



2/12/2020

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## **BOARD OF DIRECTORS MEETING AGENDA**

Wednesday, February 12, 2020

10:00 A.M.

LOMA LINDA- EOC

25541 BARTON RD., LOMA LINDA

The CONFIRE Board of Directors Meeting is scheduled for Wednesday, February 12, 2020 in the Loma Linda Fire Department Emergency Operations Center, 25541 Barton Road, Loma Linda, California.

Reports and Documents relating to each agenda item are on file at CONFIRE and are available for public inspection during normal business hours.

The Public Comment portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes allotted for each speaker. Pursuant to the Brown Act, no action may be taken by the Board of Directors at this time; however, the Board may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact CONFIRE at (909) 356-2302. Notification 48 hours prior to the meeting will enable CONFIRE to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

A recess may be called at the discretion of the Board of Directors.

### **OPENING**

Call to order – Chairperson Dr. Rhodes Rigsby  
Flag Salute

### **ROLL CALL**

### **BOARD OF DIRECTORS COMMITTEE**

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



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### **ADMINISTRATIVE COMMITTEE**

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

### **CONFIRE STAFF**

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

### **PUBLIC COMMENT**

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

### **PRESENTATIONS**

Acknowledgement for Outstanding Life Saving Actions

- Casey Carrillo
- Kory Cascarella
- Kiana White

### **CONSENT ITEMS**

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

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

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



**ACTION:**

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

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

**Project Updates:**

CAD to CAD project (new business item)

EMD Optimization project

Call Processing Equipment Upgrade

Next Generation 9-1-1

Expansion into High Desert Government Center

Budget Process Update

Victorville Membership Request

**OLD BUSINESS**

2. JPA Agreement/By-Laws Revision: Discussion w/ CONFIRE legal counsel (**Attachment B**)  
**No Action Required**
3. Brown Act Update  
**No action required**

**NEW BUSINESS**

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

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

**ACTION:**

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**



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

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

**ACTION:**

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

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

**ACTION:**

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

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

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

**ACTION:**

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

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

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



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**ACTION:**

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

**CLOSED SESSION:**

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

**ADJOURNMENT**

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

**Motion by:**

**Second:**

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

**NEXT MEETING:**

Budget Adoption tentative May 2020.

**POSTING:**

This is to certify that on February 6, 2020, I posted a copy of the agenda:

-at 25541 Barton Rd., Loma Linda, CA 92354

-on the Center's website which is: [www.confire.org](http://www.confire.org)

-1743 Miro Way, Rialto, CA 92376

**Liz Berry**

**Administrative Secretary I**



12/4/2019

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**BOARD OF DIRECTORS MEETING**

WEDNESDAY, DECEMBER 4, 2019  
1:30 P.M.

LOMA LINDA – EOC  
25541 BARTON RD., LOMA LINDA

**MINUTES**

**OPENING**

Call to order – Chairperson Dr. Rhodes Rigsby

**ROLL CALL**

**BOARD OF DIRECTORS COMMITTEE**

Chairperson – Dr. Rhodes Rigsby, Mayor - City of Loma Linda  
Vice-Chairperson – Ernest R. Cisneros, Mayor Pro Tem – City of Colton  
Andy Carrizales, Council Member – City of Rialto -*Attended via phone*  
Toni Momberger, Council Member – City of Redlands  
Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga  
Dawn Rowe, 3<sup>rd</sup> District Supervisor – County of San Bernardino

**NEW MEMBERS**

Dan Leary, Board President – Apple Valley Fire Protection District  
John DeMonaco, Board President – Chino Valley Independent Fire District

**ADMINISTRATIVE COMMITTEE**

Chief Tim McHargue, Chairperson – Colton Fire Department  
Chief Ivan Rojer, Vice Chairperson – Rancho Cucamonga Fire District  
Chief Nathan Cooke – Redlands Fire Department  
Chief Dan Munsey – San Bernardino County Fire Department - *Absent*  
Chief Dan Harker – Loma Linda Fire Department  
Chief Sean Grayson – Rialto Fire Department



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**NEW MEMBERS**

Chief Lorenzo Gigliotti – Apple Valley Fire Protection District  
Chief Tim Shackelford – Chino Valley Independent Fire District

**CONFIRE STAFF**

Mike Bell, Director  
Karen Hardy, Business Manager/Analyst  
Blessing Ugbo, IT Manager  
Tim Franke, Dispatch Manager  
Liz Berry, Admin. Secretary I

**GUESTS**

Chief Eric Noreen, Rancho Cucamonga Fire District  
Deputy Chief Kyle Collins, Chino Valley Independent Fire District  
Battalion Chief Rich Sessler, Redlands Fire Department  
Battalion Chief Joe DeSoto, Chino Valley Independent Fire District  
Marc Stern, Operations & Planning Manager Bear Valley Electric Service

**PUBLIC COMMENT**

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

**CONSENT ITEMS**

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

1. Approve the Board of Director Minutes of May 29, 2019 (**Attachment A**)
2. Financial Statements thru October 31, 2019 (**Attachments B1 & B2**)

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent items 1 and 2.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the minutes for May 29, 2019 and financial statements thru October 31, 2019 as presented.*

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

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

**Ayes:** 4

**Noes:** 0

**Abstain:** 0



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**Absent:** *2 Chief Dan Munsey was absent, Council Member Toni Momberger-City of Redlands (arrived after this motion)*

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

- Demonstration of Alert Wildfire Camera System

**ACTION:** No action required.

#### **OLD BUSINESS**

#### **3. CHINO VALLEY FIRE AND APPLE VALLEY FIRE NEW MEMBERSHIP PROCESS (Attachments C1 thru C3)**

*In early 2019 both Chino Valley Independent Fire District and the Apple Valley Fire Protection District requested consideration for their respective agencies to become members of CONFIRE.*

*Both agencies met the basic requirements for consideration and were unanimously approved by the Admin Chiefs and the CONFIRE Board of Directors. An amendment to the JPA agreement was drafted and approved by the Board at its May 29, 2019 meeting, then circulated among each member agency governing board for approval. Approval from all agencies was attained in September. Signatures from the authorized authority from each agency were attained in October/November.*

*Invoices for the required buy-in fees were forwarded to each agency and have been submitted to CONFIRE. All processes required by Board policy to enable membership for Chino Valley Fire and Apple Valley Fire have been completed. This resolution acknowledges the process as complete and is the final step in the new member process. Upon approval, each agency will be a full member of CONFIRE and their designated representatives seated as voting members of the CONFIRE Board of Directors.*

*This also means that their respective Fire Chiefs will be seated as voting members of the Administrative Committee at its next regular meeting on December 17, 2019.*

**ACTION REQUEST:** Approve Resolution No. 2019-08 formalizing membership of the Chino Valley Independent Fire District and the Apple Valley Fire Protection District into the CONFIRE JPA.





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**ACTION:** *Motion to approve Resolution No. 2019-08 formalizing membership of the Chino Valley Independent Fire District and the Apple Valley Fire Protection District into the CONFIRE JPA.*

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

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

**Ayes:** *5*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *1 Chief Dan Munsey*

4. JPA AGREEMENT AND BY-LAWS REVISION PROCESS (**Attachment D**)

**ACTION REQUEST:** Consider re-starting suspended JPA Agreement and By-Laws revision process. Select sub-committee of Board members to work with Admin Chiefs, staff and legal counsel to review and revise agreement and by laws as needed.

**ACTION:** *Reconstitute and reconvene the JPA Agreement/By Laws Revision Sub-Committee.*

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

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

**Ayes:** *7-Added Board Members from Chino and Apple Valley, newly seated.*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *1 Chief Dan Munsey*

**NEW BUSINESS**

5. PRESENTATION OF 2018-2019 INDEPENDENT FINANCIAL AUDIT (Karen Hardy)  
Presented by representatives from the auditing firm Rogers, Anderson, Malody & Scott, LLP (**Attachments E1 & E2**)

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve the FY 2018/19 audit as presented by the auditing firm.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the FY 2018/19 audit as presented.*

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

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

**Ayes:** *7*

**Noes:** *0*



**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

**6. PETTY CASH INCREASE (Attachment F)**

*Petty cash reimbursements can take up to three weeks. Increasing the Petty Cash Fund to \$250.00 will allow CONFIRE staff to have a balance to work with while waiting for reimbursement.*

**ACTION REQUEST:** Approve request to increase petty cash on hand from \$100.00 to \$250.00

**ACTION:** *The CONFIRE Board of Directors approves the request to increase the petty cash on hand to \$250.00.*

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

**Second:** Toni Momberger, City of Redlands

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

**7. TRANSFER OF SAN BERNARDINO COUNTY FIRE DISTRICT EQUIPMENT REPLACEMENT FUNDS (5009) – (Attachments G1 thru 3)**

**ACTION REQUEST:** Approve Resolution No. 2019-09 to complete transfer of remaining San Bernardino County Fire District Equipment Replacement Funds from CONFIRE fund 5009 to County Fire in the amount of \$1,991,140.14 and,

Acknowledge that there is to be no transfer of Term Benefit Funds (5011) between CONFIRE and County Fire as a result of the transition of MIS staff.

**ACTION:** *The Board of Directors moves to adopt Resolution No. 2019-09 which approves the transfer of \$1,991,140.14 from CONFIRE Equipment Reserve Fund (5009) to designated San Bernardino County Fire District (County Fire) fund.*

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

**Second:** Toni Momberger, City of Redlands

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

**8. EQUITY ADJUSTMENT FOR MANAGEMENT ANALYST POSITION (Attachment H)**



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*A recent audit of the Management Analyst Position was conducted by County HR and it was determined that the position qualifies for an equity adjustment to align it with similar positions within County HR job classifications such as Administrative Analyst II.*

*County HR requires CONFIRE Board approval for such actions which also require County Board of Supervisors approval.*

**ACTION REQUEST:** Approve request for 7.5% equity adjustment for Management Analyst per County HR position review.

**ACTION:** *The CONFIRE Board of Directors approves the 7.5% equity adjustment for the Management Analyst position.*

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

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

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

9. APPROVE THE USE OF PURCHASING CONTRACTS LISTED BELOW BY CONFIRE TO PROCURE GOODS AND SERVICES IN ACCORDANCE WITH THE CONFIRE PURCHASING POLICY (**Attachment I**)

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)

**ACTION REQUEST:** Approve the use of National Association of State Procurement Officials (NASPO) vetted contracts as authorized by the State of California Department of General Services (DGS) in accordance with the CONFIRE Purchasing Policy.

**ACTION:** *The Board of Directors approves the use of National Association of State Procurement officials (NASPO) vetted contracts as authorized by the State of California*

**Motion by:** *Toni Momberger, City of Redlands*

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

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

**CLOSED SESSION**



12/4/2019

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

#### **ADJOURNMENT**

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

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

**Second:** *None Required*

**Ayes:** *7*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *1 Chief Dan Munsey*



**CONFIRE Joint Committee on  
JPA Agreement and By-Laws Revision**

Wednesday, February 12, 2020  
12:00 PM  
LOMA LINDA - EOC  
25541 BARTON RD., LOMA LINDA

The CONFIRE Joint Committee on JPA Agreement and By-Laws Revision Meeting is scheduled for Wednesday, February 12, 2020 at 12:00 PM in the Loma Linda Fire Department Emergency Operations Center, 25541 Barton Road, Loma Linda, California.

Reports and Documents relating to each agenda item are on file at CONFIRE and are available for public inspection during normal business hours.

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A recess may be called at the discretion of the Committee.

**OPENING**

Call to order – Chairperson Dr. Rhodes Rigsby  
Flag Salute

**ROLL CALL**

**BOARD OF DIRECTORS COMMITTEE**

Chairperson – Dr. Rhodes Rigsby, Mayor – City of Loma Linda  
Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga  
Dawn Rowe, 3<sup>rd</sup> District Supervisor - County of San Bernardino

**ADMINISTRATIVE COMMITTEE**

Chief Tim McHargue, Chairperson– Colton Fire Department  
Chief Ivan Rojer, Vice Chairperson– Rancho Cucamonga Fire District  
Chief Dan Munsey – San Bernardino County Fire District  
Chief Dan Harker – Loma Linda Fire Department

**CONFIRE STAFF**

Mike Bell, Director



Karen Hardy, Business Manager/Analyst

## **PUBLIC COMMENT**

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

## **AGENDA**

1. Review progress of process that was suspended in late 2018
2. Review Current Agreement, By-Laws and Board Policies
3. Discussion Starters (Mind-mapping).
  - a. Define new membership process including:
    - Explore associate membership as a membership type
    - Explore the concept of weighted voting
    - Define member exit process.
4. Establish overall objectives for JPA amendment and by-laws revision process
5. Determine appropriate timeframe to complete the revision.

**NEXT MEETING:**  
To Be Determined

### **POSTING:**

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-at 25541 Barton Rd., Loma Linda, CA 92354  
-on the Center's website which is: [www.confire.org](http://www.confire.org)  
-1743 Miro Way, Rialto, CA 92376

**Liz Berry**  
**Administrative Secretary I**



## STAFF REPORT

**DATE:** 2/12/2020

**FROM:** Mike Bell  
Director

**TO:** CONFIRE Board of Directors

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**SUBJECT:** CAD to CAD Solution Contract Process

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### **RECOMMENDATION**

Authorize Admin Chiefs to approve a contract with selected vendor for Inland Empire Regional Interoperability Project utilizing a combination of UASI grant funds, budgeted CONFIRE funds and funds to be received from participating agencies.

### **BACKGROUND**

The Inland Empire Regional Interoperability Project (IE RIP), is an effort between fire, law and private ambulance providers in San Bernardino and Riverside County to electronically link their Computer-Aided Dispatch (CAD) systems to form a regional network of public safety agency communications centers that will enhance regional situational awareness and more efficiently track, request and respond resources to incidents between various jurisdictions. This is known as a CAD to CAD system.

Currently most communications centers must manually request resources via existing phone communications. Agencies have little or no visibility as to where neighboring jurisdiction resources are located should they be closer to an incident in the home jurisdiction. This process takes an excessive amount of time and elongates response times from neighboring agencies when needed. CAD to CAD solutions have been in existence for many years and currently utilized in Orange and San Diego County. This system enables participating agencies to 'see' resources from neighboring agencies with that agency's permission and quickly request them through each communication center's existing CAD systems, even if those CAD systems are from different vendors, which is often the case. This can save several minutes in the process of requesting assisting units to certain types of incidents.

Participation in the system does not "pre-commit" any resource, it simply streamlines the request process. If mutual and/or automatic aid agreements are in place the process can go that much faster.

In the fall of 2017, the Fire Chiefs Associations from San Bernardino and Riverside County chartered a committee to explore the possibility of a regional CAD to CAD. By virtue of its regional influence and available grant funding CONFIRE took a lead role in this effort. To date CONFIRE has secured \$940,000 in grant funding for this project and has budgeted \$350,000 in the FY 19/20 budget for CAD to CAD bringing the total available to date for the project to \$1,290,000. Additionally, CONFIRE has submitted an application for the UASI 2020 funding period.

Currently over one dozen agencies have expressed interest in the project. During the course of 2018, the IE RIP committee worked with consultants to develop a specification for a CAD to CAD solution and released a Request for Proposal (RFP) in September of 2019. Three national vendors responded to the RFP. Through an arduous vetting process that required demonstrations, follow-up interviews and reference checks the committee issued an Intent to Award letter on January 31, 2020 and will be formally entering into negotiations with Central Square, Inc. to procure their solution and initiate the implementation of the solution. Central Square's product was determined to be most advantageous for the IE RIP based on functionality and pricing.

The pricing estimate will fluctuate depending on the number of agencies that choose to participate in the first Phase of the project. Currently 5 agencies have committed to Phase 1 at some level. Those agencies include CONFIRE, Corona FD, Murrieta FD, Riverside County FD and San Manuel Public Safety. Several other agencies are still considering a first or second Phase engagement. These include American Medical Response, Ontario FD, Riverside County Sheriff and Riverside City FD.

The proposal estimates the pricing for each agency to be approximately \$120,000 in licensing and one-time configuration costs. Some agencies may incur additional costs to develop an interface between their CAD system and the CAD to CAD solution (CONFIRE will not incur these costs). Annual maintenance costs for each agency could range from \$20,000- \$60,000 per year depending on several factors including the pending determination of a cost apportionment method.

With current agencies committed to the first phase of the project, the accrued funds of CONFIRE and the UASI grants will cover the majority of the up-front costs. Those costs in excess of what can be covered by the grant will be apportioned out to the participating agencies.

A draft framework for a governance model (a memorandum of understanding) is under development among the agencies involved. The concept is that CONFIRE, by virtue of its attainment of UASI grant funding will be the administering agency of the grant and the contract with the CAD to CAD provider. Participating agencies will be required to sign the final MOU which will be jointly governed by those agencies. CONFIRE's legal team has been involved in the development of the agreement. The final version of the document will be brought before the CONFIRE Board of Directors for review and approval.



The potential for this project to benefit the region and individual communities is significant. In addition to the improved situational awareness and efficient movement of regional resources, the solution offers an entry level portal that enables dispatch centers to interact with other allied agencies such as utilities, towing companies, small ambulance providers etc. Law enforcement agencies are taking a serious look at the system as well which would exponentially improve interoperability in the public safety sphere. Other technologies can also take advantage of the network and CAD to CAD hub, including shared cameras, EMS reporting and other data sharing. There is also potential that this system could eventually connect to the existing deployments in Orange and San Diego County. This could, in effect bring greater situational awareness and a common operating picture to a large portion of Southern California which becomes paramount when large wildfires are burning in the area and resource management becomes an even more pressing matter.

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The risk to CONFIRE is that the project fails and the agency is out its original investment (350,000) and would have to turn-in any remaining UASI funds. This risk is minimal as the experience of similar initiatives, once funded and implemented tend to draw agencies in who may have delayed their engagement pending a successful deployment. This has been witnessed in San Diego and Orange Counties as well as the Portland, Boston a National Capital Region. Similar projects are also underway in the Denver area, Colorado Springs, the State of Minnesota, and Easter Pennsylvania.

The collaborative process that has guided this effort ensures CONFIRE has committed partners for the long-term. The risk vs gain in this effort, has a strong upside. The CONFIRE Admin Chiefs have been advised of this effort on a monthly basis and are capable of providing the guidance and direction needed to ensure CONFIRE's interests are adequately addressed in the final contract with the vendor.

The request to authorize the Admin Committee to enter into that agreement is to help keep the process moving. There are UASI funding deadlines that need to be met as well. Thus, enabling the Admin Committee to take action when the contract is at a place where it can be executed will help to that end.



**Revenue and Expenditure Budget Summary**  
**Operation Fund**  
**As of December 30, 2019**

	2019-20 Adopted Budget	2019-20 Actual Expenditure	2019-20 Budget Variance	%
<b>Revenue</b>				
Interest Income	-	10,978	(10,978)	
Agency Billing	10,481,868	5,172,933	5,308,935	51%
Misc Income		3,890	(3,890)	
<b>Total Revenue</b>	<b>\$ 10,481,868</b>	<b>\$ 5,187,801</b>	<b>\$ 5,294,067</b>	<b>51%</b>
<b>Expenditure</b>				
<b>Salaries &amp; Benefits</b>				
Salaries	5,131,039	2,145,317	2,985,722	58%
Overtime & Call Back	28,242	155,787	(127,545)	-452%
Benefits	2,099,532	882,198	1,217,334	58%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 7,258,813</b>	<b>\$ 3,183,302</b>	<b>\$ 4,075,511</b>	<b>56%</b>
Services & Supplies	3,153,055	1,826,844	1,326,211	42%
Training & Travel	70,000	15,804	54,196	77%
<b>Total Expenditures</b>	<b>\$ 10,481,868</b>	<b>\$ 5,025,950</b>	<b>\$ 5,455,918</b>	<b>52%</b>

## CONFIRE Reserve Funds &amp; Grants FY 2019/20

		Equipment Reserve (5009)	General Reserve (5010)	Term Benefit Reserve (5011)
<b>Revenue (19/20)</b>				
	UASI Grant (5009)	381,000		
	HSGP Grant (5009)	50,000		
	From 5009 CONFIRE Equipment Reserve Fund Balance	445,576		
	From 5010 General Reserve Fund Balance		790000	
	5011 Term Benefit Reserves			202,856
<b>2019-20</b>	<b>Total Revenue</b>	<b>1,401,576</b>	<b>790000</b>	<b>202,856</b>
<b>Expenditures (19/20)</b>				
<b>1010 SALARIES AND BENEFITS</b>				65,000
<b>2115 COMPUTER SOFTWARE</b>				
	Pro QA Low Code Project		125000	
	CAD to CAD Project		350000	
<b>2116 COMPUTER HARDWARE</b>				
	<b>Agency Replacement Equipment</b>			
	Agency Refresh	95,054		
	CONFIRE Refresh	350,522		
	HDGC Vesta Refresh	250,000		
	<b>Technology Upgrade Project</b>			
	Storage Area Network (SAN) Replacement	120,000		
	Network Area Storage (NAS) replacement	80,000		
	Network Upgrade (SD WAN)	75,000		
	<b>Grant Funded Projects</b>			
	IE RCIP CAD to CAD	381,000		
	CAD to CAD Consulting	50,000		
<b>2130 NON INVENTORIAL EQUIP</b>				
	Chairs (New)			
<b>2445 OTHER PROF SERVICES</b>				
	CAD Contract Servcies		200000	
<b>2870 GENERAL MAINT - STRUCT</b>				
	Dispatch Floor Improvements		20000	
	Gutters/Paint		20000	
	Replacement HVAC		75000	
<b>2019-20</b>	<b>Total Expenditures</b>	<b>1,401,576</b>	<b>790,000</b>	<b>65,000</b>

## CONFIRE Reserve Funds & Grants FY 2019/20 (adjusted)

		Equipment Reserve (5009)	General Reserve (5010)	Term Benefit Reserve (5011)
<b>Revenue (19/20)</b>				
	UASI Grant (5009)		381,000	
	HSGP Grant (5009)		50,000	
	From 5009 CONFIRE Equipment Reserve Fund Balance	445,576		
	From 5010 General Reserve Fund Balance		790000	
	5011 Term Benefit Reserves			202,856
<b>2019-20</b>	<b>Total Revenue</b>	<b>445,576</b>	<b>1,221,000</b>	<b>202,856</b>
<b>Expenditures (19/20)</b>				
<b>1010 SALARIES AND BENEFITS</b>				65,000
<b>2115 COMPUTER SOFTWARE</b>				
	Pro QA Low Code Project		125000	
	CAD to CAD Project		350000	
<b>2116 COMPUTER HARDWARE</b>				
	<b>Agency Replacement Equipment</b>			
	Agency Refresh	95,054		
	CONFIRE Refresh	350,522		
	HDGC Vesta Refresh	250,000		
	<b>Technology Upgrade Project</b>			
	Storage Area Network (SAN) Replacement	120,000		
	Network Area Storage (NAS) replacement	80,000		
	Network Upgrade (SD WAN)	75,000		
	<b>Grant Funded Projects</b>			
	IE RCIP CAD to CAD		381,000	
	CAD to CAD Consulting		50,000	
<b>2130 NON INVENTORIABLE EQUIP</b>				
	Chairs (New)			
<b>2445 OTHER PROF SERVICES</b>				
	CAD Contract Servcies		200000	
<b>2870 GENERAL MAINT - STRUCT</b>				
	Dispatch Floor Improvements		20000	
	Gutters/Paint		20000	
	Replacement HVAC		75000	
<b>2019-20</b>	<b>Total Expenditures</b>	<b>970,576</b>	<b>1,221,000</b>	<b>65,000</b>


**CONFIRE**
**STAFF REPORT**
**DATE: 2/12/2020**
**FROM: Mike Bell  
Director**
**TO: CONFIRE Board of Directors**


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**SUBJECT: Mid-Year Personnel Requests**


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**RECOMMENDATION**

Approved the following positions to be funded from FY 19/20 Operating Fund

Information Services Analyst III – To be filled April 1	FY19/20 Cost \$43,000
Full cost for FY20/21 \$172,000 (re-allocated funds)	

Automated Systems Technician – to be filled June 1	FY19/20 Cost \$4,000
Full Cost for FY 20/21 \$65,000 (re-allocated funds)	

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

**BACKGROUND**

The CONFIRE IT Manager has requested two positions to backfill losses in MIS staff made through attrition and the transition of BDC MIS staff.

The Information Systems Analyst III is an experienced IT professional that will be primarily utilized for application and mission critical systems support (CAD, Tablet Command etc.) The position will complement the MIS Supervisor role enabling staff to be more proactive in maintaining and updating mission critical applications and systems. CONFIRE had budgeted \$190,000 in FY 19/20 for a contract position for this role. That position has not been filled, thus funds are available in the current fiscal year and can be carried over to FY 20/21 to meet this need with no additional fiscal burden to the organization.

The Automated Systems Technician is an entry level MIS position that handles basic service calls and installation projects. This will free more experienced staff to focus on their roles which include Help Desk, Network and Security, Infrastructure and Application Support. CONFIRE has

budgeted \$60,000 in FY 19/20 for an IT related project which will be completed. This will free up those funds for this position in the FY 20/21 budget. The one month of time in FY 19/20 can be covered with year-end salary savings in FY 19/20

The part-time Budget Officer is a request of the CONFIRE Director. This position fills the need for focused attention and diligence in managing the CONFIRE budget from formation, to weekly and monthly monitoring and other on-going analysis to ensure the agency is operating in an efficient and transparent fashion. This will allow the Business Manager/Analyst to reallocate staff resources to address the development of policy and procedure, procurement, record retention, grant development and management and fiscal reporting to meet the CONFIRE goal of improved fiscal management and transparency.

This position would require approximately \$5,000 from the FY19/20 budget from projected year-end savings. It would be a new expenditure in FY 20/21.



**CONFIRE**

## STAFF REPORT

**DATE:** February 12, 2020

**FROM:** Administrative Committee

**By:** Mike Bell, Director  
Karen Hardy, Management Analyst

**TO:** Board of Directors

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**SUBJECT: ALLOCATION OF THE FISCAL YEAR 2018/19 CONFIRE FUND BALANCES**

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### Recommendations for the Board of Directors

1. Approve the proposed Operating Fund Balance (5008) Allocation plan for FY 2018/19:
  - a. Hold the available Fund Balance of \$2,033,652 in the Operating Fund (5008) into 2019/20.
    - i. Per Board policy retain 10% of the Operating Budget costs for FY2019-20 of \$1,016,493.
    - ii. Keep the remaining balance of \$1,017,159 in the Operating Fund Balance for the following potential needs.
      1. Funding positions/projects in the current year through the mid-year budget analysis process.
      2. Use for potential increases for next fiscal year on the anticipation of the new Memorandum of Understanding (MOU) for the Emergency Services Unit (ESU).
2. Equipment Replacement Fund (5009) balance does not reflect the return of \$1,991,140.14 to County Fire approved by Board on 12/4/2019.
3. Per Board policy, maintain the General Reserves (5010) Fund Balance at a minimum of \$2,541,233.
  - a. Transfer the Reserve UAAL of \$10,000 from the General Reserve Fund (5010) into Employee Term Benefit Reserve (5011).
  - b. Retain the remaining balance of \$1,823,209 for the following needs:
    - i. Budgeted projects - \$790,000
    - ii. Reserve additional CIP funding - \$500,000

- iii. Remaining balance of \$533,209 retained for costs required to bring Hesperia site to full operational mode, CAD to CAD and other project costs to be utilized only with Admin Committee approval
4. Retain the current Fund Balance of \$559,753 in Term Benefits Reserve Fund (5011) for the following:
  - a. Per Board policy maintain the Audited Compensated Absences in the amount \$407,193 as June 30, 2019.
  - b. Leave the remainder balance from accrued interest earned and annual premium from contracted agencies for unfunded liability of pensions, along with the proposed deposit of \$10,000 from General Operating Reserves (2.a. above).

### **Background Information**

The FY 2018/19 Audited Fiscal Records indicate CONFIRE Operation Fund (5008) ended the fiscal year with a balance of \$422,926 in revenue over expenditures. This is a 3.9% operating surplus for the year. This remaining balance reflects an improvement in CONFIRE's budget and planning process which ensures a sound fiscal operation that does not exceed budgeted expenditures while avoiding excessive revenue projections.

The remaining balance in the Operating Fund (5008) is largely a result of salary savings from unfilled vacancies. CONFIRE experienced the departure of several employee's mid-year, in addition to vacancies that were already in place. Recruitment was delayed due to the pending out come of the study conducted by the San Bernardino County Fire District which may have resulted in a split in the organization and an uncertain future for some employees. Many vacancies were eventually filled in the first half of FY 19/20. Several more will be filled in the second half of this fiscal year.

The remaining balance in the General Reserves (5010) is carry over from budgeted projects that had not been completed in FY18/19 and were funded again in FY19/20. Also, funds were returned to this account that had been "borrowed" but unused by the Operating Fund for smoothing purposes in FY18/19.

The additional funds in the Term Benefit Reserve Fund (5011) are a result of assessing contract agencies a contract fee that is intended to bolster this fund for potential future pension liability issues.

**Attachment:** Audited Fund Balance Report 6/30/2019





**Year End  
Fund Balance Report  
As of June 30, 2019**

		<b>Fund Balance</b>
<b>Operations Fund (5008)</b>		
Beginning Fund Balance 7/1/18		\$ 1,556,617
Revenue	11,142,539	
Expenditures	(10,228,883)	
Residual Equity Transfer Out	(436,621)	
Net		<u>477,035</u>
	<b>FUND BALANCE</b>	<b>\$ 2,033,652</b>
Per Board Policy 10% of Operation Budget		(1,016,493)
	<b>REMAINING FUND BALANCE</b>	<b>\$ 1,017,159</b>
<b>Equipment Reserve Fund (5009)</b>		
Beginning Fund Balance 7/1/18		\$ 5,118,055
Revenue	1,014,424	
Expenditures	(2,136,352)	
Net		<u>(1,121,928)</u>
	<b>FUND BALANCE</b>	<b>\$ 3,996,127</b>
<b>General Reserve Fund (5010)</b>		
Beginning Fund Balance 7/1/18		\$ 4,448,831
Revenue	118,355	
Expenditures	(66,064)	
Residual Equity Transfer In	373,320	
Net		<u>425,611</u>
	<b>FUND BALANCE</b>	<b>\$ 4,874,442</b>
Reserve for CIP	(500,000)	
Reserved for UAAL	(10,000)	
<b>Committed</b>		<u>(510,000)</u>
	<b>Unassigned Fund Balance</b>	<b>\$ 4,364,442</b>
Per Board Policy 25% of Operation Budget		(2,541,233)
	<b>REMAINING FUND BALANCE</b>	<b>\$ 1,823,209</b>
<b>Term Benefits Reserve Fund (5011)</b>		
Beginning Fund Balance 7/1/18		\$ 442,336
Revenue	14,336	
Annual Premium (Contract Agencies)	39,780	
Expenditures	-	
Residual Equity Transfer In	63,301	
Net		<u>117,417</u>
	<b>FUND BALANCE</b>	<b>\$ 559,753</b>
Per Board Policy Compensated Absences		(407,193)
	<b>REMAINING FUND BALANCE</b>	<b>\$ 152,560</b>