



**CONFIRE**

12/4/2019

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**BOARD OF DIRECTORS MEETING**

WEDNESDAY, DECEMBER 4, 2019  
1:30 P.M.

LOMA LINDA – EOC  
25541 BARTON RD., LOMA LINDA

**MINUTES**

**OPENING**

Call to order – Chairperson Dr. Rhodes Rigsby

**ROLL CALL**

**BOARD OF DIRECTORS COMMITTEE**

Chairperson – Dr. Rhodes Rigsby, Mayor - City of Loma Linda  
Vice-Chairperson – Ernest R. Cisneros, Mayor Pro Tem – City of Colton  
Andy Carrizales, Council Member – City of Rialto - *Attended via phone*  
Toni Momberger, Council Member – City of Redlands  
Lynne Kennedy, Mayor Pro Tem – City of Rancho Cucamonga  
Dawn Rowe, 3<sup>rd</sup> District Supervisor – County of San Bernardino

**NEW MEMBERS**

Dan Leary, Board President – Apple Valley Fire Protection District  
John DeMonaco, Board President – Chino Valley Independent Fire District

**ADMINISTRATIVE COMMITTEE**

Chief Tim McHargue, Chairperson – Colton Fire Department  
Chief Ivan Rojer, Vice Chairperson – Rancho Cucamonga Fire District  
Chief Nathan Cooke – Redlands Fire Department  
Chief Dan Munsey – San Bernardino County Fire Department - *Absent*  
Chief Dan Harker – Loma Linda Fire Department  
Chief Sean Grayson – Rialto Fire Department



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## **NEW MEMBERS**

Chief Lorenzo Gigliotti – Apple Valley Fire Protection District  
Chief Tim Shackelford – Chino Valley Independent Fire District

## **CONFIRE STAFF**

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

## **GUESTS**

Chief Eric Noreen, Rancho Cucamonga Fire District  
Deputy Chief Kyle Collins, Chino Valley Independent Fire District  
Battalion Chief Rich Sessler, Redlands Fire Department  
Battalion Chief Joe DeSoto, Chino Valley Independent Fire District  
Marc Stern, Operations & Planning Manager Bear Valley Electric Service

## **PUBLIC COMMENT**

An opportunity provided for persons in the audience to make brief statements to the Board of Directors. (Limited to 30 minutes; 3 minutes allotted for each speaker)

## **CONSENT ITEMS**

The following items are considered routine and non-controversial and will be voted upon at one time by the Board of Directors. An item may be removed by a Board Member or member of the public for discussion and appropriate action.

1. Approve the Board of Director Minutes of May 29, 2019 (**Attachment A**)
2. Financial Statements thru October 31, 2019 (**Attachments B1 & B2**)

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve consent items 1 and 2.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the minutes for May 29, 2019 and financial statements thru October 31, 2019 as presented.*

**Motion by:** *Lynne Kennedy, City of Rancho Cucamonga*

**Second:** *Dawn Rowe, County of San Bernardino*

**Ayes:** 4

**Noes:** 0

**Abstain:** 0



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**Absent:** *2 Chief Dan Munsey was absent, Council Member Toni Momberger-City of Redlands (arrived after this motion)*

**UPDATE ON CONFIRE ACTIVITIES** – Communications Director to give an update on the various activities within CONFIRE.

- Demonstration of Alert Wildfire Camera System

**ACTION:** No action required.

## OLD BUSINESS

### 3. CHINO VALLEY FIRE AND APPLE VALLEY FIRE NEW MEMBERSHIP PROCESS (Attachments C1 thru C3)

*In early 2019 both Chino Valley Independent Fire District and the Apple Valley Fire Protection District requested consideration for their respective agencies to become members of CONFIRE.*

*Both agencies met the basic requirements for consideration and were unanimously approved by the Admin Chiefs and the CONFIRE Board of Directors. An amendment to the JPA agreement was drafted and approved by the Board at its May 29, 2019 meeting, then circulated among each member agency governing board for approval. Approval from all agencies was attained in September. Signatures from the authorized authority from each agency were attained in October/November.*

*Invoices for the required buy-in fees were forwarded to each agency and have been submitted to CONFIRE. All processes required by Board policy to enable membership for Chino Valley Fire and Apple Valley Fire have been completed. This resolution acknowledges the process as complete and is the final step in the new member process. Upon approval, each agency will be a full member of CONFIRE and their designated representatives seated as voting members of the CONFIRE Board of Directors.*

*This also means that their respective Fire Chiefs will be seated as voting members of the Administrative Committee at its next regular meeting on December 17, 2019.*

**ACTION REQUEST:** Approve Resolution No. 2019-08 formalizing membership of the Chino Valley Independent Fire District and the Apple Valley Fire Protection District into the CONFIRE JPA.



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**ACTION:** *Motion to approve Resolution No. 2019-08 formalizing membership of the Chino Valley Independent Fire District and the Apple Valley Fire Protection District into the CONFIRE JPA.*

**Motion by:** *Lynne Kennedy, City of Rancho Cucamonga*

Second: *Ernest Cisneros, City of Colton*

Ayes: *5*

Noes: *0*

Abstain: *0*

Absent: *1 Chief Dan Munsey*

#### 4. JPA AGREEMENT AND BY-LAWS REVISION PROCESS (**Attachment D**)

**ACTION REQUEST:** Consider re-starting suspended JPA Agreement and By-Laws revision process. Select sub-committee of Board members to work with Admin Chiefs, staff and legal counsel to review and revise agreement and by laws as needed.

**ACTION:** *Reconstitute and reconvene the JPA Agreement/By Laws Revision Sub-Committee.*

**Motion by:** *Lynne Kennedy, City of Rancho Cucamonga*

Second: *Ernest Cisneros, City of Colton*

Ayes: *7-Added Board Members from Chino and Apple Valley, newly seated.*

Noes: *0*

Abstain: *0*

Absent: *1 Chief Dan Munsey*

#### NEW BUSINESS

5. PRESENTATION OF 2018-2019 INDEPENDENT FINANCIAL AUDIT (Karen Hardy)  
Presented by representatives from the auditing firm Rogers, Anderson, Malody & Scott, LLP (**Attachments E1 & E2**)

**ACTION REQUEST:** The Administrative Committee requests the Board accept and approve the FY 2018/19 audit as presented by the auditing firm.

**ACTION:** *The CONFIRE Board of Directors accepts and approves the FY 2018/19 audit as presented.*

**Motion by:** *Lynne Kennedy, City of Rancho Cucamonga*

Second: *Dawn Rowe, County of San Bernardino*

Ayes: *7*

Noes: *0*



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**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

6. PETTY CASH INCREASE (**Attachment F**)

*Petty cash reimbursements can take up to three weeks. Increasing the Petty Cash Fund to \$250.00 will allow CONFIRE staff to have a balance to work with while waiting for reimbursement.*

**ACTION REQUEST:** Approve request to increase petty cash on hand from \$100.00 to \$250.00

**ACTION:** *The CONFIRE Board of Directors approves the request to increase the petty cash on hand to \$250.00.*

**Motion by:** Dawn Rowe. County of San Bernardino

**Second:** Toni Momberger, City of Redlands

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

7. TRANSFER OF SAN BERNARDINO COUNTY FIRE DISTRICT EQUIPMENT REPLACEMENT FUNDS (5009) – (**Attachments G1 thru 3**)

**ACTION REQUEST:** Approve Resolution No. 2019-09 to complete transfer of remaining San Bernardino County Fire District Equipment Replacement Funds from CONFIRE fund 5009 to County Fire in the amount of \$1,991,140.14 and,

Acknowledge that there is to be no transfer of Term Benefit Funds (5011) between CONFIRE and County Fire as a result of the transition of MIS staff.

**ACTION:** *The Board of Directors moves to adopt Resolution No. 2019-09 which approves the transfer of \$1,991,140.14 from CONFIRE Equipment Reserve Fund (5009) to designated San Bernardino County Fire District (County Fire) fund.*

**Motion by:** Lynne Kennedy, City of Rancho Cucamonga

**Second:** Toni Momberger, City of Redlands

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 Chief Dan Munsey

8. EQUITY ADJUSTMENT FOR MANAGEMENT ANALYST POSITION (**Attachment H**)



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*A recent audit of the Management Analyst Position was conducted by County HR and it was determined that the position qualifies for an equity adjustment to align it with similar positions within County HR job classifications such as Administrative Analyst II.*

*County HR requires CONFIRE Board approval for such actions which also require County Board of Supervisors approval.*

**ACTION REQUEST:** Approve request for 7.5% equity adjustment for Management Analyst per County HR position review.

**ACTION:** *The CONFIRE Board of Directors approves the 7.5% equity adjustment for the Management Analyst position.*

**Motion by:** *Lynne Kennedy, City of Rancho Cucamonga*

**Second:** *Dawn Rowe, County of San Bernardino*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 *Chief Dan Munsey*

9. APPROVE THE USE OF PURCHASING CONTRACTS LISTED BELOW BY CONFIRE TO PROCURE GOODS AND SERVICES IN ACCORDANCE WITH THE CONFIRE PURCHASING POLICY (**Attachment I**)

NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)

**ACTION REQUEST:** Approve the use of National Association of State Procurement Officials (NASPO) vetted contracts as authorized by the State of California Department of General Services (DGS) in accordance with the CONFIRE Purchasing Policy.

**ACTION:** *The Board of Directors approves the use of National Association of State Procurement officials (NASPO) vetted contracts as authorized by the State of California*

**Motion by:** *Toni Momberger, City of Redlands*

**Second:** *Lynne Kennedy, City of Rancho Cucamonga*

**Ayes:** 7

**Noes:** 0

**Abstain:** 0

**Absent:** 1 *Chief Dan Munsey*

**CLOSED SESSION**



**CONFIRE**

12/4/2019

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1. Pursuant to California Government Code Section 54956.9(a) The Board will meet in closed session to be briefed regarding (1) case of pending litigation Claim No. 18W21F928762 Joel Rothschild V. Consolidated Fire Agencies (CONFIRE). One (1) case.

**ADJOURNMENT**

**ACTION:** *To adjourn the CONFIRE Board of Directors' Meeting*

**Motion by:** *Dr. Rhodes Rigsby, City of Loma Linda*

**Second:** *None Required*

**Ayes:** *7*

**Noes:** *0*

**Abstain:** *0*

**Absent:** *1 Chief Dan Munsey*