



ADMINISTRATIVE COMMITTEE MEETING AGENDA

Tuesday, March 26, 2019
1:30 P.M.

SAN BERNARDINO COUNTY - OES
1743 MIRO WAY, RIALTO, CA 92376

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 thru C5**)
- 4. **Action on Consent**

IV. DIRECTOR REPORT

- 5. Director Report – Mike Bell (oral reports)
 - 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.

Action Item: Approve request to expend budgeted funds not to exceed \$150,000 for the purpose of contributing to the IE RCIP CAD to CAD consulting contract.

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

V. OPS COMMITTEE REPORT

- a. Admin/Ops Committee Workshop scheduled for Tuesday, April 9 from 1300-1500 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. Others as requested?

VI. DISCUSSION ITEMS

- 8. Standing Topics (oral reports)

- a. IT Projects
 - i. SD – WAN Network Upgrade Update
 - ii. Telestaff
 - iii. Live MUM
 - iv. First Pass
 - v. Westnet/digital radio upgrades

- b. BDC MIS Transition

- 9. Old Business

- a. Apple Valley Fire District request for information regarding membership
(Attachments D1 thru D3)

Action Item: Motion on presented items

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

- 10. New Business

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

Action Item: Accept preliminary budget as presented

- i. Discussion of pending contracts
- b. Review of Board of Directors meeting scheduled for Tuesday, April 2 from 1330-1600 in the EOC on Miro Way, Rialto.

Closed session:

Personnel Matter