



**ADMINISTRATIVE COMMITTEE MEETING
MINUTES**

Tuesday, January 28, 2020

12:00 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
Tim Franke, 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
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
Yvonne Robbins, San Bernardino County Fire - *Via phone*
Tami King, San Bernardino County Fire MIS

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. PRESENTATION

Acknowledgement of retirement of Tami King after 34 years of service. *

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 December 17, 2019, **(Attachment A)**
- 2. Financial Statements thru December 31, 2019 **(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 Dan Munsey

Second by: Chief Lorenzo Gigliotti

Approved Unanimously

V. DIRECTOR REPORT

- a. CAD to CAD Project Update (oral report)
 - i. Review Governance Document – **(Attachment D)**
 - ii. Discuss vendor selection and pricing model
- b. EMD Project Update (oral report)
- c. Westnet discussion*

**This item, in addition to the presentation above, were added to the meeting.*

Motion to approve the addition of the Presentation to Tami King and Westnet topic to the Admin Chiefs Agenda.

Motion by: Chief Dan Munsey

Second by: Chief Ivan Rojer

Approved Unanimously

VI. OPS COMMITTEE REPORT

- a. Ops Committee Update – Chief Park (Oral Report)

VII. DISCUSSION ITEMS

5. Information Services Report – Blessing Ugbo

a. Project Updates

Project	Status	Due Date
<i>Internet Redundancy BGP</i>	<i>In Progress</i>	<i>2/19/20</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>3/12/20</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>3/19/20</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>4/16/20</i>
<i>CAD Comm VDI</i>	<i>In Progress</i>	<i>5/06/20</i>

6. Old Business

a. Planning Discussion Continuation – Need for space

Leaders intent was given and topic was assigned to the Ops Committee

- i. Review option of opening High Desert Government Center
 1. Command Function
 2. Ops Chiefs Involvement
 3. Projected Capital and Operational Costs
- ii. Review long-term options
 1. Valley Dispatch Center
 2. CONFIRE Built facility

7. New Business

a. 2019 Call volume figures (**Attachment E**)

b. Review Feb. 12th Board Meeting items

- i. Fund Balance Report & Recommendations – (**Attachments F1 & F2**)
Action Item

Motion to approve the allocation of the fiscal year 2018/19 CONFIRE Fund Balances as stated below:

1. *Approve the proposed Operating Fund Balance (5008) allocation plan for FY 2018/19:*
 - a. *Hold the available Fund Balance of \$2,033,652 in the Operating Fund (5008) into 2019/20.*
 - i. *Per Board policy retain 10% of the Operating Budget costs for FY2019/20 of \$1,016,493.*
 - ii. *Keep the remaining balance of \$1,017,159 in the Operating Fund Balance for the following potential needs:*

1. *Funding positions/projects in the current year through the mid-year budget analysis process.*
2. *Use for potential increases for next fiscal year on the anticipation of the new Memorandum of Understanding (MOU) for the Emergency Services Unit (ESU).*
2. *Equipment Replacement Fund (5009) balance does not reflect the return of \$1,991,140.14 to County Fire approved by Board on 12/4/2019.*
3. *Per Board policy, maintain the General Reserves (5010) Fund Balance at a minimum of \$2,541,233.*
 - a. *Transfer the Reserve UAAL of \$10,000 from the General Reserve Fund (5010) into Employee Term Benefit Reserve (5011)*
 - b. *Retain the remaining balance of \$1,823,209 for the following needs:*
 - i. *Budgeted projects - \$790,000*
 - ii. *Reserve additional CIP funding - \$400,000*
 - iii. *Remaining balance of \$533,209 retained for costs required to bring Hesperia site to full operational mode and CAD to CAD project costs.*
4. *Retain the current Fund Balance of \$559,753 in Term Benefits Reserve Fund (5011) for the following:*
 - a. *Per Board policy maintain the Audited Compensated Absences in the amount of \$407,193 as June 30, 2019.*
 - b. *Leave the remainder balance from accrued interest earned and annual premium from contracted agencies for unfunded liability of pensions, along with the proposed deposit of \$10,000 from General Operating Reserves (3.a. above)*

*Motion by: Chief Dan Munsey
Second by: Chief Dan McHargue
Approved Unanimously*

- iii. **Mid-Year analysis – (Attachment G)**
- iv. **New Position requests – (Attachment H) Action Item**
 1. **Part-time Budget Officer**
 2. **Information Services Analyst III (ISA III)**
 3. **Automated Services Technician (AST)**

*Motion to approve mid-year personnel requests as described below.
These positions will be funded from FY 19/20 Operating Fund.*

*Information Services Analyst III – To be filled April 1
FY 19/20 Cost \$43,000
Full cost for FY 20/21 \$172,000*

*Automated Systems Technician – to be filled June 1
FY 19/20 Cost \$4,000
Full Cost for FY 20/21 \$65,000*

*Part-time Budget Officer – to be filled June 1 FY 19/20 Cost \$5,000
Full Cost for FY 20/21 \$65,000*

*Motion by: Chief Rich Sessler
Second by: Chief Dan Munsey
Approved Unanimously*

VIII. 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.

IX. ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting:

February 25, 2020 at 1:30 p.m. at Loma Linda EOC, 25541 Barton Rd. Loma Linda, CA 92354