ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, December 17, 2019

1:00 P.M.

LOMA LINDA - EOC
25541 BARTON RD., LOMA LINDA

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:
Chief Tim McHargue/Chairperson, Colton Fire
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire
Chief Lorenzo Gigliotti, Apple Valley Fire Protection District
Chief Tim Shackelford, Chino Independent Fire District
Chief Dan Harker, Loma Linda Fire
Chief Richard Sessler, Redlands Fire
Chief Sean Grayson, Rialto Fire
Chief Dan Munsey, San Bernardino County Fire

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

GUESTS
Chief Greg Benson, Victorville Fire Department
Chief Kathleen Opliger, San Bernardino County Fire
Chief Eric Noreen, Rancho Cucamonga Fire
Chief Nathan Cooke, Chino Independent Fire District
Battalion Chief Tim Bruner, Loma Linda Fire
Battalion Chief Joe DeSoto, Chino Fire
Yvonne Robbins, San Bernardino County Fire - MIS
Vanessa Meyer, CONFIRE
Dana DeAntonio, CONFIRE

I. **CALL TO ORDER**
    a. Flag Salute
    b. Roll Call/Introductions

II. **PUBLIC COMMENT**
An opportunity provided for persons in the audience to make brief statements to the Administrative Committee. (Limited to 30 minutes; 3 minutes allotted for each speaker)

III. **CONSENT ITEMS**

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

1. Approve Administrative Committee Minutes of November 19, 2019, **(Attachment A)**
2. Financial Statements thru November 30, 2019 **(Attachments B1 & B2)**
3. Dispatch Performance reports **(Attachments C1 thru C4)**

4. **Action on Consent**

    Motion to accept all items on Consent

    Motion by: Chief Sean Grayson
    Second by: Chief Ivan Rojer
    Abstain: Chief Tim Shackelford (Absent from November 2019 meeting)
    Approved Unanimously

IV. **DIRECTOR REPORT**
    a. CAD to CAD Project Update (oral report)
        i. Discuss CONFIRE lead role
    b. EMD Project Update (oral report)
        i. Data Analysis Contract **(Attachment D) – Action Item**

    Motion to authorize director to contract or hire for part-time Analyst to assist with EMD and other data intensive projects. Utilize budgeted funds in General Reserves (5010) for such efforts. Not to exceed $40,000 for remainder of FY 19/20.

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

V. **OPS COMMITTEE REPORT**
    a. Ops Committee Update – Chief Grayson for Chief Park (Oral Report)

VI.   DISCUSSION ITEMS

5.   Information Services Report

   a.   Westnet Consolidated Maintenance Contract (Bell/DeAntonio)

   b.   MIS Project Status Update

Project	Status	Due Date
Internet Redundancy BGP	*In Progress*	*1/16/20*
Active Directory Upgrade	*In Progress*	*2/20/20*
Transition Mobile to AirWatch	*In Progress*	*1/17/20*
CAD Re-Host	*In Progress*	*3/19/20*
BDC Transition	*In Progress*	*3/31/20*
CAD Comm VDI	*In Progress*	*2/20/20*

   c.   MDM Interim Policy for Mobile Phones **(Attachment E) – Action Item**

   Motion to adopt an interim Mobile Device Management (MDM) policy that requires all mobile device(s) that are authorized to access CONFIRE network resources to be provisioned on CONFIRE'S Mobile Device Management system (Airwatch).

   Direct staff to return to the Jan. 28th Admin Committee meeting with a complete draft of such a policy, along with other pending cyber-security related policies (email use, internet access etc.)

   Motion by: Chief Sean Grayson
   Second by: Chief Dan Harker
   Approved Unanimously

   d.   MIS Purchasing

   i.   Stratus Purchase **(Attachment F) – Action Item**

   Motion to approve the purchase of hardware, software and licensing produced by Stratus required to replace aging CAD infrastructure. Quotes are in the $110,000 range. Three quotes will be obtained from authorized re-sellers. Funds are budgeted in Equipment Replacement Funds (5009)

   Motion by: Chief Sean Grayson
   Second by: Chief Dan Harker
   Approved Unanimously

   ii.   Use of Cooperative Purchase Programs **(Attachments G1 thru G3) – Action Item**

   i.   NASPO for Dell EMC
   ii.   NCPA for Connection IT

Motion to approve procurements for Dell computer equipment, peripherals and related services through the National Association of Procurement Officials (NASPO) THROUGH March 31, 2020. Purchases not to exceed $100,000 for remainder of fiscal year.

Approve procurement of technology equipment from Connection IT through the National Cooperative Purchasing Alliance (NCPA) through the remainder of the fiscal year. Purchases not to exceed $100,000 for the remainder of the fiscal year.
Any individual purchase over $50,000 through these purchasing programs will require Admin. Committee approval.

Motion by: Chief Sean Grayson
Second by: Chief Dan Munsey
Approved Unanimously

6. **Old Business**
   a. Selection of JPA/By-Laws Revision Sub-Committee Members – **Action Item**

   Motion to accept Chief Tim McHargue, Chief Dan Harker, Chief Ivan Rojer and Chief Dan Munsey to the JPA/By-Laws Revision Sub-Committee.

   Motion by: Chief Shackelford
   Second by: Chief Harker
   Approved Unanimously

7. New Business (Planning Session)
   a. Review of Framework (Leader's Intent) and Strategic Goals **(Attachments H1 & H2)**
      i. Review Planning/Budget Calendar
   a. Review of Current Projects/Priorities
      i. Smart Sheet exercise
      ii. Director Wish List
         i. Communications
            1. Operational Tiers/Command Presence
            2. Radio area changes
            3. Additional Call Takers
         ii. Information Services
            1. IT Master Plan (no new projects)
            2. Admin/Purchasing Support
         iii. Admin Support
            1. Transparency/Records Management
            2. Off-Site Office Space (pending next item)

   b. Discuss use of the High Desert Government Center

VII. **ADJOURNMENT**

Upcoming Meetings:
Next Regular Meeting:
January 28, 2020 at 1:30 p.m. at Loma Linda City Hall Community Room, 25541 Barton Rd. Loma Linda, CA 92354