



Fund Balance Report FY 2019-2020

		Fund Balance As Of 04/30/20
Operations Fund (5008)		
Fund Balance 7/1/19		* \$ 2,033,652
Revenue	7,669,296	
Expenditures	<u>(8,090,259)</u>	
Net		(420,963)
Fund Balance As Of 04/30/20		\$ 1,612,689
Potential MOU/Operational Changes	<u>(1,017,159)</u>	
		(1,017,159)
Unassigned Fund Balance		\$ 595,530
<i>*FY 2019-20 Operating costs 10% is \$1,016,493 Per Board Policy</i>		
Equipment Reserve Fund (5009)		
Fund Balance 7/1/19		\$ 3,996,128
Revenue	387,770	
Expenditures	(332,004)	
Transfer out to County Fire	<u>(1,991,140)</u>	
Net		(1,935,374)
Fund Balance As Of 04/30/20		\$ 2,060,754
General Reserve Fund (5010)		
Fund Balance 7/1/19		* \$ 4,874,443
Revenue	494,885	
Expenditures	(75,058)	
Net		419,827
Fund Balance As Of 04/30/20		\$ 5,294,270
Reserve for CIP	(1,000,000)	
Transfer UAAL to 5011	(10,000)	
Retained for HDGC Operations	<u>(533,209)</u>	
Committed		(1,543,209)
Unassigned Fund Balance		\$ 3,751,061
<i>*FY 2019-20 Operating costs 25% is \$2,541,233 Per Board Policy</i>		
Term Benefits Reserve Fund (5011)		
Fund Balance 7/1/19		\$ 559,753
Revenue	6,077	
Annual Premium (Contract Agencies)	132,719	
Expenditures	<u>-</u>	
Net		138,796
Transfer UAAL From 5010		10,000
Fund Balance As Of 04/30/20		\$ 708,549

MORONGO BASIN AMBULANCE

P.O. Box 460 • 6335 Park Blvd. • Joshua Tree, CA 92252
(760) 366-8474 • Fax (760) 366-2947

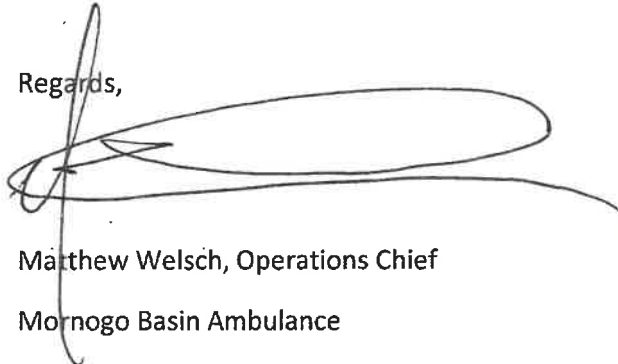
March 3, 2020

Mr. Bell,

Morongo Basin Ambulance would like to request a proposal from CONFIRE JPA for dispatching and communication services. As a Non-Profit 501c3 organization, MBA regularly evaluates our systems for effectiveness and cost. We do this to ensure we meet our mission of serving our communities and to ensure MBA is sustainable for decades to come. MBA believes that CONFIRE JPA may be able to help us with this mission by providing cost effective and professional communications services. In addition to this, we believe having the same primary communications center as our area fire department may improve our operational needs for incident dispatching, incident updates and resource requests.

We look forward to reviewing your proposal and hope to find a mutually beneficial partnership that will also improve our overall services to the community. Should you have any more questions or require any further information, please contact me via the information below.

Regards,



Matthew Welsch, Operations Chief

Mornogo Basin Ambulance

760-366-8474 ext. 5

Mwelsch@mbambulace.org



STAFF REPORT

DATE: 6/5/2020

FROM: Mike Bell
Director

TO: Board of Directors

SUBJECT: Memorandum of Understanding between CONFIRE and San Bernardino County Fire Protection District for FY 2019 HSGP Grant Funds

Recommendation

Approve the Memorandum of Understanding (MOU) with County of San Bernardino Fire Protection District for Homeland Security Grant Program (HSGP) award of \$43,073 for the 2019 period to be utilized for an Automated Voice Dispatch (AVD) Project.

Authorize the CONFIRE Director to sign and execute the MOU.

Background Information

Per Admin Committee direction CONFIRE has submitted application for HSGP funds for projects in 2018 and 2019. CONFIRE was awarded \$50,000 to assist with project costs related to a regional CAD to CAD project. The 2019 application was to help purchase an Automated Voice Dispatch (AVD) module for the dispatch center. This module enabled the dispatch center to broadcast calls for service automatically with a digitally generated voice. Currently this function is performed by a live dispatcher over 500 times per day. Having the automated voice dispatch feature saves call processing time, enables calls to be dispatched simultaneously and frees the radio dispatcher to perform other duties which could include emergency call taking. This grant application has been approved by the County of San Bernardino Fire Protection District in the amount of \$43,073. These funds have been included in the Board approved FY 2020/21 budget.

In order to utilize these funds CONFIRE must enter into an MOU with the County of San Bernardino Fire Protection District. CONFIRE staff has worked closely with the County of San Bernardino Fire Protection District staff to complete all the elements of the MOU. The

document has also been reviewed by CONFIRE legal counsel who endorsed the document as submitted.

In essence the MOU binds CONFIRE to utilize the funds according to the application and within the strict guidelines of the HSGP rules. There are also reporting requirements that CONFIRE must comply with.



SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

1743 Miro Way • Rialto, CA 92376 • (909) 356-3998 • Fax (909) 356-3965

Office of Emergency
Services
sbcfire.org

Daniel R. Munsey
Fire Chief/Fire Warden

Daniel Munoz
Emergency Services Manager

Date April 30, 2020

TO: SAN BERNARDINO COUNTY FIRE CHIEFS; SAN BERNARDINO COUNTY POLICE CHIEFS; SAN BERNARDINO COUNTY PUBLIC HEALTH OFFICER; SAN BERNARDINO COUNTY OPERATIONAL AREA COORDINATING COUNCIL PRIMARY AND ALTERNATE REPRESENTATIVES; HOMELAND SECURITY GRANT SOLE POINT OF CONTACT AND OTHERS

SUBJECT: FISCAL YEAR 2019 HOMELAND SECURITY GRANT PROGRAM - CFDA 97.067

-TIME SENSITIVE-

This correspondence and associated attachments contain time sensitive information for the completion of the Fiscal Year 2019 (FY19) Homeland Security Grant Program (HSGP) Subrecipient Application Packet. The FY19 HSGP is funded by the US Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and sub granted through the State of California Governor's Office of Emergency Services (Cal OES). The HSGP is reported under CFDA 97.067.

The following important information includes:

- New and Important Information
- FY19 HSGP Subrecipient Assurances
- Subrecipient Application Workbook

NEW AND IMPORTANT INFORMATION

- **Nationwide Cybersecurity Review (NCSR)** – All HSGP Grant recipients are required to complete an annual cybersecurity self-assessment.
- **EOC Requests are no longer required for EOC projects.**
- **Certification Regarding Lobbying Form** – All HSGP Grant recipients are required to complete the attached Certification Regarding Lobbying Form as part of the application packet.
- **Performance Bonds** – Performance Bonds must be obtained for all vehicle/watercraft purchases, no exceptions.
- **Training** – Competitive procurement must be performed for all training costs, regardless of the amount.
- **Modification Requests – Modification requests will not be accepted after 11/5/2021.** Cal OES requires a justification for every modified project that must be submitted with the Modification Request Form. Additionally, Cal OES continues to limit the amount of modifications received from the Operational Areas. Therefore, please have your purchase prices finalized early to avoid possible de-obligation of funds.
- **Fund Status Reports are due in January and July.** The reporting template has been modified to capture information required for reporting to Cal OES and FEMA. **It is your responsibility to complete and return the reports by the deadlines listed on the HSGP Grant Deadline Calendar**

FY19 HSGP SUBRECIPIENT AGREEMENT

*****IMPORTANT***** Jurisdictions **cannot start spending** FY2019 HSGP funds until a fully executed Subrecipient Agreement is received by the San Bernardino County Fire Protection District, Grants Unit

BOARD OF SUPERVISORS

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Janice Rutherford

Dawn Rowe

Curt Hagman

Josie Gonzales

Gary McBride

First District

Second District

Third District

Fourth District

Fifth District

Chief Executive Officer



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Office of Emergency
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Daniel R. Munsey
Fire Chief/Fire Warden

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Emergency Services Manager

and the jurisdiction receives an authorization to spend letter from San Bernardino County Fire Protection District, Office of Emergency Services.

Be aware that your allocation may have changed from the initial *Call for Projects*. The grants unit will notify you of your approved projects once your Subrecipient Application Packet is received.

Modifications can be requested following notice of your successful execution of the Subrecipient Application Packet.

Please complete and send the following original documents to the Grants Unit at the address listed below by **June 30, 2020**.

- ✓1. Signed FY19 HSGP Subrecipient Assurances
- ✓2. Application Workbook Certification
- ✓3. Cover Letter on Jurisdiction Letterhead (Sample Attached)
- ✓4. Certification Letter on Jurisdiction Letterhead (Sample Attached)
- ✓5. Grants Management Assessment Form
- ✓6. Verification of active DUNS registration (SAM.gov printout).
- ✓7. Screen shot of National Cybersecurity Review (if it has not already been submitted).
- ✓8. Certification Regarding Lobbying.
9. Single Audit Report (if applicable). → N/A

The HSGP grant is subject to all policies and provisions of the Federal Single Audit Act of 1984, and the Single Audit Act Amendments of 1996. As a result, please complete, sign and return the attached "FY2019 HSGP Subrecipient Assurances" as well as additional required documentation outlined in the Subrecipient Application Workbook to our office **by Tuesday, June 30, 2020**. An original signed Subrecipient Assurance (signed in blue ink) must be submitted to the San Bernardino County Fire Protection District, Grants Unit. Fax or emailed copies will NOT be accepted. Please forward the original executed documents to the following address and attention:

San Bernardino County Fire Protection District
Grants Unit
Attn: Tina Sutera
157 W. 5th Street, Floor 2
San Bernardino, CA 92415

Due to strict Federal and State guidelines, jurisdictions who do not adhere to the guidelines outlined in the Subrecipient Assurances will not be eligible for HSGP reimbursement. We are aware that your jurisdiction may require governing body review and approval prior to submitting the packet. Should your jurisdiction require an extension in submitting the Subrecipient Application Packet, please advise our office no later than May 15 2020.

Following the receipt of a fully executed Subrecipient Application Packet from the jurisdiction, the San Bernardino County Fire Protection District Grants Unit will then forward the list of approved projects and expenditure authorization to each jurisdiction.

BOARD OF SUPERVISORS

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Our Hegman

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Office of Emergency
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Daniel R. Munsey
Fire Chief/Fire Warden

Daniel Munoz
Emergency Services Manager

If you have any questions concerning the above information, please do not hesitate to contact me (909) 356-3998. Thank you for your continued cooperation.

Sincerely,

Daniel Munoz, Emergency Services Manager
San Bernardino County Fire Protection District
Office of Emergency Services
Operational Area Lead Agency

DM:ts

Attachments

BOARD OF SUPERVISORS

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Chairman
Fourth District

Josie Gonzales
Vice-Chair
Fifth District

Gary McBride
Chief Executive Officer

**County of San Bernardino
FY2019 Homeland Security Grant Program
CFDA 97.067**

**Subrecipient Assurances
Grant No. 2019-0035**

Name of Applicant: Consolidated Fire Agencies (CONFIRE JPA) (hereafter "Applicant" or "Subrecipient")

Address: 1743 Miro Way

City: Rialto

State: CA

Zip Code: 92376

Telephone Number: (909) 356-2327

Fax Number: _____

E-Mail Address: rgilani@confire.org

The Applicant becomes the Subrecipient after obtaining award authorization and approval of these assurances by both Applicant and the County of San Bernardino (hereafter "County")

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application, within prescribed timelines.

Applicant further acknowledges that it is responsible for reviewing and adhering to all requirements within the:

- a) Applicable Federal Regulations (see below);
- b) Federal Program Notice of Funding Opportunity (NOFO);
- c) Federal Preparedness Grants Manual;
- d) California Supplement to the NOFO; and
- e) Federal and State Grant Program Guidelines
- f) Subrecipient Application Workbook

Federal Regulations

Government cost principles, uniform administrative requirements and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board or authorized body in support of this project. The written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- a) To provide all matching funds required (if applicable) for the grant project and that any cash match will be appropriated as required;
- b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board or authorized body; and
- d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the U.S. Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Application certifies that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and §§7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. §200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarment or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, recipients, or subrecipients:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L. 88-352 and 42 U.S.C. §2000d et. Seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on basis of sex in any federally funded educational program or activity;
- c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. §794), which prohibits discrimination against those disabilities or access and functional needs;
- d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs; (42 U.S.C. §§12101-12213);
- e) Age Discrimination Act of 1975, (42 U.S.C §§6101-6107), which prohibits discrimination on the basis of age;
- f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-2); relating to confidentiality of patient records regarding substance abuse treatment;
- g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);
- h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin;
- i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R Part 19;
- l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§ 12940, 12945,

Updated 1/30/2020

12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- b) CEQA Guidelines (California Code of Regulation, Title 14, Division 6, Chapter 3, §§ 15000-15387);
- c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); The Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- g) Executive Order 11514 which sets forth the national environmental standards;
- h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- j) The Endangered Species Act of 1973, (P.L. 93-205);
- k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- l) Conformity of Federal actions to State (Clear Air) Implementation Plans under Sections 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); and
- m) Wild and Scenic Rivers Act of 1968 (16 U.S.C § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 CFR §200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment – The Applicant will comply with the requirements of 31 U.S.C. §§ 3729-3733 which sets forth that no subgrantee, recipient or subrecipient shall submit a false claim for payment, reimbursement, or advance.

12. Reporting and Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

14. Human Trafficking

The Applicant will comply with the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;

- b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C §469a-1 et seq.); and
- d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- a) Not dispose of, modify the use of, or change the terms of the real property title of other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving a motor vehicle while using an electronic wireless communication device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

HOMELAND SECURITY GRANT PROGRAM (HSGP) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Reporting Accusations and Findings of Discrimination

If during the past three years the subrecipient has been accused of discrimination on any basis the subrecipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS Financial Assistance Office and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at CRCL@hq.dhs.gov or by mail at the U.S. Department of Homeland Security, Office for Civil Rights and Civil Liberties, Building 410, Mail Stop #0190 Washington, D.C. 20528.

In the event any court or administrative agency makes a finding of discrimination on the grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the subrecipient, or the subrecipients settle a case or matter alleging such discrimination, subrecipients must forward a copy of the complaint and findings to the DHS Financial Assistance Office and the CRCL by email or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

22. Acknowledgment of Federal Funding from DHS

All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, request for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

23. Activities Conducted Abroad

All subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

24. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All subrecipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

25. Copyright

All subrecipients must affix the applicable copyright notices of 17 U.S.C §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including award number) to any work first produced under federal financial assistance awards.

26. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

27. Energy Policy and Conservation Act

All subrecipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

28. Federal Debt Status

All subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefits overpayments. See OMB Circular A-129.

29. Fly America Act of 1974

All subrecipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to the Comptroller General Decision B-138942.

30. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies

with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

31. Non-supplanting Requirement

All subrecipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

32. Patents and Intellectual Property Rights

Unless otherwise provided by law, subrecipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14

33. SAFECOM

All subrecipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

34. Terrorist Financing

All subrecipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

35. Reporting of Matters Related to Recipient Integrity Performance

If the total value of the subrecipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the subrecipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

36. USA Patriot Act 2001

All subrecipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

37. Use of DHS Seal, Logo and Flags

All subrecipients must obtain DHS permission, from the DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both, and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has

occurred: (1) the subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of language contained within this document must be included in the award documents for all subawards at all tiers. All subrecipients are bound by the Department of Homeland Security Standard Terms and Conditions 2018, Version 8.1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The Undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the said Applicant.

Applicant: Consolidated Fire Agencies (CONFIRE JPA)

Signature of Authorized Agent: 

Printed Name of Authorized Agent: Mike Bell

Title: Director Date: 5-29-20

The Undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the County. The undersigned is the appropriate contact for all notices and documents to be provided under this agreement.

County of San Bernardino

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

FISCAL YEAR 2019
Homeland Security Grant Program
CFDA 97.067

Subrecipient Application Workbook



Funding Provided by
California Governor's Office of Emergency Services
(Cal OES)

Through Funding Distributed by
The United States Department of Homeland Security (DHS)
Federal Homeland Security Grant Program Agency

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INTRODUCTION

The State Homeland Security Grant Program (HSGP) is designed to secure and provide the nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from threats, hazards and acts of terrorism and other catastrophic events that pose a great risk to the United States. The Homeland Security Grant Program is one tool among a comprehensive set of federal measures administered by Cal OES to help strengthen the state against risks associated with potential terrorist attacks. San Bernardino County Fire Protection District (SBCFPD) is a subgrantee of the HSGP and oversees the administration of grant funds for San Bernardino's Operational Area.

GRANT PURPOSE

The purpose of the Fiscal Year 2019 (FY19) Homeland Security Grant Program (HSGP) is to support comprehensive Homeland Security Grant Programs at the local level and to encourage the improvement of mitigation, preparedness, response and recovery capabilities for all hazards. Cal OES has accepted, approved, and awarded this grant and will continue providing support to the San Bernardino County Operational Area's efforts to implement the objectives and strategies of the Homeland Security Grant Program as well as respond to other catastrophic events. HSGP subrecipients are encouraged to consider national areas for improvement identified in the FY2019 National Preparedness Report (NPR), which includes the following core capabilities:

- Cybersecurity;
- Infrastructure Systems;
- Economic Recovery;
- Housing; and
- Operational Coordination.

USE OF FUNDS

Funds provided under the HSGP must be used to support local Homeland Security Grant Program activities that contribute to the San Bernardino County Operational Area's capability to prevent, prepare for, mitigate against, respond to and recover from emergencies and disasters, whether natural or man-made.

ELIGIBLE JURISDICTIONS

The County and any City/Town or District in the Operational Area (OA) may apply upon the approval of the Approval Authority members.

GRANT CHANGES AND NEW REQUIREMENTS

The following key changes have been made to the FY2019 HSGP:

- **Nationwide Cybersecurity Review (NCSR):** All HSGP Grant recipients are required to complete an annual cybersecurity self-assessment as described in IB 439 and submit certification that they completed it to SBCFPD Grants Unit.
- **EOC Requests Forms:** EOC Request Forms are no longer required for EOC projects.
- **Performance Bonds:** Performance bonds are required for all vehicle/watercraft purchases, no exceptions.
- **Training Consultants/Contractors/Purchases:** Competitive Procurement is required for all training consultants/contractors/purchases.
- **Project Modifications:** Subrecipients must provide a written justification for all project modification requests. Justifications must explain why the project is being modified. Justifications for project modifications that reconcile or "true-up" costs may be simply stated as such. More detailed justification is required when reallocating funding to other projects, implementing new projects or to describe complicated situations that have led to the need for the modification, such as prolonged EHP approval processes. Modification requests will not be accepted after 11/5/2021.

GRANT PROJECT CRITERIA

All projects are required to align to at least one of the six solution areas, five mission areas and the 32 core capabilities of the grant, as follows:

GRANT SOLUTION AREA:

1. Equipment
2. Training
3. Planning
4. Exercise
5. Organization
6. Management & Administration (SBCFPD – OES only)

GRANT MISSION AREAS:

1. Prevention
2. Protection
3. Mitigation
4. Response
5. Recovery

GRANT CORE CAPABILITIES:

1. Access Control and Identity Verification
2. Community Resilience
3. Critical Transportation
4. Cybersecurity
5. Economic Recovery
6. Environmental Response/Health and Safety
7. Fatality Management Services
8. Fire Management and Suppression
9. Forensics and Attribution
10. Health and Social Services
11. Housing
12. Infrastructure Systems
13. Intelligence and Information Sharing
14. Interdiction and Disruption
15. Logistics and Supply Chain Management
16. Long-term Vulnerability Reduction
17. Mass Care Services
18. Mass Search and Rescue Operations
19. Natural and Cultural Resources
20. On-Scene Security, Protection and Law Enforcement
21. Operational Communications
22. Operational Coordination
23. Physical Protective Measures
24. Planning
25. Public Health, Healthcare and Medical Services
26. Public Information and Warning
27. Risk and Disaster Resilience Assessment
28. Risk Management for Protection Programs and Activities
29. Screening, Search, and Detection
30. Situational Assessment
31. Supply Chain Integrity and Security
32. Threats and Hazard Identification

Applicants will be required to align each project to the solution area, mission area and core capabilities in accordance to the National Preparedness Goal as outlined above.

STATE FUNDING INVESTMENT JUSTIFICATIONS

1. Strengthen Capabilities of the State Threat Assessment System
2. Protect Critical Infrastructure and Key Resources
3. Enhance Cyber Security
4. Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology and Equipment
5. Enhance Medical and Public Health Preparedness
6. Preventing Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination
7. Enhance Community Resilience, Including Partnerships with Volunteers and Community Based Organizations and Programs
8. Strengthen Information Sharing and Collaboration
9. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery
10. Homeland Security Exercise, Evaluation and Training Programs

GRANT APPLICATION

Once the application is received by San Bernardino County Fire Protection District (SBCFPD) and approved by Cal OES, ***jurisdictions will be notified if their project is approved. Please note approved project and allocation amounts may differ from proposed projects.*** Once you are notified, additional documentation will be required, such as the subrecipient agreement package and any additional forms needed. Please read the remainder of this document to ensure that you can comply with grant requirements prior to accepting the award.

SUBRECIPIENT GRANT PACKAGES

Subrecipient packages consist of the following: signed Subrecipient Agreement/Assurances, Cover Letter, Certification Letter, signed Application Workbook Certification, proof of SAM.gov registration, Subrecipient Grant Management Assessment Form, and Single Audit Report, if applicable. Subrecipient packages will be provided to jurisdictions that have approved projects prior to receiving the authorization to spend letter. Jurisdictions are NOT permitted to spend funds until all required documentation is submitted and they are issued an authorization to spend letter. If the project requires an EHP, Sole Source, or other type of approval indicated on the approved project worksheet, a request ***must*** be submitted to the Grants Unit. Once approval is obtained, projects can commence.

Subrecipient Agreement

The subrecipient agreement must be signed in **BLUE INK** with each page initialed at the bottom of the page. Original subrecipient packages must be submitted to:

SBCo. Fire Protection District
Grants Unit
Attn: Tina Sutera
157 W. 5th Street, Floor 2
San Bernardino, CA 92415

Cover Letter

The cover letters must be on the jurisdiction's letterhead. Please certify that the documentation is clear and correct. Include your contact information on the "Certification Box" of the cover letter.

Certification Letter

Complete the certification letter with the following information:

Box 1: Name of the entity receiving the grant award. Indicate law or fire jurisdiction.

Boxes 2-5: Use this table to include all federal grant funds the jurisdiction has/will receive for the fiscal year, including EMPG, SAFER, etc. (Consult with your budget or fiscal personnel for more information.)

Box 6: Include a DUNS number.

Box 7: List total compensation and names of the top five executives if salaries are paid with grant funds. *(If applicable as per The Federal Funding Accountability and Transparency Act of 2006 (FFATA) or Transparency Act P.L. 109-282, as amended by section 6202(a) of P.L. 110-252, requires all new Federal awards of \$25,000 or more are subject to the FFATA reporting requirements)*

Subrecipient Grants Management Assessment

The Subrecipient Grant Management Assessment form must be signed in **BLUE INK** and submitted with your subrecipient package.

System for Award Management (SAM)

Subrecipients must have a valid DUNS number and be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA). It is a one-time registration. Proof of registration can be fulfilled by providing a screen shot of the email confirmation or website registration confirmation.

Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS)

To obtain a DUNS number agencies must register at no cost directly to this web site: www.sam.gov in order to apply and receive federal financial assistance your agency must have a valid DUNS number.

GRANT PERFORMANCE PERIOD

The FY19 HSGP has a 3-year performance period for subrecipients (September 1, 2019, to March 31, 2022).

PROPOSED PROJECTS NOT APPROVED

All proposed projects not approved by the Approval Authority members at the time of the initial application will be kept on file for consideration for future funding should any savings/unspent funds become available during the grant performance timeline. If and when the Approval Authority members select your project to be funded you will be notified and instructions will be provided as to what requirements must be met.

GRANT REQUIREMENTS

LAW ENFORCEMENT

As in past years the grant requires that at least 25% of the HSGP funds be dedicated to law enforcement terrorism prevention activities linked to one or more core capabilities within the National Preparedness Goal (NPG).

PROJECT MILESTONE DEADLINES

Cal OES has assigned a performance milestone completion schedule for all projects to track the completion of goals throughout the grant performance period. In order to meet the State's timeline and to ensure continuity of HSGP grant funding for the County, Cal OES requires the San Bernardino County Operational Area to complete the three milestones below for the project(s) during the life of the grant cycle. Failure to meet these milestones may result in denial of future fund requests until the project is back on track. Please also see the grant deadlines document.

Milestone	Percentage Required	Completion Date
First Milestone	30%	July 31, 2020
Second Milestone	60%	July 31, 2021
Third Milestone	100%	March 31, 2022

STATUS REPORTS

Status reports must be sent by each jurisdiction to the Grants Administration Unit prior to the deadlines listed below. Information obtained will be reported by the Grants Unit to the CalOES and FEMA.

<u>Reporting Period</u>	<u>Report Due Date</u>
9/1/2019-12/31/19	1/16/2020
1/1/2020-6/30/2020	7/03/2020
7/1/2020-12/31/2020	1/05/2021
1/1/2021-6/30/2021	7/02/2021
7/1/2021-12/31/2021	1/05/2022
1/1/2022-3/31/2022 (Final/Cumulative)	4/09/2022

MODIFICATIONS

It is mandatory for all subrecipients to obtain preapproval from the Grants Administration Unit for any project modifications. The County (as the State's subgrantee of the HSGP grant) is required to obtain preapproval from Cal OES for all project modifications, activity, and/or scope of work changes as described in the Cal OES State Supplement to the Federal Notice of Funding Opportunity. HSGP funds may only be expended for the intended purpose(s) for which they were requested and approved. Therefore, grant funds cannot be expended for projects that are modified without prior approval. Additionally, modification requests require a written justification, which explains in detail why the project is being changed.

Please contact the Grants Administration Unit for the required modification form and narrative. Modified projects completed prior to CalOES approval will be denied.

PROCUREMENT GUIDELINES

All jurisdictions must follow the procurement policy that encompasses all federal, state and local procurement policies and procedures for the purchase of goods and services in accordance with applicable federal rules under the 2 C.F.R. Part 200.317-200.326). If there is a conflict between the jurisdiction's procurement policies and the County's policy, the jurisdiction must follow the more restrictive policy. Jurisdictions must ensure that all procurement transactions are conducted in a manner providing full and open competition.

San Bernardino County Procurement Policy requires the following:

1. All procurement over \$1,000 requires a competitive process.
2. A Noncompetitive Procurement Justification for all sole source purchases over \$1,000 with documented attempts for solicitation (Bid Summary Form) must be submitted to the Grants Unit and pre-approved prior to purchase.

Subrecipients who do not follow San Bernardino County's procurement policy must submit their perspective procurement policy to the Grant's Unit to ensure that all grant purchasing requirements are followed. Writing Quotes/Bids

San Bernardino County policy is that Subrecipients must document a minimum of three written price quotations/bids for purchases over \$1,000. The award is made to the responsible firm whose proposal is most advantageous for the program with price and

other factors to consider. Subrecipients should adhere to their own procurement policies if their policies are more restrictive than the County's.

Sole Sources

Procurement by noncompetitive proposals (sole source) may be used only when the award of the contract is not feasible under small purchase procedures, sealed bids or competitive proposals, and one of the following circumstances applies:

1. The item is available only from one source;
2. After solicitation of at least three resources, competition is determined to be inadequate.

In concurrence with 2 CFR part 200.317 - 200.326, Cal OES requires the Operational Areas and its subrecipients encompass all federal, state and local procurement policies for non-competitive procurement. San Bernardino County requires pre-approval on all noncompetitive procurement over \$1,000 . If the Subrecipient's local policy is more restrictive than San Bernardino County's policy, then the subrecipient must follow their own policy and submit all supporting documentation with their reimbursement packet. Failure to obtain preapproval for noncompetitive procurement may result in the denial of the grant expenditure.

In addition, if the city/town/county's policy requires that non-competitive procurement be approved by the City Council or Governing Board prior to procurement, then that procedure must be followed. The supporting documents must be provided with the reimbursement claims.

Cost Benefit Analysis

Subrecipients will also need to provide a cost benefit analysis with the Request for Noncompetitive Procurement Request Form. The analysis will provide to Cal OES the justification/feasibility based on the comparison of the total expected costs of each bid/quote against the total expected benefits, to examine whether the benefits outweigh the costs. A Cost Benefit Analysis (CBA) must be submitted with the noncompetitive procurement request form.

Informal Quote, Invitation for Bid (IFB) and Request for Proposal (RFP)

Informal Quotes are for purchases of low value goods, supplies, equipment and services. San Bernardino County's threshold for informal quotes is \$4,999, which may be solicited by less formal means such as email, fax, informal correspondence or internet as well as electronic procurement systems. Should the subrecipient's local policy be more restrictive, then the subrecipient must follow their own policy for Informal Quotes.

An IFB is used to solicit prices for goods, supplies and equipment where the exact need is known based on definitive specifications. The IFB provides a clear and accurate description of the material or products to be procured. The description must not contain unreasonable features that restrict the competition. Jurisdictions must ensure that all procurement transactions are conducted in a manner providing full and open competition. Some situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or affiliated companies;
- Organizational conflicts of interest;
- Specifying only "brand name" instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement; and

- Any arbitrary action in the procurement process.

Jurisdictions may not use statutorily or administratively imposed local geographical preference in the evaluation of bids or proposals. (See 2 C.F.R. 200.37-200.326).

A jurisdiction that uses a consulting firm to write the specifications for a contract bid/proposal cannot award the contract to the same consulting firm. This is considered a conflict of interest. Formal Advertising and Request for Proposals (RFP)

Procurement by Sealed Bids/Invitation for Bids require the subrecipient to formally advertise in a widely circulated publication; bids are solicited from an adequate number of qualified sources; and a firm-fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all material items and conditions of the bid, and is the lowest price. See (2 C.F.R. 200.37-200.326 (d) (3) for additional guidance). Subrecipients must document a minimum of three responsible bids and proof of advertisement and solicitation efforts must be forwarded to the Grants Administration Unit with your reimbursement claim.

A RFP is used for the purchase of services where evaluation criteria may include qualification and experience, technical and functional specifications, cost, financial stability and references. The RFP is sent to all registered vendors for the applicable product. The award is made to the vendor whose proposal is most advantageous.

Note: All training consultant/contractor purchases must be solicited through a competitive procurement process.

Failure to adhere to the above procurement processes may result in a delay in processing your request and possible denial of your reimbursement.

SUPLANTING

Federal funds may not supplant, replace, or offset local funds. HSGP funds cannot be used to supplement the amount of funds that, in the absence of federal funds, would be made available for purposes consistent with the Homeland Security Grant Program. Per grant guidance, subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

EQUIPMENT

Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies and all equipment must be identified by an Authorized Equipment List (AEL) number. The HSGP grant has 21 authorized equipment categories under the AEL and, as in previous years, the AEL is presented as follows:

1. Personal Protective Equipment
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection
8. Decontamination
9. Medical
10. Power
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment

14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Animals and Plants
17. CBRNE Prevention and Response Watercraft
18. CBRNE Aviation Equipment
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment

NOTE: USE TAXES

Effective immediately, the Grants Administration Unit will not reimburse for use taxes without a proper proof of payment.

AUTHORIZED EQUIPMENT LIST (AEL)

To obtain the appropriate AEL authorized number, please check on the following web site:
<https://www.fema.gov/authorized-equipment-list>.

COMMUNICATION EQUIPMENT

Subrecipients using FY19 HSGP funds to support emergency communications activities must comply with the FY2019 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM guidance can be found at: <https://www.dhs.gov/safecom/blog/2019/04/08/release-fy-2019-safecom-guidance-emergency-communications-grants>.

PHARMACEUTICALS SUPPLIES

Special rules apply to pharmaceutical purchases and medical counter measures. Prior to procuring pharmaceuticals, subrecipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. This will also include antibiotics and antidotes for nerve agents, cyanide and other toxins. Purchase of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year period of performance for HSGP. The plan must be submitted to the Grants Unit and preapproved by FEMA prior to incurring any cost. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

EHP's

Any equipment that requires installation is subject to the Environmental Planning and Historic Preservation (EHP) requirements. Subrecipients must complete and submit the required EHP Screening Form to the Grants Administration Unit for approval of Cal OES and FEMA. **It is mandatory that all EHP forms be approved by FEMA and Cal OES prior to incurring any project costs.** Refer to the Federal Notice of Funding Opportunity, State Guidance and FEMA Preparedness Grants Manual for information regarding the EHP Screening Form and other required documents.

EOC's

Emergency Operations Center (EOC) Forms are no longer required for EOC projects. PLANNING/ORGANIZATION PROJECTS

In accordance with 2 C.F.R. § 200.430, Planning/Organization personnel must track actual hours worked on planning and organization projects. Required supporting documentation consists of the following:

1. Functional timesheets or signed payroll activity reports showing how many hours of the week were dedicated to the planning project;
2. Proof of Payment (Copy of paycheck is preferred or payroll registers with definition of codes with private information blocked out);

3. TLR's (*Time, Labor Reports-showing Total Actual Hours worked for the pay period*).
4. Benefit cost analysis of actual benefit costs for the reporting period, if applicable. Weighted or estimated benefit costs are not allowable and will not be reimbursed.
5. Proof of hourly rate that is being calculated as project costs.

The grant will reimburse for salary and benefits for ACTUAL hours worked on planning or organization projects. Benefits should be calculated with actual benefits for the reporting period.

Benefits must be calculated for each reporting (pay) period as benefit costs may fluctuate.

For more information regarding allowable benefit costs, Refer to 2 C.F.R § 200.431 Compensation-fringe benefits.

PLANNING DELIVERABLES OR FINAL PRODUCTS

Planning deliverables may include, but are not limited to:

1. Procedure Manuals
2. Policy Procedures
3. Standard Operating Procedures (SOP's)
4. Reports
5. Templates
6. Plans
7. Guideline Manuals
8. Directive Manuals
9. Operating Manuals
10. Official Procedures
11. News Letters
12. Training Manuals (Participants and Instructor)

Planning reports must be considerable and substantial in their contents and must be associated to the planning deliverables listed on the proposed projects. The amount of grant funds received for the planning project must justify the outcome of the delivery report.

CONTRACTOR/CONSULTANT

Contractors and Consultant services are allowable under the HSGP. Contract and procurement awards must be made to the responsible contractor or vendor whose bid or offer is most advantageous to the project. The methods of contracting are as follows:

- a) Formal Advertising
- b) Invitation for Bid (IFB)
- c) Request for Proposal (RFP)

Consideration should be given to such matters as contractor integrity, record of past performance, financial and technical resources, and/or accessibility to the necessary resources. A bidder is considered responsible when it has been established that the contractor meets the necessary requirements for the project, and is otherwise qualified and eligible.

NOTE: Subrecipients must verify PRIOR to entering into the contract that the independent contractor or consultant services has not been suspended or debarred from participation in receiving federal awards. A dated screen printout must be obtained from the web site www.sam.gov as proof for reimbursement requests.

All contract agreements must be prepared in accordance with existing State contract provisions and policies and clearly define the responsibilities of all parties, as per 2 C.F. R. 200.317 - 200.326 and Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards,

SAM SUSPENSION AND DEBARMENT

Subrecipients are required to obtain verification that the contractor or vendor selected is not debarred or suspended at the time of the award. The subrecipient must search the www.sam.gov website to verify that the vendor and/or contractor is not debarred or suspended from programs or activities involving federal financial and non-financial assistance. Vendor registration in SAM.gov is not required. However, vendor must not be debarred, suspended or excluded from receiving federal funds, which will be verified in the search. Subrecipients receiving federal funds must certify that they will adhere to Federal Executive order 12549, Debarment and Suspension. Subrecipients will not make any awards or enter into any contract with parties that are debarred, suspended or otherwise excluded or ineligible for participation in federal programs and activities.

The SAM.gov screenshot must be printed prior to hiring the vendor/contractor and must be submitted to Grants Administration Unit with the request for reimbursement. Failure to provide this information may result in a delay in processing your request and possible denial of your claim.

VEHICLE PURCHASES

As a result of numerous inquiries regarding the use of vehicles purchased with Homeland Security funds, the following guidance is being provided by the SBCFPD to subrecipients regarding authorized use of these vehicles:

- 1) A performance bond must be obtained for all vehicle, watercraft and aircraft purchases.
- 2) For the purposes of the HSGP the vehicle identification is: *A means of transportation to be used for CBRNE response equipment and personnel to the incident site.* A list of authorized HSGP vehicles can be found through FEMA's Authorized Equipment List.

When subrecipients submit a proposal to purchase a vehicle, your agency must submit a justification and identify which of the sub categories under CBRNE Response Vehicle the purchase relates to. Also, your agency must be able to demonstrate how the purchase of the CBRNE Response Vehicle complies with the HSGP Strategy. Vehicles must be assigned to the Duty Officer or first responder who will respond to a given incident when required to provide response to any emergency event.

- 3) Vehicle licensing, registration and general maintenance fees are the responsibility of the subrecipient and are NOT allowable with grant funds.
- 4) All vehicles purchased with HSGP funds must be tagged and be part of the subrecipient inventory control.

PERFORMANCE BOND

Subrecipients are required to obtain a performance bond for any equipment item over \$250,000, or any vehicle, aviation, or watercraft (regardless of the cost) financed with Homeland Security Grant dollars. A copy of the performance bond must be submitted to the Grants Administration Unit with your reimbursement claim. Failure to obtain the required performance bond will result in the disallowance of your HSGP project.

UNALLOWABLE COSTS

Equipment purchased with HSGP funds cannot be charged to other federal grants to overcome fund deficiencies. Subrecipients will ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Refer to Federal NOFO and State Supplemental for unallowable costs. Additional unallowable costs:

ADDITIONAL FORMS

All other forms must be preapproved by Cal OES prior to incurring any costs.

- EHP Form
- Request for Noncompetitive Procurement Form (Sole Source Vendor)
- Aviation Request Form
- Watercraft Request Form
- Controlled Equipment Request Form

REIMBURSEMENT CLAIMS

Reimbursement shall be based upon authorized and allowable expenditures consistent with the approved project. All expenditures must be supported with the following source documentation:

- Reimbursement form with original wet signature
- Copy of invoices. Must be legible
- Three written quotes or Sole Source Request Form
- Screenshot of the SAM Debarment or Suspended website
- Proof of payment. Copy of front and back of the cancelled checks or credit card statement
- Copy of City Council Minutes (if applicable)
- At least one clear picture of each grant purchased equipment (serial number or other ID displayed).

Note: For each solution area reimbursement claim, *please see Grants-Reimbursement Request – Check List.*

PROOF OF PAYMENTS

ALL Subrecipients are required to submit copies of the front and the back of cancelled checks, as proof of payment for HSGP grant related expenditures. Subrecipients that paid their vendors through an electronic fund transfer (EFT) must submit copy of the EFT transfer as proof of payment. The EFT transfer must include the name of the vendor/recipient of the transfer, the amount transferred, date of transfer and name of the jurisdiction doing the transfer.

GRANT MONITORING

JURISDICTIONAL GRANT MONITORING

As per new regulations under 2 CFR part 200.330 - 200.332, the Grants Administration Unit will be enforcing monitoring of subrecipient's project activity. Grant activities (both desk review and on-site) are reviewed during monitoring visits. These reviews may include, but are not limited to:

- Eligibility of Expenditures
- Project Activities
- Reimbursement Requests
- Modification Request
- Grant Statutes/Performance Reports
- Equipment
- Equipment Inventory Control Reports
- A review of the Corrective Action Plan (CAP) of the sub-recipient's Single Audit Report (if there is a finding on the report) in correspondence with A-133.

These new regulations supersede the 44 CFR. Part 13 and the OMB Circulars. The Grants Administration Unit will schedule site visits with subrecipients.

INVENTORY CONTROL

Subrecipients must comply with all requirements set forth in 2 C.F.R. Part 200.313 for the active tracking and monitoring of property/equipment purchased with HSGP funds. Subrecipients must

account for and reconcile inventory with the SBCFPD Grants Administration Unit's property records **prior** to deployment and at each scheduled inventory inspection. Subrecipients will develop and maintain a control tracking system to ensure adequate safeguards to prevent loss, damage or theft of grant funded equipment. When equipment purchased with grant funds is no longer needed or will be retired, subrecipients will request disposition instructions from SBCFPD, Grants Administration Unit. If items are damaged, lost, stolen, or retired, subrecipients will provide an explanation on the Damage, Lost, Stolen, or Retired (DLSR) form of how the damage happened and the subrecipient's plan in preventing damage from occurring in the future.

GRANT PROJECT CLOSEOUT

All projects must be completed by the end of the performance milestone. Supporting documentation must be kept and equipment must be tracked by the subrecipients until notified otherwise by the Grants Administrative Unit.

RECORDS RETENTION

Subrecipients are required to maintain accurate, complete, orderly and separate records for each grant year. All supporting documentation pertaining to the administrative, programmatic and financial management of the grant award must be retained by the subrecipient for at least three years following Cal OES's closeout of the Federal/State grant period including the resolution of any monitoring/audit findings. The Grants Administration Unit will notify all jurisdictions when to dispose of the supporting documentation for prior grant years, after Cal OES has provided authorization to dispose. If any jurisdiction is under audit review and there are any negative audit findings under the Homeland Security Program Grant funding, they must notify SBCFPD – Grants Unit as soon as possible.

COUNTY OF SAN BERNARDINO HSGP PROGRAM CONTACTS:

Michael Antonucci, Emergency Services Manager
E-mail: michael.antonucci@oes.sbcounty.gov
Phone: (909) 356-3998

Daniel Munoz, Asst. Emergency Services Manager
E-mail: daniel.munoz@oes.sbcounty.gov
Phone: (909) 356-3943

Tina Sutera, Staff Analyst II
Grants Administration Unit
Email: tsutera@sbcfire.org
(909) 387-5934

Ed Segura, Administrative Supervisor
Grants Administration Unit
Email: esegura@sbcfire.org
Phone: (909) 387-6134

~ PROCEED TO CERTIFICATION AND ACKNOWLEDGEMENT ON PAGE 19 ~

**SAN BERNARDINO COUNTY OPERATIONAL AREA
FY2018 HOMELAND SECURITY GRANT PROGRAM**

APPLICATION WORKBOOK CERTIFICATION

I, Mike Bell as the Authorized Agent
for CONFIRE JURISDICTION,
certify that our jurisdiction has read and acknowledges the Homeland Security Grant Program (HSGP)
guidelines specified in the document hereof.

[Signature] 5-29-20
Authorized Agent Signature Date

Mike Bell
Print Name

Rana Cilani 5/29/20
Project Manager Signature Date

RANA CILANI
Print Name



*Apple Valley Fire Protection District
 Chino Independent Fire District
 Colton Fire Department
 Loma Linda Fire Department
 Rancho Cucamonga Fire District
 Redlands Fire Department
 Rialto Fire Department
 San Bernardino County Fire Department*

Consolidated Fire Agencies

1743 W. Miro Way, Rialto, CA 92376-8630
 Phone 909-356-2302 Fax 909-356-3809

Date: June 5, 2020

SBCo. Fire, Grants Unit
 Attn: Tina Sutera
 157 W. 5th Street, Fl. 2
 San Bernardino, CA 92415

**SUBJECT: CONSOLIDATED FIRE AGENCIES (CONFIRE JPA) CERTIFICATION
 LETTER RE: FEDERAL AWARD FY2019 HOMELAND SECURITY GRANT
 PROGRAM**

1.) Name of entity receiving the award: Consolidated Fire Agencies (CONFIRE JPA)

2.) Amount of Award	3.) Funding agency	4.) Catalog of Federal Domestic Assistance (CFDA) program number:	5.) Award Title
List all other grants received by your jurisdiction	For example FEMA, DHS, etc.	CFDA number can be searched at https://www.cfda.gov/	Enter name of grant, for example, EMPG, SAFER, etc.
\$93,073	Cal OES	97.067	HSGP

6.) Location of the entity and primary location of performance including city, state and Congressional District: Please enter your city and state plus your city's congressional district number.

City – Rialto
 State – California
 Congressional District# – 35th

7.) Dun & Bradstreet (D&B) DUNS Number of the entity and its parent if applicable: enter duns number. 106524809

BOARD OF DIRECTORS

*Dan Leary.... Apple Valley John DeMonaco.... Chino
 Ernest R. Cisneros.... Colton Dr. Rhodes Rigsby.... Loma Linda
 Lynne Kennedy.... Rancho Cucamonga Eddie Tejeda.... Redlands
 Andy Carrizales.... Rialto Dawn Rowe.... San Bernardino County*

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Bell". The signature is fluid and cursive, with the first name "Mike" and last name "Bell" clearly distinguishable.

Name: Mike Bell

Title: Director

City name: Rialto

Phone #: (909)356-2377

**COUNTY OF SAN BERNARDINO
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**


Subrecipient: Consolidated Fire Agencies (CONFIRE JPA)	DUNS #: 106524809	FIPS #:
Grant Disaster/Program Title: Homeland Security Grant Program		
Performance Period: 9/1/19 to 3/31/2022	Subaward Amount Requested: \$ 76,000	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input type="checkbox"/> Local Gov. <input checked="" type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receive?	
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan on how you charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	No

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent) 	Date: 5-29-20
Print Name: Mike Bell	Print Title: Director



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.



[Login.gov FAQs](#)

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/13/2020 from 8:00 AM to 1:00 PM

Entity Dashboard

Confire J P A
 DUNS 106524809 CAGE Code: 8C1177
 Status: Active
 Expiration Date: 07/01/2020
 Purpose of Registration: All Awards

1721 W. Minn Way
 # 1to, CA, 92376-8630,
 F 95199 814798

- ▶ [Entity Overview](#)
- ▶ [Entity Registration](#)

Entity Overview

▶ [Core Data](#)

▶ [Assertions](#)

▶ [Reps & Certs](#)

▶ [POCs](#)

▶ [Exclusions](#)

▶ [Active Exclusions](#)

▶ [Inactive Exclusions](#)

▶ [Excluded Family](#)

[Members](#)

Entity Registration Summary

Name: Confire J P A
Business Type: Business or Organization
Last Updated By: Rana Gilani
Registration Status: Active
Activation Date: 07/31/2019
Expiration Date: 07/01/2020

Exclusion Summary

[RETURN TO SEARCH](#)

Active Exclusion Records? No




Home > Overview > Entity Overview

- Search Records
- Index Access
- Check Status
- About
- Help
- Disclosures
- Accessibility
- Privacy Policy
- FOIA/IFIA.gov
- GSA.gov / F.A.I.
- USA.gov
- USA.gov

This website is General Services Administration's official website for the System for Award Management (SAM). The system allows you to register, update, and search for entities that are "FOR OFFICIAL USE ONLY" (FOUO) or "FOR OFFICIAL USE ONLY" (FOUO).

per: fo: rning unauthorizad access to this information.

2019 NCSR Progress

Organization	Questionnaire ID	Year	Progress	Progress Status	(NCSR)Demo 3: Cybersecurity Governance	Org User	Postal Code
California - Confire JPA	543806	2019	141 of 141 Completed	 100%	Your organization only	Clark II, Thomas	92376

State of Origin

California



Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Certification Regarding Lobbying

The Subrecipient, as identified below, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Subrecipient understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Subrecipient: CONFER

Signature of Authorized Agent: [Signature]

Printed Name of Authorized Agent: Mike Bell

Title: Director Date: 5-29-20



STAFF REPORT

DATE: 6/5/2020

**FROM: Mike Bell
Director**

TO: Board of Directors

SUBJECT: MOU between CONFIRE and Riverside UASI for 2019 Grant Funds

Recommendation

Approve MOU with Riverside UASI for grant award of \$475,663 for the 2019 period to be utilized for regional CAD to CAD project.

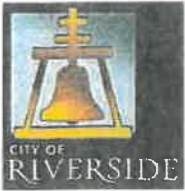
Background Information

Per Admin Committee direction CONFIRE has submitted application for UASI funds for the regional CAD to CAD project in 2018 and 2019. It also plans to do so in 2020. The 2019 application was approved by the Riverside UASI in the amount of \$475,663. These funds have been included in the Board approved FY 2020/21 budget.

In order to utilize these funds CONFIRE must enter into an MOU with the City of Riverside which is the administrative agency for the Riverside-San Bernardino-Ontario area UASI. CONFIRE staff has worked closely with the Riverside UASI staff to complete all the elements of the MOU. The document has also been reviewed by CONFIRE legal counsel who endorsed the document as submitted.

In essence the MOU binds CONFIRE to utilize the funds according to the application and within the strict guidelines of the UASI rules. There are also reporting requirements that CONFIRE must comply with.

The intent of these funds is to assist CONFIRE as the lead agency in developing and implementing a regional CAD to CAD solution in San Bernardino and Riverside County. That project is well underway with a consultant on board and a two-county task force engaged in the project.



Fire Department

Michael D. Moore
Fire Chief

April 02, 2020

VIA ELECTRONIC DELIVERY

Mike Bell, CONFIRE Director
San Bernardino County Fire
1743 Miro Way
Rialto, CA 92376

RE: FY2019 Riverside Urban Areas Security Initiative (UASI) Project Approval

Dear Mr. Bell:

The California Office of Emergency Services (Cal OES) has approved the FY2019 Riverside UASI grant application and has authorized commencement of expenditures. The performance period of the grant is 09/01/2019 through 05/31/2022.

During the review process, Riverside UASI and Cal OES staff examined and evaluated your project proposal. As a result of this review, the purchasing and performance milestones identified below will be used by Riverside UASI to 1) determine the appropriate date to disencumber funds awarded under this grant and re-direct those funds to other needs across the RUASI region, and 2) indicate performance and grant management capacity in future competitive project proposals.

You are required to comply with all applicable federal, state, and local Environmental and Historic Preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, Establish/Enhance Emergency Operations Center projects, projects requiring EHP review, and noncompetitive procurement requests require additional approval from Cal OES. Written requests must be approved for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this Project Approval. Sub-recipients are also required to obtain a performance bond prior to the purchase of any equipment item over \$250,000, including any aviation or watercraft financed with Homeland Security dollars.

Following completion of the Post Award Actions listed below, this letter will serve as your authorization to begin spending against your approved projects. Please remember that any modifications to your project will require pre-approval by both Riverside UASI and Cal OES prior to incurring any costs.

Post Award Actions:

The following actions are required prior to incurring any costs against your project(s):

- ✓1. Attend Sub-Recipient Workshop
- ✓2. Executed Memorandum of Understanding (MOU) with City of Riverside / Riverside UASI
- ✓3. Executed Grant Assurances
- ✓4. Executed Certificate of Non-Supplanting
- ✓5. Executed Certificate of Debarment



Office of Emergency Management
3085 St Lawrence Street, Riverside, CA 92504
Phone: (951) 320-8100 | RiversideCA.gov/Fire



- ✓6. Executed Grants Management Assessment Form
 - ✓7. Executed Grant Face Sheet
 - 8. Performance Bond(s) as required
 - 9. EHP(s) as required
 - 10. Noncompetitive Procurement Request(s) as required
 - 11. Controlled Equipment as required
- N/A

This grant is subject to all provisions of 2 CRF Part 200, Subpart F – Audit Requirements. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the Riverside UASI within 30 calendar days upon receipt of an invoice.

Project: CAD to CAD Implementation \$475,663

Milestones:

6 month mark	5% complete	02/01/2020
12 month mark	25% complete	08/01/2020
18 month mark	50% complete	02/01/2021
24 month mark	65% complete	08/01/2021
30 month mark	80% complete	02/01/2022
33 month mark	100% complete	05/01/2022

Please note that your Department Head or Agency Director’s signature is required on this letter. Sign and return the original to our office within ten days of receipt, and keep a copy for your grant file. Feel free to contact our office for further assistance.

Please refer to your Sub-Recipient Grant Guide for additional information, forms, and guidance. I look forward to working with you and to the success of your project.

Sincerely,



Mark Annas
Emergency Services Administrator

Riverside Fire Department
Office of Emergency Management / UASI Program
3085 Saint Lawrence Street
Riverside, CA 92504
(951) 320-8103

Tim McHargue, Fire Chief/CONFIRE Chair
San Bernardino County Fire

Date

TRAINING
MEMORANDUM OF UNDERSTANDING
CITY OF RIVERSIDE, BY AND THROUGH ITS OFFICE OF EMERGENCY
MANAGEMENT, AND THE CONSOLIDATED FIRE AGENCIES (CONFIRE JPA)
REGARDING URBAN AREA SECURITY INITIATIVE (UASI) GRANT FUNDING
FOR FEDERAL FISCAL YEAR 2019

This MEMORANDUM OF UNDERSTANDING (“MOU”) is effective _____, 20____, between THE CITY OF RIVERSIDE, BY AND THROUGH ITS OFFICE OF EMERGENCY MANAGEMENT, and CONFIRE JPA (“Participating Agency”) under the following terms and conditions:

1. The Participating Agency agrees to comply with the Grant Assurances for Urban Area Security Initiative (**Attachment A**).
2. The Participating Agency agrees to comply with United States Department of Homeland Security – Homeland Security Grant Program guidance, processes and requirements.
3. The Participating Agency agrees that all equipment, supplies and training funded through the UASI program is for the mutual benefit of the Riverside UASI Region and not for the exclusive benefit of the Participating Agency.
4. The Participating Agency agrees that all equipment, supplies and technical expertise developed through training funded by the UASI program is to be made available for emergency use through established mutual aid systems, established mutual aid agreements or made reasonably available through a valid request by a member jurisdiction or organization of the Riverside UASI.
5. The Participating Agency agrees to provide, prior to being funded, the most recent copy of their Single Audit Report.
6. The participating agency agrees to designate a Project Manager and Grant Manager for each project awarded and provide the contact information of those individuals to the City of Riverside Office of Emergency Management / UASI. Upon any changes to the original designation the agency will provide written notification and updated contact information.
7. The Participating Agency agrees to maintain all documentation supporting all expenditures reimbursed from grant funds, and ensure all expenditures are allowable under grant requirements. Recipients that expend \$300,000 or more of federal funds during their respective fiscal year agree to submit an organization wide financial and compliance audit report. The audit shall be performed in accordance with the U. S. General Accounting Office Government Auditing Standards and OMB Circular A-133 (Federal Grantor Agency: U. S. Department of Homeland Security; Pass-Through Agency: Office of Homeland Security;

Memorandum of Understanding: Training - Urban Area Security Initiative Grant Funding

Program Title: Public Assistance Grants; Federal CFDA Number: 97.008). The records shall be maintained and retained in accordance with UASI grant requirements and shall be available for audit and inspection by the City and designated grant agent personnel.

8. The Participating Agency agrees that all its expenditures shall be in accordance with the approved project expenditures and allowable costs as submitted to the City and approved by the California Office of Emergency Services (Cal OES) and the U.S. Department of Homeland Security Grants Program Directorate.
9. The Participating Agency agrees to maintain adoption and implementation of (National Incident Management System) NIMS.
10. The Participating Agency agrees to defend, indemnify, and hold harmless the City, its agents, officers, and employees, from and against all liability arising out of the Participating Agency's acts or omissions under this MOU.
11. The City agrees to defend, indemnify, and hold harmless the Participating Agency, its agents, officers, and employees, from and against all liability arising out of the City's acts or omissions under this MOU.
12. The Participating Agency agrees to provide the Certificate of Non-Supplanting (**Attachment B**).
13. The Participating Agency agrees to provide the Certification regarding Debarment, Suspension and Other responsibility matters (**Attachment C**).
14. The Subgrantee Performance Period for the FY2019 UASI funding cycle is from September 1, 2019 to May 31, 2022.

(Signatures on following page)

Memorandum of Understanding: Training - Urban Area Security Initiative Grant Funding

IN WITNESS WHEREOF, this Memorandum of Understanding is entered into by the City of Riverside, by and through its Office of Emergency Management and the Consolidated Fire Agencies (CONFIRE JPA), by and through its/their authorized representatives.

CITY OF RIVERSIDE

PARTICIPATING AGENCY

By: _____

By: _____

Title: _____

Title: _____

Attest:

Attest:

By: _____

By: _____

Colleen J. Nicol

Title: _____

Title: _____

City Clerk

Approved as to form:

By: _____

Elliot H. Min
Deputy City Attorney

**Governing Body Resolution
(For Operational Areas and Urban Area's)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS
(Governing Body)

OF THE CONSOLIDATED FIRE AGENCIES (CONFIRE JPA) THAT
(Name of Applicant)

MIKE BELL, CONFIRE DIRECTOR,

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

Passed and approved this 5th day of June, 2020

Certification

I, _____, duly appointed _____ of the Consolidated Fire Agencies (CONFIRE JPA) Board of Directors do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of the Consolidated Fire Agencies (CONFIRE JPA) on the 5th day of June, 2020.

(Official Position)

(Signature)



Standard Assurances For All Cal OES Federal Grant Programs

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body; and
- (d) The official executing this agreement is, in fact, authorized to do so.



Standard Assurances For All Cal OES Federal Grant Programs

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.



Standard Assurances For All Cal OES Federal Grant Programs

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, recipients, or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:



Standard Assurances For All Cal OES Federal Grant Programs

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs (42 U.S.C. §§ 12101-12213);
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);
- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;



Standard Assurances For All Cal OES Federal Grant Programs

- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§ 12940, 12945, 12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;



Standard Assurances For All Cal OES Federal Grant Programs

- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.



Standard Assurances For All Cal OES Federal Grant Programs

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 C.F.R. § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subrecipient, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.



Standard Assurances For All Cal OES Federal Grant Programs

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;



Standard Assurances For All Cal OES Federal Grant Programs

- (c) Assist the awarding agency in assuring compliance with Section 106 of the
- (d) National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (e) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.



Standard Assurances For All Cal OES Federal Grant Programs

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

HOMELAND SECURITY GRANT PROGRAM (HSGP) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Reporting Accusations and Findings of Discrimination

If during the past three years the recipient has been accused of discrimination on any basis the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS Financial Assistance Office and the DHS Office for Civil Rights and Civil Liberties (CRCL) by e-mail at CRCL@hq.dhs.gov or by mail at U.S. Department of Homeland Security, Office for Civil Rights and Civil Liberties, Building 410, Mail Stop #0190, Washington, D.C. 20528.

In the courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Financial Assistance Office and the CRCL by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

22. Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.



Standard Assurances For All Cal OES Federal Grant Programs

23. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

24. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

25. Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

26. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

27. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

28. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.



Standard Assurances For All Cal OES Federal Grant Programs

29. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

30. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

31. Non-supplanting Requirement

All recipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

32. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

33. SAFECOM

All recipients who receive federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.



Standard Assurances For All Cal OES Federal Grant Programs

34. Terrorist Financing

All recipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

35. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

36. USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

37. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.



Standard Assurances For All Cal OES Federal Grant Programs

IMPORTANT


The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the [Department of Homeland Security Standard Terms and Conditions 2018, Version 8.1](#), hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: CONFIRE JPA - Consolidated Fire Agencies

Signature of Authorized Agent: 

Printed Name of Authorized Agent: MIKE BELL

Title: DIRECTOR Date: 5-12-20

Certificate of Non-Supplanting

My signature below affirms that grant funds from the Urban Area Security Initiative Grant will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Designated Agent:

MIKE BELL
Printed Name


Signature

DIRECTOR
Title

CONFIRE JPA - Consolidated Fire
Agency Agencies

**RIVERSIDE URBAN AREA SECURITY INITIATIVE
CERTIFICATION REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Government-wide Debarment and Suspension (Non-procurement). The certification shall be treated as a material representation of fact upon which reliance will be placed when the Agency determines to award the covered transaction or cooperative agreement.

If it is later determined that an applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. The applicant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in covered transactions, as defined in the applicable CFR

1. The applicant certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency (Note: The terms "covered transaction," "debarred," "suspended," "ineligible," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.);
 - b. Have not within a three-year period preceding this application been conflicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach as explanation to this application.


Authorized Agent Signature

MIKE BELL
Name Printed or Typed

5-12-20
Date

CONFIRE JPA - Consolidated Air
agencies
Business Name

1743 MIRO WAY
Street Address

RIALTO, CA 92376
City, State, Zip Code

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**


Subrecipient: Consolidated Fire Agencies (CONFIRE JPA)	DUNS # 106524809	FIPS #:
Grant Disaster/Program Title: UASI		
Performance Period: 09/01/2019 to 05/31/2022	Subaward Amount Requested: \$ 475,663	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input type="checkbox"/> Local Gov. <input checked="" type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 906,663
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	No

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent) 	Date: 5-12-20
Print Name: Mike Bell	Print Title: Director
<i>Program Specialist Only: SUBAWARD #</i>	

(Cal OES Use Only)

Cal OES # 065-6200 FIPS # 065-6200 VS # Subaward # 2019-0035

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: Consolidated Fire Agencies (CONFIRE JPA) 1a. DUNS #: 106524809
2. Implementing Agency: Consolidated Fire Agencies (CONFIRE JPA) 2a. DUNS #:
3. Implementing Agency Address: 1743 W. Miro Way Rialto 92376-8630
4. Location of Project: Rialto San Bernardino 92376-8630
5. Disaster/Program Title: Homeland Security Grant Program - UASI 6. Performance Period: 09/01/19 to 05/31/22
7. Indirect Cost Rate: N/A; 10% de Minimis; Federally Approved ICR;

Table with 9 columns: Grant Year, Fund Source, A. State, B. Federal, C. Total, D. Cash Match, E. In-Kind Match, F. Total Match, G. Total Project Cost. Includes rows for 2019, Select, and TOTALS.

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application.

15. Official Authorized to Sign for Subrecipient: Name: Mike Bell Title: Director
16. Federal Employer ID Number: 38-3878492
Telephone: (909) 356-2377 FAX: Email: mbell@confire.org
Payment Mailing Address: 1743 W. Miro Way City: Rialto Zip+ 4: 92376-8630
Signature: Date:

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

**RIVERSIDE UASI
HOMELAND SECURITY PROJECT PROPOSAL WORKSHEET**



Purpose

This Project Proposal Worksheet is the first step in submitting a project for funding consideration through the Riverside UASI Program.

The Project Proposal Worksheet must be submitted for any proposed project requiring grant funds by an eligible sub-recipient. Requests for UASI funds or requests for project considerations will not be accepted without a Project Proposal Worksheet. **Submittal and acceptance of the Project Proposal Worksheet does not constitute project approval.**

Directions

3
7

Complete all areas of the Project Proposal Worksheet document and submit to the Program Administrator for the UASI program as prescribed in the Call for Projects announcement.

Project Name: (100 characters max to describe title of project)	Regional CAD to CAD implementation – Phase II (CAD = Computer Aided Dispatch)		
Project Narrative Overview: (2,500 characters max to describe who the project is for, e.g., EOC, search and rescue team, etc., what the project entails, e.g., plans, equipment, training, etc., and what the intended benefit will be, including how the project relates to counter terrorism.	This will be the on-going build out (Phase II) of the Regional CAD to CAD partially funded by the 2018 UASI grant. This solution will connect multiple disparate proprietary CAD systems through a hosted interface enabling emergency communications center to improve interoperability, situational awareness, resource sharing and coordination and system resiliency. This project has begun with the development of a working group made up of stakeholders from San Bernardino and Riverside Counties. Law Enforcement and private ambulance companies' agencies have also expressed an interest in the project are engaged in the process. With a well-designed and deployed CAD to CAD system agencies that currently must pick up a phone to request assistance can do so through a seamless CAD interface in a fraction of the time. Leveraging existing technology, network infrastructure and long-standing relationships of mutual and automatic aid responses, this technology elevates the region's response readiness and operational efficiency when resources are needed most.		
Submitting Jurisdiction Name:	San Bernardino County	Submitting Agency or Department Name:	CONFIRE JPA
Project Phase: (check one):	New: <input type="checkbox"/>	Ongoing: <input checked="" type="checkbox"/>	
Project Start Date and End date with FY'19 Funding (month/year) with start date no earlier than 1/2020 and end date no later than 1/2022	Start: 1/2020	End: 1/2022	
Are you requesting more than one source of funding for this project? For example, SHSP and UASI funding.	Yes <input type="checkbox"/>		
	No <input checked="" type="checkbox"/>		
If you answered "yes" to the above question, please provide a breakdown of requested funding by source, and explain in the text box to the right why two or more sources of funding are being requested at this time.			

Does this project build on a project funded by SHSP and/or UASI funding from a prior fiscal year? If "yes" please list the grant program, the year, and the amount in the box below.	Yes <input checked="" type="checkbox"/>
	No <input type="checkbox"/>
Grant Program: UASI Fiscal Year: 2018 Funding Amount: \$381,000	
Can you accept partial funding for the project? If so, in the block below, list the minimum you can accept and still make the project feasible.	Yes <input checked="" type="checkbox"/>
	No <input type="checkbox"/>
Funding Amount: \$350,000	
Project Acquisition: Will the goods and/or services outlined in this project be procured through a "sole source" contract?	Yes <input type="checkbox"/>
	No <input checked="" type="checkbox"/>
Does your agency/organization currently have spending authority for this project?	Yes <input checked="" type="checkbox"/>
	No <input type="checkbox"/>
If you answered "no" to the above question, please explain why in the text box to the right.	
Does this project involve ground disturbance, installation, or any other activity that would subject the project to an environmental and historic preservation (EHP) review?	Yes <input type="checkbox"/>
	No <input checked="" type="checkbox"/>
Does this project involve modifying, updating or enhancing an emergency operations center (EOC)?	Yes <input type="checkbox"/>
	No <input checked="" type="checkbox"/>
Project Funding by Solution Area: Fill out each applicable column and line item for your project	

Solution Area	FY 2019 UASI Grant Request Total	FY 2019 SHSP Grant Request Total	Source of Other Project Funds (general funds or ID other grant(s))	Total Costs
Planning				
Organizing				
Equipment	1,000,000		500,000 (UASI -2018, local funds)	1,500,000
Training				
Exercises				
Total \$	1,000,000		500,000	\$1,500,000

For each solution area where funding is being requested, please provide information under each applicable solution area section below. If there is no funding for a particular solution area, simply leave that section blank.

Planning Funding Requests:
For all Planning requests, provide the following:

Planning Deliverable: (What is the final product(s) that will be delivered?)	
Who will Develop the deliverable? Contractor, existing staff, new hired staff for the project, other?	
Explain the regional benefit to the Planning being proposed. How does it benefit UASI region?	

Organization Funding Request:
Describe the number personnel that will be funded, and what their responsibilities/duties will be.

Equipment Funding Requests:
 Provide the name or description and Authorized Equipment List (AEL) number and AEL title for each requested equipment item. AEL information can be found at <https://www.fema.gov/authorized-equipment-list>

State the Quantity by each AEL
 List AEL#(s):
 04AP-01-CADS - System, Dispatch, Computer Aided (1)
 04AP-02-OAPT - System, Operations Area Personnel Tracking and Accountability (1)
 Includes
 Professional Services:
 System deployment
 CAD Interface development (multiple/TBD)

Does your Agency have the same or like type of equipment now?
 If Yes, describe below the current state and condition of the equipment (age, mileage, etc.).

Yes No

Is the equipment deployable to other jurisdictions through mutual aid or other means?
Is the equipment shareable in the region even if the equipment cannot be physically deployed?
Is there a like or similar type of equipment in the Mutual Aid Region?
 If Yes, identify the closest agency having the equipment and why mutual aid is not sufficient and your agency still needs the equipment on-hand.

Yes No
 Yes No
 Yes No

Explain the regional benefit to the Equipment being proposed. How does it benefit UASI region?

This CAD to CAD interface has the potential of connecting most if not all primary public safety emergency communications centers to an interoperable network of real-time resource status and incident information. The system permits various levels of participation from read-only visibility to the information, to automatic notifications and messaging between emergency communications centers, up to bi-directional interactions (requesting and dispatching resources). This visibility into the regions emergency resources streamlines existing mutual and automatic aid orders requests and opens possibilities for borderless dispatch between agencies. They system would increase situational awareness and coordination for all types of incidents including CBRNE, WMD, terrorism, public disturbance and other significant natural or man-made incidents. The possibility of connecting multiple OES Operational Area Dispatch Centers exists with a CAD to CAD deployment.

Is this an interoperable communications project? If yes explain how this project enhances interoperability throughout the Urban Area, who you are interoperable with and obtain approval for project from the Communications Manager for your agency.

Is this an interoperable communications project? Yes No
 Was SAFECOM consulted? Yes No

 Communications Manager's Printed Name

 Communications Manager's Signature

The proposed CAD to CAD solution connects several emergency communications centers enabling them to more quickly and efficiently request and respond resources throughout the region. Agencies that expressed interest include, CONFIRE (San Bernardino County), Ontario, San Bernardino County Sheriff, Upland PD, San Manuel Indian Reservation Department of Public Safety, CAL FIRE (both counties), US Forest Service/BLM (FICC), American Medical Response (AMR), and cities of Riverside/Corona/Murrieta.

Training Funding Requests:
 For all Training requests, provide the following information in the rows to the right below:

Course Name:

Course Provider:	
Discipline (s) to Attend Training:	
Estimated Number of Personnel to be Trained:	
Proposed date(s) of Training (if known):	
Brief description of training course: (provide brief description in next block below)	

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Terrorism Related - If "YES" a three bid process is mandatory	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Classroom Based	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field Attendee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field Host (EHP Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Course Name:	
Course Provider:	
Discipline (s) to Attend Training:	
Estimated Number of Personnel to be Trained:	
Proposed date(s) of Training (if known):	

Brief description of training course: (provide brief description in next block)	

Exercise Funding Requests: In the block below, describe whether the exercise is a table top, functional, or full-scale exercise, and what the overarching objectives of the exercise will be.

Terrorism Related	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Classroom Based	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field Attendee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field Host (EHP Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>Check the primary Regional Homeland Security Strategy goal that this project supports: (check only one)</p>	Primary Strategic Goal (Check only one)	
	<input type="checkbox"/>	Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations (Non Fusion Center)
	<input type="checkbox"/>	Protect Critical Infrastructure and Key Resources from All Threats and Hazards
	<input type="checkbox"/>	Strengthen Security and Preparedness Across Cyberspace
	<input checked="" type="checkbox"/>	Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment
	<input type="checkbox"/>	Improve Medical and Health Capabilities
	<input type="checkbox"/>	Coordinate and Strengthen Regional Assessments and Planning
	<input type="checkbox"/>	Enhance Community Preparedness and Resiliency for All Threats and Hazards
	<input type="checkbox"/>	Strengthen Recovery Capabilities
	<input type="checkbox"/>	Enhance all Hazards Incident Management Capabilities for Multi-Jurisdictional Incidents
<input type="checkbox"/>	Integrate and Coordinate Homeland Security Exercise, Evaluation, and Training Programs Across the Region	

From the drop down menu below, please list the single primary Core Capability this project will build or sustain: (Primary Core Capability should align with the result or outcome of the project). For guidance on aligning projects to a primary Core Capability see, <http://www.caloes.ca.gov/GrantsManagementSite/Documents/FY%202018%20HSGP%201J%20Project%20Guidance.pdf>

Operational Communications

Gap(s)/Vulnerabilities to be filled by project:
Describe the capability gap(s) or vulnerabilities that will be addressed by completing this project, how the gap(s) translates to increased vulnerability to terrorism, and how you identified the gap or vulnerability. Be precise and reference a gap or vulnerability from an assessment, or an after-action report, if applicable.

The project will significantly improve operational coordination and communications in the region. This gap has been identified through actual experience and after action reports for incidents including the North Fire (2015), the IRC terrorist Attack (2015), the Canyon I & II fires along the 91 corridor in 2017 and the daily interactions between emergency communications centers that assist each other during emergencies. Currently, there is no visibility of resources between the centers and all mutual aid requests must be handled via phone. The 2018 UASI grant will get this project started, this grant will help move it toward completion.

Project Outcome(s): Gap/Vulnerability Reduction
Describe the capability improvements that will result from completion of this project. How will the capability gap or vulnerability be addressed by this project? What will the region have, and/or be able to do or perform because of this project that it did not have or could not perform before?

The desired outcome is the capability of participating agencies in San Bernardino and Riverside counties to have visual real-time situational awareness of local and regional incidents along with the location and status of regional resources within their unique CAD systems and be able to request and acknowledge responses to one other's jurisdictions instantly through this technology. The potential exists for the system to be connect with existing deployments in San Diego and Orange Counties furthering its benefits to the region.

Performance Bond: If your project requires a performance bond, what is the cost of the bond? (be sure to include this cost in the total cost of your proposed project) \$

Project Sustainment:

Describe in detail how this project will be sustained. Include the expected or anticipated source of funding for sustainment, e.g., grants, local funds, etc.
 Also include ongoing vehicle or equipment maintenance costs, training or certification costs, licensing fees, restocking costs, or other reoccurring costs, etc.

This project will result in the installation of software system that will require on-going support, maintenance and periodic upgrades or replacements. While CONFIRE and its Information Services Unit will host and maintain the system it will be suggested that an MOU be developed between the participating agencies to govern this project into the foreseeable future. Mechanisms for cost sharing and building a replacement budget will be a component of the agreement. Data sharing agreements, a means for new agencies to "buy-in" and old ones to "opt-out" will need to be developed through a consensus process among the participating agencies.

It is hoped that the initial grant could cover the upfront installation fees and one or two years of the initial maintenance to give the participating agencies time to build up a reserve to fund the on-going support and maintenance of the system

Project Milestones

Provide descriptions for up to 6 milestones and the associated key activities that lead to the milestone over the period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur.

Applicants are to identify the milestones that will lead to the successful realization of the project, understanding that generally project milestones cannot all begin and end on the same date and must show a logical progression of time for activities from the start of the project until its completion. Milestones should be specific and should represent shorter-term events that indicate that the accomplishment can be achieved within the timeframe specified. If more than one milestone is given, they should represent a clear sequence of time and events.

Project Milestones should commence no earlier than **January 1, 2020** and conclude no later than **January 1, 2022**.

Start Date: 2/2020

End Date: 9/2020

Milestone 1

Milestone: Continue (expand) deployment from 2018 UASI Grant

Activities:

- Solicit interest from additional agencies
- Work through governance/funding issues
- Configure additional agencies

Start Date: 10/2020

End Date: 2/2021

Milestone 2

Milestone: Train new agencies

Activities:

- Training for dispatch center staff
- Document agreements, MOU, technical and support requirements

Start Date: 3/2021

End Date: 12/2021

Milestone 3

Milestone: Roll out new agencies

Activities:

- Final testing and sign off
- Full deployment
- Public announcement

Start Date:	End Date:
Milestone 4	
Milestone:	
Activities:	

Start Date:	End Date:
Milestone 5	
Milestone:	
Activities:	

I declare under penalty of perjury under the laws of the State of California that all information herein is true, correct, and complete to the best of my knowledge and belief.

Signatures:		MANDATORY	
Project Proposal Submitted by Project Manager:	Name:	Mike Bell	Title: Director
	Phone:	909-356-2377	E-Mail: mbell@confire.org
	Signature:		
	<i>I support the project need, feasibility of implementation and overall project management and milestones.</i>		
Project Proposal Submission Approved by Authorized Agent: (must be Chief Executive or Department Head)	Name:	Tim McHargue	Title: Fire Chief (CONFIRE Chair)
	Phone:	909-370-5100	E-Mail: tmchargue@confire.org
	Signature:		
	<i>I support the overall project need, scope, sustainment costs and any matching funds required.</i>		
Project Grant or Fiscal Manager	Name:	Karen Hardy	Title: Business Manager/Analyst
	Phone:	909-356-2328	E-Mail: khardy@confire.org
	Signature:		
	<i>I support the project need, feasibility of implementation and overall project management and milestones.</i>		

Date Submitted:	11/19/2018
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Form last revised: 10/26/2018

INCOMPLETE OR UNSIGNED PROJECT PROPOSAL WORKSHEETS WILL NOT BE ACCEPTED

CONFIRE JPA BUDGET BOOK

Fiscal Year 2020-21



1990 - 2020

30 Years of Excellence

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Greatness is not a function of circumstance. Greatness, it turns out, is largely a matter of conscious choice and discipline. – Jim Collins



As Director of CONFIRE, it is my pleasure to present to the CONFIRE Board of Directors our first ever budget book. This, the 30th Anniversary of CONFIRE provides an opportunity for the organization to move into an exciting future which is full of challenges and opportunities. This inaugural edition of the CONFIRE Annual Budget will detail several areas of the organization and the fiscal under-pinning that makes it all work. CONFIRE has a long history of prudent fiscal management which has enabled the organization to provide excellent service while keeping costs for its participating agencies and the citizens they serve at reasonable levels.

It is important to recall and keep before us the vision for the original formation of CONFIRE in 1990. The foundational document for the JPA reads: " The signatories herein have determined that there is a need by public agencies in the County to establish a regional agency to serve the needs of all the citizens.....which can best be served by the coordinated use of public safety radio channels and centralized regional computer aided communications systems....."

Thus, CONFIRE came into being and for 30 years has served the region, growing from its original five East Valley agencies into eight member agencies and six contract agencies which cover over 80% of the land and population of San Bernardino County.

The key to understanding CONFIRE is recognizing and reminding ourselves that it is not an isolated governmental agency providing a service to whom an agency simply writes a check. It is a jointly-owned and operated 24/7/365 public safety communications system that is responsible for the safety of all the first responders whom it summons into harm's way hundreds of times per day and each one of the citizens who call for their help.

The employees of CONFIRE endeavor to meet and exceed the expectations of those we serve by fulfilling the mission put forth by the leaders of the organization which states:

"CONFIRE provides regional Fire, Rescue and Emergency Medical Services communications, resource coordination and technology services to enable allied agencies to meet the safety and welfare need of those we serve."

The vision for the organization is to be recognized as a leader and an exceptional provider of emergency communications and information services to the agencies served. Service excellence, effectiveness, innovation, teamwork, integrity and people form the core values expressed in all that CONFIRE strives to achieve. The team at CONFIRE is always there, always ready and always proud.

This is reflected in the work achieved in the past year and the ambitious goals for FY 2020-21 which are presented in this document. CONFIRE call-takers and dispatchers processed over 700,000 emergency and non-emergency phone calls that came in and out of the center the past year. The majority of those are 9-1-1 calls or other emergency calls. Over 227,000 separate emergency incidents were dispatched by CONFIRE during that time. Most of those calls are medical related emergencies. The CONFIRE call-takers perform critical triage to determine the acuity level of each call, respond the



appropriate units and provide life-saving instructions to the caller before crews arrive on scene. Several CONFIRE employees were recognized by the agencies they serve throughout the year for their actions during these incidents.

Behind the scenes a dedicated group of information services and administrative professionals ensure the CONFIRE team and its agencies have all the tools they need to perform this ceaseless task without fail.

The 96 full and part-time employees of CONFIRE stand in full partnership with the approximately 1,500 first responders represented by the 14 agencies that comprise CONFIRE. In that sense CONFIRE is much more than a dispatch center. It is a federation of first responders closely allied in their efforts to serve their communities, region and one another in delivering a wide array of professional, world-class emergency services to everyone and anyone who calls for help. Together they will be 'always there, always ready and always proud' for the next 30 years.

Steady Progress: Looking Back, Looking Ahead

The past year at CONFIRE was full of accomplishments amidst unique challenges. The Victorville and Chino Valley fire agencies completed their first full year of operations at CONFIRE. Chino Valley and Apple Valley became full members of CONFIRE bringing the JPA membership up to eight agencies. The County Fire district opted to remain part of the CONFIRE family after a year-long exploration of options.

Just when things appeared to be running smoothly a world-wide pandemic struck and caused us all to shift gears dramatically. CONFIRE reacted quickly to COVID-19, isolating our essential employees (dispatchers), procuring protective equipment and working alongside regional incident management teams to plan and prepare for the potential surge to the 9-1-1 and health care systems. This preparation and response led to much innovation with respect to emergency medical response systems, including the development of tiered response models, the initiation of nurse health-lines and data-driven incident management tools made possible by CONFIRE's improved technology capabilities.

CONFIRE management could not be prouder of our workforce for its response as individuals and as a team to the COVID crisis. Call-takers and dispatchers dutifully staffed their posts, taking all the required precautions to ensure safety. Dispatch staff also made several adjustments to dispatch protocols to meet the shifting needs of incident planners and first responders throughout the first wave of the pandemic. Plans are in place to manage any surge that may come with a second wave of COVID if it materializes. Most members of the Admin and MIS teams have worked remotely to keep things running, supporting the spread-out location of the workforce, the dispatch staff on-site and the incident management team all while staying on top of several key system improvement projects.

Perhaps the most significant adjustment made during COVID that has long-term implications was the transition of dispatch staff to the High Desert Government Center (Hesperia) location to enable adequate social distancing for our personnel. This move went smoothly due to the years of work undertaken by communications and information services personnel to ensure the location would be up for such a challenge. The need to expand into Hesperia has been on the CONFIRE radar for many years, COVID pushed it up on the priority list.





The move has gone so well, the CONFIRE Admin Chiefs have decided to maintain and expand the development of the site to retain the valuable workspace gained in the move, achieve real-time redundancy and establish the first elements of a Command and Control Center capability in the CONFIRE operation. The complexity and severity of incidents in the region requiring the constant movement of resources to ensure adequate coverage and to support incident managers necessitates an operation of CONFIRE's size to take this evolutionary step. CONFIRE serves as the San Bernardino County Operational Area Dispatch Center as part of the state-wide mutual aid system, which is another reason to develop this capability. The program will begin with an assigned agency representative working in the center in Hesperia to coordinate resource movement and incident support between dispatch and field units. As technology and information enhancements come along with Next-Generation 9-1-1, text to 9-1-1, video and social media feeds, this role will continue to evolve to assimilate and disseminate critical information to responding units.

The move also creates workspace capacity for other future initiatives such as nurse triage lines and ambulance dispatching. CONFIRE continues to monitor and participate in the planning of a modern emergency communications center slated to be built in San Bernardino. Optimistic projections put a target date for completion 4-5 years out. Thus, the Admin Committee has opted to take advantage of the forward thinking of past CONFIRE leaders and utilize the space procured and developed in Hesperia many years ago in anticipation of this need.

Even with COVID-19 lurking about, the pace at CONFIRE has not let up. A long list of improvements to the CONFIRE technology infrastructure brought the organization closer to completing its multi-year technology modernization project. This included working with County Fire to complete the transition of its information technology services from CONFIRE to the County Fire MIS team. This included a reconciliation of the equipment reserve fund resulting in a nearly \$2 million transfer from CONFIRE's ledger back to County Fire. Loma Linda Fire also opted to bring its MIS services back in house as that project was recently completed.

All desktop computers on the Rialto dispatch floor were upgraded. Work is underway to do the same in Hesperia. MIS Staff was able to save agencies thousands of dollars by completing the removal of all legacy (3G) modems on agency vehicles and negotiating a flat rate for all wireless connections through Verizon.

With the looming deployment of the Next-Generation 9-1-1 system CONFIRE led the region in preparing critical geographic information (GIS) for this new technology which is slated for integration in the region in late 2021. During this process CONFIRE's GIS Coordinator collected thousands of address points and installed them into the Computer Aided Dispatch (CAD) system which helps increase the location accuracy of wireless calls (90% of all calls) and improves call-processing times. Additionally, a program called Rapid SOS Lite was installed at the dispatch work stations that aids call-takers in locating wireless callers who may not know where they are calling from. More location accuracy capability will be incorporated in CONFIRE's CAD system in the coming year along with a partially state-funded refresh of all call-processing equipment.

CONFIRE agencies deployed a field-based mobile technology called Tablet Command to nearly all of the agencies dispatched by CONFIRE. Brought to CONFIRE by County Fire in 2017, this proven technology enables field units to receive and share incident information between the dispatch center and themselves in real-time using consumer grade tablets (iPads) saving thousands of dollars in technology costs over more





expensive ruggedized units. Incident Commanders are able to use the device and its software to track companies assigned to an incident and provide for improved fireground safety and accountability. Improvements in the coming year will enable all users to view each other and seamlessly operate together across boundaries on incidents.

CONFIRE agencies improved and expanded the use of its data analysis tools including Firstwatch, Pulse Point, Westnet station alerting, Telestaff and Image Trends.

Two major, long-planned projects took significant strides in the past year. The Inland Empire Regional Interoperability Project (IE RIP) officially kicked off its two-county CAD to CAD initiative with CONFIRE, San Manuel and Corona Fire being the first three agencies to begin to deploy the program. Scheduled for completion by the end of 2020 the system will enable dispatch centers to communicate electronically instead of by telephone saving several minutes off of response times for requests for neighboring agency resources. Additional, agencies in both San Bernardino and Riverside County are expected to come on to the system in the coming year. CONFIRE has taken a lead role in this project acting as the system administrator as well as securing over \$900,000 in grant funds to help cover the upfront costs of the project.

Working with the San Bernardino Council of Governments (SB COG) and several regional stakeholders, CONFIRE has also taken a leading role in the development of a nurse triage system that will enable call-takers to transfer certain low acuity calls to trained nurses who can assist the caller and perhaps offer treatment options that do not require a lights and sirens response. The program is still in development, but actions have been taken to procure the required software to run the program. Finding partnerships to fund the nurses required to staff the program is in progress.

CONFIRE suffered from the rapid departure (including one death) of several dispatchers last year. The uncertainty of County Fire's future at CONFIRE put a hold on hiring. CONFIRE dispatch staff were forced to work short-handed and many additional hours of overtime to ensure the center was properly covered. The group did an incredible job under these circumstances and continue to do so even as newly trained dispatchers reinforce their ranks on the floor. CONFIRE management is working to ensure the center is fully staffed at authorized levels by the end of 2020. A staffing study is underway to help determine appropriate staffing levels for operating the center efficiently and effectively. From that effort a plan will be developed to address staffing over time.

The effort to recruit, train and retain call-takers and dispatchers has begun to show dividends with higher numbers applying and qualifying for positions during recent recruitments. This is a universal challenge for public safety dispatch centers, but CONFIRE must continue to meet through creative and innovative ways to attract and keep good employees.

Several improvements were made to the center this past year, including the replacement of an unreliable HVAC unit in Rialto, new computer monitors at dispatch workstations and lighting improvements aimed at creating an improved work environment. Dispatcher chair evaluations, flooring, paint, and security improvements are in the queue for the coming year.

The Administration/Support Division continued to develop improved fiscal processes including purchasing workflows and reporting systems. This budget book is an example of the work the group has done to increase transparency and information sharing among division managers, budget accountability, planning and procurement. In the coming year the development of a records management and retention program is a priority, as well as improved support for the procurement needs of the MIS Division. Grant management has become a major task of the Admin team that will gain prominence going forward. The Division has established a goal of attaining the Government Finance Officials Association (GFOA) accreditation in the near future.



CONFIRE Fiscal Overview

CONFIRE's fiscal picture is healthy thanks to a long tradition of prudent financial management and budgetary control. The nature of CONFIRE's operation enables member and contract agencies to benefit from an economy of scale for the provision of emergency communications and information technology services. The consistent support of the CONFIRE Board of Directors allows the agency to fulfil its critical public safety mission while making steady progress in improving its hiring and retention of qualified staff, improve technical capacity, and take advantage of innovative solutions which benefit the fire and emergency medical services delivered by the CONFIRE agencies to their communities.

CONFIRE's budget is organized into four separate funds that are consolidated with other County agencies funds in accounts managed by the County Auditor-Tax Collector's Office (ATC). These funds will be detailed in subsequent sections of this document. Briefly, the funds are:

- 5008 – General Operations Fund (day to day operations)
- 5009 – Equipment Reserve Fund (dedicated funds for information systems equipment replacement)
- 5010 – General Reserve Fund (Operational reserves, contingency funds and capital improvement funds)
- 5011 – Term Benefit Fund (Employee accrued-benefit payout fund)

The CONFIRE Board of Directors is the approval authority for the CONFIRE annual budget. The Board sets policy and direction for fiscal operations and receives the annual independent auditor report. The Board of Directors delegates day to day operations and budget expenditures to the Administrative Committee who works in conjunction with the CONFIRE Director and CONFIRE staff to manage the budget throughout the year.

The CONFIRE Operations Fund (5008) is developed by determining the expenses required to meet the principle mission of CONFIRE of answering and processing emergency calls. The primary means by which these costs are apportioned to the member and contract agencies at CONFIRE is by developing a workload calculation based on the number of dispatched incidents (call volume) for each agency as a percentage of the overall call volume handled by the center. This formula applies to costs that are deemed "universal" in that each agency benefits proportionately from those services. Examples of universal costs include all direct costs attributable to dispatch operations, including related information technology systems as well as administrative support costs.

Those expenses not deemed "universal" are referred to as "seat-based" costs. These are expenses that benefit some, but not all of the CONFIRE agencies. Many of these are enhanced services enabling agencies to utilize advanced technologies to improve operations. Some of the 'seat-based" costs include information technology systems used for agency business, this includes desktop computers, internet and wireless circuits and vehicle modems. Several software programs also come under the 'seat-based' allocation method, these include, staffing software (Telestaff), incident command and mobile technology (Tablet Command), station alerting systems (Westnet) and business software (Office 365).

The chart on the following page shows the costs allocated to each agency by either the "universal" or 'seat-based' apportionment model. Universal costs make up 84.9% of the overall operational budget. Seat-based costs make up the remaining 15.1%. When analyzing the universal costs, the median cost per call assessed to the agencies is \$43.94. There are very slight variations to this due to mathematical rounding. This cost per call is the lowest of comparable agencies in the region.



Agency	Universal Cost per Agency	Seat- Based per Agency	Total
Apple Valley Fire Protection Dist.	534,849	41,154	576,003
Big Bear Fire Department	162,258	109,235	271,493
Chino Valley Fire Dist.	544,864	27,877	572,741
Colton Fire Dept.	297,472	194,356	491,828
Loma Linda Fire Dept.	171,272	120,977	292,249
Montclair Fire Dept.	198,314	10,258	208,572
Rancho Cucamonga Fire Dist.	698,108	37,104	735,212
Redlands Fire Dept.	457,726	242,997	700,723
Rialto Fire Dept.	441,701	311,420	753,121
Running Springs Fire	27,043	31,718	58,760
San Bernardino County Fire Dist.	5,379,535	456,743	5,836,278
San Manuel Fire	82,130	30,791	112,922
Victorville Fire Dist.	979,555	157,341	1,136,896
Baker Ambulance	26,041	1,302	27,343
County Road Dept.	15,024	751	15,775
AMR		5,316	5,316
Total Costs	\$10,015,891	\$ 1,779,341	\$ 11,795,232

The remainder of this document articulates the specifics of the FY 2020-21 CONFIRE proposed budget. The process for developing this document has become a year-round effort involving a repeatable Planning Cycle that ensures full participation of all agencies served by CONFIRE. Thanks and kudos to the CONFIRE Administrative Division for the hard work in preparing this document and the inaugural edition of the CONFIRE Budget Book.

Thank you for your unwavering and dedicated support to the mission of CONFIRE.

Mike Bell

Director, CONFIRE JPA



CONFIRE JPA is a Joint Powers Authority (JPA) located in San Bernardino County established to provide 9-1-1 communications, public safety dispatch, information technology systems support (MIS), and geographic information systems (GIS) to the JPA member and contract agencies.

MISSION

CONFIRE provides regional Fire, Rescue and Emergency Medical Services 9-1-1 call answering services, emergency communications, resource coordination and technology services to enable allied agencies to meet the safety and welfare needs of those we serve.

VISION

To be recognized as an exceptional Regional Emergency Communications and Public Safety Information Technology and Services provider for public and private Fire, Rescue and Emergency Medical Service agencies.

VALUES

SERVICE EXCELLENCE: All the Time, Every Time

EFFECTIVENESS: Time, Cost and Quality

INNOVATION: Future Ready

TEAMWORK: Strength Through Collaboration

INTEGRITY: Honest, Accountable and Transparent

PEOPLE: Dignity and Respect

SERVICE MOTTO

Always There, Always Ready, Always Proud

PILLARS OF SERVICE

**Emergency Communications
Public Safety Information Technology and Services**

CONFIRE JPA History

The CONFIRE Communications Centers (CONFIRE) are housed in two locations: one in the City of Rialto at 1743 Miro Way and the other at the High Desert Government Center at 15900 Smoke Tree Street, in the City of Hesperia, CA.

CONFIRE began operations in 1973, as Comm Center, with a centralized dispatch office to serve the newly established Central Valley Fire District. In 1974, a cooperative agreement was reached between the Central Valley Fire District and the San Bernardino County Communications Department for the fire dispatchers to staff the vacant dispatch center located in the basement of the County Library at 4th St. and Sierra Way in downtown San Bernardino. Comm Center began dispatching for other San Bernardino County fire agencies during this time, including, Redlands, Rialto, Colton and Loma Linda.

In 1987, Comm Center moved the facility to 1771 W. Miro Way, Rialto. This facility was located directly across the street from the Sheriff's Aviation Division Headquarters. It was configured into a co-dispatch center housing the Sheriff and Fire/EMS Communications. Situated on the same property (approximately one-acre), are the County Emergency Operations Center (EOC) and the 800/900MHz Radio Command and Control Center.

In August of 1990, the Comm Center dispatched agencies united into a formalized "Joint Powers Authority", with the San Bernardino County Fire Agency, Rialto, Loma Linda, Colton and Redlands Fire Departments as its original members. The agencies agreed to "federate together in a cooperative agency for the joint and mutual operation of a centralized public safety communication agency and a cooperative program of fire protection and related functions." Named the Consolidated Fire Agencies of the East Valley – the "CONFIRE" Joint Powers Authority would provide hardware, software, services and other items necessary and appropriate to establish the operation and maintain a joint central public safety communications center. In addition, CONFIRE JPA intended to provide dispatching services on a contracted basis to other agencies. The human resources administrative and support service functions for CONFIRE JPA's employees were handled by San Bernardino County Fire Department consisting of personnel administration, facility site usage, payroll, and related functions.

In 2004 construction was completed on a building where CONFIRE still operates. In 2014, the satellite or 'back-up center was opened in Hesperia.

The current member agencies of the CONFIRE JPA are:

- Apple Valley Fire Protection District
- Chino Valley Independent Fire District
- Colton Fire Department
- Loma Linda Fire Department
- Rancho Cucamonga Fire District
- Redlands Fire Department
- Rialto Fire Department
- San Bernardino County Fire District

In addition, the agencies that currently contract for services with the CONFIRE JPA are:

- Baker Ambulance Inc.
- Big Bear Fire Authority
- Montclair Fire Department
- Victorville Fire Department
- Running Springs Fire Department
- San Manual Band of Mission Indians
- Fire Department

CONFIRE Operations

CONFIRE is comprised of three divisions: Communications, Management Information Services (MIS) and Administration/Support. The Communications Division operates 24 hours per day, 365 days per year. This team answers all 9-1-1 and 10-digit emergency calls in addition to non-emergency calls. These calls are prioritized and dispatched to responding agencies while call-takers provide emergency instructions over the phone to callers. Dispatchers coordinate the movement of emergency resources throughout the region to ensure coverage is maintained and incident commanders receive the resources required to mitigate the emergency. Personnel training and certifications are also managed by this division.

The Management Information Services Division ensures all critical systems needed by the communications staff to operate effectively are up to date and maintained. The Division also supports all CONFIRE administrative functions, as well as provide full information services to three of the member agencies. The Division also supports mobile and remote technology enabling response vehicles and crew members to operate in the field.

The Administrative and Fiscal Division manages all fiscal, human resource, facility and vehicle maintenance matters. The Administrative staff handles all board related agendas and minutes for the boards in compliance with the Brown Act. Makes sure to follow up with all human resources and risk management issues for both centers. The Fiscal staff makes sure procurement policy is utilized to better serve the employees and agency. Monthly budget to actual spending reports are given both to Administrative Committee along with managers to keep them informed. Quarterly billings are completed and reconciled to the cash reports to make sure the funds are available for the operations of two centers along with our fleet and agencies. Grant and State reporting are completed throughout the year with the yearend Financial Audit and Budget to make sure CONFIRE JPA stays fiscally transparent and solid.

CONFIRE JPA Governance

Board of Directors

The Board of Directors is composed of the designated elected representatives from each member agency. The Board of Directors is responsible for adopting the CONFIRE budget, for establishing assessments, and for establishing overall fiscal policy. Secondly, the Board establishes overall policy direction for CONFIRE and its operation. Lastly, the Board assures that the well-being and interests of each of the agencies or entities are maintained.

Administrative Committee

The Administrative Committee reports to the Board of Directors and is composed of the Chief Officer or Executive of the Fire Department of each member agency or their designated alternate. The Administrative Committee conducts the operation of CONFIRE, directs the preparation of the CONFIRE budget and presents it to the Board of Directors, has the power to expend funds and control all expenditures, has the responsibility to report budget and financial transactions, hires the Director of Communications and establishes and maintains contracts as they relate to the operation of CONFIRE.



CONFIRE

Board of Directors



Dan Leary-Apple Valley
Fire Protection District
Board President



John DeMonaco—Chino Valley
Fire Independent Fire District
Board Director



Ernest Cisneros
City of Colton
Council Member
CONFIRE Vice Chairperson



Dr. Rhodes Rigsby
City of Loma Linda
Council Member
CONFIRE Chairperson



Lynne Kennedy
Rancho Cucamonga
Fire D istrict
Mayor Pro Tem



Eddie Tejada
City of Redlands
Council Member



Andy Carrizales
City of Rialto
Council Member



Dawn Rowe San Bernardino
County Fire District



CONFIRE

CONFIRE ADMINISTRATIVE CHIEFS



Chief Lorenzo Gigliotti
Apple Valley Fire Protection District



Chief Tim Shackelford
Chino Valley Independent
Fire District



Chief Tim McHargue
Colton Fire Department
Chairperson



Chief Dan Harker
Loma Linda Fire Department



Chief Ivan Rojer
Rancho Cucamonga Fire District
Vice-Chairperson



Chief Jim Topoleski
Redlands Fire Department



Chief Sean Grayson
Rialto Fire Department

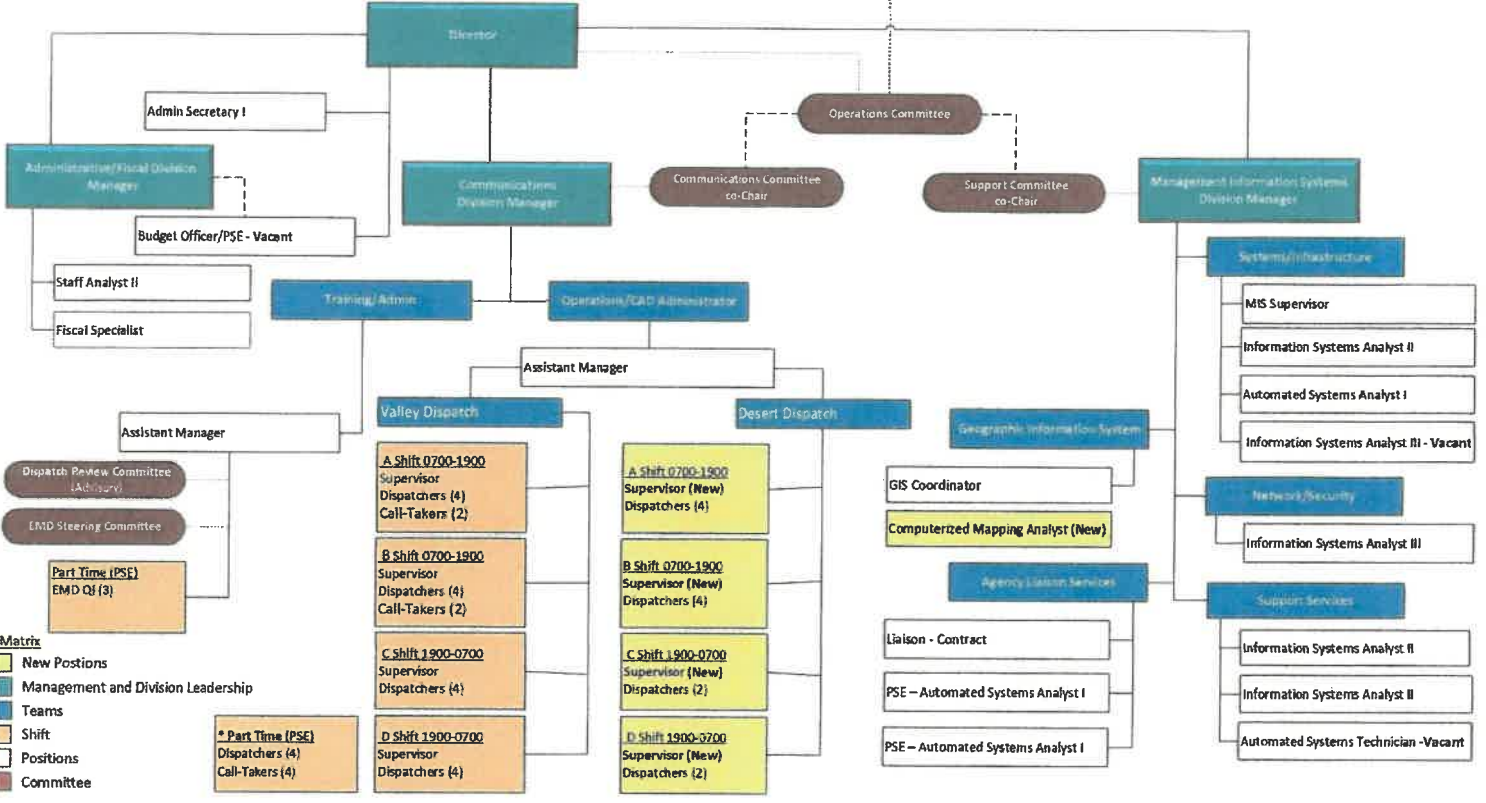


Chief Dan Munsey
San Bernardino County Fire District



Board of Directors – Chair – (Representative from Member Agencies)
 Apple Valley Fire District, Chino Valley Fire District, City of Loma Linda, City of Colton, City of Redlands, Rancho Cucamonga Fire District, City of Rialto, San Bernardino County Fire District

Administrative Committee – Chair – (Voting Representative from)
 Apple Valley Fire District, Chino Valley Fire District, City of Loma Linda, City of Colton, City of Redlands, Rancho Cucamonga Fire District, City of Rialto, San Bernardino County Fire District



- Matrix**
- New Positions
 - Management and Division Leadership
 - Teams
 - Shift
 - Positions
 - Committee

CONFIRE, JPA BUDGET SUMMARY

This section represents a summary of the entire CONFIRE budget as developed for each of its four funds (described further below). The FY 2020-21 CONFIRE proposed budget is balanced in all four funds. This summary, the expenditure and revenue information make up the substance of the proposed CONFIRE budget under consideration by the Board of Directors.

FUND DESCRIPTIONS

Fund 5008 Operations Fund

Confire has four separate Funds accounted through the San Bernardino County Treasurer's along with the accounting system SAP. The normal operation for CONFIRE is accounted for in the Operations Fund accounting for 94% of the budgeted revenue. The current year's cost has increased by six percent due to increased resources needed to open the High Desert Government Center also additional contract for software contract.

Fund 5009 Equipment Reserve Fund

The Equipment Reserve Fund is an account to support the Management Information Services MIS Division to replace equipment based on projected replacement cost for inventoried equipment. There are two section of this fund resources one is to support CONFIRE equipment and infrastructure. The second is to pay for equipment to support the individual agencies. This can be from standard office equipment to the infrastructure to tie into our servers, related components, dispatch equipment and CAD equipment. CONFIRE receives income according to call volume or individual agencies equipment maintained by the MIS Division (seat base).

Fund 5010 General Reserve Fund

The General Reserve Fund is utilized to provide emergency or contingency funding for CONFIRE operations (5008) if the need arises due to lack of payment, catastrophe or other unforeseen fiscal circumstances. This is also a reserve funding for JPA for One-time capital purchases with appropriate budget approval. This year one-time project being funded are VMware Cluster for the High Desert Government Center, CAD/Administration Virtual Desktop Infrastructure, Work Lab Environment, and Meraki Hub High Availability Pair for Communication Center. The revenue funds received in this fund are the JPA's Grant Funded one-time projects. The current year grant funded budgeted projects are \$899,736 for the Inland Empire RCIP CAD to CAD project. There will be an 2nd Installment payment of \$78,596 from Apple Valley Fire Protection District for becoming a JPA member.

Fund 5011 Term Benefit Reserve Fund

This Term Benefit Reserve Fund is to cover the liability of CONFIRE employee leave accruals as well set aside for pension or benefit liabilities. The Board's both agreed to set aside an extra percentage of contract agencies operational yearly costs to help with any outstanding pension liabilities due to extra personal to services these agencies. The current amount went down because two of our contract agencies: Apple Valley Fire Protection District and Chino Valley Fire District both became member agencies.

**CONFIRE
FUND BALANCE SUMMARY
Fund 5008 - Operating**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Budget</u>	<u>2019-20</u> <u>Revised</u>	<u>2020-21</u> <u>Budget</u>
Total Revenue	11,142,539	10,481,868	10,481,868	11,101,465
Transfers In	0	0	0	0
Budgeted Reserves	0	0	0	161,358
Total Resources (Revenue, Transfers In, and Reserves)	<u>11,142,539</u>	<u>10,481,868</u>	<u>10,481,868</u>	<u>11,262,823</u>
Total Expenditures	10,327,287	10,481,868	10,481,868	11,262,823
Transfers Out	0	0	0	0
Total Expenditures & Transfers Out	<u>10,327,287</u>	<u>10,481,868</u>	<u>10,481,868</u>	<u>11,262,823</u>
Difference Total Revenue and Expenditures and Transfers Out	<u>\$ 815,252</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 FUND BALANCE				
July 1st Beginning Balance	\$ 1,655,021	\$ 2,033,652	\$ 2,033,652	\$ 2,033,652
Residual Equity Transfer	(436,621)	0	0	0
Budgeted Reserves	0	0	0	(161,358)
Difference Total Resources & Expenditures and Transfers Out	<u>815,252</u>	<u>0</u>	<u>0</u>	<u>0</u>
June 30th Ending Balance	<u>\$ 2,033,652</u>	<u>\$ 2,033,652</u>	<u>\$ 2,033,652</u>	<u>\$ 1,872,294</u>

FY 2020-21 Reserve Balance per Board Policy \$1,126,282

**CONFIRE
FUND BALANCE SUMMARY
Fund 5009 - Equipment Reserve**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Budget</u>	<u>2019-20</u> <u>Revised</u>	<u>2020-21</u> <u>Budget</u>
Total Revenue	1,014,424	876,576	445,576	448,883
Transfers In				
Budgeted CONFIRE Reserves		585,000	585,000	371,417
Total Resources (Revenue, Transfers In, and Reserves)	<u>1,014,424</u>	<u>1,461,576</u>	<u>1,030,576</u>	<u>820,300</u>
Total Expenditures	2,136,352	1,030,576	1,030,576	820,300
Transfers Out			1,991,140	
Total Expenditures & Transfers Out	<u>2,136,352</u>	<u>1,030,576</u>	<u>3,021,716</u>	<u>820,300</u>
Difference Total Revenue and Expenditures and Transfers Out	<u>\$(1,121,927)</u>	<u>\$ 431,000</u>	<u>\$(1,991,140)</u>	<u>0</u>
 FUND BALANCE				
July 1st Beginning Balance	\$ 5,118,055	\$ 3,996,128	\$ 3,996,128	\$1,419,988
Residual Equity Transfer	-	0	0	0
Budgeted Reserves		(585,000)	(585,000)	371,417
Difference Total Resources & Expenditures and Transfers Out	<u>(1,121,927)</u>	<u>431,000</u>	<u>(1,991,140)</u>	<u>0</u>
June 30th Ending Balance	<u>\$ 3,996,128</u>	<u>\$ 3,842,128</u>	<u>\$ 1,419,988</u>	<u>\$1,791,405</u>

**CONFIRE
FUND BALANCE SUMMARY
Fund 5010 - General Reserve**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Budget</u>	<u>2019-20</u> <u>Revised</u>	<u>2020-21</u> <u>Budget</u>
Total Revenue	118,355	-	431,000	978,332
Transfers In				
Budgeted Reserves	0	790,000	790,000	1,246,404
Total Resources (Revenue, Transfers In, and Reserves)	<u>118,355</u>	<u>790,000</u>	<u>1,221,000</u>	<u>2,224,736</u>
Total Expenditures	66,064	790,000	1,221,000	2,224,736
Transfers Out			10,000	
Total Expenditures & Transfers Out	<u>66,064</u>	<u>790,000</u>	<u>1,231,000</u>	<u>2,224,736</u>
Difference Total Revenue and Expenditures and Transfers Out	<u>\$ 52,292</u>	<u>0</u>	<u>\$ (10,000)</u>	<u>0</u>
FUND BALANCE				
July 1st Beginning Balance	\$4,448,831	\$4,874,443	\$ 4,874,443	\$4,074,443
Residual Equity Transfer	373,320			
Budgeted Reserves		(790,000)	(790,000)	(1,246,404)
Difference Total Resources & Expenditures and Transfers Out	<u>52,292</u>	<u>0</u>	<u>(10,000)</u>	<u>0</u>
June 30th Ending Balance	<u>\$4,874,443</u>	<u>\$4,084,443</u>	<u>\$ 4,074,443</u>	<u>\$2,828,039</u>

FY 2020-21 Reserve Balance per Board Policy \$2,815,706

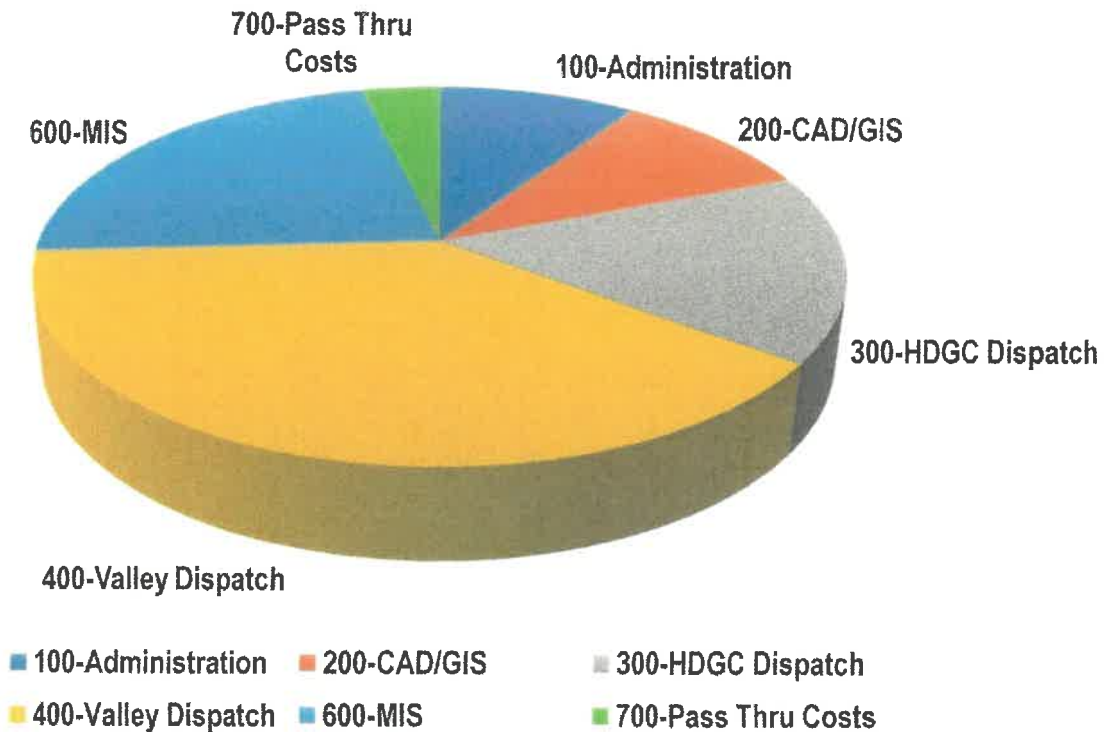
**CONFIRE
FUND BALANCE SUMMARY
Fund 5011 - Term Benefit Reserve**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Budget</u>	<u>2019-20</u> <u>Revised</u>	<u>2020-21</u> <u>Budget</u>
Total Revenue	54,116	202,900	202,900	130,465
Transfers In	0	0	10,000	0
Budgeted Reserves	0	0	0	-
Total Resources (Revenue, Transfers In, and Reserves)	<u>54,116</u>	<u>202,900</u>	<u>212,900</u>	<u>130,465</u>
Total Expenditures	-	202,900	202,900	130,465
Transfers Out				
Total Expenditures & Transfers Out	<u>-</u>	<u>202,900</u>	<u>202,900</u>	<u>130,465</u>
Difference Total Revenue and Expenditures and Transfers Out	<u>\$ 54,116</u>	<u>0</u>	<u>\$ 10,000</u>	<u>0</u>
FUND BALANCE				
July 1st Beginning Balance	\$ 442,336	\$ 559,753	\$ 559,753	\$ 569,753
Residual Equity Transfer	63,301	0	10,000	0
Budgeted Reserves	0	0	0	-
Difference Total Resources & Expenditures and Transfers Out	<u>54,116</u>	<u>0</u>	<u>0</u>	<u>0</u>
June 30th Ending Balance	<u>\$ 559,753</u>	<u>\$ 559,753</u>	<u>\$ 569,753</u>	<u>\$ 569,753</u>

Fund: CONFIRE Operations Fund 5008
 Department: Consolidated Fire Agency 883

DIVISION EXPENDITURE SUMMARY	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Proposed Budget	% Change From 2019-20 Budget
Salaries & Benefits	\$ 6,844,010	\$ 7,258,813	\$ 7,258,813	\$ 7,932,320	8%
Services & Supplies	3,175,155	2,888,655	2,888,655	2,976,795	3%
Travel Related	54,672	70,000	70,000	65,000	-8%
Other Reimb	250,467	264,400	264,400	127,350	-108%
TOTAL	\$ 10,324,304	\$10,481,868	\$10,481,868	\$11,101,465	6%

Expenditure by Division



CONFIRE OPERATING EXPENDITURES PER FUND CENTER FISCAL YEAR 2020-2021

Fund Center Item	Description	Admin - General (100-5008)	Mis Universal CAD/GIS (200-5008)	HDGC Dispatch (300-5008)	Valley DISPATCH (400-5008)	MIS Universal (600-5008)	MIS Seat-Based (800-5008)	Pass Thru (700-5008)	FY 20-21 Fund Center Sub Totals	FY 20-21 TOTAL EXPENDITURE FUND 5008
SALARIES AND BENEFITS		732,085	336,213	1,729,557	3,974,297	872,312	449,215		7,932,321	\$7,932,321
	Committed Fund Balance for HDGC staff			(161,358)						
STAFF UNIFORMS					13,000	1,400			14,400	\$14,400
PAYROLL SYSTEMS SERVICES (ISD/EMACS)		833	533		8,201	1,167			10,734	\$10,734
WAN & VPN ISD CONTRACT										\$146,815
	CONFIRE					7,776			7,776	
	County Fire(BDC)						139,039		139,039	
COMMUNICATIONS - Wireless Devices						13,676	191,014		204,690	\$204,690
COMMUNICATIONS - Wireline Connections						113,969	61,842		175,810	\$175,810
COMNET ISD Dial Tone-Phones Landlines					10,017	7,810			17,827	\$17,827
DATA SERVICES ISD Labor (ISF)					1,500	1,000			2,500	\$2,500
COMNET ISD (ISF)										\$1,434
	Voice Mail				401	433			834	
	Global Tool Directory	600							600	
800 MHZ RADIO CHGS (ISF)										\$480,041
	NSCSO - Radio and Paging (ISD)				15,661			294,364	310,025	
	NSCSC-Dispatch Console Access/Maint.			100,464	69,552				170,016	
FOOD	Dispatch (Incident Meals)	2,000							2,000	\$2,000
MEMBERSHIPS										\$6,630
	APCO	450							450	
	NENA (10 - Full, 60 partial)	2,200							2,200	
	CFCA Comm Sect	200							200	
	AFSS	70							70	
	County Chiefs	200							200	
	CSDA Annual Membership	1,450							1,450	
	GFOA	460							460	
	MISAC					100			100	
	Center for Internet Security					1,500			1,500	
COMPUTER SOFTWARE										\$1,421,299
	Applications - Universal	48,063	700,730	19,972	27,897	225,654			1,022,316	
	Applications - Seat Based						284,593	114,391	398,984	
COMPUTER HARDWARE										\$18,450
	Plotter Maintenance		3,200						3,200	
	Minoita (Fax - 2)				250				250	
	Miscellaneous Hardware					15,000			15,000	
SMALL TOOLS		1,000							1,000	\$1,000
NON INVENTORIABLE EQUIP										\$7,000
	Headsets			1,000	2,000				3,000	
	Admin/MIS Office Chairs	4,000							4,000	
OTHER GENERAL LIABILITY (ISF)										\$24,600
	Alliant-SLIP, PIP, Medical Director	24,600							24,600	
	Employee Gen Liability (Cnty Fire Transfer)								-	

CONFIRE OPERATING EXPENDITURES PER FUND CENTER FISCAL YEAR 2020-2021

Fund Center Item	Description	Admin - General (100-5008)	Mis Universal CAD/GIS (200-5008)	HDGC Dispatch (300-5008)	Valley DISPATCH (400-5008)	MIS Universal (600-5008)	MIS Seat-Based (600-5008)	Pass Thru (700-5008)	FY 20-21 Fund Center Sub Totals	FY 20-21 TOTAL EXPENDITURE FUND 5008
GENERAL OFFICE EXPENSE										
	Office Supplies	7,500	3,000	2,500	5,000	1,500			19,500	\$26,700
	Cable/Satellite TV				2,200				2,200	
	Medical Supplies				2,000				2,000	
	Employee Recognition/Outreach	3,000							3,000	
POSTAGE										
		2,200							2,200	\$2,200
AUDITING										
		13,000							13,000	\$13,000
AUDITOR/CONTROLLER-RECORDER										
	Payables/Data Entry/EFT	16,500							16,500	\$16,500
OTHER PROF SERVICES										
	Medical Director	13,000							13,000	
	EAP - Counseling Team	7,500							7,500	
	Security	10,000							10,000	
	EMD QA	64,000							64,000	
	Enviro-Master System	11,000							11,000	
GIMS CHARGES (ISD/GIS) AERIAL IMAGERY										
			3,500						3,500	\$3,500
LEGAL SERVICES										
		40,000							40,000	\$40,000
GENERAL MAINT - EQUIPMENT										
		2,500							2,500	\$2,500
GENERAL MAINT - STRUCTURE										
		1,500							1,500	\$1,500
RENTS & LEASES - EQUIP										
	Trailer Lease					9,000			9,000	\$25,644
	Cort Furniture Rental					6,444			6,444	
	Copy Machine Lease	5,000	5,000	200					10,200	
RENTS & LEASE STRUCTURE										
	HDGC - Floor Space			77,625					77,625	\$185,619
	HDGC - Equipment Space			16,500					16,500	
	Rialto - Floor Space				55,269				55,269	
	Rialto - ISD Vault					36,225			36,225	
FLEET MANAGEMENT (Motor Pool Assigned)										
		18,900							18,900	\$18,900
CONF/TRNG/SEMINAR FEES										
	Admin/Supervisor Training	10,000							10,000	\$65,000
	Communications Dispatch Training		15,000		10,000	10,000			35,000	
	MIS Training					20,000			20,000	
TRANSFER OUT -Reimburse Cnty Fire for Payroll/HR										
					127,350				127,350	\$127,350
FY 2020-2021 TOTAL EXPENDITURES		\$1,043,811	\$1,067,176	\$1,786,460	\$4,324,595	\$1,344,966	\$1,125,702	\$408,755	\$11,101,465	\$11,101,465

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: Administration 100

DIVISION EXPENDITURE SUMMARY	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Budget	% Change From 2019-20 Budget
Salaries & Benefits	529,124	584,915	584,915	732,085	20%
Services & Supplies	306,869	385,695	385,695	301,726	-28%
Travel Related	2,680	10,000	10,000	10,000	0%
Other Reimb	0	0	0	0	0%
TOTAL	838,673	980,610	980,610	1,043,811	6%

DEPARTMENT STAFFING	2018-19	2019-20	2020-21
Total Full-Time Staffing	5	5	5
Total Part-Time Staffing	0	1	1
Total Administration Staff	5	6	6

DIVISION DESCRIPTION

- Administration – Director enacts the Board of Director's and Administrative Board Mission and Vision for CONFIRE, through the direction and guidance of Division activities. The Director ensures plans are in compliance with public administration laws and financial oversight. This oversight includes the employee relations through the Human Resources of County Fire, along with maintaining the Facilities and Fleet of the JPA.
- Fiscal – Supports the financial operations of the JPA. Upholds the Board's policy and expectation of financial health through the budgeting process; including monitoring the revenue billings, purchasing, and accounts payable expenditures on a monthly basis reporting out to the Director and Administrative Committee. Maintains the accounting policies to safeguard the fixed assets, cash deposits, liabilities and expenditures for review by the JPA's auditors to produce the yearly financial statements. Prepares various Federal and State reports and provides support to guide the agency's served by the JPA. Manages all grants awarded to CONFIRE.

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

- Created part-time Budget Officer position (approved during FY 19/20 mid-year budget review). This position enables increased support to Management Information Systems Division procurement activities and free up technical staff to focus on their primary role. Also provides for more time for Business Manager to concentrate on policy development, records retention, planning activities and reporting to the Board, Management, and Staff.

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: Administration 100

2019-20 DIVISION ACCOMPLISHMENTS

- Apple Valley joined the JPA membership
- Chino Fire District joined the JPA membership
- Air Conditioning Unit Replaced at the Valley Dispatch Center
- Audited Equipment Replacement Fund (5009)
- Implemented an Online Procurement System
- Awarded \$475,000 for UASI Grant 2019 (CAD to CAD project)
- FY 2019 Audit completed with no financial findings
- Improved Budget to Actual Monthly Analysis
- Audited Internal Services Billing monthly
- Monthly Expenditure and Revenue Reporting
- Sold old vehicles through County Surplus
- Responded with COVID accommodations, supplies, and service to support essential activities
- Received reimbursement for 2018 Homeland Security Grant in the amount of \$50,000

2020-21 DIVISION GOALS AND OBJECTIVES

- Implement Records Retention and Management Policy
- Complete JPA Agreement revision
- Complete Victorville membership process
- Support the opening of HDGC to Command Center
- Work with the new Auditing team on the Financial Statements
- Replace flooring and paint interior/exterior of the Valley Dispatch Center
- Keep strategic implementation planning ongoing for future site
- Oversight of the Grant Funded projects for CAD to CAD
- Grant Management of UASI
- Secure additional UASI grant funding
- Improve the Publish Budget Book
- Update the Travel Policy
- Setup SAP Procurement Module
- Setup Desktop Scanner for Check Deposit
- Create and Implement a Financial Policy for CONFIRE

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: CAD/GIS 200

DIVISION					%
					Change
EXPENDITURE	2018-19	2019-20	2019-20	2020-21	From
SUMMARY	Actual	Adopted	Revised	Budget	2019-20
					Budget
Salaries & Benefits	174,839	260,838	260,838	336,213	22%
Services & Supplies	383,246	560,545	560,545	715,963	22%
Travel Related	12,499	15,000	15,000	15,000	0%
Other Reimb	0	0	0	0	0%
TOTAL	570,584	836,383	836,383	1,067,176	22%

DEPARTMENT STAFFING	2018-19	2019-20	2020-21
Total Full-Time Staffing	2	2	3
Total Part-Time Staffing	<u>1</u>	<u>0</u>	<u>0</u>
Total Administration Staff	3	2	3

DIVISION DESCRIPTION

This element of the budget represents two functional sub-sections of the Management Information Systems Division (MIS).

CAD stands for Computer Aided Dispatch system. CONFIRE's CAD vendor is Central Square. The CAD system is an array of interconnected software and hardware systems hosted on the CONFIRE server infrastructure. This system is the heart of the operation, enabling the Call-Takers and Dispatchers to receive and process emergency calls, determine the location and assign the appropriate response. It also maintains the location and status of all field resources for first responder safety. Numerous third-party systems operate in conjunction with the CAD system. Maintaining CAD and the associated interface systems requires the full-time efforts of one FTE and the occasional efforts of several other team members.

GIS stands for Geographic Information Systems. This is a specific discipline within the broader context of Information Systems and technology. GIS professionals support the public safety mission by developing and maintaining mission critical mapping and location accuracy products. For CONFIRE, the primary role of the GIS team is to maintain the County street network and address point and work in conjunction with the CAD team to ensure that information is kept up to date and accurate within the CAD system. This is a nearly full-time job. In addition to supporting CAD, the CONFIRE GIS team produces and maintains agency specific maps for use by first responders. These include wall maps for fire stations, printed or electronic map books in apparatus, specialized maps for mutual aid and wildland fire high hazard areas, fire prevent and weed abatement programs etc. Additionally, the GIS team assists during actual incidents developing real-time mapping products for incident commanders, damage assessment teams and after-action reports.

The role of GIS is rapidly expanding in public safety. Next Generation 9-1-1, CAD to CAD, drone technology, wireless calling, text to 9-1-1 etc. requires robust integration of authoritative, locally produced and maintained location information. CONFIRE's regional role will demand more from its current GIS capacity. Making GIS services available online to CONFIRE agencies is a major goal of the MIS division.

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: CAD/GIS 200

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

Currently, CONFIRE has a single GIS Analyst supporting all thirteen CONFIRE agencies at various levels of engagement, including meeting its primary objective of supporting computer-aided dispatch (CAD). At one-point CONFIRE had three full-time people assigned to the GIS function. With the expanding role of GIS described above it is necessary for CONFIRE to reinforce its lone GIS practitioner to enable the team to be more responsive and timelier in addressing CONFIRE and agency GIS needs.

Technical Resources - Computerized Mapping Analyst

Adding a new Computerized Mapping Analyst to the GIS team will help distribute the increasing workload. This will proactively position the GIS team to be effective and efficient by allowing staff to meet and adequately support CONFIRE and its agency's needs.

2019-20 DIVISION ACCOMPLISHMENTS

- Address points update in Computer-Aided Dispatch (CAD) to improve call routing
- Next-Gen 9-1-1 preparation
- Imagery for CAD Workstations
- Field support for Trona/Ridgecrest earthquake
- Involved in RFP and selection process, site visits, contract finalization for the CAD to CAD regional hub project.
- Setup of Tellus CAD interface and assistance with Virtual Private Network (VPN) setup for the CAD to CAP project.
- Re-verify and updating all state route mile markers in the county for a correct position in Computer-Aided Dispatch (CAD).
- Provided modem configuration, software maintenance, troubleshooting, testing, and support for existing and new installs of Automatic Vehicle Location (AVL) and Mobile Data Computer (MDC) for CONFIRE agencies.
- Response plans – design and testing in TEST environment, modifications as requested
- Provided emergency medical multi-level response plans in support of IMT / design, test, and attachment of plans for all agencies/all areas in CAD.
- Facilitate CAD version upgrade with Central Square.
- Continuous improvement of CAD data – premises, caution notes, creation & inactivation of units, resources & capabilities, response group paging, Road Impedance/Closure management, shorthand (comments) and powerline (command) maintenance.
- Investigated and resolved all incidents relating to CAD routing, wrong response plans, CAD recommendations.
- Facilitated the submission and resolution of all CAD related issues with CAD vendor including monitoring trouble tickets, confirmation of fixes/functionality in system upgrade.
- Configuration/maintenance of Motorola alerting/stat using (MC7500) interface
- Setup and configuration of CAD routing server.
- Facilitated the implementation of auto-dispatch functionality in CAD.

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: CAD/GIS 200

2020-21 DIVISION GOALS AND OBJECTIVES

- CAD to CAD hub project (Interconnection of regional dispatch centers through CAD systems).
- Next-Gen 9-1-1/ CAD to CAD ready
- Finalize business process flow to facilitate corporation between CONFIRE and County ISD to manage and update geospatial data.
- Digital Map-books for CONFIRE Agencies
- Routing Street ID to continue to improve – Address Point
- Geospatial data analytics for agency situation awareness
- Improve Arc GIS online usage to enable CONFIRE agencies to leverage more functionalities of its robust GIS infrastructure.
- Implement the improved CAD mobile interface
- Update Emergency Medical Service Level response plans in CAD
- CAD Rebuild (Workflow Enhancement to optimize application)

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: High Desert Gov. Center 300

DIVISION EXPENDITURE SUMMARY	2018-19	2019-20	2019-20	2020-21	% Change From
	Actual	Adopted	Revised	Budget	2019-20 Budget
Salaries & Benefits	0	0	0	1,729,557	0
Committed Fund Bal.				-161,358	0
Services & Supplies	118,811	129,104	129,104	218,261	41%
Travel Related	0	0	0	0	0
Other Reimb	12,502	75,000	75,000	0	0
TOTAL	\$131,313	\$204,104	\$204,104	\$1,786,460	89%

<u>DEPARTMENT STAFFING</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Total Full-Time Staffing			19
Total Part-Time Staffing			<u>0</u>
Total Administration Staff	0	0	19

DIVISION DESCRIPTION

CONFIRE Communication Center consists of a group of professionals that receives requests for emergency and non-emergency assistance. We dispatch fire, emergency medical, and local government resources. Responsibilities include monitoring radios, telephones, field personnel, and coordinating mutual aid procedures and operations. Management assists with coordination in training and operational guidance for communication personnel.

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

- The High Desert Government location will become fully operational in 2020. This will require improved technical infrastructure and the relocation of existing personnel from the Rialto (Valley) location. It will also require the creation of four (4) new Supervisor positions which will be upgraded from existing Dispatcher positions.
- This is necessary to address the following operational objectives:
 - Create appropriate social distancing for operational staff
 - Relieve over-crowded conditions in Rialto
 - Develop Command and Control capacity
 - Provide for full backup capability

2019-20 DIVISION ACCOMPLISHMENTS

- 7 Dispatch positions were updated with 3-24-inch monitors
- Portable Supervisor Phone was purchased

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: High Desert Gov. Center 300

2020-21 DIVISION GOALS AND OBJECTIVES

- Open High Desert Government Center full-time
- Develop Command and Control Capacity
- Establish Nurse Triage program
- Develop a Communication Plan for staffing model for everyday use
- Continue working with Motorola Solution on phone refresh
- Creating a functional Supervisor position
- Continue working with CONFIRE MIS on the computer refresh for 13 positions
- Opening of the High Desert Government Center with a command presence

COVID -19/ECNS

- EMD Full Determinate Code
- Automatic Dispatch trial test with Rialto Fire Department and Chino Valley Fire District on alpha and bravo call types

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: Valley Dispatch Center 400

DIVISION					%
					Change
EXPENDITURE	2018-19	2019-20	2019-20	2020-21	From
SUMMARY	Actual	Adopted	Revised	Budget	2019-20
					Budget
Salaries & Benefits	4,834,363	5,322,212	5,322,212	3,974,297	-34%
Services & Supplies	671,360	248,665	248,665	212,948	-17%
Travel Related	17,913	10,000	10,000	10,000	0%
Other Reimb	156,670	153,400	153,400	127,350	-20%
TOTAL	5,680,306	5,734,277	5,734,277	4,324,595	-33%

<u>DEPARTMENT STAFFING</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Total Full-Time Staffing	55	55	39
Total Part-Time Staffing	<u>16</u>	<u>11</u>	<u>10</u>
Total Administration Staff	71	66	49

DIVISION DESCRIPTION

CONFIRE Communication Center consists of a group of professionals that receives requests for emergency and non-emergency assistance. We dispatch fire, emergency medical, and local government resources. Responsibilities include monitoring radios, telephones, field personnel, and coordinating mutual aid procedures and operations. Management assists with coordination in training and operational guidance for communication personnel.

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

The recent opening of the High Desert Government Center location necessitated the move of some existing personnel from the Valley Dispatch Center (200) to the Division High Desert Government Center (300), along with expenditures for Services & Supplies to support the personal.

2019-20 DIVISION ACCOMPLISHMENTS

- Dispatching Air Ambulances closest resource concept using CAD
- Assisted Chino Valley Fire District transition to CONFIRE
- Assisted Victorville Fire Department transition to CONFIRE
- Updated the EMD Emergency Rule for the communication floor
- National Q for EMD Quality Assurance
- Provided an emergency location service RAPIDSOS (Lite) to assist dispatch personnel
- Improved Westnet Station Alerting and added additional stations
- Update to the staffing module Telestaff

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: Valley Dispatch Center 400

2019-20 DIVISION ACCOMPLISHMENTS (Continued)

- Provided Guardian Tracking program for employee feedback through transparent communication
- Completed the 800 Radio transition from Analog to Digital
- Purchase of 14 new computers that were installed on the dispatch floor
- Purchase of new monitors for the dispatch floor

2020-21 DIVISION GOALS AND OBJECTIVES

- Full staffing by the end of 2020
- Complete implementation of Live MUM (Move Up Module).
- Review pending staffing study and make recommendations (mid-year)
- Development of an Air Ambulance Flight Following component via CAD for dispatch personnel.
- Continue working with Motorola Solution on phone refresh.
- Implementation of the resource tracking module Interagency Resource Ordering Capability (IROC).
- Continuous improvement of CAD Maintenance updates.

COVID -19

- EMD Full Determinate Code.
- Automatic Dispatch trial test with Rialto Fire Department and Chino Valley Fire District on alpha and bravo call types.

Fund: CONFIRE Operations Fund 5008

Department: Consolidated Fire Agency 883

Division: Mgmt. Information Services 600

DIVISION EXPENDITURE SUMMARY	2018-19	2019-20	2019-20	2020-21	% Change From 2019-20
	Actual	Adopted	Revised	Budget	Budget
Salaries & Benefits	1,305,684	1,090,848	1,090,848	1,321,527	17%
Services & Supplies	1,607,320	1,247,711	1,247,711	1,119,141	-11%
Travel Related	21,580	35,000	35,000	30,000	-17%
Other Reimb	81,295	36,000	36,000	0	0%
TOTAL	3,015,879	2,409,559	2,409,559	2,470,668	2%

<u>DEPARTMENT STAFFING</u>	<u>2018-19*</u>	<u>2019-20</u>	<u>2020-21</u>
Total Full-Time Staffing	16	8	8
Total Part-Time Staffing	<u>4</u>	<u>2</u>	<u>2</u>
Total Administration Staff	20	10	10

*Reflects Staff prior to separation of County Fire MIS

DIVISION DESCRIPTION

The MIS Division provides secure, reliable, and sustainable mission-critical IT infrastructure and systems that support CONFIRE and its agencies by leveraging emerging technologies and strategies aligned with organizational objectives.

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

- Infrastructure modernization
- Technical resources
- Software solutions - increased service delivery capability
- Maintenance and increased cost of current service level agreements (SLA)

2019-20 DIVISION ACCOMPLISHMENTS

- Server refresh – CONFIRE/agencies
- Computer workstation refresh – CONFIRE dispatch
- Full deployment and management of system center configuration manager (SCCM)
- Modem technology transition – apple valley firms
- Transition helpdesk support for Loma Linda FD to Loma Linda city IT
- Developed SLA tracking process (Smartsheet)
- Server refresh – agencies/CONFIRE
- 3g Connection turn down

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: Mgmt. Information System 600

2019-20 DIVISION ACCOMPLISHMENTS (Continued)

- Re-align CONFIRE and agencies mobile data plan to reduce overall monthly with carriers.
- Expand storage capacity (to support data backup)
- Office 365 - email split – county fire MIS transition
- Restructured internal shared-drive structure to align with the org chart.
- Intterra – implementation for county fire
- Firstwatch deployment
- Westnet deployment - Victorville and Chino Fire
- Twilio paging deployment for TeleStaff
- Deployed tablet command to multiple CONFIRE agencies
- Vault server rack provisioning
- Migrate VPN users to ad connect
- Completed SD-WAN project - Rialto
- Faster Connection between Rialto/Hesperia
- Websense upgrade (web filtering solution)
- Computer-Aided Dispatch (CAD) server updates
- Continue moving core CAD hardware to County ISD data center (reinforced vault)
- Improved network infrastructure and redundancy failover
- Expanded storage capacity
- Telestaff training and agency onboarding
- Revamped on-call schedule to reduce burn-out rate for on-call staff

2020-21 DIVISION GOALS AND OBJECTIVES

- Consistently delivering innovative and cost-saving solutions in alignment with organizational objectives.
- Increase MIS research and development projects.
- Improve MIS services by leveraging resources and streamlining internal processes
 - Complete computer-aided dispatch (cad) hardware upgrade
 - Complete hardware upgrade at the desert dispatch location.
 - Isolate core cad systems with a dedicated network demilitarized zone (DMZ).
 - Implement a disaster recovery plan.
 - Implement virtual desktop infrastructure (VDI) for CAD.
 - Migrate tablet command to a single instance to improve situational awareness
 - Implement a high availability infrastructure for tier 2 (none-critical) production applications

Fund: CONFIRE Operations Fund 5008
Department: Consolidated Fire Agency 883
Division: Pass Thru Back to Agency 700

DIVISION					%
EXPENDITURE	2018-19	2019-20	2019-20	2020-21	Change
SUMMARY	Actual	Adopted	Revised	Budget	From
					2019-20
					Budget
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0
Services & Supplies	87,549	316,935	316,935	408,755	22%
Travel Related	0	0	0	0	0
Other Reimb	0	0	0	0	0
TOTAL	\$87,549	\$316,935	\$316,935	\$408,755	22%

DEPARTMENT STAFFING	2018-19	2019-20	2020-21
Total Full-Time Staffing	0	0	0
Total Part-Time Staffing	0	0	0
Total Administration Staff	0	0	0

DIVISION DESCRIPTION

This is a pass thru account for various agencies expenditures charged to CONFIRE which are in-turned billed back to the specific agency.

SIGNIFICANT DIVISION EXPENDITURES AND STAFFING CHANGES

This account is used for specific expenditures agencies incur and for which CONFIRE will charge back the agency for these individual charges. It is used for charges for radio and pagers provided to agencies through an agreement between CONFIRE and the San Bernardino County Information Services Division (ISD). The current year also includes various agency's Westnet (station alerting) annual maintenance charges as approved by the Administrative Committee. This increased this portion of budget by \$114,391. These charges would previously have been billed directly to the agency by Westnet. Each agency received a discount for these services by consolidating the contract with Westnet through CONFIRE.

Recently, Fiscal has put any charges related to COVID into this account. This will allow easier tracking for reimbursement.

Fund: CONFIRE EQUIPMENT RESERVE FUND 5009
Department: Consolidated Fire Agency 883

FUND 5009 EQUIPMENT RESERVE					% Change From
EXPENDITURE	2018-19	2019-20	2019-20	2020-21	2019-20
SUMMARY	Actual	Adopted	Revised	Budget	Budget
Salaries & Benefits	0	0	0	0	0%
Services & Supplies	2,136,352	1,030,576	1,030,576	820,300	-26%
Travel Related	0	0	0	0	0%
Other Reimb	0	0	1,991,140	0	0%
TOTAL	2,136,352	1,030,576	3,021,716	820,300	-26%

FUND DESCRIPTION

The Equipment Reserve Fund holds funds collected annually from each agency to maintain an ample reserve to replace information technology equipment based on the inventory of such equipment at each agency. There are two components of this fund; one component accounts for funds that are designated to fund the replacement of CONFIRE equipment. This is a "universal" cost apportioned to each agency based on the proportion of overall call volume that agency represents. The other component accounts for the funds that are designated to fund the replacement for agency specific equipment. Only agencies that possess equipment supported by CONFIRE MIS pay into this fund. All equipment replacement costs are developed based on projected replacement costs for each item divided by the anticipated service life of the equipment (usually 4-5 years).

Typically, these funds are accounted for in the budget as an expenditure offset by and equal revenue. This in case of any unforeseen expenditures that could occur due to equipment failure. Any unexpended funds remain in the Equipment Reserves. CONFIRE staff must receive approval from agency Chiefs to expend their Equipment Reserve funds. CONFIRE staff works with agencies to ensure they retain sufficient funds in this account to cover the costs for a complete equipment replacement process should that be necessary. Board policy does not set a funding level for this fund.

FUND HIGHLIGHTS

In FY 2019/20, as part of the transition of the County Fire MIS services from CONFIRE back to in-house County Fire staff, Equipment Reserve funds held for County Fire were audited and returned to County Fire per CONFIRE Board approval. Also, in FY2019/20 the desktop computers used by the Communications Division at the Rialto Communications Center were replaced. Additionally, many upgrades and improvements were made using this fund for the CONFIRE technology modernization project.

In FY 2020/21, CONFIRE MIS staff will replace equipment for Rialto Fire Department and the Hesperia Communications Center including the replacement of the call processing equipment (CPE). Funds will also be expended to continue the CONFIRE modernization project.

Fund: CONFIRE GENERAL RESERVE FUND 5010
Department: Consolidated Fire Agency 883

FUND 5010 GENERAL RESERVE EXPENDITURE SUMMARY	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Budget	% Change From 2019-20 Budget
Salaries & Benefits	0	0	0	0	0%
Services & Supplies	66,064	1,221,000	1,221,000	2,224,736	45%
Travel Related	0	0	0	0	0%
Other Reimb	0	0	0	0	0%
TOTAL	66,064	1,221,000	1,221,000	2,224,736	45%

FUND DESCRIPTION

The General Reserve Fund is used to provide emergency or contingency funding for CONFIRE operations (5008) if the need arises due to lack of payment, catastrophe or other unforeseen fiscal circumstances. Capital purchases or projects (CIP) may also be made from this Fund with appropriate budget approval.

Grant funds awarded to CONFIRE are also accounted for in the General Reserves. These funds must be spent according to the provisions of the applicable grant, usually within a prescribed timeframe.

It is the policy of the CONFIRE Board of Directors to build and retain a level of cash in the General Reserve Fund to cover one quarter (25%) of annual operating costs (5008).

Carrying an excess of the 25% contingency recommended in the General Reserves is appropriate as long it can be demonstrated that in so doing CONFIRE is building toward significant known or projected capital expenditures (building replacement, Computer-Aid Dispatch (CAD) software replacement etc.) as identified in the Planning process and approved by the Administrative Committee and Board of Directors

Current Board policy has established a Capital Improvement Plan (CIP) element of this fund. It is funded at \$1,000,000.

Funds budgeted as expenditures are in excess of the required 25% contingency. If unexpended those funds remain in the General Reserves.

FUND HIGHLIGHTS

- Allocated \$500,000 from FY 2018/19 fund balance to the CIP fund.
- Completed budgeted improvements to CONFIRE technology infrastructure
- FY2020/21 projects budgeted from the General Reserves include:
- MIS Master Planning Study
- MIS/Admin contract services (for short-term projects, thus preserving operational fund resources for on-going expenses)
- EMS Feasibility Study

Fund: CONFIRE GENERAL RESERVE FUND 5010

Department: Consolidated Fire Agency 883

FUND HIGHLIGHTS (Continued)

- Technology Projects for improving the High Desert Government Center (Hesperia) and Computer Aided Dispatch security
- Facility improvements in Rialto
- Potential office space rental

Fund: CONFIRE TERM BENEFIT RESERVE FUND 5011
Department: Consolidated Fire Agency 883

FUND 5011 TERM BENEFIT RESERVE EXPENDITURE SUMMARY	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Budget	% Change From 2019-20 Budget
Salaries & Benefits	0	202,900	202,900	130,465	-56%
Services & Supplies	0	0	0	0	0%
Travel Related	0	0	0	0	0%
Other Reimb	0	0	0	0	0%
TOTAL	0	202,900	202,900	130,465	-56%

FUND DESCRIPTION

This fund is maintained to cover the liability of CONFIRE employee leave accruals as determined by an annual actuary. It is the policy of the CONFIRE Board of Directors to fully fund this reserve fund each year. The fund is supported by the addition of contract agency fees assessed annually.

A component of this fund has been established to build reserves specific to the CONFIRE pension liability. Additional funds may be allocated to this component by the Board during the annual Fund Balance discussion.

FUND HIGHLIGHTS

This fund continues to build in FY 2019-20

GOALS

CONFIRE staff is working with County Fire Human Resources and SBCERA to better understand CONFIRE pension liability.

**CONFIRE, JPA
REVENUE
FUND SUMMARY**

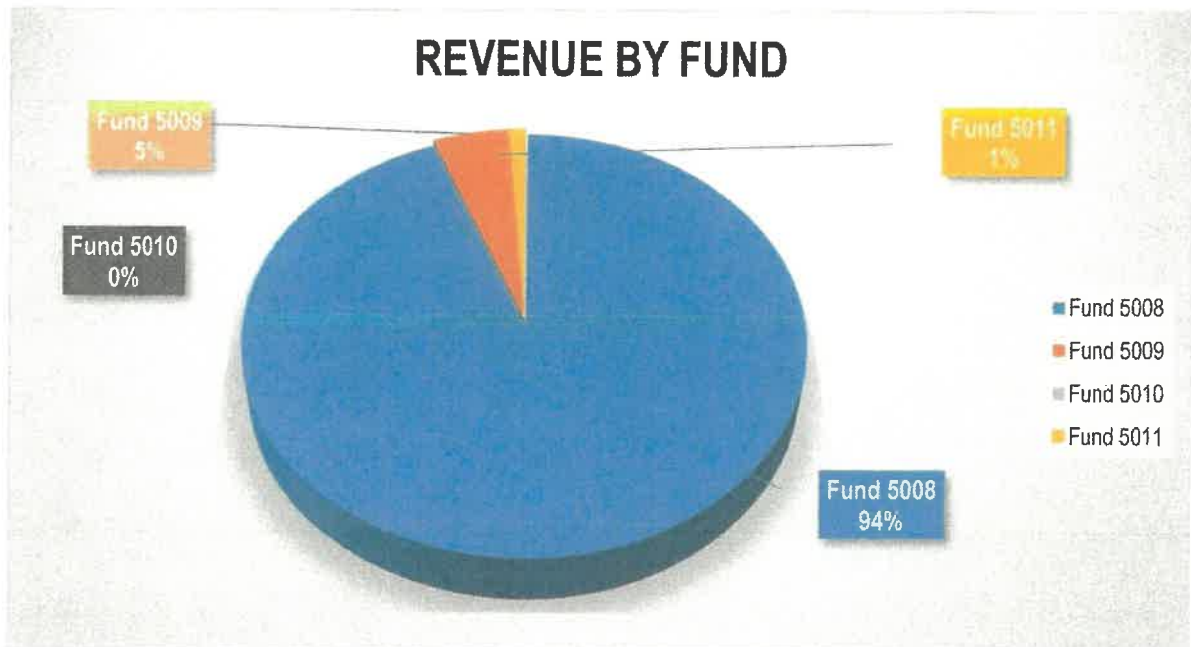
CONFIRE, Joint Powers Authority was established for local agencies within the region to join forces and tackle issues together. This was a regional solution for Fire Agencies to synergize efforts of issues prevalent to dispatching and supporting agency with the equipment needed to provide services for dispatching resources within the region. This cooperation within the Joint Powers Authority allows cost savings for its agencies served through coloration with the Vendors who serve us. The Revenue is received by each agency served according to their call volume of dispatching calls or by each individual use of equipment, software or services (seat base).

CONFIRE UNIVERSAL COST PER CALL

Agency	Call Volume	Call %	Universal Cost per Agency	Cost per Call
Apple Valley Fire Protection Dist	12,171	5.34%	534,849	43.94
Big Bear Fire Department	3,702	1.62%	162,258	43.83
Chino Valley Fire Dist.	12,401	5.44%	544,864	43.94
Colton Fire Dept.	6,780	2.97%	297,472	43.87
Loma Linda Fire Dept.	3,892	1.71%	171,272	44.01
Montclair Fire Dept.	4,510	1.98%	198,314	43.97
Rancho Cucamonga Fire Dist.	15,882	6.97%	698,108	43.96
Redlands Fire Dept.	10,411	4.57%	457,726	43.97
Rialto Fire Dept.	10,064	4.41%	441,701	43.89
Running Springs Fire	609	0.27%	27,043	44.40
San Bernardino County Fire Dist	122,419	53.71%	5,379,535	43.94
San Manuel Fire	1,878	0.82%	82,130	43.73
Victorville Fire Dist.	22,296	9.78%	979,555	43.93
Baker Ambulance	602	0.26%	26,041	43.26
County Road Dept.	352	0.15%	15,024	42.68
Cost Per Call	227,969	100.00%	10,015,891	43.94
			Avg per call Cost	43.83

**CONFIRE
REVENUE
FUND SUMMARY**

FUND	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Budget	% Change From 2019-20 Budget
5008 Operations Fund					
Revenue from Other Gov Entities	\$ 11,023,017	\$ 10,481,868	\$ 10,481,868	\$ 11,101,465	6%
Interest	119,522	0	0	0	0
Residual Transfer In/Out	(436,621)	0	0	0	0
* \$ 10,705,918	\$ 10,481,868	\$ 10,481,868	\$ 10,481,868	\$ 11,101,465	6%
5009 Equipment Reserve Fund					
Revenue from Other Gov Entities/Grants	\$ 858,371	\$ 876,576	\$ 445,576	\$ 563,300	21%
Interest	156,053	0	0	0	0
Residual Transfer In/Out		0	0	0	0%
* \$ 1,014,424	\$ 876,576	\$ 445,576	\$ 563,300	\$ 563,300	21%
5010 General Reserve Fund					
Other (Grants)	\$ 0	\$ 0	\$ 431,000	\$ 978,332	56%
Interest	118,355	0	0	0	0
Residual Transfer In/Out	373,320	0	(10,000)	0	0
* \$ 491,675	\$ 0	\$ 421,000	\$ 978,332	\$ 978,332	57%
5011 Term Benefits Reserve Fund					
Revenue from Other Gov Entities	\$ 39,780	\$ 202,900	\$ 202,900	\$ 130,469	-56%
Interest	14,336	0	0	0	0
Residual Transfer In/Out	63,301	0	10,000	0	0
* \$ 117,417	\$ 202,900	\$ 212,900	\$ 130,469	\$ 130,469	-63%
TOTAL	* \$ 12,329,434	\$ 11,561,344	\$ 11,561,344	\$ 11,795,234	2%



**CONFIRE JPA REVENUE BY AGENCY
FISCAL YEAR 2020-21**

Department / District	% of Call Volume 2019	CONFIRE Operating Fund (5008)	Total Equipment Replacement (5009)	FY 2020/21 Operating Costs	5% - 10% Contract Charge (5011)	FY 2020/21 Total Costs
Apple Valley	5.34%	549,770	26,228	575,998		\$ 575,998
Big Bear	1.62%	252,114	8,828	211,372	10,569	\$ 271,510
Chino Valley	5.44%	547,996	24,744	561,307		\$ 572,740
Colton	2.97%	450,161	41,685	440,885		\$ 491,846
Loma Linda	1.71%	273,270	18,967	233,353		\$ 292,237
Montclair	1.98%	189,426	9,206	198,632	9,932	\$ 208,564
Rancho Cucamonga	6.97%	703,599	31,598	715,597		\$ 735,197
Redlands	4.57%	652,869	12,661	594,127		\$ 665,530
Rialto	4.41%	691,895	61,247	672,685		\$ 753,142
Running Springs	0.27%	57,235	1,512	38,542		\$ 58,747
San Bernardino Cty Fire	53.71%	5,595,183	241,049	5,807,424		\$ 5,836,232
San Manuel	0.82%	104,101	4,024	96,285	4,814	\$ 112,939
Victorville	9.78%	989,823	44,228	1,028,458	102,846	\$ 1,136,897
Needles Ambulance	0.26%	24,874	1,185	26,059	1,303	\$ 27,362
County Road Dept	0.15%	14,351	693	15,044	752	\$ 15,796
AMR		4,797	266	5,063	253	\$ 5,316
TOTAL REVENUE	100.00%	\$ 11,101,465	\$ 563,300	\$ 11,256,010	\$ 130,469	\$ 11,795,234



STAFF REPORT

DATE: 6/5/2020

FROM: Mike Bell
Director

TO: CONFIRE Board of Directors

SUBJECT: FY 2020/21 Personnel Requests

RECOMMENDATION

Approved the following positions to be funded from FY 20/21 Operating Fund

Computerized Mapping Analyst	FY20/21 Cost	\$82,268
Convert four (4) Dispatcher positions to four (4) Supervising Dispatchers	FY20/21 Cost	\$161,358

BACKGROUND

This action is necessary in addition to the budget adoption process to satisfy the requirement of the San Bernardino County Human Resources Department which needs specific CONFIRE Board approval for new positions in order to seek the same approval from the County Board of Supervisors.

Computerized Mapping Analyst

The CONFIRE IT Manager has requested a Computerized Mapping Analyst to support the geographic information systems (GIS) functions in the CONFIRE Management Information Systems Division (MIS)

The role of GIS is rapidly expanding in public safety. Next Generation 9-1-1, CAD to CAD, drone technology, wireless calling, text to 9-1-1 etc requires robust integration of authoritative, locally produced and maintained location information. CONFIRE’s regional role will demand more from its current GIS capacity. Making GIS services available online to CONFIRE agencies is a major goal of the MIS division.

Currently, CONFIRE has a single GIS Analyst supporting all thirteen CONFIRE agencies at various levels of engagement, including meeting its primary objective of supporting computer-aided dispatch (CAD). At one point CONFIRE had three full-time people assigned to the GIS function. With the expanding role of GIS described above it is necessary for CONFIRE to reinforce its lone GIS practitioner to enable the team to be more responsive and timely in addressing CONFIRE and agency GIS needs.

Adding a new Computerized Mapping Analyst to the GIS team will help distribute the increasing workload. This will proactively position the GIS team to be effective and efficient by allowing staff to meet and adequately support CONFIRE and its agency's needs.

Supervising Dispatchers

As CONFIRE makes plans to operate the Hesperia dispatch office full-time it is necessary to provide adequate supervision at that location to ensure effective operations take place. These Supervisors would report to the Assistant Communications Manager. They would work in concert with the Supervisor at the Rialto center to ensure cohesive operations.

CONFIRE currently has several vacant Dispatcher positions which it is attempting to fill. Four of these positions would be converted from Dispatcher to Supervising Dispatcher. The difference in the total compensation between each position is \$40,340 resulting in a \$161,358 increase.

The Director is recommending that the funds for this adjustment be provided from reserves within the Operating Budget (5008). The level of reserves in that fund exceed those required by Board policy. At the February 12, 2020 Board meeting it was recommended and approved by the Board to retain those excess funds for use to offset operating expenditures in FY 20/21 if needed. Given the nature of the COVID related economic concerns, the use of these operating reserves may be prudent for the short-term to help smooth the increase in operating costs in this and subsequent years giving time to phase in the increased costs into the budget as economic conditions improve. The use of the reserve funds to cover this increase would only be used if determined necessary through the monthly budget analyses process.

COVID-19 Response Efforts:

With the onset of the COVID-19 crisis, Confire and SBCFPD has played a major role in the regional Incident Management Team (IMT). The following initiatives are a partial list of activities Confire engaged in, and continues to support the regional dispatch efforts in response to COVID-19.

- Development of a county-wide situational awareness capability through the unprecedented fusion of Computer-Aid Dispatch (CAD) information from numerous dispatch centers.
- County-wide use of Emergency Medical Dispatch protocol (EMD) to screen calls for potential COVID cases and develop appropriate responses.
- Provide responding units with information regarding responses to potential COVID calls, instruct callers to have person step outside if possible, to minimize exposure to responders and others.
- Initiated steps to incorporate nurse triage capability into call-taking process to provide further screening and treatment options for suspected COVID cases.
- Split dispatch operation into two locations (Rialto and Hesperia) to achieve appropriate social distancing for essential staff (dispatchers)
- Developed contingency plans with other dispatch centers to assist each other if agency staffing levels were impacted by COVID cases among staff members.