



ADMINISTRATIVE COMMITTEE MEETING MINUTES

Tuesday, February 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
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
Tim Franke, Dispatch Manager
Kristen Anderson, Assistant Dispatch Manager
John Tucker, Assistant Dispatch Manager
Blessing Ugbo, Special Projects Lead
Liz Berry, Admin. Secretary I
Rana Gilani, Staff Analyst II

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 Tyler Johnson, Chino Valley Fire Department
Yvonne Robbins, BDC MIS Supervisor
Vanessa Meyer, Confire
Battalion Chief Buddy Peratt, Apple Valley Fire

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 January 15, 2019 (**Attachment A**)
2. Financial Statements thru January 31, 2019 (**Attachments B1-B2**)
3. Dispatch Performance reports (**Attachments C1-C6**)
4. Hesperia Lease Agreement (**Attachments D1-D2**)-

Approve the lease agreement between CONFIRE and the County of San Bernardino Real Estate Services for space at the HDGC. The agreement is for 10 years commencing on May 1, 2019. It begins at \$6,251.00 per month for rent and maintenance and increases 3.5% each year thereafter. The total encumbrance for the lease is \$878,160 for ten years.

Chief Don Trapp requested this item be sidelined until the County's dispatch study is complete.

Motion to table the HDGC lease until San Bernardino County's dispatch study is completed.

Motion by: Chief Tim McHargue

Second by: Chief Dan Harker

Approved Unanimously

5. Action on Consent

Motion to accept items 1 thru 3 under Consent Items

Motion by: Chief Trapp

Second by: Chief Cooke

Approved Unanimously

IV. DIRECTOR REPORT

6. Director Report – Mike Bell

a. EMD Ad Hoc update

RFP out for a consultant to help facilitate the group. Group is currently working on standardizing call types across the board.

b. CAD to CAD project update

i. Approval for S.A.M. registration (**Attachment E**)

Approve Rana Gilani, Staff Analyst II, as the designated SAM Entity Administrator.

Motion by: Chief Don Trapp

Second by: Chief Ivan Rojer

Approved Unanimously

V. OPS COMMITTEE REPORT

i. OPS/Admin discussion

i. Leader's intent

Define policy making and empowerment of the representative to make decisions. Representatives are to discuss agenda topics and know how their agency stands on topics being discussed and be empowered to make decisions that accurately represent their agency.

Admin. Chiefs will schedule a separate meeting to further discuss leader's intent with reference to the OPS group.

ii. Change Management

Tabled

iii. CAD Access request (**Attachment F**)

Establish protocol for qualified agency liaisons to securely access the live CAD environment for making agency only changes in certain modules under certain conditions. Qualified agency liaisons must be signed off by the CONFIRE CAD Administrator as having the proper training and experience required. Access to the CAD environment only from approved locations and services as specified by CONFIRE MIS. Make changes that will be limited to agency only matters. Any change that could have an impact on other agencies must be vetted through the CONFIRE Operations Committee. A CAD help ticket will be submitted documenting all changes made at each session.

Motion to approve CAD Access Agreement.

Motion by: Chief Ivan Rojer

Second by: Chief Brian Park

Approved Unanimously

VI. DISCUSSION ITEMS

7. Standing Topics

a. IT Projects

Telestaff Upgrade, in progress, 3/31/19 estimated completion.

ATIA (SIMS Interface), in progress, 2/15/19 estimated completion.

Deccan LiveMUM, in progress, 3/26/19 estimated completion.
SD-WAN, in progress, 5/31/19 estimated completion.
BDC Transition, in progress, 12/31/19 estimated completion.
Tablet Command (Phase 2), in progress, 3/6/19 estimated completion.
Active Directory Upgrade, in progress, 4/28/19 estimated completion.
Verizon VPN Tunnel, in progress, 3/15/19 estimated completion.

i. Temp Hire

- i. Approve hire of a temporary (contract) position to back fill long-term vacancy in MIS (two six-month terms not to exceed \$50,000 per term). Use of salary savings to fund this role.

Motion to approve the hiring of a temporary (contract) position to back fill a long-term vacancy in MIS (two six-month terms not to exceed \$50,000 per term)

Motion by: Chief Nathan Cooke

Second by: Chief Dan Harker

Approved Unanimously

ii. Office 365 project/Active Directory Migration (**Attachment G**)

- i. Approve contract with DynTek not to exceed \$82,000 to perform the migration of the legacy CONFIRE Active Directory into the new Office 365 platform.

The cost of this project will be allocated based on agency benefit as derived by the number of email accounts per agency based on the Office 365 contract with Microsoft. The cost for migration is \$59.75 per account. Chiefs of affected agencies need to provide direction if funds should be drawn from agency Equipment Reserve funds (5009) or added to agency quarterly billing. All agencies have sufficient funds in 5009 to cover these costs. The CONFIRE amount will be drawn from CONFIRE Equipment Reserve fund.

Chiefs tabled the topic for 3 bids or a venue/source that can take care of the vetting process.

b. BDC MIS Transition

Transition moving along smoothly.

c. CPE Refresh

Several demos have been attended. We continue to look at all available options.

8. Old Business

a. West Net Station Alerting Radio Purchase (**Attachments H1-H2**)

The convergence of the installation of the Westnet Station alerting system and the near completion of the County ISD 800 digital radio upgrade project necessitates agencies that have installed the Westnet system to upgrade their existing analog alerting radios to fully digital radios to receive back-up radio alerting from the Westnet system in the event of a failure in the delivery of the primary IP alerting packet.

- i. Approve sole source purchase of 36 Motorola APX 4500 Mobile Digital radios not to exceed \$150,000.00.

Approve sole source purchase of 24 Motorola APX 4500 and 12 APX 6500 (BDC Only) Mobile Digital radios not to exceed \$150,000. The sole source justification is based on the sole use of and support of the Motorola digital radio by County ISD. The agency will only support the APX 4500 or APX 6500 for this purpose. The cost provided by the vendor is consistent with their pricing elsewhere.

Motion to Approve the sole source purchase of 24 Motorola APX 4500 and 12 APX 6500 (BDC only) Mobile Digital radios not to exceed \$150,000.

Motion by: Chief Nathan Cooke

Second by: Chief Brian Park

Approved Unanimously

- ii. Chino membership Update (**Attachments I1-I2**)

Chino Valley Fire will be starting service with CONFIRE in March of 2019. From the beginning the organization has clearly stated its desire to become a member agency of CONFIRE at the earliest possible time. The recently approved new member process affords Chino Valley that opportunity due to its previous engagement at CONFIRE from 2000-2004.

Attached is a letter dated December 12, 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.

Motion to approve the Chino Valley membership and proposed “buy-in” amount. Move to Board of Directors for final consideration.

Motion by: Chief Tim McHargue

Second by: Chief Don Trapp

Approved Unanimously

9. New Business

a. First Watch Foam Module Demo (**Attachment J**)

- i. Approve CONFIRE purchase of Firstwatch F.O.A.M. module for \$8540.00 (one-time) cost and \$1500 annually thereafter for maintenance and support. This would make CONFIRE the primary agency. All CONFIRE agencies could then purchase the “add-on” module for \$1830 (one-time) cost and \$330 annually thereafter for maintenance and support. CONFIRE purchase would be funded through credit held at Firstwatch, remaining credit could fund all member agencies. Contract agencies would need to pay the additional cost.

Motion to approve the purchase of Firstwatch F.O.A.M. module for \$8540.00 (one-time) and \$1500 annually thereafter for maintenance and support.

Motion by: Chief Nathan Cooke

Second by: Chief Ivan Rojer

Approved Unanimously

b. Apple Valley Fire membership inquiry (**Attachment K**)

CONFIRE received a letter dated February 20, 2019, from Apple Valley Fire Protection District inquiring on membership with CONFIRE. Apple Valley is requesting specific information on membership costs, benefits, assigned obligation and contract language as well as any details about becoming and functioning as a JPA member.

Motion to direct Mike Bell to respond to Apple Valley’s request for membership.

Motion by: Chief Tim McHargue

Second by: Chief Don Trapp

Approved Unanimously

c. Preliminary Budget discussion

The budget process is moving along, no significant changes are foreseen.

By the end of March, a true preliminary budget will be presented.

Chief Chamberlin requested that the Admin Chiefs address the budget for Confire administrative staff salary being divided equally among the agencies. Current

JPA by-laws state that the cost is determined by agency call volume. The Chiefs asked director Bell to look deeper into the request.

- d. Dispatcher appreciation week April 14-20th
Agencies were invited to visit Comm Center and their dispatchers.

Closed session: