



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, April 28, 2020

1:30 P.M.

ZOOM Call

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 Sean Grayson, Rialto Fire
Chief Dan Munsey, San Bernardino County Fire

SUPPORT STAFF

Mike Bell, Director
Karen Hardy, Business Manager/Analyst
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 Brian Park, Rialto Fire
Chief Mike Smith, San Manuel Fire Department
Chief Jeff Willis, Big Bear Fire Department
Battalion Chief Joe DeSoto, Chino Fire
Dana DeAntonio, Confire JPA
Yvonne Robbins, San Bernardino County Fire

I. **CALL TO ORDER**

- a. 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. 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 March 31, 2020 (**Attachment A**)
2. Financial Statements thru March 31, 2020 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 – C4**)

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Gigliotti

Second by: Chief Grayson

Approved Unanimously

IV. DIRECTOR REPORT

- a. JPA Agreement Sub-Committee Update
 - i. April meeting postponed-next meeting scheduled for May 11 @ 11:00 am
- b. CAD TO CAD Project
 - i. MOU discussion – (Handout – Draft) – Direction
 - ii. Grant Distribution/Cost Apportionment (Handout – Draft)
Discussion/Direction
- c. Nurse Triage Project – Discussion/Direction
This item was moved to Closed Session at the request of Chief McHargue, no opposition.

V. OPS COMMITTEE REPORT

- a. Ops Chiefs Committee Update – Chief Park
 - i. COVID IMT
 - ii. Hesperia Expansion (w/Bell) – (**Attachment D**) – **Action Item**
 1. Approve proposal and contract from Motorola/Vesta for Vesta Map Local Premium to be installed on Seven (7) workstations at the HDGC. Cost is \$75,703.99 to be funded from General Reserve Funds (5010) earmarked for the Hesperia Expansion Project. Sole source: OES Contract Number 4151-6. Pricing based on approved contract with State of California OES 9-1-1 Branch

Motion to approve proposal and contract from Motorola/Vesta for Vesta Map Local Premium to be installed on Seven (7) workstations at the HDGC at a cost of \$75,703.99. This is to be funded from General Reserve Funds (5010) earmarked for the Hesperia Expansion Project. Sole source: OES Contract Number 4151-6. Pricing is based on approved contract with the State of California OES 9-1-1 branch.

*Motion by: Chief Munsey
Second by: Chief Gigliotti
Motion Approved*

**Effective June 1, 2020 Battalion Chief Bill Mahan will be assigned to the HDGC working a 40-hour week, per Chief Dan Munsey.*

VI. DISCUSSION ITEMS

5. Old Business

- a. Morongo Basin Ambulance Proposal – Update
- b. Budget Update (**Attachment E1 & E2**)
 - i. WestNet Maintenance Proposal (**Attachments F1-F4**) – **Action Item**
 1. Approve WestNet cost proposal for consolidated maintenance for FY 20/21 & FY 21/22. To be included in FY 20/21 Budget as a Pass-Through cost (5008-700). Contract to follow.

Motion to approve WestNet cost proposal for consolidated maintenance for FY 20/21 & FY 21/22. To be included in FY 20/21 Budget as a Pass-Through cost (5008-700).

*Motion by: Chief Grayson
Second by: Chief McHargue
Motion Approved*

- ii. Use of Agency Equipment Replacement (5009) and Operating Reserve (5008) Funds – Discussion
- c. Victorville Membership - Update

6. New Business

- a. Dispatch Contracts (**Attachments G1 thru G4**) – **Action Item**
 - i. **Approve annual dispatch service contracts for the following agencies.**
 1. Montclair
 2. Big Bear
 3. San Manuel
 4. Baker Ambulance
 - ii. **Authorize Director to execute the agreements and make minor adjustments to reflect updated budget figures if needed.**

Motion to approve annual dispatch service contracts for Montclair, Big Bear, San Manuel and Baker Ambulance. Authorize Director to execute the agreements and make minor adjustments to reflect updated budget figures if needed.

*Motion by: Chief McHargue
Second by: Chief Munsey
Motion Approved*

b. Dispatch Metrics and Performance Goals – Handouts (Fratus/Bell)

- i. Determinant Code Dispatch
- ii. Auto Dispatch (No Voice)
- iii. EMD “eligible” calls
- iv. ECHO call focus

CONFIRE is providing the Agencies with “options” on resources to serve their Agencies. The OPS Committee will review the data given at their next meeting on Tuesday, May 5th and report their recommendations to the Chiefs at the May 26th Admin. Chiefs meeting.

VII. CLOSED SESSION

- a. Nurse Triage Project-Discussion

No action taken

VIII. ADJOURNMENT

The meeting adjourned at 1647

Upcoming Meetings:

Next Regular Meeting:

May 26, 2020 at 1:30 p.m. at Loma Linda EOC, 25541 Barton Rd. Loma Linda, CA 92354