



**ADMINISTRATIVE COMMITTEE MEETING
MINUTES**

TUESDAY AUGUST 25, 2020

1:30 P.M.

LOMA LINDA EOC & ZOOM

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire-*Departed at 2:40 p.m.*
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire – *Via Zoom*
Chief Lorenzo Gigliotti, Apple Valley Fire Protection District - *Via Zoom*
Chief Tim Shackelford, Chino Independent Fire District
Chief Dan Harker, Loma Linda Fire
Chief Jim Topoleski, Redlands Fire - *Absent*
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 – *Via Zoom*
Kristen Anderson, Assistant Dispatch Manager – *Via Zoom*
John Tucker, Assistant Dispatch Manager – *Via Zoom*
Blessing Ugbo, MIS Manager
Liz Berry, Admin. Secretary I

GUESTS

Chief John Becker, Victorville Fire Department – *Via Zoom*
Chief Eric Noreen, Rancho Cucamonga Fire
Chief Mike Vasquez, Running Springs Fire – *Via Zoom*
Chief Bertral Washington, San Bernardino County Fire – *Via Zoom*
Chief Ray Gayk, City of Ontario Fire Department
Sr. Deputy Fire Chief Art Andres, City of Ontario Fire Department
Captain Mike McMath, Redlands Fire – *Via Zoom*
Yvonne Robbins, San Bernardino County Fire – *Via Zoom*
Yvette Calimlim, San Bernardino County – *Via Zoom*
Debbie Sisson, CONFIRE – *Via Zoom*

Rana Gilani, CONFIRE – *Via Zoom*

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. PRESENTATION

Acknowledgement of retirement of Mike Bell after 6 years of leadership as Director of CONFIRE.

IV. 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 July 28, 2020 (**Attachment A**)
2. Dispatch Performance reports (**Attachments B1 thru B3**)

3. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Tim McHargue

Second by: Chief Lorenzo Gigliotti

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Absent

Chief Brian Park-Yes

Chief Dan Munsey-Yes

7-Yes

1-Absent

Motion Approved

V. DIRECTOR REPORT

- a. Introduce New Director Art Andres
- b. CAD to CAD Project Update

i. San Manuel Contract (**Attachment C**) – Action Item

1. Approval of revised agreement between CONFIRE and San Manuel to include provision of CAD to CAD admin services.

Motion to approve revised agreement between CONFIRE and San Manuel to include provision of CAD to CAD admin services.

Motion by: Chief Dan Harker

Second by: Chief Tim McHargue

Chief Tim McHargue-Yes

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Absent

Chief Brian Park-Yes

Chief Dan Munsey-Yes

7-Yes

1-Absent

Motion Approved

c. Nurse Triage Project

- i. ECNS Training Webinar – Elaine Messerli-Kelly (Mission Critical Partners)
- ii. Program Update – Jaime Young (Mission Critical Partners & Leslie Parham, Chino Valley Fire)
- iii. CARES ACT Funding (**Attachments D1 thru D5**) – Action Item
 1. Approval of CARES Act Funding Expenditure Requests

Dell-\$356,886.00. Upgrade and expand storage hardware capacity with support. Enables CONFIRE to maintain technology compatibility at both dispatch centers and to reduce support burden and point of failures. Having parity at both sites will allow CONFIRE to handle the additional dispatch load due to COVID-19, and it will also allow us to maintain social distancing among our dispatchers.

Central Square-\$29,920.00. Standard Low Code Interface – Priority Dispatch with associated professional services. This interface is required to integrate the Low Code (ECNS) software into CONFIRE’S existing Central Square Enterprise Computer-Aided Dispatch (CAD) system. This software is integral to expeditious implementation of the Emergency Communications

Nurse System (ECNS) in response to and in preparation for the COVID-19 pandemic.

Crayon-\$50,000.00. Microsoft SQL and Server OS licenses with support. CONFIRE'S critical infrastructure is predominantly Windows technology and to maintain technology parity between both sites allowing CONFIRE to handle the additional dispatch load due to COVID-19, and it will also allow us to maintain social distancing among our dispatchers.

Motorola-\$36,976.15. Six (6) APX6000 7/800 Model 3.5 Portable Radios HT's. These radios are necessary as part of the Desert Dispatch Center expedited build-out necessitated by the COVID-19 Pandemic.

Motion to approve CARES Act Funding Expenditures as presented.

Motion by: Chief Tim Shackelford

Second by: Chief Dan Harker

Chief Tim McHargue-Absent

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Absent

Chief Brian Park-Yes

Chief Dan Munsey-Yes

6-Yes

2-Absent

Motion Approved

2. Pilot project update – Mat Fratus

VI. 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>8/20</i>
<i>Hardware Refresh</i>	<i>In Progress</i>	<i>10/20</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>10/20</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>11/20</i>
<i>Tablet Command</i>	<i>In Progress</i>	<i>10/20</i>

b. Ops Chiefs Committee Report – Chief Park/Noreen

VII. DISCUSSION ITEMS

5. Old Business

- a. Victorville Membership Resolution (**Attachments E1 & E2**) – **Action Item**
 - i. Approve Resolution 2020-02 – Recommendation to Admit Victorville Fire Department as a Party to Consolidated Fire Agencies (“CONFIRE”) Joint Powers Agreement.

Motion to Approve Resolution 2020-02 to Admit Victorville Fire Department as a Party to Consolidated Fire Agencies (“CONFIRE”) Joint Powers Agreement.

Motion by: Chief Lorenzo Gigliotti

Second by: Chief Brian Park

Chief Tim McHargue-Absent

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Absent

Chief Brian Park-Yes

Chief Dan Munsey-Yes

6-Yes

2 -Absent

Motion Approved

6. New Business

- a. Staffing Study Draft - Discussion
 - i. Extension of contract with Mission Critical Partners (**Attachment F**) – **Action Item**
 - 1. Approve a contract extension between CONFIRE and Mission Critical Partners from May 22, 2020 to October 31, 2020, not to exceed \$5,000. Authorize the Director to execute said extension.

Motion to approve a contract extension between CONFIRE and Mission Critical Partners from May 22, 2020 to October 31, 2020, not to exceed \$5,000. Authorize the Director to execute said extension.

Motion by: Chief Ivan Rojer

Second by: Chief Brian Park

Chief Tim McHargue-Absent

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

*Chief Tim Shackelford-Yes
Chief Dan Harker-Yes
Chief Jim Topoleski-Absent
Chief Brian Park-Yes
Chief Dan Munsey-Yes*

*6-Yes
2 -Absent*

Motion Approved

b. Organizational Development Consultant - (Attachments G1 thru G5) – Action Item

- i. Approve agreement between CONFIRE and Messina & Associates for Organizational Development Consulting Services. Approve single source procurement to be funded from 5010-2445 – Professional Services.

Motion to approve agreement between CONFIRE and Messina & Associates for Organizational Development Consulting Services. Approve single source procurement to be funded from 5010-2445 – Professional Services.

Motion by: Chief Tim Shackelford

Second by: Chief Brian Park

Chief Tim MchHargue-Absent

Chief Ivan Rojer-Yes

Chief Lorenzo Gigliotti-Yes

Chief Tim Shackelford-Yes

Chief Dan Harker-Yes

Chief Jim Topoleski-Absent

Chief Brian Park-Yes

Chief Dan Munsey-Yes

6-Yes

2-Absent

Motion Approved

VIII. CLOSED SESSION

- a. Personnel Item – Director Transition

IX. ADJOURNMENT

The meeting adjourned at 1754

Upcoming Meeting:

Next Regular Meeting: September 22, 2020 at 1:30 p.m. location TBD.