



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, July 28, 2020

1:30 P.M.

ZOOM Call

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire – *Left meeting at 14:25*

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 - *Absent*

Chief Jim Topoleski, Redlands Fire

Chief Brian Park, Rialto Fire

Chief Dan Munsey, San Bernardino County Fire

SUPPORT STAFF

Mike Bell, Director

Karen Hardy, Business Manager/Analyst

Tim Franke, Dispatch Manager

Kristen Anderson, Assistant Dispatch Manager

John Tucker, Assistant Dispatch Manager

Blessing Ugbo, MIS Manager

Liz Berry, Admin. Secretary I

GUESTS

Chief Greg Benson, Victorville Fire Department

Chief Eric Noreen, Rancho Cucamonga Fire

Chief Bertral Washington, San Bernardino County Fire

Sr. Deputy Fire Chief Art Andres, City of Ontario Fire Department

Dana DeAntonio, Confire JPA

Yvonne Robbins, San Bernardino County Fire

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 June 16, 2020 (**Attachments A**)
2. Dispatch Performance reports (**Attachments B1 – B4**)

3. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Tim Shackelford

Second by: Chief Dan Munsey

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Jim Topoleski-Yes

Chief Brian Park-Yes

Chief Dan Harker-Absent

7-Yes

1-Absent

Motion Approved

IV. DIRECTOR REPORT

- a. CAD to CAD Project Update
- b. Nurse Triage Project
 - i. CARES ACT Funding
 - ii. Pilot project update

V. COMMITTEE REPORTS

- a. Support Committee Report/MIS updates – Blessing Ugbo

<u>Project</u>	<u>Status</u>	<u>Due Date</u>
<i>Internet Redundancy BGP</i>	<i>In Progress</i>	<i>7/20</i>
<i>Hardware Refresh</i>	<i>In Progress</i>	<i>9/20</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>10/20</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>8/20</i>
<i>Tablet Command</i>	<i>In Progress</i>	<i>10/20</i>

- b. Ops Chiefs Committee Report – Chief Park

- i. Hesperia Expansion/Command Center Update

VI. DISCUSSION ITEMS

5. Old Business

a. Redlands Agreement Renewal (**Attachment C1 and C2**) – Action Item

- i. **Approve renewal of agreement with City of Redlands for use and reimbursement of agency liaison.**

In Fiscal Year 2019/20 CONFIRE entered an agreement with the City of Redlands that enabled a fulltime employee to be assigned to CONFIRE to assist with various projects in the Communications and Information Services divisions.

For FY 2020/21 Redlands and CONFIRE have agreed to return the employee to full duty in Redlands. However, should the employee be available on days off to assist with approved CONFIRE projects this new agreement enables CONFIRE to reimburse Redlands for the cost of the employee's hours expended on behalf of CONFIRE.

CONFIRE has approved funds in its General Reserve Fund (5010) to fund consulting fees from which these funds would be applied. Any use of the Redlands employee for CONFIRE specific projects would be pre-approved by the CONFIRE Director.

Motion to approve the renewal of agreement with City of Redlands for use and reimbursement of agency liaison.

Motion by: Chief Dan Munsey

Second by: Chief Brian Park

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Jim Topoleski-Yes

Chief Dan Harker-Absent

7-Yes

1-Absent

Motion Approved

b. West Net Troubleshooting/Maintenance Policy (**Attachment D1 and D2**) – Action Item

- i. **Approve draft policy “Troubleshooting Westnet Alerting Issues”**

At the May 26, 2020 Administrative Committee meeting, the Chiefs approved a two-year agreement with Westnet for a cooperative Multi-

agency maintenance agreement for in-station alerting equipment. This policy provides guidelines for CONFIRE and agency staff for properly reporting, troubleshooting and completing Westnet alerting equipment maintenance/service requests.

The policy requires that agencies identify key personnel who understand the basic operation of their Westnet systems that can interact with CONFIRE and/or Westnet.

There is an expectation that some basic troubleshooting of the system by the agency and CONFIRE personnel will occur prior to submitting a service request to Westnet. This information is contained in the policy. CONFIRE MIS staff will administer this policy.

Motion to approve draft “Troubleshooting Westnet Alerting Issues” policy.

Motion by: Chief Dan Munsey

Second by: Chief Tim Shackelford

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Jim Topoleski-Yes

Chief Brian Park-Yes

Chief Dan Harker-Absent

7-Yes

1-Absent

Motion Approved

6. New Business

a. Data Consulting Contract renewal (Attachment E1 and E2**) – Action Item**

This contract will extend the services obtained from James Mathew Fratus Consulting in FY 2019/20 into FY 20/21. Fratus Consulting was retained to assist with a variety of data analysis initiatives for CONFIRE most involving EMS related operations including the ECNS study currently underway in cooperation with San Bernardino Council of Government (SB COG). He has also assisted with COVID-19 response planning for which those fees should be reimbursed through the incident management team.

This consultant is currently immersed in the ECNS project and related pilot studies. His work has already resulted in recommendations that have been incorporated into CONFIRE operations through its EMD pilot study which have saved significant time in the call taking and dispatch process.

This engagement is not to exceed \$50,000 There is a provision in the agreement to extend for on additional year if needed.

Motion to approve contract renewal for data consulting services with James Mathew Fratus Consulting for an amount not to exceed \$50,000. Funded from approved funds for consulting services from General Reserve fund 5010.

Motion by: Chief Brian Park

Second by: Chief Lorenzo Gigliotti

Chief Ivan Rojer-Yes

Chief Dan Munsey-Yes

Chief Tim Shackelford-Yes

Chief Jim Topoleski-Yes

Chief Dan Harker-Absent

Chief Tim McHargue-Absent

6-Yes

2-Absent

Motion Approved

b. Automated Voice Dispatch Quote (West Net) (Attachment F1 and F2) – Action Item

Automated Voice Dispatch capability has been a long-standing goal of CONFIRE in conjunction with its Westnet station alerting system. This capability allows for the immediate and automatic dispatch of resources by CAD with an appropriate voiced dispatch broadcast over the radio by an automated voice. This frees up the Primary Radio Dispatcher (PRD) to more effectively and efficiently monitor CAD recommendations for accuracy and reconfigure responses as directed by field units.

These systems will be installed separately into each Dispatch center and thus are quoted separately. The cost of the second install is less expensive because of work involved in the first install that will be applied to that effort.

This is a sole source purchase due to the proprietary capture of the interaction between the Westnet Alerting system components already in place at CONFIRE and several fire station installations. The system will also work with legacy alerting systems in non-Westnet served stations.

Funding for the systems will come from a combination of 2019 Homeland Security Grant Program funds (43,073) and budgeted funds for improvements to CAD systems in both centers (5010)

Motion to approve the quotes for and purchase and installation of Westnet Automated Voice Dispatch Systems (AVD) for the Valley and Desert Dispatch Centers.

Approve use of \$43,073 of 2019 Homeland Security Grant Program Funds to partially fund the Valley Dispatch Center installation of AVD.

Motion by: Chief Jim Topoleski

Second by: Chief Dan Munsey

Chief Ivan Rojer-Yes

Chief Dan Munsey-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Jim Topoleski-Yes

Chief Brian Park-Yes

Chief Dan Harker-Absent

Chief McHargue-Absent

6-Yes

2-Absent

Motion Approved

VII. CLOSED SESSION

VIII. ADJOURNMENT

The meeting adjourned at 15:00.

Upcoming Meetings:

Next Regular Meeting: August 25, 2020 at 1:30 p.m. location TBD.