



**ADMINISTRATIVE COMMITTEE MEETING  
MINUTES**

TUESDAY NOVEMBER 17, 2020

1:30 P.M.

LOMA LINDA COMMUNITY ROOM  
25541 BARTON RD., LOMA LINDA CA

**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 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

**GUESTS**

Chief Tim Bruner, Loma Linda Fire Department  
Richard Behr, Confire JPA

**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 October 27, 2020 (**Attachment A**)
2. Financial Statements thru October 31, 2020 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 thru C4**)

**4. Action on Consent**

*Motion to accept all items on Consent*

*Motion by: Chief Lorenzo Gigliotti*

*Second by: Chief Jim Topoleski*

*6 -Yes*

*2-Abstentions Chief Tim Shackelford & Chief Dan Harker*

*Motion Approved*

**IV. DIRECTOR REPORT**

- a. Special Presentation
  - i. Richard Behr retirement after 12 years of service.
- b. CLETS Training Requirement (**Attachment D**)
- c. Medical Director (**Attachment E**)  
*New Medical Director, Debbie Bervel M.D. has been engaged effective December 9, 2020.*
- d. Adopt Time Standards

**V. COMMITTEE REPORTS**

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

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

- b. Ops Chiefs Committee Report – Chief Bruner (**Attachment F**)

*Discussion on AVD (Automated Voice Dispatch) installation done 11/17/20. First Due presentation scheduled for 12/15 Admin. Chiefs meeting. Chief Bruner reported that County Fire has been moved to their own Radio Channel; adjustments being worked thru.*

**VI. DISCUSSION ITEMS**

**5. Old Business**

**a. JPA By-Law Revision (Attachment G) – Action Item**

*Barring any further corrections, Director Andres proposes to bring this item to the Board of Directors at the December 10<sup>th</sup> meeting.*

*Motion to accept the JPA By-Law Revision as presented and bring before the Board of Directors at the December 10, 2020 meeting.*

*Motion by: Chief Dan Munsey*

*Second by: Chief Jim Topoleski*

*8-Yes*

*0-Absent*

*Motion Approved*

**b. ECNS – REMSA agreement (Attachments H1 thru H3) – Action Item**

*Motion to approve single source service agreement with REMSA to provide Emergency Communications Nurse System (ECNS) qualified staff to augment local ECNS trained nursing staff.*

*Agreement would be to provide ECNS services for \$93/hour. Number of hours per day and days per week would vary depending on availability of local staff. Initial funding, if implemented in 2020 will be through the use of Cares Act monies. (reimbursed to General Reserve Fund 5010)*

*Motion by: Chief Dan Munsey*

*Second by: Chief Ivan Rojer*

*8-Yes*

*0-Absent*

*Motion Approved*

*Motion to provide 1 month of ECNS/REMSA funding, up to \$67,000 for the month of January in event Cares Act funding is not provided.*

*Motion by: Chief Lorenzo Gigliotti*

*Second by: Chief Tim Shackelford*

*8-Yes*

*0-Absent*

*Motion Approved*

c. **Valley Dispatch Center – (Attachment I)**

*Tentative completion of the Valley EOC is estimated for the Fall of 2023. Currently the square footage being provided to CONFIRE is 4,270 sf, which is minimally larger than the current building occupied that has been outgrown. Chief Munsey questions the high price of our proposed space. If we are treated or addressed as a tenant, then we have options. Multiple Chiefs expressed reservations that this is in CONFIRE'S best interest.*

*Chiefs moved to establish a sub-Committee to address the proposed questions regarding the cost and square footage allocated to CONFIRE. This sub-Committee shall consist of Chief Dan Munsey, CONFIRE Director Art Andres and Chief Brian Park.*

d. **Staffing Study (Attachments J1 & J2)**

*The final draft report from Mission Critical Partners (MCP) was presented along with 35 recommendations. These recommendations are being working thru by the sub-committee to establish priorities. Once this is done the items will be brought back to the Chiefs for implementation.*

*Motion to Accept the staffing Study from Mission Critical Partners with the recommendation of strategically prioritizing the recommendations.*

*Motion by: Chief Lorenzo Gigliotti  
Second by: Chief Brian Park*

*8-Yes  
0-No*

*Motion Approved*

6. **New Business**

a. **Officer Elections – Action Item**

*Per CONFIRE By-Laws "He/She shall serve a one (1) year term as Chairperson/Vice-Chairperson and shall be elected to that position annually by the members of the Administrative Committee."*

*Motion to Elect Chief Tim McHargue to a (1) year term as Chairperson and Chief Ivan Rojer to a (1) year term as Vice-Chairperson.*

*Motion by: Chief Dan Harker  
Second by: Chief Park*

*8-Yes  
0-Absent*

*Motion Approved*

- 7. Budget – Yvette Calimlim
  - a. Special Revenue Fund for CAD to CAD project – **Action Item**

*Motion to approve the establishment of a Special Revenue Fund for CAD to CAD project.*

*Motion by: Chief Tim McHargue  
Second by: Chief Jim Topoleski*

*8-Yes  
0-Absent*

*Motion Approved*

- VII. **CLOSED SESSION**
  - a. Personnel Matter

- VIII. **ADJOURNMENT**  
*The meeting adjourned at 14:50.*

**Upcoming Meeting:**

Next Regular Meeting: December 15, 2020 at 1:30 p.m. Via ZOOM.



## OPERATIONS FUND 5008 MONTHLY SUMMARY FY 2020/21

Transactions thru November 30, 2020

Expenditures	3 PP						Total YTD	2020/21 Budget	Bud - Exp Difference	% Used
	July	Aug	Sep	Oct	Nov	Dec				
Salary/Benefits	703,250	500,928	528,753	527,455	518,203	-	2,778,588.44	7,669,719	\$4,891,131	36.2%
Overtime/Call Back	36,039	24,901	27,203	25,540	24,806	-	138,489.33	318,087	\$179,598	43.5%
Phone/Circuitry/Internet	57,506	23,347	56,744	39,590	54,828	-	232,113.83	554,092	\$321,978	41.9%
County IS/Data Services/Counsel	-	6,866	1,635	1,539	3,188	-	13,228.33	61,761	\$48,533	21.4%
Radio/Pager, Console Maint	-	39,459	39,459	43,014	39,581	-	161,513.27	483,541	\$322,028	33.4%
Computer Software	185,578	459,075	201,684	3,288	6,558	-	856,282.45	1,309,845	\$453,563	65.4%
Computer Hardware	-	187,089	(185,089)	787	288	-	3,074.54	18,450	\$15,375	16.7%
Office Exp Copier Lease	5,058	3,528	3,122	3,731	4,904	-	20,343.08	75,544	\$55,201	26.9%
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	18,555	2,502	-	95,367.88	194,500	\$99,132	49.0%
Travel/Training	300	9,396	(891)	943	2,502	-	12,249.98	65,000	\$52,750	18.8%
Auto/Structural/Fuel	21,916	35,840	30,463	1,060	32,209	-	121,487.21	35,815	(\$85,672)	339.2%
Other/HDCG Rem/Equip Trans	302	1,250	343	2,669	5,108	-	9,673.37	216,649	\$206,976	4.5%
<b>Total</b>	<b>1,034,086</b>	<b>1,357,204</b>	<b>728,479</b>	<b>679,572</b>	<b>694,523</b>	<b>-</b>	<b>4,493,862.97</b>	<b>11,040,503</b>	<b>\$6,546,740</b>	<b>40.7%</b>
										<b>% Fiscal Year Passed 41.7%</b>

Revenue	3 PP						Total YTD	2020/21 Budget	Difference	% Rcvd
	July	Aug	Sep	Oct	Nov	Dec				
Services	12,712	2,713,004	-	2,761,819	248	-	5,475,071	11,101,465	\$5,626,394	49%
Interest	(61)	(1,018)	(56,635)	11,089	-	-	(57,714)	\$57,714	(\$11,089)	
Other	12,851	2,599,273	(56,635)	2,772,908	248	-	5,428,246	11,101,465	\$5,673,019	49%
<b>Total</b>										<b>% Fiscal Year Passed 41.7%</b>


**CONFIRE**

## Unaudited Fund Balance Report FY 2020-2021

			Audited Fund Balance As Of 11/30/20
<b>Operations Fund (5008)</b>			
Fund Balance 7/1/20		*	\$ 2,973,766
Revenue	5,428,446		
Expenditures	(4,495,581)		
Net			932,865
<b>Audited Fund Balance As Of 11/30/20</b>		<b>\$</b>	<b>3,906,631</b>
Compensated Absences	67,271		
			(67,271)
<b>Unassigned Fund Balance</b>		<b>\$</b>	<b>3,839,360</b>
<i>*FY 2020-21 Operating costs 10% is \$1,110,147 Per Board Policy</i>			
<b>Equipment Reserve Fund (5009)</b>			
Fund Balance 7/1/20		\$	2,090,834
Revenue	196,563		
Expenditures	(228,070)		
Transfer out to County Fire	-		
Net			(31,507)
<b>Audited Fund Balance As Of 11/30/20</b>		<b>\$</b>	<b>2,059,327</b>
<b>General Reserve Fund (5010)</b>			
Fund Balance 7/1/20		*	\$ 5,212,728
Revenue - Membership/Interest	184,500		
Revenue - FY18HSGP Grant	-		
Residual Equity Transfer Out	-		
Expenditures	(496,855)		
Net			(312,355)
<b>Audited Fund Balance As Of 11/30/20</b>		<b>\$</b>	<b>4,900,373</b>
Reserve for CIP	(1,000,000)		
<b>Committed</b>			(1,000,000)
<b>Unassigned Fund Balance</b>		<b>\$</b>	<b>3,900,373</b>
<i>*FY 2020-21 Operating costs 25% is \$2,224,736 Per Board Policy</i>			
<b>Term Benefits Reserve Fund (5011)</b>			
Fund Balance 7/1/20		\$	755,024
Revenue	54,512		
Expenditures			
Transer Comp. Absence From 5008	-		
Net			54,512
<b>Audited Fund Balance As Of 11/30/20</b>		<b>\$</b>	<b>809,536</b>
<i>FY 2020 Compensated Absences \$67,271</i>			



**CONFIRE**

## Call Summary

CONFIRE/Comm Center

1743 W Miro Way  
 Rialto, CA 92376  
 County: San Bernardino

Year: 2020

From:

1/1/2020

To:

11/30/2020

Period:

Month

Group:

All

Call Type:

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	15931	76	16007	0.47%	11814	477	12291	14611	11563	208	26382	54680	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	30883	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%	14659	889	15548	18020	12545	290	30874	63639	98.3
<b>2020 Totals</b>	<b>188928</b>	<b>839</b>	<b>189767</b>	<b>0.44%</b>	<b>140,608</b>	<b>6,531</b>	<b>147,139</b>	<b>190,490</b>	<b>135,026</b>	<b>3,104</b>	<b>328,640</b>	<b>665,546</b>	<b>101.5</b>
<b>2019 Totals</b>	<b>177857</b>	<b>1377</b>	<b>179234</b>	<b>0.77%</b>	<b>139,315</b>	<b>5,684</b>	<b>144,999</b>	<b>191,485</b>	<b>122,315</b>	<b>3,232</b>	<b>317,032</b>	<b>641,265</b>	<b>105.0</b>



# ATTACHMENT C2



## PSAP Answer Time

CONFIRE/Comm Center

1743 W Miro Way

Rialto, CA 92376

County: San Bernardino

Month - Year: 1/1/2020 - 11/30/2020

Agency Affiliation: Fire

From: 1/1/2020

To: 11/30/2020

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	622	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	96	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%							
Year to Date 2020 Total	162,885	10,789	5,882	6,546	2,311	1,255	99	189,767
% answer time ≤ 10 seconds	85.83%	5.69%	3.10%	3.45%	1.22%	0.66%	0.05%	100.00%
% answer time ≤ 15 seconds	91.52%							
% answer time ≤ 40 seconds	98.07%							
Year to Date 2019 Total	157,936	8,411	4,176	5,597	1,971	1,040	103	179,234
% answer time ≤ 10 seconds	88.12%	4.69%	2.33%	3.12%	1.10%	0.58%	0.06%	100.00%
% answer time ≤ 15 seconds	92.81%							
% answer time ≤ 40 seconds	98.26%							

## CONFIRE Billable Incidents

Period: 01/01/2020 thru 11/30/2020

Jurisdiction	# of Incidents	% of Total
San Bernardino County	113,014	53.98%
VictorvilleFD	20,498	9.79%
RanchoCucamonga	14,363	6.86%
AppleValley	11,361	5.43%
ChinoValleyFD	11,217	5.36%
Rialto	9,676	4.62%
Redlands	9,438	4.51%
Colton	6,473	3.09%
MontclairFD	4,097	1.96%
Big Bear Fire	3,441	1.64%
Loma Linda	3,427	1.64%
San Manuel FD	1,232	0.59%
Running Springs	507	0.24%
Baker Ambulance	394	0.19%
Road Department	213	0.10%
BigBearCity	1	0.00%
<b>Total</b>	<b>209,352</b>	<b>100%</b>

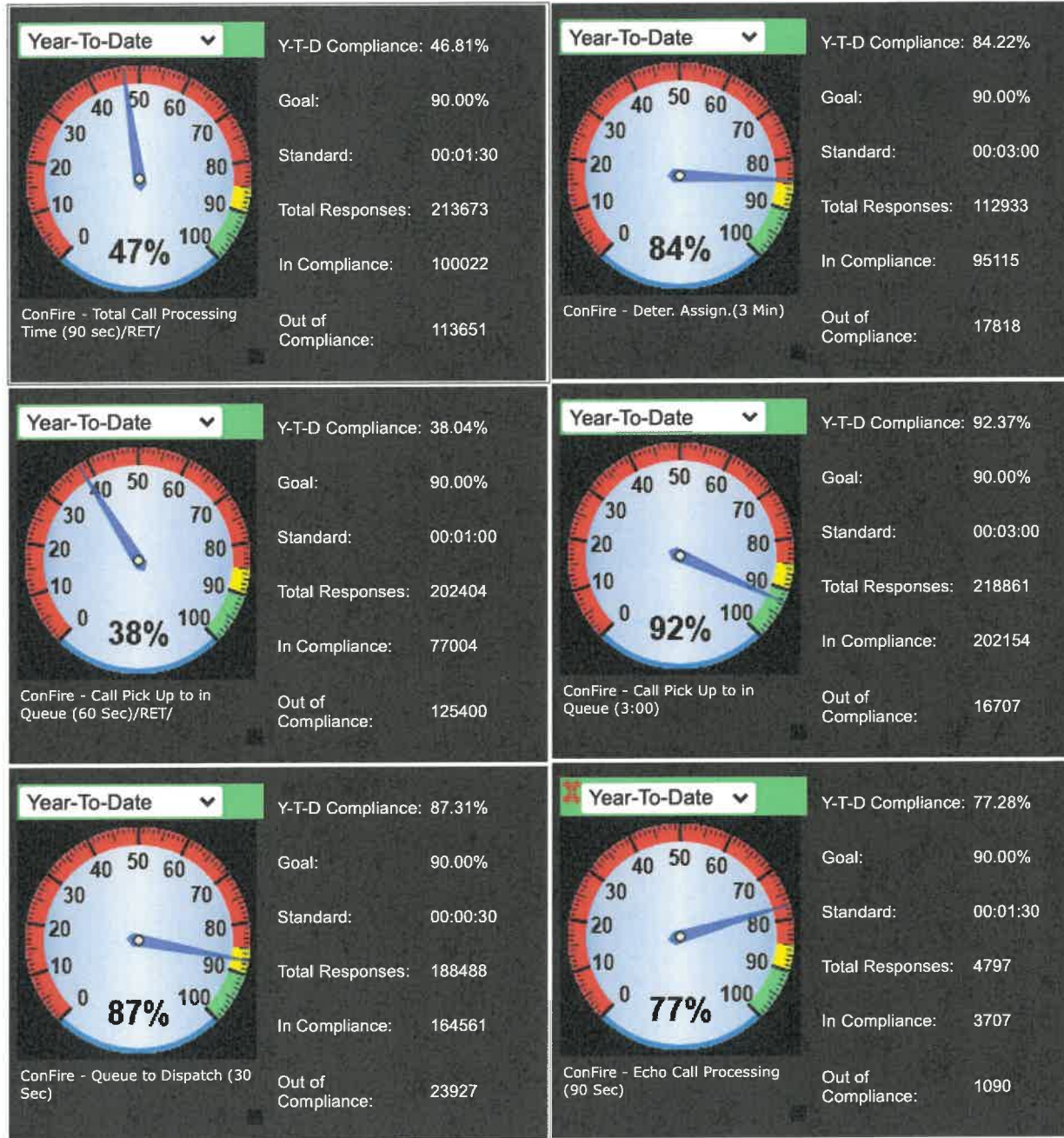
BDC Division	# of Incidents	% of Total
East Valley	38,762	34.30%
Fontana	18,028	15.95%
Valley	15,682	13.88%
Hesperia	10,667	9.44%
South Desert	10,272	9.09%
North Desert	10,152	8.98%
Adelanto	4,804	4.25%
Mountain	4,647	4.11%
<b>Total</b>	<b>113,014</b>	<b>100%</b>

Admin | Reports | Dashboard | F.O.A.M. | IDV | IDV | Academy Refresh: 5 Min(s) | Art Andres

Tool Setup Analytics

## FIRST WATCH

Trigger Status Dashboard **YTD** Tab 1



Server time:

12/8/2020 4:30:44 PM

Local time:

12/8/2020 4:30:24 PM

## Emergency Staffing Minimums

The Emergency Staffing is based on COVID numbers within Dispatch. Levels will be set by Management.

### Normal staffing assigned to a shift

- Normal operations

### Level 1 staffing – 10 % of staffing affected

- Minimum staffing
  - Day 7 dispatchers
  - Night 6 dispatchers
- EMD Phase 1
- Normal Radio Assignments
- Field to minimize radio traffic and utilize radio discipline

### Level 2 staffing – 15% of staffing affected

- Minimum staffing
  - Day 6 dispatchers
  - Night 5 dispatchers
- EMD Phase 2
- Normal Radio operations
- Field to minimize radio traffic and utilize radio discipline

### Level 3 staffing – 20 % of staffing affected

- Minimum staffing
  - Day 5 dispatchers
  - Night 5 dispatchers
- EMD Phase 2
  - May divert some calls to ONT for processing
- Patch both XBO Channels
- Patch both BDC Channels
- **\* Radio - emergency traffic only \***