



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING AGENDA

Tuesday, February 25, 2020

1:30 P.M.

LOMA LINDA-EOC

25541 BARTON RD., LOMA LINDA

The CONFIRE Administrative Committee Meeting is scheduled for Tuesday, February 25, 2020 in the Loma Linda Fire Department Emergency Operations Center, 25541 Barton Road, Loma Linda, California.

Reports and Documents relating to each agenda item are on file at CONFIRE and are available for public inspection during normal business hours.

The Public Comment portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes allotted for each speaker. Pursuant to the Brown Act, no action may be taken by the Administrative Committee at this time; however, the Committee may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact CONFIRE at (909) 356-2302. Notification 48 hours prior to the meeting will enable CONFIRE to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

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. 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 January 28, 2020
2. Financial Statements thru January 31, 2020
3. Dispatch Performance reports
4. **Action on Consent**

IV. DIRECTOR REPORT

- a. CAD to CAD
- b. EMD Optimization
 - i. Pilot Proposal – Oral Report – Consensus item

V. OPS COMMITTEE REPORT

- a. Ops Chiefs Committee Update - Chief Park
 - i. Hesperia Expansion Update
 - 1. Staffing Study Request – **Action Item**
Approve sole source contract not to exceed \$50,000 for Mission Critical Partners to conduct a detailed staffing study for proposed expansion and enhanced EMD initiatives.

Justification for sole source: Currently engaged with Mission Critical through SB COG on the EMD Optimization Study. Time is of the essence. This project is related to that effort. Mission Critical is a participant in the Department of Government Services (DGS) California Multiple Award System (CMAS) from which CONFIRE is authorized to select qualified vendors. The CMAS contract number is: 3-13-70-3020A

VI. DISCUSSION ITEMS

- 5. Division Reports and Updates
 - a. Information Services Report - Blessing Ugbo
 - b. Communications Report – Tim Franke
 - c. Administration Report – Karen Hardy

- 6. Old Business
 - a. Victorville Membership – **Action Item**
Approve Victorville’s request for membership, authorize Director to engage with Victorville on the process and bring item to Board of Directors in May for approval.

- 7. New Business
 - a. Hesperia Lease Agreement – **Action Item**
Approve draft lease agreement with San Bernardino County Real Estate Services for equipment room and rack space at the High Desert Government Center in Hesperia to support CONFIRE’s operation at that location. This is a five-year agreement that would commence July 1, 2020. Result is additional cost of \$16,574 in FY 20/21. There is a 3.5% per year inflator in the contract.
 - b. Rialto Lease extension – **Action Item**
Approve extension of existing lease agreement (including First (2016) and Second (2018) Amendments) with San Bernardino County Real Estate Services for Rialto site for a five-year term as permitted in the existing lease. This would extend the agreement to August of 2025. No new costs associated with this item aside from annual 3.5% inflator that is part of the agreement.

- c. Preliminary Budget Discussion
- d. Dispatcher Appreciation Week April 12, 2020

VII. CLOSED SESSION

Pursuant to California Government Code Section 54956.9(a) The Board will meet in closed session to be briefed regarding (1) case of pending litigation Claim No. 18W21F928762 Joel Rothschild V. Consolidated Fire Agencies (CONFIRE). One (1) case.

VIII. ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting:

March 24, 2020 at 1:30 p.m. at Loma Linda Emergency Operations Center, 25541 Barton Rd. Loma Linda, CA 92354

POSTING:

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

- at 25541 Barton Rd., Loma Linda, CA 92354
- at 1743 Miro Way, Rialto, CA 92376
- on the Center's website which is: www.confire.org



Liz Berry
Administrative Secretary I