



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, January 15, 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
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 Mark Hartwig, San Bernardino County Fire-*Absent*

SUPPORT STAFF

Mike Bell, Director
Tim Franke, Dispatch Manager
Kristen Anderson, Assistant Dispatch Manager
John Tucker, Assistant Dispatch Manager
Blessing Ugbo, Special Projects Lead
Liz Berry, Admin. Secretary I

GUESTS

Chief Lorenzo Gigliotti, Apple Valley Fire
Chief Dave Corbin, San Bernardino County Fire
Chief Greg Benson, Victorville Fire Department
Chief Eric Noreen, Rancho Cucamonga Fire
Yvonne Robbins, BDC MIS Supervisor
Vanessa Meyer, Confire
Chief David Lantzer, Murrieta Fire Department
Chief Tyler Johnson, Chino Valley Fire Department
Chief Scott Atkinson, Chino Valley Fire Department

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 November 27, 2018 **(Attachment A)**
2. Financial Statements thru December 31, 2018 **(Attachments B1 & B2)**
3. Dispatch Performance reports **(Attachments C1 thru C3)**

4. Action on Consent

Motion to accept all items on Consent

Motion by: Chief Ivan Rojer

Second by: Chief Nathan Cooke

Approved Unanimously

IV. DIRECTOR REPORT

5. Director Report – Mike Bell

a. EMCC Position Assignment

Director Bell requested the Administrative Chiefs approval to serve a 2nd 4-year term on the EMCC committee.

Motion to approve appointment of Director Bell to second four-year term on the Emergency Medical Care Committee (ICEMA)

Motion by: Chief Tim McHargue

Second by: Chief Ivan Rojer

Approved Unanimously

b. EMD Ad Hoc Update

Last meeting was held January 9th, 2018. The group is working on an RFP for a consultant. The next meeting is scheduled for January 31, 2019 at which time they will put together a working group to assemble responses for the consultant.

c. CAD to CAD grant update (Attachments D1-D2)

CONFIRE is the lead agency in the development of an RFP for consulting services for a CAD to CAD solution being developed by the Inland Empire Regional CAD Interoperability Project. This group is comprised of representatives from several

agencies in Riverside and San Bernardino Counties. The committee has met several times and worked with the CONFIRE legal team and fiscal staff to develop this RFP.

CONFIRE has applied for two grants for a CAD to CAD solution. It has been awarded \$381,000 by UASI and has a tentative award of \$50,000 from the Homeland Security Grant Program. It is intended that the HSGP grant be utilized to help fund the consultant for the project. Confire has also set aside \$450,000 in the General Reserves (5010) to help fund the program.

Any funds expended by CONFIRE will be accounted for in the development of the program and considered when the cost sharing agreement is established through the adoption governance model.

Approve use of 2018 Homeland Security Grant Funds (\$50,000) and budgeted funds from General reserves (5010) to fund the RFP, not to exceed \$100,000. Final amount will be brought to the Administrative Chiefs for approval upon selection of vendor.

Motion to approve the Request for Proposal for Consultant for development of Regional CAD to CAD governance model, assistance with procurement and a solution implementation.

Motion by: Chief Ivan Rojer

Second by: Chief Nathan Cooke

Approved Unanimously

V. OPS COMMITTEE REPORT

- a. Discussion of BDC Truck Company request process
Tabled due to BDC representative not in attendance.

- b. Admin/Ops special meeting request
Director Bell would like to invite the Ops Chiefs to the Administrative Chiefs meeting to discuss current topics and provide leaders intent to the Ops/Support Committee. Leaders intent is needed to guide certain topics currently under discussion.

The Administrative Chiefs agreed to add this topic to the February Administrative Chiefs agenda and to invite the proper people from Ops.

VI. DISCUSSION ITEMS

7. Standing Topics (Oral reports)

- a. IT projects
 - i. Telestaff Upgrade
In Progress, 1/31/19 estimated completion.
 - ii. Active Directory Upgrade

- In Progress, 5/11/19 estimated completion.*
- iii. BDC Transition
In Progress, 12/31/19 estimated completion.
- iv. SD-WAN
In Progress, 5/31/19 estimated completion.
- v. Deccan LiveMUM
In Progress, 3/26/19 estimated completion.
- vi. Tablet Command (Phase 2)
In Progress, 3/06/19 estimated completion.

b. BDC MIS Transition (**Attachment E**)

As part of the approved transition of BDC related MIS services from CONFIRE to BDC it has been determined that the best use of the current vacancy in the Information Systems Analyst II position is with the newly configured BDC MIS staff. This position is currently funded by all members and contracting agencies of the JPA. This transfer would move the administration and funding of that position to BDC. The current vacant part-time Automated Systems Technician (position #99202) would remain with CONFIRE MIS and the funding for that position would shift from BDC to CONFIRE.

The net effect of this transfer is a savings of approximately \$76,000 annually for CONFIRE. CONFIRE will pro-rate the fourth quarter budget and billing to capture a portion of these savings in FY 2018/19. CONFIRE management will assess the work load of the CONFIRE MIS staff to determine if this position will remain vacant for FY 2019/20.

CONFIRE has upgraded its fleet of support vehicles over the past two years. Two Ford Transit vans were purchased in 2017 for approximately \$24,000 each. Four (4) Ford Explorers were purchased in 2018. The six vehicles, purchased over two years (2017/18) is a total cost of \$189,000. Using the current cost allocation process, BDC funded 67% of those vehicle purchases (\$126,666). This equates to four of the six vehicles.

It is proposed that three vehicles be transferred from CONFIRE to BDC...the fourth would be retained by CONFIRE. BDC would be credited \$32,139 in their 4th quarter billing to cover the difference in their portion of the purchase of that vehicle. There would be no increase in billing to other agencies, as the cost will be absorbed in operating fund balance accrued through the fiscal year.

BDC has agreed to this arrangement.

Motion to approve the transfer of the Information Systems Analyst II position from CONFIRE MIS to BDC MIS. Also transfer 3 vehicles, (1) 2017 Ford Transit van and (2) 2018 Ford Explorers from CONFIRE to BDC.

Motion by: Chief Nathan Cooke

*Second by: Chief Brian Park
Approved Unanimously*

c. CPE Refresh

The State of California funds dispatch equipment thru the 911 department. Confire is due for a refresh this year and recently met with a vendor from Israel. Confire is currently looking at two scenarios, keeping what we have but upgrading or going to a cloud based system that has state of the art video technology available.

8. Old Business

None

9. New Business

a. WestNet Station Alerting, digital radio transition. (Oral Report)

Digital transition is fast approaching. All agencies were notified of the need to upgrade station radios to APEX 4500's or above (for Westnet)

b. Chino Valley Fire membership request (**Attachment F1-F3**)

The current contract with Chino Valley Fire stipulates they request membership before the end of 2019. Enclosed is a letter dated December 13, 2018 from Chino Valley Fire Chief Tim Shackelford requesting his organization be considered for membership by the Administrative Committee and the CONFIRE Board of Directors.

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 Chino Valley Fire would be \$412,423.00.

If approved by the Administrative Committee, the next step would be for the matter to be brought to the CONFIRE Board of Directors for approval. A resolution and JPA agreement amendment would be drafted by CONFIRE legal counsel and circulated to each member agency governing board for final approval.

Motion to Approve the Chino Valley membership request and proposed "buy-in" amount. Move to Board of Directors for final consideration.

***Motion by: Chief Tim McHargue
Second by: Chief Ivan Rojer
Approved Unanimously***

c. 2018 Call Counts (**Attachment G1-G2**)

CONFIRE billable incidents for the period of 1/1/2018 thru 12/31/2018 were reviewed.

Also discussed were Government Call Types that were taken in 2018. (See Attachment G2) These calls are currently not billable calls, but amount to 6,590 calls a year. More analysis will be done during the budget process and brought back for discussion. Going forward MOU's on these call types will need to be in place.

Also discussed was a request from Rancho Cucamonga Fire regarding their Code Enforcement, Animal Control and Facilities personnel that have radios for monitoring purposes. Would Confire be open to the possibility of listening for a call out from these radios and if so, would there be a billable amount? Further discussion and research will be done and brought back to the group.

Closed session: