



**CONFIRE**

**ADMINISTRATIVE COMMITTEE MEETING  
AGENDA**

**TUESDAY, AUGUST 25, 2020**

**LOMA LINDA EOC, 25541 BARTON RD. LOMA LINDA  
& VIA ZOOM  
1:30 P.M.**

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

The Public's health and well-being are the top priority for the Administrative Committee of CONFIRE and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by web-based virtual meeting (Zoom). Details for participating in the meeting are below:

CONFIRE JPA Administrative Committee Meeting

<https://zoom.us/j/99374582152>

Meeting ID: 993 7458 2152

Password: 002181

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

Note: The meeting is being held *solely* by electronic means and will be made accessible to members of the public seeking to attend and to address the Board *solely* through the link set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

Liz Berry  
1743 Miro Way, Rialto, CA 92376

909-356-2302  
[lberry@confire.org](mailto:lberry@confire.org)

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

**I. CALL TO ORDER**

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

**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. PRESENTATION**

Acknowledgement of retirement of Mike Bell after 6 years of leadership as Director of CONFIRE.

**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 July 28, 2020
2. Dispatch Performance reports
3. Action on Consent

**I. DIRECTOR REPORT**

- a. Introduce New Director
- b. CAD to CAD Project Update
  - i. San Manuel Contract
    1. Approval of revised agreement between CONFIRE and San Manuel to include provision of CAD to CAD admin services.
- c. Nurse Triage Project
  - i. ECNS Training Webinar – Elaine Messerli-Kelly (Mission Critical Partners)
  - ii. Program Update – Jaime Young (Mission Critical Partners & Leslie Parham, Chino Valley Fire)
  - iii. CARES ACT Funding
    1. Approval of CARES Act Funding Expenditure Requests
  - iv. Pilot project update - Mat Fratus

**II. COMMITTEE REPORTS**

- a. Support Committee Report/MIS updates – Blessing Ugbo
- b. Ops Chiefs Committee Report - Chief Park

**III. DISCUSSION ITEMS**

4. Old Business

- a. Victorville Membership Resolution
  - i. Approve Resolution 2020-02 - Recommendation to Admit Victorville Fire Department as a Party to Consolidated Fire Agencies ("CONFIRE") Joint Powers Agreement

5. New Business

- a. Staffing Study Draft - Discussion
  - i. Extension of contract with Mission Critical Partners  
Approve a no cost increase extension of the contract between CONFIRE and Mission Critical Partners from May 22, 2020 to Sept. 30, 2020. Authorize the Director to execute said extension.
- b. Organizational Development Consultant
  - i. Approve agreement between CONFIRE and Messina & Associates for Organizational Development Consulting Services. Approve single source procurement to be funded from 5010-2445 -Professional Services.

**IV. CLOSED SESSION**

- a. Personnel Item – Director Transition

**V. ADJOURNMENT**

**Upcoming Meetings:**

Next Regular Meeting: September 22, 2020 at 1:30 p.m. at TBD

**POSTING:**

This is to certify that on August 20, 2020, I posted a copy of the agenda:

- at 25541 Barton Rd., Loma Linda CA
- 1743 Miro Way, Rialto CA
- on the Center's website which is: [www.confire.org](http://www.confire.org)



**Liz Berry**  
**Administrative Secretary I**