



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, May 28, 2019

1:30 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 Dan Harker, Loma Linda Fire
Chief Nathan Cooke, Redlands Fire
Chief Brian Park, Rialto Fire
Chief Don Trapp, San Bernardino County Fire

SUPPORT STAFF

Mike Bell, Director
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 Lorenzo Gigliotti, Apple Valley Fire
Chief Greg Benson, Victorville Fire Department
Chief Eric Noreen, Rancho Cucamonga Fire
Chief Tim Shackelford, Chino Valley Fire Department
Chief George Corley, Running Springs Fire
Captain Mike McMath, Redlands Fire
Yvonne Robbins, BDC MIS Supervisor
Vanessa Meyer, CONFIRE dispatch supervisor

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 April 30, 2019 (**Attachment A**)
2. Financial Statements thru April 30, 2019 (**Attachments B1-B2**)
3. Dispatch Performance reports (**Attachments C1-C4**)

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Don Trapp

Second by: Chief Ivan Rojer

Approved Unanimously

IV. DIRECTOR REPORT

5. Director Report – Mike Bell
 - a. CAD to CAD Project Update
 - i. RFP Award

Interviews were conducted, Windourne was selected. Contract is being developed to be present to Admin Committee at June meeting.

- b. Staffing challenge

CONFIRE is experiencing a staffing challenge and has initiated recruitment for Dispatcher, Dispatcher/Trainee and Call Takers.

V. OPS COMMITTEE REPORT

- a. Ratify Ops Committee reps

Reconfiguration of the OPS Committee continues. Member Agency Ops representatives have been established.

VI. DISCUSSION ITEMS

6. Standing Topics (oral reports)
 - a. IT Projects

- *TeleStaff Upgrade* *Complete*
- *Tablet Command (Phase 2)* *In Progress* *Due Date 6.6.19*
- *Deccan Live-MUM* *In Progress* *Due Date 7.18.19*
- *Active Directory Upgrade* *In Progress* *Due Date 8.15.19*

- | | | |
|------------------|-------------|-------------------|
| • SD-WAN | In Progress | Due Date 10.31.19 |
| • BDC Transition | In Progress | Due Date 12.31.19 |
| • CAD Re-Host | Pending | TBD |
| • CAD Refresh | Pending | TBD |

Blessing Ugbo gave updates on the above projects and reviewed the Smart Sheet program being utilized to track software Confire supports. He also advised the Chiefs that there are currently 83 support/license contracts being maintained by Confire MIS.

- b. Approve Support Contract for VM Ware (**Attachments D1 & D2**) – **Action Item**

Motion to approve Director to expend funds from Operating Budget 5008 not to exceed \$140,000 to purchase required licensing and support for critical systems (VM Ware/VX Rail).

*Motion by: Chief Dan Harker
Second by: Chief Brian Park
Approved Unanimously*

7. Old Business

- a. Fiscal Year 19/20 Budget Update (**Attachment E**)

See attachment E for the CONFIRE Revenue Sheet FY 2019/20.

Director Bell reviewed the Budget PowerPoint that will be presented to the Board of Directors on May 29th.

- b. Chino Membership update

4 of 6 resolutions have been received. Chino process will need to be re-initiated concurrent with Apple Valley process. Item on Board agenda for May 29.

8. New Business

- a. Apple Valley Membership Resolution (**Attachments F1 thru F4**) – **Action Item**

On May 21, 2019 at its regular meeting the Apple Valley Fire Protection District approved a resolution accepting the proposal and formally requesting membership in the CONFIRE JPA.

Motion to Adopt Resolution 2019 – 04 recommending membership for the Apple Valley Fire Protection District to the Consolidated Fire Agencies Joint Powers Agreement.

*Motion by: Chief Don Trapp
Second by: Chief Brian Park
Approved Unanimously*

VII. ADJOURNMENT

Next Meeting:

June 25, 2019 at 1:30 p.m. at Loma Linda City Hall (EOC) 25541 Barton Rd., Loma Linda