



ADMINISTRATIVE COMMITTEE MEETING MINUTES

TUESDAY OCTOBER 27, 2020

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 Lorenzo Gigliotti, Apple Valley Fire Protection District
Chief Tim Shackelford, Chino Independent Fire District - *Absent*
Chief Dan Harker, Loma Linda Fire - *Absent*
Chief Jim Topoleski, Redlands Fire
Chief Brian Park, Rialto Fire
Chief Dan Munsey, San Bernardino County Fire – *Joined at 1:43 p.m.*

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
Chief Bertral Washington, San Bernardino County Fire
Chief Bill Mahan, San Bernardino County Fire
Chief Fred Stout, Victorville Fire Department
Chief Jeff Willis, Big Bear Fire Department
Dana DeAntonio, Confire JPA
Debbie Sisson, Confire JPA
Mike Bell, Confire JPA
Rana Gilani, Confire JPA
Mat Fratus

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 September 22, 2020 and Administrative Committee Special Meeting Minutes of October 21, 2020 **(Attachments A1 & A2)**
2. Financial Statements thru September 30, 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 Ivan Rojer

Second by: Chief Jim Topoleski

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Absent

Chief Dan Harker-Absent

Chief Jim Topoleski-Yes

Chief Brian Park-Yes

Chief Dan Munsey-Absent

5-Yes

3-Absent

Motion Approved

IV. DIRECTOR REPORT

- a. Special Presentation
 - i. Stormy Medley retirement after 4 years of service (11 years SB City)
 - ii. Assistant Manager Kristen Anderson – NENA Emergency Number Professional
- b. Medical Director update

- c. Staffing Study

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>In Progress</i>	<i>11/20</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>In Progress</i>	<i>12/20</i>

- b. Ops Chiefs Committee Report – Chief Bruner

VI. DISCUSSION ITEMS

5. Old Business

- a. CAD to CAD

- i. Admin Committee rep selection – **Action Item**

With the completion of the IE RIP MOU, the need exists to establish the Executive Committee to be made up initially by signatories of the MOU (CONFIRE, San Manuel DPS and Corona Fire). This group will be responsible for enacting the provisions of the MOU regarding Member and Allied Agency participation and the establishment of policies and procedures for implementing and amending the MOU as needed. It will oversee all fiscal matters of the IE RIP and report to and the establishment of policies and procedures for implementing and amending the MOU as needed. It will oversee all fiscal matters of the IE RIP and report to and see approval for such matters as needed from the CONFIRE Admin Committee. CONFIRE will provide administrative and legal counsel support for the Executive Committee. The initial appointment will have no set term. The Executive Committee will develop policies and procedures for its role as matters require.

Motion to select Chief Rojer as primary and Chief Washington as back up to the IERIP Executive Committee.

Motion by: Chief McHargue

Second by: Chief Munsey

Chief Tim McHargue-Yes

Chief Ivan Rojer – Yes

Chief Lorenzo Gigliotti – Yes

Chief Tim Shackelford – Absent

Chief Dan Harker – Absent

Chief Jim Topoleski – Yes

Chief Brian Park – Yes

Chief Dan Munsey – Yes

6-Yes
2-Absent

Motion Approved

- ii. **2021 UASI Grant Application Approval – Action Item**
Securing additional UASI funds is critical to continuing the build out of the CAD to CAD program. The program is strongly supported by the UASI Board and meets several program goals for improving regional interoperability. The initial agencies are CONFIRE, San Manuel Department of Public Safety and Corona Fire. The 2021 application is for \$1,000,000 which would cover the costs for approximately 7-8 additional agencies to subscribe to the Central Square Hub which is managed by the Executive and Operations committees of the IE RIP. As the grant applicant and system administrator CONFIRE will manage the contract with Central Square for the systems and purchase the licenses and services necessary to build and maintain the system. Through the MOU and direct contracts CONFIRE will invoice participating agencies for their annual maintenance fees which are not covered by the grant.

Motion to approve 2021 UASI Grant application of \$1,000,000 to provide additional funding for the Inland Empire Regional Interoperability Project (CAD to CAD program)

Motion by: Chief Munsey
Second by: Chief Rojer
Chief Tim McHargue – Yes
Chief Ivan Rojer – Yes
Chief Lorenzo Gigliotti – Yes
Chief Tim Shackelford – Absent
Chief Dan Harker – Absent
Chief Jim Topoleski – Yes
Chief Brian Park – Yes
Chief Dan Munsey – Yes

6-yes
2-Absent

Motion Approved

- iii. **Change order for Winbourne Consulting (Attachments D1 thru D3) – Action Item**
The change order for Winbourne Consulting in the amount of \$6,262.50 represents approximately 41 hours of additional work undertaken by Winbourne to complete the complicated process of constructing an

effective initial MOU that the participating agencies can utilize as a basis for their relationship and operation of the IE RIP CAD to CAD program going forward. This would be funded from budgeted CAD project funds from General Reserves Fund 5010.

Motion to approve the change order for Winbourne Consulting for \$6,262.50 to cover additional costs for the development of the adopted Inland Empire Regional Interoperability Project Memorandum of Understanding (MOU).

Motion by: Chief McHargue

Second by: Chief Park

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Absent

Chief Dan Harker-Absent

Chief Jim Topoleski-Yes

Chief Brian Park-Yes

Chief Dan Munsey-Yes

6-Yes

2 -Absent

Motion Approved

b. JPA Agreement & By-Law Revision update – Chief McHargue

c. ECNS Funding – **(Attachments E1 thru E5)**

Ongoing discussion of all options available to fund the remaining startup costs for the Emergency Communication Nurse System (ECNS) beyond calendar year 2020.

Motion for CONFIRE Director Art Andres to obtain a REMSA agreement. No funding, no commitment, strictly obtain a contract to provide services.

Motion by: Chief Munsey

Second by: Chief Gigliotti

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Absent

Chief Dan Harker-Absent

Chief Jim Topoleski-Yes

Chief Brian Park-Yes

Chief Dan Munsey-Yes

6-Yes

2 -Absent

Motion Approved

6. New Business

a. First Due – Chief Gigliotti (Attachments F1 thru F4)

Discussion on the use of pre-arrival and pre-plan technology to aid, not only individual jurisdictions, but automatic aid and mutual aid responders who respond to adjacent jurisdictions on a regular basis. “First Due” is currently in use by two CONFIRE Member Agencies, Chino Valley Fire District and the City of Loma Linda Fire Department. Discussion explored how this may or could become an enhanced service provided by CONFIRE to the member and contract agencies.

Chiefs directed the Ops group to research available prearrival/preplanning platforms and report back to the Admin. Chiefs at the December 15th meeting.

VII. CLOSED SESSION

VIII. ADJOURNMENT

The meeting adjourned at 17:05.

Upcoming Meeting:

Next Regular Meeting: November 17, 2020 at 1:30 p.m. Loma Linda Community Room, 25541 Barton Rd., Loma Linda CA.