



Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway, Sacramento, CA 95827-3006
www.srfecc.ca.gov

9:00 a.m.
Tuesday, May 12, 2020
Held Remotely at:

[Join Microsoft Teams Meeting](#)

[+1 916-245-8065](tel:+19162458065) United States, Sacramento (Toll)
Conference ID: 584 083 333#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the “Coronavirus”). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

The Public’s health and well-being are the top priority for the Board of Directors (“Board”) of Sacramento Regional Fire/EMS Communications Center (“Center”) and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

[Join Microsoft Teams Meeting](#)

[+1 916-245-8065](tel:+19162458065) United States, Sacramento (Toll)
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Note: The meeting is being held solely by telephonic means and will be made accessible to members of the public seeking to attend and to address the Board solely through the link set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

* INDICATES NO ATTACHMENT

Tyler Wagaman
Executive Director
(916) 228-3070
twagaman@srfecc.ca.gov

The Board will convene in open session at 9:00 a.m.

Call to Order

Chairperson

Roll Call of Member Agencies

Secretary

Primary Board Members

Chris Costamagna, Chairperson
Mike McLaughlin, Vice Chairperson
Chad Wilson, Board Member
Brian Shannon, Board Member

Deputy Chief, Sacramento Fire Department
Chief, Cosumnes Fire Department Chad
Division Chief, Folsom Fire Department
Deputy Chief, Sacramento Metropolitan Fire District

Pledge of Allegiance

AGENDA UPDATE: An opportunity for Board members to (1) reorder the agenda; and (2) remove agenda items that are not ready for presentation and/or action at the present Board meeting.

PUBLIC COMMENT: An opportunity for members of the public to address the Governing Board on items within the subject matter jurisdiction of the Board. Duration of comment is limited to three (3) minutes.

RECESS TO CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Tyler Wagaman, Executive Director
Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

- a. Public Employment: Executive Director
Medical Director
- b. Employee Evaluation: Executive Director

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

- a. Pursuant to California Government Code Section 54956.9(b)
The Board will meet in closed session to discuss significant exposure to litigation. Two

** INDICATES NO ATTACHMENT*

(2) potential cases

RECONVENE TO OPEN SESSION AT 10:00 a.m.

CONSENT AGENDA: Matters of routine approval including, but not limited to Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

1. Board Meeting Synopsis (April 28, 2020)
PROPOSED ACTION: Motion to Approve Consent Agenda

Page

5-11

PRESENTATION:

None

ACTION ITEMS:

1. Approve Memorandum of Understanding with Local 150 and 856 –
Regarding COVID-19 Emergency and Compensatory Time Off Accrual*

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

None

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is May 26, 2020.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102 Time:
9:00 a.m.

Board Members, Alternates, and Chiefs

* INDICATES NO ATTACHMENT

Posted at: 10230 Systems Parkway, Sacramento, CA 95827
www.srfecc.ca.gov
10545 Armstrong Ave, Mather, CA 95655-4102

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director's Office at (916) 228-3070. Notification at least 48 hours prior to the meeting will enable the Center to make reasonable arrangements to ensure accessibility to this meeting.

POSTING:

This is to certify that on May 8, 2020, a copy of the agenda was posted:

- at 10230 Systems Parkway, Sacramento, CA 95827
- on the Center's website which is: www.srfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102



Clerk of the Board

* INDICATES NO ATTACHMENT

REGULAR GOVERNING BOARD MEETING

April 28, 2020

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department <i>(Remote attendance)</i>
Deputy Chief Brian Shannon	Sacramento Metropolitan Fire District <i>(Remote attendance)</i>
Chief Mike McLaughlin	Cosumnes Community Services District <i>(Remote attendance)</i>
Division Chief Chad Wilson	Folsom Fire Department <i>(Remote attendance)</i>

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Tyler Wagaman	Executive Director <i>(Remote attendance)</i>
Diane House	Deputy Director - Administration
Kylee Soares	Deputy Director – Operations

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC - <i>(Remote attendance)</i>
Janice Parker	Administrative Analyst, SRFECC
Paul Zehnder	Deputy Chief, Cosumnes Community Services District <i>(Remote attendance)</i>
Ingrid Sheipline	Auditor, Richardson & Company <i>(Remote attendance)</i>
Marc Dewandeler	Independent Contractor, SRFECC <i>(Remote attendance)</i>
Cierra Lewandowski	Payroll/Benefits Administrator, SRFECC <i>(Remote attendance)</i>
Chia Vargo	Accounting Specialist II, SRFECC <i>(Remote attendance)</i>
Marissa Shmatovich	Executive Assistant, SRFECC <i>(Remote attendance)</i>
Tara Springer	Office Technician, SRFECC <i>(Remote attendance)</i>
Cinthia Saylor	Metro Board Member - <i>(Remote attendance)</i>

NOTE: Because the Governor declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the Coronavirus) attendance by the public at this meeting was by telephonic means only and was made accessible to members of the public solely through the link set forth below.

Join Microsoft Teams Meeting
+ 1 916-245-8065 United States, Sacramento (Toll)
Conference ID: 202 028 56#

The meeting was called to order and roll call taken at 9:02 a.m.

1. The Pledge of Allegiance was recited.
2. There were no agenda updates.
3. There was no public comment.
4. **PRESENTATION:**
 1. Financial Audit – Ingrid Sheipline, Richardson & Company

Ms. Sheipline began her financial summary by addressing items in the Independent Auditor’s Report and stated this is a clean opinion on the financial statement.

She addressed a line item titled the Settlement Receivable. This item is a result of a refund from our previous CAD vendor and was accrued back as of June 30th and is recorded as a receivable at that time.

The amount listed as a non-current liability has to do with unfunded OPEB and potential pension obligation which is not currently payable, but is listed on our balance sheet. If not for those two liabilities you would have a positive balance of \$4.2 million.

The \$2.6 million change in net position is a result of the extra ordinary items listed: \$1.9 million settlement of the lawsuit and \$4.2 million written off. \$2 million was written off for construction in progress costs and \$1.6 million in legal costs and \$500,000 pre-paid maintenance costs, as well as \$120,000 in equipment purchases for the project.

\$1.3 million is money held for contingencies in the past there had been money that was designated for specific projects, but those have been expended or redirected.

A new CAD vendor contract has been entered into \$1.7 million for development, but as of June 30, 2019, only about \$351,000 has been expended.

A financing agreement had been entered into in August, 2019, for CAD software and other capital assets.

No weaknesses were noted regarding internal controls or compliance, and this too, was considered a clean report.

The Required Communication Letter

Ms. Sheipline stated that the audit had been delayed due to turnover in accounting personnel.

Adjustments were made in the accounting records to bring the books to full accrual basis of accounting.

There was an attachment to the letter outlining an unadjusted difference which could become a potential future receivable.

There were no difficulties in performing this audit.

Management Letter

This letter outlines observations noted during the course of the audit. A recommendation was made to implement changes to capital asset policy. They recommended performing a physical inventory on the capital assets and the books be adjusted accordingly.

Payroll tax and benefits liability accounts need to be reconciled and cleared out.

There were some issues with the opening balance from the previous audit where some adjustments may not have been made or had been entered twice. The recommendation was to make sure the opening balance matches the previously audited balance.

Bank reconciliations had been recorded, but had not been reviewed.

5. CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s) Lindsay Moore, Counsel
Tyler Wagaman, Executive Director

Employee Organization(s) Teamsters Local 150
Teamsters Local 856
Unrepresented Administrators

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

- b. Public Employment: Executive Director
Medical Director
- c. Employee Evaluation: Executive Director

3. CONFERENCE WITH L COUNSEL: Anticipated Litigation*

- a. Pursuant to California Government Code Section 54956.9 (b)
The Board will meet in closed session to discuss significant exposure to litigation.
Two (2) potential cases

Closed session was convened at 9:16 a.m. with Board members participating remotely.

Open session was reconvened at 10:40 a.m.

- 1. The Board received an update regarding labor negotiations; no action was taken.
- 2. The Board received an update and direction was given to legal counsel; no action was taken.
- 3. The Board received an update; no action was taken.

- 6. **CONSENT AGENDA:** Matters of routine approval including, but not limited to Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

A motion was made by Deputy Chief Costamagna and seconded by Chief McLaughlin to approve the consent agenda and Board Meeting minutes for Board Meeting April 14, 2020)

AYES: Sacramento Fire Department, Sacramento Metro, Cosumnes Community Services District, Folsom

NOES:

ABSENT:

ABSTAIN:

Motion passed.

7. ACTION ITEMS:

None

8. DISCUSSION/POSSIBLE ACTION:

None

9. INFORMATION:

- 1. Communications Center Statistics

These statistics were contained in the Board packet.

2. Financial Reports:

- a. Monthly Credit Card Usage Statement (March)
- b. Budget to Actuals (March)
- c. Umpqua Lease Update (March)

These reports were contained in the Board packet.

3. Projects Update

A copy was contained in the Board packet.

4. Recruitment Update

A copy was contained in the Board packet.

5. PAD Update

A copy was contained in the Board packet.

6. Help Desk Tickets Update

A copy was contained in the Board packet.

10. **CENTER REPORTS:**

Executive Director Wagaman

1. Executive Director Wagaman thanked Deputy Director(s) House and Soares for all of their continued support.
2. He stated that currently Center staff continues to work and make forward progress on 30+ major projects.
3. Our Admin staff will be relocating to new office space during the next two weeks.
4. On May 4th, we will be conducting a dispatch academy for eight new recruits. Due to the need for social distancing because of the Coronavirus the academy will be held in a large classroom at Metro Headquarters.

Deputy Director House (Administration)

1. Deputy Director House said even working remotely a tremendous amount of work is being accomplished by our team.

We will begin moving equipment and furniture into the new admin location tomorrow and our network will be connected on Tuesday.
2. CAD junior (Fire 3) has been moved over to the new DR site at Metro Headquarters.

Workstations will be moved over to the new DR site today.
3. The financial audit has been completed and a hard copy will be mailed to the Board members on Friday.
4. The monthly financial closing process has been updated and will be repeatable for

subsequent months.

5. The CAD FitGap project is moving forward with Brad Dorsett taking the lead on that project.
6. GIS Coordinator Wooden has taken over the Help Desk responsibilities and has created a detailed report that will be included in our monthly Board packet.
7. The West Net project is moving forward and AVD is in process.
8. The Finance team is working hard to complete the implementation of Telestaff by the end of May.
9. A new facilities report will be included in the Board packet beginning next month.
10. Beginning on Monday, May 4th and continuing through Friday, May 8th, we will be administering Critical testing for entry level dispatchers in anticipation of an August academy.

Deputy Director Soares (Operations)

1. We have had two dispatchers, Lisa Smelser and Dennis McGrath, complete their acting supervisor training this month.
2. One of our recent recruits has completed her call taker training and will begin radio training.
3. Deputy Director Soares thanked Kelson Patterson and Casey Quintard for their hard work in relocating the training academy to Metro from the Center.
4. For the first time our academy recruits will be receiving their EMD training via virtual training.
5. Thank you to CCSD for loaning us Chief Brett Shurr to do our CPR training.

An additional thank you is in order for our EMS team who continue to provide the PUI data for our daily reports.

6. This year's celebration of Dispatcher Appreciation Week was more subdued than in years past due to the Coronavirus. We are grateful to all the agencies who expressed their appreciation to our dispatching staff.
7. We are in the process of reviewing the strike team leader manual with the OPS Chiefs.
8. IROC continues to be a challenge, but we are working through it; and are creating an in-house training manual for our dispatchers.

A training bulletin is also being created addressing apparatus numbering.

9. The review and revisions to our SOP's is close to being completed, as well as new SOP's being created.

Currently we are dealing with the potential ramifications of a phone failure and how to continue providing uninterrupted service.

10. We have implemented the "Emergency Rule Policy" where in an emergency situation the EMD instructions are temporarily suspended and dispatchers work with "just the

necessities”.

11. AVD has gone live on Fire Dispatch C and Fire Dispatch D.

12. Congratulations to dispatcher Dana Guerrero who retired from the Center after 26 years of service.

Dr. Mackey – Medical Director

1. All four agencies have received the CARES annual report.

2. Dr. Mackey has been working with the mobile integrated health program and he appreciated being given the opportunity to help.

3. He concluded by saying most of his time has been spent dealing with Covid 19 related issues.

11. CORRESPONDENCE:

None

12. ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

13. BOARD MEMBER COMMENTS:

Chief McLaughlin:

He expressed his appreciation to everyone and commented on their ability to adapt during this pandemic.

Division Chief Wilson:

He said he admires the great resiliency that Center personnel have shown.

Deputy Chief Shannon

Thank you D/D's House and Soares for all your efforts during this challenging time.

Chief Shannon congratulated Dana Guerrero on her 26 years of service and her retirement.

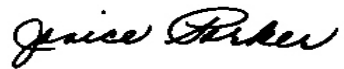
Deputy Chief Costamagna

He expressed appreciation to the Command Staff for all they do and thanked Director Saylor for attending our meeting(s).

14. ADJOURNMENT:

The meeting was adjourned at 11:05 a.m.

Respectively submitted.

A handwritten signature in cursive script that reads "Janice Parker".

Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson