



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, June 25, 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 Eric Noreen representing*

Chief Dan Harker, Loma Linda Fire

Chief Nathan Cooke, Redlands Fire

Chief Brian Park, Rialto Fire - *Absent*

Chief Don Trapp, San Bernardino County Fire

SUPPORT STAFF

Mike Bell, Director

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 Tyler Johnson, Chino Valley Fire Department

Captain Mike McMath, Redlands Fire

Captain Joe DeSoto, Chino Valley Fire Department

Yvonne Robbins, BDC MIS 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 May 28, 2019 (**Attachment A**)
2. Financial Statements thru May 31, 2019 (**Attachments B1-B2**)
3. Dispatch Performance reports (**Attachments C1-C3**)

4. **Action on Consent**

Motion to accept all items on Consent

*Motion by: Chief Dan Harker
Second by: Chief Nathan Cooke
Approved Unanimously*

IV. DIRECTOR REPORT

5. Director Report – Mike Bell
 - a. 2020 NENA Conference (June 13-18, 2020 in Long Beach)
 - b. Valley Communications Center Update (Oral report)
 - c. ECNS Program Update (Oral report)
 - d. CAD to CAD update
 - i. Approval of CAD to CAD Consulting Services Contract to Windbourne Consulting, LLC (**Attachments D1-D2**) – **Action Item**

Motion to approve CAD to CAD Consulting Services Contract as presented and authorize Director to handle minor revisions should they be necessary with assistance of CONFIRE legal counsel.

*Motion by: Chief Don Trapp
Second by: Chief Eric Noreen
Approved Unanimously*

V. OPS COMMITTEE REPORT

- a. Operations Committee Reconfiguration Update (Oral Report)
 - i. Formation meeting set for Tuesday July 30, 0900-1200 (location TBD)

VI. DISCUSSION ITEMS

6. Standing Topics (oral reports)
 - a. IT Projects
 - i. CAD Maintenance Update

1. Server relocation to the Vault – June 18th 4 a.m. to 9 a.m.
 2. Update CAD Server
 - a. June 24th 4 a.m. – 6 a.m.
 - b. June 25th 4 a.m. – 6 a.m.
 - c. June 26th 4 a.m. – 6 a.m.
 - d. June 27th 4 a.m. – 6 a.m.
 3. CAD version upgrade to 5.8.30 – July 16th 10:30 a.m. – 2:30 p.m.
- b. VMWare license renewal procurement (Oral report) (**Attachments E1-E4**)
7. Old Business
- a. High Desert Government Center Lease agreement (**Attachments F1 – F2**)
CONFIRE has occupied approximately 3,440 square feet of space at the HDGC since 2013 with no formal agreement. The agreement presented has been vetted and cleared by CONFIRE legal counsel. The agreement is for 10 years commencing on 5/1/2019. It begins at \$6,251.00 per month for rent and maintenance and increases 2.5% each year thereafter. The total encumbrance for the lease is \$878,160 for ten years. The annual cost has been included in the Board approved FY 2019/20 budget.

Motion to approve the 10-year lease agreement between CONFIRE and the County of San Bernardino Real Estate Services Division for space at the High Desert Government Center (15900 Smoke Tree St, Hesperia CA) in the amount of \$878,160.00 for 5/1/2019 - 4/30/2020.

***Motion by: Chief Nathan Cooke
Second by: Chief Dan Harker
Absent: Chief Tim McHargue
Motion Approved***

8. New Business
- a. Agency Contracts (**Attachments G1 thru G5**) – Action Item
 - i. Apple Valley
 - ii. Big Bear
 - iii. Montclair
 - iv. San Manuel

Motion to approve Agency Contract renewals as recommended and authorize Director to handle minor revisions should they be necessary with assistance of CONFIRE legal counsel.

***Motion by: Chief Dan Harker
Second by: Chief Nathan Cooke
Approved Unanimously***

b. Redlands MOU (**Attachments H1-H2**) - Action Item

Motion to approve MOU with Redlands Fire Department for temporary staff assignment: Agreement is for one six-month term (July 1 – Dec. 31, 2019) with the option to extend for one additional six-month term (Jan 1 – June 30, 2020). The amount is not to exceed \$89,000 per six-month term or \$178,000 for the full year. Authorize Director to handle minor revisions should they be necessary with assistance of CONFIRE legal counsel. (Note: Amended item H2 inserted)

*Motion by: Chief Eric Noreen
Second by: Chief Tim McHargue
Absent: Chief Dan Harker
Motion Approved*

c. Call Processing Equipment (CPE) Refresh (**Attachments I1-I2**) – Action Item

Motion to approve Resolution 2019-07 authorizing director or designee to contract with VESTA Solutions, Inc. for call processing equipment for Hesperia Dispatch Office on same terms as State Contract.

*Motion by: Chief Nathan Cooke
Second by: Chief Don Trapp
Approved Unanimously*

d. July meeting cancelation

Consensus of the Chiefs is to go dark in July.

e. September meeting date: Cal Chief's Meeting conflict

Topic will be discussed at the August Admin. Chief's meeting.

VII. ADJOURNMENT

Next Meeting:

August 27, 2019 at 1:30 p.m. at Loma Linda City Hall (EOC) 25541 Barton Rd., Loma Linda