



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, March 26, 2019

1:30 P.M.

SAN BERNARDINO COUNTY EOC
1743 MIRO WAY, RIALTO CA 92376

ROLL CALL

ADMINISTRATIVE COMMITTEE MEMBERS:

Chief Tim McHargue/Chairperson, Colton Fire - *Absent*
Chief Ivan Rojer/Vice-Chairperson, Rancho Cucamonga Fire
Chief Dan Harker, Loma Linda Fire
Chief Nathan Cooke, Redlands Fire- *Via phone*
Chief Brian Park, Rialto Fire
Chief Don Trapp, San Bernardino County Fire

SUPPORT STAFF

Mike Bell, Director
Tim Franke, Dispatch Manager
Kristen Anderson, Assistant Dispatch Manager
John Tucker, Assistant Dispatch Manager
Karen Hardy, Business Management Analyst
Blessing Ugbo, MIS Manager
Jim Bloomquist,
Dana DeAntonio,
Rana Gilani, Staff Analyst
Liz Berry, Admin. Secretary I

GUESTS

Chief Lorenzo Gigliotti, Apple Valley Fire
Chief John Chamberlin, San Bernardino County Fire
Chief Greg Benson, Victorville Fire Department
Chief Eric Noreen, Rancho Cucamonga Fire
Chief Tim Shackelford, Chino Valley Fire Department
Chief Tyler Johnson, Chino Valley Fire Department
Chief George Corley, Running Springs Fire
Yvonne Robbins, BDC MIS Supervisor

Vanessa Meyer, Confire

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 February 26, 2019 (**Attachment A**)
- 2. Financial Statements thru February 28, 2019 (**Attachments B1-B2**)
- 3. Dispatch Performance reports (**Attachments C1-C5**)

4. Action on Consent

Motion to accept items 1 and 3 under Consent Items

Motion by: Chief Dan Harker

Second by: Chief Brian Park

Approved Unanimously

Item 2-Financial Statements moved to closed session for discussion.

IV. DIRECTOR REPORT

- 5. Director Report – Mike Bell
 - a. EMD Ad Hoc update
 - i. One bidder was reviewed for the consulting RFP, it was decided to cancel the RFP and re-issue it with revisions for clarity. That work is in progress.
 - ii. Standardized EMS Call Types – continuing to develop a county wide EMS call type standard using EMD call types as the basis.
 - iii. Panel discussion on the topic is set for April 19th at the City/County Workshop in Arrowhead. Chief Smith to moderate the panel. Chief Shackelford to represent County Chiefs.
- 6. CAD to CAD project
 - a. RFP received six responses that have been reviewed by the IE RCIP Evaluation Committee. Four proposals were put on a short list. The next step is to schedule interview/presentations with the prospective vendors.

- i. Request to authorize Director to expend budgeted funds not to exceed \$150,000 (883 200 5200 5010) for the purpose of contributing to the IE RCIP CAD to CAD consulting contract. These funds represent CONFIRE'S initial investment in this project and will be accounted for during the governance phase.

Motion to approve up to \$150,000 of budgeted funds towards the IE RCIP CAD to CAD consulting contract.

Motion by: Chief John Chamberlin

Second by: Chief Dan Harker

Approved Unanimously

- 7. BDC Feasibility Study – CONFIRE Director was interviewed by SDI Consultants on March 18.

The SDI Consultants interviewed Director Bell for approximately 2 hours.

V. OPS COMMITTEE REPORT

- a. Admin/Ops Committee Workshop scheduled for Tuesday, April 9 from 1-3 p.m. in the EOC on Miro Way in Rialto. Topics to include:
 - i. Committee reporting relationships
 - ii. Process for determining priorities and deliverables and reporting progress.
 - iii. Establishing project leads.
 - iv. Discussion on configuration of Live MUM application.
 - v. Tablet Command *(Requested by Chief Park)*

VI. DISCUSSION ITEMS

8. Standing Topics

a. IT Projects

- i. SD – WAN Network Upgrade Update

CONFIRE was unable to secure approval to mount microwave links on county owned buildings making it necessary to adjust the original Network Infrastructure Design.

Confire proposes to re-strategize and eliminate the Microwave link required in the initial network design. Confire will be able to deliver a standardized SD-Wan implementation for its agencies at HQ locations and station locations ensuring redundant connection and high internet availability. This approach is in alignment with original design by utilizing multiple inexpensive networks.

The purpose of this item is to advise the Chiefs of shifting gears due to the elimination of the microwave component.

- ii. Telestaff

All Agencies are live except for Victorville and Big Bear.

- iii. Live MUM

Moving forward.

iv. First Pass

Data flowing from ICEMA to FirstWatch.

v. Westnet/digital radio upgrades

Dana DeAntonio reviewed the stations that are live on Westnet. Apex radios have been ordered for those stations in need.

The RIC (radio interface component) upgrade is the last piece needed and a PO is forthcoming.

b. BDC MIS Transition

The transition is moving along smoothly.

9. Old Business

a. Apple Valley Fire District request for information regarding membership.

(Attachments D1-D3)

The Apple Valley Fire District has been with CONFIRE for emergency communications services since 2009. The current contract with Apple Valley Fire District expires on June 30, 2019. Apple Valley Fire Chief Lorenzo Gigliotti sent a letter dated February 20, 2019 requesting information regarding potential CONFIRE membership for the Fire District. At the February 26th CONFIRE Admin Committee meeting direction was given to obtain the buy-in information and provide it to the Admin Committee to consider.

Board Policy sets a minimum of \$300,000 buy-in fee for new member agencies. Each agency is then assessed for any fees above that amount based on a call volume/CONFIRE asset formula. Based on that methodology the buy-in figure for Apple Valley Fire District would be \$406,336.00.

Motion to approve Apple Valley membership request and proposed “buy-in amount of \$406,336.00.

Motion by: Chief Brian Park

Second by: Chief Dan Harker

Approved Unanimously

b. Dispatcher appreciation April 14-20th – Update and schedule **(Attachment E)**

A handout was given to each Chief with a schedule of proposed visit days.

Various events have been scheduled and we look forward to a great week interacting with each agency and recognizing the incredible job our dispatchers do every day.

10. New Business

a. Fiscal Year 2019/20 Preliminary Budget **(Attachment F1 thru F9)**

Director Bell reviewed strategic priorities CONFIRE is currently engaged in along with 18/19 goals and the status of those items.

The group spent time reviewing major accomplishments and personnel changes.

Refer to handout on accomplishments

Refer to attachments F1 thru F9 for specific budget numbers.

The Chiefs have been given all budget information for review. At the April 30th Admin. Chiefs Meeting the budget will be up for approval.

i. Discussion of pending contracts

Director Bell reviewed which agencies will be up for renewal soon.

b. Review of Board of Directors meeting scheduled for Tuesday, April 2 from 1:30 to 4:00 p.m. in the EOC on Miro Way, Rialto.

The primary agenda items are:

CAD to CAD Project

Regional EMD Project

County Fire Dispatch Feasibility Study

Public Safety Telecommunicator Appreciation Week

Purchasing Contracts

Approval of Resolution 2019-1," Recommendation to admit Chino Valley

Independent Fire District as a party to Consolidated Fire Agencies (CONFIRE) Joint Powers Agreement"

Closed session: