



## ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, June 16, 2020

1:30 P.M.

ZOOM Call

### 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 Jim Topoleski, Redlands Fire  
Chief Brian Park, Rialto Fire  
Chief Dan Munsey, San Bernardino County Fire

#### **SUPPORT STAFF**

Mike Bell, Director  
Karen Hardy, Business Manager/Analyst  
Tim Franke, Dispatch Manager  
Blessing Ugbo, MIS Manager  
Liz Berry, Admin. Secretary I

#### **GUESTS**

Chief Greg Benson, Victorville Fire Department  
Chief Eric Noreen, Rancho Cucamonga Fire  
Chief Brian Park, Rialto Fire  
Chief Mike McMath, Redlands Fire  
Dana DeAntonio, Confire JPA  
Yvonne Robbins, San Bernardino County Fire

#### **I. CALL TO ORDER**

- a. 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 26, 2020 (**Attachments A**)
2. Financial Statements thru May 31, 2020 (**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 Munsey*

*Second by: Chief Tim McHargue*

*Chief Rojer-Aye*

*Chief Gigliotti-Aye*

*Chief Shackelford-Aye*

*Chief Harker-Aye*

*Chief Topoleski-Aye*

*Chief Park-Aye*

*Approved Unanimously*

### IV. DIRECTOR REPORT

- a. CAD to CAD Project Update
- b. Nurse Triage Project – Discussion/Direction
  - i. CARES ACT Funding – Chief Munsey

### V. COMMITTEE REPORTS

- a. Support Committee Report/MIS updates – Blessing Ugbo

<u>Project</u>	<u>Status</u>	<u>Due Date</u>
<i>Internet Redundancy BGP</i>	<i>In Progress</i>	<i>6/20</i>
<i>Hardware Refresh</i>	<i>In Progress</i>	<i>9/20</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>10/20</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>7/20</i>
<i>CAD/Comm VDI</i>	<i>In Progress</i>	<i>10/20</i>
<i>Tablet Command</i>	<i>In Progress</i>	<i>10/20</i>

- b. Ops Chiefs Committee Report – Chief Park
  - i. CONFIRE Emergency Command Center

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*Sub Committee developed and moving forward together. Framework has been mapped out. Items being identified that require attention.*

**VI. DISCUSSION ITEMS**

5. Old Business

6. New Business

a. Redlands Agreement Renewal

*Chief Mike McMath has done an outstanding job working on FirstWatch and Tablet Command. CONFIRE would like to engage Chief McMath on a limited basis with Chief Topoleski's approval. Redlands has placed an agreement with their legal team for review. A final contract will be brought back to the Admin. Chiefs for approval.*

***Motion to move forward on retaining Chief McMath on a limited basis pending a new agreement from the City of Redlands.***

***Motion by: Chief Tim McHargue***

***Second by: Chief Brian Park***

***Chief Rojer: Aye***

***Chief Gigliotti: Aye***

***Chief Shackelford: Aye***

***Chief Harker: Aye***

***Chief Topoleski: Aye***

***Chief Munsey: Aye***

***Approved Unanimously***

b. Radio Agreement Updates

i. San Manuel Radio Agreement (**Attachment D**)

ii. City of Highland Radio Agreement (**Attachment E**)

iii. City of Yucaipa Radio agreement (**Attachment F**)

***Motion to approve the renewal of Radio Agreements with San Manuel, City of Highland and City of Yucaipa for 3 years.***

***Motion by: Chief Tim Shackelford***

***Second by: Chief Lorenzo Gigliotti***

***Chief McHargue: Aye***

***Chief Rojer: Aye***

***Chief Harker: Aye***

***Chief Topoleski: Aye***

***Chief Park: Aye***

***Chief Munsey: Aye***

**VII. CLOSED SESSION**

**VIII. ADJOURNMENT**

*The meeting adjourned at 14:25.*

**Upcoming Meetings:**

Next Regular Meeting: July 28, 2020 at 1:30 p.m. location TBD.