



**ADMINISTRATIVE COMMITTEE MEETING
MINUTES**

Tuesday, February 25, 2020

1:30 P.M.

LOMA LINDA - EOC
25541 BARTON RD., LOMA LINDA

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 Richard Sessler, Redlands Fire
Chief Sean Grayson, Rialto Fire
Chief Dan Munsey, San Bernardino County Fire

SUPPORT STAFF

Mike Bell, Director
Karen Hardy, Business Manager/Analyst
John Tucker, Assistant Dispatch Manager
Kristen Anderson, 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 Nathan Cooke, Chino Fire
Chief Mike Vasquez, Running Springs Fire
Battalion Chief Tim Bruner, Loma Linda Fire
Battalion Chief Joe DeSoto, Chino Fire
Battalion Chief Dean Smith, Chino Fire
Deputy Chief Dave Williams, Chino Fire
Captain Mike McMath, Redlands Fire

Matt Fratus, Confire PSE

I. CALL TO ORDER

- a. Flag Salute
- b. 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 January 28, 2020 (**Attachment A**)
- 2. Financial Statements thru January 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 Sean Grayson

Second by: Chief Ivan Rojer

Approved Unanimously

IV. DIRECTOR REPORT

- a. CAD to CAD
- b. EMD Optimization
 - i. Pilot Proposal – Oral Report – Consensus item
Consensus to return on 3/24/20 with a factual plan.

V. OPS COMMITTEE REPORT

- a. Ops Chiefs Committee Update – Chief Park
 - i. Hesperia Expansion Update
 - 1. Staffing Study Request – **Action Item**
Approve sole source contract not to exceed \$50,000 for Mission Critical Partners to conduct a detailed staffing study for proposed expansion and enhanced EMD initiatives.

Justification for sole source: Currently engaged with Mission Critical through SB COG on the EMD Optimization Study. Time is of the essence. This project is related to that effort. Mission Critical is a participant in the Department of Government Services (DGS) California Multiple Award System (DMAS) from which CONFIRE is

authorized to select qualified vendors. The CMAS contract number is: 3-13-70-3020A.

Motion to approve sole source contract not to exceed \$50,000 for Mission Critical Partners to conduct a detailed staffing study for proposed expansion and enhanced EMD initiatives.

*Motion by: Chief Tim Shackelford
Second by: Chief Dan Harker
Approved Unanimously*

VI. DISCUSSION ITEMS

5. Division Reports and Updates

a. Information Services Report – Blessing Ugbo

Project	Status	Due Date
<i>Internet Redundancy BGP</i>	<i>In Progress</i>	<i>3/20/20</i>
<i>Active Directory Upgrade</i>	<i>In Progress</i>	<i>2/20/20</i>
<i>Transition Mobile to AirWatch</i>	<i>In Progress</i>	<i>4/16/20</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>5/28/20</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>5/15/20</i>
<i>CAD Comm VDI</i>	<i>In Progress</i>	<i>5/06/20</i>

b. Communications Report – Tim Franke

c. Administration Report – Karen Hardy

6. Old Business

a. Victorville Membership – (Attachment D) – Action Item

Approve Victorville’s request for membership, authorize Director to engage with Victorville on the process and bring item to Board of Directors in May for approval.

Motion to approve Victorville’s request for membership. Authorize Director to bring item to the CONFIRE Board of Directors in May for approval.

Motion by: Chief Lorenzo Gigliotti

Second by: Chief Dan Munsey

Absent: Chief Tim Shackelford – stepped out of the room

Chief Dan Harker – Stepped out of the room

Motion Approved

7. New Business

a. Hesperia Lease Agreement – (Attachment E) – Action Item

Approve Draft lease agreement with San Bernardino County Real Estate Services for equipment room and rack space at the High Desert Government Center in Hesperia to support CONFIRE’S operation at that location. This is a five-year agreement that would commence July 1, 2020. Result is additional cost of \$16,574 in FY 20/21. There is a 3.5% per year inflator in the contract.

Motion to approve the five-year Hesperia Lease Agreement commencing July 1, 2020 at a cost of \$16,574 in FY 20/21 with a 3.5% inflator as presented.

Motion by: Chief Dan Harker

Second by: Chief Ivan Rojer

Absent: Chief Tim Shackelford – Stepped out of the room

Motion Approved

b. **Rialto Lease extension – (Attachment F) – Action Item**

Approve extension of existing lease agreement (including First (2016) and Second (2018) Amendments) with San Bernardino County Real Estate Services for Rialto site for a five-year term as permitted in the existing lease. This would extend the agreement to August of 2025. No new costs associated with this item aside from annual 3.5% inflator that is part of the agreement.

Motion to approve five-year lease extension with San Bernardino County Real Estate Services for the Rialto site as permitted in the existing lease. This would extend the agreement to August of 2025. No new costs associated with this item aside from annual 3.5% inflator that is part of the agreement.

Motion by: Chief Ivan Rojer

Second by: Chief Tim McHargue

Absent: Chief Tim Shackelford – Stepped out of the room

Motion Approved

c. **Preliminary Budget Discussion**

d. **Dispatcher Appreciation Week April 12, 2020**

VII. CLOSED SESSION

Pursuant to California Government Code Section 54956.9(a). The Administrative Committee will meet in closed session to be briefed regarding (1) case of pending litigation Claim No. 18W21F928762 Joel Rothschild V. Consolidated Fire Agencies (CONFIRE). One (1) case.

VIII. ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting:

March 24, 2020 at 1:30 p.m. at Loma Linda EOC, 25541 Barton Rd. Loma Linda, CA 92354