the journey level classification is higher than the classification they demoted from, shall be placed on a step closest to, but not less than, their current base rate of pay on the salary range of the demoted classification to which the employee demoted. Employees whose current base rate of pay exceeds the top step of the salary range to which the employee demoted classification range shall be placed on the "X" step and retain their current base rate of pay. Provided that the "X" step continues to be above the top step of the demoted classification range, the employee shall receive no future salary rate increases until the employee has promoted to the journey level classification and the salary rate of that classification exceeds the "X" step. An employee who demotes for non-disciplinary reasons to a trainee classification for which the journey level classification is lower than the classification they demoted from shall retain the same salary rate, provided that the salary rate does not exceed the top step of the journey level classification. If the salary rate is higher than the top step of the journey level classification, the employee shall be placed at the top step of the base salary range of the lower journey level classification.

Section 6: Dual Appointments

The appointment of two (2) full-time employees to the same budgeted regular position may be authorized by CONFIRE's Director of Human Resources or designee, to facilitate training, to make assignments to a position which is vacant due to extended authorized leave of absence, or in an emergency. The most recently hired dual appointee shall enjoy all of the benefits of regular employees except regular status.

Section 7: Employment Interview Expenses

For division level and above, the Appointing Authority or designee may approve reimbursement of interview expenses incurred by external candidates upon proof/receipts provided. Such reimbursement is restricted to airfare, auto mileage, meals, overnight stay, and airport transit.

Section 8: Hours of Work

Employees shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the Appointing Authority for CONFIRE and such hours may be varied so long as the work requirements and efficient operations of CONFIRE are assured.

The nature of Fair Labor Standards Act (FLSA) exempt employment for affected Exempt CONFIRE classifications is such that intermittent, occasional overtime is needed to fulfill the responsibilities and requirements of the position. Usually, additional time and effort are proportionate to the importance and level of the responsible position. These factors of time and effort are incorporated when the compensation level of FLSA exempt positions are established. In those instances where a position's work extends well beyond the normal hours of employment, CONFIRE's Appointing Authority or designee may authorize additional compensation in the form of cash payment or compensating time off, generally on a pre-approved and pre-scheduled basis. Circumstances for such compensation would include implementation of the intent of a Board of Directors approved program or emergency response.

For FLSA-covered employees in the Fire/Special Districts classifications, overtime is determined by the legal requirements of the FLSA. For FLSA-covered employees, the following overtime provisions apply.

- A. Definition. Overtime shall be defined as all hours actually worked in excess of 40 hours a work period. For purposes of defining overtime, paid leave time, excluding sick leave shall be considered as time actually worked. Overtime shall be reported in increments of full 15 minutes and is non-accumulative and non-payable when incurred in units of less than 15 minutes. Overtime shall not affect leave accruals.

- B. Sick leave that is not pre-approved and sick leave used by employees on leave restriction shall not be considered as time actually worked for the purpose of calculating overtime. Pre-approved shall mean notice to management at least 48 hours prior to the beginning of the leave.
- C. Overtime Compensation. Any employee authorized by the Appointing Authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half times the employee's regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, 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.

In lieu of cash payment, upon request of the employee and approval of the Appointing Authority, an employee may accrue compensating time off at premium hours. Cash payment at the employee's regular rate of pay shall automatically be paid for any compensating time which exceeds 80 hours, for any such time which has not been taken within 26 pay periods after being accrued, or for any hours on record immediately prior to promotion, demotion or termination of employment.

Section 9: Job Sharing and Part-Time Employment

CONFIRE will make reasonable accommodation for employees who express a request in writing to share their positions with other qualified employees or eligible persons or to work on a part-time basis. Jobs may be shared on an hourly or daily basis.

All benefits for job sharing and part-time employees shall be pro-rated on regularly scheduled hours except as may otherwise be provided in a specific section. For example, an employee who is regularly scheduled twenty (20) hours per week is eligible for a maximum donation of five hundred and twenty (520) hours of Medical Emergency Leave. Benefits not subject to proration include the following Leaves: Blood Donation, Examination Time, and Bereavement. Further, where a specific section provides a minimum hour requirement (e.g., must be full-time, or scheduled hours) job sharing and part-time employees shall be required to meet the minimum hour requirement in order to receive the benefit. For example, to be eligible to enroll in a medical and dental plan offered by CONFIRE an employee must be in a regular position and scheduled to work for a minimum of forty (40) hours per pay period. Therefore, job sharing employees in regular positions scheduled less than forty (40) hours per pay period would not be eligible to enroll in a medical and dental plan offered by the CONFIRE.

Section 10: Promotions

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee shall receive the entrance rate of the new range or at least a five percent (5%) salary increase. An advanced step may be provided by the Appointing Authority up to a 7.5% increase in total not to exceed the top step of the higher base salary range. At the request of the Appointing Authority for CONFIRE and with the approval of CONFIRE's Director of Human Resources, an employee may be placed at a step above a 7.5% increase, not to exceed the top step of the higher base salary range. Promotions shall be effective only at the beginning of a pay period unless an exception is approved by CONFIRE's Director of Human Resources or designee.

or designee.

Section 11: Recruitment and Referral Bonus Programs

- A. General. CONFIRE shall make available Recruitment and Referral Incentive Programs to assist in the recruitment and appointment of qualified individuals into hard-to-recruit regular positions in the CONFIRE Exempt Group, in accordance with the guidelines established herein.

B. Program Applicability. The Appointing Authority for CONFIRE or designee may apply the Recruitment and/or Referral Incentive Program(s) to assist in filling regular positions in CONFIRE. CONFIRE's Director of Human Resources or designee shall have the sole authority to determine the applicability and amounts.

C. Recruitment Bonus. An employee hired into a regular position/classification certified for participation in this Program shall be eligible to receive recruitment bonuses in accordance with the following:

1. Bonus Amount and Method of Payment. The eligible employee hired into a position/classification certified for participation in the Program shall receive no less than five hundred dollars (\$500.00) and no more than one thousand dollars (\$1,000.00) upon hire. An additional one thousand dollars (\$1,000.00) shall be paid to the employee upon completion of 2,080 service hours in the position/classification for which the original bonus was granted. Each bonus payment shall be considered taxable income and subject to withholding.

2. Initial Leave Bank. The CONFIRE Director of Human Resources, or designee, may authorize a one-time initial leave bank for an employee hired into an exempt position or classification. Such leave banks shall be administered in accordance with applicable administrative policy and shall not exceed one hundred sixty (160) hours of vacation or paid personal leave, one hundred sixty (160) hours of sick leave, and one hundred twenty (120) hours of holiday leave. Approved leave bank hours shall be credited to the employee upon hire.

3. Limitations and Exclusions.

a. No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior the beginning date certified by CONFIRE's Human Resources or designee for that classification to be eligible for participation in the Recruitment Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by CONFIRE's Human Resources for that classification to be eligible for participation in the Recruitment Bonus Program.

The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.

The employee shall receive the 2nd installment of the recruitment bonus if the employee is "Meeting Standards" for the period that covers the 2nd installment. Such determination shall not be subject to review or appeal.

b. The initial leave bank is intended solely as a recruitment incentive. If the employee separates from CONFIRE employment within three (3) years of hire, any unused hours granted through the initial leave bank shall not be eligible for cash-out or conversion to compensation, except as otherwise required by applicable law, and such hours shall not be reported or treated as compensation earnable for retirement purposes to the extent permitted by law.

Authorization of an initial leave bank shall be made on a case-by-case basis at the sole discretion of the Director of Human Resources or designee and shall not be subject to grievance, review, or appeal.

D. Referral Bonus. Any employee in a regular position who refers a qualified candidate for a position/classification certified for participation in this Program who is subsequently hired into the regular position may receive a referral bonus in accordance with the following:

1. Method of Referral. To be eligible for the recruitment bonus, the CONFIRE Application for Employment form must contain the name of the referring employee on the application.

2. Bonus Amount and Method of Payment. The referring employee shall receive a bonus of two hundred and fifty dollars (\$250.00) for each referred candidate actually hired into an eligible regular position. An

additional five hundred dollars (\$500.00) shall be paid upon that new employee's completion of 2,080 service hours. Said bonus shall be considered taxable income and subject to withholding.

3. Limitation and Exclusions.

- a. No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior to the beginning date certified by CONFIRE's Human Resources or designee for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by CONFIRE's Director of Human Resources or designee for that classification to be eligible for participation in the Referral Bonus Program.
- b. Individuals assigned to employee recruitment as a primary function of their position shall not be eligible to receive this Bonus.
- c. In cases where more than one employee is named as a "referring party," the recruitment bonus shall be equally split between the referring employees.
- d. In cases where the referred employee resigns, transfers out of the eligible position, or is terminated prior to completion of 2,080 service hours, the additional five hundred dollars (\$500) shall not be paid.
- e. The referral bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.
- f. The Appointing Authority shall have sole responsibility and authority to determine eligibility for the 2nd installment of the referral bonus. Such determination shall not be subject to review or appeal.

Section 12: Recruitment Moving Allowance

- A. The Appointing Authority may approve moving expenses up to but not exceeding three thousand dollars (\$3,000) for division level and above employees new to CONFIRE employment for moving expenses authorized, incurred and documented as a result of accepting the position and remaining for twelve (12) months subsequent to hire.
- B. CONFIRE's Appointing Authority or designee may approve moving expenses up to, but not exceeding, five thousand dollars (\$5,000) for any employees new to CONFIRE employment for whom CONFIRE's Appointing Authority or the Administrative Committee is the Appointing Authority. Reimbursement of moving expenses in excess of five thousand dollars (\$5,000) must be approved by the Administrative Committee.

For all employees not covered by A or B above, the following provision applies:

- C. To assist with the recruitment and appointment of qualified individuals to hard-to-recruit positions/classifications, the Appointing Authority or designee may authorize reimbursement of a new employee's relocation-related expenses incurred as a result of accepting employment with CONFIRE as follows:

Miles Relocated	Maximum Reimbursement
250*-1000 Miles	\$1,000.00
1001-2000 Miles	\$2,000.00
More than 2000 Miles	\$2,500.00

*The 250-mile distance shall only apply if the relocation is from outside San Bernardino County.

Such reimbursement may be provided to employees upon initial employment with CONFIRE, provided that the employee (1) is appointed to a regular position; (2) submits original receipts documenting expenses incurred; and

(3) agrees to remain employed in the regular position for at least twelve (12) months.

If the employee voluntarily resigns employment prior to completion of twelve months' service, the employee shall be required to reimburse CONFIRE for any payment made under this subsection. If the employee fails to reimburse CONFIRE the amount shall be recovered via payroll recovery from the employee's final pay.

Section 13: Reemployment

- A. A regular employee who has separated from CONFIRE employment, and who is subsequently rehired in the same classification in a regular position within one year (i.e. beginning the first day of work by the 365th calendar day), may receive restoration of salary step, vacation accrual rate, and sick leave balance, unless the employee has received payment for unused sick leave in accordance with the Article Retirement Medial Trust Fund, subject to the approval and conditions established by the Appointing Authority and CONFIRE's Director of Human Resources or designee. Such employees begin accruing vacation and sick leave and may utilize the same immediately. Restoration of retirement contribution rate shall be in accordance with applicable state law and in compliance with any requirements established by the Retirement Board. The employee shall be required to serve a new probationary period, unless waived by CONFIRE's Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of CONFIRE seniority.
- B. A regular employee who has separated from CONFIRE employment and who is subsequently rehired to a regular position in the same job family within one year, (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of vacation accrual rate, sick leave, and retirement contribution rate in the same manner as described above. Such employees begin immediately accruing vacation and sick leave and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the CONFIRE's Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of CONFIRE seniority.
- C. A regular employee who has separated from CONFIRE employment, and who is subsequently rehired to a regular position in another job family within a ninety (90) day calendar day period, must begin the first day of work within ninety (90) calendar days and beginning the first day of work by the ninety-first (91) day, may receive restoration of salary step (in the instance of rehire in a classification at the same pay range as the position originally held), vacation accrual rate, sick leave and retirement contribution rate in the same manner as described above. The employee shall be required to serve a new probationary period, unless waived by the CONFIRE's Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of CONFIRE seniority.

Section 14: Reemployment from Layoff

A regular employee who has been laid off from CONFIRE employment and is subsequently rehired to a regular position shall be reemployed in the same manner as described in the Reemployment Section. Restoration of retirement contribution rate shall be in accordance with applicable state law and in compliance with any requirements established by the Retirement Board.

For purposes of this section, a regular employee shall mean an employee in a regular position who held regular status in any classification during the previous period of CONFIRE employment.

Section 15: Relocation

Employees who are required by order of the Appointing Authority for CONFIRE to change their principal place of residence because of a reassignment to meet the needs of the service or because of a layoff, will be granted time off with pay not to exceed two (2) work days and up to four hundred dollars (\$400.00) reimbursement towards the

actual cost of relocating their personal furnishings and belongings.

Section 16: Salary Rate Adjustment

A salary rate (equity) adjustment is a change in the salary range assignment of an existing classification as a result of a classification/compensation study. Incumbent employees whose classification is assigned to a higher base salary range shall be placed on the step in the new range that is approximately a five percent (5%) salary increase, not to exceed the maximum step of the new range. The employee shall be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours at the new range and step, in accordance with the requirements of the Salary Rates and Step Advancements section.

Section 17: Unclassified Service

Exempt positions serve in the Unclassified Service. These positions are at-will and have no appeal rights as they serve at the pleasure of the Appointing Authority.

Section 18: Severance

The CONFIRE Director of Human Resources or designee may, in appropriate circumstances, provide an employee who is separating from CONFIRE employment up to six months of the employee's annual salary and benefits in the form of administrative leave or a lump sum payment. The CONFIRE Director of Human Resources or designee,, in consultation with Legal Counsel for CONFIRE, is authorized to approve the administrative leave or payment; provided, however, no administrative leave may be granted or salary paid if allegations of conduct involving misappropriation of public funds or property, misuse or destruction of public property, acts that would constitute a felony or misdemeanor, malfeasance in office or conviction of a crime involving moral turpitude are pending against the employee.

ARTICLE 6: EXPENSE REIMBURSEMENT

Employees in the CONFIRE Exempt Group shall be reimbursed for all expenses incurred in connection with the conduct of CONFIRE business including, but not limited to: travel, lodging, meals, laundering, gratuities, and other related costs. Payment for actual expenses is subject to the approval of the Appointing Authority for CONFIRE. Reimbursement for expenses for travel and subsistence will be as listed below.

- A. General Provisions. The purpose of this section is to define the policy and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of CONFIRE, except as may be otherwise provided in this Plan.
- B. Responsibilities. It shall be the responsibility of each Appointing Authority for CONFIRE or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the Appointing Authority for CONFIRE or designee to incur a business expense or to exceed maximum allowable amounts provided in Section G below. Prior approval may be in the form of standing orders issued by the Appointing Authority for CONFIRE. Failure to obtain prior approval may result in denial of any expense claim (or excess amount) not pre-approved.
- C. Travel Authorization.
 - 1. All foreseeable travel requests must be submitted to the Finance Division four (4) weeks prior to travel. Out of state travel requests must be submitted six (6) weeks prior to travel.
 - 2. Travel outside the State of California must be approved by the Appointing Authority for CONFIRE or designee except when the trip outside California is within twenty (20) miles of the California border or travel

through a location anywhere in the adjacent state as a means of arriving at a location within California. Requests for such travel shall be submitted to the Finance Division on a travel request form.

3. The Appointing Authority for CONFIRE or designee is authorized to approve necessary travel within the State of California and use of transportation mode consistent with this section.

D. Authorization for Attendance at Meetings.

1. The Appointing Authority for CONFIRE or designee may authorize attendance at meetings at CONFIRE expense when the program material is directly related to an important phase of CONFIRE service and holds promise of benefit to the CONFIRE as a result of such attendance.
2. Authorization for attendance at meetings without expense reimbursement, but on CONFIRE time, may be granted when the employee is engaged on the CONFIRE's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the CONFIRE.

E. Records and Reimbursements.

1. Requests for expense reimbursements should be submitted once each month and within one year of the date that expense was incurred.
2. Receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - a. Subsistence, except as otherwise provided in this section.
 - b. Private mileage (e.g., mileage to airport).
 - c. Telephone and other communication related charges including Wi-Fi and internet access fees if needed to conduct CONFIRE business.
 - d. Other authorized expenses of less than one dollar (\$1.00).
3. Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year shall not be paid.
4. Reimbursement shall not be made for any personal expenses such as, but not limited to: entertainment, barbering, personal grooming, alcoholic beverages, etc.
5. Except as otherwise provided in this section, expense reimbursements shall be made on an actual cost basis.
6. If original receipt is unavailable, the employee may submit a signed statement with an explanation of expenses (i.e., itemized list of expenses with location, date, dollar amount, and reason for expenses) and an explanation as to why the receipt is unavailable.
7. Expense reimbursements may be made via Electronic Fund Transfer into the financial institution of the employee's choice or by pay card. Employees who fail to make arrangements for direct deposit shall receive reimbursements via pay card.

F. Transportation Modes.

The general rule for selection of a mode of transportation is that mode which represents the lowest expense to CONFIRE. Where an employee is given the choice between several means of travel (e.g., use of a CONFIRE vehicle vs. own personal vehicle, flying vs. driving, etc.) and the employee chooses the option that is more costly, the employee shall only be reimbursed for the lesser cost option. For example, if an employee chooses to drive his/her own vehicle when offered a CONFIRE vehicle, the employee shall not be entitled to any reimbursement. Similarly, if the cost of flying on an airplane is less than the cost of driving, the employee shall only be reimbursed for the amount the CONFIRE would have paid for the flight.

1. Travel via private automobile.

- a. Reimbursement for use of privately owned automobiles to conduct CONFIRE business shall be at the IRS allowable rate at the time the mileage was incurred.

Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance and all other transportation related costs. CONFIRE does not provide any insurance for private automobiles used on CONFIRE business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on CONFIRE business.

- b. When employees, traveling on official CONFIRE business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be the difference between the distance from the residence to the assigned work location and the distance from the residence to the first work contact point. If the first work contact point is closer than the assigned work location, no mileage shall be allowed. If the employee departs from the last work contact point directly to the residence, the same principle governs.

Employees may have multiple assigned work locations. Mileage allowed is based on the assigned work location for that day. When employees have more than one assigned work location in a standard tour of duty, mileage shall be allowed between assigned work locations. In no case will mileage be allowed between the employee's residence and the assigned work location.

- 2. Travel via rental vehicles. Reimbursement will be provided for the cost of a rental vehicle used for business purposes if such use is approved by the Appointing Authority. Rental vehicles are covered for liability and vehicle physical damage under the CONFIRE's insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchased any additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for CONFIRE business. Requests for reimbursement for gasoline for rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.
- 3. Travel via air. When commercial aircraft transportation is approved, the "cost of public carrier" shall mean the cost of air coach class rate, including tax and security surcharges. Travel via charter aircraft shall be limited to emergencies, or when other types of transportation are impractical or more expensive. Specific prior approval for travel via charter aircraft must be obtained from the Appointing Authority for CONFIRE.
- 4. Travel Via Ride-Share Service, Taxi, or Public/Mass Transit. Reimbursement will be provided for the cost of using a ride-share service, (e.g., Uber or Lyft), taxi, or public/mass transit (e.g., bus, streetcar, and ferry) if such expenses are incurred for County business and approved by the appointing authority.
- 5. Incidental Travel Expenses. Reimbursement will be provided for the cost of incidental travel expenses such as bridge tolls, road tolls and parking fees if such expenses are incurred as part of CONFIRE business and approved by the appointing authority. Valet parking will not be reimbursed unless self-parking is not available or security is a concern.

G. Subsistence.

- 1. Subsistence allowances for lodging and meals shall not be allowed without prior approval of the Appointing Authority for CONFIRE or designee as necessary for the purpose of conducting CONFIRE business. Meal and lodging selections should represent a reasonable cost to CONFIRE and be generally consistent with the rates established by the General Services Administration (GSA). Excess charges greater than the allowances listed below in paragraph (2) and (3) may be authorized under special conditions, such as a

convention or conference requirement or if CONFIRE business requires lodging and meals in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual cost incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month. Receipts are mandatory to obtain reimbursement for all lodging expenses, and except as provided below, for all meal expenses claimed.

2. An employee may be reimbursed for lodging expenses at actual cost, generally not to exceed the standard lodging per diem rate as established by the GSA, except as otherwise provided in paragraph (1) above.
 3. Except as otherwise provided in paragraph (1) above, reimbursements for meal expenses for up to three separate meals per day may be provided as follows:
 - a. With receipts: An employee may be reimbursed for meal expenses at actual cost not to exceed eleven dollars (\$11) for breakfast; fifteen dollars (\$15) for lunch; and twenty-four dollars (\$24) for dinner, all plus tax and up to 15% gratuity.
 - b. Without receipts: An employee may be reimbursed for meal expenses at per diem rates not to exceed six dollars (\$6.00) for breakfast; nine dollars (\$9.00) for lunch; and nineteen dollars (\$19.00) for dinner, all plus tax and up to 15% gratuity.
 4. Where the cost of a meal is included as part of a registration charge for an event (e.g., continental breakfast at a conference or training seminar) or in the cost of lodging, an employee may not claim reimbursement for that meal.
- H. Expense Advances. Advancement of funds for business expenses can be obtained from the Auditor-Controller/Treasurer/Tax Collector's Office through submission of the appropriate form. Advancements shall not exceed the per diem allowances set forth herein. The minimum amount to be advanced is fifty dollars (\$50.00).
- I. CONFIRE Credit Cards. The Appointing Authority may issue a CONFIRE credit card to an employee and require business expenses be paid for with said card. If unauthorized charges are placed on the card, the employee shall be required to reimburse CONFIRE. If the employee fails to reimburse the CONFIRE within fifteen (15) calendar days or prior to separation from CONFIRE service, the Auditor- Controller/Treasurer/Tax Collector's Office may recover any unauthorized charges from the employee's pay.

ARTICLE 7: LEAVE PROVISIONS

Employees in the CONFIRE Exempt Group shall apply available paid leave time whenever a leave of absence is approved.

Section 1: Administrative Leave

Effective pay period 1 of each year, an employee in a regular position who is in paid status will be provided with eighty (80) hours of Administrative Leave time for the employee's use. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated number of Administrative Leave hours based on regularly scheduled hours. Employees newly entering the CONFIRE Exempt group after the beginning of Pay Period 1 shall receive a prorated number of hours. Such proration shall be based upon the remaining number of pay periods in the calendar year nearest their appointment. Employees not in paid status (i.e., not coding paid hours) in pay period 1 shall receive a prorated number of Administrative Leave hours upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the calendar year nearest their return to paid status. However, an employee who is not in paid status during the entire calendar year, i.e., not in paid status from pay period 1 through pay period 26, or 27 (when applicable), shall not receive Administrative Leave for

the calendar year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from November of 2014 through February 2016, and then returns to paid status in March 2016, the employee shall receive a prorated sum of Administrative Leave hours for calendar year 2016 upon her return to paid status but shall not receive the calendar year 2015 Administrative Leave because the employee was not in paid status for the entire 2015 calendar year.

Administrative leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour, upon the approval of the appointing authority, during the calendar year. Any Administrative Leave accrual balances in effect at the end of the last pay period paid in the calendar year will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash outs of Administrative Leave be contributed to the County's 401(k) Plan or 457(b) Deferred Compensation Plan. Upon termination of employment, unused Administrative Leave will be paid at the current rate of pay.

Section 2: Bereavement Leave

Employees in regular positions may use up to three (3) days paid leave, not charged to the employee's personal leave balances, per occurrence for bereavement due to the death of a member of the employee's immediate family as defined under Section 12(a)(1) of this Article. One (1) additional day shall be granted if the employee travels over one thousand (1,000) miles from his/her residence to the bereavement service(s). This additional day shall not be charged to the employee's personal leave balances. The Appointing Authority may request verification of distance traveled.

An employee who has been with CONFIRE for 30 days or more may utilize Bereavement Leave for each occurrence of reproductive loss. Reproductive loss includes failed adoption, failed surrogacy, miscarriage, stillbirth, and unsuccessful assisted reproduction as defined by California Government Code section 12945.6. The leave may be non-consecutive, but must be taken within 3 months of the event as defined by California Government Code section 12945.6(a)(7). If an employee experiences more than one reproductive loss event in a 12-month period, Bereavement Leave for reproductive loss shall not exceed 20 days within a 12-month period.

Section 3: Blood Donations

Employees in regular positions, who donate blood without receiving compensation for such donation, may have up to two (2) hours off with pay to recover with prior approval of the immediate supervisor for each such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work, any time in excess of two (2) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the Appointing Authority to receive this benefit.

Employees in regular positions who are aphaeresis donors may have up to four (4) hours off with pay to recover with prior approval of the immediate supervisor for each such donation, provided no compensation is received for such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work any time in excess of four (4) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each aphaeresis donation must be presented to the Appointing Authority to receive this benefit.

Section 4: Compulsory Leave

If, in the opinion of the Appointing Authority, employees are unable to perform the duties of their position for physical or psychological reasons, they may be removed from duty without pay or may use accrued paid leave for which they are eligible. In addition, such employees may be required to submit to an examination by either a physician or other competent authority designated by CONFIRE's Director of Human Resources or designee or by their own physician or practitioner, as appropriate. If the examination report of the competent authority (e.g., physician,

appropriate practitioner) shows the employee to be in an unfit condition to perform the duties required of the position, the Appointing Authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, to transfer to another position without reduction in compensation, and/or follow a prescribed treatment regimen until medically qualified to return to unrestricted duty. An employee who has been removed from duty for physical or psychological reasons by the appointing authority, and was required to submit to an examination, may not return to duty until such time as medical clearance has been submitted.

Employees shall be required to meet all prescribed qualifications for employment (e.g., licensure, certification, etc.). Employees who become disqualified to perform the duties of their position (e.g., fail to maintain required licenses) shall be immediately removed from duty without pay, unless permitted to use appropriate accrued paid leave for which they are eligible, and may be subject to appropriate disciplinary action.

Section 5: Examination Time

Employees having regular status in regular positions at the time of application, or employees who do not have regular status but have previously held regular status and continuously remained a District employee, shall be entitled to a reasonable amount of time off with pay for the purpose of attending all examination processes (e.g., selection interviews, etc.) required for selection to a different CONFIRE. Employees are responsible for notifying and obtaining approval from their immediate supervisor prior to taking such leave. Examination time off shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. An employee is not entitled to compensation if the employee is able to complete the examination on his/her own non-working time (e.g., online exams).

Section 6: Holiday Leave

A. Fixed Holidays. All Exempt employees in regular positions shall be entitled to the following holidays:

January 1 st	Second Monday in October
Third Monday in January	November 11 th
Third Monday in February	Thanksgiving Day
Last Monday in May	Day after Thanksgiving
June 19 th	December 24 th
July 4 th	December 25 th
First Monday in September	December 31 st

B. Floating Holidays. Employees in regular positions shall be entitled to a total of eight (8) hours floating holiday time provided that the employee is not on unpaid leave for the entire pay period and is actively on the payroll for the pay period where the floating holiday is accrued. Eight (8) hours floating holiday time shall be accrued during the first pay period prior to the third Monday in January.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued, with the approval of the Appointing Authority or designee. The Appointing Authority or designee has the right to schedule employees' time off for accrued holidays to meet the needs of the service but with consideration given to the well-being of the employee. Employees in regular positions budgeted less than eighty (80) hours per pay period or job-shared positions shall receive floating holiday accruals on a pro-rata basis. The maximum holiday leave accrual balance that may be carried over to a future calendar year shall be 112 hours. However, the maximum holiday leave accrual balance that may be carried over into a future calendar year for an employee with a balance of more than 112 hours at the end of calendar year 2010 shall be such employee's holiday leave balance at the end of pay period 26 of calendar year 2010. Thereafter, the maximum holiday accrual balance for those employees with a balance greater than 112 hours shall be adjusted annually at the end of each calendar year, and shall never be increased. Effective pay period 14 of calendar

year 2022, the maximum holiday leave accrual balance will increase to 120 hours. The maximum holiday leave balance that may be carried over to a future calendar year shall be 120 hours. However, employees with a grandfathered balance of more than 120 hours shall carry over their maximum grandfathered accrual balance.

Any request for sick leave in conjunction with a fixed holiday must be supported by a doctor's certificate, if requested by the Appointing Authority or designee.

When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.

Whenever an employee is required to work on a fixed holiday or the fixed holiday falls on an employee's regularly scheduled day off, the employee shall accrue, on an hour-for-hour basis, up to a total of eight (8) hours floating holiday time.

When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, the following Tuesday will be observed as the fixed holiday.

C. Conversion of Holiday Leave to Cash.

1. Election Conversion. An employee may sell back holiday time at the base hourly rate of the employee as hereinafter provided, upon approval of the Appointing Authority. Eligible employees may exercise this option under procedures established by the CONFIRE. In lieu of cash, the employee may designate that part or all of the value of holiday time be contributed to the County's section 401(k) Defined Contribution Plan or section 457(b) Deferred Compensation Plan.

In order to sell back holiday time prior to termination or retirement, an employee may exercise the following options:

- a. Option 1 - Future Accruals. An employee must make an irrevocable election during the month of December, specifying the number of hours to be sold back from the next calendar year's holiday time accrual. Such election must be made in increments of not less than eight (8) hours and may not exceed the annual amount to be accrued for the next calendar year. Once an election is made, the employee must request that the designated number of hours actually be sold back by Pay Period 25, or 26 when applicable, of the calendar year in which the election is effective, or the hours will automatically be converted into cash in the last pay period of the calendar year.
 - b. Option 2 - Existing Accruals. Existing accruals may be cashed out in whole hour increments with a minimum cash-out of eight (8) hours and will be subject to a ten percent (10%) penalty.
2. Automatic Conversion. At the end of the calendar year, an employee shall automatically have any holiday leave accruals in excess of the employee's maximum holiday leave accrual balance converted to cash. Such automatic holiday leave cash out shall be paid in Pay Period 1 of the next calendar year.

Upon retirement or termination, employees shall be compensated for any unused accrued holiday time at the then current base rate equivalency.

Section 7: Jury Duty Leave

Employees in regular positions who are ordered/summoned to serve jury duty including Federal Grand Jury duty shall be entitled to base pay for those hours of absence from work, provided the employee waives fees for service, other than mileage. Such employees will further be required to deliver a "Jury Duty Certification" form at the end of the required jury duty to verify such service. When practicable, the Appointing Authority will convert an employee's

regular tour of duty to a day shift tour of duty during the period of jury duty. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one (1) hour of actual work time. Employees volunteering to serve on a Grand Jury duty shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury in the same manner as provided in section, "Special Leaves of Absence without Pay."

Section 8: Leave Accruals While on Disability Leave

Employees receiving the benefits of workers' compensation or short-term disability leave receive partial replacement of their income through these benefits. Employees on these types of disability leaves may choose to fully integrate, partially integrate, or not integrate personal leave time with these disability payments.

The maximum amount the employee receives from integrating leave time with disability payments shall not exceed 100% of the employee's base salary. Paid personal leave time coded on the employee's time and labor report will be limited to the amount of leave necessary to integrate benefits to the level designated by the employee. When the exact amount is not known, a good faith estimate may be made and the amount will be adjusted later as necessary. If any overpayments are made, the employee will be required to repay that amount. An employee who knowingly receives payment in excess of his or her regular base salary is required to report it to his or her Departmental payroll clerk.

Employees who are fully integrating accrued leave time with disability benefit(s) shall be eligible to receive full accruals of vacation and sick leave. Employees who are not fully integrating shall earn pro-rated vacation and sick leave accruals based upon paid leave time coded on the time and labor report only.

Employees who are fully integrating paid leave time with disability benefit(s) will be eligible for fixed holiday pay provided that they are on the payroll for the entire pay period and have no unapproved leave for the pay period. Employees who are partially integrating or not integrating paid leave time with disability benefits will be paid for holidays in accordance with the holiday leave provisions.

Section 9: Medical Emergency Leave

The Medical Emergency Leave policy is administered by the Employee Benefits and Services Division as follows:

- A. The employee must have regular status with CONFIRE or one (1) year of continuous service in a regular position with CONFIRE.
- B. The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation:
 - 1. Be on an approved medical leave of absence for at least thirty (30) calendar days (160 working hours) exclusive of an absence due to a work related injury/illness;
 - 2. Submit a doctor's off work order verifying the medical requirement to be off work for a minimum of thirty (30) calendar days (160 working hours);
 - 3. Have exhausted all useable leave balances prior to initial eligibility for Medical Emergency Leave donations – subsequent accruals will not affect eligibility; and
 - 4. Have also recorded at least forty (40) hours of sick leave without pay during the current period of disability.
- C. An employee is not eligible for Medical Emergency Leave if he or she is receiving Workers' Compensations benefits. An employee eligible for State Disability Insurance and/or Short Term Disability must agree to integrate these benefits with Medical Emergency Leave.
- D. Vacation, holiday or administrative leave, as well as compensatory time, may be donated by employees only

on a voluntary and confidential basis, in increments of eight (8) hours (or in the case of holiday leave only four (4) hours) not to exceed a total of fifty percent (50%) of the donor's annual vacation, holiday, administrative leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by CONFIRE's Human Resources Division. The employee (donee) using/coding the Medical Emergency Leave will be taxed accordingly.

- E. The donation is to be for the employee's Medical Emergency Leave only; the donation to one employee is limited to a total of one thousand forty (1,040) hours per fiscal year. The maximum of 1,040 hours shall be prorated for those scheduled less than 40 hours per week. Example: An employee who is regularly scheduled twenty (20) hours per week is eligible for a maximum donation of five hundred and twenty (520) hours of Medical Emergency Leave.
- F. The definition of Medical Emergency Leave is an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee. Medical Emergency Leave is not for use to care for a member of the employee's family. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by CONFIRE's medical evaluator or medical designee, is required. CONFIRE retains the right to request medical documentation regarding the employee's continued incapacity to return to work. An employee shall be eligible to utilize and receive Medical Emergency Leave during the period they are on the approved long term leave of absence.
- G. The employee on an approved Medical Leave of Absence who is receiving Medical Emergency Leave can continue to earn benefit monies (e.g., MPS, DPS, Opt-out, and Waive amounts) per the minimum paid hours (i.e., paid status) per pay period requirement of the Medical and Dental Subsidy Section, or the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee.
- H. An employee using/coding leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
- I. Medical Emergency Leave hours will count toward the accountable hours used to determine holiday leave eligibility.
- J. Donor hours shall be contributed at the donor's hourly base salary rate and be converted to the donee's hourly base salary, exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
- K. Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals to be utilized as follows:
 - 1. Employees who resign while on Medical Emergency leave (i.e., an approved leave of absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee) shall be paid at one-hundred percent (100%) of their base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at time of resignation in accordance with payroll procedures established by the County Auditor-Controller/Treasurer/Tax Collector. In the case of employees who die while on Medical Emergency Leave, the beneficiary designated on the Beneficiary Designation For Last Warrant form on file with ATC shall be paid at one hundred percent (100%) of the deceased employee's base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at the time of employee's death in accordance with payroll procedures established by the County Auditor-Controller/Treasurer/Tax Collector. Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s), in accordance with procedures established by CONFIRE.
 - 2. An employee on Medical Emergency Leave who has received the approval of his/her physician and

CONFIRE's medical evaluator to return to full time work shall be eligible to retain up to 176 hours unused Medical Emergency Leave. Such hours shall only be used for the same purpose and in the same manner as Sick Leave and in accordance with the applicable Sick Leave Section; however, such hours shall not be eligible for conversion (e.g., cash out). Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s) in accordance with procedures established by CONFIRE.

3. An employee on Medical Emergency Leave who has received the approval of his/her physician and CONFIRE's medical evaluator to return to work on a part time basis (less than the employee's normally scheduled hours of work per pay period) may code Medical Emergency Leave for those hours the employee was restricted from working pursuant to a physician's order. The combined total of work time and Medical Emergency Leave coded may not exceed each pay period the lesser of eighty (80) hours or the employee's normally scheduled hours of work. However, should the employee accrue sick leave, the employee is required to use those accruals before utilizing Medical Emergency Leave hours (i.e., Medical Emergency Leave hours may not be used in place of other available leave accruals). For example, an employee who has returned to work on a part-time basis who has a balance of 10 hours of sick leave shall be required to use those sick leave hours before using Medical Emergency Leave hours. However, the employee may use any Medical Emergency Leave hours after exhausting accrued sick leave.
- L. The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.
- M. Solicitation of donors shall be regulated by CONFIRE's Human Resources Division, names of donors are to be confidential, the privacy rights of the donee upheld per legal requirements.
- N. All donors and donees shall sign release forms designed, retained and effected by the Employee Benefits and Services Division.

Section 10: Military Leave

As provided in the California Military and Veterans Code Section 395 et seq., and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a CONFIRE employee, regular, extra-help, or recurrent may be entitled to the following rights concerning military leave:

- A. Definition. Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.
- B. Notice and Orders. All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, copy of military orders must accompany the request for leave.
- C. Temporary Active Duty. Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active military training provided that the period of ordered duty does not exceed one hundred eighty (180) calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same vacation, holiday, and sick leave, step advances and benefits that would have been enjoyed had the employee not been absent, providing such employee has been employed by CONFIRE for at least one (1) year immediately prior to the date such leave begins. In determining the one (1) year employment requirement, all time spent in recognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return

to the job. Any employee meeting the above one (1) year employment requirement shall be entitled to receive their regular salary or compensation, pursuant to Subsection (E) of this Section.

- D. Full-Time Active Duty employees who resign from their positions to serve in the Armed Forces for more than one hundred eighty (180) days, shall have a right to return to their former classification upon serving written notice to the Appointing Authority, no later than ninety (90) days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U.S.C. Sections 4301-4333. Specifically, a returning employee will receive restoration of original hire, salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued vacation, sick leave, or other benefit while absent from CONFIRE employment, except as provided in the Temporary Duty provision.

- E. Compensation. This provision does not include an employee's attendance at weekend reserve meetings or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee's regular working hours, the employee is required to use vacation or holiday leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use vacation leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in (C) and (D) shall be entitled to receive their regular salary or compensation for the first thirty (30) calendar days of any such leave. Pay for such purposes shall not exceed thirty (30) days in any one fiscal year and shall be paid only for the employee's regularly scheduled workdays that fall within the thirty (30) calendar days.

- F. Extension of Benefits. CONFIRE recognizes the increased requirements of the military due to the current threats facing the United States of America and, as such, has established a program under which employees may be eligible for an extension of benefits. Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001 and who are eligible to receive the thirty (30) calendar days military leave compensation, and are on an involuntary order as defined by Enclosure 4 of the Department of Defense Instruction 1215.06, shall receive the difference between their base CONFIRE salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for the period approved by the Board of Directors. During this period, CONFIRE will continue to provide the employee the benefits and all leave accruals as was provided prior to such active duty. Retirement system contributions and service credit will be granted if the employee had enough pay to cover the entire retirement system contribution. If the employee does not receive enough pay to cover the retirement system contribution, no contribution or credit will be given. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

If the employee becomes eligible for full CONFIRE payment for the first 30 days of military leave provided in (E) of this Article, the extended payments provided under this Subsection shall be suspended and shall be

continued after the 30 days compensation has been completed.

G. Vacation and Military Leave. Employees shall not be permitted to take vacation or other accrued leave in lieu of the military leave provisions provided in Subsection (C) of this Section. Employees may elect to use accrued leave time, except sick leave, in lieu of the integrated pay in Subsection (F) of this Section under the following conditions:

1. The employee must decline in writing the benefits of Subsection (F) of this Article prior to the due date of the Time and Labor Report (TLR). The employee must include the dates for which he/she is declining the benefit.
2. The employee must use accrued leave time for the entire pay period (i.e., CONFIRE pay will not be integrated with military pay for partial pay periods).
3. Such written declination cannot be revoked or amended at a later date for a pay period for which the TLR has already been submitted.
4. Benefits, leave accruals, and pay will be administered per normal procedures for vacation pay; no additional benefits otherwise granted under this Section will be available.

Employees may elect to use accrued leave time, except sick leave, once all paid benefits have been exhausted.

Section 11: Political Leave

Any employee who is a declared candidate for public office (i.e., a candidate who has filed the appropriate documents) shall have the right to a leave of absence without pay with or without right to return for a reasonable period to campaign for the election. Such leave is subject to the conditions governing special leaves of absence without pay under Section 13 of this Article.

Section 12: Sick Leave

A. Definition. Sick Leave with pay is an insurance or protection provided by CONFIRE to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease, for a medical, optical, dental appointment, or for certain purposes related to being a victim of domestic violence, sexual assault, or stalking, or other purpose authorized herein.

1. Family Member. Family member, as defined by Labor Code § 245.5, is a parent, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or any person designated by the employee at the time the employee requests paid sick days. An employee shall not identify more than one “designated person” as a family member in a 12-month period from the first date of designation. A child means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis. Parent means a biological, foster, or adoptive parent, a stepparent, legal guardian of the employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child of the employee or the employee’s spouse or registered domestic partner. Domestic Partner is defined by Family Code § 297.
2. Extended Family. Extended family is defined as parent/sibling-in-law, aunt, uncle, niece, nephew, or any step relations as defined herein.

B. Accumulation. Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of 3.69 hours per pay period. Earned sick leave shall be available for use the first day

following the payroll period in which it is earned. Employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive sick leave accumulation on a pro rata basis. There shall be no limit on sick leave accumulation.

The minimum charge against accumulated sick leave shall be fifteen (15) minutes. Employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive sick leave accumulation on pro-rata basis; provided, however, that there shall be no proration of the maximum accumulations.

C. Compensation. Approved sick leave with pay shall be compensated at the employee's base rate of pay. The minimum charge against accumulated sick leave shall be (15) minutes.

D. Administration

1. Investigation. It shall be the responsibility and duty of each Appointing Authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the CONFIRE's Director of Human Resources or designee.

2. Notice of Sickness. In twenty-four (24) hour departments, the Appointing Authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. In other departments, the Appointing Authority or designee must be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

It is the responsibility of the employee to keep the Appointing Authority informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make such notification may result in denial of sick leave with pay.

If the employee receives a doctor's off-work order and provides notice of same to the Appointing Authority, the employee is not required to contact the department daily. If the employee does not have an off-work order or has not notified the Appointing Authority that one has been issued, the employee shall be required to contact the department daily in accordance with the time-frame above.

E. Review. The CONFIRE's Director of Human Resources or designee may review and determine the justification of any request for sick leave with pay or without pay and may, in the interest of CONFIRE, require information from a doctor to support a claim for sick leave pay.

F. Proof. A doctor's certificate shall be provided by the employee in all cases of absence due to illness if requested by the Appointing Authority. All requests for proof of illness shall be made in compliance with the Labor Code and other law.

G. Improper Use. Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indisposition, instances of misrepresentation, or violation of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for disciplinary action including termination.

H. Sick Leave for Other than Personal Illness/Injury

1. Family Sick Leave. A maximum of one-half (1/2) of the employee's annual accrual of earned sick leave per calendar year may be used for attendance upon family members of the employee who require the attention of the employee.

Upon approval of the Appointing Authority, the employee may use part of this annual allowance for attendance upon members of the employee's extended family residing in the employee's household who

require the attention of the employee.

2. Bereavement. A maximum of three days earned sick leave may be used per occurrence for bereavement due to the death of an employee's family member as defined in section 12.A.1, except for a person "designated" by the employee for sick leave purposes, and for any member of the employee's extended family as defined in section 12.A.2 , as defined herein, or any relative who resided with the employee.
3. Birth/Adoption. A maximum of forty (40) hours of earned sick leave may be used per occurrence for arrival of an adoptive child at the employee's home. An employee may utilize on an annual basis no more than forty (40) hours of accumulated sick leave per calendar year for the birth of his/her child.
4. Medical, optical or dental appointments. The employee may use sick leave for medical, dental or optical appointments; however, every effort should be made to schedule the appointments at a time of day that will minimize the employee's time off work.

I. Return-to-Work Medical Clearance

Under any of the following circumstances, all employees who have been off work due to an illness or injury will report to CONFIRE's medical evaluator before returning to work.

1. Employees whose treating physician or other qualified medical provider has ordered job modification(s) as a condition for either continuing to work or for returning to work after an illness or injury. This applies both to occupational and non-occupational illness or injury.
2. Employees who have been off work due to communicable diseases such as, but not limited to, chicken pox and measles.
3. Employees who have been absent on account of serious medical condition, when so directed by Appointing Authority.

Employees are required to attend return-to-work medical appointments at CONFIRE's medical evaluator on their own time; however, mileage for attending such appointments eligible for reimbursement pursuant to the Expense Reimbursement provision.

It is the responsibility of the employee to obtain written notice from the medical provider of authorization to return to work with or without job modification. To ensure all necessary and relevant medical information is provided, CONFIRE shall make available forms to be completed by the medical provider. It is the responsibility of the employee to provide verbal notice to his or her Appointing Authority immediately upon receipt of the medical provider's authorization to return to work, and no later than 24 hours after receipt of the notice. The Appointing Authority or designee will schedule an appropriate medical evaluation for the employee with the CONFIRE's medical evaluator prior to the employee's return to work. The employee shall provide the medical provider's written notice of authorization to return to work to the medical evaluator at or prior to the employee's scheduled appointment time.

Exceptions to the above requirements may be made on a case-by-case basis by CONFIRE's medical evaluator or medical designee.

The employee is obligated to attend the appointment as scheduled under the conditions outlined above. If the employee fails to adhere to the procedure, the employee is required to use sick leave or leave without pay for any work hours missed. If required notice has been provided, and there is a delay caused by either the medical evaluator or CONFIRE that, in turn, results in a delay between the employee's appointment with the medical evaluator and the start of his or her scheduled tour of duty on the day that he or she was released to return to work, CONFIRE will pay for work hours missed, without charge to the employee's leave balances.

The final decision on the employee’s ability to return to work rests with the medical provider at the medical evaluator. In the event the employee is not released to return to work by the medical provider at the medical evaluator, the employee’s status would continue on sick leave or, where there is no balance, leave without pay.

J. Workers’ Compensation

Employees shall receive full salary in lieu of Workers’ Compensation benefits and paid sick leave for the first forty (40) hours following an occupational injury or illness, if authorized off work by order of an accepted physician under the Workers’ Compensation sections of the California Labor Code. Thereafter, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee. Employees eligible for salary continuation pursuant to Labor Code 4850 are not entitled to this paid time.

Employees covered by Section 4850 of the Labor Code who are injured in the line of duty are entitled to full salary in lieu of Workers’ Compensation benefits and sick leave for a period not to exceed one (1) year. After the employee has used one (1) full year of such “4850 time,” said employee may use accumulated sick leave with pay with the approval of the Appointing Authority to augment temporary disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers’ Compensation sections or until said employee is retired.

K. Separation. Unused sick leave shall not be payable upon separation of the employee, except as provided in the Section Retirement Medical Trust Fund.

L. Sick Leave Conversion. While employed by CONFIRE, employees who have contributed to a public sector retirement(s) for over five (5) years and have not withdrawn the contribution from the system(s) may exchange accrued sick leave hours in excess of two hundred (200) hours for vacation time on the following basis.

Sick Leave Balance at Time of Conversion	Sick Leave to Vacation Leave Conversion Ratio
201 to 599 hours	3 sick hours to 1 hour vacation
600 to 799 hours	2.5 sick hours to 1 hour vacation
800 or more hours	2 sick hours to 1 hour vacation

Any such exchange must be made in ten (10) hour increments of accrued sick leave under the procedures established by the CONFIRE’s Director of Human Resources. Employees may elect this exchange once per calendar year.

Section 13: Special Leaves of Absence Without Pay

A. General Provisions

A special leave of absence without pay may be granted to an employee who is:

1. Medically incapacitated to perform the duties of the position.
2. Desires to engage in a relevant course of study, which will enhance the employee's value to CONFIRE.
3. Takes a leave of absence pursuant to the federal Family Medical Leave Act, the California Family Rights Act, and/or provision under Fair Employment and Housing Act (FEHA) Pregnancy Disability Leave Act.
4. For any reason considered appropriate by the Appointing Authority and the CONFIRE’s Director of Human Resources or designee.

B. Type of Leave of Absences

There are four types of leaves of absences. All requests must be in writing and require the approval of the

Appointing Authority or designee and the CONFIRE's Director of Human Resources or designee. Upon request, the Appointing Authority or designee and the CONFIRE's Director of Human Resources or designee may grant successive leaves of absence.

1. Leave of absence with right to return. Leaves of absence with right to return may be granted to employees in regular positions for a period not exceeding one (1) year. The employee remains in his/her position.
2. Family Leave. Leaves of absence will be granted in accordance with the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability Leave (PDL) provision under the Fair Employment and Housing Act (FEHA). This leave can be concurrent with use of paid leave or leave of absence without pay with right to return.

An employee on an approved leave of absence without pay under this provision will continue to receive the benefits specified in the Medical and Dental Subsidy Section of this Compensation Plan. Certification from a health care provider is required for all instances of medical leave under this provision. Employees are required to inform supervisors of the need for leave at least 30 days before commencement, where possible.

In instances where the leave is for the birth or placement of a child and both husband and wife are CONFIRE employees, both employees are limited to a total of 12 weeks between them.

3. Leave of absence without right to return.
 - a. Definition. Leaves of absence without right to return may be granted to employees with regular status for a period not exceeding one (1) year. Employees without right to return shall be removed from their position. All leave benefits shall be administered as if the employee has been terminated; retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).
 - b. Benefits upon Rehire. An employee who is reemployed within 90 days after the expiration of the leave of absence without right to return shall retain the following benefits:
 - Hire date;
 - Hire date for purposes of leave accruals and step advances, except that the employee will not receive service credit for the period of time the employee is on leave of absence without right to return.

To be reemployed and retain the above benefits, the employee must be appointed to a position no later than 90 calendar days after the date of expiration of the leave of absence. The 90 days shall run concurrently with the first 90 days of the three-hundred sixty-five (365) day period provided in the Section on Reemployment.

- c. Rehire Process. An employee may be reemployed in the same CONFIRE classification from which the employee took the leave of absence with the approval of the Appointing Authority or designee. Alternatively, the employee must apply through Human Resources by the last day of the leave of absence. The employee will be placed on the eligible list for the classification from which he/she took the leave of absence without examination. Placement on the eligible list will be administered in accordance with the requalification provisions in the Personnel Rules for Board-Governed Special Districts/Fire District. The employee shall be required to serve a new probationary period. The CONFIRE's Director of Human Resources or designee has the discretion to waive the requirement to serve a new probationary period.

4. Medical Leave of Absence.

- a. Definition. A medical leave of absence up to one (1) year may be granted to employees with regular status who suffer from an illness or serious mental illness. Such leave of absence will only be granted after Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and/or Pregnancy Disability Leave (PDL) provisions of the Fair Employment and Housing Act (FEHA) have been exhausted. The employee is responsible for providing documentation from a qualified health practitioner prior to approval. CONFIRE retains the right to request medical documentation regarding the employee's continued incapacity to return to work.

The employee will be removed from his/her position so that CONFIRE may fill behind the employee. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

Upon the employee's ability to return to work or the expiration of the leave of absence, whichever comes first, the employee will have the right to return to the classification within the Division from which he/she took a leave of absence when a funded vacancy for which the employee meets the qualifications is available. If the employee does not return to work by the expiration date of the leave, or the soonest date after that for which CONFIRE has a vacancy (but in no event later than ninety (90) days following the expiration of the medical leave of absence), the employee relinquishes the right to return. The employee will serve a new probationary period with no right to return to former classification.

Section 14: Vacation Leave

- A. Definition. Vacation is a right earned as a condition of employment to a leave of absence with pay for the recreation and wellbeing of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon a special request of the employee and with the approval of the Appointing Authority.
- B. Accumulation. Employees in regular positions scheduled to work eighty (80) hours per pay period shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided an employee has worked six (6) pay periods from the employee's hire date. Employees in regular positions paid less than eighty (80) hours per pay period or job shared positions shall receive vacation leave accumulation on a pro-rata basis.

Length of Service from Hire Date	Annual Vacation Allowance
Hire Date through 8,320 service hours	80 Hours
Over 8,320 and through 18,720 service hours	120 Hours
Over 18,720 service hours	160 Hours

The maximum vacation leave accrual balance that may be carried over to a future calendar year shall be 480 hours. However, the maximum vacation accrual balance that may be carried over into a future calendar year for an employee with a balance of more than 480 hours at the end of calendar year 2010 shall be such employee's vacation leave balance at the end of pay period 26 of calendar year 2010. Thereafter, the maximum vacation accrual balance for those employees with a balance greater than 480 hours shall be adjusted annually at the end of each calendar year, and shall never be increased.

C. Administration

1. Vacation periods should be taken annually with the approval of a CONFIRE supervisor/manager at such time as will not impair the work schedule or efficiency of CONFIRE but with consideration given to the well-

being of the employee.

2. The minimum charge against accumulated vacation leave shall be fifteen (15) minutes. Vacation leave shall be compensated at the employee's base rate of pay, except as otherwise provided in this Plan.
 3. When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
 4. Employees not planning to return to CONFIRE employment at the expiration of a vacation leave, except those retiring, shall be compensated in a lump sum payment for accrued vacation and shall not be carried on the payroll. Retiring employees may elect to use vacation leave or be compensated in a lump sum payment for accrued vacation leave.
- D. Prior Service. New employees hired into CONFIRE in regular positions who have been employed by the private sector or a public jurisdiction in a comparable position or a position which has prepared such employees for an assignment to a position in the Exempt Group may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the CONFIRE's Director of Human Resources or designee. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one (1) year from the employee's hire date.
- E. Conversion of Vacation Leave.

1. Elective Conversion. An employee may sell back vacation time at the base hourly rate of pay of the employee as hereinafter provided, upon approval of the CONFIRE Appointing Authority. Eligible employees may exercise this option under procedures established by the CONFIRE. In lieu of cash, the employee may designate that part or all of the value of vacation leave be contributed to the County's section 401(k) Defined Contribution Plan or section 457(b) Deferred Compensation Plan.

In order to sell back vacation time prior to termination or retirement, an employee may exercise the following options:

- a. Option 1 – Elective Cash out of Future Accruals. Employees must make an irrevocable election during the month of December, specifying the number of hours to be sold back from the next calendar year's vacation leave accrual. Such election must be made in increments of not less than ten (10) hours and may not exceed one hundred sixty (160) hours. All designated hours remaining in the last pay period of the calendar year will automatically be converted into cash in the last pay period of the calendar year.
 - b. Option 2 – Existing Accruals. Existing accruals may be cashed out in whole hour increments with a minimum cash-out of ten (10) hours and will be subject to a ten percent (10%) penalty.
2. Automatic Conversion. At the end of the calendar year, an employee shall automatically have any vacation leave accruals in excess of the employee's maximum vacation leave accrual balance converted to cash. Such automatic vacation leave cash out shall be paid in Pay Period 1 of the next calendar year.

At termination of employment, all existing vacation leave accruals shall be converted to cash and paid to the employee.

Section 15: Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency, or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action or the subpoena has arisen outside of the employee's scope of employment. Witness leave shall not be charged

against any accumulated leave balances and shall be compensated at the employee's base hourly rate. This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to CONFIRE. If an employee is required to testify as a witness during hours the employee is not scheduled to work (e.g. it is the employee's normal day off, the employee is off work pursuant to FMLA, CFRA, or workers' compensation leave, the employee is not in a paid status for the pay period, etc.) the employee is not entitled to Witness Leave during those hours.

ARTICLE 8: TUITION REIMBURSEMENT AND MEMBERSHIP DUES

CONFIRE shall establish an individual, departmental fund in the amount of \$1,000 for each fiscal year for each regular employee in the Exempt Group to reimburse employees for tuition costs incurred for job-related education or career development or to reimburse membership dues in professional organization(s), providing each expenditure enhances furtherance of CONFIRE or continuing education goals. Requests for reimbursement must be approved in advance by the Appointing Authority and shall not be paid in increments less than \$10.00 per fiscal year. The individual department fund is in addition to department budgeted and mandated training and memberships.

Employees who successfully complete job-related education or courses may submit a request to be reimbursed beyond the limit of \$1,000 to their Appointing Authority for review. The Appointing Authority must then request and receive approval from CONFIRE's Executive Director to reimburse beyond the limit of \$1,000 per fiscal year per employee. In order to be eligible for tuition reimbursement under this provision, the employee must take such course work outside regular work hours, and shall do no productive work for CONFIRE while attending the courses.

No employee shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

If reimbursement is approved and paid to the employee, and the employee leaves	Reimbursement
Within 9 months	100%
After 9 months, until 18 months	50%
After 18 months, until 24 months	25%
After 24 months	0%

Benefits under this Tuition Reimbursement and Membership Dues Article shall be pro-rated for job share and part-time employees.

ARTICLE 9: VOLUNTARY TIME OFF

The Voluntary Time Off (VTO) Program is intended to provide Exempt employees a means of taking unpaid time off work (i.e., non-compensated), without losing benefits (e.g., Medical Premium Subsidy, Dental Premium Subsidy, Opt-out/Waive amount, Vision Care, Retirement Medical Trust employer contribution, and Life Insurance) which depend on the employee being in a paid status. The following conditions apply:

- A. VTO may be taken in the same manner as vacation time except that VTO must be used in one-hour increments and is limited to 80 hours per calendar year.
- B. When VTO is taken, leave accruals continue as if the employee was on paid time. VTO time counts toward satisfying the minimum hour requirement to receive benefits, such as Medical Premium Subsidy, Dental

Premium Subsidy, Opt-out/Waive amount, CONFIRE-paid Life Insurance, and CONFIRE-paid Vision Care.

- C. VTO does not count as hours worked for purposes of computing overtime, if applicable. Contributions to the retirement system under the Retirement System Contributions section will only be paid if the employee is in a paid status in any pay period in which VTO is used and the employee receives enough earnings to pay his/her retirement contribution in that pay period.

Pursuant to applicable law, Tier 1 system members are eligible for full service credit for the pay period in which VTO is used and the employer contribution would be based on the employees' normal compensation earnable.

Pursuant to applicable law, Tier 2 members are eligible for a reduced service credit amount for the pay period in which VTO was used and the employer contribution would be based on the employees' actual earnings for that pay period.

- D. VTO may not be used for situations that would otherwise require leave without pay, such as an employee on short-term disability, or in conjunction with leave without pay.
- E. VTO is an entirely voluntary program. No employee may be required to take VTO.
- F. VTO may be taken by request of the employee and upon approval of the appointing authority.

ARTICLE 10: DEFINITIONS

The following definitions apply to the terms used in the Plan unless another definition is specified.

Appointing Authority – Refers to the department head of CONFIRE. It also includes any person who is designated as acting department head, employees acting for the department head during the absence of the department head, and/or employees delegated all authority to act on behalf of the appointing authority on a regular basis.

Base Rate of Pay or Base Hourly Rate – The employee's base hourly wage, excluding differentials and other pay above the base hourly wage (See Appendix B).

Base Biweekly Salary or Biweekly Base Salary – Employee's base hourly rate, excluding any differentials or other pay above the base hourly rate, multiplied by the base hours paid (e.g., REG, SCK, VAC, etc.) each pay period. Base hours paid does not include time without pay or disability payments such as Short-Term Disability or workers' compensation.

Calendar Year – Refers to pay period 1 through 26, or 27 when applicable, of the same year.

Date of Hire or Hire Date – Refers to the effective date of the most recent date of hire in a regular position.

Director of Human Resources – Refers to the incumbent in the Director of Human Resources position. It also includes any person who has been designated as acting Director of Human Resources, employees acting for the Director during the absence of the Director of Human Resources, and/or employees delegated authority approval on a regular basis by the Director of Human Resources.

Fiscal Year – Ordinarily refers to pay period 15 of one year through pay period 14 of the following year.

Paid Hours – Shall mean hours actually worked or the use of accrued leave time such as vacation, paid time off (PTO), sick, holiday, or compensatory time. It does not include unpaid hours or disability payments (excluding Labor Code 4850 time) such as Short Term Disability or workers compensation.

Paid Status – Refers to any pay period in which an employee codes paid hours.

Regular Position – Refers to a position authorized by the Board of Directors that may be budgeted at either a full-time or part-time level, and may be in either the Classified or Unclassified Service. Regular positions do not include

CONFIRE JPA
Exempt Compensation Plan

recurrent, extra-help, ordinance, contract and other contingent positions.

Regular Status - Refers to the completion of a required probationary and/or trainee period in a regular classified position in the employee's current or prior position, as applicable.

Service Hours – Refers to paid hours from an employee's most recent date of hire in a regular position and during an employee's regular tour of duty, up to eighty (80) hours per pay period. Time without pay, disability payments (excluding Labor Code 4850 time), Medical Emergency Leave and overtime hours do not count as service hours.

CONFIRE/County Service or Continuous Service – Refers to the total length of service from an employee's most recent beginning (hire) date in a regular position with no separation from CONFIRE or County employment.

ARTICLE 11: PAYROLL ADJUSTMENTS

In situations involving overpayment to an employee by CONFIRE, said employee shall be obliged to repay by payroll recovery the amount of overpayment within the time frame the overpayment was received by the employee. In the event of an overpayment totaling twenty-five dollars (\$25.00) or less, the overpayment will be recovered in one (1) pay period. The Auditor-Controller/Treasurer/Tax Collector's Office or Human Resources Division, when applicable, shall provide documentation showing the calculations of the overpayment to the employee. A meeting may be requested by the employee with the CONFIRE payroll section to review the documentation and recovery schedule. Extensions to the period for repayment of the overage may be requested by the employee, subject to the approval of the Human Resources Division Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half times as long as the overpayment period. If the employee leave employment prior to repayment of overage the Auditor-Controller/Treasurer/Tax Collector's Office shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the Auditor-Controller/Treasurer/Tax Collector shall initiate the collections process against the employee.

In situations involving underpayment to an employee by CONFIRE, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation to the Auditor-Controller/Treasurer/Tax Collector's Office, including necessary approval of the Appointing Authority/CONFIRE's Human Resources Director or designee..

In those situations where the employee has been underpaid by seven and one-half percent (7½ %) or more of their base pay in the immediately preceding pay period, through no fault of their own, the employee may request an on-demand payment to correct the error. The CONFIRE payroll section shall complete the request for on-demand pay adjustment and forward it and any necessary approval of the Appointing Authority to the Auditor-Controller/Treasurer/Tax Collector's Office within one (1) working day of receipt of the employee's request. The Auditor-Controller/Treasurer/Tax Collector's Office shall pay the employee the amount due within two (2) working days of receipt for the on-demand pay from the department. For this section, base pay shall be determined by multiplying the employee's base rate of pay by the number or hours in their usual work schedule.

The CONFIRE's Human Resources Director or designee must authorize payroll adjustments to correct any payroll error or omission for instances arising more than thirteen (13) pay periods prior to the request for payroll adjustment.

APPENDIX A: SALARY AND BENEFIT GROUPS

Job Code	Classification	Benefit Group	Salary Range
44799	Administrative Assistant	D	E28D
60005	Clerk of the Board	C	E56C
40000	Communications Director	B	E66B
	Contract and Grants Manager	C	E55C
	Cultural Officer	C	E55C
60001	Deputy Executive Director	B	E76B
	ECC Chief	C	E61C
	ECNS Director	B	E66B
	EMS and Transport Director	B	E66B
60006	Executive Assistant	D	E43D
60000	Executive Director	B	E85B
60002	Finance Administration Director	C	E72C
60003	Finance Manager	C	E55C
60007	HR Generalist	D	E43D
	Health and Wellness Director	B	E66B
	Human Resources Manager	C	E70C
	Logistics Manager	C	E55C
46404	Management Analyst	D	E49D
60004	MIS Director	B	E66B
40219	MIS Manager	C	E59C
	Professional Standards Manager	C	E55C
	Risk Manager	C	E55C



CONFIRE 2026-27 Budget Overview

Presented by Nathan Cooke,
Interim Executive Director

May 26, 2026

AN OVERVIEW OF BUDGET
ALLOCATIONS FOR SEVEN FUNDS

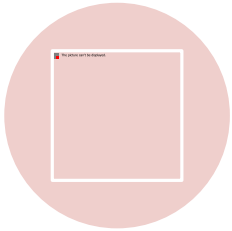
Executive Summary



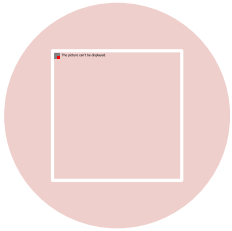
APPROVE THE 2026-27
BUDGET AS
PRESENTED



TOTAL PROPOSED
BUDGET:
\$203,488,684



NUMBER OF FUNDS: 7



KEY PRIORITIES FOR
2026-27



HIGHLIGHTS: NEW
INITIATIVES AND
STRATEGIC GOALS

Fund 5008 – General Fund (Operations)

Total Expenditure Authority – \$15,803,846

- Change from 2026-27: 1%
- Major Expenditures: Salaries and Benefits, Services and Supplies
- Fund Balance: \$5,042,616
- Strategic Priorities
 - Relocation of operations to the new Valley Communication Center
 - Reorganization by operating under three Executive Service Areas:
 - Administration
 - Finance and Logistics
 - Operations
 - Maintaining job market competitiveness by funding MOUS, Across-the-Board raises, and performing salary comparisons to the agencies with whom we compete for staffing
 - Improving the infrastructure at the High Desert Dispatch Center to make a stand-alone dispatch facility
 - Implementing data analytics



Fund 5009 – Equipment Reserve

Total Expenditure Authority – \$410,000

- Change from 2026-27: -63%
- Major Changes: Decrease in spending authority due to realignment of Equipment Reserve items.
- Fund Balance: \$2,911,552
- Strategic Priorities
 - Data Center Refresh to support growth and expansion
 - Cybersecurity and Compliance scanning and penetration testing
 - Other information technology related equipment: servers, network routers and network switches.
 - Develop a comprehensive capital project and equipment replacement plan that includes all information technology applications and systems, equipment, vehicles, and building improvements (if necessary).

Fund 5010 – General Reserve

Total Expenditure Authority – \$1,202,200

- Change from 2026-27: -60%
- Major Changes: Decrease in spending authority
- Fund Balance: \$4,868,674
- Strategic Priorities
 - Replacement of the High Desert Government Center’s HVAC System
 - Other equipment and ancillary needs for relocation to the new Valley Communication Center.

Fund 5011 – Term Benefit Reserve

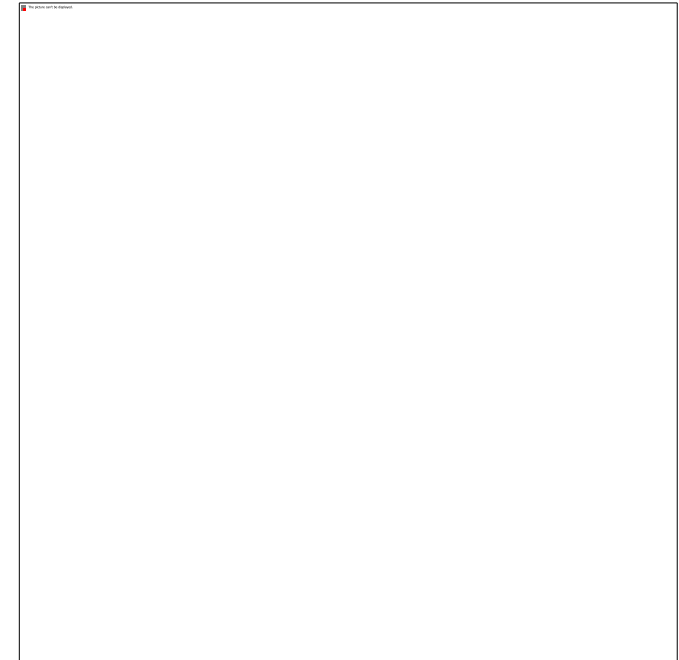
Total Expenditure Authority – \$1,069,775

- Change from 2026-27: 78%
- Major Expenditures: Liability of employees' accumulated leave accruals
- Fund Balance: \$2,222,842
- Strategic Priorities
 - Fund 100% of accumulated leave accruals.
 - Continue to assess the pension liability to mitigate long-term funding issues.

Fund 5019 – CAD to CAD

Total Expenditure Authority – \$225,112

- Change from 2026-27: -8%
- Major Expenditures: CAD to CAD subscription and project related costs
- Strategic Priorities
 - Complete integration projects for Ontario FD, AMR, Murrieta FD, CAL Fire San Bernardino
 - Revise IE PSOP Governance
 - Identify additional partnerships



Fund 5020 – Emergency Medical Services

Total Expenditure Authority – \$198,137,458

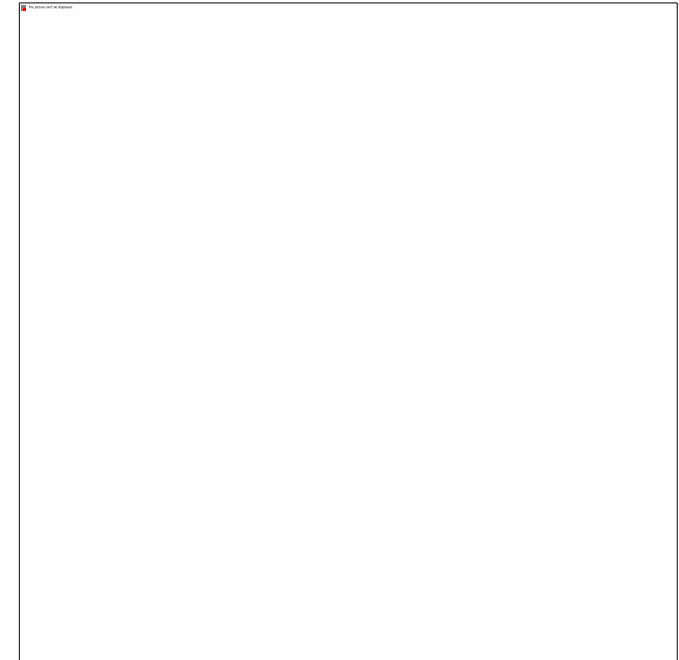
- Major Expenditures:
 - Salaries and Benefits
 - Services and Supplies
 - Debt Services and Other Charges
- Other
 - Injunction has been overturned allowing for the provision of ground ambulance services by CONFIRE October 1, 2026
 - A total of 45 positions will be added for 2026-27



Fund 5030 – Emergency Communications Nurse System

Total Expenditure Authority – \$2,335,171

- Change from 2026-27: 37%
- Major Expenditures: Salaries and Benefits, Services and Supplies, Training and Equipment
- Fund Balance: \$54,385
- Strategic Priorities
 - Implement pilot program for providing NEMT options
 - Obtain sustainable funding from insurance providers and other pertinent partners
 - Provide ECNS services to other partners
 - Enhance the program by adding new technology: seven-digit line



Cost Per Agency

Department / District	% of Call Volume 2025	FY 2027 Total AR from Agency	FY 2026 Cost Analysis	
			FY 2026 Total Revised Budget	% of Change FY 2026 to FY 2027
Apple Valley	5.20%	859,074	821,792	5%
Big Bear (Contract)	1.31%	271,768	256,516	6%
Chino Valley	5.42%	964,804	924,376	4%
Colton	3.04%	619,896	618,282	0%
Loma Linda	1.87%	384,254	365,015	5%
Montclair (Contract)	2.02%	360,469	333,317	8%
Rancho Cucamonga	7.83%	1,281,303	1,183,772	8%
Redlands	4.52%	890,632	878,690	1%
Rialto	4.62%	982,871	975,757	1%
Running Springs (Contract)	0.22%	63,021	49,510	27%
San Bernardino County Fire	53.08%	8,310,702	8,161,685	2%
San Manuel (Contract)	0.99%	242,860	187,444	30%
Victorville	9.62%	1,552,975	1,604,847	-3%
Baker Ambulance (Contract)	0.15%	23,505	44,736	-47%
County Road Dept (Contract)	0.10%	15,269	17,586	-13%
TOTAL REVENUE	100%	16,823,404	16,423,325	2%

Universal Cost Per Call

Item 13.

<u>Agency</u>	<u>Call Volume</u>	<u>Call %</u>	<u>Universal Cost per Agency</u>	<u>Total Universal Cost</u>	<u>Seat-Based per Agency</u>	<u>Total</u>
Apple Valley Fire Protection Dist.	13,202	5%	712,561	712,561	102,889	815,450
Big Bear Fire Department	3,334	1%	179,948	179,948	66,764	246,713
Chino Valley Fire Dist.	13,760	5%	742,678	742,678	167,695	910,374
Colton Fire Dept.	7,717	3%	416,515	416,515	148,885	565,401
Loma Linda Fire Dept.	4,753	2%	256,537	256,537	106,954	363,491
Montclair Fire Dept.	5,117	2%	276,184	276,184	50,004	326,187
Rancho Cucamonga Fire Dist.	19,882	8%	1,073,106	1,073,106	142,333	1,215,439
Redlands Fire Dept.	11,475	5%	619,348	619,348	203,157	822,506
Rialto Fire Dept.	11,716	5%	632,356	632,356	263,478	895,835
Running Springs Fire	563	0%	30,387	30,387	30,448	60,836
San Bernardino County Fire Dist.	134,737	53%	7,272,258	7,272,258	596,702	7,868,959
San Manuel Fire	2,511	1%	135,528	135,528	70,063	205,591
Victorville Fire Dist.	24,414	10%	1,317,715	1,317,715	154,537	1,472,252
Baker Ambulance						
Baker Ambulance	391	0%	21,104	21,104	-	21,104
County Road Dept.						
County Road Dept.	254	0%	13,709	13,709	-	13,709
AMR						
AMR			0	0	0	0

Closing and Q&A

- Summary of strategic investment
- Fiscal responsibility and transparency focus
- Questions and feedback
- Contact info: Damian Parsons, Finance/Administration Director (909-957-8532)



CONFIRE JPA

BUDGET BOOK

FY 2026-27

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

Director’s Message	1
Organizational transition	4
CONFIRE Organizational Structure.....	7
CONFIRE JPA History	8
Board of Directors	10
Administrative Committee	12
CONFIRE Detailed Org Charts	14
2026-27 BUDGET OVERVIEW	18
Fund Descriptions	20
Budget Summary – All Funds	23
Fund 5008 Operations	24
Fund 5008-100 Finance and Administration	25
Fund 5008-200 CAD/GIS Division.....	29
Fund 5008-300 Desert Dispatch Center Division.....	32
Fund 5008-400 Valley Dispatch Center Division.....	35
Fund 5008-600 Management Information Services (MIS) Division.....	37
Fund 5009 Equipment Reserve Fund.....	40
Fund 5010 General Reserve Fund.....	42
Fund 5011 Term Benefit Reserve Fund	44
Fund 5019 CAD to CAD	45
Fund 5020 Emergency Medical Services	47
Fund 5030 Emergency Communications Nurse System.....	50
fund 5008 – operations Revenue Summary	53
CONFIRE Revenue Summary by agency.....	54
CONFIRE UNIVERSAL COST PER CALL.....	55

THIS PAGE INTENTIONALLY LEFT BLANK

DIRECTOR'S MESSAGE

Budget Year 2026–27 marks a defining moment for CONFIRE as we move from a period of uncertainty into one of purposeful growth, modernization, and renewed commitment to the communities we serve. The past year challenged us to adapt in real time, rethink long-standing systems, and confront unprecedented operational obstacles — and yet, our organization emerged stronger, more united, and more prepared for the future than at any point in our history.

This year also represents a historic turning point in CONFIRE's role within the county's emergency medical services (EMS) system. After extensive legal proceedings and extended operational preparation, CONFIRE has now received official clearance from the County to operationalize the Ground Ambulance Contract beginning October 1, 2026. This milestone reflects years of planning, advocacy, and readiness across our organization. CONFIRE enters this next chapter fully prepared — with robust operational frameworks, committed partnerships, and a mission-focused approach that prioritizes patient outcomes, system reliability, and long-term sustainability for every community we serve, we have truly reimaged EMS in San Bernardino County.

CONFIRE's next era will usher in a robust new organizational structure that will integrate 18-agencies and cultures under one banner (CONFIRE), providing forward-thinking vision, planning, operational readiness and efficiencies, as well as fiscal stewardship, to the likes that we have never seen before. CONFIRE will now be comprised of three distinct Executive Service Areas; Administration, Operations, and Business Operations. The Administration section will be comprised of the Human Resources, Risk Management, Management Information Systems (MIS), and Health & Wellness divisions. The Operations section will house our Communications, EMS, and Emergency Nurse System divisions. The Business Operations section will oversee the Finance, Grants & Contracts, and Logistics divisions.

Our Communications Division continued to distinguish itself as a premier regional emergency communications provider. The extraordinary recognition earned by our dispatchers and supervisors in the prior year reinforced what our agency and our partners have always known: CONFIRE personnel are among the most skilled, resilient, and mission-driven “first”-first responders in the state. Their work saves lives every day, and their professionalism elevates the entire public safety network across San Bernardino County.

A major transformation continues within our Emergency Communications Nurse System (ECNS). The development of a sustainable, long-term financial model positions ECNS as a core component of the county's integrated healthcare and emergency response framework. The development of a state-wide association of public safety dispatch centers will strengthen funding and operations. CONFIRE serves as the charter member for the association. Our expanding partnership with the

Department of Behavioral Health will embed trained practitioners directly into the Comm Center, enabling seamless support for behavioral-health-related calls. This warm-handoff model not only ensures individuals receive the right care but also directly reduces unnecessary responses by field units — a strategic, data-driven shift toward smarter, more compassionate public safety operations.

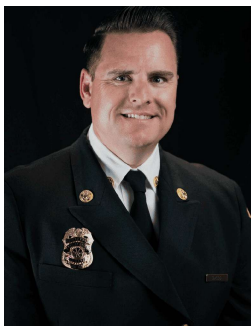
Our MIS Division continues to innovate, solidify, and protect our critical technology infrastructure, allowing our users to operate at peak performance in all areas of the organization. The team is leveraging artificial intelligence platforms and these rapidly evolving integrated systems, making us smarter, more efficient, and more predictive. Staying on the cutting-edge enhances decision-making, streamlines operations, and strengthens the services we deliver to our communities and partner agencies.

One of the most consequential milestones in CONFIRE’s evolution is now a reality with the move to the new Valley Communications Center in San Bernardino. The unanimous approval of a 25-year lease agreement has paved the way for our relocation to this new facility — a purpose-built, state-of-the-art facility that will redefine how we operate for the next generation. This new communications center is more than a building; it represents the future of regional emergency communications across the county.

Our investments remain focused on modernizing systems, strengthening staff development, integrating technology with field operations, and ensuring every division aligns with our mission, values, and public safety priorities.

As we enter budget year 2026-27, CONFIRE stands ready not only to meet the challenges ahead but to lead. We begin this new year with strengthened partnerships, bold innovation on the horizon, and a workforce whose dedication fuels everything we achieve. Together, we are shaping the next era of emergency communications for San Bernardino County — one defined by service, trust, and forward-thinking leadership.

Respectfully,



Nathan Cooke



MISSION

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

VISION

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

VALUES

PEOPLE: Dignity and Respect

SERVICE EXCELLENCE All the Time, Every Time

TEAMWORK: Strength Through Collaboration

INTEGRITY: Honest, Accountable and Transparent

INNOVATION: Future Ready

SERVICE MOTTO

Always There, Always Ready, Always Proud

PILLARS OF SERVICE

Emergency Communications

Emergency Medical Services

Public Safety Information Technology and Services

ORGANIZATIONAL TRANSITION

Budget Year 2026-27 represents a transformational milestone in the evolution of CONFIRE as the organization implements a new executive organizational structure designed to support continued regional growth, operational scalability, enhanced financial oversight, and integrated public safety service delivery.

As CONFIRE's responsibilities, partnerships, and operational demands continue to expand, including the advancement of Emergency Medical Services (EMS), Emergency Communications Nurse System operations, technology modernization initiatives, and regional coordination efforts, the organization recognized the need to modernize its leadership framework to better align strategic oversight and operational execution.

Beginning in budget year 2026-27, CONFIRE will operate under three Executive Service Areas:

Administration

The Administration Executive Service Area provides organizational support services focused on personnel management, organizational development, employee wellness, risk management, organizational culture, and administrative coordination. This area is responsible for strengthening internal organizational infrastructure and supporting CONFIRE's workforce and operational readiness.

Primary functional areas include:

- Human Resources
- Risk Management
- Management Information Systems
- Administrative Services
- Employee and Organization Health and Wellness

Business Operations

The Business Operations Executive Service Area is responsible for financial management, long-term financial planning, procurement, grants administration, contracts management, and

logistical support services. This structure strengthens financial accountability, improves operational support capabilities, and positions CONFIRE for future organizational growth and sustainability.

Primary functional areas include

- Finance and Budget
- Purchasing and Procurement
- Grants and Contracts
- Fleet and Logistics Support
- Financial Reporting and Compliance

Operations

The Operations Executive Area oversees CONFIRE's core emergency communications, EMS coordination, public safety technology and system operations functions. This structure improves operational integration, enhances system coordination, and supports delivery of high-quality emergency response services throughout the region.

Primary functional areas include:

- Emergency Communications
- Emergency Medical Services (EMS)
- Emergency Communications Nurse System (ECNS)

Strategic Benefits of the Reorganization

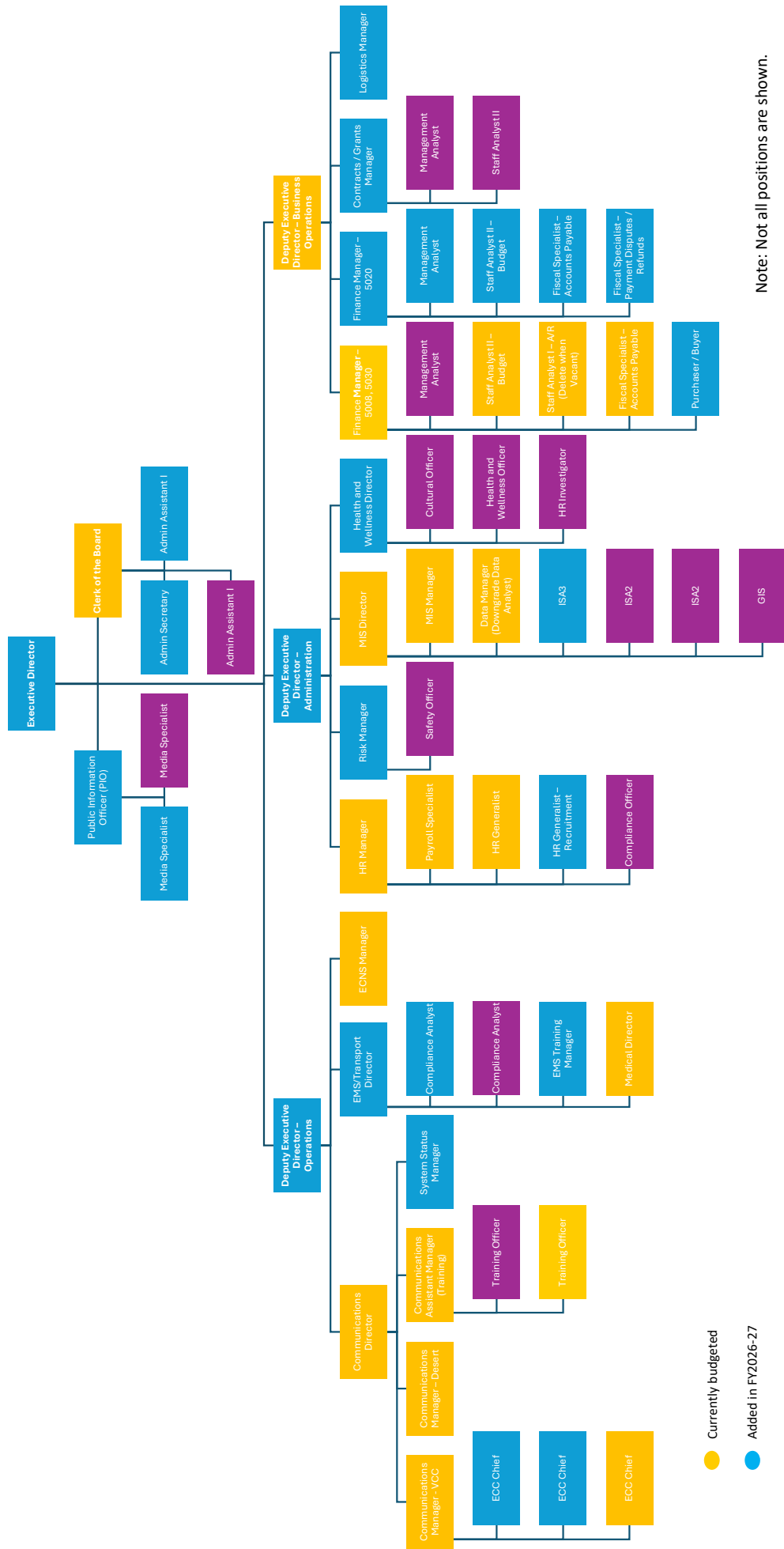
The budget year 2026-27 organizational transition is intended to position CONFIRE for long-term operational success by:

- Improving executive span of control and leadership oversight
- Enhancing operational accountability and organizational alignment
- Strengthening financial oversight and strategic financial planning
- Improving integration between communications, EMS, and technology operations
- Increasing organizational scalability to support future regional growth

- Enhancing operational readiness and service delivery capabilities
- Supporting workforce development and organizational resiliency

This organizational transition preserves continuity of existing operational services while creating a leadership structure capable of supporting CONFIRE’s continued evolution as a regional leader in emergency communications, emergency medical coordination, and public safety technology services.

Budget Year 2026-27 represents the initial implementation year of CONFIRE’s new executive organizational structure. While the organization has transitioned to Executive Service Areas to support long-term operational alignment and scalability, the budget document continues to utilize historical operational division groupings for financial presentation and year-over-year comparability purposes during the transition period.



Note: Not all positions are shown.

- Currently budgeted
- Added in FY2026-27
- Will be added in a future phase

CONFIRE JPA HISTORY

The CONFIRE Communication Centers are housed in two locations: one in the City of Rialto at 1743 Miro Way (Valley) and the other at the High Desert Government Center (Desert) at 15900 Smoke Tree Street, Hesperia, California. The state-of-the-art Valley Communication Center, located at 153 S. Lena Road in the City of San Bernardino, is scheduled to be open for occupancy for administrative and support staff in June 2026 and for dispatch operations later in the fall. This endeavor is a joint partnership between the County of San Bernardino, CONFIRE, the San Bernardino County Sheriff's, and the Office of Emergency Services departments.

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

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

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

In 2004, construction was completed at the Rialto site on a building where CONFIRE still operates. In 2014, the backup center was activated in Hesperia (Desert Center). In May 2020, the Desert Center became fully operational to allow the agency to provide staff a safe workplace required

by the Centers for Disease Control and Prevention (CDC) guidelines due to the COVID pandemic. The Desert Center allowed expansion for dispatch staff, along with the assignment of a full-time Chief Officer to support the San Bernardino County Fire operations. Both facilities have undergone many technological and program improvements and operate with state-of-the-art equipment. In 2024, CONFIRE reclassified the backup center in Hesperia as a primary center and now operates both the Valley and Desert Centers as primary centers.

The current member agencies of the CONFIRE JPA are:

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

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

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

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

BOARD OF DIRECTORS

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

BOARD OF DIRECTORS



Dan Leary
Apple Valley Fire District
Board President



Harvey Luth
Chino Valley Fire District
Board Member



David Toro
City of Colton Fire District
Council Member



Phill Dupper – Vice Chair
City of Loma Linda
Mayor



Lynne Kennedy – Chair
City of Rancho Cucamonga
Mayor Pro Tem



Marc Shaw
Redlands Fire Department
Mayor Pro Tem



Andy Carrizales
City of Rialto
Mayor Pro Tem



Joe Baca Jr.
San Bernardino
County Supervisor



Elizabeth Becerra
City of Victorville
Mayor

ADMINISTRATIVE COMMITTEE

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

ADMINISTRATIVE CHIEFS COMMITTEE



Chief James "Buddy" Peratt
Apple Valley Protection Fire District



Chief Dave Williams
Chino Valley Fire District



Chief Justin Weems
Colton Fire Department



Chief Dan Harker
Loma Linda Fire Department
Chair



Chief Mike McCliman
Rancho Cucamonga Fire District



Chief Rich Sessler
Redlands Fire Department
Vice-Chair



Chief Chris Jensen
Rialto Fire Department



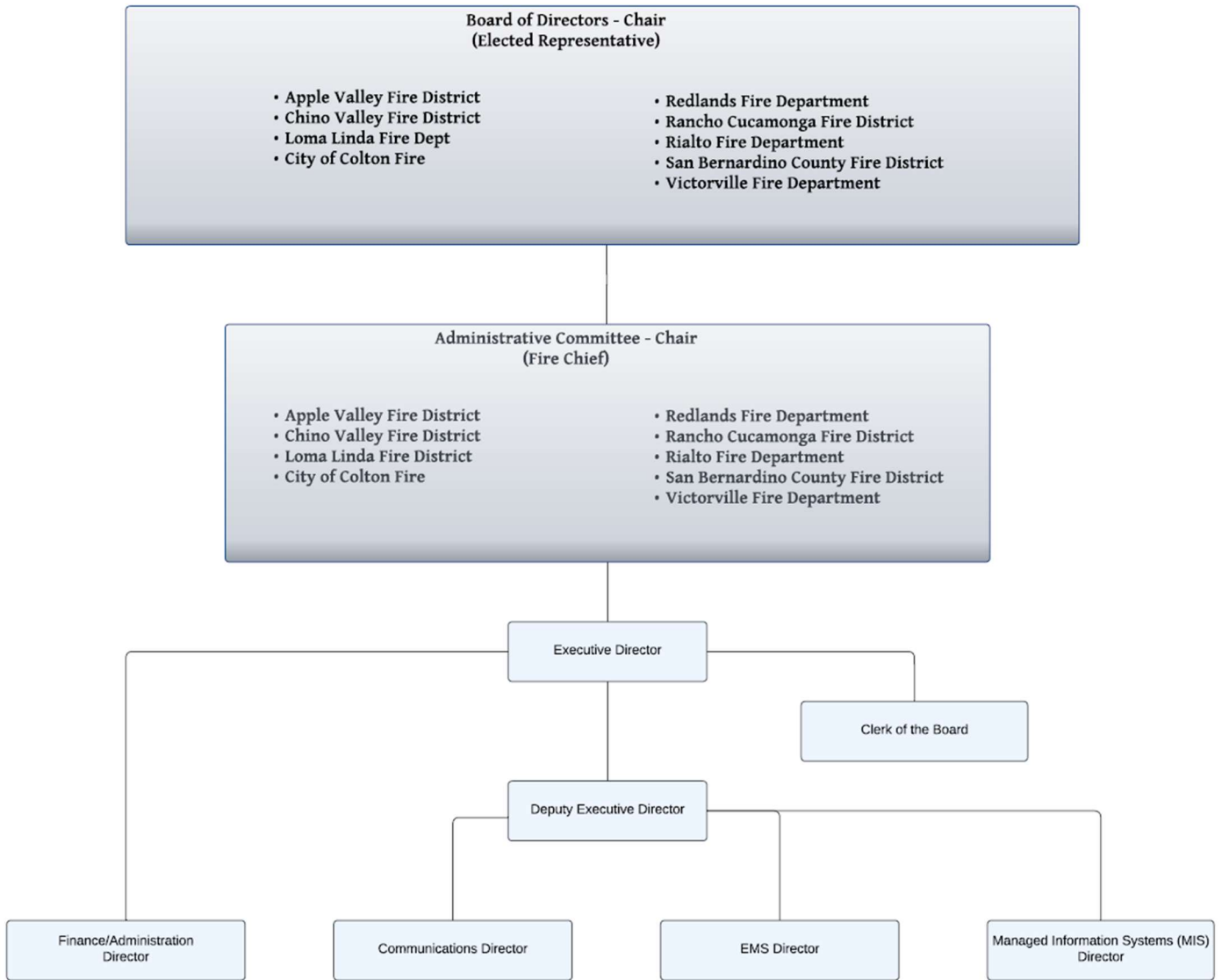
Chief Bertral Washington
San Bernardino County Fire Protection District



Chief Bobby Clemmer
Victorville Fire Department

CONFIRE Detailed Org Charts

CONFIRE Board



CONFIRE Finance/Administration Division

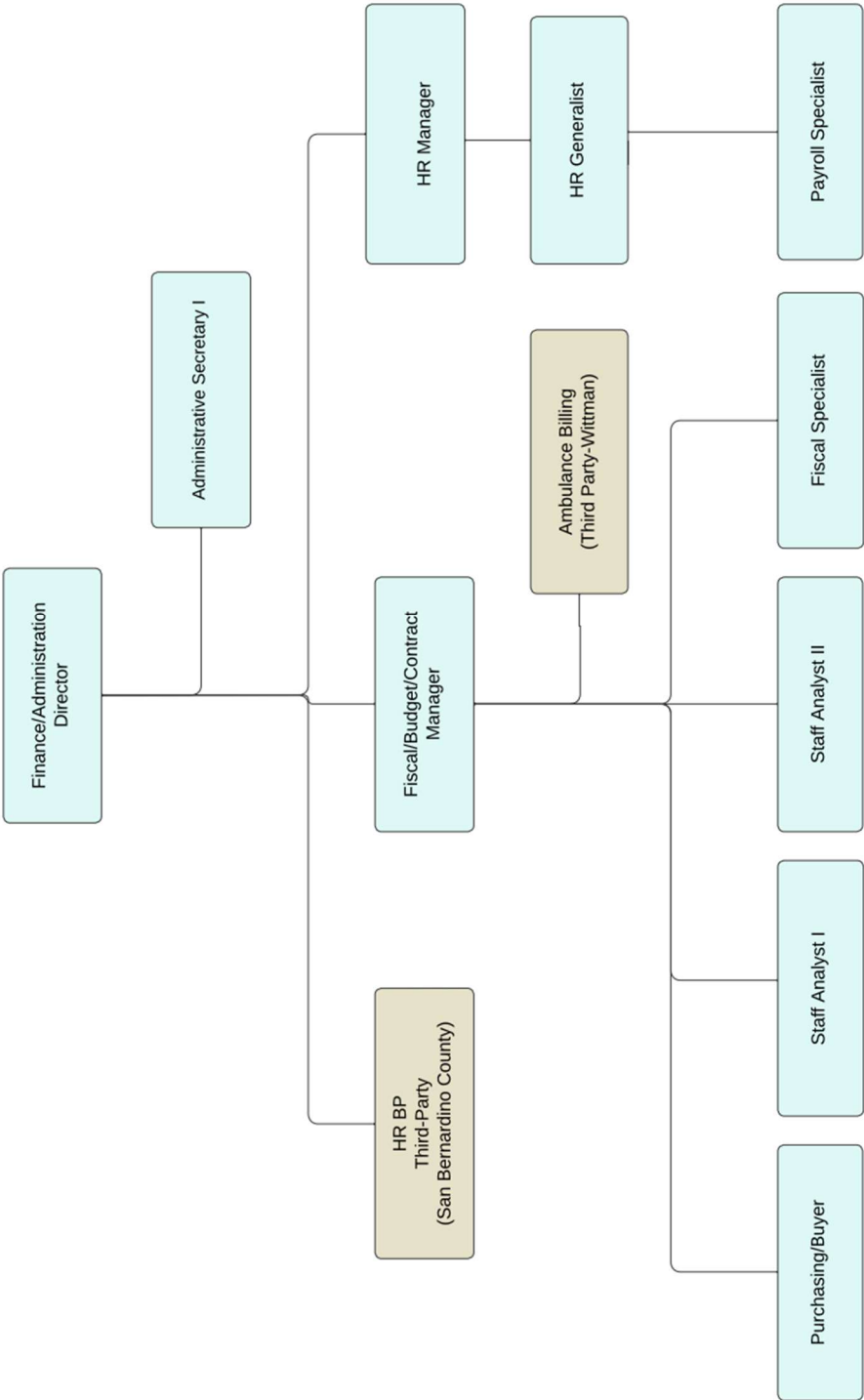
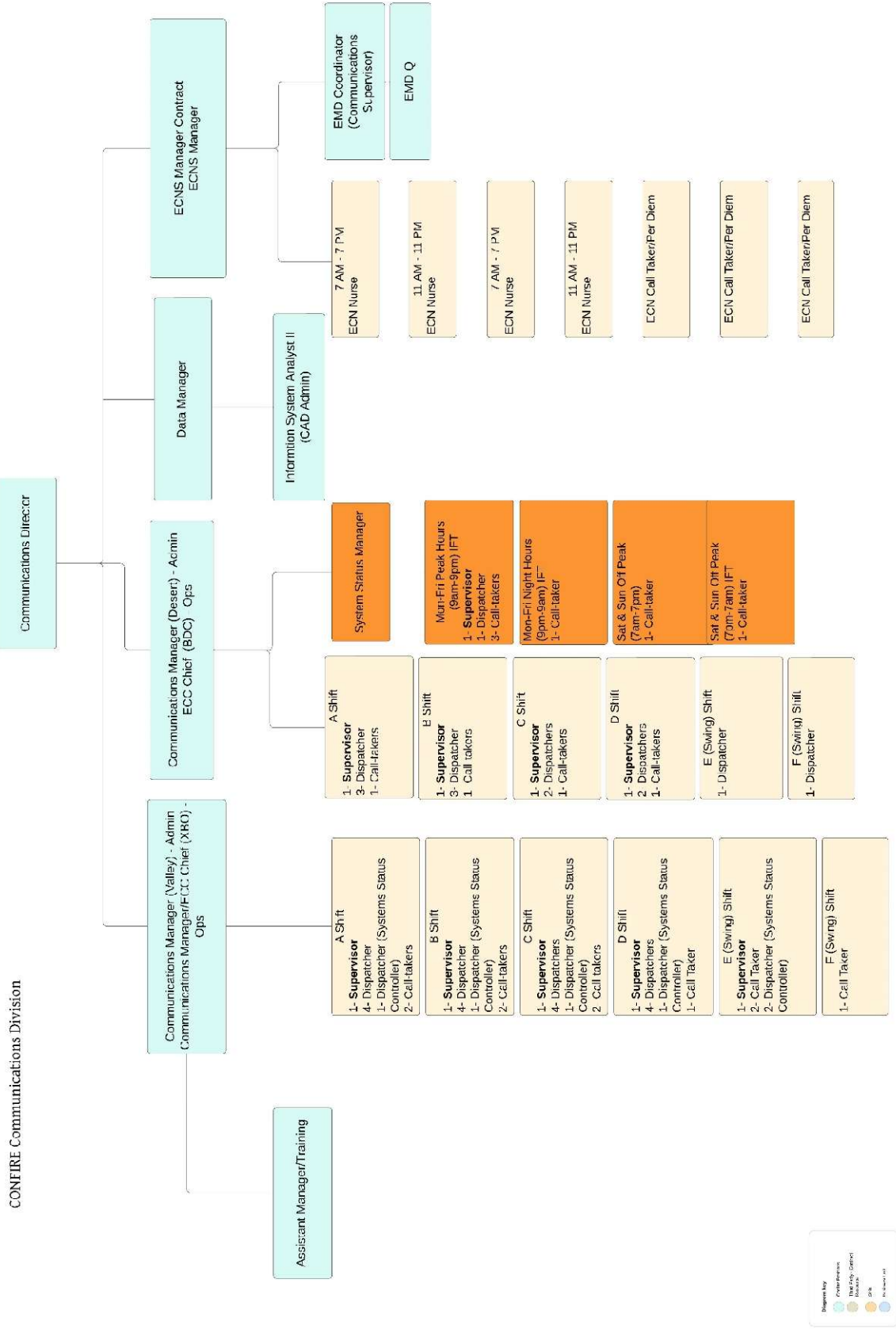
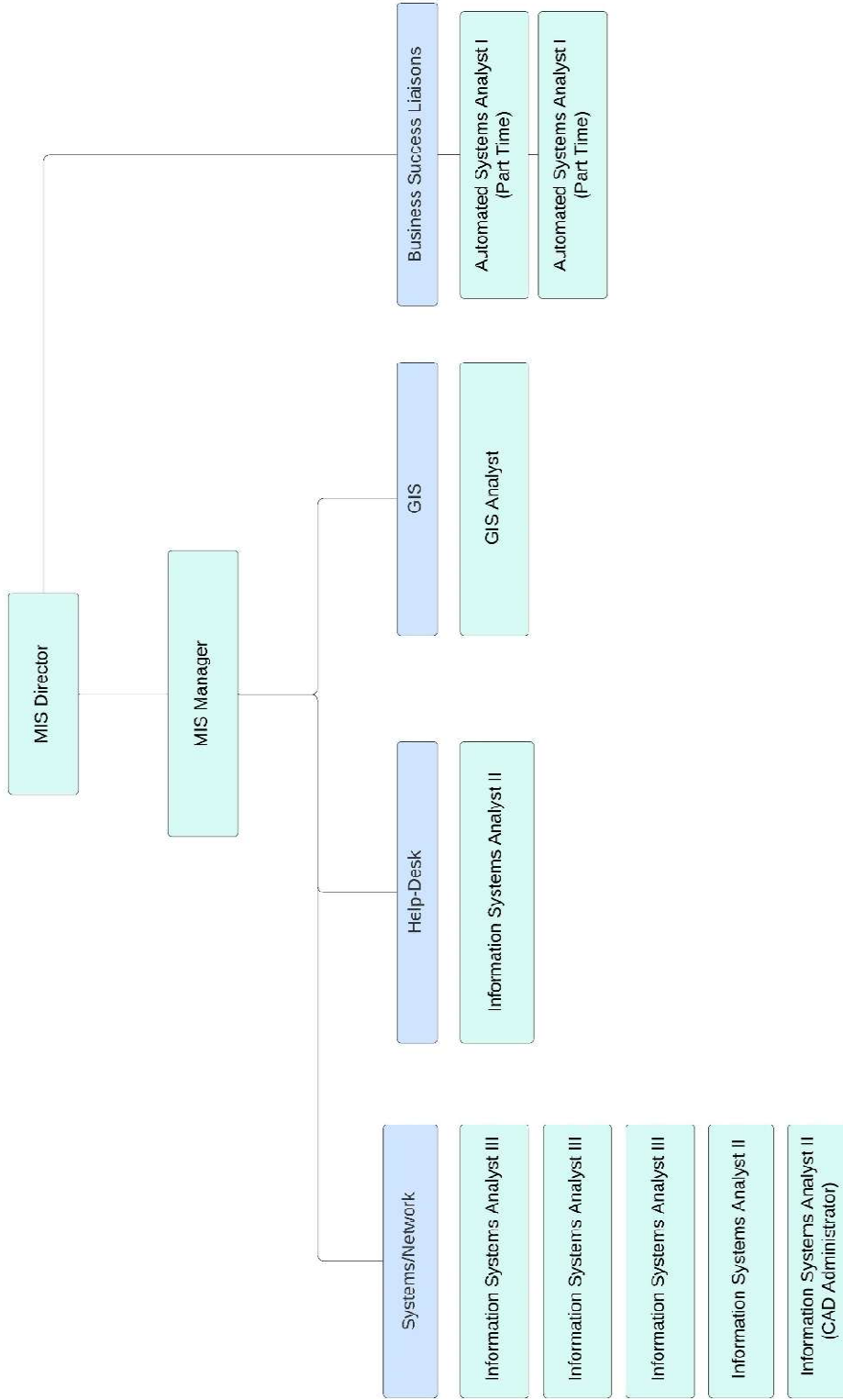


Diagram key

- CONFIRE Positions
- Third Party - Contract Resource
- Shift
- Business Unit



CONFIRE Managed Information Systems (MIS) Division



2026-27 BUDGET OVERVIEW

Overview

As CONFIRE prepares for the implementation of regional ground ambulance services, transitions into the new Valley Communication Center, and implements a new organizational structure designed to support long-term operational growth and service integration. The budget prioritizes operational readiness, financial sustainability, workforce stabilization, and continued investment in mission-critical technology systems supporting regional emergency communications and emergency medical services.

The 2026-27 Recommended Budget totals approx. \$205 million in expenditures, representing an overall increase of approximately 794% from the prior budget year. Major budget drivers include ambulance system implementation costs, personnel-related cost increases, maintaining technology infrastructure, and continued investments in operational staffing and support infrastructure.

Major Budget Drivers

The 2026-27 budget includes funding to support the planned implementation of CONFIRE's County Ground Ambulance Services Contract beginning October 1, 2026. Budgeted costs include:

- Ambulance subcontractor costs
- EMS administrative and operational staff
- Third-party billing and collection services
- Communications equipment and radio infrastructure
- Vehicles
- System oversight, legal, insurance and compliance costs

Budget Year 2026-27 represents the initial implementation of CONFIRE's new executive organizational structure. The organization is transitioning to three Executive Service Areas:

- Administration
- Business Operations
- Operations

Valley Communication Center Transition

Significant investments associated with the transition to the new Valley Communications Center were made last budget year. Planned expenditures for 2026-27 include:

- Facility transition costs

- Technology and communications infrastructure migration
- Operational readiness and redundancy improvements

Technology and Infrastructure

CONFIRE continues to prioritize investments in mission-critical technology systems and cybersecurity enhancements, including:

- CAD system upgrades
- Network resiliency and redundancy
- NICE recording redundancy
- CAD to CAD regional interoperability

Staffing and Workforce Development

The 2026-27 budget continues to focus investments in workforce stabilization, recruitment, retention, training, and employee wellness initiatives. Staffing additions and restructuring support:

- EMS operational readiness
- Expanded technology support services
- Enhanced financial oversight and logistics support
- Operational leadership and supervisory support
- Continued Emergency Communications Nurse System Operations

Emergency Communication Nurse System (ECNS)

The 2026-27 budget continues support for ECNS, which serves as a key component of CONFIRE's integrated emergency response and healthcare coordination strategy. Funding sources include county-supported program funding and ground ambulance services revenues. Efforts will continue to pursue funding partnerships with health insurance providers and other relevant opportunities.

Financial Stability and Reserves

CONFIRE continues to maintain a strong financial position through:

- Reserve funding policies
- Strategic capital planning
- Continued monitoring of long-term operational and infrastructure costs

The General Reserve Fund maintains the Board-directed reserve targets intended to support operational continuity, emergency contingencies, and future capital investments.

FUND DESCRIPTIONS

CONFIRE continues to utilize the services of the San Bernardino County Treasurer's Auditor-Controller/Treasurer/Tax Collector (ATC) office to manage its seven funds. Transactions for disbursements, reimbursements, deposits, and adjustments to CONFIRE's funds are processed through ATC's Systems Applications and Products (SAP) system. CONFIRE implemented a new financial accounting system that integrates with the SAP system. The 2026-27 budget is balanced in all seven funds. The summary, expenditure, and revenue information make up the main components of the CONFIRE budget.

CONFIRE utilizes the following funds to operate the organization.

- Fund 5008 Operations Fund
- Fund 5009 - Equipment Reserve Fund
- Fund 5010 – General Reserve Fund
- Fund 5011 – Term Benefit Reserve Fund
- Fund 5019 – CAD to CAD Fund
- Fund 5020 – Emergency Medical Services
- Fund 5030 – Emergency Communications Nurse System

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

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

Fund 5008 – Operations Fund

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

Fund 5009 – Equipment Reserve Fund

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

Fund 5010 General Reserve Fund

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

The General Reserve Fund previously served as the repository and expense funds for grant-funded programs.

Fund 5011 – Term Benefit Reserve Fund

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

Fund 5019 – CAD-to-CAD

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

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

Fund 5020 – Emergency Medical Services Enterprise Fund

The Emergency Medical Services fund was established in budget year 2024-25 to support the administration and financial operations of ground ambulance services. The 2026-27 budget was developed with the intent to begin providing administration and oversight of county ground ambulance services starting in October 2026. Costs include salary and benefits costs for new positions to provide administrative, operational, and financial support services; services and supplies costs include, but are not limited to, subcontractor costs for the provision of ambulance services, third-party billing costs, costs for new equipment and vehicles, an allocation of costs for support of Emergency Communications Nurse System services, costs for legal services, and insurance.

Fund 5030 – Emergency Communications Nurse System

Fund 5030 was implemented last budget year to support the operations of the Emergency Communications Nurse System program. The 2026-27 budget's major costs include salary and benefit costs for personnel. Services and Supplies for software usage, non-emergency medical transportation costs, and training and travel costs.

BUDGET SUMMARY – ALL FUNDS

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ 12,668,699	\$ 12,500,649	\$ 21,270,377	70%
Services and Supplies	\$ 10,102,706	\$ 10,144,181	\$ 183,641,813	1710%
Training and Travel Related	\$ 214,592	\$ 214,592	\$ 788,092	267%
Other Reimbursements	\$ 28,525	\$ 45,008	\$ (984,398)	-2287%
Total Expenditure Authority	\$ 23,014,522	\$ 22,904,430	\$ 204,715,884	794%
Revenue from Other Govt. Entities	\$ 18,307,372	\$ 18,198,974	\$ 38,410,329	111%
Revenue from Ambulance Services	\$ -	\$ -	\$ 197,156,922	0%
Other Revenues	\$ 170,000	\$ 170,000	\$ -	-100%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ 2,699,526	0%
Other: Fund Balance	\$ 4,535,456	\$ 4,535,456	\$ 661,249	-85%
Total Revenue	\$ 23,012,828	\$ 22,904,430	\$ 238,928,026	943%
Net Costs	\$ (1,694)	\$ -	\$ 34,212,141	
Budgeted Staffing	85.0	85.0	136.0	60%

CONFIRE's 2026-27 budget will focus on the reorganization of CONFIRE, the implementation and provision of ground ambulance services, continuing to improve 911 dispatch services call processing times, and the information technology infrastructure to support all operations and the development of a structured approach to further separate the more complex functions from San Bernardino County and changes to financial process to leverage the implementation of new financial accounting system.

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

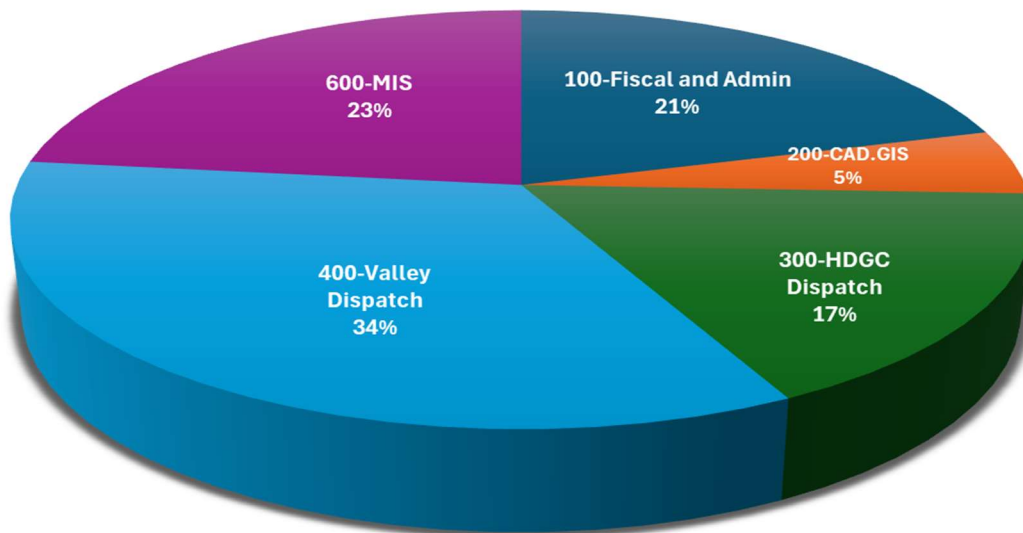
Salaries and Benefits fund the cost of existing and new positions and include the cost of negotiated Memorandum of Understanding (MOU) cost-of-living increases for all classifications. The Services and Supplies fund covers day-to-day operational costs for all department functions. Major services and supplies costs include, but are not limited to, the contract cost for the ground ambulance services subcontractor, a third-party billing service, new radios and monthly radio access costs from the County Innovation Technology Department, software maintenance and support, new vehicles and training and travel costs.

Other reimbursements include internal allocation costs for executive and administrative staff to all operational funds, costs paid to San Bernardino County for various services such as labor negotiations, benefits administration, and payroll and fiscal services.

FUND 5008 OPERATIONS

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ 10,879,850	\$ 10,711,800	\$ 11,893,841	11%
Services and Supplies	\$ 4,743,408	\$ 4,784,883	\$ 4,986,312	4%
Training and Travel Related	\$ 115,592	\$ 115,592	\$ 115,592	0%
Other Reimbursements	\$ 28,525	\$ 45,008	\$ (1,191,899)	-2748%
Total Expenditure Authority	\$ 15,767,375	\$ 15,657,283	\$ 15,803,846	1%
Revenue from Other Govt. Entities	\$ 15,765,681	\$ 15,657,283	\$ 15,803,846	1%
Revenue from Ambulance Services	\$ -	\$ -	\$ -	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 15,765,681	\$ 15,657,283	\$ 15,803,846	1%
Net Costs	\$ (1,694)	\$ -	\$ -	
Budgeted Staffing	76.0	76.0	82.0	8%
Projected Fund Balance	\$ 3,335,344	\$ 3,335,344	\$ 5,042,616	

FY 2026-27 Expenditures by Division



FUND 5008-100 FINANCE AND ADMINISTRATION

Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
Executive Director				
Contract Interim Executive Director	1		1	
Administrative Secretary				
Finance Manager			1	
Staff Analyst II	1		1	
Staff Analyst I	1		1	
Fiscal Specialist	1		1	
HR Analyst	1		1	
Fiscal Specialist (Payroll)	1		1	
Public Service Employee		1	1	
Finance/Administration Director	1		1	
Clerk of the Board	1		1	
HR Manager	1		1	
Data Manager			1	
Total	9	1	12	0

STAFFING CHANGES:

ADMINISTRATION EXECUTIVE SERVICE AREA GOALS AND OBJECTIVES

- Goal 1: Strengthen Organizational Governance and Administrative Oversight
 - Conduct comprehensive reviews and updates of organizational policies and administrative procedures to ensure legal and operational compliance.
 - Enhance records management and document retention practices to improve organizational accountability and accessibility.
 - Support Executive Leadership and the Board through coordinated strategic planning and administrative analysis.

- Goal 2: Enhance recruitment, retention, and workforce development
 - Continue recruitment efforts to address staffing shortages in critical operational and administrative positions.

- Support workforce integration efforts across dispatch, EMS transport, fire service, and administrative personnel to strengthen collaboration, professionalism, and system-wide service consistency.
- Improve onboarding, orientation, and employee integration processes to support employee retention and organizational culture.
- Develop leadership development and succession planning initiatives for supervisory and management personnel.
- Expand employee training opportunities focused on compliance, customer service, leadership, and operational effectiveness.
- Goal 3: Improve Human Resources and Employee Relations Processes
 - Enhance consistency and accountability in performance evaluation and employee documentation processes.
 - Improve employee relations processes through timely issue resolution, supervisory support, and consistent workplace communication practices.
 - Ensure compliance with applicable labor laws, public sector employment regulations, and personnel policies.
 - Strengthen workplace investigation and professional accountability processes to ensure fair, timely, and consistent resolution of employee concerns and policy matters.
- Goal 4: Support organizational communication, culture, and workforce wellness
 - Coordinate employee recognition, wellness, peer support, and morale-building initiatives to strengthen organizational culture and workforce resiliency.
 - Expand peer support, CARE Team, and workforce wellness initiatives to improve employee resiliency, morale, and organizational support systems.
 - Support transparency and accountability through improved information sharing and cross-divisional collaboration.

BUSINESS OPERATIONS EXECUTIVE SERVICE AREA GOALS AND OBJECTIVES

- Goal 1: Strengthen Long-Term Financial Stability and Sustainability
 - Develop and maintain multi-year financial forecasts for all operating funds.
 - Implement enhanced monthly budget-to-actual reviews with operational division leadership
 - Establish and fund long-term capital replacement planning for communications, fleet, and technology infrastructure
- Goal 2: Improve Financial Accuracy, Transparency, and Internal Controls
 - Enhance financial review and reconciliation processes to improve accuracy and timeliness of monthly reporting.

- Reduce manual spreadsheet dependency through extended use of automated financial systems and reporting tools.
- Develop standardized financial dashboards and operational metrics for leadership and Board reporting.
- Goal 3: Enhance procurement, logistics, and asset management operations
 - Enhance procurement tracking and contract management practices to improve accountability and purchasing efficiency
 - Develop lifecycle replacement schedules for communications equipment, vehicles, and technology infrastructure.
 - Support operational readiness through proactive logistics planning for facilities and emergency communications infrastructure.

OPERATIONS EXECUTIVE SERVICE AREA GOALS AND OBJECTIVES

- Goal 1: Improve emergency communications and response performance
 - Continue efforts to improve call processing and dispatch performance metrics.
 - Monitor and evaluate operational performance data to identify trends, bottlenecks, and opportunities for improvement.
 - Improve coordination between dispatch operations, field responders, ambulance services, and allied agencies.
- Goal 2: Strengthen staffing stability and workforce readiness
 - Continue recruitment, hiring, and training efforts to address operational staffing needs and reduce vacancy rates.
 - Improve retention strategies through enhanced employee engagement, training and wellness initiatives.
 - Expand professional development opportunities for dispatchers, supervisors, and operational leadership staff.
 - Expand employee training opportunities focused on compliance, customer service, leadership, and operational effectiveness.
- Goal 3: Enhance operational technology and system reliability
 - Continue collaboration with technology providers and regional partners to improve CAD system reliability, performance, and resiliency.
 - Improve disaster recovery and continuity planning for critical communications systems.
 - Enhance operational reporting and analytics capabilities to support data-driven decision making.
- Goal 4: Strengthen EMS system coordination and operational integration
 - Improve coordination between emergency medical dispatch, ambulance operations, and healthcare system partners.

- Develop operational deployment strategies focused on system efficiency, response effectiveness, resource utilization, and ambulance availability.
- Support operational integration efforts between dispatch personnel, EMS transport providers, fire agencies, and healthcare partners to improve coordination, professionalism, and system-wide service delivery.

FUND 5008-200 CAD/GIS DIVISION

Expenditure by Fund	2025-26 Adopted	2025-26 Revised	2026-2027 Budget	% Change From 2026-27
Salaries and Benefits	\$ 306,991	\$ 306,991	\$ 312,262	2%
Services and Supplies	\$ 707,817	\$ 707,817	\$ 522,069	-26%
Training and Travel Related	\$ 5,200	\$ 5,200	\$ 5,200	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Transfers In	\$ -	\$ -	\$ -	0%
Transfers Out	\$ -	\$ 16,483	\$ 17,275	5%
TOTALS	\$ 1,020,009	\$ 1,020,009	\$ 839,531	-18%

DIVISION STAFFING

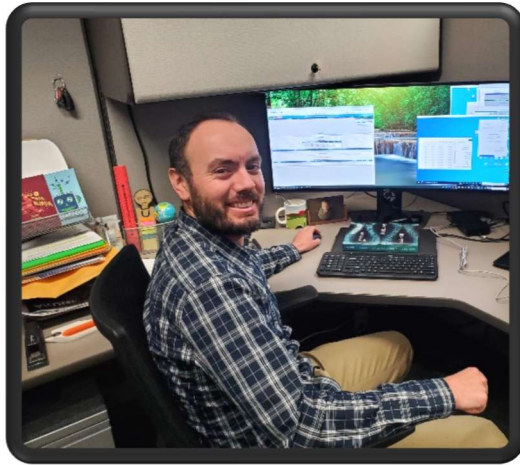
Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
GIMS Coordinator	1		1	
Information Systems Analyst II	1		1	
Total	2	0	2	0

DIVISION DESCRIPTION

This element of the budget represents two functional sub-sections of the Management Information Systems Division (MIS).

Computer-Aided Dispatch System (CAD) - CONFIRE uses Enterprise CAD, provided by Central Square. CAD is an array of interconnected software and hardware systems hosted on the CONFIRE server infrastructure. CAD enables Call Takers and Dispatchers to receive and process emergency calls, determine the location, and assign the appropriate response. It also maintains the location and status of all field resources for first responder safety and accountability. Numerous third-party systems operate in conjunction with the CAD system. Maintaining CAD and the associated interface systems requires the full-time efforts of one full-time employee and the occasional efforts of several other team members.

Geographic Information Systems (GIS) - GIS is a specific discipline within the broader context of information systems and technology. GIS professionals support the public safety mission by developing and maintaining mission-critical mapping and location accuracy products. For



Sam Perez, GIS Coordinator

CONFIRE, the primary role of the GIS team is to maintain the county street network and address points and work in conjunction with the CAD team to ensure that information is kept up to date and accurate within the CAD system. The CONFIRE GIS team produces and maintains agency-specific maps for use by first responders. These include wall maps for fire stations, printed or electronic map books in apparatus, specialized maps for mutual aid and wildland fire high hazard areas, fire prevention, and weed abatement programs. Additionally, the GIS team assists during actual incidents by developing real-time mapping products for incident commanders, damage assessment teams, and after-

action reports.

The role of GIS is rapidly expanding in public safety. Next Generation 9-1-1, CAD to CAD, drone technology, wireless calling, and text to 9-1-1 requires robust integration of authoritative, locally produced and maintained location information. CONFIRE's regional role will demand more from its current GIS capacity. Making GIS services available online to CONFIRE agencies is a major goal of the MIS division.

SIGNIFICANT DIVISION EXPENDITURES

The CAD/GIS division budget is decreasing by 18% primarily due to a decrease in services and supplies due to a decrease in software costs.

2025-2026 DIVISION ACCOMPLISHMENTS

- Implemented SafeGraph Data Subscription - Points of Interest (POI) to obtain access to current business address data, which would enhance CONFIRE's CAD data.
- Implemented Indoor Mapping to collect and/or convert indoor data into dynamic, floor-aware GIS layers, providing dispatchers and responders with location intelligence via CAD and Tablet Command.
- Submitted first round of ADM data to the State for compliance score for County-wide NG911 compliance.

2026-27 DIVISION GOALS AND OBJECTIVES

- Develop ArcGIS Online preplan mapping as part of improving the City of Rialto Fire Department's capability to create and maintain a fire-preplan.
- Migrate the City of Loma Linda Fire Department's ArcGIS Insights to ArcGIS Dashboards.

FUND 5008-300 DESERT DISPATCH CENTER DIVISION

Expenditure by Fund	2025-26 Adopted	2025-26 Revised	2026-2027 Budget	% Change From 2026-27
Salaries and Benefits	\$ 2,905,132	\$ 2,761,781	\$ 2,591,966	-6%
Services and Supplies	\$ 314,565	\$ 314,565	\$ 231,747	-26%
Training and Travel Related	\$ 5,182	\$ 5,182	\$ 5,182	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Transfers In	\$ -	\$ -	\$ -	0%
Transfers Out	\$ -	\$ -	\$ 7,309	0%
TOTALS	\$ 3,224,879	\$ 3,081,527	\$ 2,828,894	-8.2%

DIVISION STAFFING

Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
Communications Manager	1		1	
Supervising Dispatcher	4		5	
Dispatcher	11		11	
Call Taker	4		4	
Total	20	0	21	0

DIVISION DESCRIPTION

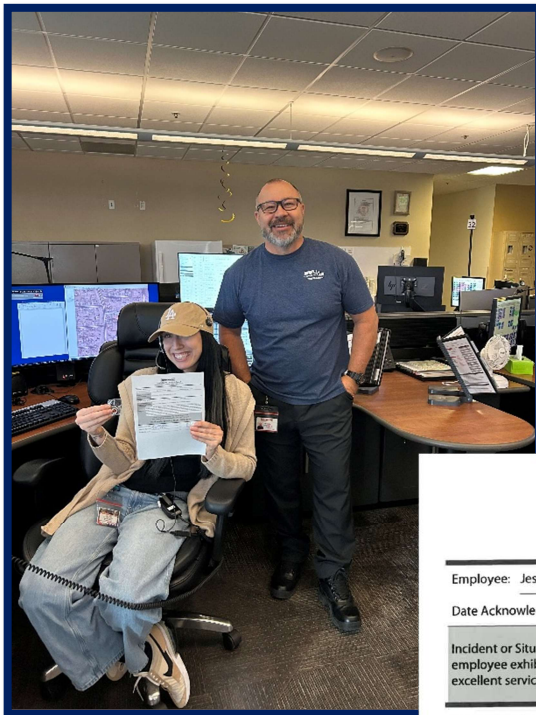
The Communications Division is led and overseen by the Communications Director. CONFIRE Desert Communication Center in Hesperia consists of a group of public safety professionals who receive requests for emergency and non-emergency assistance. CONFIRE dispatches fire, emergency medical, and local government resources. Responsibilities include monitoring radios, telephones, and field personnel, and coordinating mutual aid procedures and operations. The Desert Manager oversees the personnel and operations for the Desert Communications Center.

SIGNIFICANT DIVISION EXPENDITURES

The Desert Dispatch Center division budget is decreasing by 8.2% primarily due to a decrease in salary and benefit costs due to hiring new staff at lower pay step grades and a decrease in services and supplies due to a shift of monthly radio access cost to the Valley Dispatch Center (Cost Center 400) budget.

2025-26 DIVISION ACCOMPLISHMENTS

- Successfully finalized the implementation of the voice-logging system, enhancing our ability to accurately record and review communications.
- Operations have successfully shifted to an automated electronic scheduling system, streamlining workflow and improving overall efficiency across the team.
- Successfully completed leadership development training, further strengthening my ability to guide and support our team through ongoing challenges and opportunities.
- Enhanced recruitment methods by incorporating CritiCall testing, which assesses candidate skills and ensures the selection of highly qualified individuals for our team.
- Introduced Risk Management training, ensuring that all personnel are equipped with the knowledge and skills necessary to identify potential hazards, mitigate risks, and promote a safer work environment.



Jessica Trice

Pride Report 08.03.25



CONFIRE JPA - P.R.I.D.E. Report
Personal Responsibility In Delivering Excellence

Employee:	Jessica Trice	Supervisor:	Tim Franke
Date Acknowledged:	8/3/25	Day Acknowledged:	Sunday
		Time Acknowledged:	12:30
Incident or Situation where employee exhibited excellent service or attitude:	CAD 25-187141 CPR Save/Recognition from the field		
Date of Excellence:	8/3/25	Day:	Sunday
		Time:	11:38
Other persons present when employee exhibited excellent service or attitude:	Supervisor- Franke, Dispatcher - Torres, Dispatcher - Charlton, Calltaker - Martinez		
Narrative of Incident:	<p>On August 3rd, 2025, at 1138 hours Calltaker Jessica Trice took a call from 15285 Bluffview St in Fontana City for a female who was choking on food. ME78 and MS78 from the San Bernardino County Fire Department responded to this incident along with AMR and provided patient care on scene. While units were en route Calltaker Trice was advised the patient was unconscious and not breathing, CPR measures were started until units arrived on scene. Company 78 called into the dispatch center to commend Calltaker Trice that the family appreciated how Jessie handled the call. Company 78 stated they were able to remove the food and the patient was breathing. Jessie, you're action reflect credit upon yourself, the San Bernardino County Fire Department, and CONFIRE, job well done.</p>		
<p><i>"There is always a choice about the way you do your work, even if there is not a choice about the work itself"</i> (FISHI, pg. 37)</p> <p>Thank you for providing EXCELLENCE today!</p>			

2026-27 DIVISION GOALS AND OBJECTIVES

- Transition operations to the newly constructed Valley Communications in San Bernardino
- Organize and conduct quarterly, in-person shift training sessions, and incident reviews, to ensure consistent skill development and address emerging needs.
- Develop a comprehensive single resource incident deployment policy to clarify procedures and support effective mutual aid response during critical events.
- Transition to a new, more versatile personnel performance platform for documentation tracking, enhancing accessibility and accountability.
- Facilitate the integration of Aqua and CAD systems to streamline operations and improve overall efficiency.
- Develop a Peer Support Team by introducing new resources and initiatives aimed at fostering resilience and camaraderie among staff.



HDGC

FUND 5008-400 VALLEY DISPATCH CENTER DIVISION

Expenditure by Fund	2025-26 Adopted	2025-26 Revised	2026-2027 Budget	% Change From 2026-27
Salaries and Benefits	\$ 4,860,847	\$ 4,860,847	\$ 5,052,444	4%
Services and Supplies	\$ 380,698	\$ 524,049	\$ 646,846	23%
Training and Travel Related	\$ 48,310	\$ 48,310	\$ 48,310	0%
Other Reimbursements	\$ -		\$ -	0%
Transfers In	\$ -	\$ -	\$ -	0%
Transfers Out	\$ -	\$ -	\$ -	0%
TOTALS	\$ 5,289,855	\$ 5,433,207	\$ 5,747,600	6%

DIVISION STAFFING

Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
Communications Director	1		1	
Communications Manager	2		2	
Assistant Communications Manager	1		1	
Supervising Dispatcher	5		5	
Dispatcher	18		21	
Call Taker	6		7	
Information Systems Analyst II - CAD Coordinator	1		1	
Total	34	0	38	0

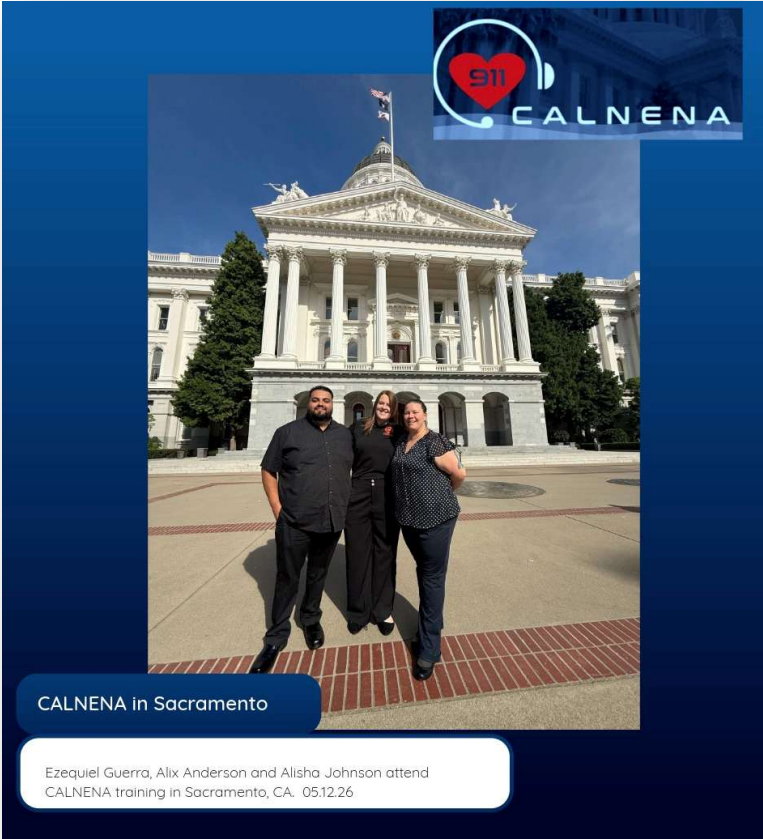
DIVISION DESCRIPTION

The Communications Division is led and overseen by the Communications Director. The CONFIRE Valley Communication Center in Rialto, consists of a group of public safety professionals that receive requests for emergency and non-emergency assistance. CONFIRE dispatches fire, emergency medical, and local government resources. Responsibilities include monitoring radios, telephones, field personnel, and coordinating mutual aid procedures and operations. The Valley Manager oversees the personnel and operations for the Valley Communications Center.

SIGNIFICANT DIVISION EXPENDITURES

The Valley Dispatch Center division budget is increasing by 6% primarily due to an increase in salary and benefit costs due to projected changes in MOU costs and an increase in service and supplies costs for professional memberships, new software to test new hires, EMD quality assurance and training and related travel costs.

In budget year 2026-27, Communications operations will temporarily move from the CONFIRE Valley Communication Center to High Desert Dispatch Center to allow for the information technology infrastructure to be moved to the new Valley Communication Center in the city of San Bernardino. Once the necessary 911 systems are in place at the new Valley Communication Center operations will transfer there from the High Desert Dispatch Center. Afterwards, the High Dispatch Center will continue to operate as a primary dispatch center.



FUND 5008-600 MANAGEMENT INFORMATION SERVICES (MIS) DIVISION

Expenditure by Fund	2025-26 Adopted	2025-26 Revised	2026-2027 Budget	% Change From 2026-27
Salaries and Benefits	\$ 1,599,885	\$ 1,474,305	\$ 1,824,679	24%
Services and Supplies	\$ 1,902,345	\$ 1,947,985	\$ 2,035,714	5%
Training and Travel Related	\$ 16,000	\$ 16,000	\$ 16,000	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Transfers In	\$ -	\$ -	\$ -	0%
Transfers Out	\$ -	\$ -	\$ -	0%
TOTALS	\$ 3,518,230	\$ 3,438,290	\$ 3,876,393	13%

DIVISION STAFFING

Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
MIS Director	1		1	
MIS Manager	1		1	
Information Systems Analyst III	3		4	
Information Systems Analyst II	2		2	
Public Service Employee (Lead Project Coordinator)		2		2
Total	7	2	8	2

DIVISION DESCRIPTION

The Management Information Systems (MIS) Division provides secure, reliable, and sustainable mission-critical information technology (IT) infrastructure and systems that support CONFIRE and its agencies by leveraging emerging technologies and strategies aligned with organizational objectives.

SIGNIFICANT DIVISION EXPENDITURES

The MIS division budget is increasing by 13% due to increases in salary and benefit costs due to the addition of a new Information Services Analyst III position and various step and MOU increases. Services and supplies costs are increasing due to increases in software maintenance and support costs.

2025-26 ACCOMPLISHMENTS

- Implemented Cisco Duo for centralized multi-factor authentication.
- Implemented Sophos ZTNA to replace VPN.
- Implemented infrastructure and systems to support operations at the High Desert Communications Center to establish a fully secure, and redundant technology environment to ensure uninterrupted emergency dispatch and administrative services.
- Migrated information technology and communication systems to the new Valley Communication Center.
- Implemented a unified MDM platform to centrally manage CONFIRE's endpoint devices, including laptops, tablets, and mobile phones, across dispatch centers, field operations, and administrative functions.



MIS Team Meeting.

2026-27 DIVISION GOALS AND OBJECTIVES

- Migrate information technology and communication systems to the new Valley Communication Center
- Cisco Identity Services Engine (ISE) implementation is intended to strengthen CONFIRE's cybersecurity posture through centralized, identity-based network access control.
- NICE Recording Redundancy upgrade adds geographically redundant recording across the Valley and Desert sites to ensure continuous availability of critical voice logging systems.
- DDoS Protection (ISP-Based) implementation to prevent malicious traffic from disrupting CONFIRE network connectivity and strengthening overall network resiliency.
- CONFIRE.GOV Domain Implementation: Establish a strategic plan to transition existing CONFIRE.org to the CONFIRE.GOV domain to enhance security, credibility, and compliance with government domain standards, reduces cybersecurity risks associated with public-facing services.
- Common Identity Management (CIM) for CAD implements a centralized solution to standardize user authentication and enforce role-based access within the CAD system, to improve and streamline user management.
- CentralSquare CAD Version 25 Upgrade is to maintain vendor support, enhance system performance, access to upgraded features, and ensure continued reliability of mission-critical dispatch operations.

FUND 5009 EQUIPMENT RESERVE FUND

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ -	\$ -	\$ -	0%
Services and Supplies	\$ 1,111,826	\$ 1,111,826	\$ 410,000	-63%
Training and Travel Related	\$ -	\$ -	\$ -	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Total Expenditure Authority	\$ 1,111,826	\$ 1,111,826	\$ 410,000	-63%
Revenue from Other Govt. Entities	\$ 611,554	\$ 611,554	\$ 950,951	55%
Revenue from Ambulance Services	\$ -	\$ -	\$ -	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ 500,272	\$ 500,272	\$ (540,951)	-208%
Other: Fund Balance				0%
Total Revenue	\$ 1,111,826	\$ 1,111,826	\$ 410,000	-63%
Net Costs	\$ -	\$ -	\$ -	
Budgeted Staffing				
Projected Fund Balance	\$ 2,311,408	\$ 2,311,408	\$ 2,911,552	

FUND DESCRIPTION

This Fund serves two purposes. First, it holds funds collected annually from each agency to maintain an ample reserve to replace the CONFIRE specific information technology equipment on a scheduled basis. This is a “universal” cost apportioned to each agency based on the proportion of overall call volume for each agency. The second purpose is to fund the replacement of agency-specific equipment as required. Participation in this fund is limited to agencies that elect to utilize additional system platforms provided through CONFIRE MIS, including licensed software and subscription-based services. Costs are allocated on a seat-based model to ensure equitable distribution aligned with actual usage. These charges are developed based on projected replacement costs for each item divided by that anticipated service life of the equipment (usually 4-5 years).

Typically, these funds are accounted for in the budget as an expenditure offset by equal revenue. Reserves are held in case of any unforeseen expenditure that could occur due to equipment failure. Any unexpended funds remain in the Equipment Reserves Fund. CONFIRE staff must receive approval from the Administrative Committee to expend their Equipment Reserve funds. CONFIRE staff works with agencies to maintain sufficient funds in this account to cover the costs for a complete equipment replacement process should that be necessary. Board policy does not set a funding level for this fund.

SIGNIFICANT DIVISION EXPENDITURES

The budget is decreasing by 63% due to a reduced need to replace IT infrastructure equipment.

FUND 5010 GENERAL RESERVE FUND

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ -	\$ -	\$ -	0%
Services and Supplies	\$ 3,000,000	\$ 3,000,000	\$ 1,202,200	-60%
Training and Travel Related	\$ -	\$ -	\$ 25,000	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Total Expenditure Authority	\$ 3,000,000	\$ 3,000,000	\$ 1,227,200	-59%
Revenue from Other Govt. Entities	\$ -	\$ -	\$ 25,000	0%
Revenue from Grants	\$ -	\$ -	\$ -	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ -	0%
Other: Fund Balance	\$ 3,000,000	\$ 3,000,000	\$ 1,202,200	-60%
Total Revenue	\$ 3,000,000	\$ 3,000,000	\$ 1,227,200	-59%
Net Costs	\$ -	\$ -	\$ -	
Budgeted Staffing				
Projected Fund Balance	\$ 4,436,912	\$ 4,436,912	\$ 4,868,674	

FUND DESCRIPTION

The General Reserve Fund is used to provide emergency or contingency funding for operational costs associated with communications and MIS functions if the need arises due to lack of payment, catastrophe, or other unforeseen fiscal circumstances. Capital improvement purchases or projects (CIP) may also be made from this Fund with appropriate budget approval.

It is the policy of the CONFIRE Board of Directors to build and retain a level of cash in the General Reserve Fund to cover one quarter (25 percent) of annual operating costs (5008).

Carrying an excess of the 25 percent contingency (recommended) is appropriate as long it can be demonstrated that CONFIRE is building toward significant known or projected capital expenditures (building replacement, Computer Aided Dispatch (CAD) software replacement etc.) as identified in the planning process and approved by the Administrative Committee and Board of Directors.

The Board policy has established a Capital Improvement Plan (CIP) element of this fund. It is currently funded at \$3,000,000.

Items budgeted as expenditures, are funded by the planned excess of the required 25 percent contingency. If unexpended, those funds will remain in the General Reserves.

SIGNIFICANT RESERVE EXPENDITURES

In 2026-27 anticipated expenditures in the amount of \$1.2 million for a share of cost to replace air conditioning units at the High Desert Government Center and moving costs associated with Communication operations moving to the High Desert Dispatch Center from the Valley Dispatch Center and then subsequently to the new Valley Communication Center located in the city of San Bernardino.



VCC Building

FUND 5011 TERM BENEFIT RESERVE FUND

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ 600,063	\$ 600,063	\$ 1,069,775	78%
Services and Supplies	\$ -	\$ -	\$ -	0%
Training and Travel Related	\$ -	\$ -	\$ -	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Total Expenditure Authority	\$ 600,063	\$ 600,063	\$ 1,069,775	78%
Revenue from Other Govt. Entities	\$ 154,879	\$ 154,879	\$ 42,695	-72%
Revenue from Grants	\$ -	\$ -	\$ -	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ 1,027,080	0%
Other: Fund Balance	\$ 445,184	\$ 445,184	\$ -	-100%
Total Revenue	\$ 600,063	\$ 600,063	\$ 1,069,775	78%
Net Costs	\$ -	\$ -	\$ -	
Budgeted Staffing				
Projected Fund Balance	\$ 1,985,613	\$ 1,985,613	\$ 2,222,842	

FUND DESCRIPTION

The Term Benefit Reserve Fund was initially established to cover the liability of CONFIRE employees' accumulated leave accruals. The current Board policy is to fully fund this liability annually. In 2018, the Board directed CONFIRE to begin setting aside funds when available to address potential unfunded liabilities such as pension benefits and other employee-related costs. New member agency fees and a premium assessed to contract agencies provide funding to this reserve.

FUND HIGHLIGHTS

In 2025-26, this fund received Victorville's fifth and final installment payment of \$114,505. These payments fund one-time cash outs for retirements or other employees who separate from CONFIRE.

SIGNIFICANT DIVISION EXPENDITURES CHANGES

The budget is increasing 78% due to an increase in accumulated leave accruals resulting from an increase in the number of positions filled.

2026-27 GOALS AND OBJECTIVES

- Continue to assess the pension liability and determine if strategies are required to mitigate potential long-term funding issues.

FUND 5019 CAD TO CAD

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ -	\$ -	\$ -	0%
Services and Supplies	\$ 245,258	\$ 245,258	\$ 225,112	-8%
Training and Travel Related	\$ -	\$ -	\$ -	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Total Expenditure Authority	\$ 245,258	\$ 245,258	\$ 225,112	-8%
Revenue from Other Govt. Entities	\$ 245,258	\$ 245,258	\$ 207,837	-15%
Revenue from Grants	\$ -	\$ -	\$ -	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ 17,275	0%
Other: Fund Balance	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 245,258	\$ 245,258	\$ 225,112	-8%
Net Costs	\$ -	\$ -	\$ -	
Budgeted Staffing				
Projected Fund Balance	\$ 430,885	\$ 430,885	\$ 335,042	

FUND DESCRIPTION

CONFIRE continues to serve as the system administrator for the regional interoperable computer-aided dispatch (CAD) solution, Inland Empire Public Safety Operations Platform (IE PSOP) or CAD to CAD Project. The system connects multiple Emergency Communications Center (ECC) CAD systems through a cloud-hosted interface. This enables ECC's to send real-time information and requests for resources electronically. This eliminates time-consuming phone calls and reduces response times. It also improves regional situational awareness, coordination, and system resilience.

Fund 5019 is used to budget revenues for specific expenses for the CAD to CAD system such as administrative costs, new integrations, and annual subscription fees. Revenue sources for this project are mainly funded through Urban Areas Security Initiative (UASI) grant and contributions from agencies participating in the project. The CONFIRE CAD to CAD (IE PSOP) system has been operational since 2021. It enables CONFIRE and other emergency communications centers in the region to link their Computer-Aided Dispatch (CAD) systems. This improves and speeds up critical real-time communications when centers are sharing incident information and/or resources. Currently, four agencies are live on the system with five additional agencies in the process of coming online.

SIGNIFICANT DIVISION EXPENDITURES

In 2026-27 expenditure authority of \$225,112 will fund costs for CAD to CAD subscriptions, project and consulting costs.

2025-26 ACHIEVEMENTS

- Completed integration projects for AMR- Riverside, AMR - San Bernardino and Murrieta FD.
- Completed CAL FIRE rebuild of program interface.
- Initiated projects with Ontario FD and CAL FIRE San Bernardino.
- Initiated a project in Rancho Cucamonga for fire detection system integration.
- Continued project to link CONFIRE CAD to CAD to national incident management and resource ordering system (IROC)
- Held a demo for regional law enforcement agencies.
- Participated in Regional CAD to CAD study (SB COG Project).

2026-27 GOALS AND OBJECTIVES

- Complete Ontario and CAL Fire San Bernardino integrations.
- Establish CAD to CAD processes in support of the ambulance contract.
- Complete IROC and Rancho fire detection system projects.
- Initiate integration with Rialto PD.
- Execute updated cooperative service agreements with participating agencies.
- Focus on law enforcement and allied agency involvement in the program.

FUND 5020 EMERGENCY MEDICAL SERVICES

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ -	\$ -	\$ 6,990,306	0%
Services and Supplies	\$ 590,000	\$ 590,000	\$ 176,405,975	29799%
Training and Travel Related	\$ -	\$ -	\$ 248,500	
Debt Service & Other Charges	\$ -	\$ -	\$ 14,492,678	0%
Other Reimbursements	\$ -	\$ -	\$ -	0%
Total Expenditure Authority	\$ 590,000	\$ 590,000	\$ 198,137,458	33483%
Revenue from Other Govt. Entities	\$ -	\$ -	\$ 20,700,000	0%
Revenue from Grants	\$ -	\$ -	\$ -	
Revenue from Fee Ord - Ambulance Serv Fees	\$ -	\$ -	\$ 197,156,922	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	0%
Other: Fund Balance	\$ 590,000	\$ 590,000	\$ -	-100%
Total Revenue	\$ 590,000	\$ 590,000	\$ 217,856,922	36825%
Net Costs	\$ -	\$ -	\$ 19,719,464	
Budgeted Staffing			45.0	
Projected Fund Balance	\$ 428,303	\$ 428,303	\$ 19,831,767	

Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
Executive Director			1	
Administrative Secretary			1	
Administrative Assistant			1	
Deputy Director - Administration			1	
Deputy Director - Operations			1	
HR Generalist			1	
Professional Standards Manager (Health & Wellness Director)			1	
Risk Manager			1	
Public Information Officer			1	
Media Specialist			1	
Finance Manager			1	
Staff Analyst II			1	
Fiscal Specialist (AP)			1	
Fiscal Specialist (AR-Billing Disputes)			1	
Management Analyst			1	
Buyer			1	
Contracts/Grant Manager			1	
Logistics Manager			1	
System Status Manager			1	
Dispatcher Supervisors (IFT)			4	
Dispatchers (IFT)			6	
Call Takers (IFT)			6	
System Status Controllers (Dispatchers)			4	
ECC Chief			2	
EMS Training Officer			1	
EMS Director			1	
Compliance Analyst			1	
ISA II			1	
Total	0	0	45	0

FUND DESCRIPTION

The Emergency Medical Services (EMS) enterprise fund accounts for all EMS related costs for providing emergent and non-emergent ground ambulance transportation to the public. These costs are recovered primarily through billing for services provided.

SIGNIFICANT DIVISION EXPENDITURES

EMS division budget includes costs for salaries and benefits for new positions. Services and Supplies fund day-to-day operational costs for the EMS division. Major services and supplies costs include, but are not limited to, the contract cost for the ground ambulance services

subcontractor, a third-party billing services, new radios and monthly radio access costs from the County Innovation Technology Department, new vehicles and training and travel costs

2025-26 ACHIEVEMENTS

- Prevailed in litigation to have the injunction overturned to allow for the provision of ground ambulance services by CONFIRE in the fall of 2026.

2026-27 GOALS AND OBJECTIVES

- Goal 1 – Successful deployment of ground ambulance services
 - Complete operational deployment of CONFIRE ground ambulance services in accordance with County contractual requirements, deployment timelines, and regulatory standards.
 - Establish and maintain system status management plans designed to ensure appropriate ambulance coverage, response reliability, and unit hour utilization.
 - Develop and implement standardized operational policies, post orders, deployment protocols, and performance expectations for all EMS personnel and contract provider.
 - Ensure all required ambulances, equipment, communications systems, and support infrastructure are fully operational prior to the start date.
- Goal 2 – Build a high-performance regional EMS system
 - Integrate ambulance operations, emergency communications, ECNS, CAD systems, and field response coordination into a unified regional EMS delivery model.
 - Establish system-wide performance monitoring metrics including:
 - Response times
 - Unit turnout times
 - Hospital wall time
 - Unit hour utilization
- Goal 3 – Develop data analytics and reporting dashboards to support operational decision-making, resource development, and continuous improvement.
- Goal 4 – Strengthen coordination with member agencies, hospitals, allied agencies, and healthcare partners to improve regional EMS effectiveness.

FUND 5030 EMERGENCY COMMUNICATIONS NURSE SYSTEM

Expenditures and Revenues by Fund	2025-26 Adopted Budget	2025-26 Revised Budget	2026-27 Adopted Budget	% Change From 2026-27
Salaries and Benefits	\$ 1,188,786	\$ 1,188,786	\$ 1,316,456	11%
Services and Supplies	\$ 412,214	\$ 412,214	\$ 412,214	0%
Training and Travel Related	\$ 99,000	\$ 99,000	\$ 399,000	303%
Other Reimbursements	\$ -	\$ -	\$ 207,501	0%
Total Expenditure Authority	\$ 1,700,000	\$ 1,700,000	\$ 2,335,171	37%
Revenue from Other Govt. Entities	\$ 1,530,000	\$ 1,530,000	\$ 680,000	-56%
Other Revenues	\$ 170,000	\$ 170,000	\$ -	-100%
Revenue from Grants	\$ -	\$ -	\$ -	0%
Interest	\$ -	\$ -	\$ -	0%
Residual Transfer In/Out	\$ -	\$ -	\$ 1,655,171	0%
Other: Fund Balance	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 1,700,000	\$ 1,700,000	\$ 2,335,171	37%
Net Costs	\$ -	\$ -	\$ -	
Budgeted Staffing	9.0	9.0	9.0	
Projected Fund Balance	\$ -	\$ -	\$ 54,385	

DIVISION STAFFING

Title	2025-26		2026-27	
	Full-Time	Part-Time	Full-Time	Part-Time
Emergency Communications System Nurse Manager*	1		1	
Emergency Communications System Nurse*	4		4	
Pier Diem Nurse	3		3	
Contract Emergency Communications System Nurse Manager		1		1
Total	8	1	8	1

FUND DESCRIPTION

The Emergency Communications Nurse System (ECNS) fund accounts for all ECNS-related costs. These costs are funded with a combination of one-time and multi-year revenues from San Bernardino County departments, ICEMA, and DBH, and from revenues to be received from local health insurance plans (payors) for services rendered.

SIGNIFICANT DIVISION EXPENDITURES

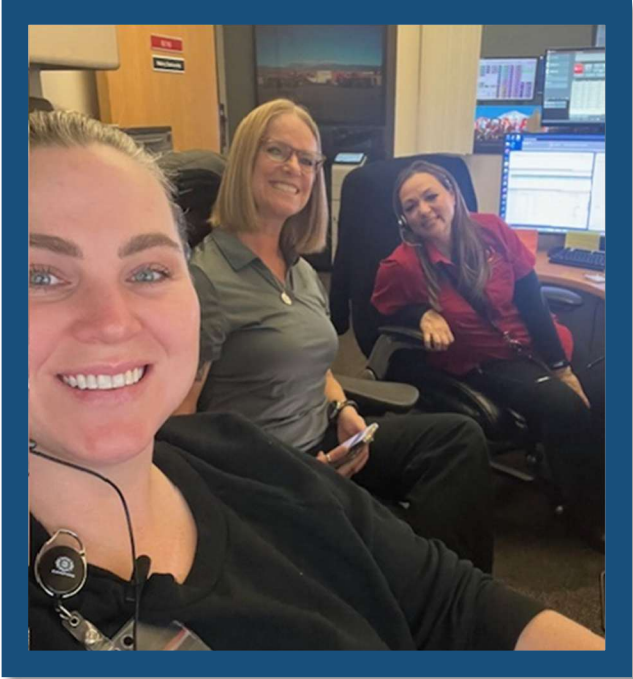
The ECNS division budget funds 5 full-time positions, 3 Per Diem positions, and 1 contract nurse manager position. Services and supplies fund software, information technology, training and travel, and other operational costs. Revenues are comprised of a combination of one-time and multi-year allocations from San Bernardino County departments.

2025-26 ACHIEVEMENTS

- Two full-time ECNs onboarded and taking calls on their own
- On- going recruitment and interviews to fill additional positions
- ECNS has directed multiple low acuity psychiatric callers to the Department of Behavioral Health.
- Continuing to build and revise core ECNS policy content
- Strengthening ECNS QA/ QI processes, including reviewing pathways for declared emergency calls on both the EMD and ECNS side

2026-27 GOALS AND OBJECTIVES

- Add seven-digit line as a program enhancement
- Continue work on pilot program for providing non-emergency transportation (NEMT) options
- Continue sustainable funding discussions with insurance providers and other pertinent partners.
- Continue discussion with area partners to on-board them for ECNS call management services.



From L to R: ECNs Alexis Renshaw, Lee Malara, Deborah Mussard.



FUND 5008 – OPERATIONS REVENUE SUMMARY

CONFIRE, Joint Powers Authority was established for local agencies within the region to join forces and mitigate issues together in a mutual effort to strengthen public safety in the region. This cooperation within the Joint Powers Authority allows cost-sharing for its agencies along with collaborative decision-making regarding jurisdictional and regional public safety services. Revenue is received from each member and contract agency served according to their annual volume of dispatched calls (universal-based) and by each individual agency's use of optional equipment, software, or services (seat-based).

CONFIRE REVENUE SUMMARY BY AGENCY

Department / District	% of Call Volume 2025	FY 2027 Total AR-Agency	FY 2026 Cost Analysis	
			FY 2026 Total Revised Budget	% of Change FY 2026 to FY2027
Apple Valley	5.20%	859,074	821,792	5%
Big Bear (Contract)	1.31%	271,768	256,516	6%
Chino Valley	5.42%	964,804	924,376	4%
Colton	3.04%	619,896	618,282	0%
Loma Linda	1.87%	384,254	365,015	5%
Montclair (Contract)	2.02%	360,469	333,317	8%
Rancho Cucamonga	7.83%	1,281,303	1,183,772	8%
Redlands	4.52%	890,632	878,690	1%
Rialto	4.62%	982,871	975,757	1%
Running Springs (Contract)	0.22%	63,021	49,510	27%
San Bernardino County Fire	53.08%	8,310,702	8,161,685	2%
San Manuel (Contract)	0.99%	242,860	187,444	30%
Victorville	9.62%	1,552,975	1,604,847	-3%
Baker Ambulance (Contract)	0.15%	23,505	44,736	-47%
County Road Dept (Contract)	0.10%	15,269	17,586	-13%
TOTAL REVENUE	100%	16,823,404	16,423,325	2%

CONFIRE UNIVERSAL COST PER CALL

Agency	Call Volume	Call %	Universal Cost per Agency	Total Universal Cost	Seat-Based per Agency	Total
Apple Valley Fire Protection Dist.	13,202	5%	712,561	712,561	102,889	815,450
Big Bear Fire Department	3,334	1%	179,948	179,948	66,764	246,713
Chino Valley Fire Dist.	13,760	5%	742,678	742,678	167,695	910,374
Colton Fire Dept.	7,717	3%	416,515	416,515	148,885	565,401
Loma Linda Fire Dept.	4,753	2%	256,537	256,537	106,954	363,491
Montclair Fire Dept.	5,117	2%	276,184	276,184	50,004	326,187
Rancho Cucamonga Fire Dist.	19,882	8%	1,073,106	1,073,106	142,333	1,215,439
Redlands Fire Dept.	11,475	5%	619,348	619,348	203,157	822,506
Rialto Fire Dept.	11,716	5%	632,356	632,356	263,478	895,835
Running Springs Fire	563	0%	30,387	30,387	30,448	60,836
San Bernardino County Fire Dist.	134,737	53%	7,272,258	7,272,258	596,702	7,868,959
San Manuel Fire	2,511	1%	135,528	135,528	70,063	205,591
Victorville Fire Dist.	24,414	10%	1,317,715	1,317,715	154,537	1,472,252
Baker Ambulance	391	0%	21,104	21,104	-	21,104
County Road Dept.	254	0%	13,709	13,709	-	13,709
AMR			0	0	0	0
Total	253,826	100%	13,699,935	13,699,935	2,103,911	15,803,846
				Expenditure Cost per Call	\$	53.97

THIS PAGE LEFT INTENTIONALLY BLANK

RESOLUTION NO. 2026 - 01

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

ADOPTION OF ANNUAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2027

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

WHEREAS, there has been presented to the Board of Directors a proposed Annual Budget for the Fiscal Year Ending June 30, 2027 (“2027 Budget”); and

WHEREAS, the proposed 2027 Budget has been reviewed and considered by the Board of Directors and it has been determined to be in the best interests of CONFIRE to adopt said budget for the sound financial operation of CONFIRE.

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

1. The 2027 Budget, as detailed in the budget document entitled “CONFIRE JPA Budget Book, Fiscal Year 2026-27,” is hereby adopted. A copy of the 2027 Budget is attached hereto as Exhibit A, and incorporated herein by reference.
2. The expenditure amounts designated for the Fiscal Year 2026-27, pursuant to the 2027 Budget, are hereby appropriated and may be expended by the CONFIRE Administrative Committee in the manner for which they are designated.
3. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
4. If any section, subsection, sentence, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.
5. This Resolution will be effective immediately upon adoption.
6. The Director of CONFIRE is hereby authorized to take any action necessary to implement the intent of this Resolution.

THIS RESOLUTION was passed and adopted by the Board of Directors at a regular meeting held on the 26th day of May 2026, by the following roll call vote:

- AYES:
- NOES:
- ABSENT:

Signed and approved by me after its passage.

Attest:

Nathan Cooke
Interim Executive Director, CONFIRE

Lynne Kennedy
Chairperson, Board of Directors

**EXHIBIT A
TO
RESOLUTION NO. 2026-01**

(CONFIRE JPA Budget Book, Fiscal Year 2026-27)



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, APRIL 28, 2026 – 1:00 PM

LOMA LINDA EOC - 25541 BARTON RD., LOMA LINDA

MINUTES

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Buddy Peratt, Apple Valley Fire Protection District
 Chief Dave Williams, Chino Valley Fire District – *Arrived @ 1:04 p.m.*
 Chief Justin Weems, Colton Fire Department
 Chief Dan Harker/**Chair**, Loma Linda Fire Department
 Chief Augie Barreda, Rancho Cucamonga Fire Department
 Chief Rich Sessler/**Vice Chair**, Redlands Fire Department
 Chief Chris Jensen, Rialto Fire Department
 Chief Bertral Jackson, 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 Administrative Committee. (Limited to 3 minutes for each speaker)

No statements were made.

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

No conflicts were announced.

CONSENT ITEMS

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

1. Approve the Administrative Committee Minutes of March 25, 2026.
2. CONFIRE Operations Statement as of March 31, 2026.
3. Fund Balance Report as of March 31, 2026.
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Time Analysis – March 2026
8. ECNS Report – March 2026
9. Viewpoint Advocacy – Amendment No. 1

Motion to accept all items on Consent.

Motion by: Chief Chris Jensen

Second by: Chief Bobby Clemmer

Yes – 8

No - 0

Abstain – 0

Absent – 1, Chief Dave Williams arrived 1:04 p.m. after consent vote.

EMPLOYEE RECOGNITION

10. Introduction of New Employees

Communications – Angela Haddad: Jordyn Brasil, Call Taker
Devin Lopez, Call Taker
Destiny Wooten, Call Taker

ECNS – Mallory Osekowsky: Sarah Edgar, ECNS Nurse

DIRECTOR REPORT

- *Arrowbear Fire RFP for Dispatch services - negotiations have resumed.*
- *CONFIRE has been approached by multiple agencies for quotes on EMD service due to AB 645. AB 645 requires public safety agencies that process 911 calls for emergency medical response to provide Emergency Medical Dispatch (EMD) instructions starting January 1, 2027.*
- *Discussion on the possibility of CONFIRE offering dispatch services outside of San Bernardino County.*
- *Chief Joe Barna will be joining CONFIRE to oversee the EMS Division. An agreement between BDC and CONFIRE will be presented at the May Administrative Committee Meeting.*
- *Valley Communications Center, June 2nd ribbon cutting ceremony.*

- a. Communications Division Update – Angela Haddad

- *Alix Anderson has been appointed Interim Valley Communications Manager effective May 4th.*
- *March Call Summary: 911 total = 19,122 911, 10-Digit, and Admin. =50,924; April is trending at 42,000.*
- *March Data shows 10k calls auto dispatched.*
- *March ECNS Stats: 717 calls transferred with 608 completed assessments.*
- *20 Records Requests processed via the newly implemented NextRequest portal.*
- *3 team members recognized with EMD of Excellence: 1 Pride Report (childbirth)*

b. Finance/Admin. Division Update – Damian Parsons

- *Oracle network implementation is ongoing.*
- *Budget book being finalized for presentation to the Board of Directors on May 26th.*
- *Finance Manager position has been filled. Candidate to start on May 4th.*

c. MIS Division Update – Renan Mamaril

- *Significant buildout continues for the move to the HDGC and new Valley Communications Center.*
- *Firewall upgrade to be completed on April 29th.*
- *Desert Center workstations being upgraded.*
- *NC75 radio project due to be completed by end of month.*
- *Overall goal is to be prepared for a June 10th cutover to the Valley Communications Center.*
- *CONFIRE is working with BDC on a drone project.*

SUBSIDIARY COMMITTEE REPORTS

a. Ops Chief Committee Report – Chief Augie Barreda

- *Continue to work with CONFIRE on the OPS policies.*

OLD BUSINESS

11. Call Processing Workshop – Angela Haddad – **UPDATE**

- *Continue to explore software options.*

NEW BUSINESS

12. Public Hearing AB 2561: Assess Job Vacancies and Address Vacancy Rates

-Chief Dan Harker opens Public Hearing

-Damian Parsons presents

**Chair Dan Harker opened the Public Hearing at 1:40 p.m.*

AB 2561 became law on January 1, 2025, requiring all local public agencies, including special districts, to present the status of vacancies, recruitment, and retention efforts at a public hearing once per fiscal year, before adopting the final budget. It allows recognized employee organizations for a bargaining unit to make a presentation at the hearing. The purpose of the bill is to address the critical issue of high vacancy rates within local public agencies in California.

*PowerPoint presentation by Damian Parsons.
All current CONFIRE vacancies were presented along with their bargaining unit and average time required to fill the position. Discussion included recruitment efforts, retention strategies, hiring obstacles, and possible solutions.*

At the conclusion of the presentation no one present wished to speak.

The Teamster's bargaining unit was invited to the meeting and provided a copy of the agenda. No representative was present at the meeting.

**Chief Dan Harker Closed the Public Hearing at 1:51 pm.*

13. 2025-26 Budget – Appropriation Request – Damian Parsons – ACTION ITEM

During the current budget year, costs for insurance were higher than anticipated. In addition, legal costs are projecting slightly higher than budgeted.

Insurance – Increase - \$25,000

Legal Opinions – Increase \$225,000

As a result of these unanticipated expenses, staff is recommending an increase in expenditure authority for Services and Supplies in the amount of \$250,000.

The fiscal impact of this budget adjustment is \$250,000. It will be funded with the loan from Fund 5010 (General Reserve) previously approved by the Administrative Committee on May 28, 2024. There is \$625,000 in loan funds available.

Motion to approve the 2025-26 budget adjustments for EMD Fund 5020 as presented.

Motion by: Chief Buddy Peratt

Second by: Chief Dave Williams

Yes – 9

No - 0

Abstain – 0

Absent –0

14. NextRequest – Angela Haddad – **ACCEPT AND FILE**

*CONFIRE has transitioned to utilizing **NextRequest**, an online records request management platform, to receive, track, and fulfill all requests for records in our possession, including audio files. This change applies to all requesters, including partner agencies, as well as the public.*

Request for records or audio files held by CONFIRE may be submitted directly through the CONFIRE website: [Confire.org/public-records](https://confire.org/public-records) and selecting the “Public Records Request Form” on the screen.

Accept and File this report related to the processing of requests for custodian of records, including audio calls.

15. United States Department of Transportation Grant Program – Damian Parsons – **ACTION ITEM**

The Safe Streets and Roads for All (SS4A) Grant Program, administered by the U.S. Department of Transportation, provides funding to support regional, local, and Tribal initiatives aimed at preventing roadway deaths and serious injuries through a “Safe System Approach”.

CONFIRE has been evaluating opportunities to enhance public safety response and reduce unnecessary emergency medical transports through its Emergency Communications Nurse System (ECNS) program. The ECNS program aligns with SS4A program objectives by improving call triage, directing low-acuity 911 calls to appropriate care pathways, and reducing non-essential ambulance dispatches that contribute to roadway congestion and risk exposure.

The FY 2026 SS4A funding cycle presents an opportunity for CONFIRE to secure federal funding to expand and enhance ECNS capabilities, integrate data-driven safety interventions, and collaborate with regional partners to improve overall system efficiency and safety outcomes. The grant application is due May, 2026.

There is no fiscal impact associated with submitting the grant application. Any required matching funds or long-term financial commitments will be presented to the Board for approval prior to acceptance of the grant.

Motion to authorize staff to apply for the U.S. Department of Transportation Fiscal Year 2026 Safe Streets and Roads for All Grant Program.

Motion by: Chief Buddy Peratt

Second by: Chief Rich Sessler

Yes – 9

No - 0

Abstain –0

Absent – 0



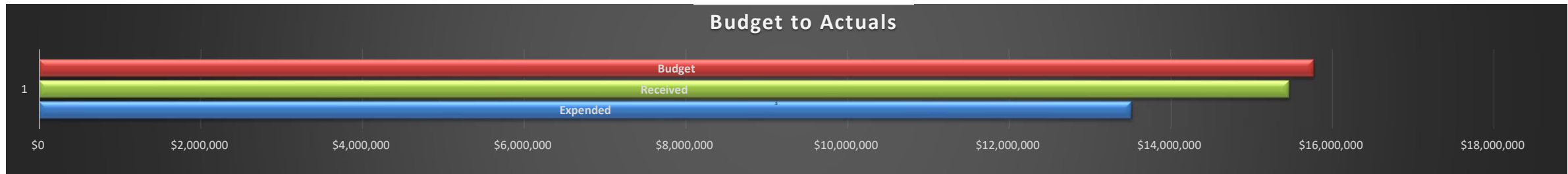
OPERATIONS FUND 5008
Unaudited MONTHLY SUMMARY FY 2025-26

Transactions thru April 30, 2026

Item 17.

Expenditures	3 PP						3 PP						Total YTD Expended	2025/26 Budget	Bud - Exp Difference	% Used
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June				
Salary/Benefits	711,761	755,969	724,721	1,148,080	790,165	842,579	776,260	781,033	826,268	1,489,229	-	-	8,846,066	10,879,850	\$2,033,784	81.3%
Overtime/Call Back	34,366	31,923	32,584	48,906	30,610	33,910	25,382	28,834	30,844	55,120	-	-	352,477	-	-\$352,477	0.0%
Phone/Circuits/Internet	30,938	1,348	36,543	25,468	24,196	27,803	32,448	28,553	36,228	33,068	-	-	276,594	316,018	\$39,424	87.5%
County IS/Data Services/Counsel	440	5,029	7,583	2,306	2,852	2,349	2,853	27,773	4,491	1,034	-	-	56,712	59,905	\$3,193	94.7%
Radio/Pager, Console Maint	-	22,678	22,678	22,678	22,678	22,678	25,979	22,204	22,204	22,403	-	-	206,181	205,559	(\$622)	100.3%
Computer Software	335,785	892,083	190,479	668,132	810	23,168	5,877	117,602	292,432	11,793	-	-	2,538,161	2,663,919	\$125,758	95.3%
Computer Hardware	14	(8,358)	16,729	-	-	-	-	1,806	8,964	-	-	-	19,155	15,250	(\$3,905)	125.6%
Office Exp/Copier Lease	11,374	4,779	31,311	13,364	27,777	6,145	2,957	30,379	7,196	32,542	-	-	167,825	91,435	(\$76,390)	183.5%
Insurance/Auditing	(41,272)	18,119	217,532	4,900	-	-	-	-	-	6,820	-	-	206,099	303,998	\$97,899	67.8%
Payroll/HR/Medical Director	26,513	(40,440)	147,092	(41,602)	124,429	80,881	(60,015)	52,110	62,049	27,219	-	-	378,236	649,321	\$271,085	58.3%
Travel/Training	17,879	(13,344)	8,815	9,127	4,840	3,741	421	2,237	2,903	16,532	-	-	53,151	115,592	\$62,441	46.0%
Auto/Structure/Fuel	1,839	2,013	2,938	5,669	4,198	2,630	4,120	3,794	873	4,387	-	-	32,460	60,590	\$28,130	53.6%
Other/HDGC Rent/Equip Trans	16,713	3,823	26,788	17,645	13,423	14,680	226,487	14,750	24,952	21,116	-	-	380,376	405,938	\$25,562	93.7%
Total	1,146,349	1,675,623	1,465,794	1,924,675	1,045,976	1,060,565	1,042,770	1,111,074	1,319,404	1,721,263	-	-	13,513,493	15,767,375	\$2,253,882	85.7%
% Fiscal Year Passed																83%

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)	3,909,044.04	-	-	3,945,387.41	-	-	#####	-	-	15,373,304.92	15,691,744.00	318,439.08	0.98
Interest	47,233.88	(47,233.88)	-	40,976.89	-	-	34,388.39	-	-	49,504.70	-	-	124,869.98	-	(124,869.98)	-
Other	-	(51,551.29)	-	-	10,544.69	-	-	6,939.47	-	-	-	-	(34,067.13)	-	34,067.13	-
Total	3,982,223	(232,044)	(685)	3,950,021	10,545	-	3,979,776	6,939	-	3,767,333	-	-	15,464,108	15,691,744	227,636	0.99
% Fiscal Year Passed																83%





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

Operations Fund (5008)

Unaudited Fund Balance 7/1/25		\$ 3,092,812
Revenue	15,464,108	
Expenditures	<u>(13,514,304)</u>	
	Net	1,949,804
	Net Transfers In/Out	-
	Available Fund Balance	<u>\$ 5,042,616</u>

*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	711,747	
Expenditures	<u>(94,587)</u>	
	Net	617,160
	Available Fund Balance	<u>\$ 2,911,552</u>

General Reserve Fund (5010)

Unaudited Fund Balance 7/1/25		\$ 7,181,591
Revenue	295,969	
Expenditures	(408,886)	
Grant Funds Due to CAD to CAD	-	
	Net	<u>(112,917)</u>
	Fund Balance	7,068,674
	Net Transfers In/Out	-
	Total Fund Balance	<u>\$ 7,068,674</u>

Restricted Fund Balance		
Reserve for CIP	(2,200,000)	
	Net Committed	<u>(2,200,000)</u>
	Available Fund Balance	<u>\$ 4,868,674</u>

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

Term Benefits Reserve Fund (5011)

Unaudited Fund Balance 7/1/25		\$ 2,013,843
Revenue	208,999	
Expenditures	-	
	Net	208,999
	Net Transfers In/Out	-
	Available Fund Balance	<u>\$ 2,222,842</u>



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

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


Unaudited Fund Balance 7/1/25		\$	450,624
Revenue			92,109
Expenditures			(207,691)
	Net		(115,582)
	Net Transfers In/Out		-
	Available Fund Balance	\$	335,042

Emergency Medical Service Division Enterprise Fund (5020)

Unaudited Fund Balance 7/1/25		\$	697,805
Revenue			7,426
Expenditures			(592,928)
	Net		(585,502)
	Net Transfers In/Out		-
	Available Fund Balance	\$	112,303

Emergency Communications Nurse System (5030)

Unaudited Fund Balance 7/1/25		\$	-
	Revenue		861,897
	Expenditures		(807,512)
	Net	\$	54,385
	Net Transfers In/Out		-
	Available Fund Balance	\$	54,385



Call Summary

CONFIRE/Comm Center

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

Year: 20206

From: 1/1/2026

To: 4/30/2026

Period: Month

Group: All

Call Type: All

Abandoned Filters: Include Abandoned

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-26	16799	152	16951	0.90%	14143	564	14707	16155	3644	67	19866	51524	130.4
Feb-26	14720	157	14877	1.06%	12885	438	13323	14448	4175	53	18676	46876	131.8
Mar-26	19122	22	19144	0.11%	12258	436	12694	15533	3507	46	19086	50924	128.1
Apr-26	18199	39	18238	0.21%	11497	385	11882	14405	3173	76	17654	47774	126.2
2026 Totals	68840	370	69210	0.53%	50783	1823	52606	61040	14499	242	75781	197597	128.9
2025 Totals	67857	3114	70971	4.39%	53907	4247	58154	58228	17748	490	76466	205591	124.3



PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2026- 4/30/2026

Agency: Fire
Affiliation:

From: 1/1/2026

To: 4/30/2026

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 2026 Total	15,986	435	215	249	47	17	2	16,951
% answer time ≤ 10 seconds	94.31%	2.57%	1.27%	1.47%	0.28%	0.10%	0.01%	100.00%
% answer time ≤ 15 seconds	96.87%							
% answer time ≤ 40 seconds	99.61%							
February 2026 Total	14,047	356	165	222	56	30	1	14,877
% answer time ≤ 10 seconds	94.42%	2.39%	1.11%	1.49%	0.38%	0.20%	0.01%	100.00%
% answer time ≤ 15 seconds	96.81%							
% answer time ≤ 40 seconds	99.42%							
March 2026 Total	18,139	427	220	265	56	34	3	19,144
% answer time ≤ 10 seconds	94.75%	2.23%	1.15%	1.38%	0.29%	0.18%	0.02%	100.00%
% answer time ≤ 15 seconds	96.98%							
% answer time ≤ 40 seconds	99.51%							
April 2026 Total	17,069	448	242	318	101	54	6	18,238
% answer time ≤ 10 seconds	93.59%	2.46%	1.33%	1.74%	0.55%	0.30%	0.03%	100.00%
% answer time ≤ 15 seconds	96.05%							
% answer time ≤ 40 seconds	99.12%							
Year to Date 2026 Total	65,241	1,666	842	1,054	260	135	12	69,210
% answer time ≤ 10 seconds	94.27%	2.41%	1.22%	1.52%	0.38%	0.20%	0.02%	100.00%
% answer time ≤ 15 seconds	96.55%							
% answer time ≤ 40 seconds	99.44%							
Year to Date 2025 Total	66,823	1,703	808	1,237	277	112	11	70,971
% answer time ≤ 10 seconds	94.16%	2.40%	1.14%	1.74%	0.39%	0.16%	0.02%	100.00%
% answer time ≤ 15 seconds	96.55%							
% answer time ≤ 40 seconds	99.44%							

CONFIRE Billable Incidents

Period: 01/01/2026 thru 04/30/2026

Jurisdiction	# of Incidents	% of Total
San Bernardino County	44,140	52.41%
VictorvilleFD	8,274	9.82%
RanchoCucamonga	6,791	8.06%
ChinoValleyFD	4,626	5.49%
AppleValley	4,549	5.40%
Redlands	3,986	4.73%
Rialto	3,933	4.67%
Colton	2,333	2.77%
MontclairFD	1,695	2.01%
Loma Linda	1,481	1.76%
Big Bear Fire	1,160	1.38%
San Manuel FD	809	0.96%
Running Springs	227	0.27%
Baker Ambulance	150	0.18%
Road Department	70	0.08%
Total	84,224	100%
BDC Division	# of Incidents	% of Total
East Valley	15,068	34.14%
Fontana	6,996	15.85%
Valley	5,965	13.51%
Hesperia	4,509	10.22%
South Desert	4,122	9.34%
North Desert	4,059	9.20%
Adelanto	1,900	4.30%
Mountain	1,454	3.29%
Hazmat	67	0.15%
Total	44,140	100%

CONFIRE 911 Call Processing Time Analysis

April 2026



April 2026

Contents

Call Answering Time from Primary PSAP..... 2

Emergency Call Processing 3

 EMS Call Processing..... 4

 Fire/Rescue Related Calls 7

Figures

Figure 1: Visual display of elements captured in the analysis of call processing times at CONFIRE communications center. 2

Figure 2: CONFIE PSAP 911 Call Pickup Times for Primary PSAP Transfers per ECATS Reporting System. 3

Figure 3: EMS Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026..... 4

Figure 4: EMS Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval April 2026 4

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

Figure 6: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes. 5

Figure 7: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes. 6

Figure 8: EMS Call Pickup to First Unit Assigned by EMD Determinant Code. 6

Figure 9: Fire Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026 7

Figure 10: Fire Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval April 2026 7

Figure 11: Fire/Rescue Call Pickup to First Unit Assigned. 8

Figure 12: Fire/Rescue Call Pickup to Queue. 8

Figure 13: Fire/Rescue Queue to First Unit Assigned..... 9

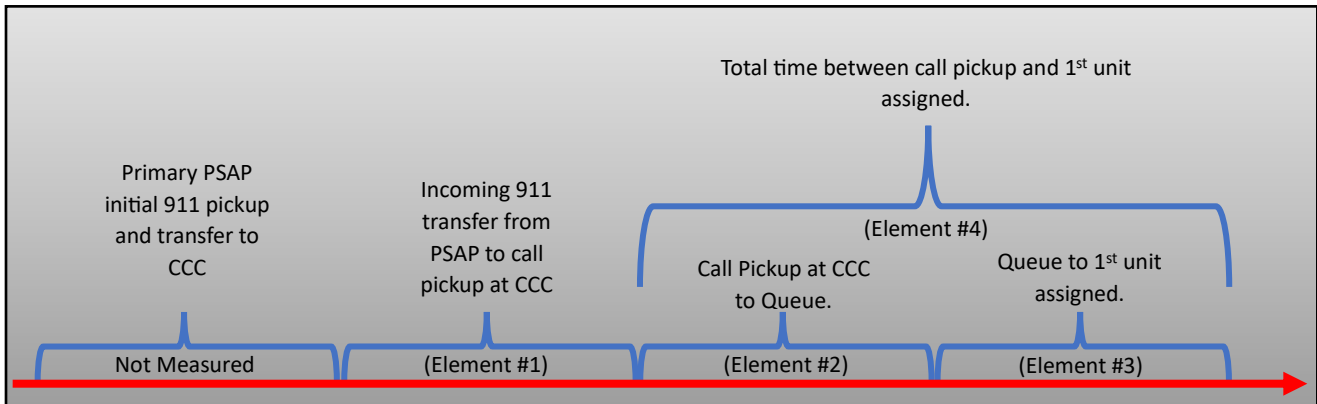
CONFIRE Emergency Call Processing Times.

April 2026

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.

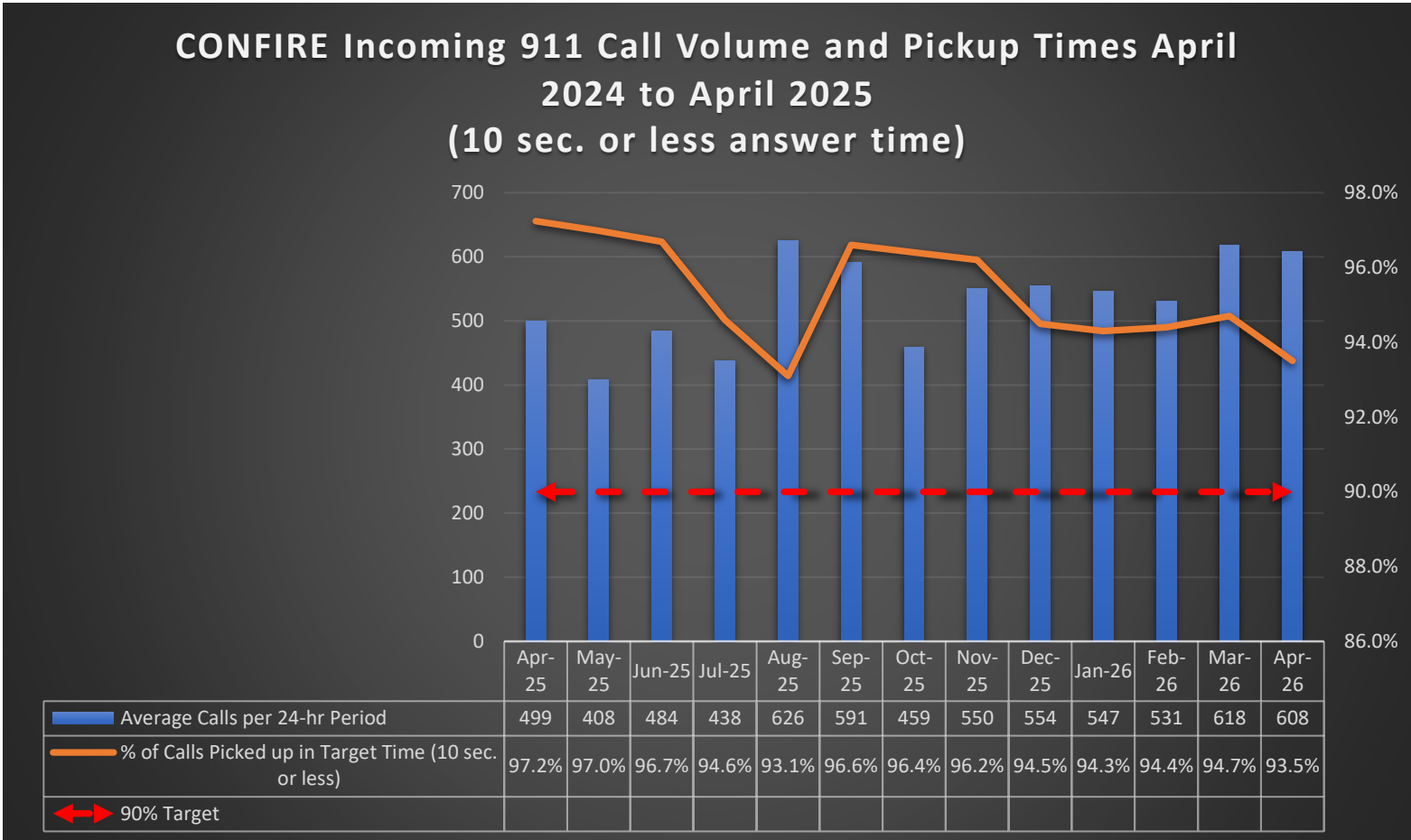
Figure 1: Visual display of elements captured in the analysis of call processing times at CONFIRE communications center.



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.



NOTE: Call volume in May 2026 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 Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Goal
Echo	0:00:44	0:00:58	0:01:21	0:01:53	0:01:30
Delta	0:00:51	0:01:17	0:01:57	0:02:46	0:02:30
Charlie	0:01:08	0:01:50	0:02:36	0:03:28	0:02:30
Bravo	0:01:46	0:02:14	0:02:49	0:03:37	0:03:00
Alpha	0:01:16	0:01:52	0:02:26	0:03:09	0:03:00
no EMD Code	0:01:00	0:01:25	0:02:02	0:02:58	0:02:00
All EMS	0:01:00	0:01:33	0:02:18	0:03:08	

Figure 4: EMS Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Additional calls needed to reach 90%
Echo	76	152	228	273	26
Delta	897	1794	2691	3229	159
Charlie	852	1704	2556	3068	609
Bravo	308	615	922	1107	125
Alpha	14	28	44	53	1
no EMD Code	1107	2214	3321	3985	889
All EMS	3251	6502	9755	11705	0

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

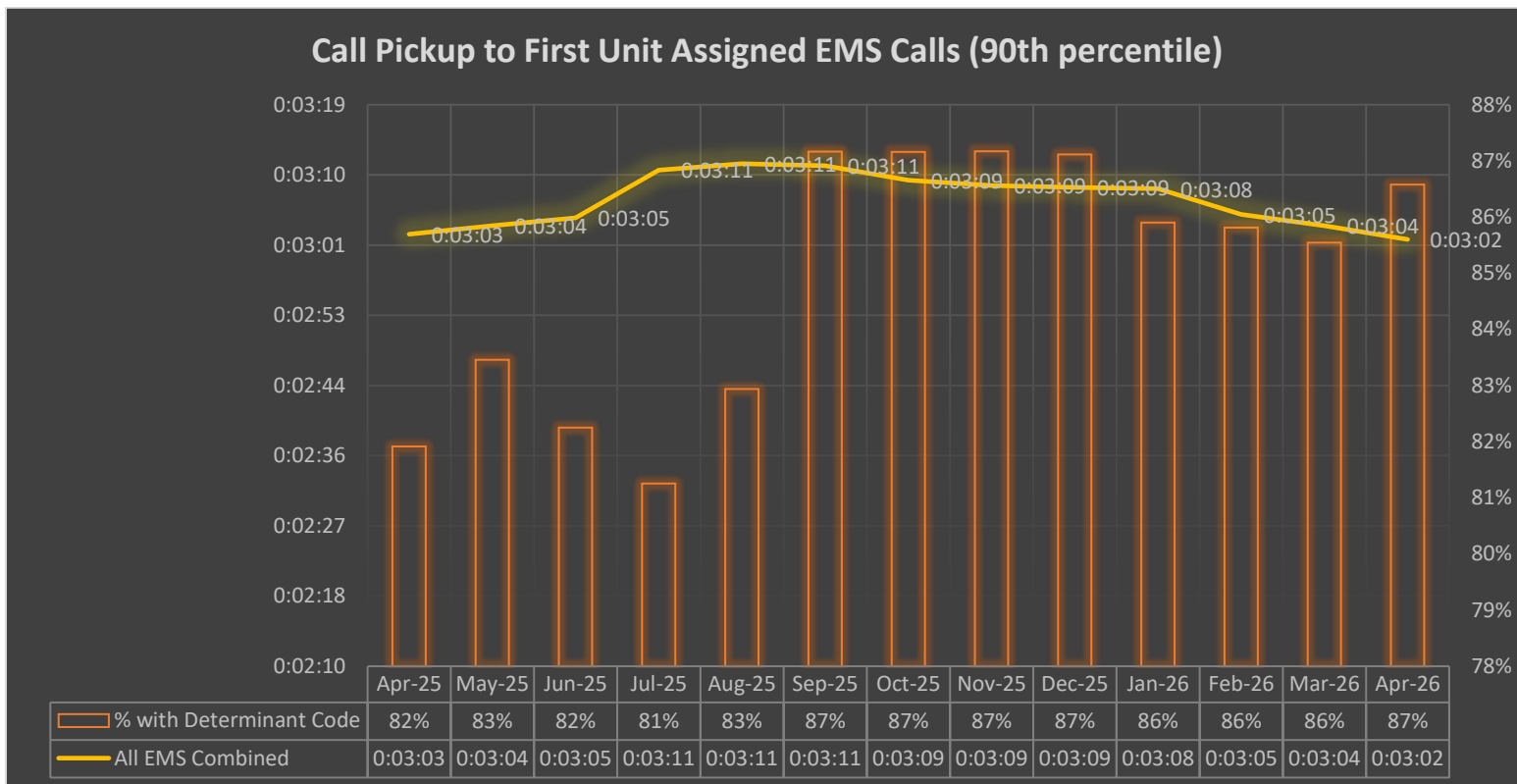


Figure 6: EMS Call Pickup to Queue. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

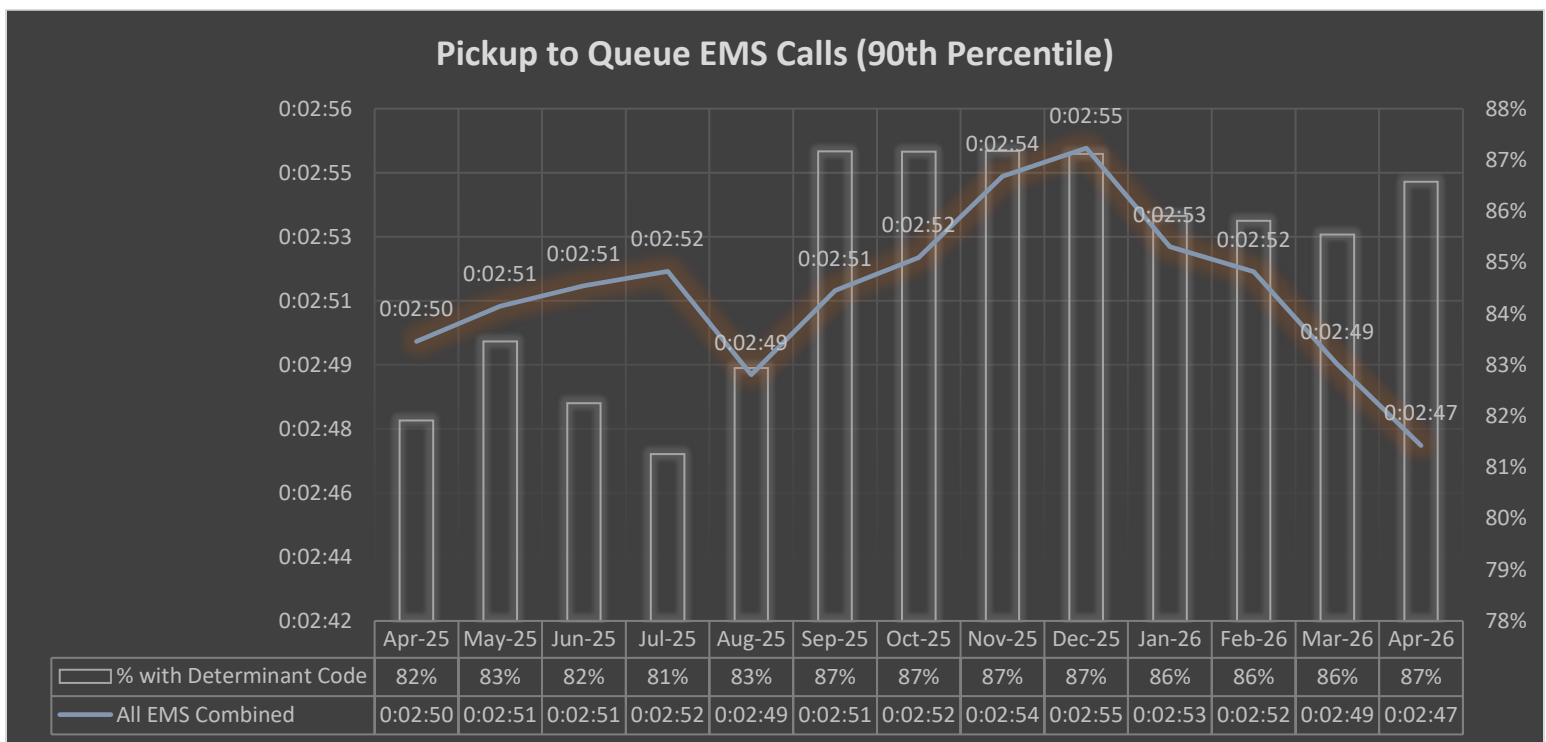


Figure 7: EMS Queue to First Unit Assigned. Includes all Emergency Call Types, and Calls with and Without Determinant Codes.

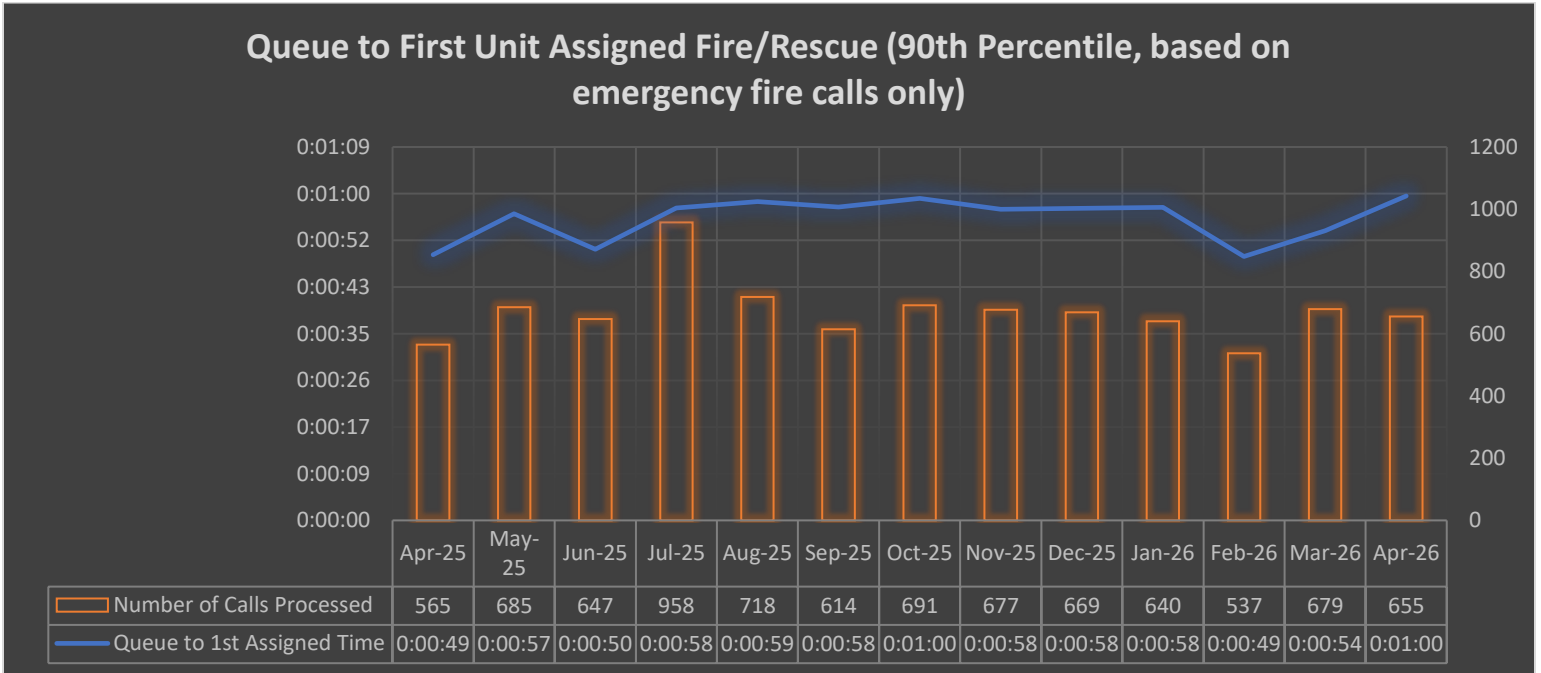
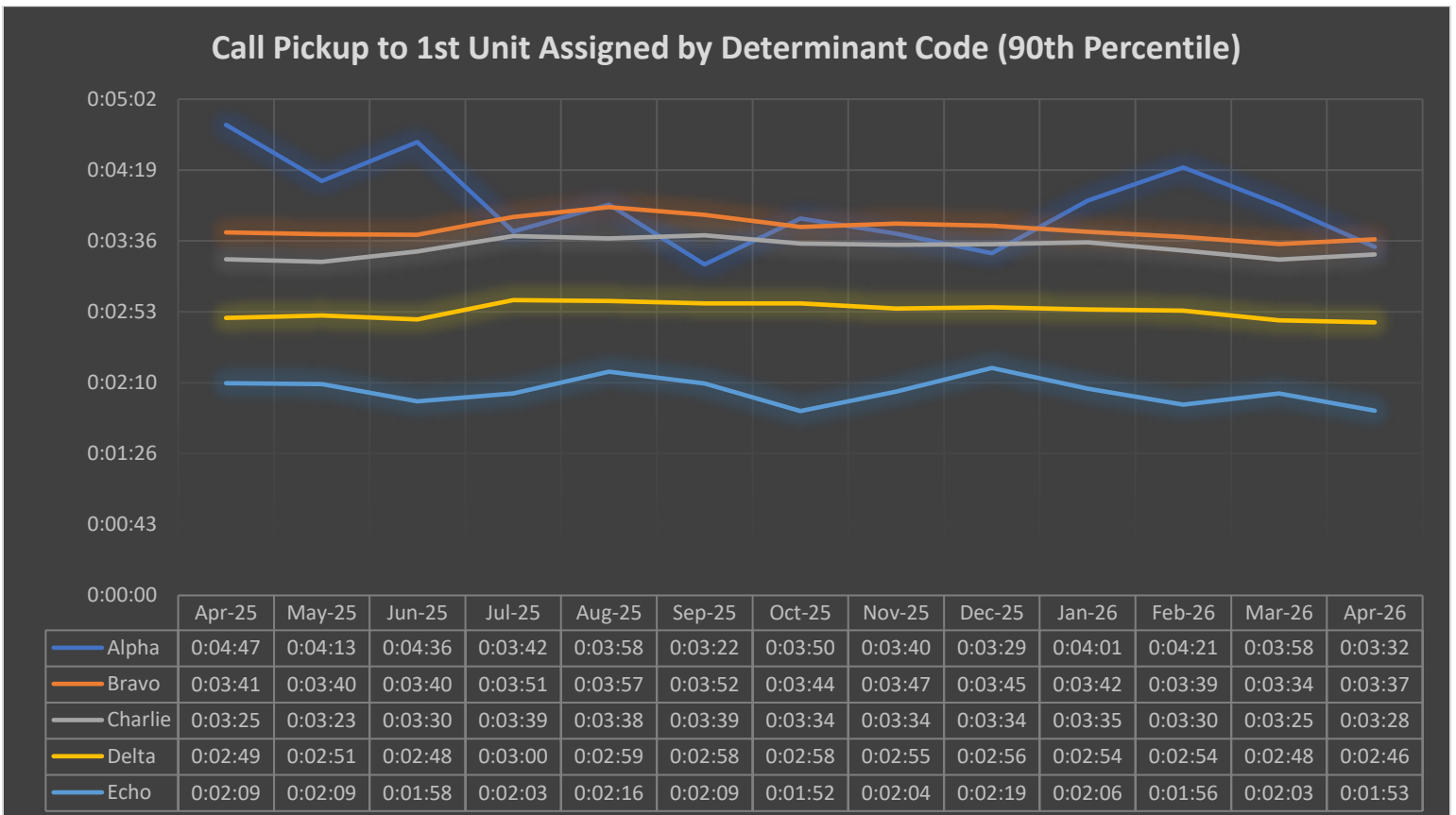


Figure 8: EMS Call Pickup to First Unit Assigned by EMD Determinant Code.



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 9: Fire Related Call Pickup to 1st Unit Assigned Processing Time by Percentile Intervals for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Goal
Structure Fires	0:01:25	0:01:51	0:02:27	0:03:11	0:02:30
Non-Structure Fires	0:01:19	0:01:46	0:02:23	0:03:11	0:02:30

Figure 10: Fire Related Call Pickup to 1st Unit Assigned Call Volume by Percentile Interval for April 2026

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Additional calls needed to reach 90%
Structure Fires	50	94	130	156	21
Non-Structure Fires	117	233	363	431	51

Figure 11: Fire/Rescue Call Pickup to First Unit Assigned.

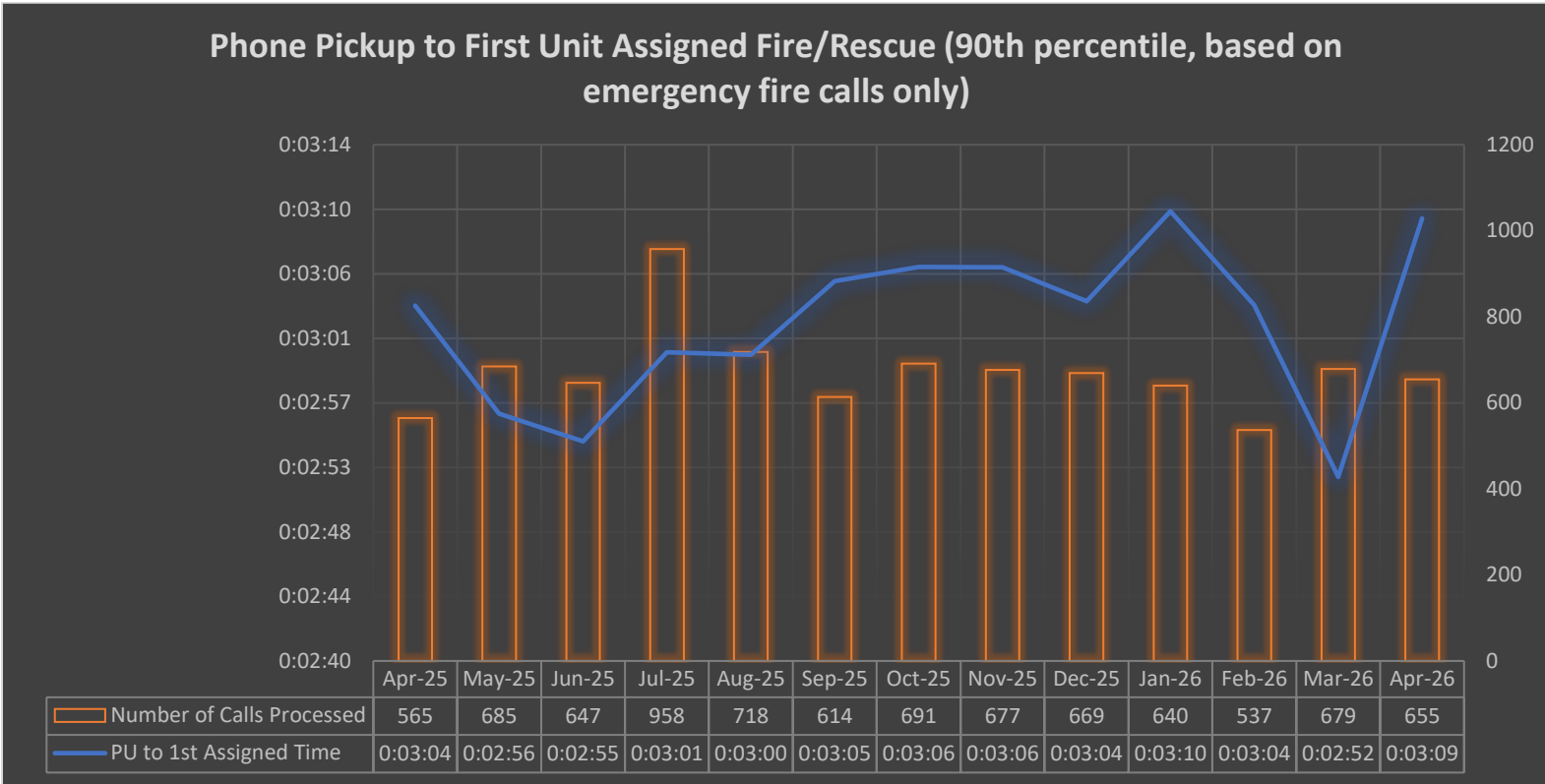


Figure 12: Fire/Rescue Call Pickup to Queue.

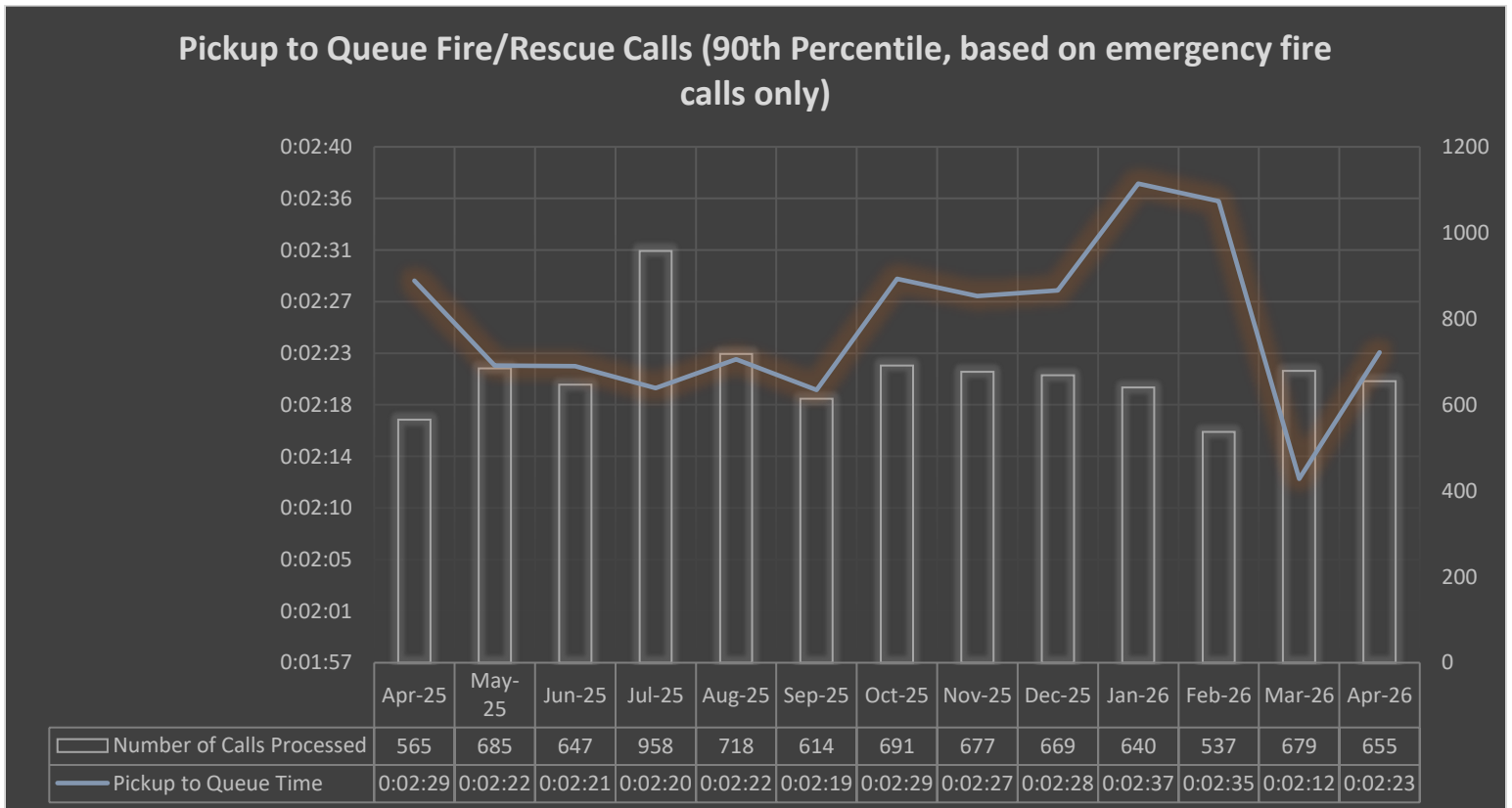
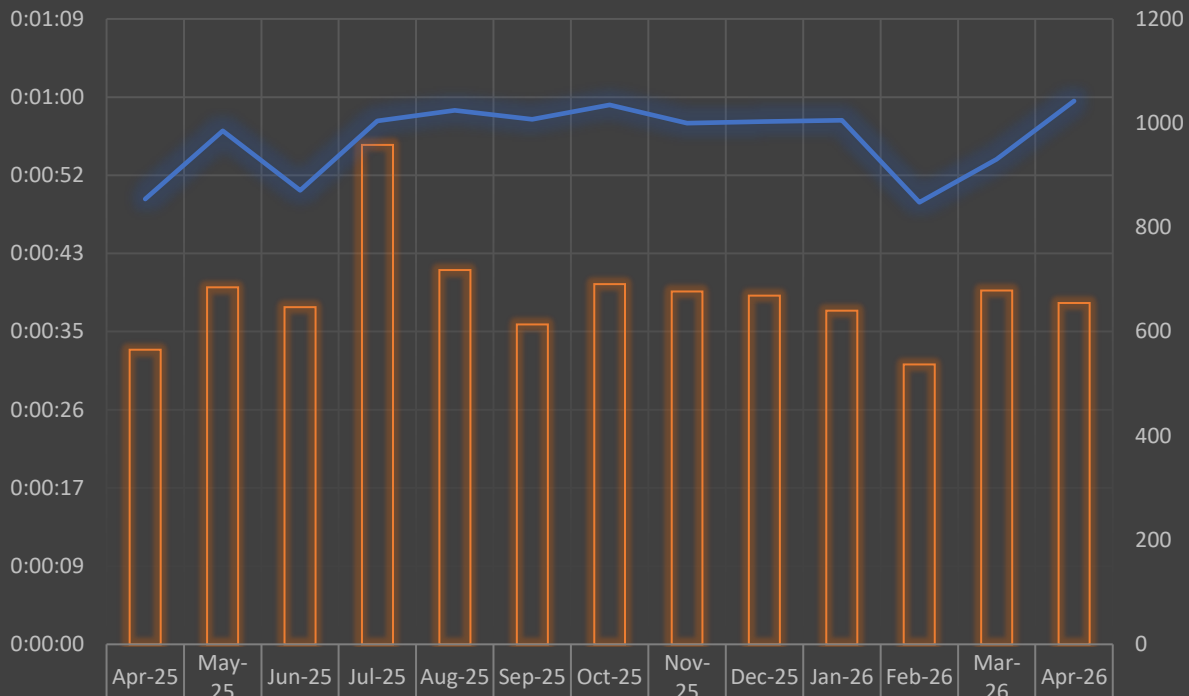


Figure 13: Fire/Rescue Queue to First Unit Assigned.

Queue to First Unit Assigned Fire/Rescue (90th Percentile, based on emergency fire calls only)



CONFIRE ECNS Analysis

April 2026



Index

List of Tables

Table 1: EMS 911 calls for service and EMD completion for April 2026 4
Table 2: April 2026 data comparison IEAD Protocol and CONFIRE Adopted Policy. 5
Table 3: Dispatcher response as to why eligible calls were not transferred to ECNS. 6
Table 4: Transport/treatment status of ECNS calls April 2026. 7
Table 5: Recommended Point of Care Disposition for patients completing ECNS process for April 2026*. 8

List of Figures

Figure 1: Percentage of ECNS eligible Calls that are transferred to ECN and entered into Low Code system by date. 9
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. 10
Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system. 11
Figure 4: Number of eligible ECNS calls and rates of transfer from April 2025 through April 2026. 12

April 2026

The following is an analysis of various Emergency Communications Nursing System (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.

Establishing Low-Acuity Symptoms and Eligibility for ECNS

The first step in the ECNS continuum is for the 911 dispatcher to determine the medical severity of the patient's condition. This is done through CONFIRE's Emergency Medical Dispatch (EMD) process, which uses a scripted question/answer format with the caller to identify key symptoms that help categorize medical complaints by type and severity. The final determination is captured as a "Determinant Code". Determinant codes are then used to establish the most appropriate level of response, which can include ALS or BLS units code-3 or no-code, or a transfer of the call to an ECNS nurse for other alternative care and transport as appropriate.

In order to obtain a determinant code, the dispatcher must be able to speak directly to a cooperative patient or someone who is in direct communication with the patient. Factors that impede the ability obtain a determinant code include calls coming from a third party, such as law enforcement or alarm companies, when there is a language barrier, or when the caller simply does not cooperate with the process. These situations occur on approximately 25% of the incoming 911 medical calls for service. For the purposes of this analysis, only calls where a determinant code can be obtained are used performance measurements.

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 2330 hrs).

Table 1: EMS 911 calls for service and EMD completion for April 2026

	All Calls	ECNS Operational Hours Only
Total Emergency EMS Calls	17,761	14,660
Total EMS Calls with Obtainable Determinant Code	13,453	11,115
Total EMS Calls with Determinant Code	11,926	9,732
% of EMD Obtainable EMS Calls with Determinant Code	88.6%	87.6%

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 2330 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:

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: April 2026 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 ECNS:	1,687	1,344
% of EMS calls with Determinant Code Eligible for ECNS	14.1%	11.3%
Total calls eligible for ECNS transfer	1,687	1,225
Total ECNS Eligible Calls Transferred to ECN (Entered in Low Code)	679	679
% of Eligible EMS Calls Transferred to ECNS system	40.2%	55.4%

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

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 3: 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: 3RD/4TH PARTY=RP is not nor able to be with PT	23	2.5%	23	3.5%
* 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)	853	92.2%	524	80.9%
* Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= RN/Dr requesting 911 AND is at PT bedside	6	0.6%	5	0.8%
* 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	15	1.6%	15	2.3%
* Call Taker decided to not send incident to LowCode, with reason: QUICK LAUNCH= CP, CPR, CVA. SOB, TC, UNC	28	3.0%	21	3.2%
* Call Taker decided to not send incident to LowCode, with reason: REOPENED CALL= Reopened call, call already processed	15	1.6%	15	2.3%
* Call Taker decided to not send incident to LowCode, with reason: REMOTE LOCATION= Coordinates given as location	1	0.1%	1	0.2%
* Call Taker decided to not send incident to LowCode, with reason: FALL= ONLY if PT on ground AND unable to get up	1	0.1%	1	0.2%
*Call Taker decided to not send incident to LowCode, with reason: CALL PROCESSED= sent to ECN, updated information	12	1.3%	12	1.9%
*Call Taker decided to not send incident to LowCode, with reason: STUDENT AT SCHOOL OR MINOR ONLY SCENE= PT is a minor student at school or there is NO adult on scene	25	2.7%	24	3.7%
*Call Taker decided to not send incident to LowCode, with reason: REMOTE LOCATION= Coordinates given as location or not easily accessible	5	0.5%	5	0.8%
*Call Taker decided to not send incident to LowCode, with reason: TEST CALL	1	0.1%	1	0.2%
*Call Taker decided to not send incident to LowCode, with reason: REQUESTING TO CANCEL= no longer requesting medical aid	1	0.1%	1	0.2%

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

Table 4: Transport/treatment status of ECNS calls April 2026.

Item 23.

Incoming Calls to Emergency Communications Nurse (ECN) Nurse		% of Total Transfers	
	Total ECNS Transfers	679	
	Calls Aborted, unable to complete assessment (Hangups, disconnects)	111	16%
	During assessment, nurse triaged call and returned to dispatch as an emergency	14	2%
	Total calls eligible for continuation of ECNS process	554	82%
Calls Returned for Emergency Transport			
	Nurse assessment completed and ECN recommended an emergency response	89	13%
	Number of returned calls for emergency resulting in actual transport	61	
	% of returned calls for emergency resulting in transport	69%	
	Total calls eligible for deferral/referral through ECNS	465	68%
Non-emergency with no Alternative Transport			
	Patient had no alternative means of transport (Transport Unit Sent)	347	51%
	Number of non-emergency ambulance responses that resulted in actual transport.	248	
	% of non-emergency ambulance responses that resulted in actual transport.	71%	
	Total calls to reach ECN that resulted in an ambulance response	436	64%
	% of total calls to reach ECN that resulted in ambulance response	78.7%	
	Total ambulance responses that resulted in a transport	308	
	% of response with transport	71%	
	Number of callers who received ECN direction and did not transport by ambulance.	118	17%
	Number of calls where assessment was completed but ambulance was sent only because the patient had no other means of transportation.	347	51%
	Combined potential transport deferrals if additional transportation options were available	465	68%

Table 5: Recommended Point of Care Disposition for patients completing ECNS process for April 2026*.

Disposition of Care*		
Seek Emergency Care as Soon as Possible (Emergency Response Not Necessary)	275	49.6%
Seek Face to Face Care within 1-4 Hours	129	23.3%
Emergency Response (Emergency Ambulance Sent)	89	16.1%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 12 Hours (same day)	31	5.6%
Speak to Your Doctor/Health Care Professional to Review the Symptoms As Soon As Possible	9	1.6%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 1-3 Days	7	1.3%
Self-Care	4	0.7%
Schedule a Routine Appointment with a Doctor/Health Care Professional	3	0.5%
Contact Dentist Urgently	3	0.5%
Contact Poison Control or Local Pharmacist	3	0.5%
Contact Community Crisis Line or Community Mental Health Team	1	0.2%
Total Calls Eligible for Deferral (total minus "Emergency Response")	465	

*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 include callers calls that were returned to 911 as emergency and callers who were provided a recommendation that did not require ambulance transport, but may have received an ambulance transport due to lack of alternative transportation (see table 3 for detail)

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

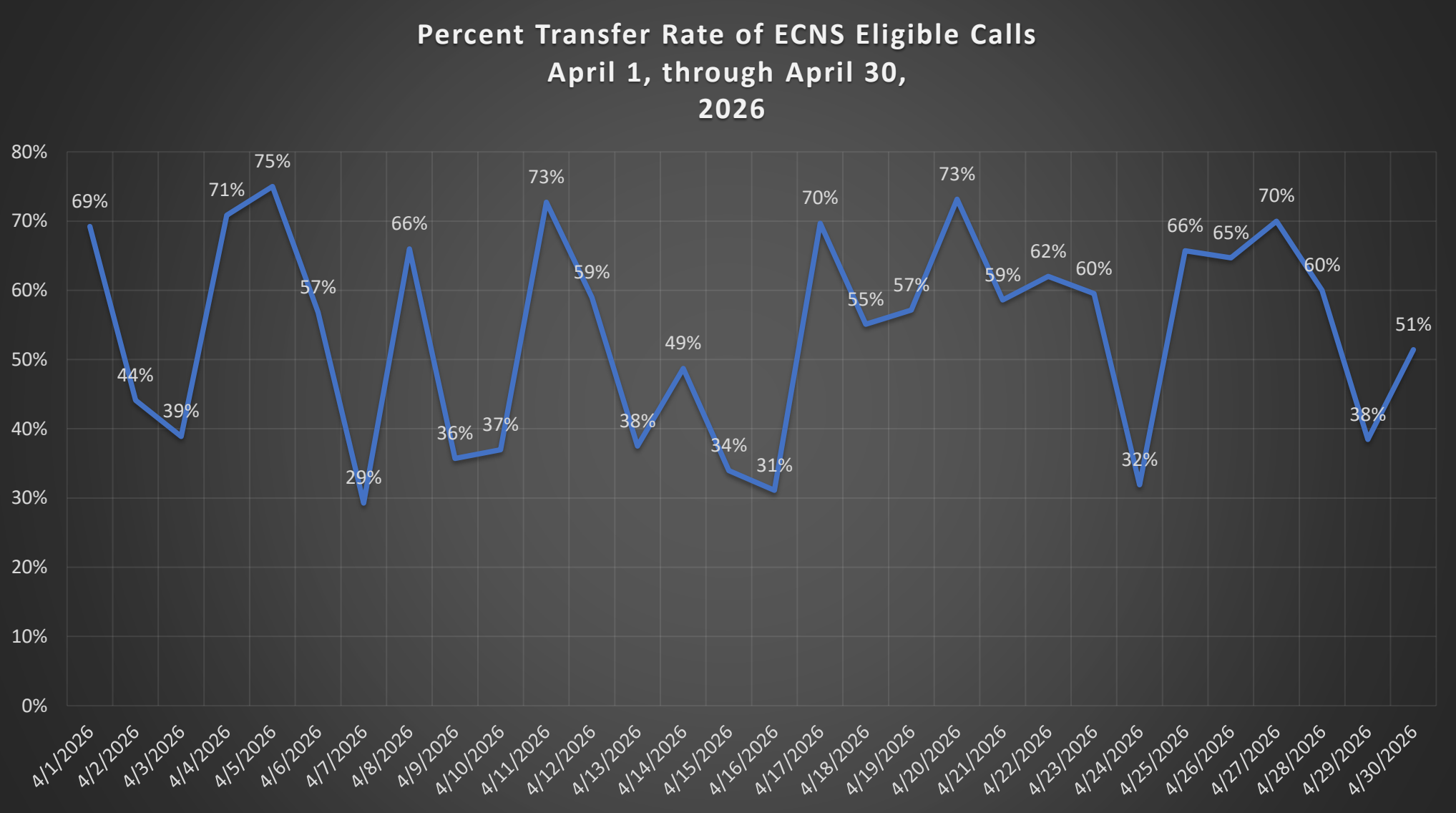


Figure 2: Total number of ECNS eligible calls and the number of them that were transferred to an ECN/entered into Low Code by date.

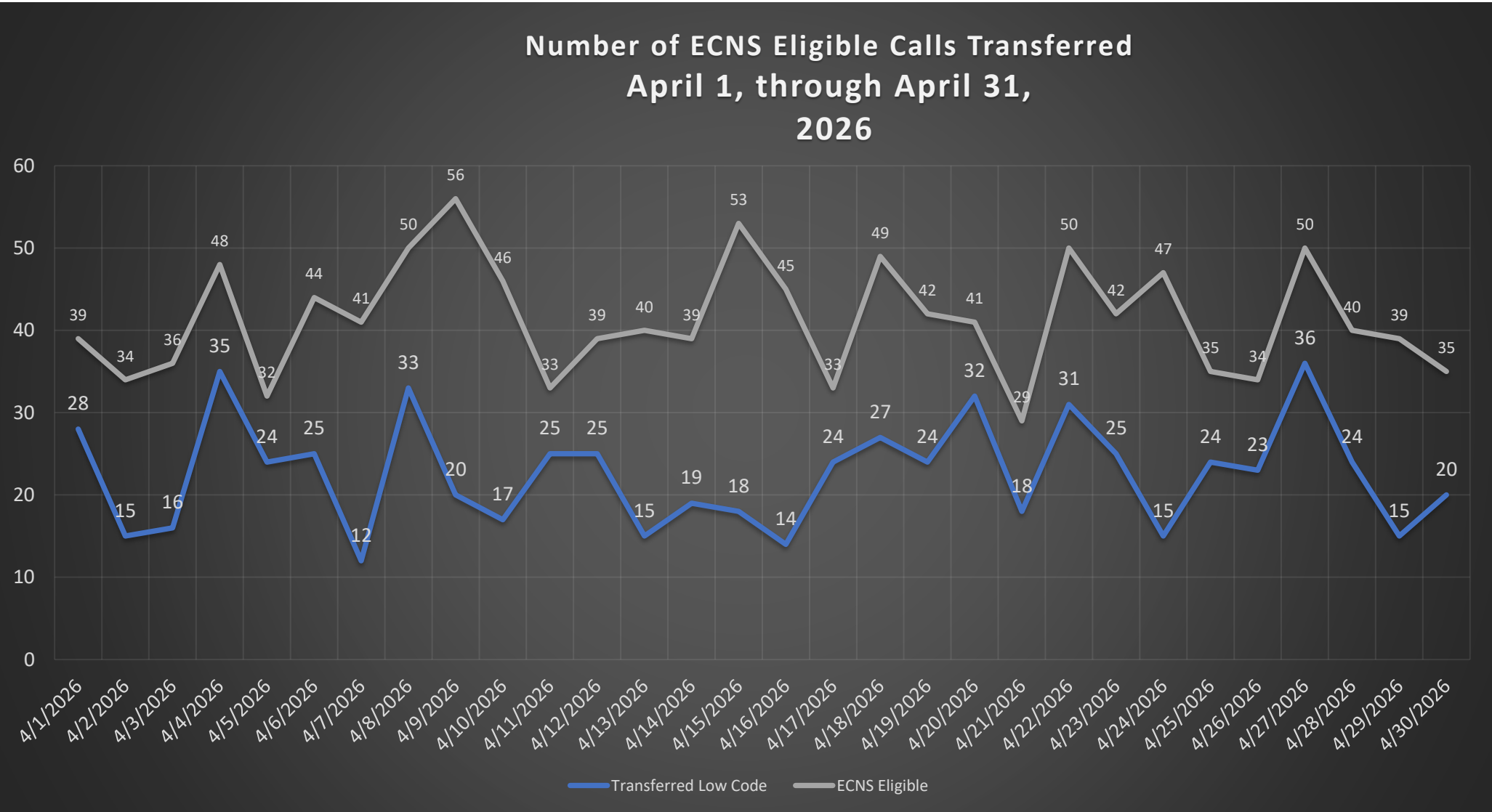


Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system.

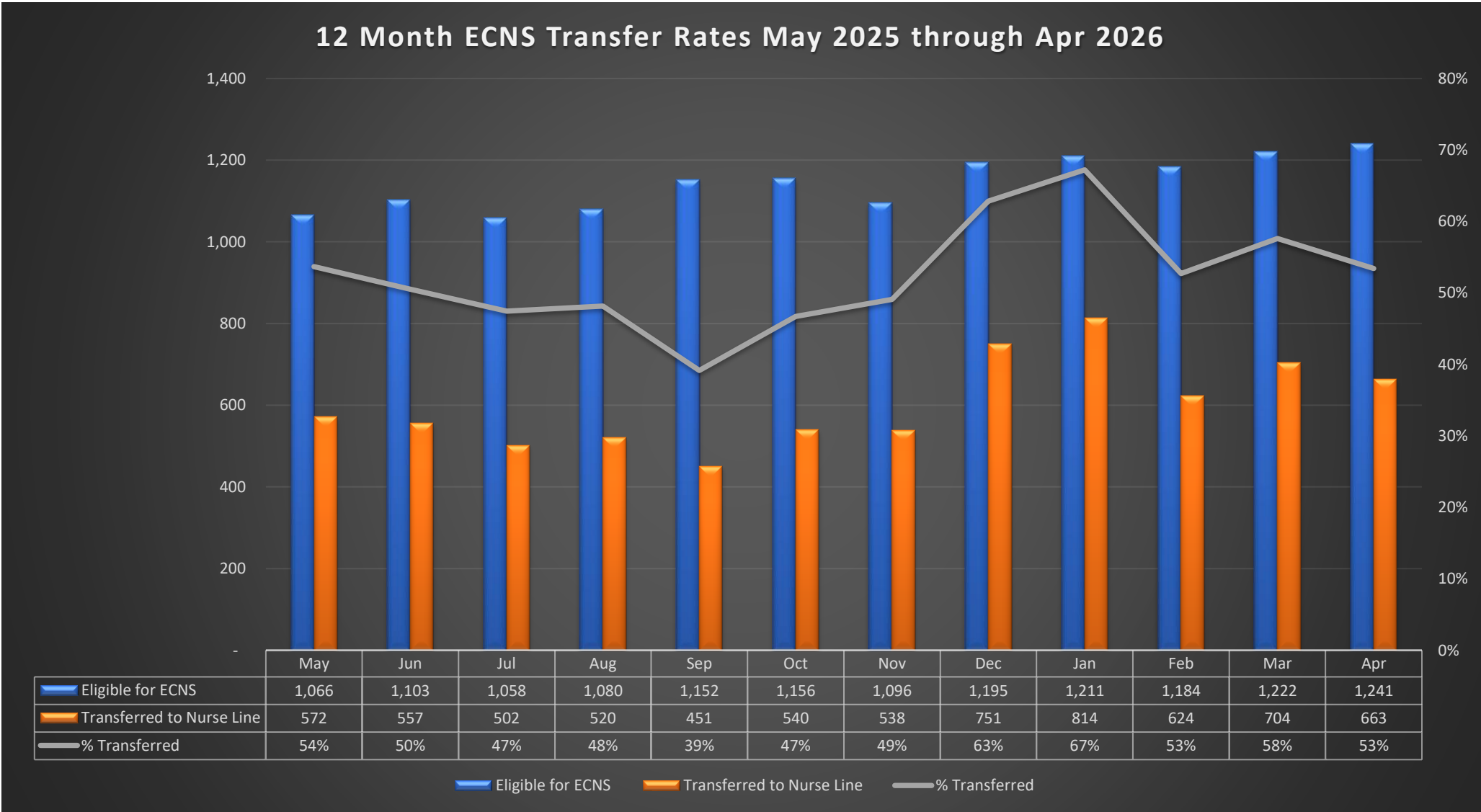
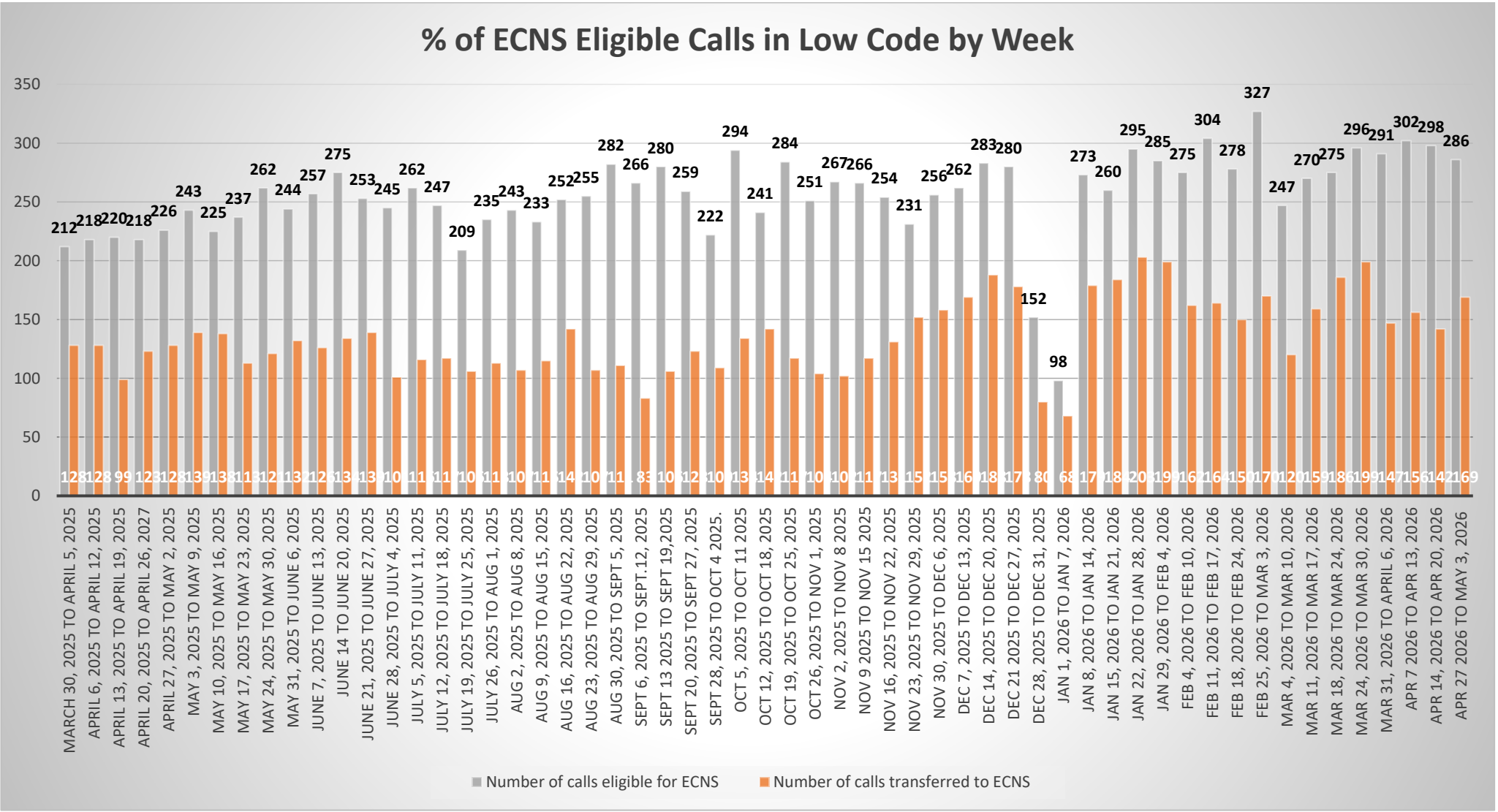


Figure 4: Number of eligible ECNS calls and rates of transfer from April 2025 through April 2026.




CONFIRE

STAFF REPORT

DATE: May 26, 2026

FROM: Nathan Cooke, Interim Executive Director

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

TO: CONFIRE Administrative Committee

SUBJECT: Amendment No.3 to Consultant Agreement– Mat Fratus Consulting

Recommendation

Approve Amendment No. 3 for Mat Fratus Consulting, replacing Exhibit B-1 Compensation with Exhibit B-2 Revised Compensation increasing the not-to-exceed amount by \$12,000 for a total cost of \$48,000. All other terms remain unchanged.

Background Information

On June 24, 2025, the Administrative Committee approved a one-year renewal with James Mathew Fratus of Mat Fratus Consulting (MFC) to continue providing data service analysis to CONFIRE, in an amount not to exceed \$25,000.

On January 27, 2026, the Administrative Committee approved Amendment No.1, which was an increase in contract amount of \$11,000 to continue to utilize MFC for data analysis and allow for the transition of the recently filled Data Manager position.

On February 24, 2026, the Administrative Committee approved Amendment No.2, which was a revision of the Scope of Work, which enabled CONFIRE to utilize MFC for additional services such as:

- Evaluation of options and development of recommendations with allied agencies to explore partnerships that enhance service levels of CONFIRE.
- Assist CONFIRE agencies with agency specific data and research needs.
- Organizational effectiveness and leadership development for CONFIRE.

This increase in responsibilities will result in an additional cost of up to \$12,000 to complete the Fiscal Year 2025-26.

MFC has provided consulting services to CONFIRE since 2019. As such MFC has a strong understanding of CONFIRE, its mission and operations and has existing

relationships with the agencies served by CONFIRE. This extensive knowledge and experience working with CONFIRE makes MFC the most cost-effective option to provide the additional aforementioned services as there will not be additional time and cost needed to become familiar with CONFIRE operations.

Fiscal Impact

The total annual cost for data consulting services will be \$48,000/year. The additional costs will be offset by salary savings in Operations Fund (5008).

Attachments

- 2026_05_Amendment No.3 – Mat Fratus Consulting (Agreement)

**AMENDMENT NO. 3
TO
INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES
[Data Analysis and Related Services]**

Consolidated Fire Agencies (“CONFIRE”) and Mat Fratus Consulting are parties to an Agreement for Special Services with a term through June 30, 2026. CONFIRE and Mat Fratus Consulting desire to amend the Agreement for Special Services as set forth in this First Amendment.

1. Exhibit B-1, entitled Compensation to the Special Services Agreement shall be replaced with the Exhibit B-2 to Agreement for Services attached hereto and incorporated herein by this reference.
2. All other terms and conditions of the Agreement for Special Services shall remain unchanged.

The Parties have executed this First Amendment to the Special Services Agreement on the dates indicated below.

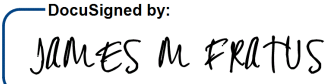
CONSOLIDATED FIRE AGENCIES

MAT FRATUS CONSULTING

Date: _____, 20__

Date: 5/14/2026, 20__

By: _____

By:  _____

Print Name: _____

Print Name: 8C9135572690453...
JAMES M FRATUS _____

Its: _____

Its: JMF _____

**EXHIBIT B-2
to AGREEMENT FOR SERVICES**

A. Compensation

\$80.00 per hour.

Not-to-exceed the sum of Twelve Thousand Dollars (\$12,000).

B. Payment

a. Schedule

To be billed in monthly installments.

b. Process

Payment shall be made (for all undisputed amounts) within forty-five (45) calendar days after the Contractor submits an invoice to CONFIRE for Services actually completed.

**CONFIRE****STAFF REPORT****DATE: May 26, 2026****FROM: Nathan Cooke, Interim Executive Director****BY: Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II****TO: CONFIRE Administrative Committee**

SUBJECT: Agreement Between CONFIRE and CVFD For Chief Dean Smith

Recommendation

Authorize the Interim Executive Director to execute and enter into an agreement between CONFIRE and Chino Valley Independent Fire District (CVFD), to authorize Dean Smith to serve as Operations Section Chief for the CONFIRE Ambulance Contract Implementation Team. For a not-to-exceed amount of \$185,000 for the initial five-month term.

Background Information

On December 5, 2023, the County of San Bernardino awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract (EMS Contract).

On September 12, 2024, the State Superior Court issued an injunction halting the implementation of services, which had been scheduled to begin on October 1, 2024.

On May 6, 2026, the State Superior Court lifted the injunction, allowing CONFIRE to re-establish the implementation process and proceed toward system deployment.

To organize a successful transition, San Bernardino County Fire Chiefs will use the incident command system to organize resources and have selected Chief Smith to serve as the Operations Section Chief for the CONFIRE EMS Division Implementation Team.

This implementation team has already begun working on the project. Priorities have been identified for Chief Smith to build the foundation and included in the scope of work for the consulting agreement:

- a. Work with CONFIRE Staff and Implementation Team members to ensure all aspects of the County Ground Ambulance Contract are fulfilled prior to implementation on October 1, 2026.
- b. Coordinate and work with Priority Ambulance staff on all aspects of their obligations related to the requirements in the Contract, to ensure all obligations of agreement prior to October 1, 2026.
- c. Perform all duties and functions related to serving as the Deputy Incident Commander for the CONFIRE EMS Division Implementation Team.

Fiscal Impact

The total costs for the five-month term will not exceed \$185,000. The current year costs are estimated at \$33,959 and will be paid by the balance of the loan to the EMS Fund 5020 from the General Reserve Fund (5010).

The remaining costs, estimated at \$151,041 for the budget year 2026-27 will be paid from the EMS Fund 5020 operating budget.

Attachments

- 2026_05_Agreement – Chino FD.Dean Smith

EMPLOYEE LOANING AGREEMENT

This EMPLOYEE LOANING AGREEMENT (“Agreement”), approved as of _____, 2026 (the “Effective Date”), is made and entered into between Chino Valley Independent Fire District, a California fire protection district (“CVIFD”), and the Consolidated Fire Agencies Joint Powers Authority, a California Joint Powers Authority (“CONFIRE”). CVIFD and CONFIRE are each referred to individually as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, CVIFD is a fire protection district organized pursuant to the Fire Protection District Law (Health & Safety Code § 13800, et seq.); and

WHEREAS, CONFIRE is a Joint Powers Authority existing pursuant to Government Code section 6500 et seq., of the State of California, of which CVIFD is a member; and

WHEREAS, CVIFD and CONFIRE each employ individuals that are experienced, competent, and qualified to provide a variety of services to the other Party; and

WHEREAS, CVIFD has entered into a Joint Exercise of Powers Agreement (“JPA Agreement”) by which CONFIRE provides for the joint administration of its member agencies, including staffing and infrastructure, in order to obtain a cost-effective means of providing dispatch services to member agencies; and

WHEREAS, on December 5, 2023, the San Bernardino County Board of Supervisors approved a contract by which CONFIRE is to provide ground ambulance services, including Advanced Life Support, Basic Life Support, Critical Care Transport, and Interfacility Transport services to 11 designated Exclusive Operating Areas (EOAs), that includes EOAs: 1, 2, 3, 4, 5b, 6, 7, 8, 9, 11, 12a, also known as the Comprehensive Service area within the County (“County Ambulance Services”); and

WHEREAS CONFIRE will provide those contracted County Ambulance Services from October 1, 2026 through September 30, 2031, unless extended; and

WHEREAS, in order to achieve the purpose set forth in the JPA Agreement and more specifically to assist with the initial implementation of the County Ambulance Services agreement, CVIFD desires to loan CONFIRE an employee, to perform certain services in accordance with the provisions of this agreement; and

WHEREAS, the purpose of this Agreement is to establish the terms under which CVIFD shall loan an employee to CONFIRE and to allocate the costs and potential liabilities of the Parties in carrying out this Agreement; and

WHEREAS, it is the intent of the Parties that, insofar as possible, CONFIRE shall bear its

fair share of the costs that are incurred by CVIFD for the maintenance of the personnel, materials, equipment, and other services and supplies to provide the loaned employee to CONFIRE, at the levels specified in this Agreement; and

WHEREAS, it is also the intent of the Parties that any liabilities by the Parties arising out of the provision of services provided by the loaned employee to CONFIRE under this Agreement be allocated to and borne by CONFIRE.

NOW, THEREFORE, BE IT RESOLVED, that in consideration for the promises and the mutual agreements of the Parties contained herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

1. **Loaned Employee; Services to be Performed.** CVIFD agrees to loan to CONFIRE certain employees on the following terms and conditions:

(a) **Identification of Loaned Employee.** The loaned employee to CONFIRE will be Dean Smith, who will service for a period of up to five months from the Effective Date (“Loaned Employee”).

(b) **Services.** The Loaned Employee will perform functions comparable to those services the Loaned Employee performs for CVIFD, specifically focusing on the original implementation of CONFIRE’s County Ambulances Services to be provided to San Bernardino County (the “Services”). The Loaned Employee will perform the Services in a professional manner.

(c) **Extension:** This Agreement may be extended for up to six months until April 30, 2027 with CONFIRE Administrative Committee approval and approval by the Contractor’s designated representative.

2. **CVIFD Responsibilities.**

(a) **Loaned Employee Compensation and Benefits.** CVIFD shall continue to be financially responsible and operationally responsible for meeting payroll and providing compensation and employee benefits and the associated personnel, payroll and benefit administration services for the Loaned Employee providing Services to CONFIRE. In furtherance of the foregoing, CVIFD shall:

(i) Properly secure coverage for workers’ compensation coverage for the Loaned Employee while they are performing Services pursuant to this Agreement;

(ii) Be fully responsible for payment of all payroll, payroll taxes, collection of taxes, unemployment insurance, and other administrative functions customarily performed by an employer and required under applicable federal, state, or local laws; and

(iii) Without regard to payment by CONFIRE, assume such responsibilities as are required by applicable federal, state, and local wage and hour laws for payment of wages to the Loaned Employee.

(b) Additional Responsibilities. In addition, CVIFD shall be responsible for:

(i) Notifying Loaned Employee of their assignment to provide services to CONFIRE and complying with any applicable provisions of any collective bargaining agreement or other employment agreements, policies or rules;

(ii) Notifying CONFIRE immediately upon the release, termination or cessation of employment of Loaned Employee;

(iii) Promulgating and administering employment and safety policies and ensuring safe working conditions in respect to CVIFD's premises, facility and equipment;

(iv) Disciplining, replacing, and terminating the employment of the Loaned Employee and designating the date of separation from employment;

(v) Rewarding, promoting, reassigning, and determining the wages, hours, terms, and conditions of employment of the Loaned Employee;

(vi) Resolving and deciding grievances and disputes of the Loaned Employee;

(vii) Managing workers' compensation claims, claim filings, and related procedures; and

(viii) On a monthly basis calculating the direct costs of the Loaned Employee it loaned to CONFIRE and sending a bill to CONFIRE for those costs, pursuant to Section 4 of this Agreement.

3. CONFIRE Responsibilities. CONFIRE shall be responsible for:

(a) Ensuring that it complies with all wage and hour laws, including the Fair Labor Standards Act, any regulations set forth by the Occupational Safety and Health Administration ("OSHA"), Cal OSHA, and any and all other laws and regulations applicable to workplace administration and safety with respect to the terms and conditions under which the Loaned Employee shall work. This includes, without limitation, compliance with meal and rest periods as required by applicable federal, state, and local labor laws and compliance with timecard reporting;

(b) Providing the personnel necessary for effective communication with CVIFD;

(c) Notifying CVIFD immediately if there are concerns with the performance of Loaned Employee of the duties specified in this Agreement;

(d) Promulgating and administering employment and safety policies and ensuring safe working conditions in respect to CONFIRE's premises, facility and equipment;

(e) Keeping accurate records regarding the Loaned Employee's work for the purposes of computing and making provisions for CONFIRE's payment of the costs for the services provided by Loaned Employee; and

(f) Providing payment to CVIFD pursuant to Section 4 of this Agreement.

4. **Terms of Payment.**

(a) As payment for Services described herein, CONFIRE agrees to cover the direct costs of the Loaned Employee including, without limitation, the costs of benefits, any employment taxes, and total gross wages paid to the Loaned Employee as part of the Loaned Employee's regular payroll. The fully burdened rate for Loaned Employee in his current position as an Battalion Chief (Administrative) is \$195.95/hour; \$33,959/month. As of June 27, 2026, to October 31, 2026, the fully burdened rate will be \$202.58/hour; \$35,108/month. This rate may change based on a change in the actual direct costs of the Loaned Employee, including if Loaned Employee is no longer serving in his Acting capacity. CVIFD will provide advance notice of any rate changes.

(b) CVIFD shall bill the costs of employing its Loaned Employee to CONFIRE on a monthly basis. CONFIRE shall reimburse CVIFD for the costs of employing the Loaned Employee within thirty (30) days of receiving the bill.

(c) CVIFD shall continue to be financially and operationally responsible for meeting payroll and providing compensation and employee benefits and the associated personnel, payroll, and benefit administration services for the Loaned Employee performing work under this Agreement for CONFIRE in accordance with applicable federal, state, and local laws, including but not limited to, collection, reporting, and payment of all applicable federal, state, and local payroll taxes, unemployment and disability insurance withholding, administration of workers compensation programs, maintenance of payroll benefit and safety records; and compliance with the Immigration Reform and Control Act of 1986. Loaned Employee, assigned to perform duties for CONFIRE, shall in no way be considered an employee of CONFIRE for the purpose of accruing any benefits afforded to CONFIRE employees.

5. **Employment Relationship.**

(a) Nothing in this Agreement shall confer upon any employee of CVIFD any rights or remedies, including any right to employment with CONFIRE. Each Party hereto intends that this Agreement does not benefit or create any right or cause of action in or on behalf of any party other than the Parties. Neither CVIFD nor any of CVIFD's employees shall be considered officers, employees, agents, partner, or joint venture of CONFIRE; nor shall such persons be entitled to benefits of any kind or nature normally provided to employees of CONFIRE.

(b) Loaned Employee shall be and remain employees of CVIFD and shall at all times be subject to the direction, supervision, and control of CVIFD.

(c) CONFIRE shall have no right to discharge Loaned Employee from employment with CVIFD. However, CONFIRE may, upon fifteen (15) days prior notice request that CVIFD replace Loaned Employee with another CVIFD employee to provide the services provided in this Agreement. Furthermore, either Party may terminate this Agreement and therefore, all Loaned Employee Services by providing the notice required in Section 7 of this Agreement.

6. **Allocation of Liabilities, Insurance, and Indemnification.** The Parties recognize that under Government Code section 895, et seq., they are jointly and severally liable for liabilities arising out of the Services of the Loaned Employees; however, this Agreement may provide for indemnification and rights of contribution which effectively allocate such potential liabilities.

(a) **Indemnification.** CONFIRE agrees to defend, indemnify, and hold harmless CVIFD for liabilities to third parties incurred by CVIFD arising out of the Services provided by Loaned Employee to CONFIRE under this Agreement, to the extent not covered by any liability by the Parties pursuant to this Agreement or workers compensation insurance maintained by CVIFD.

(b) **Liability Insurance.** The Parties agree that CONFIRE's liability insurance shall be primary and CVIFD's liability insurance shall be secondary regarding claims or liabilities arising out of the Services provided by Loaned Employee loaned to CONFIRE by CVIFD. CONFIRE shall ensure that it has sufficient liability insurance to cover the Services of the Loaned Employee. Both Parties acknowledge that their liability insurance will cover the activities of Loaned Employee while they are performing duties pursuant to this Agreement. The Parties should contact their respective insurance companies to confirm this. However, as stated above, Loaned Employee remains an employee of CVIFD and any and all claims for Workers' Compensation coverage or benefits shall be covered by CVIFD's insurance.

7. **Term and Termination.** This Agreement shall begin on the Effective Date and shall continue for a maximum of five months; eleven months with extension, or until terminated by either Party. Either Party may terminate this Agreement, by providing the other Party with at least thirty (30) days written notice.

8. **Amendment.** This Agreement may not be modified in any manner other than by an agreement in writing signed by the Parties.

9. **Entire Agreement.** This Agreement comprises the entire integrated understanding between CVIFD and CONFIRE concerning the subject matter of this Agreement and it supersedes all prior negotiations, representations, agreements and understandings, both written and oral, between the Parties with respect to the subject matter of this Agreement.

10. **Agreement Binding on Successors.** This Agreement shall be binding upon, and inure to the benefit of, the Parties and their respective successors and assigns, and it is not intended to

create any obligations to, or rights in respect of, any person other than the Parties and their respective successors and assigns.

11. **Governing Law.** The interpretation, validity, and enforcement of this Agreement shall be governed by, and construed in accordance with, the laws of the State of California, without regard to the conflicts of laws principles thereof. The Parties shall be responsible for complying with all federal, state, and local laws whether or not said laws are expressly stated or referred to herein.

12. **Notices.** Any notice required or permitted under this Agreement shall be deemed given when actually delivered or when deposited in the mail, certified or registered, postage prepaid, addressed as follows:

To CONFIRE:
Consolidated Fire Agencies
Attn: Nathan Cooke, Interim Executive Director
1743 Miro Way
Rialto, CA 92376

To CVFID:
Chino Valley Independent Fire District
Attn: Dave Williams, Fire Chief
14011 City Center Drive
Chino Hills, CA 91709

13. **Counterparts.** This Agreement may be executed in the original or in any number of counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

14. **Signatures.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Rainbow and Fallbrook.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and delivered by their duly authorized representatives as of the Effective Date.

CONSOLIDATED FIRE AGENCIES
Date: _____, 2026

By: _____

Print Name: Nathan Cooke

Its: Interim Executive Director

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Date: _____, 2026

By: _____

Print Name: Dave Williams

Its: Fire Chief

**CONFIRE****STAFF REPORT****DATE:** May 26, 2026**FROM:** Nathan Cooke, Interim Executive Director**BY:** Damian Parsons, Finance/Administrative Director
Erika Torres-Murillo, Staff Analyst II**TO:** CONFIRE Administrative Committee

SUBJECT: Reimbursement to San Bernardino County Fire Protection District for Consulting Services from Division Chief Joe Barna

Recommendation

Authorize the reimbursement of salary and benefits costs in the amount not to exceed \$535,692 to the San Bernardino County Fire Protection District for the services of Joe Barna retroactive to May 2, 2026, for a twelve-month term ending on May 1, 2027.

Background Information

Effective May 2, 2026, the San Bernardino County Fire Protection District agreed to assign Division Chief, Joe Barna to CONFIRE to provide consulting services in support and the administration and implementation of the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract (EMS Contract).

Division Chief Barna was previously assigned to the Ground Ambulance Services implementation team where he performed a critical role in establishing the administrative and financial policies and processes for the ambulance services.

On May 6, 2026, the State Superior Court lifted the injunction, allowing CONFIRE to re-establish the implementation process and proceed toward system deployment.

The implementation team has already begun working on the project. Chief Barna will resume the implementation of administrative and financial policies and processes in support of the Ground Ambulance Services contract.

The current contract (No. 23-1183) between the San Bernardino County Fire Protection District and CONFIRE allows for each entity to pay for the provision of additional services, therefore a new agreement for these services is not necessary. CONFIRE will reimburse San Bernardino the not-to-exceed amount of \$535,692 for the twelve-month period.

Fiscal Impact

The total current year costs for these services for two months is approximately \$89,282 and will be paid by the balance of the loan to the EMS fund 5020 from the General Reserve Fund (5010).

All costs for these services for budget year 2026-27 will be paid from the EMS Fund 5020 operating budget.