



ADMINISTRATIVE COMMITTEE MEETING MINUTES

TUESDAY, APRIL 27, 2021

1:30 P.M.

ZOOM

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire
Chief James Peratt, Apple Valley Fire Protection District
Chief Tim Shackelford, Chino Independent Fire District
Chief Dan Harker, Loma Linda Fire
Chief Jim Topoleski, Redlands Fire
Chief Brian Park, Rialto Fire
Chief Bertral Washington, San Bernardino County Fire

SUPPORT STAFF

Art Andres, Director
Tim Franke, Dispatch Manager
Yvette Calimlim, Business Management Analyst
Kristen Anderson, Assistant Dispatch Manager
John Tucker, Assistant Dispatch Manager
Blessing Ugbo, MIS Manager
Liz Berry, Admin. Secretary I

GUESTS

Chief Jeff Armstrong, Victorville Fire Department
Chief Fred Stout, Victorville Fire Department
Chief Augie Bareda, Rancho Cucamonga Fire
Chief Jeff Willis, Big Bear Fire Department
Battalion Chief Cory Cisneros, Rialto Fire
Captain Mike McMath, Redlands Fire
Rana Gilani
Vanessa Meyer
Debbie Sisson

Dana DeAntonio
Yvonne Robbins

I. CALL TO ORDER

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

II. PUBLIC COMMENT

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

III. 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.

IV. CONSENT ITEMS

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

1. Approve Administrative Committee Minutes of April 8, 2021 (**Attachment A**)
2. Financial Statements thru March 31, 2021 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 thru C3**)
4. Replacement of Procurement Database (**Attachment D1 & D2**)
5. JPA Revision (**Attachment E**)
6. Approve annual dispatch service contracts for non-member agencies. (**Attachments F1-F7**)
7. **Action on Consent**

Motion to accept all items on Consent.

Motion by: Chief Brian Park

Second by: Chief Ivan Rojer

Chief Tim McHargue-Yes

Chief James Peratt-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Yes

Chief Bertral Washington-Yes

8-Yes

0-No

*Motion Approved***V. DIRECTOR REPORT**a. Public Records Act (**Attachment G**) – Action Item

Motion to establish CONFIRE as the custodian of record for ECNS related medical documentation.

Motion by: Chief Jim Topoleski

Second by: Chief James Peratt

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Brian Park-Yes

Chief Bertral Washington-Yes

8-Yes

0-No

Motion Approved

b. Board Policies

i. Decision on Purchase Authority – Admin Committee vs. BOD

After discussion, the Chiefs agreed to continue with the current policy which was established in 2018. Current policy allows the CONFIRE director latitude to do his job in an efficient and timely manner, not bogging down the daily activities of CONFIRE.

ii. Finance sub-committee

VI. COMMITTEE REPORTS

a. Support Committee Report/MIS updates – Blessing Ugbo

<u>Project</u>	<u>Status</u>	<u>Due Date</u>
<i>Hardware Refresh</i>	<i>Completed</i>	<i>3/2021</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>5/2021</i>
<i>BDC Transition</i>	<i>On Hold</i>	<i>6/2021</i>
<i>Tablet Command</i>	<i>Discovery Phase</i>	<i>TBD</i>
<i>VOICE Print</i>	<i>Discovery Phase</i>	<i>TBD</i>

b. Ops Chiefs Committee Report – Chief Cisneros

c. CAD to CAD – Chief Rojer

Cal Fire – MOU under legal review. Executive Committee approved trial period and funding for Chino PD. Awaiting final approval from Chino PD. AMR San Bernardino reviewing MOU. Riverside County Fire committed, AMR Riverside

waiting for the status of the 8 centers they have connection with and Murrieta Fire waiting for Cal Fire. Riverside City re-engaging in discussion.

VII. DISCUSSION ITEMS

8. Old Business

Chief Bertral Washington reported the CARES Act funding transfer requested from CAD to CAD to ECNS goes before the County Board on June 8th. Also reported the Homeland Security Grant Approval Authority met on April 21st and the \$90,000 maintenance fees were approved.

6. New Business

**a. Time Measurement – Performance Benchmarks/Standards-M. Fratus
(Attachment H)**

Statistics show that sheer volume along with the staffing shortage has affected call processing time. Noted was the fact that Alpha and Omega calls put a drain on the time measurement system because of the time needed for processing. This along with staffing must be addressed.

Director Andres informed the committee of a meeting on Tuesday, May 4th regarding public education on ECNS. Development of standardized ECNS information for public distribution will be discussed.

VIII. CLOSED SESSION

IX. ADJOURNMENT

Motion to adjourn the CONFIRE Administrative Committee Meeting

Motion by: Chief Tim McHargue

Second by: Chief Brian Park

Ayes: 8

Noes: 0

The meeting adjourned at 1420.

Upcoming Meeting:

Next Regular Meeting: May 25, 2021 at 1:30 p.m. via ZOOM.