



ADMINISTRATIVE COMMITTEE MEETING AGENDA

Tuesday, November 19, 2019

1:30 P.M.

LOMA LINDA - EOC

25541 BARTON RD., LOMA LINDA

The CONFIRE Administrative Committee Meeting is scheduled for Tuesday, November 19, 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. PRESENTATIONS

- a. Service Awards
 - 20 years-Diane Boyles
 - 15 years-Johanna Nicholas
 - 10 years-Kristen Anderson, Krista Colvin, Lacey Cramer, Scott Fanus, Lanette Gray-Serna, Gary Morton
 - 5 years-Alix Anderson, Mike Bell, Diane Charlton, Roxanne Myers

IV. 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 October 22, 2019 (**Attachment A**)
2. Financial Statements thru October 31, 2019 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 thru C4**)
4. **Action on Consent**

V. DIRECTOR REPORT

- a. CAD to CAD Project Update (oral report)
- b. EMD Project Update (oral report)
 - i. Data analysis assistance (**Attachment D**) – Action Item

VI. OPS COMMITTEE REPORT

- a. Ops Chiefs Committee Update – Chief Park

VII. DISCUSSION ITEMS

5. Standing Topics (oral reports)
 - a. MIS Project Status Update
6. Old Business
 - a. Chino/Apple Valley Membership update (oral report)
7. New Business
 - a. Petty cash increase (**Attachment E**) – Action Item
 - b. Extension of MOU with Redlands for Staff Assistance (**Attachment F**) – Action Item
 - c. Budget calendar review. (**Attachment G**)
 - d. Prep for Board Meeting
 - a. Fund Balance discussion
 - e. Officer Elections – Action Items
Per CONFIRE By-Laws “He/She shall serve a one (1) year term as Chairperson and shall be elected to that position annually by the members of the Administrative Committee.”

Per CONFIRE By-Laws “He/She shall serve a one (1) year term as Vice-Chairperson and shall be elected to that position annually by the members of the Administrative Committee.”

VIII. CLOSED SESSION

IX. ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting:

December 17, 2019 at 1:30 PM at Loma Linda City Hall (EOC) 25541 Barton Rd. Loma Linda, CA 92354

POSTING:

This is to certify that on November 14, 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