



ADMINISTRATIVE COMMITTEE MEETING MINUTES

TUESDAY NOVEMBER 17, 2020

1:30 P.M.

LOMA LINDA COMMUNITY ROOM
25541 BARTON RD., LOMA LINDA CA

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire
Chief Lorenzo Gigliotti, 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 Dan Munsey, San Bernardino County Fire

SUPPORT STAFF

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

GUESTS

Chief Tim Bruner, Loma Linda Fire Department
Richard Behr, Confire JPA

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 October 27, 2020 (**Attachment A**)
2. Financial Statements thru October 31, 2020 (**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 Lorenzo Gigliotti

Second by: Chief Jim Topoleski

6 -Yes

2-Abstentions Chief Tim Shackelford & Chief Dan Harker

Motion Approved

IV. DIRECTOR REPORT

- a. Special Presentation
 - i. Richard Behr retirement after 12 years of service.
- b. CLETS Training Requirement (**Attachment D**)
- c. Medical Director (**Attachment E**)

New Medical Director, Debbie Bervel M.D. has been engaged effective December 9, 2020.
- d. Adopt Time Standards

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>CAD Re-Host</i>	<i>In Progress</i>	<i>1/21</i>
<i>BDC Transition</i>	<i>On Hold</i>	<i>2021</i>
<i>Tablet Command</i>	<i>On Hold</i>	<i>2021</i>

- b. Ops Chiefs Committee Report – Chief Bruner (**Attachment F**)

Discussion on AVD (Automated Voice Dispatch) installation done 11/17/20.

First Due presentation scheduled for 12/15 Admin. Chiefs meeting.

Chief Bruner reported that County Fire has been moved to their own Radio Channel; adjustments being worked thru.

VI. DISCUSSION ITEMS

5. Old Business

a. JPA By-Law Revision (**Attachment G**) – **Action Item**

Barring any further corrections, Director Andres proposes to bring this item to the Board of Directors at the December 10th meeting.

Motion to accept the JPA By-Law Revision as presented and bring before the Board of Directors at the December 10, 2020 meeting.

Motion by: Chief Dan Munsey

Second by: Chief Jim Topoleski

8-Yes

0-Absent

Motion Approved

b. ECNS – REMSA agreement (**Attachments H1 thru H3**) – **Action Item**

Motion to approve single source service agreement with REMSA to provide Emergency Communications Nurse System (ECNS) qualified staff to augment local ECNS trained nursing staff.

Agreement would be to provide ECNS services for \$93/hour. Number of hours per day and days per week would vary depending on availability of local staff. Initial funding, if implemented in 2020 will be through the use of Cares Act monies. (reimbursed to General Reserve Fund 5010)

Motion by: Chief Dan Munsey

Second by: Chief Ivan Rojer

8-Yes

0-Absent

Motion Approved

Motion to provide 1 month of ECNS/REMSA funding, up to \$67,000 for the month of January in event Cares Act funding is not provided.

Motion by: Chief Lorenzo Gigliotti

Second by: Chief Tim Shackelford

8-Yes

0-Absent

Motion Approved

c. **Valley Dispatch Center – (Attachment I)**

Tentative completion of the Valley EOC is estimated for the Fall of 2023. Currently the square footage being provided to CONFIRE is 4,270 sf, which is minimally larger than the current building occupied that has been outgrown. Chief Munsey questions the high price of our proposed space. If we are treated or addressed as a tenant, then we have options. Multiple Chiefs expressed reservations that this is in CONFIRE'S best interest.

Chiefs moved to establish a sub-Committee to address the proposed questions regarding the cost and square footage allocated to CONFIRE. This sub-Committee shall consist of Chief Dan Munsey, CONFIRE Director Art Andres and Chief Brian Park.

d. **Staffing Study (Attachments J1 & J2)**

The final draft report from Mission Critical Partners (MCP) was presented along with 35 recommendations. These recommendations are being working thru by the sub-committee to establish priorities. Once this is done the items will be brought back to the Chiefs for implementation.

Motion to Accept the staffing Study from Mission Critical Partners with the recommendation of strategically prioritizing the recommendations.

***Motion by: Chief Lorenzo Gigliotti
Second by: Chief Brian Park***

***8-Yes
0-No***

Motion Approved

6. **New Business**

a. **Officer Elections – Action Item**

Per CONFIRE By-Laws "He/She shall serve a one (1) year term as Chairperson/Vice-Chairperson and shall be elected to that position annually by the members of the Administrative Committee."

Motion to Elect Chief Tim McHargue to a (1) year term as Chairperson and Chief Ivan Rojer to a (1) year term as Vice-Chairperson.

***Motion by: Chief Dan Harker
Second by: Chief Park***

***8-Yes
0-Absent***

Motion Approved

- 7. Budget – Yvette Calimlim
 - a. Special Revenue Fund for CAD to CAD project – **Action Item**

Motion to approve the establishment of a Special Revenue Fund for CAD to CAD project.

*Motion by: Chief Tim McHargue
Second by: Chief Jim Topoleski*

*8-Yes
0-Absent*

Motion Approved

- VII. **CLOSED SESSION**
 - a. Personnel Matter

- VIII. **ADJOURNMENT**
The meeting adjourned at 14:50.

Upcoming Meeting:

Next Regular Meeting: December 15, 2020 at 1:30 p.m. Via ZOOM.