



**ADMINISTRATIVE COMMITTEE MEETING
MINUTES**

Tuesday, March 31, 2020

2:30 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

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 Eric Noreen, Rancho Cucamonga Fire
Chief Brian Park, Rialto Fire
Chief Mike Smith, San Manuel Fire Department
Battalion Chief Joe DeSoto, Chino Fire
Dana DeAntonio, Confire JPA
Yvonne Robbins, San Bernardino County Fire

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. PRESENTATION

Acknowledgement of retirement of Scott Fanus after 10 years of service at CONFIRE, 31 years total in Public Safety.

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 February 25, 2020 (**Attachment A**)
2. Financial Statements thru February 29, 2020 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 – C3**)

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Dan Munsey

Second by: Chief Tim McHargue

Approved Unanimously

V. DIRECTOR REPORT

- a. COVID-19 Update

VI. OPS COMMITTEE REPORT

- a. Ops Chiefs Committee Update – Chief Park

VII. DISCUSSION ITEMS**5. Old Business**

None

6. New Business

- a. CAD to CAD Contract (**Attachments D1 & D2**) – Action Item

Motion to approve contract with Central Square for Phase 1 of the Inland Empire Regional Interoperability Project (IE RIP) for its CAD to CAD Solution. The contract is in the amount of \$456,705.00 and will be funded from budgeted CONFIRE funds (General Reserves – 5010 - \$122,235.00) and UASI Grant Funds (\$334,470.00).

Authorize CONFIRE Director to execute the contract making only minor adjustments as approved by CONFIRE legal counsel if required.

*Motion by: Chief Dan Harker
Second by: Chief Ivan Rojer
Motion Approved*

b. ECNS/Low Code Contract (Attachments E1-E3) – Action Item

Approve quote and contract with Priority Solutions, Inc. for the purchase of the Omega and Low Code Module for \$97,898 from budgeted fund in the General Reserves (5010)

Approve as a single source purchase since this is a priority add-on module to the existing CONFIRE Emergency Medical Dispatch software (ProQA)

Authorize CONFIRE Director to execute the contract making only minor adjustments as approved by CONFIRE legal counsel if required.

*Motion by: Chief Lorenzo Gigliotti
Second by: Chief Sean Grayson
Motion Approved*

c. FY 20/21 Budget Process (Attachments F1-F4)

- i. Equipment Replacement Fund Discussion
- ii. Hesperia Expansion
- iii. WestNet Maintenance

d. Morongo Basin Ambulance Proposal Request (Attachments G1 & G2) – Action Item

Provide direction on request for proposal from Morongo Basin Ambulance.

Motion to move forward with an official proposal as requested. Proposal to be brought back to the CONFIRE Administrative Committee in April for review and appropriate action.

*Motion by: Chief Lorenzo Gigliotti
Second by: Chief Dan Munsey
Motion Approved*

VIII. CLOSED SESSION

IX. ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting:

April 28, 2020 at 1:30 p.m. at Loma Linda EOC, 25541 Barton Rd. Loma Linda, CA 92354