



ADMINISTRATIVE COMMITTEE MEETING

TUESDAY, OCTOBER 27, 2026 – 1:00 PM

LOMA LINDA-EOC 25541 BARTON RD, LOMA LINDA

AGENDA

The CONFIRE Administrative Committee Meeting is scheduled for Tuesday, October 27, 2026 in the Loma Linda Fire Department Emergency Operations Center, 25541 Barton Road, Loma Linda, California.

Reports and Documents relating to each agenda item are on file at CONFIRE and are available for public inspection during normal business hours.

The Public Comment portion of the agenda pertains to items NOT on the agenda and is limited to 3 minutes for each speaker. Pursuant to the Brown Act, no action may be taken by the Administrative Committee at this time; however, the Committee may refer your comments/concerns to staff or request that the item be placed on a future agenda.

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

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

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

CALL TO ORDER

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

PUBLIC COMMENT

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

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

CONSENT ITEMS

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

- [1.](#) Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of Sept. 22, 2026.
- [2.](#) Approve the Joint Meeting of the CONFIRE EMS Division Subsidiary and Administrative Committee Minutes of October 13, 2026.
- [3.](#) CONFIRE Operations Statement as of September 30, 2026.
- [4.](#) Fund Balance Report as of September 30, 2026.
- [5.](#) YTD Call Summary
- [6.](#) YTD Answer Time
- [7.](#) YTD Billable Incidents
- [8.](#) Call Processing Time Analysis - September 2026
- [9.](#) ECNS Report - September 2026
- [10.](#) Amendment No. 3 to Independent Contractor Agreement - Wittman Enterprises, LLC
- [11.](#) Application for the California Fire Foundation Proposition 4 and Firefighter Safety Grant Program

EMPLOYEE RECOGNITION

DIRECTOR REPORT

- a. Communications Division Update - Cory Cisneros
- b. Finance/Admin. Division Update - Damian Parsons
- c. MIS Division Update - Renan Mamaril
- d. EMS Division Update - Josh Stapleton

ROUND TABLE

CLOSED SESSION

12. Review and update Existing Litigation - Government Code section § 54956.9: AMR Lawsuit
13. Conference with Legal Counsel - Anticipated Litigation - Significant Exposure to Litigation pursuant to Government Code section § 54956.9(d): One potential Case
14. Conference with Legal Counsel - Liability Claims - Government Code Section § 54956.95
 - Claimant: Teresa Nielsen
 - Agency Claim against: CONFIRE JPA
 - Subject: Workers' compensation compromise and release settlement
15. Labor Negotiations - Conference with Labor Negotiators - Gov. Code § 54957.6

ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting: November 17, 2026, at 1:00 p.m.

POSTING:

This is to certify that on October 22, 2026, I posted a copy of the agenda:

- 1743 Miro Way, Rialto, CA
- on the Center's website which is www.confirer.org
- 25541 Barton Rd., Loma Linda, CA

/s/ Liz Berry

Liz Berry
Clerk of the Board



**JOINT MEETING OF THE CONFIRE BOARD OF DIRECTORS
AND
ADMINISTRATIVE COMMITTEE
TUESDAY, SEPTEMBER 22, 2026 – 1:00 P.M.**

MINUTES

ROLL CALL

BOARD OF DIRECTORS:

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

ADMINISTRATIVE COMMITTEE MEMBERS:

Vice Chair – Chief Rich Sessler, Redlands Fire Department
Chief Buddy Peratt, Apple Valley Fire Protection District
Chief Dave Williams, Chino Valley Fire District
Chief Justin Weems, Colton Fire Department
Fire Marshall Tom Ingalls, Loma Linda Fire Department
D.C. Rick Snawder, Rancho Cucamonga Fire Department
Chief Chris Jensen, Rialto Fire Department
Chief Bertral Washington, San Bernardino County Fire
D.C. Andrew Roach, 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)

No Comments

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 Carrizales and Chief Jensen recused themselves from Closed Session item #17.

BOARD OF DIRECTORS CONSENT ITEMS

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

1. Approve the Joint Meeting of the CONFIRE Board of Directors and Administrative Committee Minutes of May 26, 2026.
2. CONFIRE Operations Statement as of August 31, 2026
3. Fund Balance Report as of August 31, 2026
4. YTD Call Summary
5. YTD Answer Time
6. YTD Billable Incidents
7. Call Processing Report – August 2026
8. ECNS Report – August 2026
9. Revised Exempt Compensation Plan

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: *Director Phill Dupper*

Second: *Director Andy Carrizales*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1, *Director Joe Baca Jr.*

Motion Approved

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

- *Introduction of new employees to the CONFIRE Board of Directors.*
- *“Go Live” Video presentation for Health Care Facilities.*
- *Pictures of incumbent AMR workforce, driving 30 ambulances to the High Desert facility.*

OLD BUSINESS

10. CONFIRE Foundation Update and Authorization to Proceed – Nathan Cooke – **ACTION**

ACTION REQUEST: Staff recommends that the Board of Directors:

1. Receive and file an update on the formation of the CONFIRE Foundation.
2. Authorize the Executive Director to complete the remaining actions reasonably necessary to establish and operationalize the CONFIRE Foundation, including applying for federal recognition of tax-exempt status under Internal Revenue Code Section 501 (c) (3), completing applicable California tax-exemption and charitable registration requirements, establishing bank accounts, obtaining appropriate insurance, and completing other required federal, state, and local registrations and filings.
3. Direct the CONFIRE JPA Chair of the Board of Directors to select a single Board Director or Administrative Committee member to serve on the CONFIRE Foundation Board of Directors.

The CONFIRE Foundation is before the Board because the nonprofit corporation has been legally formed and now requires the remaining governance, tax-exemption, registration, banking, insurance, and administrative steps necessary to become operational. The requested authorization will allow those remaining organizational activities to proceed following the Board’s prior approval to establish the Foundation.

The Board of Directors authorized the establishment of the CONFIRE Foundation on February 24, 2026, to create a separate charitable organization capable of receiving and administering private philanthropic resources in support of CONFIRE’s broader public-safety mission. Potential charitable activities include emergency communications, Emergency Medical Services (EMS), ambulance transport, emergency preparedness, public-safety training, technology, equipment, and related community-benefit programs.

The Foundation is intended to complement CONFIRE JPA’s governmental and operational responsibilities while operating as a separate nonprofit public benefit corporation. This structure will provide a mechanism for individuals, businesses, foundations, philanthropic organizations, and other partners to support charitable activities that advance the public-safety mission served by CONFIRE and its member agencies.

The next organizational step is to establish the Foundation's governing Board of Directors and convene its initial organizational meeting. The Board will include representatives from designated stakeholder groups, as provided in the proposed Bylaws, with initial directors appointed or designated under the governing documents and applicable law. The Foundation Board will then consider adoption of the Bylaws and take the additional actions necessary to establish its governance and administrative operations.

The remaining external formation work consists primarily of completing the tax-exemption, charitable-registration, banking, insurance, and related administrative requirements necessary for the Foundation to operate. Following the initial organizational actions, the Foundation will seek federal recognition as a tax-exempt charitable organization under Section 501 (c)(3) of the Internal Revenue Code and complete applicable California tax-exemption and charitable registration requirements.

The requested authorization will allow the Executive Director to complete these remaining organizational and administrative steps without requiring a separate CONFIRE Board action for each routine filing, registration, account-opening, insurance, or similar implementation action. Matters requiring separate Board approval by law, CONFIRE policy, budget authority, or the Foundation's governing documents would remain subject to the applicable approval process.

Fiscal Impact

Initial formation, filing, tax-exemption, registration, and startup costs are expected not to exceed \$1,000 and will be paid from Fund 5008 (Operations). This estimate does not include future professional services, insurance premiums, banking expenses, or other ongoing operating costs that may arise as the Foundation becomes operational.

The Foundation is intended to remain financially and legally separate from CONFIRE JPA, and this action does not establish an ongoing commitment of CONFIRE JPA resources to Foundation operations. Any future transfer or expenditure of CONFIRE JPA funds, assets, personnel, or other resources for the Foundation beyond the startup activities authorized through this action will remain subject to applicable law, budget authority, Board action, and the Foundation's governing documents.

ACTION: *The CONFIRE Board of Directors:*

- 1. Receive and file an update on the formation of the CONFIRE Foundation: and*
- 2. Authorize the Executive Director to complete the remaining actions reasonably necessary to establish and operationalize the CONFIRE Foundation, including applying for federal recognition of tax-exempt status under Internal Revenue Code Section 501 (c) (3), completing applicable California tax-exemption and charitable registration requirements, establishing bank accounts, obtaining*

appropriate insurance, and completing other required federal, state, and local registrations and filings.

3. *Appoint Chief Bobby Clemmer from Victorville to serve on the CONFIRE Foundation Board of Directors*

Motion by: *Director Phill Dupper*

Second: *Director Elizabeth Becerra*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Marc Shaw - Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *0*

Abstain: *0*

Absent: *1, Director Joe Baca Jr.*

Motion Approved

11. Executive Director Agreement – Chief Rich Sessler – **ACCEPT AND FILE**

ACTION REQUEST: Accept and file the Administrative Committee approved Executive Director contract with Nathan Cooke.

The Administrative Committee established a sub-committee to negotiate the Executive Director Contract with Nathan Cooke. The sub-committee, Chair Chief Harker, and Vice Chair Chief Sessler completed their negotiation with Nathan Cooke. The Board of Directors appointed Chairperson Lynne Kennedy to review the negotiated contract and to provide feedback to the sub-committee accordingly. Together with legal counsel, Chief Harker and Sessler presented an employment contract to the Administrative Committee in Closed Session during the July 21, 2026, meeting.

As reported out from Closed Session, the Administrative Committee “approved the hiring of Nathan Cooke as the Executive Director, with a July 25, 2026, effective date” and requested that legal counsel make two final revisions to the Executive Director Contract and bring the Executive Director Contract back to the Administrative Committee for approval in Open Session.

The revisions were made as requested by the Administrative Committee, reviewed by Chairperson Kennedy, and accepted by Nathan Cooke.

The Administrative Committee unanimously approved the final Executive Director contract that included the revisions, with Nathan Cooke on August 25, 2026.

Fiscal Impact

Salary and benefits provided for in the Contract are already included in the 2026/2027 budget.

ACTION: *The CONFIRE Board of Directors accept and file the Administrative Committee approved Executive Director contract with Nathan Cooke.*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Marc Shaw - Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1, Director Joe Baca Jr.

Approved

NEW BUSINESS

12. Fiscal Year 2025-26 Year-End Budget Report and Budget Adjustments– Damian Parsons
– **ACTION ITEM**

ACTION REQUEST:

1. Receive and file the Fiscal Year 2025-26 Year-End Summary Report.
2. Approve the Fiscal Year 2025-26 year-end budget adjustments as detailed in the attached report.

The Fiscal Year 2025-26 Year-End Summary Report provides a summary of CONFIRE's financial activity through June 30, 2026, including a comparison of the adopted budget and year-end actuals by fund. The report also provides department detail for the Operations fund (5008).

As part of the year-end closing process, staff reviews final revenues and expenditures and identifies any budget adjustments necessary to ensure sufficient appropriation authority. These adjustments are presented after year-end because final expenditure activity is not known until the fiscal year has closed and year-end transactions have been recorded.

The Operations fund (5008) ended the fiscal year with approximately \$16.1 million in actual expenditures compared to an adjusted budget of approximately \$16.2 million, remaining within overall expenditure authority. Actual revenues totaled approximately 16.0 million. This results in the use of fund balance of approximately \$95,124 as per page 3 of the attached Year-End Summary Report.

The Operations fund (5008) requires a net increase of \$474,340 in expenditure appropriations and revenues for costs associated with Priority Ambulance employees “on loan” to the San Bernardino County Fire Protection District (County Fire). The additional expenditure is fully offset by corresponding reimbursement revenue from County Fire, resulting in no impact to fund balance. The Operations fund (5008) also requires increases of approximately \$8,027 in Operating Expenses and \$89,544 in Staffing Expenses due to higher than anticipated transfers to San Bernardino County departments for services and higher than anticipated retirement payments and cash-out benefits. These adjustments are fully offset by a decrease in Services and Supplies and result in no net increase to overall expenditure appropriations.

The General Reserves fund (5010) requires a \$137,600 adjustment in Salaries and Benefits due to the unanticipated posting of ECNS staffing expenses during the transition to the newly established ECNS fund. This adjustment is fully offset by a decrease in Services and Supplies and results in no net increase to requirements. The expense was partially funded with ARPA and EMS Trust fund revenues.

The Emergency Medical Services fund (5020) requires a \$4,041 adjustment in Salaries and Benefits due to the onboarding of new positions associated with the County Ground Ambulance Contract. The adjustment is fully offset by a decrease in Services and Supplies and results in no net increase to expenditure appropriations.

No additional year-end budget adjustments are required in the remaining funds.

Fiscal impact

Approval of the recommended year-end budget adjustments will increase Fiscal Year 2025-26 expenditure and revenue appropriations by \$474,340. The increase in expenditure appropriations is fully offset by reimbursement revenue from County Fire and will have no net impact.

The remaining adjustments consist of transfers between appropriation categories and do not increase total expenditure authority and will not require any additional costs for the agencies or use of reserves.

ACTION: *The CONFIRE Board of Directors:*

1. *Receive and file the Fiscal Year 2025-26 Year-End Summary Report.*
2. *Approve the Fiscal Year 2025-26 year-end budget adjustments as detailed in the attached report.*

Motion by: *Director Andy Carrizales*

Second: *Director Elizabeth Becerra*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Marc Shaw - Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *1*

Abstain: *0*

Absent: *1, Director Joe Baca Jr.*

Motion Approved

13. Personnel Rules – Joe Barna – **ACTION ITEM**

ACTION REQUEST: Staff recommends that the Board of Directors adopt Resolution No. 2026-04 approving the CONFIRE personnel Rules and authorize their implementation on the effective date established by the Board. The executive Director and Human Resources would be authorized to administer the Rules and make non-substantive formatting, numbering, and cross-reference corrections that do not alter the Board approved substance, employee rights, or controlling agreements.

CONFIRE needs an updated personnel rules framework because the 1987 Personnel Rules for Board-Governed Special Districts no longer reflect CONFIRE’s current governance, workforce, or personnel administration. CONFIRE now operates as a separate public entity with its own employees, organizational structure, governing policies, memoranda of understanding, Exempt Compensation Plan, and Human Resources function.

The proposed Rules establish a single CONFIRE-specific framework for employment status, personnel authority, and the key processes governing the employment lifecycle.

They cover classified and unclassified service, recruitment and appointments, probation, performance management, classification and compensation, layoff, discipline and due process, personnel records, and related administration. The Rules also designate the Executive Director as the Appointing Authority for CONFIRE employees, except for the Executive Director's own employment, and assign Human Resources responsibility for administering and supporting the personnel system.

The Rules preserve controlling law, negotiated rights, compensation plans, and existing employee status while replacing obsolete County and Special District assumptions. An applicable MOU continues to control a conflicting Personnel Rules provision within its lawful scope, and adoption does not by itself change an employee's classification, salary, bargaining unit, leave balance, regular or at-will status, or probation credit.

The proposed Rules have completed legal and labor review and were revised in response to that feedback. The review refined provisions addressing governance, delegation, position control, due process, temporary-assignment eligibility, reemployment and seniority, progressive discipline, employee rebuttals, and personnel records.

Adoption will supersede the 1987 Personnel Rules as applied to CONFIRE and establish the personnel framework for the related policy, procedure, job-aid, and handbook updates. Related Board and Administrative Committee policy amendments are being addressed separately so the broader policy system and EMS implementation work can proceed from a current, consistent personnel framework.

Fiscal Impact

Approval of the Personnel Rules is not expected to create a direct fiscal impact. Any future staffing, compensation, benefit, classification, or program action with a fiscal effect will remain subject to the adopted budget, applicable MOU or compensation plan, and the approval authority required for that action.

ACTION: *The CONFIRE Board of Directors approves and adopts Resolution No. 2026-04. The Executive Director and Human Resources are authorized to administer the Rules and make non-substantive formatting, numbering, and cross-reference corrections that do not alter the Board-approved substance, employee rights, or controlling agreements.*

Motion by: *Director Marc Shaw*

Second: *Director Andy Carrizales*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Marc Shaw - Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1, *Director Joe Baca Jr.*

Motion Approved

14. Board Policy Amendments Related to the Personnel Rules – Joe Barna – **ACTION ITEM**

ACTION REQUEST: Staff recommends that the Board approve revisions to seven Board Policies that conform the Board Policy Manual to the updated CONFIRE Personnel Rules and current governance structure. The proposed action would approve BP 1.001, BP 2.003, BP 3.003, BP 4.001, BP 6.001, BP 7.001, and BP 7.002 as presented and would allow the revised policies to take effect with the updated Personnel Rules.

These amendments are targeted conforming changes rather than a general rewrite of the Board Policy Manual. Existing language is retained wherever it remains compatible, and the proposed changes are limited to terminology, document hierarchy, personnel record access, employer authority, delegated decision-making, and the removal of obsolete County references.

The revisions preserve the existing separation of authority among the Board, Administrative Committee, Executive Director, and Human Resources. The Personnel Rules establish the baseline employment framework, while Board and Administrative Committee policies continue to control matters assigned to those governing bodies under the Joint Powers Agreement, applicable law, and other controlling sources.

The related Administrative Committee policies are being updated separately under the Administrative Committee's approval authority. Coordinating both sets of amendments allows the Board Policy Manual, the Administrative Committee Policy Manual, and the Personnel Rules to function as a single, consistent policy system without compromising the distinct authority of the two governing bodies.

ACTION: *The CONFIRE Board of Directors approves the revisions to BP 1.001, BP 2.003, BP 3.003, BP 4.001, BP 6.001, BP 7.001, and BP 7.002 as presented and allow the revised policies to take effect with the updated Personnel Rules.*

Motion by: *Director Phill Dupper*

Second: *Director Marc Shaw*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth - Yes

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1, Director Joe Baca Jr.

Motion Approved

15. Miro Way Property Agreements and Headquarters Planning – Nathan Cooke – ACTION ITEM

ACTION REQUEST:

1. Authorize the Executive Director, in consultation with legal counsel, to negotiate, finalize, and execute the definitive Ground Lease for 1743 Miro Way, Rialto, and related Valley Communications Center lease amendments.

The final agreement must be substantially consistent with the material business terms reflected in the previously executed Letter of Intent (LOI) (dated 8/24/26) and may include customary provisions necessary to complete the transaction, provided they do not materially increase CONFIRE's financial obligations, materially reduce CONFIRE's rights, or materially alter the allocation of risk reflected in the LOI.

Any material deviation from the approved business terms would require further Board approval.

2. Authorize the Executive Director to administer the Ground Lease due diligence process and exercise CONFIRE'S RIGHTS DURING THAT PERIOD, INCLUDING COMPLETING OR EXTENDING DUE DILIGENCE ACCEPTING THE PROPERTY AND ELECTING TO COMMENCE THE Ground Lease, or terminating the transaction if due diligence identifies conditions the Executive Director determines are unacceptable to CONFIRE, in consultation with legal counsel.
3. Authorize the Executive Director to pursue and initiate the development of a new long-term public safety administrative headquarters building on the Miro Way property, which would include a competitive procurement process such as a Request for Qualifications (RFQ) and or a Request for Proposal (RFP) to obtain design, project-delivery, preconstruction, construction, and market-pricing information. Prior to any contract award, construction authorization, final project scope, project budget, financing plan, or other material capital commitments required by CONFIRE, THE Board of Directors would need to authorize such transaction(s), through formal Board action.

Miro Way has become CONFIRE's preferred long-term facilities solution because it can replace reduced Valley Communications Center (VCC) space while consolidating administrative, EMS, MIS/IT, communications support, training, logistics, and regional public safety functions at a site already used for public safety purposes. The transaction developed after the County requested that CONFIRE relinquish the first floor of the Valley Communications Center while maintaining the previously negotiated upfront lease payment.

The signed August 24, 2026, Letter of Intent establishes the principal business framework for a 30-year Ground Lease of approximately 72,280 square feet at 1743 W. Miro Way for total ground rent of \$1.00 with no rent escalation. The County would retain approximately 21,810 square feet associated with County communications infrastructure, and CONFIRE would receive non-exclusive use of approximately 70 parking spaces while assuming responsibility for its premises, utilities, maintenance, and future improvements.

Execution of the Ground Lease will begin with a defined due diligence period, allowing CONFIRE to fully evaluate the Miro Way property before the lease commences. CONFIRE would have 90 days, with a potential 30-day extension subject to County approval, to evaluate title, zoning, land use, utilities, access, parking, environmental conditions, building systems, structural condition, and other site issues. At the end of that period, CONFIRE may accept the property and elect to commence the Ground Lease, request an extension, or terminate the agreement if the property is not acceptable.

CONFIRE is currently occupying the property via a temporary Use Permit which is serving as a short-term bridge allowing CONFIRE to continue public safety operations and begin environmental due diligence while the longer-term agreements are completed. The permit covers approximately 1.56 acres, or 67,954 square feet, for 27 calendar days from its commencement date and expressly allows a Phase 1 Environmental Site Assessment and, with County approval, additional invasive testing if recommended.

The Interim License Agreement is intended to prevent a gap in CONFIRE's occupancy after the temporary Use Permit expires and before the Ground Lease commences. The agreement will provide an interim framework for CONFIRE's continued use of the property while the County completes a definitive Ground Lease, allowing operations and due diligence activities to continue uninterrupted.

The Letter of Intent expressly contemplates redevelopment of Miro Way and allows CONFIRE, subject to County approval and all required governmental approvals, to renovate, demolish, reconstruct, replace, expand, or construct a new multi-story public safety facility. All design, permitting, site work, construction, maintenance, and operating costs for CONFIRE improvements would remain CONFIRE's responsibility, and the City of Rialto is identified as the primary permitting authority.

Board direction on the headquarters project is appropriate now because lease completion, due diligence, site validation, and competitive procurement planning can proceed in parallel without committing CONFIRE to construction. A competitive solicitation can provide the Board with a validated delivery approach, site-fit and phasing analysis, project schedule, and market-based pricing before any construction contract is awarded.

The proposed procurement authorization is intentionally limited to planning and solicitation and would preserve a separate Board decision on the actual capital project. Staff would return with the recommended contractor or project team, final scope, construction and soft costs, contingency, funding or financing plan, schedule, due diligence results, and confirmation of the Ground Lease conditions before requesting authority to award a construction contract or proceed with the project.

Financial Impact

The Miro Way ground lease would be \$1.00 for the full 30-year term with no escalation.

The related VCC amendment would reduce CONFIRE's leased premises, while maintaining the previously negotiated \$2 million upfront payment, and the final lease documents will define the resulting long-term occupancy obligations.

This agenda item does not authorize construction or establish a final project cost for the proposed new headquarters building. Any future design, preconstruction, construction, financing, or related project expenditure that exceeds existing delegated and budget authority would be returned to the Board with a defined scope, competitive procurement outcome, and funding plan.

ACTION: *The CONFIRE Board of Directors approves three (3) items as presented below.*

- 1. Authorize the Executive Director, in consultation with legal counsel, to negotiate, finalize, and execute the definitive Ground Lease for 1743 Miro Way, Rialto, and related Valley Communications Center lease amendments.*
- 2. Authorize the Executive Director to administer the Ground Lease due diligence process and exercise CONFIRE'S rights during that period, including completing or extending due diligence, accepting the property, and electing to commence the Ground Lease, or terminating the transaction if due diligence identifies conditions the Executive Director determines are unacceptable to CONFIRE, in consultation with legal counsel.*
- 3. Authorize the Executive Director to pursue and initiate the development of a new long-term public safety administrative headquarters building on the Miro Way property, which would include a competitive procurement process such as a Request for Qualifications (RFQ) and or a Request for Proposal (RFP) to obtain*

design, project-delivery, preconstruction, construction, and market-pricing information. Prior to any contract award, construction authorization, final project scope, project budget, financing plan, or other material capital commitments required by CONFIRE, THE Board of Directors would need to authorize such transaction(s), through formal Board action.

Motion by: *Director Andy Carrizales*

Second: *Director Phill Dupper*

Lynne Kennedy – Yes

Phill Dupper – Yes

Dan Leary – Yes

Harvey Luth – No

David Toro– Yes

Marc Shaw – Yes

Andy Carrizales – Yes

Joe Baca Jr. - Absent

Elizabeth Becerra - Yes

Ayes: *8*

Noes: *0*

Abstain: *0*

Absent: *1, Director Joe Baca Jr.*

Motion Approved

CLOSED SESSION

**The Board of Directors and Administrative Committee entered Closed Session at 1:40 p.m.*

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

**Director Carrizales and Chief Jensen recused themselves from Closed Session #17.*

17. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation pursuant to Government Code section 54956.9(d): One potential Case

**The Board of Directors and Administrative Committee came out of Closed Session at 2:08 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.

18. Approve Administrative Committee Minutes of August 25, 2026.
19. CONFIRE Operations Statement as of August 31, 2026.
20. Fund Balance Report as of August 31, 2026.
21. YTD Call Summary
22. YTD Answer Time
23. YTD Billable Incidents
24. Call Processing Time Analysis – August 2026
25. ECNS Report – August 2026
26. Contract Employee Agreement – Mike Bell
27. Surplus Vehicle Declaration and Trade in Authorization
28. Administrative Committee Policy Amendments

Motion to accept all items on Consent.

Motion by: *Chief Buddy Peratt*

Second: *Chief Dave Williams*

Ayes: 9

No: 0

Abstain: 0

Absent: 0

Motion Approved

DIRECTOR REPORT

Director Cooke thanked everyone for their continued commitment. CONFIRE is excited and ready.

No Division updates given.

NEW BUSINESS

29. Authorization to Purchase Three Emergency Medical Services Vehicles – Damian Parsons
– **ACTION ITEM**

As part of the implementation of the ground ambulance services, new executive level positions were added to oversee and support field operations, administrative coordination, and system-wide leadership functions. These roles require assigned vehicles to ensure mobility, field leadership quality assurance oversight, operational readiness coordination and, effective oversight across EMS service areas.

The estimated cost of each vehicle is approximately \$100,000.

Acquiring these vehicles is essential to equipping executive-level EMS staff with the resources needed to support the successful launch and ongoing oversight of ambulance service operations.

Fiscal Impact

No additional appropriations are required. The estimated total cost of \$300,000 is fully funded within the existing EMS (5020) budget.

Motion to authorize the purchase of three EMS vehicles at an approximate cost of \$100,000 each for a total cost of \$300,000.

Motion by: *Chief Dave Williams*

Second: *Chief Justin Weems*

Ayes: 9

No: 0

Abstain: 0

Absent: 0

Motion Approved

ROUND TABLE

Brief discussion regarding Joint Meeting timing.

CLOSED SESSION

***No Closed*

ADJOURNMENT

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

The meeting adjourned at 2:21 p.m.

Upcoming Meeting: October 27, 2026.

/s/ Liz Berry
Liz Berry
Clerk of the Board



**JOINT MEETING OF THE CONFIRE EMS DIVISION SUBSIDIARY
AND
ADMINISTRATIVE COMMITTEES
TUESDAY, OCTOBER 13, 2026 – 1:00 P.M.**

MINUTES

ROLL CALL

EMS DIVISION SUBSIDIARY COMMITTEE MEMBERS:

Chair – Chief Mike Gerken – Ontario Fire Department
Vice Chair – Chief Augie Barreda – Rancho Cucamonga Fire District
B.C. Matthew Dowland – Apple Valley Fire Protection District
Chief Greg Gabel – Chino Valley Independent Fire District
D.C. Jon Boggs – Colton Fire Department - *Absent*
B.C. Jeff Gillette – Loma Linda Fire Department
Chief Thomas Nicoll – Montclair Fire Department
B.C. Nathan Bristol – Redlands Fire Department - *Absent*
D.C. Ryan Cathey – Rialto Fire Department
D.C. Mike O’Bier – San Bernardino County Fire District
Chief Andrew Roach – Victorville Fire Department
Chief Grant Malinowski – City of Yucaipa

ADMINISTRATIVE COMMITTEE MEMBERS:

Chair – Chief Dan Harker, Loma Linda Fire Department
Chief Buddy Peratt, Apple Valley Fire Protection District - *Absent*
Chief Jeremy Ault, Chino Valley Fire District
Chief Justin Weems, Colton Fire Department
Chief Mike McCliman, Rancho Cucamonga Fire Department
Chief Reggie Brown, Redlands Fire Department
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 EMS Division Subsidiary Committee and Administrative Committee. (Limited to 3 minutes for each speaker)

No requests to speak.

INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

No abstentions stated.

EMS DIVISION SUBSIDIARY COMMITTEE CONSENT ITEMS

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

1. Approve the EMS Division Subsidiary Committee Minutes of September 8, 2026.

Motion to accept Consent Item.

Motion by: Chief Malinowski

Second: Chief Barreda

Ayes: 10

Noes: 0

Abstain: 0

Absent: 2, Colton and Redlands

Motion Approved

NEW BUSINESS

2. EMS Restock Procedures – Chief Gerken - **DISCUSSION**

Josh Stapleton and Joe Barna reviewed the first 13 days of operations and outlined the ongoing steps to stabilize units. They noted that first response teams are being made whole immediately following each call. Leadership continues to collaborate with the logistics manager to identify inventory blind spots and optimize the restocking process, while actively welcoming feedback from all participating agencies.

During the subsequent discussion, member agencies raised questions regarding the current surge in EMS restocking supplies. Several members requested supporting documentation or impact data to help justify these rising costs to their respective city councils.

3. Fire Ambulance Replacement and System Resiliency – Joe Barna – **ACTION ITEM**

Initial operating experience indicates approximately 20,000 more annual calls than the System Status Plan (SSP) planning assumption. That assumption was already 30,000 calls above the RFP estimate. The preceding SSP item addresses the redesign for higher volume and provides the basis for this placement discussion.

The 24-hour fire layer strengthens coverage in harder-to-reach areas and keeps high-performance ambulances available in busier areas. When nearby resources are committed, covering those areas can pull high-performance units away from areas with greater call demand.

Each proposed addition must address an identified coverage need and be supported by an agency able to provide it. The proposal covers three replacements plus zero to three additions, for three to six resources.

Staff will identify the most effective locations within interested agencies' service areas using the revised SSP and agency operational input. Agencies should identify unit capacity, vehicle availability, staffing needs, service dates, and any effect on first-response availability. The placement review will consider call demand, travel times, geographic access, and nearby ambulance availability.

Additional units must be in service within three months of authorization, with earlier deployment through overtime where agencies have staffing capacity. Agencies should identify the earliest start date and the hours and duration they can sustain through overtime while hiring. Staff will confirm costs and reimbursement arrangements before implementation.

Financial Impact

The resources will be funded through cost recovery from ambulance billing services. Staff will confirm replacement, expansion, and overtime costs, any offset from the Chino units, and the remaining Fiscal Year 2026-27 and ongoing annual cost once agency commitments and staffing arrangements are established.

The Board will receive a mid-year budget amendment reflecting increased call volume, expenditures, and revenue, including the adopted fire ambulance deployment.

Recommended Action:

- 1. The CONFIRE EMS Division Subsidiary Committee recommends replacement of the three Chino units with three staffed 24-hour fire department ambulances and determine the specific number of additional 24-hour fire ambulances, from zero to three, and priority coverage areas to recommend to the Administrative Committee, based on staff input and agency capacity.*
- 2. Solicit agency interest and direct staff to confirm resource commitments, proposed locations, and implementation conditions, including additional units in*

service within three months of authorization and earlier deployment through overtime while agencies hire where staffing capacity allows and required agreements are approved.

The EMS Division Subsidiary Committee recommends the Administrative Committee approve three additional units for San Bernardino County Fire Department a second unit for Rancho Cucamonga Fire Department, and to continue working with Victorville, Redlands, and Colton Fire Departments on additional units, with the final plan to be brought to the Administrative Committee for approval.

Motion by: Chief Barreda

Second: Chief Roach

Ayes: 10

Noes: 0

Abstain: 0

Absent: 2, Colton and Redlands

Motion Approved

4. System Status Plan and Deployment Update – Joe Barna – RECEIVE AND FILE

The System Status Plan (SSP) is being revised to reflect higher demand and staffing conditions observed since October 1. The initial model planned for 12,256 weekly system hours and assumed approximately 185,000 annual transports. Early operating experience indicates that interfacility transport demand is higher than anticipated.

The October 6 revision proposes 13,580 weekly system hours, including 11,904 Priority Ambulance hours. Staff will confirm service levels, regional distribution, the public agency contribution, and hours that can be staffed before finalizing the deployment schedule.

The preliminary trend of approximately 205,000 annual transports requires validation before it is used for continuing staffing commitments. Staff will reconcile response and transport data with Priority Ambulance and the deployment consultants to confirm demand and update the deployment model.

The staffing shortfall requires a correction schedule based on actual deployment by region and hour of day. On October 6, staff confirmed that the ambulances shown in MARVLIS matched the ESO staffing schedule and reported that the system was understaffed. Staff will compare planned, scheduled, and actual staffed hours, distinguish units available for new calls, and establish a correction schedule with Priority Ambulance.

The revised deployment will coordinate emergency, interfacility, and critical care transport coverage. Operations will confirm ALS, BLS and critical care allocations,

posting locations, and supplemental public agency resources. Communications will ensure the deployment schedule and unit capabilities are consistently reflected in dispatch and status systems.

Financial Impact

The revised deployment will be funded through cost recovery from ambulance billing services, with final costs dependent on the resources and hours implemented. The proposed increase is estimated at 324 weekly system hours. Business Operations will identify the remaining Fiscal Year 2026-27 and ongoing annual costs based on the provider, service level, reimbursement terms, and hours delivered.

Business Operations will present an amended budget to the Board at Mid-year to reflect increased volume, expenditures, and revenue. This item provides an update and does not approve additional expenditures or amend provide agreements.

The CONFIRE EMS Division Subsidiary Committee RECIEVES & FILES this report.

CLOSED SESSION

**No Closed Session*

ADMINISTRATIVE COMMITTEE

NEW BUSINESS

5. Fire Ambulance Resource Implementation – Joe Barna – ACTION ITEM

The Administrative Committee is asked to authorize three Chino replacements and up to three additional 24-hour fire ambulances as recommended by the EMS Division Subcommittee. Three Chino replacements will maintain planned fire capacity, and any additions will strengthen coverage in harder-to-reach areas.

Staff will finalize agency commitments, locations, and service dates using the revised System Status Plan (SSP) and the Subcommittee's coverage priorities. Operations will evaluate placement within participating agencies' service areas using agency operational input and the coverage needs identified in the SSP discussion.

Additional units must enter service within three months of authorization, with earlier overtime staffing where agency capacity allows. Business Operations will confirm participation and reimbursement terms and obtain required agreement approvals before implementation.

Staff will report implementation progress, coverage results, and any unresolved resource commitments or coverage needs. Updates will identify units, locations, hours delivered,

and remaining gaps, and assess response performance and high-performance ambulance availability in busier areas.

Financial Impact

The resources will be funded through cost recovery from ambulance billing services. Staff will confirm replacement, expansion, and overtime costs, any offset from the Chino units, and the remaining Fiscal Year 2026-27 and ongoing annual cost once agency commitments and staffing arrangements are established.

The Board will receive a mid-year budget amendment reflecting increased call volume, expenditures, and revenue, including the adopted fire ambulance deployment.

Recommended Action:

- 1. Authorize replacement of the three Chino units with three staffed 24-hour fire department ambulances and adopt the EMS Division Subcommittee's recommendation for the number of additional 24-hour fire ambulances, from zero to three, and priority coverage areas.*
- 2. Direct the Executive Director to implement the adopted deployment, including agency commitments, final placement, agreements, reimbursement terms, and deployment schedules, and report progress to the Administrative Committee. Additional resources must enter service within three months of authorization, with earlier deployment through overtime while agencies hire where staffing capacity allows and required agreements are approved.*

Motion to approve the EMS Division Subcommittees recommendation to add three additional units to San Bernardino County Fire, a second unit to Rancho Cucamonga Fire, and to continue working with Victorville, Redlands, and Colton Fire Departments on additional units.

Motion by: Chief McCliman

Second: Chief Weems

Ayes: 8

Noes: 0

Abstain: 0

Absent: 1 - Apple Valley

Motion Approved

ROUND TABLE

CLOSED SESSION

**The Administrative Committee entered Closed Session at 2:00 p.m.*

6. Review and update existing Litigation – Government Code section 54956.9: AMR Lawsuit

**The Administrative Committee came out of Closed Session at 2:43 p.m.*

***No reportable action from Closed Session*

ADJOURNMENT

Motion to adjourn the Joint Meeting of the CONFIRE EMS Division Subsidiary and Administrative Committees.

The meeting adjourned at 2:44 p.m.

Upcoming Meeting: Administrative Committee Meeting - October 27, 2026.
EMS Division Subsidiary Committee Meeting – November 10, 2026.

 /s/ Liz Berry
Liz Berry
Clerk of the Board



OPERATIONS FUND 5008
Unaudited MONTHLY SUMMARY FY 2026-27

Expenditures	July	Aug	3 PP Sep	Oct	Nov	Dec	Jan	Feb	Mar	3 PP Apr	May	June	Total YTD Expended	2026/27 Budget	Bud - Exp Difference	% Used
Salary/Benefits	846,717	881,462	1,335,547	-	-	-	-	-	-	-	-	-	3,063,726	11,551,590	\$8,487,864	26.5%
Overtime/Call Back	32,920	34,126	54,625	-	-	-	-	-	-	-	-	-	121,670	342,251	\$220,581	35.6%
Capital Outlay	-	-	75,839	-	-	-	-	-	-	-	-	-	75,839	-	-	-
Phone/Circuits/Internet	25,334	27,320	21,595	-	-	-	-	-	-	-	-	-	74,248	334,336	\$260,088	22.2%
County IS/Data Services/Counsel	(3,273)	9,767	990	-	-	-	-	-	-	-	-	-	7,485	81,489	\$74,004	9.2%
Radio/Pager, Console Maint	-	98,612	22,173	-	-	-	-	-	-	-	-	-	120,785	400,571	\$279,786	30.2%
Computer Software	566,327	62,602	28,379	-	-	-	-	-	-	-	-	-	657,308	2,336,138	\$1,678,830	28.1%
Computer Hardware	-	962	1,083	-	-	-	-	-	-	-	-	-	2,044	37,200	\$35,156	5.5%
Office Exp/Copier Lease	(23,617)	9,699	47,724	-	-	-	-	-	-	-	-	-	33,806	226,099	\$192,293	15.0%
Insurance/Auditing	-	-	257,710	-	-	-	-	-	-	-	-	-	257,710	258,533	\$823	99.7%
Payroll/HR/Medical Director	32,649	96,461	21,583	-	-	-	-	-	-	-	-	-	150,694	837,668	\$686,974	18.0%
Travel/Training	7,638	6,451	728	-	-	-	-	-	-	-	-	-	14,818	115,592	\$100,774	12.8%
Auto/Structure/Fuel	(1,809)	3,818	4,106	-	-	-	-	-	-	-	-	-	6,115	54,734	\$48,619	11.2%
Other/Rent/Equip Trans	23,934	23,964	31,481	-	-	-	-	-	-	-	-	-	79,380	469,652	\$390,272	16.9%
Total	1,506,820	1,255,246	1,903,563	-	-	-	-	-	-	-	-	-	4,665,628	17,045,853	\$12,456,064	27.4%
% Fiscal Year Passed																25%

Revenue	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Received	Budget	Difference	% Rcvd
Services	(19,413)	3,971,435	414	-	-	-	-	-	-	-	-	-	3,952,436	(15,803,846)	(19,756,282)	(0)
Interest	49,375	(49,375)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Rev	2,505	5,128	3,522	-	-	-	-	-	-	-	-	-	11,156	(1,245,008)	(1,256,164)	-
Total	32,468	3,927,188	3,936	-	-	-	-	-	-	-	-	-	3,963,592	(17,048,854)	(21,012,446)	(0.23)
% Fiscal Year Passed																25%





FY 2026-27
Unaudited Fund Balance Report
As of September 30, 2026

Fund		Unaudited Fund Balance 7/1/26	Net	Available Fund Balance
5008 - Operations		2,604,825.00		
	Revenue		3,963,592.00	
	Expenditure		4,664,967.52	
			<u>(701,375.52)</u>	
				1,903,449.48
*FY 2026-27 Operating costs 10% is \$1,580,385 Per Board Policy				
5009 - Equipment Reserve Fund		2,762,679.00		
	Revenue		201,395.31	
	Expenditure		(208,767.52)	
			<u>410,162.83</u>	
				3,172,841.83
5010 - General Reserve Fund		6,904,995.00		
	Revenue		(468.05)	
	Expenditure		(157,786.53)	
			<u>157,318.48</u>	
				7,062,313.48
	Restricted Fund balance (Reserved for CIP)		<u>2,200,000.00</u>	
			-	
			<u>4,862,313.48</u>	
*FY 2026-27 Operating costs 25% is \$3,950,961				
5011 - Term Benefits Reserve Fund		2,222,842.00		
	Revenue		9,962.39	
	Expenditure		-	
			<u>9,962.39</u>	
				2,232,804.39
5019 - CAD-to-CAD Special Revenue Fund		328,669.00		
	Revenue		(9,959.16)	
	Expenditure		50,478.57	
			<u>(60,437.73)</u>	
				268,231.27
5020 - Emergency Medical Services		89,150.00		
	Revenue		786.47	
	Expenditure		711,599.08	
			<u>(710,812.61)</u>	
				(621,662.61)
5030 - Emergency Communications System		275,736.00		
	Revenue		156,179.06	
	Expenditure		475,409.39	
			<u>(319,230.33)</u>	
				(43,494.33)

	Call Summary CONFIRE/Comm Center		From: 1/1/2026
	1743 W Miro Way Rialto, CA 92376	County: San Bernardino	To: 9/30/2026
	Year: 20206		Period Group: Month
			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
May-26	19741	31	19772	0.16%	13184	539	13723	16549	3701	120	20370	53865	124.2
Jun-26	19045	17	19062	0.09%	13175	6100	19275	15780	3458	97	19335	57672	112.2
Jul-26	20688	27	20715	0.13%	13864	514	14378	18010	3805	116	21931	57024	121.9
Aug-26	20366	44	20410	0.22%	13863	572	14435	16787	3953	96	20836	55681	125.8
Sep-26	17920	21	17941	0.12%	12845	1867	14712	14372	3699	154	18225	50878	126.2
2026 Totals	166600	510	167110	0.31%	117714	11415	129129	142538	33115	825	176478	472717	124.8
2025 Totals	145068	3793	148861	2.55%	135348	6499	141847	140809	38059	1046	179915	470623	122.3



PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2026- 9/30/2026

Agency Fire
Affiliation

From: 1/1/2026

To: 9/30/2026

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	17,059	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%							
May 2026 Total	18,010	619	340	580	131	89	3	19,772
% answer time ≤ 10 seconds	91.09%	3.13%	1.72%	2.93%	0.66%	0.45%	0.02%	100.00%
% answer time ≤ 15 seconds	94.22%							
% answer time ≤ 40 seconds	98.87%							
June 2026 Total	17,668	527	261	469	89	47	1	19,062
% answer time ≤ 10 seconds	92.69%	2.76%	1.37%	2.46%	0.47%	0.25%	0.01%	100.00%
% answer time ≤ 15 seconds	95.45%							
% answer time ≤ 40 seconds	99.28%							
July 2026 Total	18,994	588	381	516	163	69	4	20,715
% answer time ≤ 10 seconds	91.69%	2.84%	1.84%	2.49%	0.79%	0.33%	0.02%	100.00%
% answer time ≤ 15 seconds	94.53%							
% answer time ≤ 40 seconds	98.86%							
August 2026 Total	18,921	587	299	406	118	65	14	20,410
% answer time ≤ 10 seconds	92.70%	2.88%	1.46%	1.99%	0.58%	0.32%	0.07%	100.00%
% answer time ≤ 15 seconds	95.58%							
% answer time ≤ 40 seconds	99.03%							
September 2026 Total	16,447	523	272	449	146	95	9	17,941
% answer time ≤ 10 seconds	91.67%	2.92%	1.52%	2.50%	0.81%	0.53%	0.05%	100.00%
% answer time ≤ 15 seconds	94.59%							
% answer time ≤ 40 seconds	98.61%							
Year to Date 2026 Total	155,281	4,510	2,395	3,474	907	500	43	167,110
% answer time ≤ 10 seconds	92.92%	2.70%	1.43%	2.08%	0.54%	0.30%	0.03%	100.00%
% answer time ≤ 15 seconds	95.62%							
% answer time ≤ 40 seconds	99.13%							
Year to Date 2025 Total	141,178	3,343	1,490	2,159	486	189	16	148,861
% answer time ≤ 10 seconds	94.84%	2.25%	1.00%	1.45%	0.33%	0.13%	0.01%	100.00%
% answer time ≤ 15 seconds	97.08%							
% answer time ≤ 40 seconds	99.54%							

CONFIRE Billable Incidents

Period: 01/01/2026 thru 09/30/2026

Jurisdiction	# of Incidents	% of Total
San Bernardino County	103,205	53.21%
VictorvilleFD	18,671	9.63%
RanchoCucamonga	15,375	7.93%
AppleValley	10,549	5.44%
ChinoValleyFD	10,299	5.31%
Redlands	9,052	4.67%
Rialto	8,851	4.56%
Colton	5,491	2.83%
MontclairFD	3,846	1.98%
Loma Linda	3,328	1.72%
Big Bear Fire	2,625	1.35%
San Manuel FD	1,793	0.92%
Running Springs	472	0.24%
Baker Ambulance	259	0.13%
Road Department	142	0.07%
ArrowbearLakeFD	9	0.00%
Total	193,962	100%

BDC Division	# of Incidents	% of Total
East Valley	35,262	34.17%
Fontana	16,271	15.77%
Valley	13,869	13.44%
Hesperia	10,402	10.08%
South Desert	9,729	9.43%
North Desert	9,552	9.26%
Adelanto	4,419	4.28%
Mountain	3,557	3.45%
Hazmat	144	0.14%
Total	103,205	100%



911 CALL PROCESSING TIME ANALYSIS

Reporting on the CONFIRE 9-1-1 call processing times for the month of September 2026.



Prepared for	CONFIRE Leadership & Administrative Committee
Prepared by	Mat Fratus / Angela Haddad – Data Manager
Reporting period	September 1 – September 30, 2026
Date issued	October 19, 2026
Classification	[Internal use]

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Executive Summary

The report highlights areas of strong performance, identifies factors that may affect the timely dispatch of emergency resources, and supports informed decisions. CONFIRE is committed to providing timely, reliable, and effective emergency communications.

Purpose

Provide CONFIRE Leadership with a clear, data-driven assessment of how efficiently 911 calls are received, evaluated, prioritized, and dispatched.

Key Elements of Call Processing

This analysis covers four key elements of call processing time by the CONFIRE Communications Center (CCC).

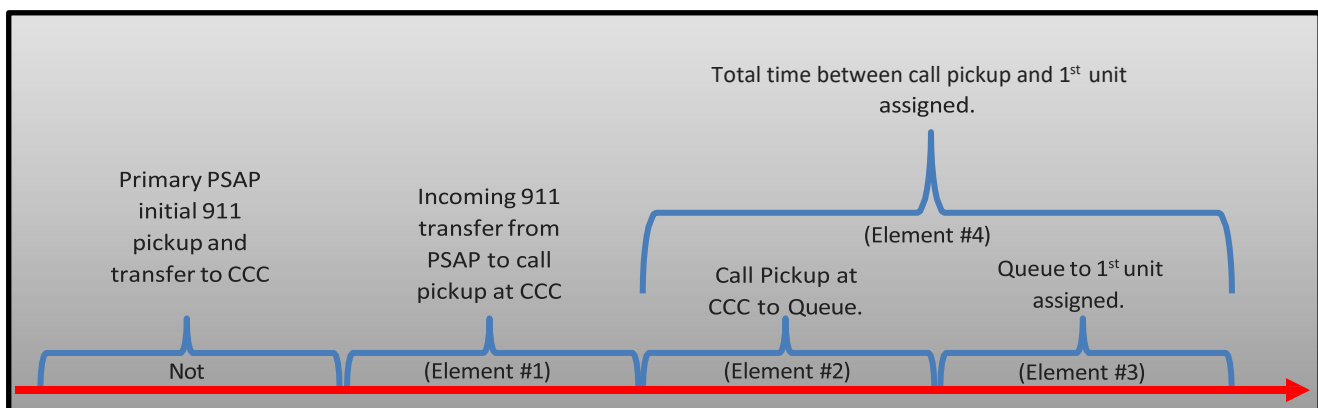
Element #1 – The time interval between the alert of an incoming 911 call from a Primary PSAP and when the call is answered by a CCC Dispatcher.

Element #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.

Element #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 the call.

Element #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 the call.

Figure 1 - Elements captured in the analysis of call processing times at CONFIRE CCC



Call Answering Time from Primary Public Safety Answering Points (PSAPs)

CONFIRE receives 911 calls from multiple allied agency primary PSAPs. As a secondary PSAP, its goal is to answer 90% of incoming calls within 10 seconds. Since call times aren't logged in CAD until after pickup, CONFIRE uses



Emergency Call Tracking System (ECaTS) to track ring-to-pickup intervals and monitor performance. This data supports the call volume and answer time metrics shown in Figure 2.

911 CALL PROCESSING

Objective

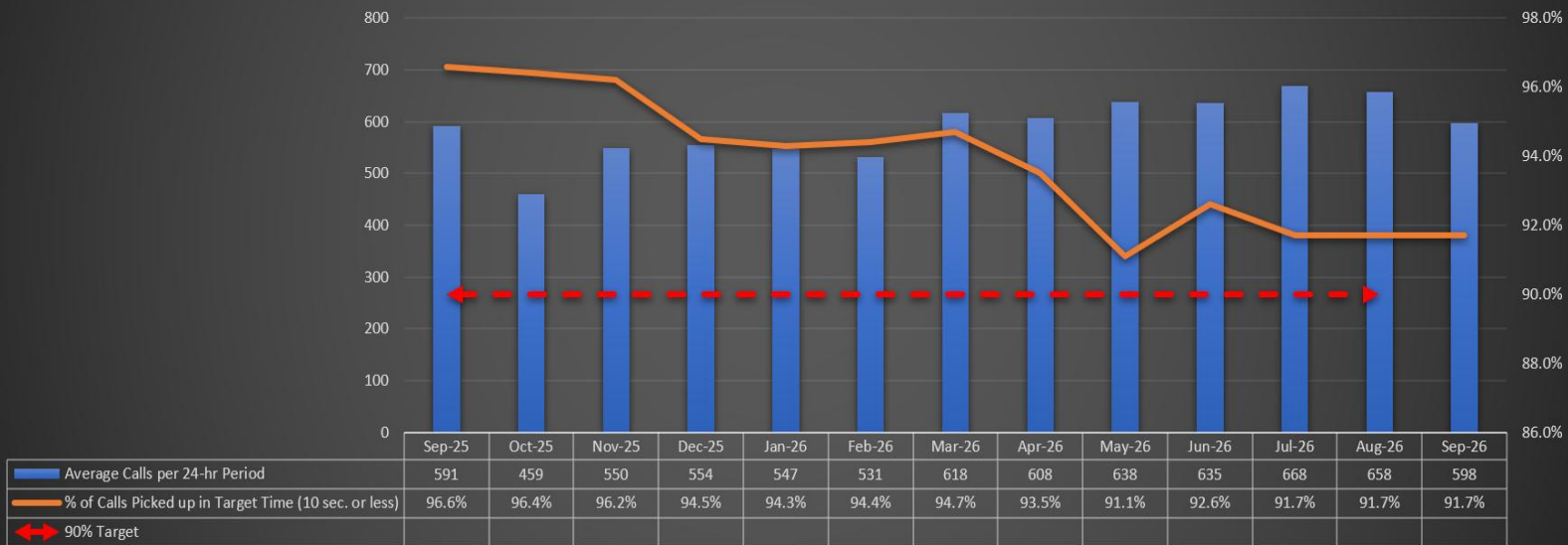
For the purposes of this analysis, only calls that meet the definition of “emergency” per NFPA 1221 and CONFIRE Administrative Chiefs’ directive are included in the calculations.

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.

Figure 2 - ECaTS Reporting of CONFIRE 911 Call Pickup Times for primary PSAP transfers

CONFIRE Incoming 911 Call Volume and Pickup Times September 2025 to September 2026 (10 sec. or less answer time)



NOTE: CALL VOLUME IN JUNE & JULY 2025 WAS LOW DUE TO OUT OF SERVICE 911 TRUNKS IMPACTED BY A CONSTRUCTION DRILLING ACCIDENT.

EMS Call Processing

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

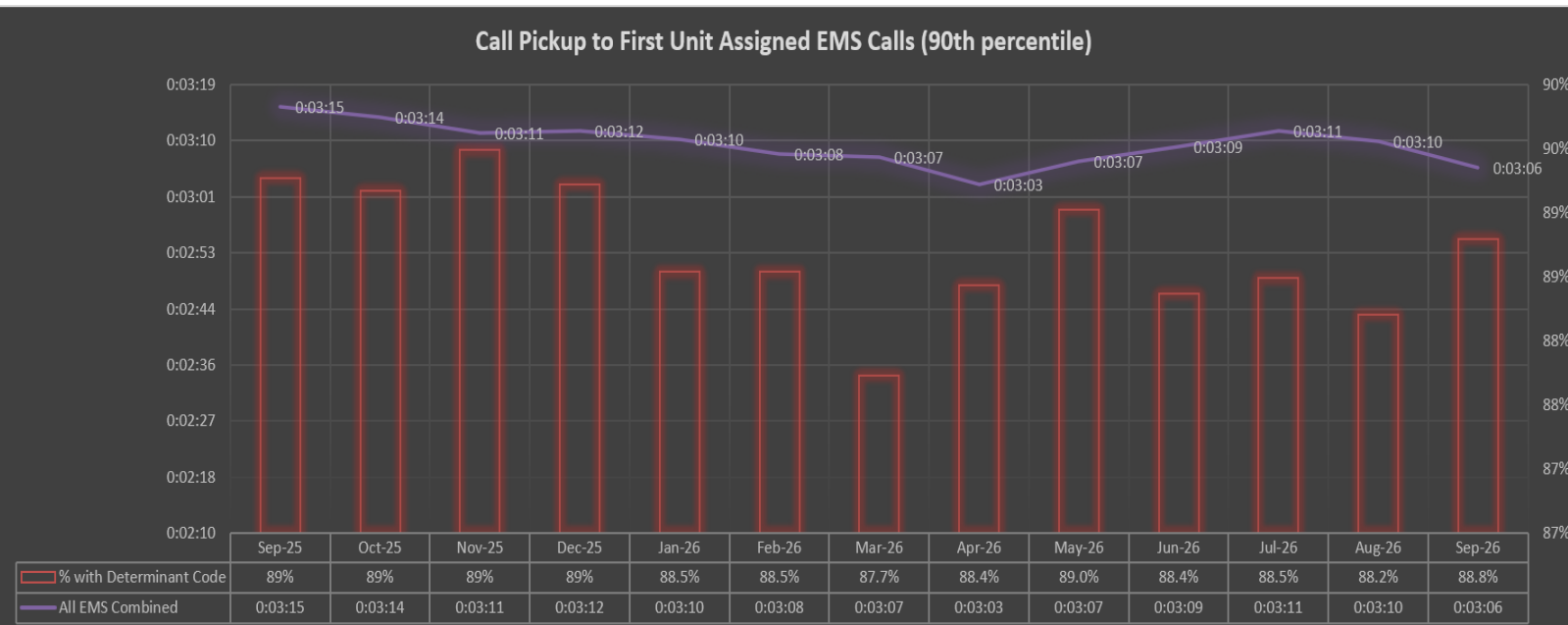
Figure 3 – EMS Processing Time: Call pickup to 1st Unit assigned by Percentile intervals

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Goal
Echo	0:00:48	0:01:05	0:01:32	0:02:13	0:01:30
Delta	0:00:56	0:01:24	0:02:09	0:02:59	0:02:30
Charlie	0:01:13	0:01:54	0:02:38	0:03:31	0:02:30
Bravo	0:01:50	0:02:19	0:02:54	0:03:35	0:03:00
Alpha	0:01:15	0:01:55	0:02:30	0:03:10	0:03:00

Figure 4 - EMS Call Volume: Call pickup to 1st Unit assigned by Percentile intervals

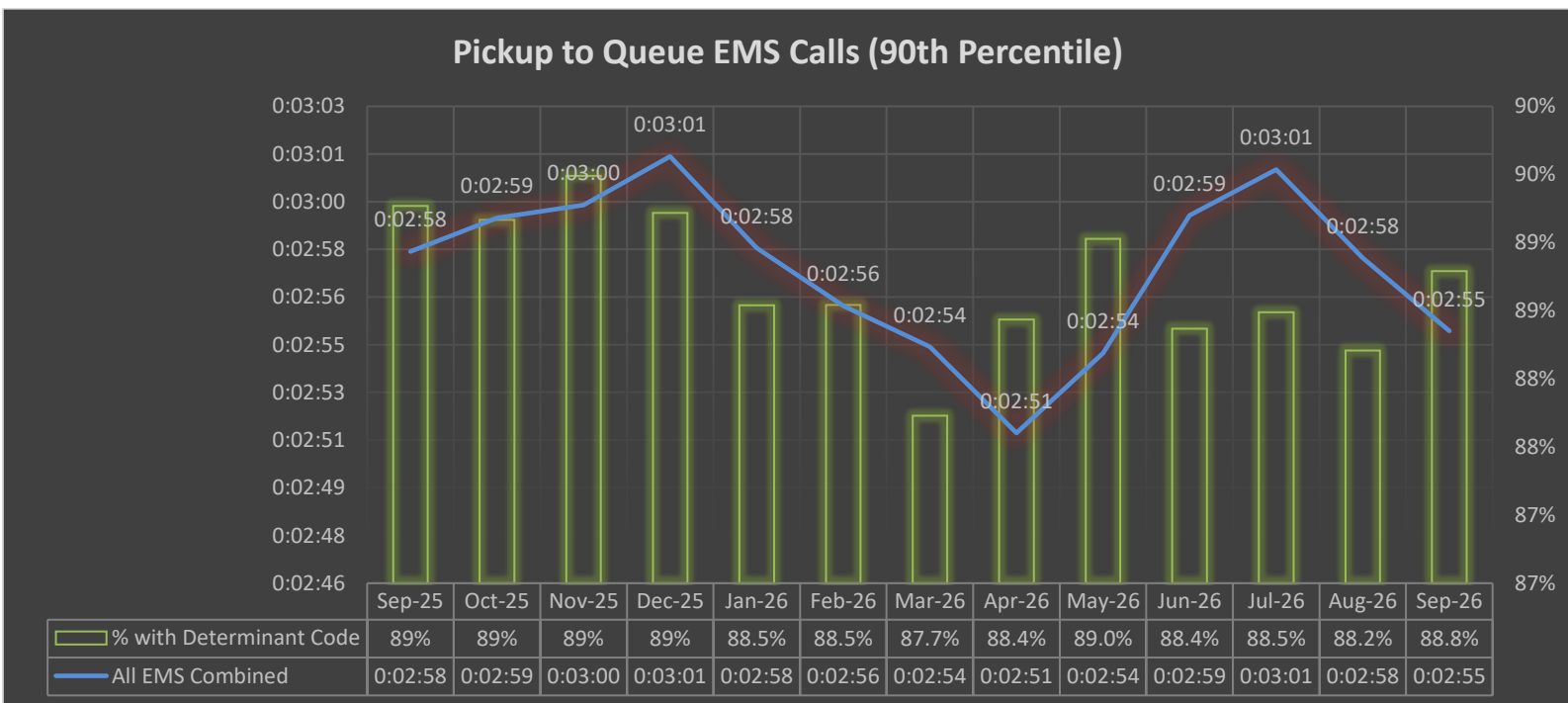
Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Additional calls needed to get to 90%
Echo	72	143	214	257	46
Delta	911	1822	2733	3279	230
Charlie	875	1749	2624	3149	658
Bravo	316	631	946	1135	139
Alpha	20	41	62	74	1
no EMD Code	624	1247	1871	2245	864

Figure 5 - EMS Total Calls: Call pickup to 1st Unit Assigned



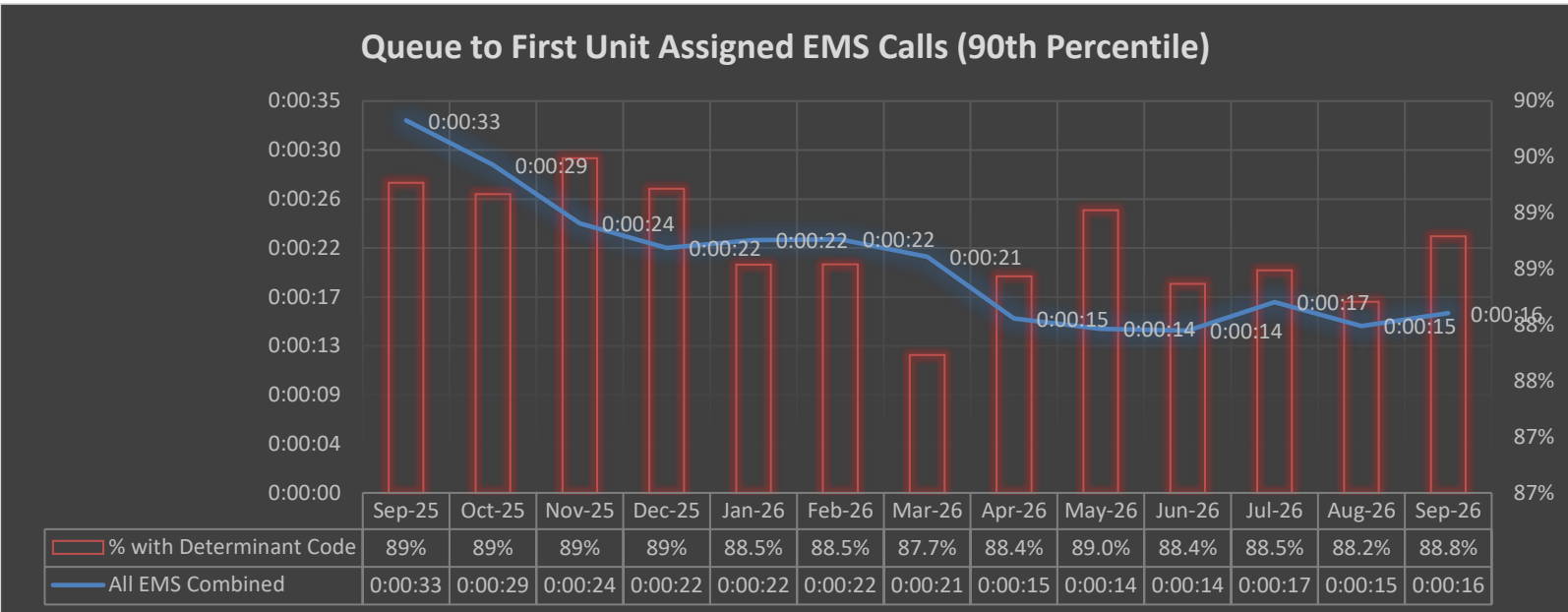
NOTE: INCLUDES ALL EMERGENCY CALL TYPES; CALLS WITH AND WITHOUT DETERMINANT CODES.

Figure 6 - EMS Total Calls: Call pickup to Queue



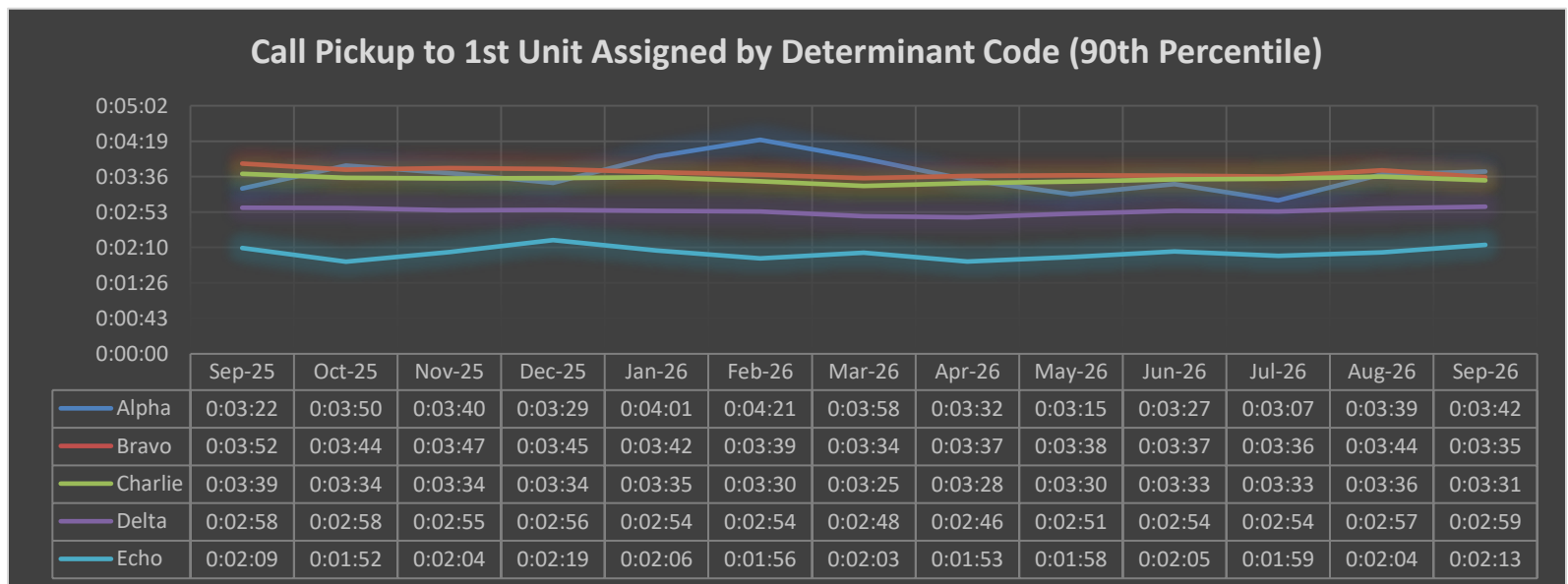
NOTE: INCLUDES ALL EMERGENCY CALL TIMES; CALLS WITH AND WITHOUT DETERMINANT CODES.

Figure 7 - EMS Total Calls: EMS Queue to 1st Unit Assigned



NOTE: INCLUDES ALL EMERGENCY CALL TYPES; CALLS WITH AND WITHOUT DETERMINANT CODES.

Figure 8 - EMS Call pickup to 1st 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 Processing Time: Call pickup to 1st Unit Assigned by Percentile interval

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Goal
Structure Fires	0:01:29	0:01:56	0:02:17	0:03:04	0:02:30
Non-Structure Fires	0:01:22	0:01:48	0:02:21	0:03:07	0:02:30

Figure 10 – FIRE Call Volume: Call pickup to 1st Unit Assigned by Percentile interval

Call Type	25th Percentile	50th Percentile	75th Percentile	90th Percentile	Additional calls needed to get to 90%
Structure Fires	39	78	117	140	14
Non-Structure Fires	145	290	435	522	59

Figure 11 - FIRE: Call pickup to 1st Unit Assigned

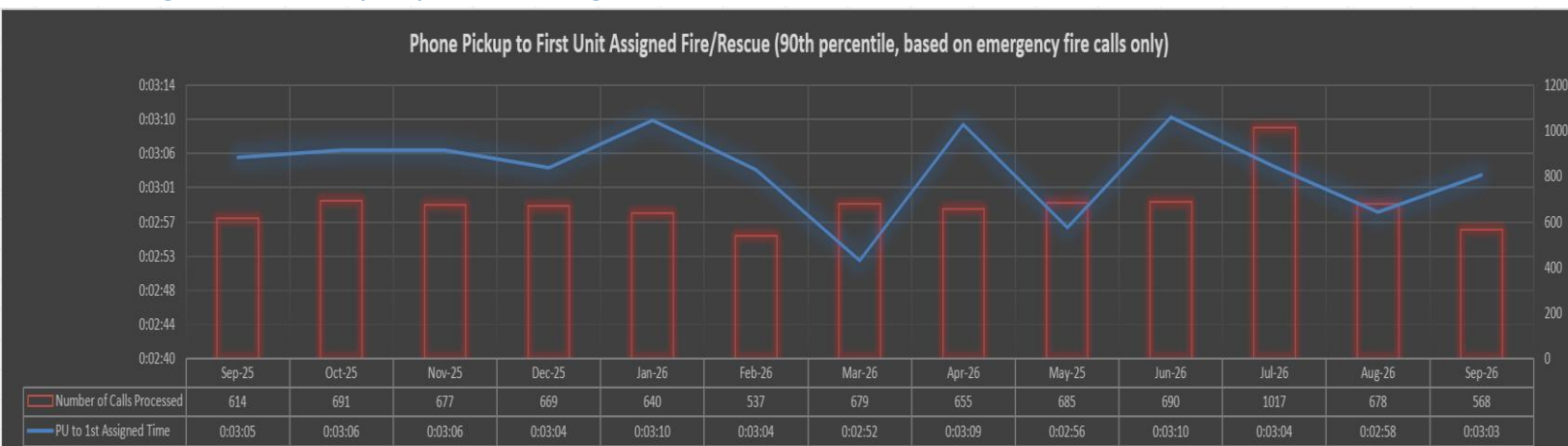


Figure 12 - FIRE: Call pickup to Queue

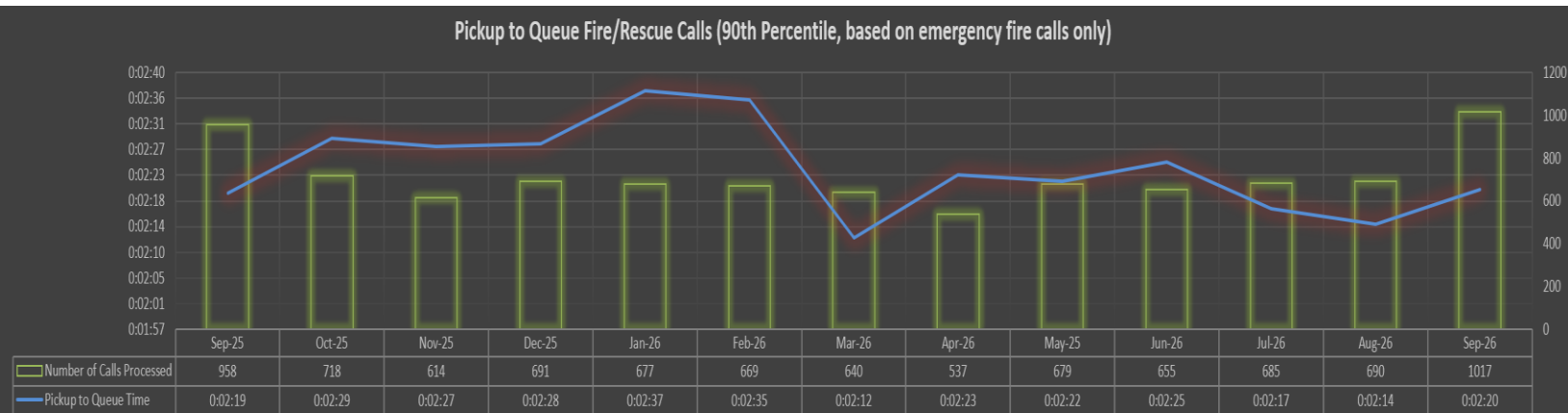
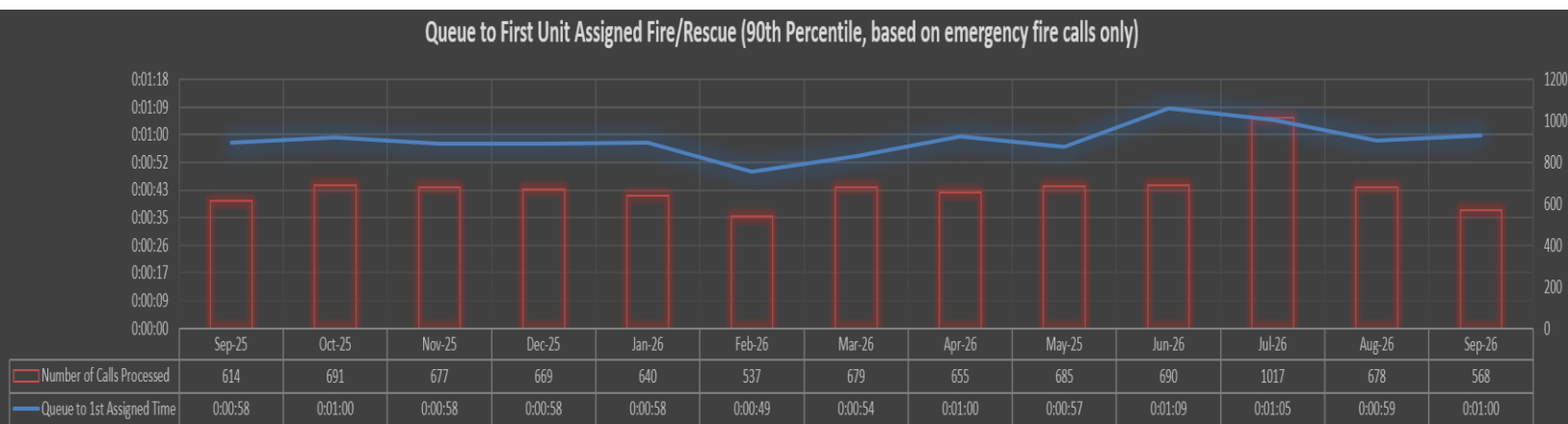


Figure 13 - FIRE: Queue to 1st Unit Assigned



CONFIRE ECNS Analysis

September 2026



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September 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 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 to 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 currently operational (0700 to 2330 hrs).

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

Item 9.

	All Calls	ECNS Operational Hours Only
Total Emergency EMS Calls	18,940	15,524
Total EMS Calls with Obtainable Determinant Code	14,093	11,561
Total EMS Calls with Determinant Code	12,521	10,172
% of EMD Obtainable EMS Calls with Determinant Code	88.8%	88.0%

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: September 2026 data comparison IAED Protocol and CONFIRE Adopted Policy.

	Based on IAED Protocol (All Hours)	Based on CONFIRE Policy (Staffed hours only)
Total Calls Eligible for ECNS:	1,836	1,464
% of EMS calls with Determinant Code Eligible for ECNS	14.7%	11.7%
Total calls eligible for ECNS transfer	1,836	1,361
Total ECNS Eligible Calls Transferred to ECN (Entered in Low Code)	800	800
% of Eligible EMS Calls Transferred to ECNS system	43.6%	58.8%

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 9.

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: ECN NOT AVAIL= No ECN staff available in house or remote (Sup Approval Required)	867	87.4%	514	86.2%
* Call Taker decided to not send incident to LowCode, with reason: MEDICAL FACILITY RP= RN/Dr requesting 911 AND is at PT bedside	22	2.2%	18	3.0%
*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	45	4.5%	45	7.6%
*Call Taker decided to not send incident to LowCode, with reason: REMOTE LOCATION= Coordinates given as location or not easily accessible	13	1.3%	13	2.2%
*Call Taker decided to not send incident to LowCode, with reason: REQUESTING TO CANCEL= no longer requesting medical aid	7	0.7%	6	1.0%
*Call Taker decided to not send incident to LowCode, with reason: CALL PROCESSED= sent to ECN, updated information	38	3.8%	38	6.4%

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 September 2026.

Item 9.

Incoming Calls to Emergency Communications Nurse (ECN) Nurse			% of Total Transfers
	Total ECNS Transfers	800	
	Calls Aborted, unable to complete assessment (Hangups, disconnects)	141	18%
	During assessment, nurse triaged call and returned to dispatch as an emergency	15	2%
	Total calls eligible for continuation of ECNS process	644	81%
Calls Returned for Emergency Transport			
	Nurse assessment completed and ECN recommended an emergency response	93	12%
	Number of returned calls for emergency resulting in actual transport	5	
	% of returned calls for emergency resulting in transport	5%	
	Total calls eligible for deferral/referral through ECNS	551	69%
Non-emergency with no Alternative Transport			
	Patient had no alternative means of transport (Transport Unit Sent)	441	55%
	Number of non-emergency ambulance responses that resulted in actual transport.	25	
	% of non-emergency ambulance responses that resulted in actual transport.	6%	
Total calls to reach ECN that resulted in an ambulance response		534	67%
	% of total calls to reach ECN that resulted in ambulance response	82.9%	
	Total ambulance responses that resulted in a transport	30	
	% of response with transport	6%	
	Number of callers who received ECN direction and did not transport by ambulance.	110	14%
	Number of calls where assessment was completed but ambulance was sent only because the patient had no other means of transportation.	441	55%
	Combined potential transport deferrals if additional transportation options were available	551	69%

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

Disposition of Care*		
Seek Emergency Care as Soon as Possible	341	53.0%
Seek Face to Face Care within 1-4 Hours	179	27.8%
Emergency Response	93	14.4%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 12 Hours (same day)	8	1.2%
Contact Poison Control or Local Pharmacist	8	1.2%
Self-Care	5	0.8%
Schedule an Appointment to be Seen by a Doctor/Health Care Professional within the Next 1-3 Days	3	0.5%
Contact Community Crisis Line or Community Mental Health Team	3	0.5%
Speak to Your Doctor/Health Care Professional to Review the Symptoms As Soon As Possible	2	0.3%
Schedule a Routine Appointment with a Doctor/Health Care Professional	1	0.2%
Routine Appointment with the Dentist	1	0.2%
Total	644	

**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 September have received an ambulance transport due to lack of alternative transportation (see table 4 for detail)*

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

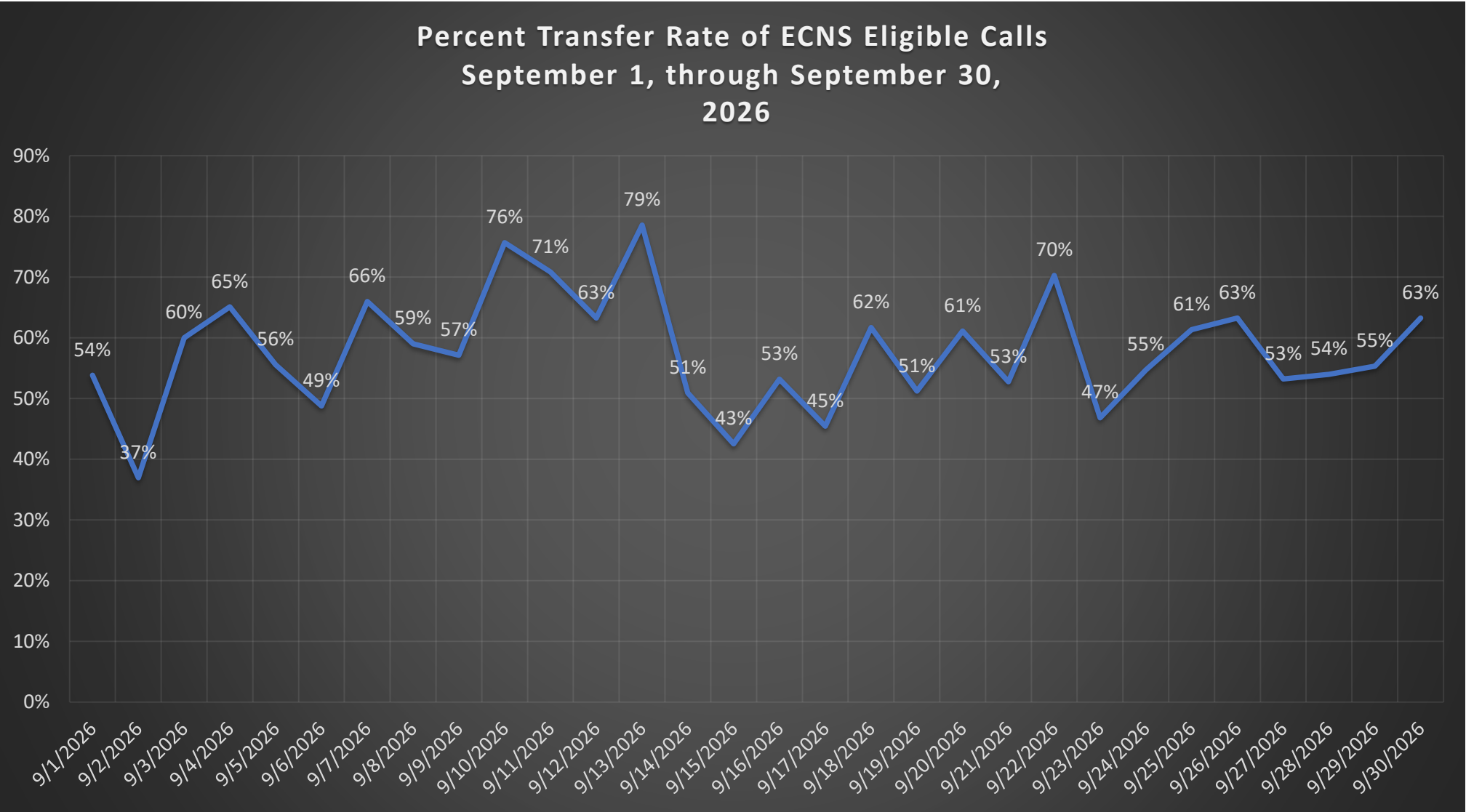


Figure 2: Total number of ECNS eligible calls and the number of them that were transferred to an ECN/entered into Low Code by date.

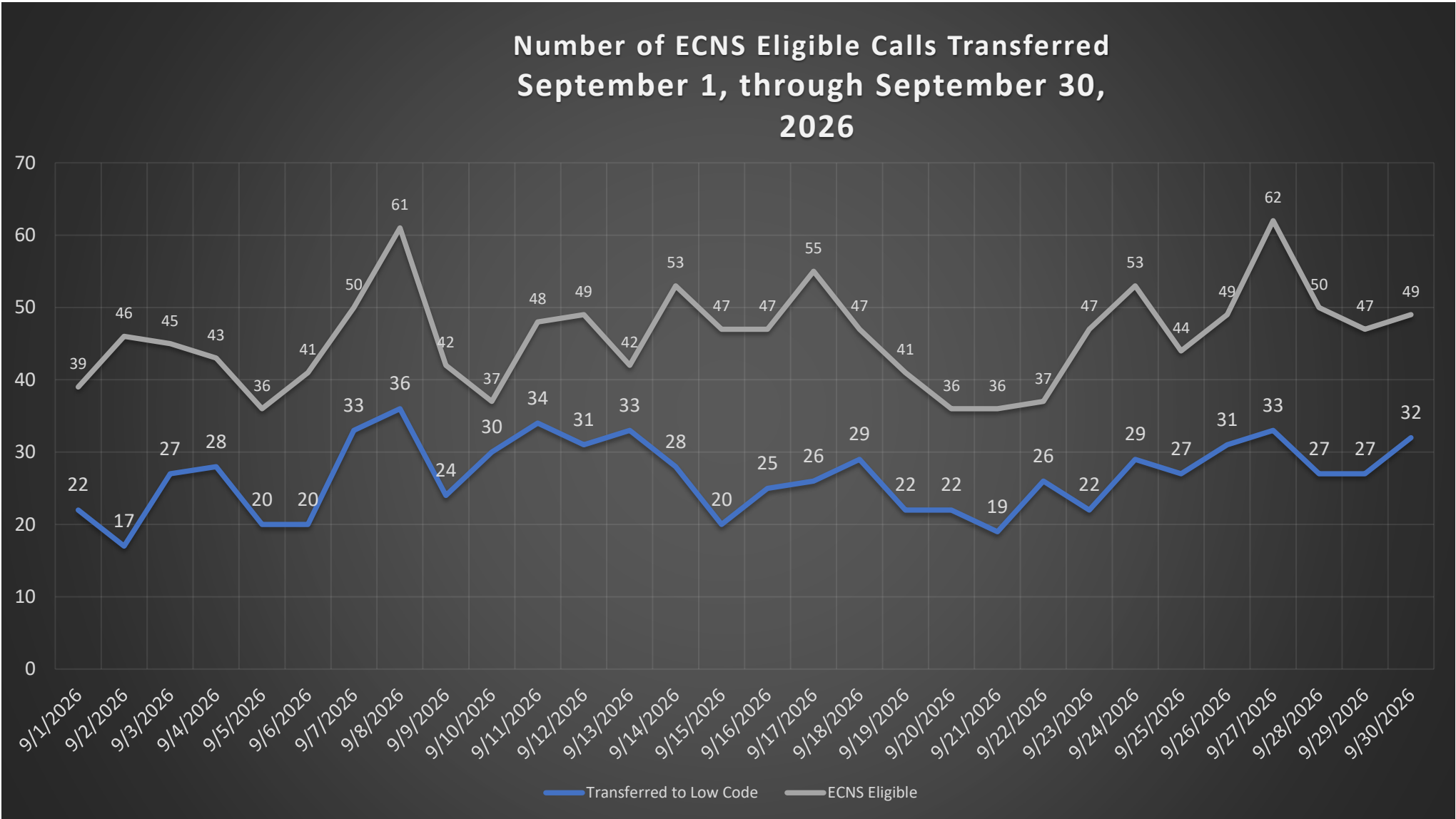


Figure 3: 12-month analysis of ECNS eligible calls and rates of transfer to ECN/Low Code system.

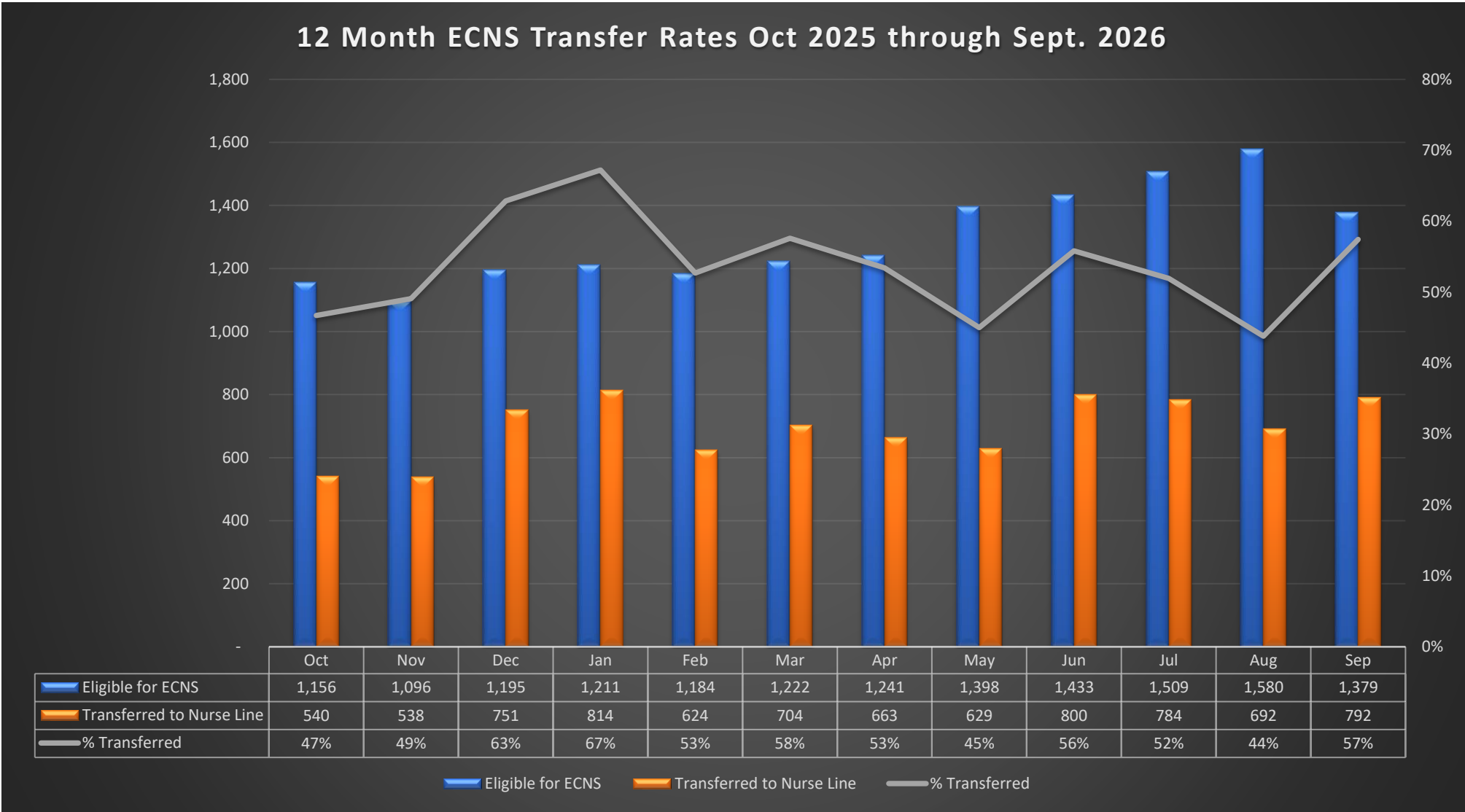
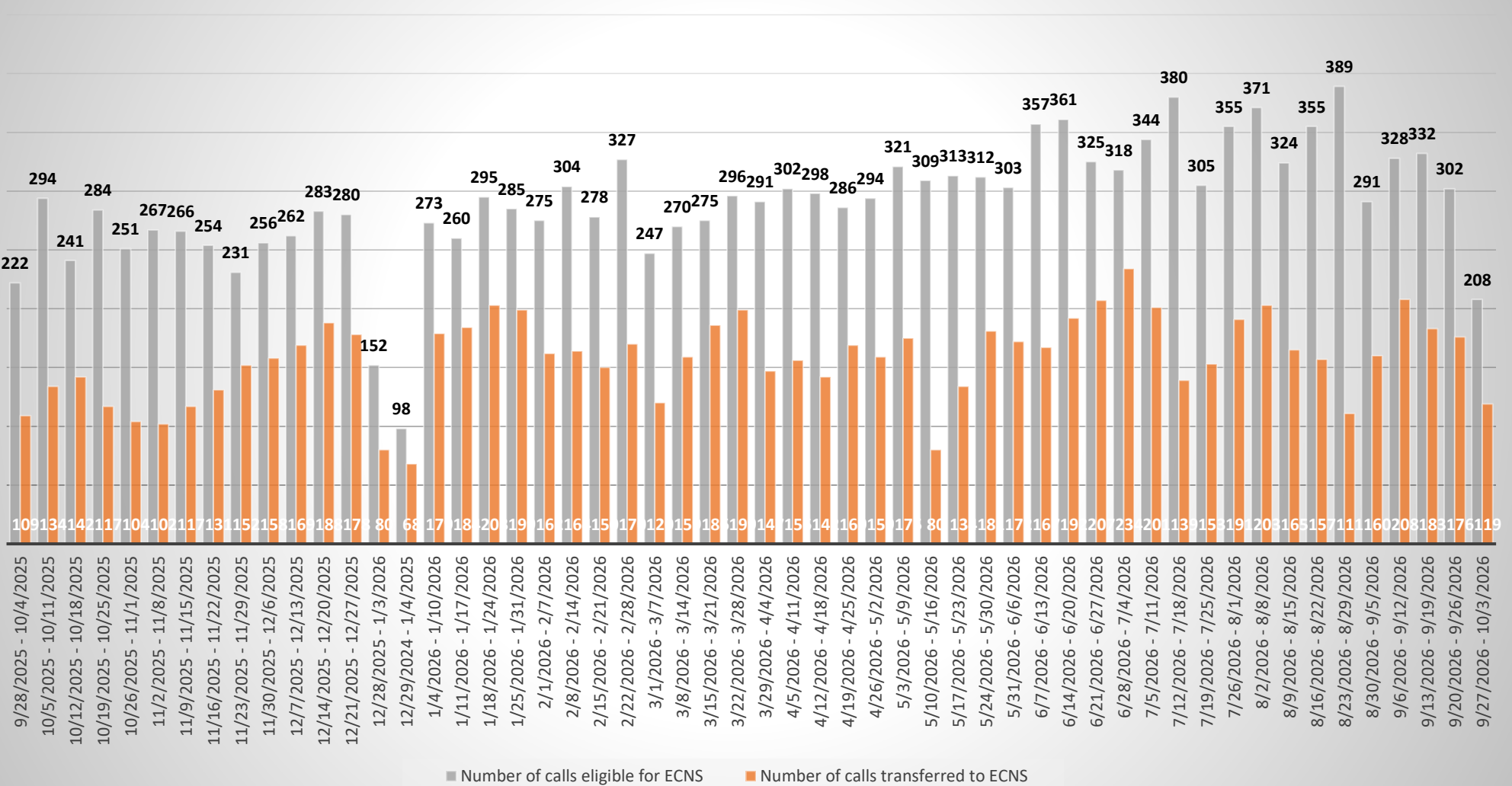


Figure 4: Number of eligible ECNS calls and rates of transfer from September 2025 through September 2026.

% of ECNS Eligible Calls in Low Code by Week





STAFF REPORT

DATE: October 26, 2026

FROM: Nathan Cooke, Executive Director

BY: Damian Parsons, Deputy Executive Director

TO: CONFIRE Administrative Committee

SUBJECT: Amendment No. 3 to Independent Contractor Agreement – Wittman Enterprises, LLC

Recommendation

Approve Amendment No. 3 to the Independent Contractor Agreement with Wittman Enterprises, LLC (Wittman) for EMS billing services, adding the mailing of 21-day letters at a cost of \$0.85 per letter and patient refund processing at a cost of \$5.00 per refund, with all other terms and conditions remaining unchanged.

Background Information

On November 28, 2023, the Administrative Committee approved an agreement with Wittman Enterprises, LLC for third-party billing services to support cost recovery of the EMS Division and ambulance operations.

On October 1, 2024, with the assistance of legal counsel, Kingsley Bogard, a First Amended and Restated Agreement was negotiated providing for a three-year term, from October 1, 2024, through September 30, 2027, with two one-year options for extension. The amendment included revised terms and rates.

On July 21, 2026, the Administrative Committee approved the Second Amended Agreement, extending the agreement term to align with the cooperative purchasing agreement between the City of Chula Vista and Wittman. The revised term extends through June 30, 2031, with two two-year options and one additional one-year option, allowing for a total agreement term through June 30, 2036. All other terms remained unchanged.

With the implementation of CONFIRE's ambulance services on October 1, 2026, additional billing and administrative functions have been identified to support ongoing revenue cycle operations. These include the mailing of 21-day letters and the processing of patient refunds.

The proposed Amendment No. 3 adds the following services to Wittman's existing scope of work:

In ambulance billing, a 21-day Letter generally refers to a patient notice or follow-up correspondence issued at a designated point in the billing cycle. Depending on the account, such correspondence may request missing insurance information, address an outstanding patient balance, or provide an opportunity to resolve a billing issue. The notice is typically generated when an account meets the billing provider's established criteria, then mailed to the patient and documented in the billing record. The proposed amendment authorizes Wittman to mail these letters on CONFIRE's behalf at \$0.85 per letter.

For Patient Refund Processing, Wittman will invoice CONFIRE monthly for patient refund amounts, along with a processing fee of \$5.00 per refund. Upon receipt of payment from CONFIRE, Wittman will issue the refunds directly to patients.

Incorporating these functions into Wittman's existing billing services agreement will allow CONFIRE to utilize its established third-party billing provider to administer these activities, reducing the need for CONFIRE staff to perform these functions internally and supporting consistent revenue cycle operations.

All other terms and conditions of the existing agreement will remain unchanged.

Financial Impact

Approval of Amendment No. 3 will result in additional costs of \$0.85 per 21-day letter mailed and \$5.00 per patient refund processed. Total costs will depend on the actual volume of letters and refunds and will be charged based on services performed.

Patient refund amounts represent the return of funds owed to patients and are separate from the \$5.00 administrative processing fee.

These costs will be supported by the EMS operating budget (Fund 5020-EMS). The amendment does not change the existing compensation structure or rates for other billing services provided by Wittman.

Attachments

- Amendment No. 3 to Agreement – Wittman Enterprises, LLC.

Amendment No. 3

THIS THIRD AMENDMENT TO AGREEMENT entered into the 27th day of October 2026, by and between CONSOLIDATED FIRE AGENCIES, (hereinafter “Client” or “CONFIRE”) and WITTMAN ENTERPRISES, LLC a subsidiary of EMS MANAGEMENT & CONSULTANTS, INC., a North Carolina Corporation, the address of which is PO Box 863, Lewisville, North Carolina, 27023 (hereinafter “contractor” of “EMSMC”)

WITNESSETH:

WHEREAS, the parties entered into a Billing Services Agreement dated December 1, 2023, whereby the contractor agreed to provide billing and collection services for the Client.

WHEREAS, now the parties wish to amend the Agreement to clarify the terms pertaining to:

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties hereby agree as follows:

ITEM ONE: Addition of services: Mailing of 21-day letters and refund processing.

- Contractor will send 21-day letters on behalf of Client at a cost of \$0.85 per letter.
- Contractor will invoice client monthly in the amount due for patient refunds along with a fee of \$5.00 per refund processed. Once payment is received from client, Contractor will issue refund payment directly to patient.

In all other aspects, the Agreement dated December 1, 2023, will remain in force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment the day and year first written above.

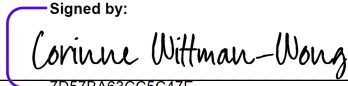
Each person whose signature appears hereon represents, warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement on behalf of the party on whose behalf this Agreement is executed.

CONTRACTOR:

CLIENT:

Wittman Enterprises, LLC
EMS Management & Consultants, Inc.

Consolidated Fire Agencies

By: 
7D57BA63CC5C47E...

By: _____

Print Name: Corinne Wittman-Wong

Print Name: _____

Title: CEO

Title: _____

Date: 10/20/2026

Date: _____



STAFF REPORT

DATE: October 27, 2026

FROM: Nathan Cooke, Executive Director

BY: Damian Parsons, Deputy Director of Business Operations
Dianne Mendez, Contracts and Grants Manager

TO: CONFIRE Administrative Committee

SUBJECT: Application for the California Fire Foundation Proposition 4 and Firefighter Safety Grant Program

Recommendation

Authorize staff to submit a grant application to the California Fire Foundation Proposition 4 Wildfire Prevention and Firefighter Safety Grant Program requesting \$19,600 under the Firefighter Health & Safety funding category to provide introductory training for CONFIRE's new Peer Support Team and participating regional fire department personnel.

Background Information

The California Fire Foundation Proposition 4 Wildfire Prevention and Firefighter Safety Grant Program provides funding to strengthen firefighter and first responder safety, community preparedness, and wildfire prevention. The Firefighter Health & Safety category includes mental and behavioral health programs and peer support initiatives. As a nonprofit organization, CONFIRE is eligible to apply. Applications must be submitted through the Foundation's online grants portal by November 16, 2026.

CONFIRE is establishing a new Peer Support Team following the launch of emergency medical ground ambulance services. The program will support personnel across ambulance operations, emergency communications, and administrative and support services. Selected peers will be trained to provide confidential support, recognize signs of stress, and connect employees with appropriate professional resources.

Grant funding would provide introductory training to help establish the program and support subsequent resource development and coordinated implementation across CONFIRE's Dispatching and Emergency Medical Service Divisions. The program is intended to address the emotional demands of emergency services, strengthen workforce resilience, and promote a culture in which employees feel supported in seeking help.

The project will be available to other fire departments within CONFIRE's operational area that serve the same community. The team will also collaborate with regional peer support teams through joint training, shared resources, and mutual support during critical incidents, strengthening regional capacity to support personnel following emergencies.

Through the established procurement process, an outside vendor will provide certified trainers to provide courses such as "Assisting Individuals in Crisis and Group Crisis Intervention". CONFIRE is requesting funding for 43 participants.

Fiscal Impact

There is no additional appropriation requested for submitting the grant application. The proposed grant request of \$19,600 would cover training and associated costs, subject to the Foundation's approval of the final project budget. The grant does not require matching funds. The proposed request does not include additional funding for participant staffing or backfill costs.

If awarded, staff will present grant acceptance and any required budget adjustments or ongoing financial commitments to the Board for approval before implementation. Training will be scheduled after the award is accepted and within the approved performance period, consistent with grant requirements.

Attachment

None