



ADMINISTRATIVE COMMITTEE MEETING AGENDA

Tuesday, December 17, 2019

1:00 P.M.

LOMA LINDA - EOC

25541 BARTON RD., LOMA LINDA

The CONFIRE Administrative Committee Meeting is scheduled for Tuesday, December 17, 2019 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 Administrative Committee at this time; however, the Committee 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 Administrative Committee.

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**

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**

V. OPS COMMITTEE REPORT

- a. Ops Chiefs Committee Update – Chief Park

VI. DISCUSSION ITEMS

- 5. Information Services Report
 - a. Westnet Consolidated Maintenance Contract (Bell/Deantonio)
 - b. MIS Project Status Update
 - c. MDM Interim Policy for Mobile Phones **(Attachment E) - Action Item**
 - d. MIS Purchasing
 - i. Stratus Single Source **(Attachment F) - Action Item**
 - ii. Use of Cooperative Purchase Programs **(Attachments G1 thru G3) – Action Item**
 - i. NASPO for Dell EMC
 - ii. NCPA for Connection IT
- 6. Old Business
 - a. Selection of JPA/By-Laws Revision Sub-Committee Members **-Action Item**
- 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

POSTING:

This is to certify that on December 12, 2019, I posted a copy of the agenda:

- at 25541 Barton Rd., Loma Linda, CA 92354
- at 1743 Miro Way, Rialto, CA 92376
- on the Center's website which is: www.confirer.org



Liz Berry
Administrative Secretary I