



**ADMINISTRATIVE COMMITTEE MEETING
MINUTES**

TUESDAY DECEMBER 15, 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 Eric Noreen representing*
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-*Arrived at 1:40 p.m.*
Chief Brian Park, Rialto Fire
Chief Dan Munsey, San Bernardino County Fire

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
Mike Bell
Dana DeAntonio

GUESTS

Chief Tim Bruner, Loma Linda Fire Department
Chief Bertral Washington, San Bernardino County Fire
Chief Stout, Victorville Fire Department
Chief Bill Mahan, San Bernardino County Fire
Captain Mike McMath, Redlands
Nicholas Dunigan, First Due
Ronny Smith, First Due
Andreas Huber, First Due

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 November 17, 2020 (**Attachment A**)
2. Financial Statements thru November 30, 2020 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 thru C2**)

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Tim Shackelford

Second by: Chief Eric Noreen

Chief Tim McHargue-Yes

Chief Lorenzo Gigliotti-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Absent

Chief Brian park-Yes

Chief Dan Munsey-Yes

7-Yes

1-Absent

Motion Approved

IV. DIRECTOR REPORT

- a. ECNS Update
Testing finalized. Tentative soft launch 12.16.20 at 9 a.m.
- b. XBO IMT – Level 1
Activate on November 27th.
- c. AVD
Tentative go live date of January 1, 2021.

V. COMMITTEE REPORTS

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

<u>Project</u>	<u>Status</u>	<u>Due Date</u>
Hardware Refresh	Completed	12/20
CAD Re-Host	In Progress	1/21
BDC Transition	On Hold	2021
Tablet Command	On Hold	2021

- b. Ops Chiefs Committee Report – Chief Bruner

VI. DISCUSSION ITEMS

5. Old Business

a. Victorville Membership

Victorville Membership was moved by the Board of Directors. CONFIRE's attorney will draft the resolution that will be sent out to each Agency for their Governing Boards Adoption.

b. JPA Revision

The JPA Revision was moved by the Board of Directors. CONFIRE's attorney will draft the resolution that will be sent out to each Agency for their Governing Boards Adoption.

c. First Due presentation – Tim Bruner

Presentation by Nicholas Dunigan-West Coast Sales Executive.

First Due Size Up is a platform that programmatically gathers information from online and offline sources, translates that data into an easy-to-consume format and makes it accessible to First Responders at the time of dispatch on any device, completely integrated with 911, Computer Aided Dispatch and customized to the agencies Standard Operating Procedures.

Chief Bruner to have the Ops group access Intterra and 1 other, then make a recommendation along with highlights to the Chiefs. Once recommendations are made the chiefs will decide how to move forward.

6. New Business

a. Emergency Staffing Minimums (**Attachment D**)

CONFIRE is at Level 1 with 11% of staffing affected.

b. By-Law revision sub-committee

Discussion was held, Chiefs Rojer, Munsey, Harker and McHargue will serve on the CONFIRE By-Law Revision sub-committee.

VII. CLOSED SESSION

7. Pursuant to California Government Code Section 54956.9(a) The Administrative Committee will meet in closed session to be briefed regarding 91) case of litigation Claim No. 18W21F928762 Joel Rothschild V. Consolidated Fire Agencies (CONFIRE)

VIII. ADJOURNMENT

The meeting adjourned at 1458.

Upcoming Meeting:

Next Regular Meeting: January 26, 2021 at 1:30 p.m. Via ZOOM.



OPERATIONS FUND 5008 MONTHLY SUMMARY FY 2020/21

Transactions thru December 31, 2020

	3 PP			3 PP			Total YTD	2020/21 Budget	Bud - Exp	% Used
	July	Aug	Sep	Oct	Nov	Dec				
Expenditures										
Salary/Benefits	703,250	500,928	528,753	527,455	518,203	774,990	3,553,577.99	7,763,114	\$4,209,536	45.8%
Over/Under/Cal Bank	36,039	24,901	27,203	25,940	24,806	42,257	180,746.63	330,565	\$149,818	54.7%
Phone Circuits/Internet	57,606	23,347	56,744	39,590	54,826	67,988	300,101.76	538,049	\$237,947	55.8%
County IS/Data Services/Counsel	-	6,866	1,635	1,539	3,188	3,194	16,722.43	61,761	\$45,039	27.1%
Radio/Pager, Console Maint	-	39,459	39,459	43,014	39,581	40,125	201,637.83	483,541	\$281,903	41.7%
Computer Software	185,678	459,075	201,684	3,268	6,558	144	856,406.45	1,421,299	\$564,893	60.3%
Computer Hardware	-	187,089	(185,089)	787	288	162	3,236.12	18,450	\$15,214	17.5%
Office Exp/Copier Lease	5,058	3,528	3,122	3,731	4,904	3,043	23,385.66	37,600	\$14,214	32.9%
Insurance/Auditing	18,936	-	21,213	11,322	-	-	51,471.26	37,600	\$13,871	136.9%
Payroll/HR/Medical Director	5,001	65,524	3,839	18,655	2,350	2,928	98,295.60	232,850	\$134,554	42.2%
Travel/Training	300	9,396	(891)	943	2,502	200	12,449.98	65,000	\$52,550	19.2%
Auto/Structure/Fuel	-	2,010	2,115	1,060	9,977	7,722	22,883.23	22,900	\$17	99.9%
Other/HDC/Rent/Equip Trans	22,218	35,080	28,692	2,669	21,340	14,540	130,539.46	216,649	\$86,110	60.3%
Total	1,034,086	1,357,204	728,479	679,572	694,523	957,591	5,451,454.40	11,262,822	\$5,811,368	48.3%
										% Fiscal Year Passed 50.0%

	3 PP			3 PP			Total YTD	2020/21 Budget	Bud - Exp	% Used
	July	Aug	Sep	Oct	Nov	Dec				
Revenue										
Services	-	2,713,004	-	2,761,819	248	-	5,475,071	11,101,465	\$5,626,394	49%
Interest	(61)	(12,712)	-	11,089	-	-	11,089	-	(\$11,089)	
Other	12,651	2,699,273	(56,635)	2,772,908	248	-	(57,714)	11,101,465	\$5,673,019	49%
Total	12,590	5,399,565	(56,635)	5,545,716	496	-	5,426,446	11,101,465	\$5,673,019	49%
										% Fiscal Year Passed 50.0%





Unaudited Fund Balance Report FY 2020-2021

			Audited Fund Balance As Of 12/31/20
Operations Fund (5008)			
Fund Balance 7/1/20		*	\$ 2,973,766
Revenue	5,428,446		
Expenditures	(5,451,454)		
Net			(23,008)
Audited Fund Balance As Of 12/31/20		\$	2,950,758
Compensated Absences	(67,271)		
			(67,271)
Unassigned Fund Balance		\$	2,883,487

**FY 2020-21 Operating costs 10% is \$1,110,147 Per Board Policy*

Equipment Reserve Fund (5009)			
Fund Balance 7/1/20		\$	2,090,834
Revenue	196,563		
Expenditures	(236,768)		
Transfer out to County Fire	-		
Net			(40,205)
Audited Fund Balance As Of 12/31/20		\$	2,050,629

General Reserve Fund (5010)			
Fund Balance 7/1/20		*	\$ 5,212,728
Revenue - Membership/Interest	218,561		
Revenue - FY18HSGP Grant	-		
Residual Equity Transfer Out	-		
Expenditures	(833,318)		
Net			(614,757)
Audited Fund Balance As Of 12/31/20		\$	4,597,971
Reserve for CIP	(1,000,000)		
Committed			(1,000,000)
Unassigned Fund Balance		\$	3,597,971

**FY 2020-21 Operating costs 25% is \$2,224,736 Per Board Policy*

Term Benefits Reserve Fund (5011)			
Fund Balance 7/1/20		\$	755,024
Revenue	54,512		
Expenditures			
Transfer Comp. Absence From 5008	-		
Net			54,512
Audited Fund Balance As Of 12/31/20		\$	809,536



CONFIRE

Call Summary

CONFIRE/Comm Center

1743 W Miño Way
 Rioño, CA 92376
 County: San Bernardino

Year: 2020

From: 1/1/2020
 To: 12/31/2020
 Period: Month
 Group: All
 Call Type: All
 Abandoned Filters: Include Abandoned

Date	911	911 Abdn	Total 911	911 Abdn Percentage	10-Digit Emergency Inbound	10-Digit Emergency Abdn	Total 10-Digit Emergency	Admin Outbound	Admin Inbound	Admin Inbound Abandoned	Total Admin	Total All Calls	Average Call Duration
Jan-20	16708	76	16784	0.45%	11804	521	12325	15715	11931	204	27851	56960	103.1
Feb-20	15831	76	16007	0.47%	11814	477	12291	14611	11563	208	26382	54880	101.2
Mar-20	15120	55	15175	0.36%	11815	476	12291	16708	11993	159	28860	56326	107.4
Apr-20	13841	35	13876	0.25%	10251	379	10630	15791	11244	457	27492	51998	106.9
May-20	16905	61	16966	0.36%	12293	485	12778	17534	12229	171	29934	59678	100.3
Jun-20	18155	75	18230	0.41%	12760	685	13425	18175	12136	240	30551	62206	99.3
Jul-20	20459	120	20579	0.58%	13674	720	14394	19706	13093	373	33172	68145	100.3
Aug-20	19373	85	19458	0.44%	13600	704	14304	18072	12929	396	31397	65159	101.3
Sep-20	17284	112	17396	0.64%	13866	620	14486	17954	12654	285	30893	62775	98.8
Oct-20	18,005	74	18079	0.41%	14072	595	14667	18204	12709	321	31234	63980	98.3
Nov-20	17,147	70	17217	0.41%	14859	889	15548	18020	12545	290	30874	63639	98.3
Dec-20	21,707	82	21789	0.38%	15424	1312	16736	19657	12213	315	31544	70069	93.8
2020 Totals	210635	921	211556	0.44%	156,032	7,843	163,875	210,147	140,893	3,419	360,184	735,615	100.3
2019 Totals	194779	1458	196237	0.74%	152,832	6,584	159,416	208,938	132,804	4,356	346,098	701,751	104.8



PSAP Answer Time

CONFIRE/Comm Center
 1743 W Miro Way
 Rialto, CA 92376 County: San Bernardino

Month - Year: 1/1/2020 - 12/31/2020
 Agency: Fire
 Affiliation:

From: 1/1/2020
 To: 12/31/2020
 Period Group: Month
 Time Group: 60 Minute
 Time Block: 00:00 - 23:59
 Call Type: 911 Calls

CONFIRE

Call Hour	Answer Times In Seconds							
	0 - 10	11-15	16 - 20	21 - 40	41 - 60	61 - 120	120+	Total
January 2020 Total	14,331	1,014	507	522	203	100	7	16,784
% answer time ≤ 10 seconds	85.38%	6.04%	3.02%	3.71%	1.21%	0.60%	0.04%	100.00%
% answer time ≤ 15 seconds	91.43%							
% answer time ≤ 40 seconds	98.15%							
February 2020 Total	13,945	833	429	530	173	94	3	16,007
% answer time ≤ 10 seconds	87.12%	5.20%	2.68%	3.31%	1.08%	0.59%	0.02%	100.00%
% answer time ≤ 15 seconds	92.32%							
% answer time ≤ 40 seconds	98.31%							
March 2020 Total	13,540	714	361	376	112	66	6	15,175
% answer time ≤ 10 seconds	89.23%	4.71%	2.38%	2.48%	0.74%	0.43%	0.04%	100.00%
% answer time ≤ 15 seconds	93.93%							
% answer time ≤ 40 seconds	98.79%							
April 2020 Total	12,633	631	294	225	57	34	2	13,876
% answer time ≤ 10 seconds	91.04%	4.55%	2.12%	1.62%	0.41%	0.25%	0.01%	100.00%
% answer time ≤ 15 seconds	95.59%							
% answer time ≤ 40 seconds	99.33%							
May 2020 Total	14,973	834	422	483	148	98	8	16,966
% answer time ≤ 10 seconds	88.25%	4.92%	2.49%	2.85%	0.87%	0.58%	0.05%	100.00%
% answer time ≤ 15 seconds	93.17%							
% answer time ≤ 40 seconds	98.50%							
June 2020 Total	15,245	1,119	645	779	290	144	8	18,230
% answer time ≤ 10 seconds	83.63%	6.14%	3.54%	4.27%	1.59%	0.79%	0.04%	100.00%
% answer time ≤ 15 seconds	89.76%							
% answer time ≤ 40 seconds	97.58%							
July 2020 Total	17,044	1,272	706	927	381	229	20	20,579
% answer time ≤ 10 seconds	82.82%	6.18%	3.43%	4.50%	1.85%	1.11%	0.10%	100.00%
% answer time ≤ 15 seconds	89.00%							
% answer time ≤ 40 seconds	96.94%							
August 2020 Total	16,332	1,185	705	724	289	200	23	19,458
% answer time ≤ 10 seconds	83.93%	6.09%	3.62%	3.72%	1.49%	1.03%	0.12%	100.00%
% answer time ≤ 15 seconds	90.02%							
% answer time ≤ 40 seconds	97.37%							
September 2020 Total	15,041	1,001	559	551	185	55	4	17,396
% answer time ≤ 10 seconds	86.46%	5.75%	3.21%	3.17%	1.06%	0.32%	0.02%	100.00%
% answer time ≤ 15 seconds	92.22%							
% answer time ≤ 40 seconds	98.60%							
October 2020 Total	15,165	1,165	648	724	256	113	8	18,079
% answer time ≤ 10 seconds	83.88%	6.44%	3.58%	4.00%	1.42%	0.63%	0.04%	100.00%
% answer time ≤ 15 seconds	90.33%							
% answer time ≤ 40 seconds	97.91%							
November 2020 Total	14,636	1,021	606	605	217	122	10	17,217
% answer time ≤ 10 seconds	85.01%	5.93%	3.52%	3.51%	1.26%	0.71%	0.06%	100.00%
% answer time ≤ 15 seconds	90.94%							
% answer time ≤ 40 seconds	97.97%							
December 2020 Total	18,163	1,276	752	990	382	194	22	21,789
% answer time ≤ 10 seconds	83.36%	5.86%	3.45%	4.54%	1.80%	0.89%	0.10%	100.00%
% answer time ≤ 15 seconds	89.21%							
% answer time ≤ 40 seconds	97.21%							
Year to Date 2020 Total	181,048	12,065	6,634	7,536	2,703	1,449	121	211,556
% answer time ≤ 10 seconds	85.58%	5.70%	3.14%	3.56%	1.28%	0.68%	0.06%	100.00%
% answer time ≤ 15 seconds	91.28%							
% answer time ≤ 40 seconds	97.98%							
Year to Date 2019 Total	171,884	9,410	4,798	6,443	2,321	1,262	119	196,237
% answer time ≤ 10 seconds	87.59%	4.80%	2.45%	3.28%	1.18%	0.64%	0.06%	100.00%
% answer time ≤ 15 seconds	92.39%							
% answer time ≤ 40 seconds	98.11%							

CONFIRE Billable Incidents

Period: 12/01/2020 thru 12/31/2020

Jurisdiction	# of Incidents	% of Total
San Bernardino County	12,145	51.98%
VictorvilleFD	2,435	10.42%
RanchoCucamonga	1,490	6.38%
ChinoValleyFD	1,392	5.96%
AppleValley	1,363	5.83%
Rialto	1,118	4.78%
Redlands	1,076	4.60%
Colton	739	3.16%
MontclairFD	518	2.22%
Big Bear Fire	462	1.98%
Loma Linda	450	1.93%
San Manuel FD	84	0.36%
Running Springs	49	0.21%
Road Department	23	0.10%
Baker Ambulance	23	0.10%
Total	23,367	100%
BDC Division	# of Incidents	% of Total
East Valley	4,114	33.87%
Fontana	2,147	17.68%
Valley	1,690	13.92%
Hesperia	1,346	11.08%
North Desert	1,100	9.06%
South Desert	859	7.07%
Adelanto	477	3.93%
Mountain	412	3.39%
Total	12,145	100%

CONFIRE Billable Incidents

Period: 01/01/2020 thru 12/31/2020

Jurisdiction	# of Incidents	% of Total
San Bernardino County	125,159	53.78%
VictorvilleFD	22,933	9.85%
RanchoCucamonga	15,853	6.81%
AppleValley	12,724	5.47%
ChinoValleyFD	12,609	5.42%
Rialto	10,794	4.64%
Redlands	10,514	4.52%
Colton	7,212	3.10%
MontclairFD	4,615	1.98%
Big Bear Fire	3,903	1.68%
Loma Linda	3,877	1.67%
San Manuel FD	1,316	0.57%
Running Springs	556	0.24%
Baker Ambulance	417	0.18%
Road Department	236	0.10%
BigBearCity	1	0.00%
Total	232,719	100%
BDC Division	# of Incidents	% of Total
East Valley	42,876	34.26%
Fontana	20,175	16.12%
Valley	17,372	13.88%
Hesperia	12,013	9.60%
North Desert	11,252	8.99%
South Desert	11,131	8.89%
Adelanto	5,281	4.22%
Mountain	5,059	4.04%
Total	125,159	100%

AGENCY	2019		2020		CHANGE	
	Incidents	% of Total	Incidents	% of Total	Incidents	% of Total
San Bernardino County Fire	122,419	53.71%	125,159	53.78%	2,740	0.07%
Victorville Fire Dept.	22,296	9.78%	22,933	9.85%	637	0.07%
Rancho Cucamonga Fire	15,882	6.97%	15,853	6.81%	-29	-0.16%
Apple Valley Fire District	12,171	5.34%	12,724	5.47%	553	0.13%
Chino Valley Fire District	12,401	5.44%	12,609	5.42%	208	-0.02%
Rialto Fire Department	10,064	4.41%	10,794	4.64%	730	0.23%
Redlands Fire Department	10,411	4.57%	10,514	4.52%	103	-0.05%
Colton Fire Dept.	6,780	2.97%	7,212	3.10%	432	0.13%
Montclair Fire Dept.	4,510	1.98%	4,615	1.98%	105	0.00%
Big Bear Fire Department	3,892	1.71%	3,877	1.67%	-15	-0.04%
Loma Linda Fire Dept.	3,702	1.62%	3,903	1.68%	201	0.06%
San Manuel Fire	1,878	0.82%	1,316	0.57%	-562	-0.25%
Running Springs Fire	609	0.27%	556	0.24%	-53	-0.03%
Baker Ambulance	602	0.26%	417	0.18%	-185	-0.08%
County Road Department	352	0.15%	236	0.10%	-116	-0.05%
	227,969		232,718		4,749	

