



ADMINISTRATIVE COMMITTEE MEETING MINUTES

TUESDAY, FEBRUARY 23, 2021

1:30 P.M.

ZOOM

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire-*Absent*
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire
Chief James Peratt, Apple Valley Fire Protection District – *Arrived at item V. b.*
Deputy Chief Dave Williams, Chino Independent Fire District
Chief Dan Harker, Loma Linda Fire
Chief Jim Topoleski, Redlands Fire
Chief Brian Park, Rialto Fire
Chief Dan Munsey, San Bernardino County Fire

SUPPORT STAFF

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

GUESTS

Chief Bertral Washington, San Bernardino County Fire
Chief Fred Stout, Victorville Fire Department
Chief John Becker, Victorville Fire Department
Chief Tim Bruner, Loma Linda Fire
Chief Augie Barreda, Rancho Cucamonga Fire
Chief Jeff Willis, Big Bear Fire
Chief Mike Vasquez, Running Springs Fire
Yvonne Robbins, San Bernardino County Fire
Vanessa Meyer
Rana Gilani

Karen Hardy
Mike Bell
Dana DeAntonio

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. 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 January 26, 2021 (**Attachment A**)
2. Financial Statements thru January 31, 2021 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 thru C4**)

4. Action on Consent

Motion to accept all items on Consent.

Motion by: Chief Jim Topoleski

Second by: Chief Dan Harker

Chief Tim McHargue-Absent

Chief Ivan Rojer-Yes

Chief James Peratt-Absent

Deputy Chief Dave Williams-Yes

Chief Brian Park-Yes

Chief Dan Munsey-Yes

6-Yes

2-Absent

Motion Approved

IV. DIRECTOR REPORT

- a. 2020 Billable Incidents Revision (**Attachments D1 & D2**) – Action Item
Accept the revised 2020 billable incident report to be used for calculating CONFIRE revenue for fiscal 2021/22.

Motion to accept the 2020 Billable Incident Revision as presented.

*Motion by: Chief Dan Munsey
Second by: Chief Dan Harker
Chief Tim McHargue-Absent
Chief Ivan Rojer-Yes
Chief James Peratt-Absent
Deputy Chief Dave Williams-Yes
Chief Jim Topoleski-Yes
Chief Brian Park-Yes
6-Yes
2-Absent*

Motion Approved

b. CARES Act Transfer (**Attachment E**) – Action Item

Requesting approval of the transfer - \$500,000 of designated CONFIRE CARES Act funding which has been designated for the regional Computer-Aided Dispatch (CAD) to CAD project and reallocate for use in the Emergency Communication Nurse System (ECNS) program.

Motion to accept the CARES Act Transfer as presented.

*Motion by: Chief Dan Harker
Second by: Chief Jim Topoleski
Chief Tim McHargue-Absent
Chief Ivan Rojer-Yes
Chief James Peratt-Absent
Deputy Chief Dave Williams-Yes
Chief Brian Park-Yes
Chief Dan Munsey-Yes
6-Yes
2-Absent*

Motion Approved

c. Corona CAD to CAD agreement (**Attachment F**) – Action Item

Motion to accept the CAD to CAD agreement with Corona as presented.

*Motion by: Chief Dan Munsey
Second by: Chief Ivan Rojer
Chief Tim McHargue-Absent
Chief James Peratt-Absent
Deputy Chief Dave Williams-Yes
Chief Dan Harker-Yes
Chief Jim Topoleski-Yes*

*Chief Brian Park-Yes
6-Yes
2-Absent*

Motion Approved

V. 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>4/2021</i>
<i>BDC Transition</i>	<i>On Hold</i>	<i>6/2021</i>
<i>Tablet Command</i>	<i>On Hold</i>	<i>6/2021</i>

- b. UPS Replacement (**Attachment G**) – Action Item

The project's total cost is \$90,000, which includes equipment and labor, with an annual maintenance charge of \$10,000. Funding would be from CONFIRE'S Equipment Reserve Fund (8834005009) and the annual maintenance will be funded from General Operations Fund (8836005008). Maintenance charges would start in FY 2021/22.

Motion to approve the quote from Vertiv for the purchase of the UPS backup power in the server room at the Valley Dispatch center.

*Motion by: Chief Dan Harker
Second by: Chief Ivan Rojer
Chief Tim McHargue-Absent
Chief James Peratt-Yes
Deputy Chief Dave Williams-Yes
Chief Jim Topoleski-Yes
Chief Brian Park-Yes
Chief Dan Munsey-Yes
7-Yes
1-Absent*

Motion Approved

- c. Ops Chiefs Committee Report – Chief Bruner

Live MUM update given, anticipated trial launch on March 1st. Chiefs Bruner, Mahan, Marshall and John Tucker to give monthly updates on trial.

VI. DISCUSSION ITEMS

5. Old Business

- a. APX Presentation – Chief Bruner

Richard O’Keefe, Van Riviere and Paul Martin from APX gave a presentation of their product. The Chiefs requested Chief Bruner provide a one-page comparison on the cost breakdown between APX and FirstDue along with what they can integrate with.

- b. AVD
Go live date is March 1st.

6. New Business

- a. Allocation of membership fee **(Attachment H) – Action Item**

The recommendation is to deposit anticipated membership fees into account (5011) verses (5010). There is no fiscal impact to the CONFIRE budget.

Motion to approve the deposit of new membership fees received into Term Benefits Reserve Fund, account #5011.

***Motion by: Chief Dan Munsey
Second by: Chief Dan Harker
Chief Tim McHargue-Absent
Chief Ivan Rojer-Yes
Chief James Peratt-Yes
Deputy Chief Dave Williams-Yes
Chief Jim Topoleski-Yes
Chief Brian Park-Yes
7-Yes
1-Absent***

Motion Approved

- b. CONFIRE Revenue-Budget FY 2021/22 **(Attachments I1 & I2) – Action Item**

The Preliminary Revenue Report details the anticipated contribution of each member and contract agency toward the CONFIRE budget in the amount of \$12,220,975. This amount is subject to change as the budget is finalized.

Motion to accept the FY 2021/22 Preliminary Revenue Report as presented.

***Motion by: Chief Dan Harker
Second by: Chief Jim Topoleski
Chief Tim McHargue-Absent
Chief Ivan Rojer-Yes
Chief James Peratt-Yes
Deputy Chief Dave Williams-Yes
Chief Brian Park-Yes
Chief Dan Munsey-Yes
7-Yes
1-Absent***

Motion Approved

VII. CLOSED SESSION

No report.

VIII. ADJOURNMENT

The meeting adjourned at 15:09.

Upcoming Meeting:

Next Regular Meeting: March 23, 2021 at 1:30 p.m. Via ZOOM.