



MEETING AGENDA
REGULAR MEETING OF THE GOVERNING BOARD OF SRFEEC

Tuesday, January 23, 2024

9:00 AM

Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655

THE BOARD WILL CONVENE IN AN OPEN SESSION AT 9:00 A.M.

Call to Order
Roll Call of Member Agencies

Chairperson
Clerk of the Board

PRIMARY BOARD MEMBERS

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy A. Bair, Board Member	Deputy Chief, Cosumnes Community Services 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. The duration of the comment is limited to three (3) minutes.

PRESENTATION:

1. Medical Director Update – Dr. Tressa Naik

RECESS TO CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*
Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Josh Freeman, Chief Executive Director
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Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators
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2. PERSONNEL ISSUES*
Pursuant to California Governing Code Section 54957

Employee Evaluation:	Chief Executive Director Operations Manager Administrative Manager
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*INDICATES NO ATTACHMENT

Medical Director

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case(s).

RECONVENE TO OPEN SESSION:

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

- 1. Regular Board Meeting Synopsis (December 12, 2023)

Page 4

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

- 1. Administration Building – IBEW Building Lease Discussion*

INFORMATION:

- 1. Communications Center Statistics
- 2. Financial Reports
 - a. Budget to Actuals
 - b. Monthly Credit Card Usage Statement
 - c. Cash Flow Report
 - d. Monthly Lease Update
 - e. PAD Update

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CORRESPONDENCE:

None

CENTER REPORTS:

- 1. Operations Manager Todd
- 2. Administration Manager Shmatovich
- 3. Chief Executive Director Freeman

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

*INDICATES NO ATTACHMENT

None

ADJOURNMENT:

The next scheduled Board Meeting is Tuesday, February 13, 2024

LOCATION: Sacramento Metropolitan Fire District
10545 Armstrong Avenue, CA 95655

TIME: 9:00 a.m.
Board Members, Alternates, and Chiefs

POSTED: 10230 Systems Parkway, Sacramento, CA 95827
www.sfecc.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 Chief 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 January 19, 2024, a copy of the agenda was posted at the following locations:

- 10230 Systems Parkway, Sacramento, CA 95827
- 10411 Old Placerville Rd – Suite #210, Sacramento, CA 95827
- The Center's website at – www.sfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102

ATTEST:



MELLISA BERNETT
CLERK OF THE BOARD

*INDICATES NO ATTACHMENT

**MEETING MINUTES
GOVERNING BOARD MEETING**

**Tuesday, December 12, 2023, 9:00 AM Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655**

GOVERNING BOARD MEMBERS PRESENT

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Mike Taylor, Alternate	Deputy Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy A. Bair, Board Member	Deputy Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
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COMMUNICATIONS CENTER MANAGEMENT

Josh Freeman	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Mellisa Bernett	Office Specialist, SRFECC
Corbyn Brooker	Human Resources Analyst, SRFECC
Casey Quintard	Operations Supervisor, SRFECC
Yvonne Vasquez	Training Supervisor, SRFECC

The meeting was called to order and roll call was taken at 9:04 a.m.

1. The Pledge of Allegiance was recited.
2. There were no agenda updates.
3. There was no public comment.

PRESENTATION:

None

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*
Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel

*INDICATES NO ATTACHMENT

Josh Freeman, Chief Executive Director

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

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

a. Employee Evaluation: Chief Executive Director
Operations Manager
Administration Manager

Employee Discipline/Dismissal/Release: (1) position

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case(s)

The closed session was convened at 9:05 a.m.

The open session was reconvened at 10:32 a.m.

1. For items one, two and three, the direction was provided to the Chief Executive Director on item two.

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

1. A motion was made by Chief Bair and seconded by Chief Greene s to approve the Consent Agenda for the following:

a. Regular Board Meeting Synopsis - November 14, 2023

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

1. Tablet Command – (Staff Report 23-31)

a. A motion was made by Chief Taylor and seconded by Chief Bair to approve the Tablet Command quote for two-way data feed and Fire Mapper licenses.

*INDICATES NO ATTACHMENT

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

NOES:
ABSENT:
ABSTAIN:

2. ICS Contract Renewal – (Staff Report 23-33)

- a. A motion was made by Chief Bair and seconded by Chief Greene to approve the bullpen remodel project.

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

NOES:
ABSENT:
ABSTAIN:

3. Streamline – (Staff Report 23-34)

- a. A motion was made by Chief Wilson and seconded by Chief Taylor to approve the Streamline Platform subscription agreement for website hosting and support services.

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

NOES:
ABSENT:
ABSTAIN:

4. Election/Reelection of Board Chairperson

- a. A motion was made by Chief Wilson and seconded by Chief Greene to change the election of officers of the Board from a calendar year to a fiscal year basis. This will extend the current officers as elected until the beginning of the next fiscal year, July 1, 2024. Legal will provide a revision to the JPA.

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

NOES:
ABSENT:
ABSTAIN:

5. Election/Reelection of Board Vice Chairperson

- a. A motion was made by Chief Wilson and seconded by Chief Greene to change the election of officers of the Board from a calendar year to a fiscal year basis. This will extend the current officers as elected until the beginning of the next fiscal year, July 1, 2024. Legal will provide a revision to the JPA.

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

NOES:
ABSENT:
ABSTAIN:

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

1. Cancellation of December 26 Board Meeting
2. Communications Center Statistics
3. PAD Update

CENTER REPORTS:

1. Operations Manager Julee Todd

Main and CRO training are ongoing, with no current recruit call-taker training. Two allied agencies toured the center, adopting out Pod Training model. Service anniversaries include Laura Macias (20 years), Kylee Soares (27 years), and Elizabeth Strong (19 years). Delphini project hardware is ready for shipment. Next steps involve adding H and F to Motorola radio consoles and CAD.

2. Administration Manager Shmatovich

Updates provided on several projects. The fencing project progress is slower than anticipated, scheduled for installation in February. Bullpen remodel was delayed due to the discovery of necessary preparatory work, anticipating a 6-week service interruption with alternative workstations in the conference room. Bathroom remodel scheduling pending material arrival, server OS upgrade near completion and strides made in the cloud backup project to address on-site backup vulnerabilities.

3. Chief Executive Director Freeman

As CED for the past 6 months, it has been an honor. Despite challenges, staff dedication has been outstanding. Grateful for everyone's hard work, looking forward to the future, and anticipating positive developments in ongoing projects.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

*INDICATES NO ATTACHMENT

BOARD MEMBER COMMENTS:

1. Chief Greene

Chief Greene congratulated Mellisa on being appointed Clerk of the Board. Wished everyone a happy holiday season and acknowledged those working on the holidays away from their families.

2. Chief Bair

Chief Bair congratulated everyone on their service anniversaries. Expressed gratitude for the service and work provided in dispatch. Wished a Merry Christmas and Happy Holidays.

3. Chief Taylor

Chief Taylor thanked Corbyn for her role and support. Expressed appreciation for the partnership with the Center and the positive trajectory.

4. Chief Wilson

Chief Wilson reflected on the remarkable year (2023) and the efforts of the Center and its leadership. Extended congratulations to all with service anniversaries.

ADJOURNMENT:

The meeting was adjourned at 10:52 a.m.

ATTEST:



MELLISA BERNETT
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON



Sacramento Regional Fire/EMS Communications Center

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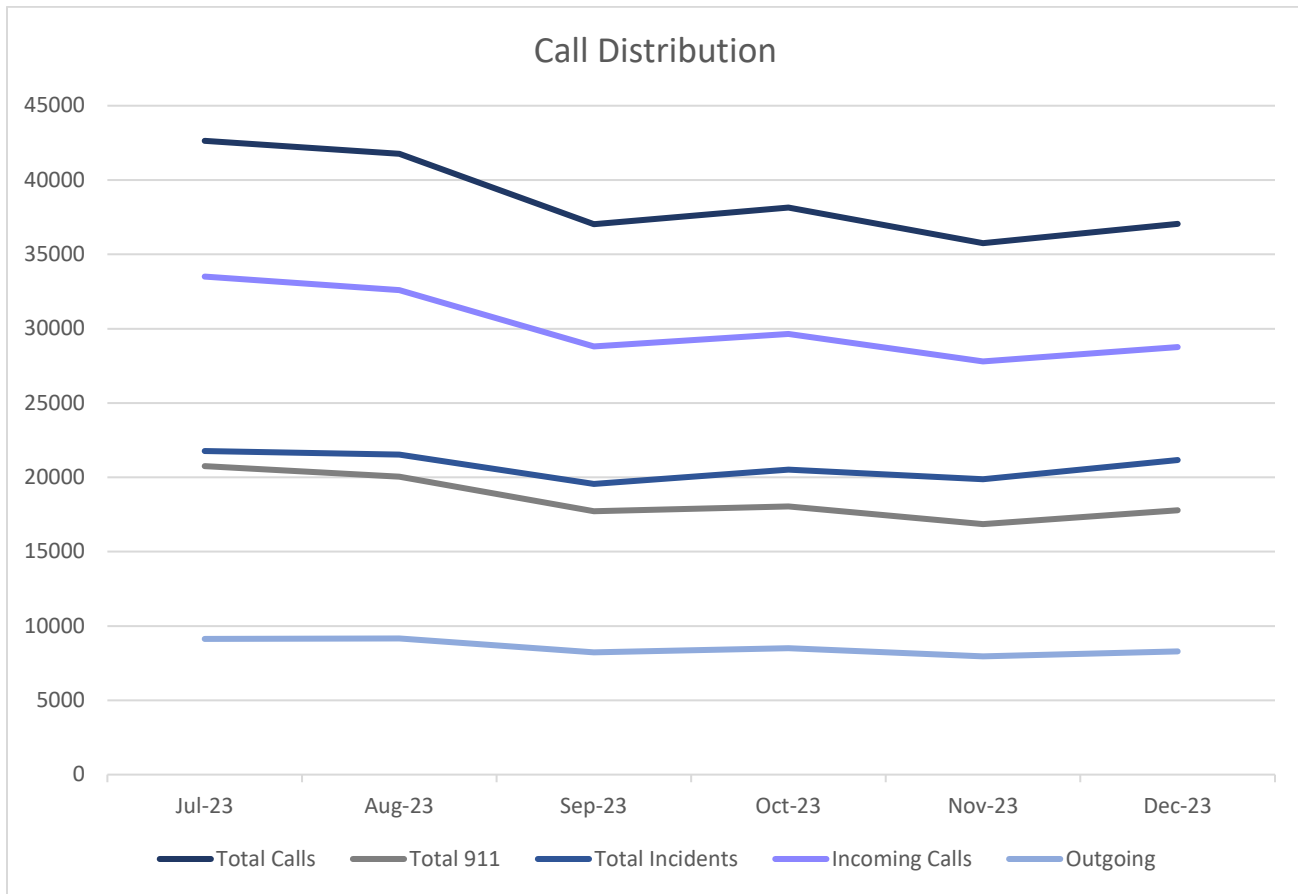
Telephony Performance Measure December 2023

Overview

TOTAL CALL VOL.	37,050
TOTAL INCIDENTS	21,171
INCOMING CALLS	28,765
OUTGOING CALLS	8,285

Incoming Lines Detail

911 LINES	17,735
SEVEN DIGIT EMERGENCY	4,282
ALLIED/ADMIN	6,625





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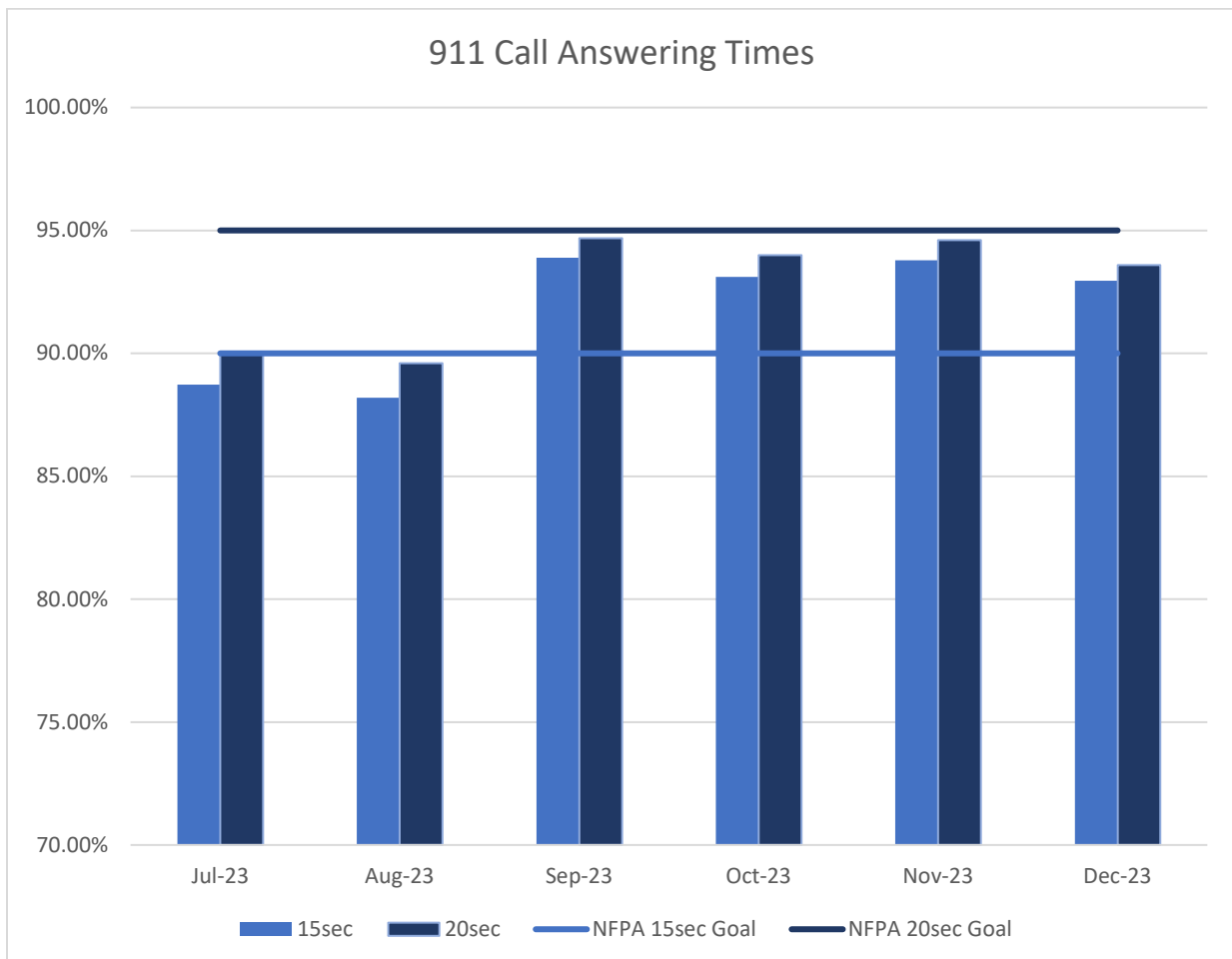
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Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

90% answered within 15 seconds

95% answered within 20 seconds

Month	15 Seconds Compliance %	20 Seconds Compliance %
July	88.73%	90.06%
August	88.19%	89.60%
September	93.89%	94.68%
October	93.11%	93.99%
November	93.78%	94.61%
December	92.95%	93.59%

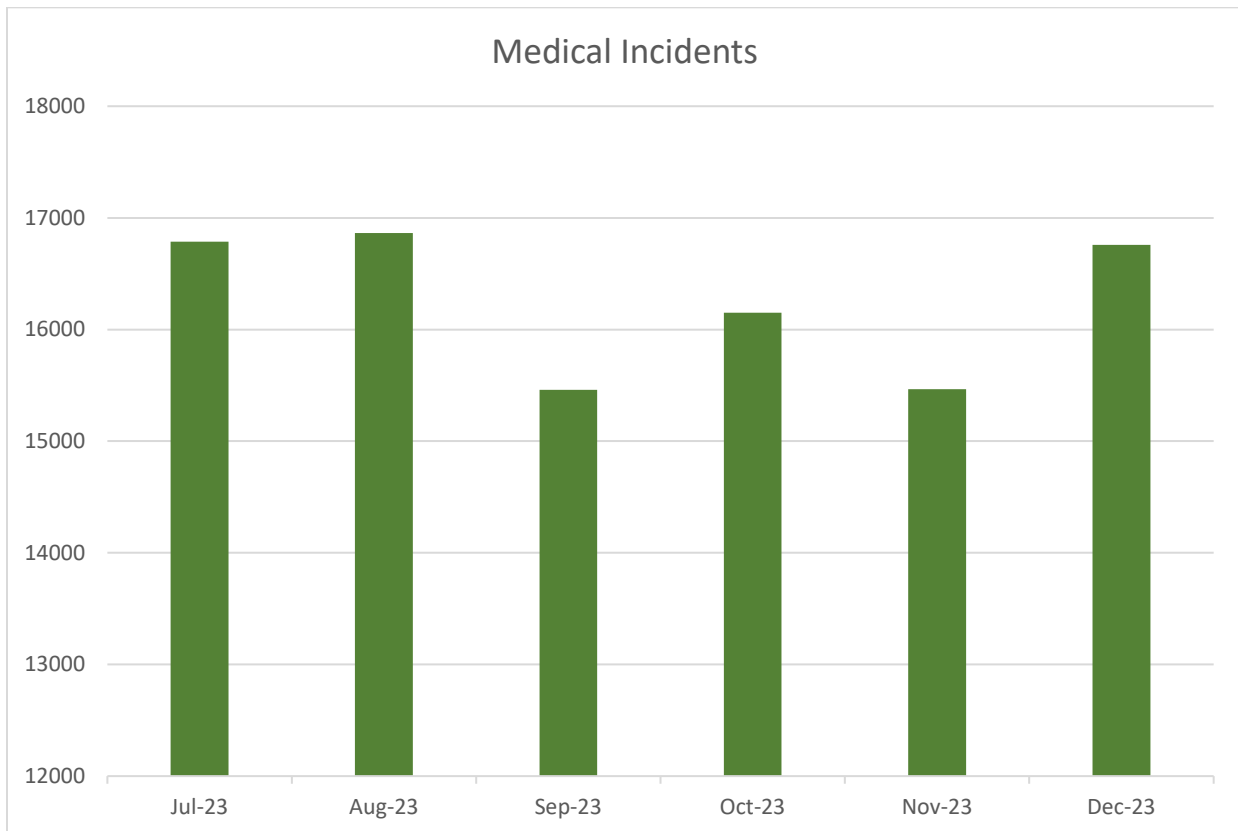
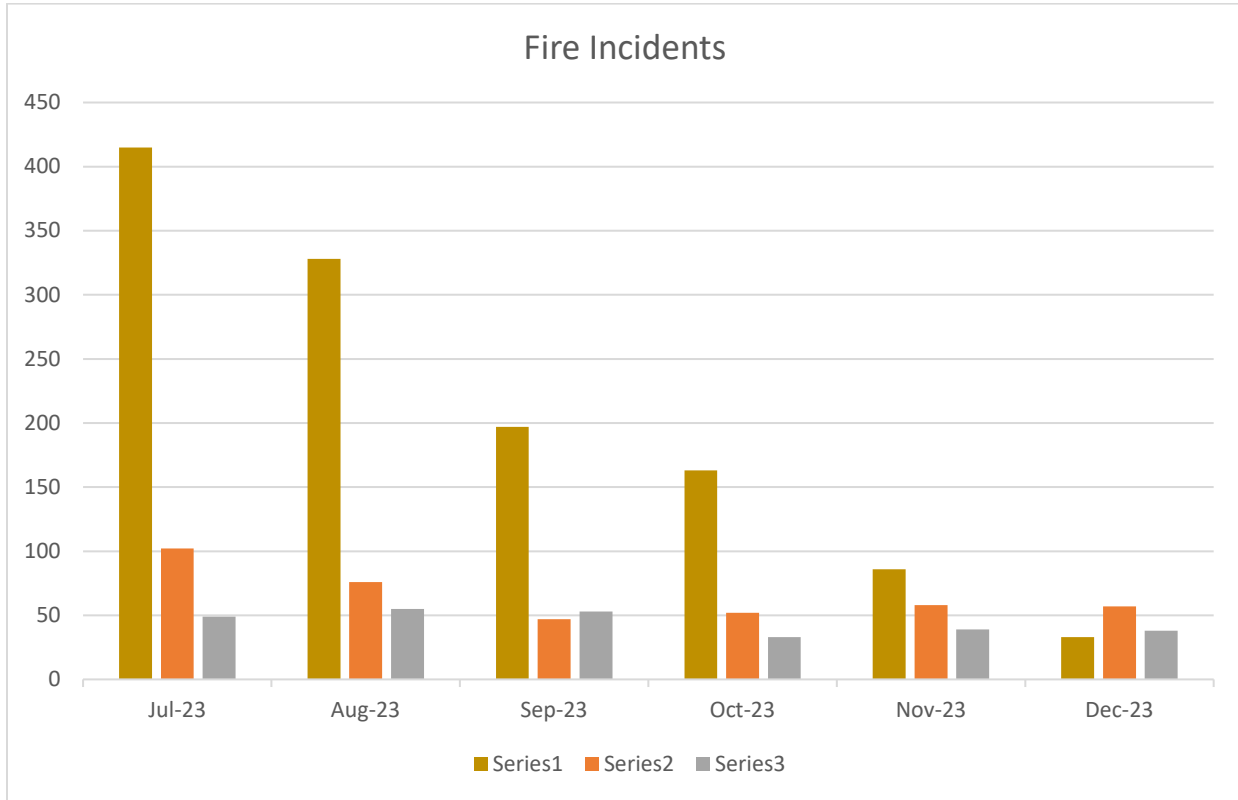




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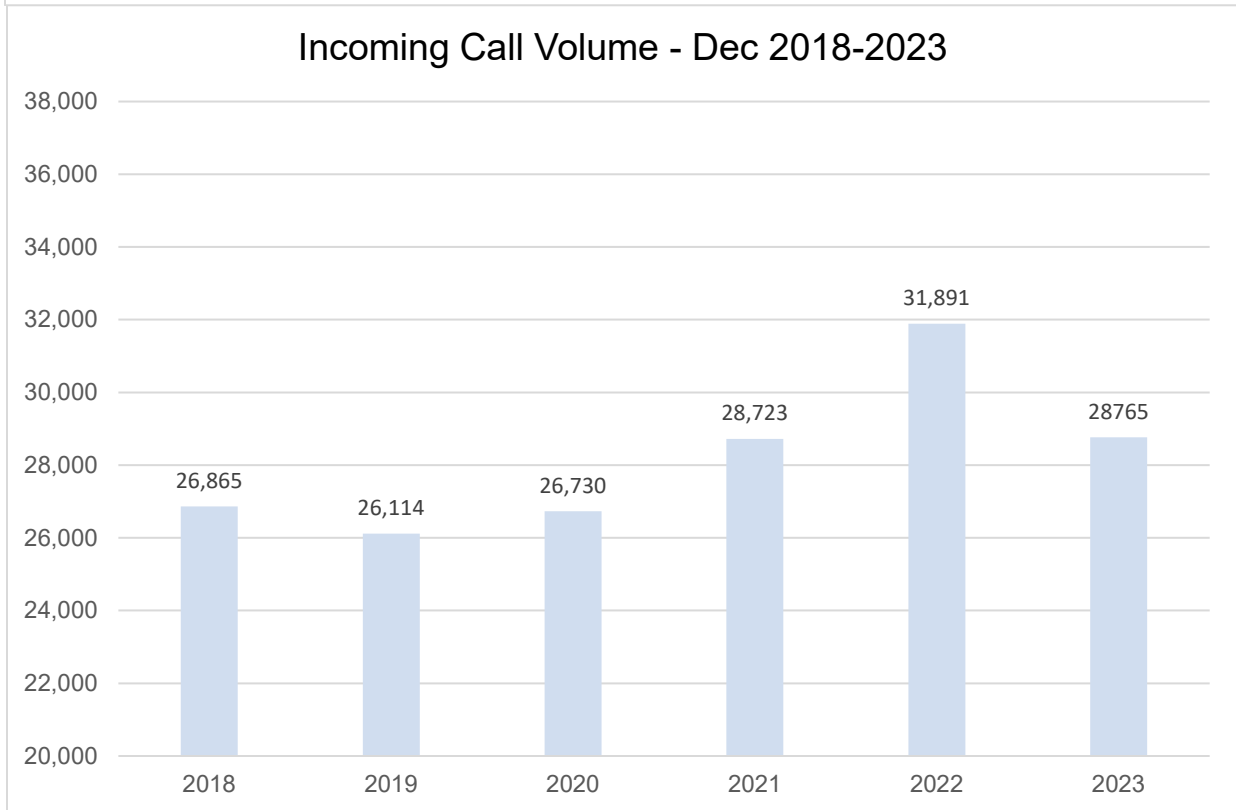
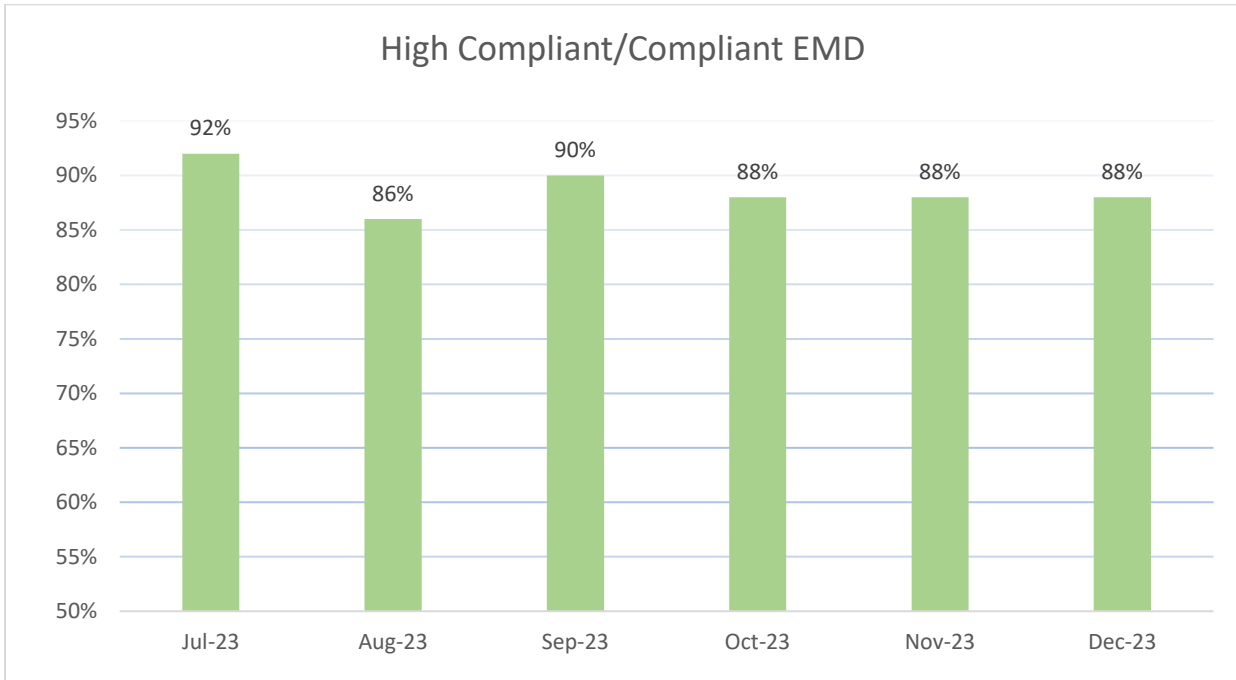




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FY 23/24 Budget to Actuals Report

Month End November 2023

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GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
REVENUE					
4010-910	Member Contribution SMFD	(5,351,509)	0	2,675,755	(2,675,755)
4010-920	Member Contribution SFD	(5,436,552)	0	2,718,276	(2,718,276)
4010-930	Member Contribution CFD	(1,109,249)	0	554,624	(554,624)
4010-940	Member Contribution FFD	(427,677)	0	213,839	(213,839)
4014-000	OES Deployment	0	0	92,368	(92,368)
4015:4998	Other Revenue	0	33,332	86,573	(86,573)
TOTAL REVENUE		(12,324,987)	33,332	6,341,435	(6,341,435)

GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
EMPLOYEE-RELATED EXPENSES					
5010	Base Salaries and Wages	4,900,152	431,324	1,943,757	2,956,395
5020	Overtime	300,000	17,073	92,275	207,725
5030	Overtime - FLSA	100,000	8,626	37,813	62,187
5035	OES Deployment	1	0	19,724	(19,723)
5040	Uniform Allowance	41,700	100	500	41,200
5050	Night/Admin Shift Differential	82,983	7,294	36,964	46,019
5055	Out-of-Class Pay	20,000	1,800	8,750	11,250
5060	Longevity	34,200	2,800	12,850	21,350
5065	On-Call Pay	82,575	8,650	39,250	43,325
5115	Vacation Cash Out	54,000	8,718	19,950	34,050
5120	Sick Leave	0	21,337	73,964	(73,964)
5130	CTO Leave	0	857	1,295	(1,295)
5140	Holiday Pay	248,665	14,627	62,446	186,219
5220	Training Pay	35,000	5,403	18,962	16,038
5310	Workers Compensation Insurance	77,793	6,483	32,414	45,379
5410	FED ER Tax - Medicare	70,000	6,506	31,376	38,624
5413	FED ER Tax - Social Security	1,000	0	0	1,000
5420	State ER Tax - ETT	2,350	0	39	2,311
5423	State ER Tax- UI-	20,000	0	852	19,148
5510	Medical Insurance	1,224,016	90,697	442,361	781,655
5520	Dental Insurance	104,150	8,088	40,256	63,894
5530	Vision Insurance	11,781	727	3,716	8,065
5610	Retirement Benefit Expense	1,110,514	90,548	446,586	663,928
5611	Pension Adjustment-	0	0	0	0
5620	OPEB Benefit Expense	419,000	28,019	140,951	278,049
5625	Education Incentive	31,920	2,210	11,046	20,874
5690	Other Salary and Benefit Expens	14,000	1,060	4,631	9,369
TOTAL EMPLOYEE-RELATED EXPENSES		8,985,800	762,947	3,522,728	5,463,072



Sacramento Regional Fire/EMS Communications Center

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FY 23/24 Budget to Actuals Report

Month End November 2023

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GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
MATERIALS & SUPPLIES					
6010	Office Supplies	12,000	17	1,731	10,269
6013	Office Supplies - Ink Cartridge	4,000	0	0	4,000
6015	Equipment Rental	12,500	848	4,242	8,258
6020	Postage	1,000	16	171	829
6050	Center Supplies	16,000	1,690	6,262	9,738
6090	Other Materials and Supplies	1,000	(14)	668	332
TOTAL MATERIALS & SUPPLIES		46,500	2,557	13,074	33,426

GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
PROFESSIONAL SERVICES					
6110	Legal Services	240,000	10,032	96,376	143,624
6115	Accounting and Audit Services	24,300	289	1,261	23,039
6120	Actuary Services	10,000	0	2,100	7,900
6125	Consulting Services	692,929	54,732	265,105	427,824
6140	Technological Services	306,400	4,706	59,019	247,381
6190	Other Professional Services	500	0	0	500
TOTAL PROFESSIONAL SERVICES		1,274,129	69,759	423,861	850,268

GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES					
6220	Maintenance - Radios & Radio Equipment	200,000	0	1,650	198,350
6221	Maintenance - Radio Consoles & Other	86,400	5,129	25,643	60,757
6223	Radio - Backbone Subscription SRRCs	20,000	2,469	12,344	7,656
6230	Communication Services	241,990	20,986	109,004	132,986
6245	Maintenance - Tower Equipment	16,560	111	555	16,005
6250	Communication Supplies	10,000	0	98	9,902
6290	Other Communication Services and Equipment	1,000	0	29	971
TOTAL COMMUNICATION EQUIPMENT & SERVICES		575,950	28,695	149,323	426,627



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FY 23/24 Budget to Actuals Report

Month End November 2023

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GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
HW & SW MAINT					
6310	Hardware Maintenance - Equipment	0	0	0	0
6315	Hardware Maintenance - Network	750	45	225	525
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	107,088	25,055	76,866	30,222
6322	CAD Maintenance and Support/Northrop Grumman	476,928	15,953	84,349	392,579
6323	Software Maintenance - GIS	158,768	12,674	44,120	114,648
6330	Software Maintenance - Network	26,850	5,432	5,432	21,419
6350	Computer Supplies	10,000	186	307	9,692
6390	Other, Computer Services and Supplies	1,000	0	333	666
TOTAL HW & SW MAINT		782,384	59,345	211,632	570,752

GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
FACILITIES & FLEET					
6410	Services - Landscaping	4,800	1,195	1,992	2,808
6415	Maintenance - Building	33,000	0	8,614	24,386
6260	Lease - CTC	78,629	6,550	32,752	45,877
6420	Services - Custodial	51,000	4,250	21,250	29,750
6421	Services - Center Security	480	0	417	63
6425	Maintenance - HVAC	13,000	1,885	13,209	(209)
6235	Maintenance - Power Supply	24,000	1,021	13,615	10,385
6430	Services - Cable	2,300	184	927	1,373
6435	Services - Pest Control	1,000	70	350	650
6490	Other, Facilities and Fleet	17,842	160	6,245	11,597
6510	Utilities - Electric	52,710	3,575	21,896	30,814
6515	Utilities - Water	7,728	331	3,125	4,603
6520	Utilities - Refuse Collection / Disposal	8,760	699	3,636	5,125
6525	Utilities - Sewage Disposal Services	1,890	0	277	1,613
6635	Services - Bottled Water	5,000	394	2,179	2,821
6645	Services - Printing	3,000	328	1,252	1,748
6650	Services - Shredding	3,600	432	1,601	1,999
6652	Fleet - Maintenance	5,000	135	4,795	205
6654	Fleet - Fuel	13,000	725	3,266	9,734
6655	Insurance (Property and Fleet)	62,000	4,462	22,309	39,691
6690	Other - Facility & Fleet Management	1,000	0	218	782
TOTAL FACILITIES & FLEET		389,739	26,396	163,925	225,812



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FY 23/24 Budget to Actuals Report

Month End November 2023

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GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
RECRUITMENT, RETENTION & TRAINING					
6610	Recruitment	41,700	126	10,552	31,148
6612	Employee Retention	23,875	1,396	7,688	16,187
6615	Employee Education & Training	30,500	709	10,752	19,748
6618	Conference Registration	24,500	0	3,047	21,453
6621	Air	20,000	0	11,494	8,506
6622	Lodging	31,000	0	25,075	5,925
6623	Rental Cars	7,750	0	787	6,964
6624	Parking	2,000	52	1,012	988
6625	Membership Dues	6,060	125	1,526	4,534
6626	Taxi, Uber, Mileage, Other	4,000	179	2,701	1,299
6627	Per Diem	12,000	16	5,940	6,060
6640	Uniform/Badges/Shirts	8,000	203	2,106	5,895
6660	Operations Support	37,500	5,023	9,254	28,246
6661	Administration Support	21,600	3,990	8,192	13,408
TOTAL RECRUITMENT, RETENTION & TRAINING		270,485	11,819	100,126	170,359
GRAND TOTAL EXPENSES		12,324,987	961,518	4,584,669	7,740,317

GL Account	Description	FY 23/24 Budget	Period 5 Actual	FY 23/24 YTD Actual	Budget Remainder
CAPITAL IMPROVEMENTS					
6997-021	Capital Improvement - CAD	793,997	0	0	793,997
6997-023	Capital Improvement - Equipment	5,000	14,327	14,327	(9,327)
6997-024	Capital Improvement - Facility	385,523	29,561	29,561	355,962
6997-025	Capital Improvement - Hardware	30,000	0	0	30,000
6997-026	Capital Improvement - Software	90,362	9,150	47,625	42,737
6997-027	Capital Improvement - Technology	15,000	0	0	15,000
TOTAL CAPITAL IMPROVEMENTS		1,319,882	53,038	91,513	1,228,368
TOTAL CAPITAL IMPROVEMENTS		1,877,543	127,834	824,739	1,052,804



Sacramento Regional Fire/EMS Communications Center

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**Executive Monthly Credit Card Usage Report
FY 23-24**

Reporting Month: November 2023

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 15,000.00	\$ 1,470.41	^{DS} MB	^{DS} MS	^{DS} 97
9801	Kukharets	Open	\$ 1,000.00	\$ -			
9339	Shmatovich	Open	\$ 2,000.00	\$ 485.02	^{DS} MS	^{DS} JT	^{DS} 97
8505	Todd	Open	\$ 2,000.00	\$ 380.76	^{DS} JT	^{DS} MS	^{DS} 97
0835	Vargo	Open	\$ 5,000.00	\$ 2,078.23	^{DS} CV	^{DS} MS	^{DS} 97
5192	Freeman	Open	\$ 5,000.00	\$ -			
		Total:	\$ 30,000.00	\$ 4,414.42			

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: Yes

-Mellisa Bernett increased to \$15,000.

Monthly Liability: \$30,000.00



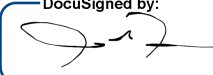
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FY 23-24			
Total Monthly Credit Card Usage			
July	\$ 33,485.32	January	
August	\$ 10,252.44	February	
September	\$ 13,273.44	March	
October	\$ 7,772.73	April	
November	\$ 4,414.42	May	
December		June	

I certify I have reviewed and approved the monthly credit card transactions and activity as reported. These are legitimate expenses incurred solely for the benefit of SRF ECC business. I also certify that no alcoholic beverages, tobacco products, gift cards or gift certificates were purchased.

DocuSigned by:

 65B602DAE5EF4D2...

12/5/2023

Chief Executive Director Signature

Date

CASH FLOW FY 23-24	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	2,418,078.76	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	
IN	221,450.68	3,242,071.69	2,772,116.73	11,130.00	67,144.72	-	-	-	-	-	-	-	6,313,913.82
Member Agencies Contributions	213,838.52	3,230,378.99	2,718,275.79	-	-	-	-	-	-	-	-	-	6,162,493.30
Sum of Debits	7,612.16	11,692.70	53,840.94	11,130.00	67,144.72	-	-	-	-	-	-	-	151,420.52
OUT	(1,570,187.70)	(891,751.85)	(935,799.62)	(795,408.54)	(835,719.70)	-	-	-	-	-	-	-	(5,028,867.41)
Employee Related Expenses	(306,195.01)	(317,757.59)	(332,127.76)	(328,695.56)	(343,259.39)	-	-	-	-	-	-	-	(1,628,035.31)
CalPERS Expenses	(762,370.06)	(209,420.86)	(216,315.63)	(217,073.40)	(139,528.64)	-	-	-	-	-	-	-	(1,544,708.59)
Operating Expenses	(501,622.63)	(364,573.40)	(387,356.23)	(249,639.58)	(352,931.67)	-	-	-	-	-	-	-	(1,856,123.51)
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-
1116 Operating - closing balance	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	3,703,125.17	

1197 CIP - opening balance	1,319,881.50	1,319,881.50	1,319,881.50	1,294,006.50	1,294,006.50	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	
IN	-	-	-	-	-	-	-	-	-	-	-	-	-
OUT	-	-	(25,875.00)	-	(36,077.13)	-	-	-	-	-	-	-	(61,952.13)
CAD	-	-	-	-	-	-	-	-	-	-	-	-	-
DRC	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility	-	-	-	-	-	-	-	-	-	-	-	-	-
Hardware	-	-	-	-	-	-	-	-	-	-	-	-	-
Software	-	-	(25,875.00)	-	(36,077.13)	-	-	-	-	-	-	-	(61,952.13)
Technology	-	-	-	-	-	-	-	-	-	-	-	-	-
1197 CIP - closing balance	1,319,881.50	1,319,881.50	1,294,006.50	1,294,006.50	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	1,257,929.37	

1113 Lease - beginning balance	379,579.71	357,188.42	334,796.92	312,405.15	290,013.28	267,621.14	245,226.80	222,832.46	200,438.12	178,043.78	155,649.44	133,255.10	
IN	3.05	2.84	2.57	2.47	2.20								13.13
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(268,732.08)
1113 Lease - closing balance	357,188.42	334,796.92	312,405.15	290,013.28	267,621.14	245,226.80	222,832.46	200,438.12	178,043.78	155,649.44	133,255.10	110,860.76	

1114 Reserve - opening balance	1,673,709.16	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	-
IN	2,700.87	2,705.22	2,622.18	2,713.81	2,630.52								13,372.60
OUT	-	-	-	-	-								-
1114 Reserve - closing balance	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	1,687,081.76	-

1126 HF - opening balance	94.43	123.82	129.98	125.53	124.60	147.01	147.01	147.01	147.01	147.01	147.01	147.01	
IN	187.50	187.50	195.00	202.50	195.00								-
OUT	(158.11)	(181.34)	(199.45)	(203.43)	(172.59)								-
1126 HF - closing balance	123.82	129.98	125.53	124.60	147.01	147.01	147.01	147.01	147.01	147.01	147.01	147.01	

TOTAL	4,422,945.51	6,753,455.25	8,544,127.77	7,740,171.17	6,915,757.44	6,893,363.10	6,870,968.76	6,848,721.43	6,826,327.09	6,803,932.75	6,781,538.41	6,759,144.07	
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FY 23/24 Budget to Actuals Report

Quarter End December 2023

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GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
REVENUE							
4010-910	Member Contribution SMFD	(5,351,509)	0	0	2,675,755	5,351,509	0
4010-920	Member Contribution SFD	(5,436,552)	0	0	2,718,276	5,436,552	0
4010-930	Member Contribution CFD	(1,109,249)	0	0	0	554,624	0
4010-940	Member Contribution FFD	(427,677)	0	0	213,839	427,677	0
4014-000	OES Deployment	0	48,160	0	0	92,368	(92,368)
4015:4998	Other Revenue	0	9,686	33,332	14,210	100,783	(100,783)
TOTAL REVENUE		(12,324,987)	57,846	33,332	5,622,080	11,963,513	(193,151)

GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
EMPLOYEE-RELATED EXPENSES							
5010	Base Salaries and Wages	4,900,152	388,114	431,324	389,473	2,333,229	2,566,923
5020	Overtime	300,000	16,158	17,073	20,836	113,111	186,889
5030	Overtime - FLSA	100,000	7,137	8,626	6,612	44,425	55,575
5035	OES Deployment	1	0	0	0	19,724	(19,723)
5040	Uniform Allowance	41,700	100	100	100	600	41,100
5050	Night/Admin Shift Differential	82,983	7,349	7,294	7,408	44,372	38,612
5055	Out-of-Class Pay	20,000	1,950	1,800	2,100	10,850	9,150
5060	Longevity	34,200	2,400	2,800	2,850	15,700	18,500
5065	On-Call Pay	82,575	8,050	8,650	8,150	47,400	35,175
5115	Vacation Cash Out	54,000	2,534	8,718	9,478	29,428	24,572
5120	Sick Leave	0	16,403	21,337	14,357	88,321	(88,321)
5130	CTO Leave	0	0	857	507	1,802	(1,802)
5140	Holiday Pay	248,665	15,571	14,627	33,714	96,159	152,506
5220	Training Pay	35,000	4,229	5,403	4,786	23,748	11,252
5310	Workers Compensation Insurance	77,793	6,483	6,483	6,483	38,897	38,896
5410	FED ER Tax - Medicare	70,000	6,306	6,506	6,837	38,213	31,787
5413	FED ER Tax - Social Security	1,000	0	0	0	0	1,000
5420	State ER Tax - ETT	2,350	7	0	0	39	2,311
5423	State ER Tax- UI-	20,000	154	0	0	852	19,148
5510	Medical Insurance	1,224,016	88,599	90,697	86,922	529,283	694,733
5520	Dental Insurance	104,150	7,983	8,088	7,945	48,201	55,949
5530	Vision Insurance	11,781	747	727	765	4,481	7,300
5610	Retirement Benefit Expense	1,110,514	90,207	90,548	89,401	535,987	574,527
5611	Pension Adjustment-	0	0	0	0	0	0
5620	OPEB Benefit Expense	419,000	28,453	28,019	29,424	170,375	248,625
5625	Education Incentive	31,920	2,236	2,210	2,311	13,357	18,563
5690	Other Salary and Benefit Expens	14,000	1,176	1,060	1,275	5,906	8,094
TOTAL EMPLOYEE-RELATED EXPENSES		8,985,800	702,346	762,947	731,734	4,254,460	4,731,340



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GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
MATERIALS & SUPPLIES							
6010	Office Supplies	12,000	471	17	30	1,761	10,239
6013	Office Supplies - Ink Cartridge	4,000	0	0	0	0	4,000
6015	Equipment Rental	12,500	848	848	848	5,090	7,410
6020	Postage	1,000	75	16	38	209	791
6050	Center Supplies	16,000	660	1,690	761	7,039	8,961
6090	Other Materials and Supplies	1,000	682	(14)	(59)	609	391
TOTAL MATERIALS & SUPPLIES		46,500	2,736	2,557	1,618	14,708	31,792

GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
PROFESSIONAL SERVICES							
6110	Legal Services	240,000	44,509	10,032	15,605	111,982	128,018
6115	Accounting and Audit Services	24,300	0	289	20,500	21,761	2,539
6120	Actuary Services	10,000	0	0	0	2,100	7,900
6125	Consulting Services	692,929	52,677	54,732	57,212	322,317	370,612
6140	Technological Services	306,400	9,262	4,706	29,123	88,141	218,259
6190	Other Professional Services	500	0	0	0	0	500
TOTAL PROFESSIONAL SERVICES		1,274,129	106,448	69,759	122,440	546,301	727,828

GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES							
6220	Maintenance - Radios & Radio Equipment	200,000	0	0	0	1,650	198,350
6221	Maintenance - Radio Consoles & Other	86,400	5,129	5,129	5,129	30,772	55,628
6223	Radio - Backbone Subscription SRCS	20,000	2,469	2,469	2,469	14,813	5,188
6230	Communication Services	241,990	23,529	20,986	19,917	128,921	113,069
6245	Maintenance - Tower Equipment	16,560	111	111	111	666	15,894
6250	Communication Supplies	10,000	0	0	0	98	9,902
6290	Other Communication Services and Equipment	1,000	0	0	0	29	971
TOTAL COMMUNICATION EQUIPMENT & SERVICES		575,950	31,238	28,695	27,626	176,949	399,002



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GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
HW & SW MAINT							
6310	Hardware Maintenance - Equipment	0	0	0	0	0	0
6315	Hardware Maintenance - Network	750	45	45	45	270	480
6319	Hardware Maintenance Other	1,000	0	0	0	0	1,000
6320	Software Maintenance - Applications	107,088	24,094	25,055	9,202	86,068	21,020
6322	CAD Maintenance and Support/Northrop Grumman	476,928	15,953	15,953	16,203	100,552	376,376
6323	Software Maintenance - GIS	158,768	12,674	12,674	12,674	56,793	101,975
6330	Software Maintenance - Network	26,850	0	5,432	916	6,348	20,503
6350	Computer Supplies	10,000	122	186	28	335	9,665
6390	Other, Computer Services and Supplies	1,000	333	0	0	333	666
TOTAL HW & SW MAINT		782,384	53,221	59,345	39,068	250,699	531,684

GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
FACILITIES & FLEET							
6410	Services - Landscaping	4,800	0	1,195	0	1,992	2,808
6415	Maintenance - Building	33,000	73	0	0	8,614	24,386
6260	Lease - CTC	78,629	6,550	6,550	6,550	39,302	39,326
6420	Services - Custodial	51,000	4,250	4,250	4,250	25,500	25,500
6421	Services - Center Security	480	80	0	0	417	63
6425	Maintenance - HVAC	13,000	0	1,885	290	13,499	(499)
6235	Maintenance - Power Supply	24,000	1,021	1,021	1,021	14,637	9,363
6430	Services - Cable	2,300	189	184	102	1,029	1,270
6435	Services - Pest Control	1,000	70	70	70	420	580
6490	Other, Facilities and Fleet	17,842	1,527	160	1,227	7,471	10,371
6510	Utilities - Electric	52,710	3,870	3,575	4,097	25,993	26,717
6515	Utilities - Water	7,728	688	331	220	3,345	4,383
6520	Utilities - Refuse Collection / Disposal	8,760	781	699	687	4,322	4,438
6525	Utilities - Sewage Disposal Services	1,890	139	0	139	416	1,474
6635	Services - Bottled Water	5,000	699	394	355	2,534	2,466
6645	Services - Printing	3,000	226	328	181	1,433	1,567
6650	Services - Shredding	3,600	226	432	432	2,034	1,566
6652	Fleet - Maintenance	5,000	135	135	135	4,930	70
6654	Fleet - Fuel	13,000	607	725	493	3,760	9,240
6655	Insurance (Property and Fleet)	62,000	4,462	4,462	4,462	26,771	35,229
6690	Other - Facility & Fleet Management	1,000	0	0	0	218	782
TOTAL FACILITIES & FLEET		389,739	25,593	26,396	24,711	188,637	201,101



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GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
RECRUITMENT, RETENTION & TRAINING							
6610	Recruitment	41,700	96	126	0	10,552	31,148
6612	Employee Retention	23,875	1,192	1,396	3,939	11,628	12,247
6615	Employee Education & Training	30,500	1,210	709	1,461	12,214	18,286
6618	Conference Registration	24,500	1,350	0	99	3,146	21,354
6621	Air	20,000	70	0	1,747	13,241	6,759
6622	Lodging	31,000	2,605	0	1,841	26,916	4,084
6623	Rental Cars	7,750	168	0	0	787	6,964
6624	Parking	2,000	246	52	0	1,012	988
6625	Membership Dues	6,060	1,226	125	0	1,526	4,534
6626	Taxi, Uber, Mileage, Other	4,000	836	179	271	2,972	1,028
6627	Per Diem	12,000	390	16	0	5,940	6,060
6640	Uniform/Badges/Shirts	8,000	652	203	324	2,430	5,570
6660	Operations Support	37,500	679	6,373	8,554	19,158	18,342
6661	Administration Support	21,600	53	3,990	1,040	9,232	12,368
TOTAL RECRUITMENT, RETENTION & TRAINING		270,485	10,773	13,169	19,276	120,754	149,732
GRAND TOTAL EXPENSES		12,324,987	932,355	962,868	966,473	5,552,508	6,772,478

GL Account	Description	FY 23/24 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 23/24 YTD Actual	Budget Remainder
CAPITAL IMPROVEMENTS							
6997-021	Capital Improvement - CAD	793,997	0	0	0	0	793,997
6997-022	Capital Improvement - DRC	0	0	0	0	0	0
6997-023	Capital Improvement - Equipment	5,000	0	14,327	0	14,327	(9,327)
6997-024	Capital Improvement - Facility	385,523	0	29,561	40	29,601	355,922
6997-025	Capital Improvement - Hardware	30,000	0	0	0	0	30,000
6997-026	Capital Improvement - Software	90,362	12,600	9,150	51,399	99,024	(8,662)
6997-027	Capital Improvement - Technology	15,000	0	0	0	0	15,000
TOTAL CAPITAL IMPROVEMENTS		1,319,882	12,600	53,038	51,439	142,952	1,176,930



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**Executive Monthly Credit Card Usage Report
FY 23-24**

Reporting Month: December 2023

Last Name	Status	Credit Limit	Monthly Usage	Approvals		
				Employee	Manager	CED
Bernett	Open	\$ 15,000.00	\$ 5,083.46	^{DS} MB	^{DS} MS	^{DS} 97
Kukharets	Open	\$ 1,000.00	\$ -			
Shmatovich	Open	\$ 2,000.00	\$ 676.98	^{DS} MS	^{DS} JT	^{DS} 97
Todd	Open	\$ 2,000.00	\$ 950.16	^{DS} JT	^{DS} MS	^{DS} 97
Vargo	Open	\$ 5,000.00	\$ 3,690.12	^{DS} CV	^{DS} MS	^{DS} 97
Freeman	Open	\$ 5,000.00	\$ -			
	Total:	\$ 30,000.00	\$ 10,400.72			

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: No

Monthly Liability: \$30,000.00



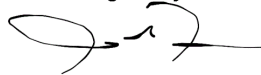
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FY 23-24			
Total Monthly Credit Card Usage			
July	\$	33,485.32	January
August	\$	10,252.44	February
September	\$	13,273.44	March
October	\$	7,772.73	April
November	\$	4,414.42	May
December	\$	10,400.72	June

I certify I have reviewed and approved the monthly credit card transactions and activity as reported. These are legitimate expenses incurred solely for the benefit of SRF ECC business. I also certify that no alcoholic beverages, tobacco products, gift cards or gift certificates were purchased.

DocuSigned by:

 65B602DAE5EF4D2...

1/4/2024

Chief Executive Director Signature

Date

CASH FLOW FY 23-24	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	2,418,078.76	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	3,703,125.17	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	
IN	221,450.68	3,242,071.69	2,772,116.73	11,130.00	67,144.72	248,317.63	-	-	-	-	-	-	6,562,231.45
Member Agencies Contributions	213,838.52	3,230,378.99	2,718,275.79	-	-	213,838.52							6,376,331.82
Sum of Debits	7,612.16	11,692.70	53,840.94	11,130.00	67,144.72	34,479.11							185,899.63
OUT	(1,570,187.70)	(891,751.85)	(935,799.62)	(795,408.54)	(835,719.70)	(990,858.48)	-	-	-	-	-	-	(6,019,725.89)
Employee Related Expenses	(306,195.01)	(317,757.59)	(332,127.76)	(328,695.56)	(343,259.39)	(356,630.10)							(1,984,665.41)
CalPERS Expenses	(762,370.06)	(209,420.86)	(216,315.63)	(217,073.40)	(139,528.64)	(214,164.26)							(1,758,872.85)
Operating Expenses	(501,622.63)	(364,573.40)	(387,356.23)	(249,639.58)	(352,931.67)	(420,064.12)							(2,276,187.63)
Transfer Out	-	-	-	-	-	-							-
1116 Operating - closing balance	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	3,703,125.17	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	2,960,584.32	

1197 CIP - opening balance	1,319,881.50	1,319,881.50	1,319,881.50	1,294,006.50	1,294,006.50	1,257,929.37	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	
IN	-	-	-	-	-	-	-	-	-	-	-	-	-
OUT	-	-	(25,875.00)	-	(36,077.13)	(49,898.80)	-	-	-	-	-	-	(111,850.93)
CAD	-	-	-	-	-	-							-
DRC	-	-	-	-	-	-							-
Equipment	-	-	-	-	-	-							-
Facility	-	-	-	-	-	-							-
Hardware	-	-	-	-	-	-							-
Software	-	-	(25,875.00)	-	(36,077.13)	(49,898.80)							(111,850.93)
Technology	-	-	-	-	-	-							-
1197 CIP - closing balance	1,319,881.50	1,319,881.50	1,294,006.50	1,294,006.50	1,257,929.37	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	1,208,030.57	

1113 Lease - beginning balance	379,579.71	357,188.42	334,796.92	312,405.15	290,013.28	267,621.14	245,228.88	222,834.54	200,440.20	178,045.86	155,651.52	133,257.18	
IN	3.05	2.84	2.57	2.47	2.20	2.08							15.21
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(268,732.08)
1113 Lease - closing balance	357,188.42	334,796.92	312,405.15	290,013.28	267,621.14	245,228.88	222,834.54	200,440.20	178,045.86	155,651.52	133,257.18	110,862.84	

1114 Reserve - opening balance	1,673,709.16	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,687,081.76	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	-
IN	2,700.87	2,705.22	2,622.18	2,713.81	2,630.52	7,124.43							20,497.03
OUT	-	-	-	-	-	-							-
1114 Reserve - closing balance	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,687,081.76	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	1,694,206.19	

1126 HF - opening balance	94.43	123.82	129.98	125.53	124.60	147.01	127.11	127.11	127.11	127.11	127.11	127.11	
IN	187.50	187.50	195.00	202.50	195.00	187.50							-
OUT	(158.11)	(181.34)	(199.45)	(203.43)	(172.59)	(207.40)							-
1126 HF - closing balance	123.82	129.98	125.53	124.60	147.01	127.11	127.11	127.11	127.11	127.11	127.11	127.11	

TOTAL	4,422,945.51	6,753,455.25	8,544,127.77	7,740,171.17	6,915,757.44	6,108,049.96	6,085,655.62	6,063,388.39	6,040,994.05	6,018,599.71	5,996,205.37	5,973,811.03	
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