



**CONFIRE**

2/12/2020

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**BOARD OF DIRECTORS MEETING**

WEDNESDAY, FEBRUARY 12, 2020  
10:00 A.M.

LOMA LINDA – EOC  
25541 BARTON RD., LOMA LINDA

**MINUTES**

**OPENING**

Call to order – Chairperson Dr. Rhodes Rigsby  
Flag Salute

**ROLL CALL**

**BOARD OF DIRECTORS COMMITTEE**

Chairperson – Dr. Rhodes Rigsby, Mayor - City of Loma Linda  
Vice-Chairperson – Ernest R. Cisneros, Council Member – City of Colton  
Andy Carrizales, Council Member – City of Rialto  
Eddie Tejada, Council Member – City of Redlands – *Arrived after 1<sup>st</sup> motion*  
Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga  
Dawn Rowe, 3<sup>rd</sup> District Supervisor – County of San Bernardino – *Left at 11:30*  
Dan Leary, Board President – Apple Valley Fire Protection District  
John DeMonaco, Board President – Chino Valley Independent Fire District

**ADMINISTRATIVE COMMITTEE**

Chief Tim McHargue, Chairperson – Colton Fire Department  
Chief Ivan Rojer, Vice Chairperson – Rancho Cucamonga Fire District  
Chief Rich Sessler – Redlands Fire Department  
Chief Dan Munsey – San Bernardino County Fire Department  
Chief Dan Harker – Loma Linda Fire Department  
Chief Sean Grayson – Rialto Fire Department  
Chief Lorenzo Gigliotti – Apple Valley Fire Protection District  
Chief Tim Shackelford – Chino Valley Independent Fire District



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## **CONFIRE STAFF**

Mike Bell, Director  
Karen Hardy, Business Manager/Analyst  
Blessing Ugbo, IT Manager  
Tim Franke, Communications Manager  
John Tucker, Assistant Communications Manager  
Kristen Anderson, Assistant Communications Manager  
Liz Berry, Admin. Secretary I

## **GUESTS**

Chief Greg Benson, Victorville Fire Department  
Chief Eric Noreen, Rancho Cucamonga Fire District  
Chief Brian Park, Rialto Fire Department  
Deputy Chief Kyle Collins, Chino Valley Independent Fire District  
Battalion Chief Joe DeSoto, Chino Valley Independent Fire District  
Division Chief Tim Bruner, Loma Linda Fire Department  
Lindsay Moore, Kingsley Bogard LLP  
Clair Cozad, San Bernardino County Board of Supervisors  
Jordan Wright, San Bernardino County Board of Supervisors  
Vanessa Meyer  
Casey Carrillo

## **PUBLIC COMMENT**

An opportunity provided for persons in the audience to make brief statements to the Board of Directors. (Limited to 30 minutes; 3 minutes allotted for each speaker)

## **PRESENTATIONS**

Acknowledgement for Outstanding Life Saving Actions

- Casey Carrillo
- Kory Cascarella
- Kiana White

## **CONSENT ITEMS**

The following item is considered routine and non-controversial and will be voted upon at one time by the Board of Directors. An item may be removed by a Board Member or member of the public for discussion and appropriate action.

1. Approve the Board of Director Minutes of December 4, 2019 (**Attachment A**)



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**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent item 1.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the minutes for December 4, 2019 as presented.*

**Motion by:** *Lynne Kennedy, City of Rancho Cucamonga*

**Second:** *Dawn Rowe, County of San Bernardino*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** *1-Eddie Tejeda, City of Redlands*

**UPDATE ON CONFIRE ACTIVITIES** – Communications Director to give an update on the various activities within CONFIRE.

Project Updates:

CAD to CAD project (new business item)

EMD Optimization project

Call Processing Equipment Upgrade

Next Generation 9-1-1

Expansion into High Desert Government Center

Budget Process Update

Victorville Membership Request

**ACTION:** No action required.

#### **OLD BUSINESS**

2. JPA Agreement/By-Laws Revision: Discussion W/CONFIRE legal counsel

**(Attachment B)**

**No action required**

3. Brown Act Update

*Lindsay Moore from Kingsley Bogard LLP was present to discuss The Brown Act.*

**No action required**

#### **NEW BUSINESS**

4. Inland Empire Regional Interoperability Project **(Attachment C)**



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**ACTION REQUEST:** Authorize Administrative Committee to enter into contract with Central Square for CAD to CAD solution upon finalization of negotiations.

**ACTION:** *The CONFIRE Board of Directors authorizes the Administrative Chiefs to approve a contract with the selected vendor for Inland Empire Regional Interoperability Project utilizing a combination of UASI grant funds, budgeted CONFIRE funds and funds to be received from participating agencies.*

**Motion by:** Dawn Rowe, County of San Bernardino

**Second:** Lynne Kennedy, City of Rancho Cucamonga

**Ayes:** 8

**Noes:** 0

**Abstain:** 0

**Absent:** 0

## 5. Mid-year Budget Analysis and Adjustment (**Attachments D1 & D2**)

**ACTION REQUEST:** Approve transfer of UASI (\$381,000) and Homeland Security (\$50,000) grant funds (revenue and expenditure) from the Equipment Replacement Fund (5009) to the General Reserve Fund (5010).

**ACTION:** *The CONFIRE Board of Directors approves the transfer of UASI (\$381,000) AND Homeland Security (\$50,000) grant funds from the Equipment Replacement Fund (5009) to the General Reserve Fund (5010) as requested.*

**Motion by:** Lynne Kennedy, City of Rancho Cucamonga

**Second:** Dawn Rowe, County of San Bernardino

**Ayes:** 8

**Noes:** 0

**Abstain:** 0

**Absent:** 0

**ACTION REQUEST:** Approve the transfer of \$10,000 earmarked for potential Unfunded Actuarial Accrued Liability (UAAL) from the General Reserve Fund (5010) to the Term Benefit Reserve Fund (5011).

**ACTION:** *The CONFIRE Board of Directors approves the transfer of \$10,000 earmarked for potential Unfounded Actuarial Accrued Liability (UAAL) from the General Reserve Fund (5010) to the Term Benefit Reserve Fund (5011) as requested.*

**Motion by:** Dan Leary, Apple Valley Fire Protection District

**Second:** Dawn Rowe, County of San Bernardino

**Ayes:** 8

**Noes:** 0



**Abstain:** 0

**Absent:** 0

**6. Mid-Year Personnel requests (Attachment E)**

*The Director requests the following positions to 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 (re-allocated funds)*

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

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

**ACTION REQUEST:** Approve 2 Information Services positions and 1 part-time Administrative position per Director request.

**ACTION:** *The CONFIRE Board of Directors approves the 2 Information Services positions and 1 Part-time Administrative position as presented.*

**Motion by:** *Eddie Tejada, City of Redlands*

**Second:** *Dan Leary, Apple Valley Fire Protection District*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1, *Dawn Rowe, County of San Bernardino*

**7. Fund Balance Report and Allocation Plan (Attachments F1 & F2)**

**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.**



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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 - \$500,000*
      - iii. *Remaining balance of \$533,209 retained for costs required to bring Hesperia site to full operational mode, CAD to CAD and other project costs to be utilized only with Admin. Committee approval.*
  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).*

**ACTION REQUEST:** Approve the proposed Operating Fund Balance (5008) Allocation plan for FY 2018/19.

**ACTION:** *The CONFIRE Board of Directors approves the proposed Operating Fund Balance (5008) Allocation plan for FY 2018/19.*

**Motion by:** *Eddie Tejada, City of Redlands*

**Second:** *John DeMonaco, Chino Valley Independent Fire District*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1, Dawn Rowe County of San Bernardino

**CLOSED SESSION**



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Pursuant to California Government Code Section 54956.9(a) The Board 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.

**ADJOURNMENT**

**ACTION:** *To adjourn the CONFIRE Board of Directors' Meeting*

**Motion by:** *Dr. Rhodes Rigsby, City of Loma Linda*

**Second:** *Ernest R. Cisneros, City of Colton*

**Ayes:** *7*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *1, Dawn Rowe, County of San Bernardino*