



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, November 19, 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-*Absent*
Chief Richard Sessler, Redlands Fire
Chief Sean Grayson, 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
Blessing Ugbo, MIS Manager
Liz Berry, Admin. Secretary I

GUESTS

Chief Lorenzo Gigliotti, Apple Valley Fire
Chief Greg Benson, Victorville Fire Department
Chief Brian Park, Rialto Fire
Chief Kathleen Opliger, San Bernardino County Fire
Captain Mike McMath, Redlands Fire
Yvonne Robbins, San Bernardino County Fire - MIS
Vanessa Meyer, CONFIRE
Battalion Chief Joe DeSoto, Chino Fire
Deputy Chief Dave Williams, Chino Fire
Deputy Chief Kyle Collins, Chino Fire

I. CALL TO ORDER

- a. Flag Salute
- b. Roll Call/Introductions

II. AMENDED AGENDA APPROVAL

- a. Approve this amended agenda as presented – **Action Item**

Motion to approve the amended agenda as presented.

Motion by: Chief Don Trapp

Second by: Chief Ivan Rojer

Approved Unanimously

III. 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)

IV. PRESENTATIONS

- a. Service Awards
 - 20 years-Diane Boyles
 - 15 years-Johanna Nicholas
 - 10 years-Kristen Anderson, Krista Colvin, Lacey Cramer, Scott Fanus, Lanette ray-Serna, Gary Morton
 - 5 years-Alix Anderson, Diane Charlton, Roxanne Myers

V. 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 October 22, 2019 (**Attachment A**)
2. Financial Statements thru October 31, 2019 (**Attachments B1 & B2**)
3. Dispatch Performance reports (**Attachments C1 thru C4**)

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Don Trapp

Second by: Chief Sean Grayson

Approved Unanimously

VI. DIRECTOR REPORT

- a. CAD to CAD Project Update (oral report)
- b. EMD Project Update (oral report)

i. Data analysis assistance (**Attachment D**) – Action Item

Motion to authorize director to contract or hire for part-time Analyst to assist with EMD and other data intensive projects. Utilize budgeted funds in General Reserves (5010) for such efforts. Not to exceed \$40,000 for remainder of FY 19/20.

*Motion by: Chief Sean Grayson
Second by: Chief Tim McHargue
Approved Unanimously*

VII. OPS COMMITTEE REPORT

- a. Ops Committee Update – Chief Park (Oral Report)

VIII. 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>1/22/19</i>
<i>Transition Mobile to AirWatch</i>	<i>In Progress</i>	<i>1/17/19</i>
<i>CAD Re-Host</i>	<i>In Progress</i>	<i>12/19/19</i>
<i>BDC Transition</i>	<i>In Progress</i>	<i>3/31/20</i>
<i>CAD Comm VDI</i>	<i>In Progress</i>	<i>12/22/20</i>

6. Old Business

- a. Chino/Apple Valley Membership update (oral report)

7. New Business

- a. Petty cash increase (**Attachment E**) – Action Item

Current Petty Cash is \$100.00. This cash is used for paying small amounts owed rather than writing a check. The amount of cash on hand can also be used to reimburse for items purchased such as supplies or small emergency purchases. Petty cash reimbursement can take up to three weeks, increasing the fund to \$250.00 will allow us to still have a balance to work with while waiting for reimbursement.

Motion to increase Petty Cash to \$250.00

*Motion by: Chief Tim McHargue
Second by: Chief Sean Grayson
Approved Unanimously*

- b. Extension of MOU with Redlands for Staff Assistance (**Attachment F**) – Action Item

Motion to authorize director to propose and execute a six-month extension of the Independent Contractor Agreement for Special Services with the City of Redlands.

*Motion by: Chief Ivan Rojer
Second by: Chief Sean Grayson
Approved Unanimously*

- c. Budget calendar review. **(Attachment G)**
- d. Officer Elections – **Action Item**
Per CONFIRE By-Laws/She shall serve a one (1) year term as Vice-Chairperson and shall be elected to that position annually by the members of the Administrative Committee.”

Motion by Chief Tim McHargue to elect Chief Ivan Rojer to a (1) year term as Vice-Chairperson.

*Motion by: Chief Tim McHargue
Second by: Chief Sean Grayson
Approved Unanimously*

IX. CLOSED SESSION

- a. Pursuant to California Government Code Section 54956.9(a) The Committee 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.
- b. Public Employee Work Performance Evaluation, pursuant to Government Code section 54957.
 - i. Title: CONFIRE Director

X. ADJOURNMENT

Upcoming Meetings:

Next Regular Meeting:

December 17, 2019 at 1:30 p.m. at Loma Linda City Hall (EOC) 25541 Barton Rd. Loma Linda, CA 92354