



**ADMINISTRATIVE COMMITTEE MEETING
MINUTES**

Tuesday, May 26, 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-*Arrived at 1:40 p.m.*

SUPPORT STAFF

Mike Bell, Director
Karen Hardy, Business Manager/Analyst
Tim Franke, Dispatch Manager
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 Kathleen Opliger, San Bernardino County Fire
Chief Jeff Birchfield, San Bernardino County Fire
Chief Eric Noreen, Rancho Cucamonga Fire
Chief Brian Park, Rialto Fire
Chief Mike Vasquez, Running Springs
Chief Mike McMath, Redlands Fire
Dana DeAntonio, Confire JPA
Yvonne Robbins, San Bernardino County Fire
Jaime Young, Winbourne

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 April 28, 2020 & May 14, 2020 **(Attachments A1 & A2)**
2. Financial Statements thru April 30, 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 Tim Shackelford
Second by: Chief Ivan Rojer
Approved Unanimously*

IV. DIRECTOR REPORT

- a. CAD to CAD Project- **Action Item**
 - i. *Motion to add CAD to CAD Project to agenda as an action item and Motion to approve the CAD to CAD Project moving forward with San Manuel's updated agreement wording.*

*Motion by: Chief Gigliotti
Second by: Chief McHargue
Chief Rojer: Yes
Chief Shackelford: Yes
Chief Harker: Yes
Chief Topoleski: Yes
Chief Grayson: Yes
Chief Munsey: Yes*

- b. Nurse Triage Project – Discussion/Direction
 - i. CARES ACT Funding

V. 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>6/20</i> |
| <i>CAD Re-Host</i> | <i>In Progress</i> | <i>7/20</i> |
| <i>BDC Transition</i> | <i>In Progress</i> | <i>7/20</i> |
| <i>CAD/Comm VDI</i> | <i>In Progress</i> | <i>10/20</i> |

b. Ops Chiefs Committee Report – Chief Park

i. Hesperia Expansion Update

BDC Chief to be assigned to the project.

Ops Chiefs to continue working on a process that will meet each agency's needs.

VI. DISCUSSION ITEMS

5. Old Business

a. Victorville Membership (**Attachments D1 & D2**) – Action Item

i. Approve Administrative Committee Resolution 2020 – 01

Recommendation to CONFIRE Board of Directors to admit Victorville Fire Department as a Party to Consolidated Fire Agencies (“CONFIRE”) Joint Powers Agreement on condition of approval by the Victorville City Council of the attached resolution at their June 2nd City Council meeting.

Item pulled from the agenda at the mutual request of CONFIRE and Victorville.

b. Westnet contract (**Attachment E**) – Action Item

i. Approve Single Source contract with Westnet for Fire Station Alerting Maintenance in the amount of \$114,397.91 for FY 2020/21.

1. Single source based on the proprietary features of the system which preclude non-Westnet vendors from performing certain maintenance procedures.
2. Authorize the Director to execute the contract with minor revisions as deemed appropriate by CONFIRE legal counsel.

Motion to approve Single Source contract with Westnet for Fire Station Alerting Maintenance in the amount of \$114,397.91 for FY 2020/21. Authorize the Director to execute the contract with minor revisions as deemed appropriate by CONFIRE legal counsel.

Motion by: Chief McHargue

Second by: Chief Grayson

Approved Unanimously

- 6. New Business
 - a. Budget Process Update
 - i. Prep for Board Meeting – June 5

VII. CLOSED SESSION

- a. Personnel Matter
 - Director Search Sub-Committee established. Chair, Chief Harker, Members, Chief Munsey, Chief Shackelford.*

VIII. ADJOURNMENT

The meeting adjourned at 1420

Upcoming Meetings:

Next Regular Meeting:

June 16, 2020 at 1:30 p.m. at Loma Linda EOC, 25541 Barton Rd. Loma Linda, CA 92354