



CONFIRE

ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, October 22, 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
Karen Hardy, Business Manager/Analyst
Tim Franke, Dispatch Manager
Kristen Anderson, Assistant Dispatch Manager
John Tucker, Assistant Dispatch Manager
Blessing Ugbo, MIS Manager
Jim Bloomquist, ISA III
Liz Berry, Admin. Secretary I

GUESTS

Chief Lorenzo Gigliotti, Apple Valley Fire
Chief Greg Benson, Victorville Fire Department
Chief Mike Vasquez, Running Springs Fire
Captain Mike McMath, Redlands Fire
Karen Matthews, CONFIRE
Yvonne Robbins, San Bernardino County Fire - MIS

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. PRESENTATION

Acknowledgment of Information Systems Analyst II Karen Matthews 20 years of service.

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 August 27, 2019 (**Attachment A**)
2. Financial Statements thru June 30, 2019 (**Attachments B1 thru B4**)
3. Dispatch Performance reports (**Attachments C1 thru C4**)

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Ivan Rojer

Second by: Chief Don Trapp

Abstained: Chief Tim McHargue (Absent at last month's meeting)

Approved Unanimously

V. DIRECTOR REPORT

- a. CAD to CAD Project Update (oral report)
- b. Optimizing EMS in San Bernardino County (ECNS) Project update (oral report)

VI. OPS COMMITTEE REPORT

- a. Ops Committee Update – Chief Park

VII. DISCUSSION ITEMS

5. Standing Topics (oral reports)
 - a. MIS Project Status Update

Project	Status	Due Date
<i>Internet Redundancy BGP</i>	<i>In Progress</i>	<i>1/16/19</i>
<i>Active Directory Upgrade</i>	<i>In Progress</i>	<i>11/20/19</i>
<i>Transition Mobile to AirWatch</i>	<i>In Progress</i>	<i>10/10/19</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>12/11/19</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>3/31/20</i>
<i>CAD Comm VDI</i>	<i>In Progress</i>	<i>12/18/20</i>

- i. Smartsheet – Project Queue
- ii. SolarWinds – Network Monitoring

- b. BDC/MIS transition Update
 - i. Transfer of BDC portion of Equipment Reserve Funds (5009) to BDC
(Attachments D1 & D2) – Action Item

Motion to transfer the remainder of San Bernardino County Fire Districts Equipment Replacements Funds from CONFIRE fund 5009 to County Fire in the amount of \$1,991,140.14.

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.

CONFIRE to memorialize this motion with a Resolution which will be presented to the CONFIRE Board of Directors on December 4, 2019.

*Motion by: Chief Tim McHargue
Second by: Chief Nathan Cooke
Approved Unanimously*

- 6. Old Business
 - a. Chino/Apple Valley Membership update (oral report)
 - b. Planning Meeting (Oct. 29) Draft Agenda – **(Attachment E)**

- 7. New Business
 - a. Redlands Contract Amendment **(Attachments F1 thru F3) – Action Item**
This amendment allows for a method of compensation (credit to Redlands from CONFIRE) for the use of a special assignment employee (Capt. McMath) that is more amendable to both entities than what was outlined in the original agreement. There is no change to the rate or total amount of compensation. CONFIRE legal counsel has reviewed the document and has no objections.

Motion to approve the first amendment as proposed to Exhibit B (Compensation) of the INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES (Technical and Operational Services) between CONFIRE and the City of Redlands approved on June 25, 2019.

Authorize the CONFIRE Director to execute the amendment upon approval by the Redlands City Council.

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

b. Used Truck Purchase (**Attachment G**) – Action Item

Motion to approve the purchase of a 2013 Ford F-150 pickup from San Bernardino Fleet Services in the amount of \$9,500. Allocate an additional \$5,500 to equip the truck for MIS staff.

Total expenditure not to exceed \$15,000 to be funded from a re-allocation of previously approved expenditures in the General Reserve Fund (5010)

Motion by: Chief Dan Harker

Second by: Chief Don Trapp

Approved Unanimously

c. Victorville membership inquiry (**Attachments H1 & H2**)

CONFIRE received a letter from the City of Victorville indicating an interest in CONFIRE membership. CONFIRE Admin. Chiefs have authorized Director Bell to respond to Victorville regarding details of the membership process. No action will be taken by the Administrative Committee until March of 2020 when Victorville has completed one year as a contract agency. Director Bell is authorized to provide the information requested for Victorville to determine if membership is appropriate.

Motion to respond to Victorville's inquiry regarding membership.

Motion by: Chief Nathan Cook

Second by: Chief Dan Harker

Approved Unanimously

d. Officer Elections – Action Item

Per CONFIRE By-Laws/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.”

Motion by Chief Nathan Cooke to elect Chief Tim McHargue to a (1) year term as Chairperson.

Motion by: Chief Nathan Cooke

Second by: Chief Don Trapp

Approved Unanimously

VIII. CLOSED SESSION

- a. Public Employee Work Performance Evaluation, pursuant to Government Code section 54957.
 - i. Title: CONFIRE Director

IX. ADJOURNMENT

Upcoming Meetings:

Special Meeting (Planning):

Tuesday, October 29 at 9:00 a.m. at Rancho Cucamonga Fire District Training Center
11285 Jersey Bl., Rancho Cucamonga, CA 91730

Next Regular Meeting:

November 19, 2019 at 1:30 p.m. at Loma Linda City Hall (EOC) 25541 Barton Rd., Loma
Linda, CA 92354