



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

9:00 a.m.

Tuesday, November 10, 2020

REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC
10545 Armstrong Ave – Room #385
Mather, CA 95655-4102

Public Remote Access at:

[Join Microsoft Teams Meeting](#)

[+1 916-245-8065](tel:+19162458065) United States, Sacramento (Toll)

Conference ID: 950 282 072#

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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
Paul Zehnder, Vice Chairperson
Chad Wilson, Board Member
Brian Shannon, Board Member

Deputy Chief, Sacramento Fire Department
Deputy Chief, Cosumnes Fire Department
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.

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Please Note: The Public's health and well-being are the top priority for the Board of Directors ("Board") of Sacramento Regional Fire/EMS Communications Center and therefore, because of the potential threat of COVID-19 (Coronavirus), public access to this meeting will be available through the link set forth above.

PRESENTATION:

1. FY 19/20 Financial Audit Presentation*

* INDICATES NO ATTACHMENT

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. 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 (2) potential cases

RECONVENE TO OPEN SESSION AT ESTIMATED TIME: 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 (October 13, 2020) Page 4

2. Special Board Meeting Synopsis (October 28, 2020) Page 12

PROPOSED ACTION: Motion to Approve Consent Agenda

ACTION ITEMS:

1. Human Resources Manager Job Description Page 15

DISCUSSION/POSSIBLE ACTION:

NONE

INFORMATION:

1. Communications Center Statistics Page 18

- a. Telephony Performance (September)
- b. Telephony Performance (October)
- c. CAD Incidents (September)
- d. EMD Compliance Scores (September)

2. Financial Reports Page 27

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

3. Recruitment Update Page 36

4. Umpqua Lease – Change Addendum Payment – Revised Schedule Page 37

* INDICATES NO ATTACHMENT

CENTER REPORTS:

1. Executive Director Wagaman*
2. Deputy Director House – Administration*
3. Deputy Director Soares – Operations*
4. Medical Director Dr. Mackey*

CORRESPONDENCE:

1. Letter from Sacramento Metropolitan Fire District Board Clerk, Appointing Deputy Chief Tyler Wagaman as the JPA Board Representative and Deputy Chief Adam Mitchell as JPA Board Alternate

Page 40

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**BOARD MEMBER COMMENTS:****ADJOURNMENT:**

The next scheduled Board Meeting is December 8, 2020.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102 Time:
9:00 a.m.
Board Members, Alternates, and Chiefs

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 November 6, 2020, a copy of the agenda was posted:

- at 10230 Systems Parkway, Sacramento, CA 95827
- at 10411 Old Placerville Rd – Suite #210, 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

REGULAR GOVERNING BOARD MEETING

October 13, 2020

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna
Deputy Chief Brian Shannon
Deputy Chief Paul Zehnder
Division Chief Ken Cusano

Sacramento Fire Department
Sacramento Metropolitan Fire District
Cosumnes Community Services District
Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Kylee Soares
Diane House

Deputy Director – Operations
Deputy Director – Administrative

OTHERS IN ATTENDANCE

Lindsay Moore
Marissa Shmatovich
Deputy Chief Troy Bair
Mark Hicks
Dr. Kevin Mackey

Counsel, SRFECC
Executive Assistant, SRFECC
Cosumnes Community Services District
HR Coordinator, SRFECC
Medical Director, SRFECC

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: 950 282 072#

The meeting was called to order and roll call taken at 9:00 a.m. Chief Bair and Deputy Director Soares attended remotely.

1. The Pledge of Allegiance was recited.
2. Chairperson Costamagna opened the meeting with the announcement that Division Chief Ken Cusano is the new board alternate for Folsom Fire, as noted in the correspondence in the board packet. Chief Cusano attended in place of Chief Wilson.

Additionally, there was a request to move Dr. Kevin Mackey's report out to just after the presentation, to which there was no contest.

3. There was no public comment.

4. PRESENTATION

Mark Hicks, SRFECC's HR Coordinator, presented the accomplishments of HR and recruitment in the previous 11 months.

Upon the start of his tenure as HR Coordinator, Mark Hicks began by conducting daily sit-alongs on the dispatch floor, to gain an understanding of dispatching as a career as well as the dynamics of the dispatch floor. He followed this up with scheduled one-on-one meetings with each dispatcher, to gain a deeper understanding of the staff and the challenges they face.

In his 17 years in the Human Resources industry, this is the most challenging position for which Mark Hicks has recruited. From his meetings with staff members, he understood the need for multi-tasking skills; the challenges of stressful calls taken on a daily basis; the vast amount of information, knowledge, and memorization of the position; the stress of the environment; and the minimal downtime due to call volume.

Utilizing the information collected, Mark Hicks then began reviewing and analyzing the recruitment efforts: one-channel advertisement, resume and application review, panel interviews, written candidate assessment, and Executive Director interview. After a recruitment overhaul, Mark Hicks expanded the advertising from Indeed only to include local colleges and direct sourcing as well as referrals from current employees. The resume and application review process remained, but with additional scrutiny to practice more diligent and deliberate selections of candidates. Mark Hicks developed a phone interview, working with Deputy Director Soares and Training Supervisor Quintard to refine the questions, to assess the candidate's communication skills on the phone as an appropriate skillset due to the nature of the job. Approximately 80% of those phone screened did not get through to the assessment round. The Critical assessment was implemented just prior to Mark Hicks joining the agency, and has proven to be a valuable tool in assessing if a candidate has the base set of skills to be a dispatcher. Approximately 25% of those who tested were successful in passing the assessment. Panel Interviews became the final step in the new recruitment process.

In the 5 months between December 2019 and May 2020, the SRFEC recruiting team accomplished the following:

- Reviewed over 6,000 resumes
- Conducted 543 interviews
- Scheduled 150 Critical Assessments
- Conducted 40 panel interviews
- Selected 16 candidates for hire, made 13 job offers with 3 in waiting.

Reviewing previous hiring from 2017, 2018, and 2019:

- 23 dispatchers hired during that time period, with 5 remaining on staff.
- Unsuccessful hiring costs were, on average, \$186,000 per year.

Hiring and recruiting from 2020:

- 13 dispatchers hired, with 8 remaining on staff.
- Unsuccessful hiring costs are, on average, \$78,000 per year

The hiring success rate increased from 22% to 62%, and hiring expenses reduced from \$186,000 to \$78,000 per year.

Staffing is another factor to consider with the effects of recruiting. Overtime hours in 2017, 2018, and 2019 were significant. Year-to-date in 2020, the agency is under 3,000 hours in overtime, with a savings of \$186,000 per year in overtime wages, and can be attributed to additional dispatchers on staff. Mark Hicks anticipates that number remaining low as SRFEC reaches full staffing.

Moving forward, recruitment never stops. SRFEC is further developing its Facebook page for recruiting, partnering with Sacramento State University and American River College, and building out its LinkedIn landing page with consistent branding. SRFEC is also exploring expanding partnerships with the member agencies to assist in recruiting efforts.

Mark Hicks also gave a preview of what is next for HR:

- Communication Training
- Conflict Resolution
- Management/Leadership Training

Chief Shannon followed Mark Hicks' presentation with a question regarding his experience in HR and the uniqueness of the dispatch Center. Mark Hicks explained he had worked in call centers before but not in a 9-1-1 capacity, and with the time he spent gaining understanding of the role of the dispatchers was vital in helping him utilize his skills to best recruit for SRFECC. Additionally, with the 13 candidates hired and 5 unsuccessful, SRFECC learned how to improve moving forward. Chief Shannon commended Mark Hicks for his efforts in familiarizing himself with the dispatch position and the success of recruiting so far, and looks forward to the outcome of the upcoming steps for the HR department.

Chief Costamagna thanked Mark Hicks for his presentation, as the first of its kind since Chief Costamagna's tenure on the board. He also asked Mark Hicks about exit interviews. Mark Hicks explained that the Center does conduct exit interviews for individuals who voluntarily resign from SRFECC, but primarily recent personnel losses have been involuntary terminations while in the probationary period.

Chief Wagaman commented that the impact of high overtime hours on dispatchers is hard to quantify. When the Center experiences a reduction in overtime, the turnover, stress, and fatigue is reduced. While it is difficult to record this number on paper, the Center is seeing a positive trend that personnel are not voluntarily leaving, and he hopes the Center continues this positive momentum.

5. CENTER REPORTS

Dr. Mackey created a presentation for his report out, to give an update to the board on his most recent work.

Dr. Mackey is recently most heavily involved in quality assurance (QA) reviews with the fire agencies, and the reviews are serving as good fodder for discussion. There has been the recent addition of an EMS fellow from UC Davis who is working with Metro Fire, who has also been a key player in the Metro Fire QA reviews.

COVID surveillance for fire fighters has also presented a high demand on Dr. Mackey's time, taking place 7 days a week. This includes ordering COVID screenings, ensuring appointments are kept, processing results, and sending results back to infection control officers.

Other items on Dr. Mackey's task list include narcotic ordering and security, as well as ProQA and quality improvement.

In regards to quality improvement, Dr. Mackey has started a project called Project Bullseye and is asking for support from the board.

There are 5 time-sensitive illnesses in EMS – STEMI, stroke, cardiac arrest, sepsis, and trauma. The reason this has been called Project Bullseye, is that similarly to on an archery range where hitting a bullseye is the best possible outcome, obtaining the best possible outcome for a patient would be a "bullseye." Each of the 5 time sensitive illnesses have about 5 tasks to complete for the best possible outcome. Dr. Mackey has filmed an introductory video that explains what Project Bullseye will do for the fire service.

When Dr. Mackey became the medical director for SRFECC, the main goal of his employment was to bring unification to the fire agencies. Project Bullseye has been formed in order to get all fire agencies working in the same direction for quality patient care. When the 5 tasks for each of the 5 time-sensitive patient types have been completed, the fire agencies would celebrate collectively.

This project will run from October 2020 through May of 2021, and during EMS week in May 2021 the goal would be to celebrate the successes in patient outcomes using the principles of Project Bullseye.

Dr. Mackey is requesting the support of the JPA board for Project Bullseye, and for the board members to engage their EMS divisions in the project.

Dr. Mackey continues teaching through the Medic Minute videos.

COVID training and management requires significant time and energy as well, with Dr. Mackey managing 179 active appointments through the COVID Resource and Testing Program. Dr. Mackey thanked the board for their support for the COVID Response Team and website. Dr. Mackey built the website that now the County Department of Public Health to schedule COVID testing in every congregate living facility in the county. Once appointments are scheduled, several steps are taken to ensure the appointment time is spent as efficiently as possible. The County required that there would be medical direction for the COVID Resource and Testing Program, and there is a compensation piece. Dr. Mackey is starting to receive questions from various Finance Divisions questioning how to handle the compensation, but Dr. Mackey does not yet have an answer to those questions. The compensation amount is known, however, and amounts to \$1,000 per unit per month while the Response Team is up and running. Dr. Mackey requested additional guidance from the board for compensating his own time.

Moving forward, Dr. Mackey has the following goals and projects lined up for 2021:

- Project Bullseye
- Cadaver Lab – Dr. Mackey has reached out to UC Davis body donation program and received a financial estimate to use at the coroner's office for teaching purposes. He would like to have a Cadaver Lab twice a year over 3 separate days to take in 30 fire fighters in 2 separate groups during the day, to complete high-level cadaver work.
- Medical Director website
- Medical Director Uniform and Contract

Dr. Mackey has aspirations to dream bigger and accomplish more with the Office of the Medical Director moving forward.

6. CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

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

- a. 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 (2) potential cases

Closed session was convened at 9:32 a.m.

Open session was reconvened at 11:21 a.m.

1. The Board received an update regarding labor negotiations. No formal action was taken.
2. The Board received an update; no formal action was taken.
3. The Board received an update; no formal action was taken.

7. **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 Chief Shannon and seconded by Chief Zehnder to approve the consent agenda and Board Meeting minutes (September 8, 2020).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

8. ACTION ITEMS:

1. Vice Chair Appointment for Remainder of Calendar Year*

Chief Costamagna requested discussion on this topic. Chief Shannon made a recommendation to keep Cosumnes in the Vice Chair position and have Chief Paul Zehnder assume this role for the remainder of the year. Chief Costamagna seconded this recommendation.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. Umpqua Lease – First Amendment to Municipal Lease-Purchase Agreement

A motion was made by Chief Shannon and seconded by Chief Costamagna to approve the Umpqua Lease First Amendment to Municipal Lease-Purchase Agreement.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

9. DISCUSSION/POSSIBLE ACTION:

None

10. INFORMATION:

1. Communications Center Statistics

A copy of this report was contained in the board packet.

2. Financial Reports

A copy of this report was contained in the board packet.

3. Financial Reports

A copy of this report was contained in the board packet.

4. Recruitment Update

A copy of this report was contained in the board packet.

11. CENTER REPORTS:

Executive Director

ED Wagaman opened with commendations to the HR staff for the presentation and the work they do on a daily basis. With such a unique position, there is a necessity to go through many candidates to find the proper fit for our organization. The Center strives every day to better the recruiting process and add new technologies to make the job more palatable.

ED Wagaman also shared that a constituent reached out to compliment the skills and efforts of one of the Center's dispatchers. The constituent was faced with the challenge of performing CPR on a loved one, and explained how unique the dispatch position is, in that not only did the dispatcher have to teach the caller how to do CPR over the phone, but also calm the caller. The dispatcher set a precedence, used successful tactics to calm the caller, and then successfully taught the caller how to perform CPR. ED Wagaman emphasized that most individuals likely do not understand how difficult that could be. As a paramedic, ED Wagaman knows how to get the job done out in the field, but explained there is no way he could teach someone over the phone how to do that job. The constituent went on to explain the experience, and how positive it was, with a positive outcome. ED Wagaman expressed immense credit to the dispatch staff for their work fielding and assisting distressed callers every day.

Recently, the Center added an additional 6 call taking positions in what used to be the administrative area. A few of these additional positions have already been put to use, and even with the addition of additional dispatchers on a shift, all dispatchers remained busy. This is a confirmation that the additional positions are a good use of space and a positive move for the Center.

Deputy Director Soares

Academy 20-1 dispatchers are all doing well, signed off and working independently. The dispatchers from Academy 20-2 are now working on the dispatch floor with their one-on-one

trainers and doing very well. One dispatcher is in Main Dispatch training, and another dispatcher is beginning their CRO training on Monday, October 19.

On the EMS side, the Center continues supplemental COVID-19 questioning utilizing the EIDS tool. DD Soares is very excited to share that Supervisor Strong will be assuming the EMS Supervisor position beginning on Monday, October 19. Supervisor Strong has already begun taking on miscellaneous EMS projects while working on the floor and is very excited about the new role. On Thursday, October 22, the Center is conducting a ProQA presentation for the Operations and EMS Chiefs, with a status update of where the Center is on the project and where the project is headed. With the ProQA project, the Center is continuing to fine tune, identifying what changes in the Academy Version 13 to 13.3. The Center is meeting with Dr. Mackey to review recommendations for new nature codes based on the upgrade to new Version 13.3. During the week of October 3 through 9, all dispatchers completed EMD refresher training, and due to the added remote training options, the Center experienced a 100% attendance rate. ProQA training will begin in November, with anticipated go-live in early December.

As a result of Supervisor Strong moving to the EMS Supervisor position, an opportunity was created for an additional Dispatch Supervisor promotion. DD Soares is excited to also announce that Katherine Shelton will be promoted to Dispatch Supervisor on Monday, October 19.

Since the last board meeting, the 20/21 shift bid has been complete. Additionally, a Communications Center Cleaning specialty company conducted a complete dispatch console cleaning, and DD Soares thanked the dispatch staff for their flexibility, as that required frequent console moves to facilitate the cleaning.

DD Soares congratulated Supervisor Poirier for 15 years of service to the Center on September 19. She also congratulated Supervisor Smelser, Dispatcher Goucher, and Dispatcher Goodnow for 5 years of service effective October 13. DD Soares expressed thanks and congratulations for their continued support of the Center.

12. CORRESPONDENCE:

1. Letter from Cosumnes Services District General Manager, Appointing Deputy Chief Paul Zehnder as the JPA Board Representative and Deputy Chief Troy Bair as JPA Board Alternate

A copy of this letter was contained in the board packet.

2. Letter from Folsom Fire Department, Appointing new JPA Board Alternate

A copy of this letter was added to the board packet on the day of the board meeting.

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

None

14. BOARD MEMBER COMMENTS:

Chief Zehnder

Chief Zehnder thanked Mark Hicks for his presentation and for the improvements made to the recruiting process, and the positive direction this signifies for the Center.

Chief Cusano

Chief Cusano began by expressing thanks for the welcome to the board as a new JPA alternate. He appreciated the fantastic presentations. Additionally, Chief Cusano thanked ED Wagaman and Center staff for their excellent work.

Chief Costamagna

Chief Costamagna echoed other board members' comments in thanks for the presentations, especially the long-awaited HR presentation. Chief Costamagna looks forward to additional positive changes. He also thanked Dr. Mackey for his presentation, and expects to hear more from Dr. Mackey in the future.

Chief Costamagna is looking forward to the ProQA project, and the information to be distributed to the Operations Chiefs so they understand how far along the Center is with the project.

Thanks were also expressed to Center Executive Staff for their continued hard work and transparency with the board.

Chief Shannon

Chief Shannon also echoed other board members' thanks for the presentations, particularly the HR presentation and numbers shared to quantify the changes.

Chief Shannon congratulated and welcomed Chief Cusano on his new board assignment and position. He concluded with congratulations to Academy 20-1 and 20-2, to those recently promoted, and to those celebrating service anniversaries.

14. ADJOURNMENT:

The meeting was adjourned at 11:37 a.m.

Respectfully submitted,



Marissa Shmatovich
Clerk of the Board



Chris Costamagna, Chairperson



Paul Zehnder, Vice Chairperson

SPECIAL BOARD MEETING

October 28, 2020

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Brian Shannon	Sacramento Metropolitan Fire District
Deputy Chief Paul Zehnder	Cosumnes Community Services District
Division Chief Chad Wilson	Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Kylee Soares	Deputy Director – Operations
Diane House	Deputy Director – Administrative

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Marissa Shmatovich	Executive Assistant, SRFECC
Deputy Chief Troy Bair	Cosumnes Community Services District

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: 208 279 827#

The meeting was called to order and roll call taken at 9:00 a.m.

1. The Pledge of Allegiance was recited.
2. The Clerk of the Board requested to remove Action Items 1, 2 and 3. Chairperson Costamagna approved this update.
3. There was no public comment.

4. **CLOSED SESSION:**

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

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

- a. 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 (2) potential cases

Closed session was convened at 9:01 a.m.

Open session was reconvened at 10:14 a.m.

1. The Board received an update and gave direction to the Executive Director. No formal action was taken.
2. The Board received an update; no formal action was taken.
3. The Board received an update; no formal action was taken.

5. ACTION ITEMS:

1. REMOVED – *Approval of Board Resolution 20-4, Resolution Fixing the Employer's Contribution under the Public Employees' Medical and Hospital Care Act for Calendar Year 2021*
2. REMOVED – *Approval of Teamsters Local 150 Health Care 2021 Agreement and Letter of Understanding*
3. REMOVED – *Approval of Teamsters Local 856 Health Care 2021 Agreement and Letter of Understanding*
4. NICE Software Upgrade Quotation

A motion was made by Chief Wilson and seconded by Chief Zehnder to approve the Umpqua Lease First Amendment to Municipal Lease-Purchase Agreement.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

14. ADJOURNMENT:

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Marissa Shmatovich

Marissa Shmatovich
Clerk of the Board



Chris Costamagna, Chairperson



Paul Zehnder, Vice Chairperson



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

HUMAN RESOURCES MANAGER

JOB DESCRIPTION AND MINIMUM QUALIFICATIONS

Monthly Salary \$8666.67 – \$10,534.39

POSITION SUMMARY:

This is a non-exempt position under the guidelines of the Fair Labor Standards Act (FLSA) and is not represented by an employee bargaining unit. Under the general supervision of the Deputy Director, the Human Resources Manager performs complex analytical work in Human Resources. The Human Resources Manager plans, administers, and directs SRF ECC HR functional areas including recruitment, examination development and testing, organizational development, training, equal employment, or other personnel program area; educates staff and ensures compliance with applicable laws, ordinances, and codes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of:

- Principles and practices of modern human resource management including staffing, testing, examination development, recruitment, classification, organizational development, training and equal opportunity employment.
- Applicable Federal, State, and local laws, regulations, codes, policies, and agreements.
- Principles and practices of personnel management, including supervision, training, and performance management.
- Effective management principles and organization.
- Statistical concepts and methods used in human resources programs.
- Current literature and trends in public and private sector human resource management.

Skills In:

- Interpersonal Communication – The Human Resources Manager is tasked with customer service duties quite often. In this role, it's imperative they connect to and manage an upset or panicked customer. This requires empathy and the ability to listen to the customer. Interpersonal communication skills are the backbone of this process.
- Negotiation Skills - Sometimes, the Human Resources Manager will put out bids for certain projects. They must have the ability to negotiate and find the best deal possible.
- Time Management & Prioritization – The Human Resources Manager is often pulled in many directions simultaneously. They must be able to prioritize their tasks and manage their time well in preparation for these instances.

- Research and Problem Solving – The Human Resources Manager must be able to research and troubleshoot problems. They must have the skills to quickly identify the source and provide a solution.
- Project Management - Many tasks in the Human Resources Manager's job call for project management experience. They must often oversee large projects from start to



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finish. Along the way, they must manage the contract, budget, staffing, and equipment required to complete the project, and must also follow a specified timeline.

Ability to:

- Plan, organize, and direct the work of SRFECCE hiring process.
- Interpret and apply memoranda of understanding, laws, rules, regulations, and ordinances.
- Research, evaluate, and recommend policies and programs to comply with Federal, State, and local laws and regulations.
- Communicate clearly and concisely, verbally and in writing.
- Establish and maintain effective working relationships.
- Conduct studies, analyze data, evaluate alternatives, and develop recommendations to resolve problems or issues.

ESSENTIAL JOB FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

- Develops and directs specific personnel programs including recruitment, examination development and testing, organizational development, training, equal employment, or other personnel program area to meet local needs; comply with Federal, State, City, and labor relations requirements and improve service to the public; writes proposals to secure funding; and, supervises grant or contract programs.
- Makes presentations before various committees, hearing officers, and other decision-making or public interest groups.
- Plans, organizes, evaluates and coordinates assignments; selects, hires, coaches, counsels, and disciplines staff and makes other personnel decisions; prepares and delivers performance evaluations.
- Evaluates and implements changes in work methods, determines workload methods and standards, and establishes measures of effectiveness; justifies proposed expenditures.
- Interprets and applies laws, regulations, rules, and policies; drafts, reviews, and analyzes existing and proposed codes, rules, and ordinances affecting area of specialty, and recommends and implements changes as needed.
- Works with representatives of employee organizations; meets with management to resolve problems within area of responsibility; advises management on policy issues, the interpretation of various rules and agreements; and participates in the development of new or revised policies.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by holding this classification.



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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EDUCATION AND EXPERIENCE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. Work experience may be substituted at management's discretion.

Age:

- Must be at least eighteen (18) years of age.

Education

- A Bachelor's degree from an accredited college or university with major course work in public or business administration, human resources management, closely related field.
- Substitution: Additional qualifying supervisory experience may be substituted for the require education on a year by year basis.

Experience

- Five years of progressively responsible administrative analytical experience in personnel programs, including a minimum of two years of advanced journey level or professional supervisory experience.

DISCLAIMER

This classification is not an exhaustive statement of duties, responsibilities and requirements. Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

NONDISCRIMINATION IN EMPLOYMENT

The SRFECC shall not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or local law.

The SRFECC shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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Telephony Performance Measure September 2020

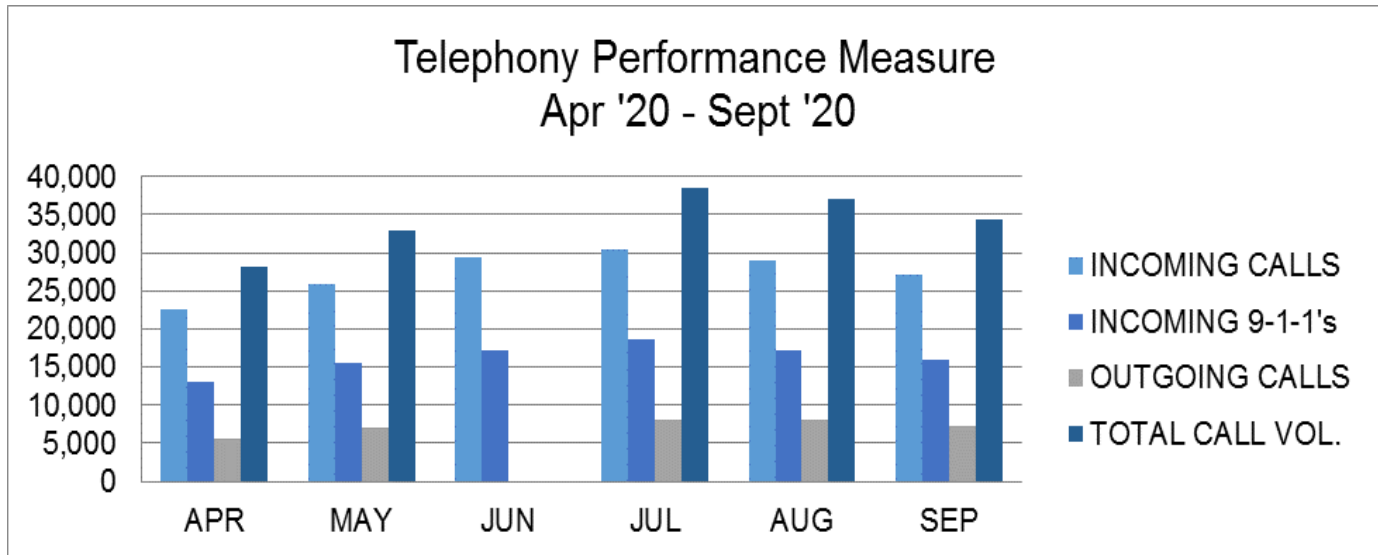
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of September, 2020 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police Dept.), Alarm Company lines, as well as Seven-Digit Administrative lines.

Summary of Information

During the month of September, 2020 dispatch staff processed **27,106** incoming calls and **7,208** outgoing calls for a total call volume of **34,348**.

Detailed Breakdown of Information – Incoming Lines

- **9-1-1 Emergency lines: 15,958**
- **“Seven-Digit” Emergency lines (7DE): 4,170**
- **Allied Agency/Alarm Companies: 3,076**
- **Non-Emergency/Administrative (7DA) lines: 4,205**



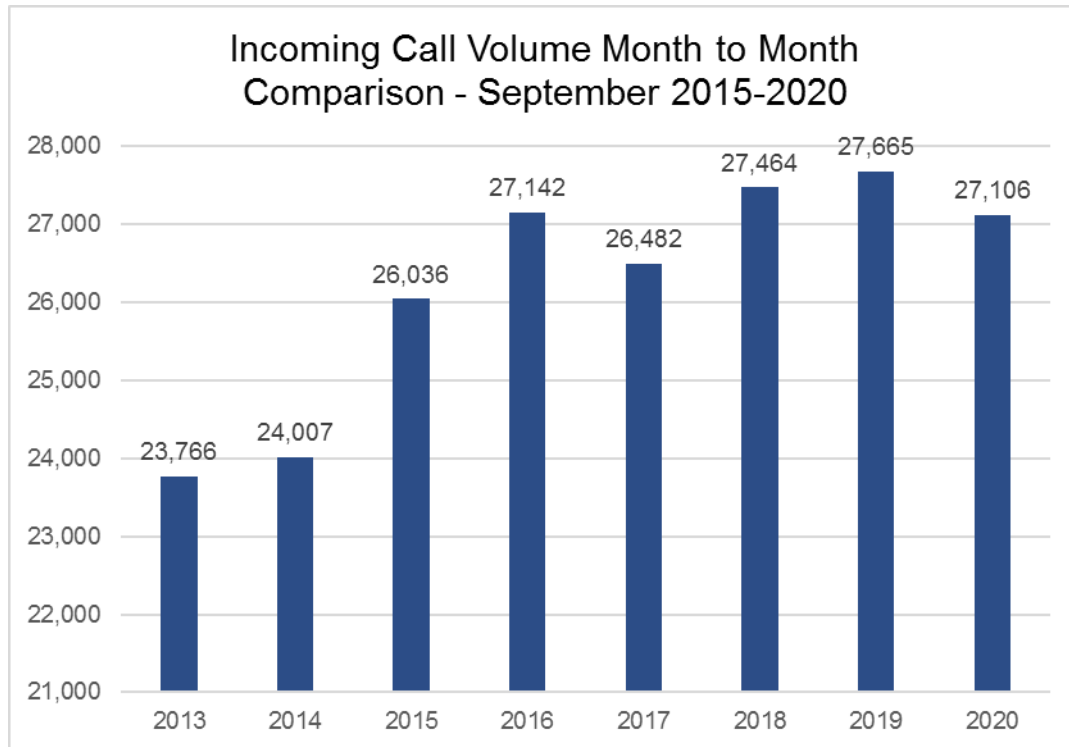


Sacramento Regional Fire/EMS Communications Center

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The following data represents incoming call comparisons for the same month over a 5 year time period:





Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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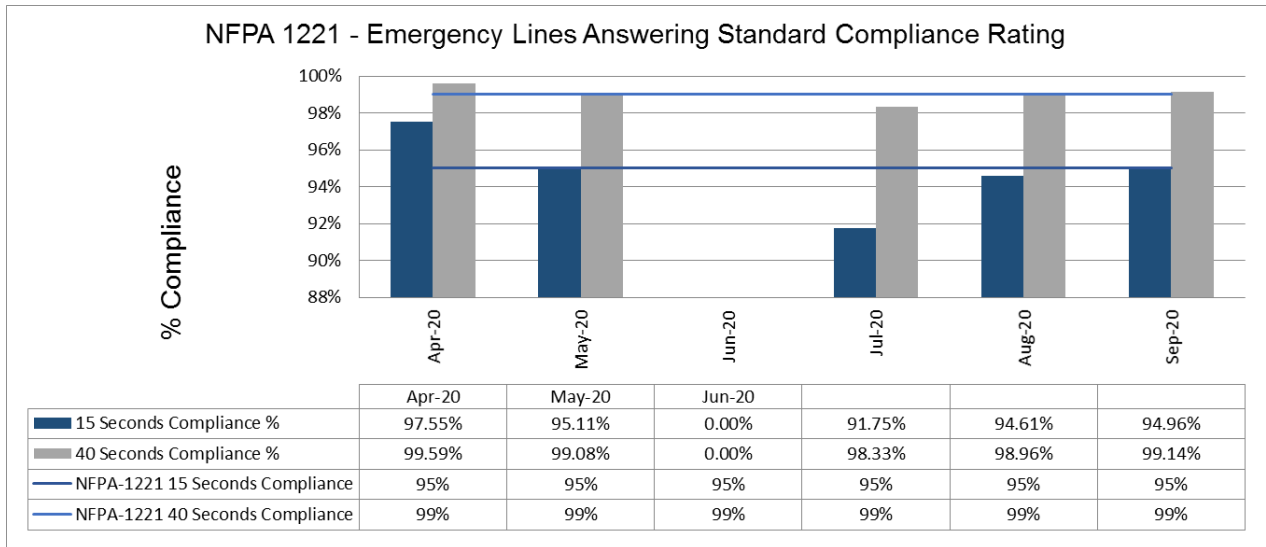
Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

According to NFPA-1221 (2016 ed.), Chp. 7, Sec. 7.4 – Operating Procedures:

Rule 7.4.1: “Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.”

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In September, the dispatch team answered all calls on emergency lines within 15 seconds **94.96%** of the time and answered within 40 seconds **99.14%** of the time.

The following chart represents the Emergency Lines Answering Standard under NFPA-1221 (2016 ed.), Chapter 7, Section 7.4 – Operating Procedures, Rule 7.4.1 for identifying the 2017-2019 compliance performance ratings.





Sacramento Regional Fire/EMS Communications Center

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Telephony Performance Measure October 2020

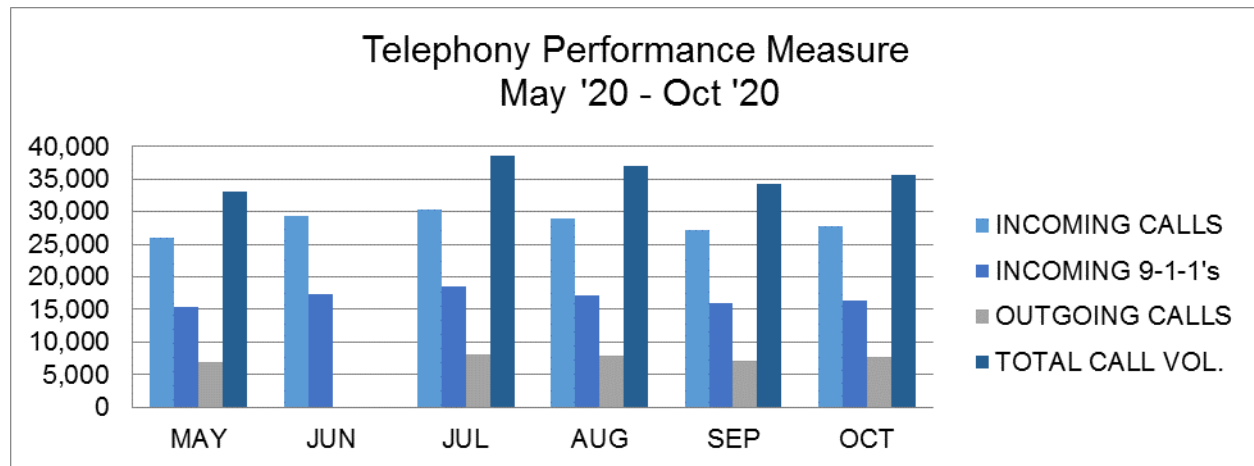
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of October, 2020 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police Dept.), Alarm Company lines, as well as Seven-Digit Administrative lines.

Summary of Information

During the month of October, 2020 dispatch staff processed **27,795** incoming calls and **7,701** outgoing calls for a total call volume of **35,529**.

Detailed Breakdown of Information – Incoming Lines

- **9-1-1 Emergency lines: 16,277**
- **“Seven-Digit” Emergency lines (7DE): 4,480**
- **Allied Agency/Alarm Companies: 3,213**
- **Non-Emergency/Administrative (7DA) lines: 4,142**



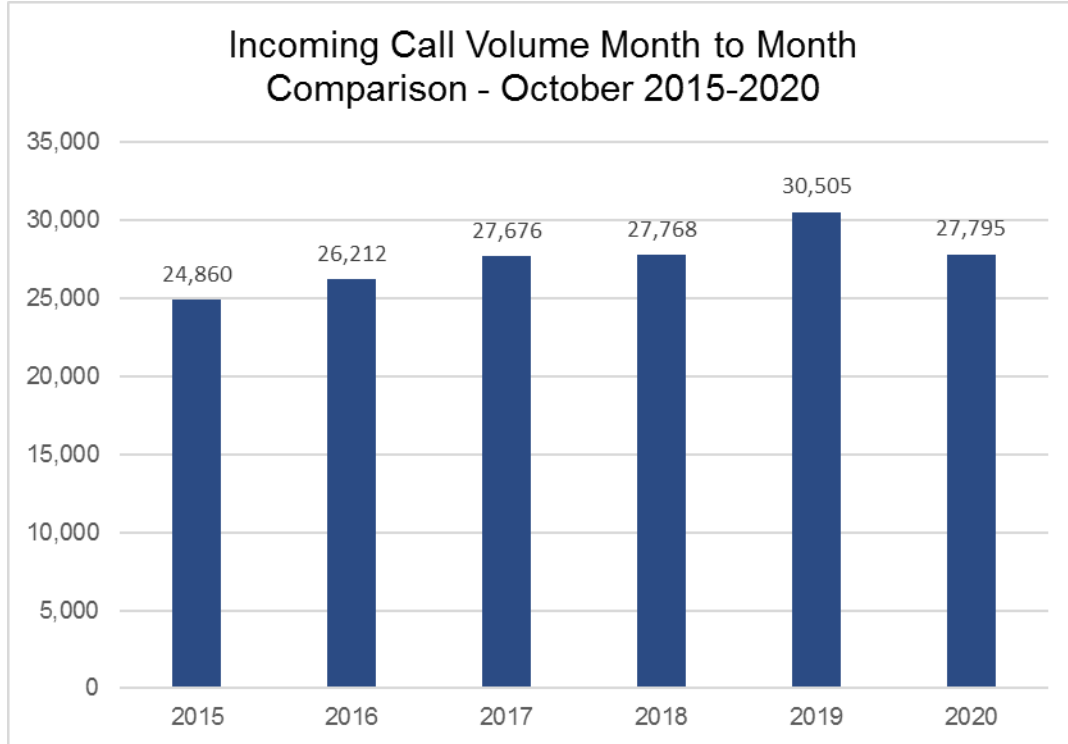


Sacramento Regional Fire/EMS Communications Center

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The following data represents incoming call comparisons for the same month over a 5 year time period:





Sacramento Regional Fire/EMS Communications Center

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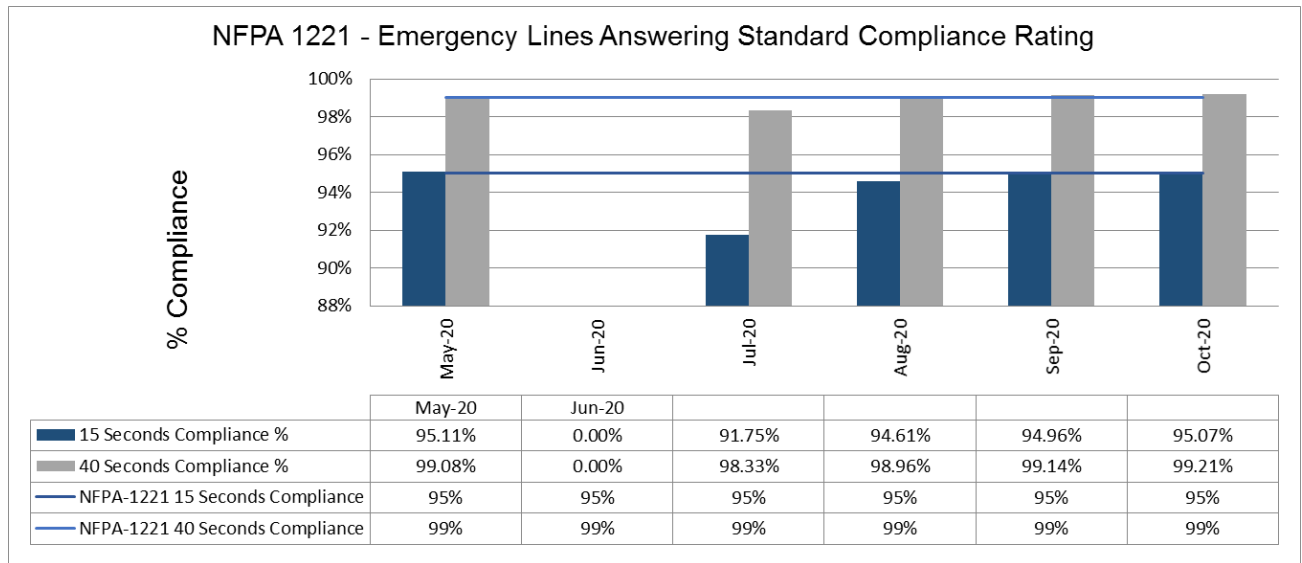
Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

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Rule 7.4.1: “Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.”

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In October, the dispatch team answered all calls on emergency lines within 15 seconds 95.07% of the time and answered within 40 seconds 99.21% of the time.

The following chart represents the Emergency Lines Answering Standard under NFPA-1221 (2016 ed.), Chapter 7, Section 7.4 – Operating Procedures, Rule 7.4.1 for identifying the 2017-2019 compliance performance ratings.





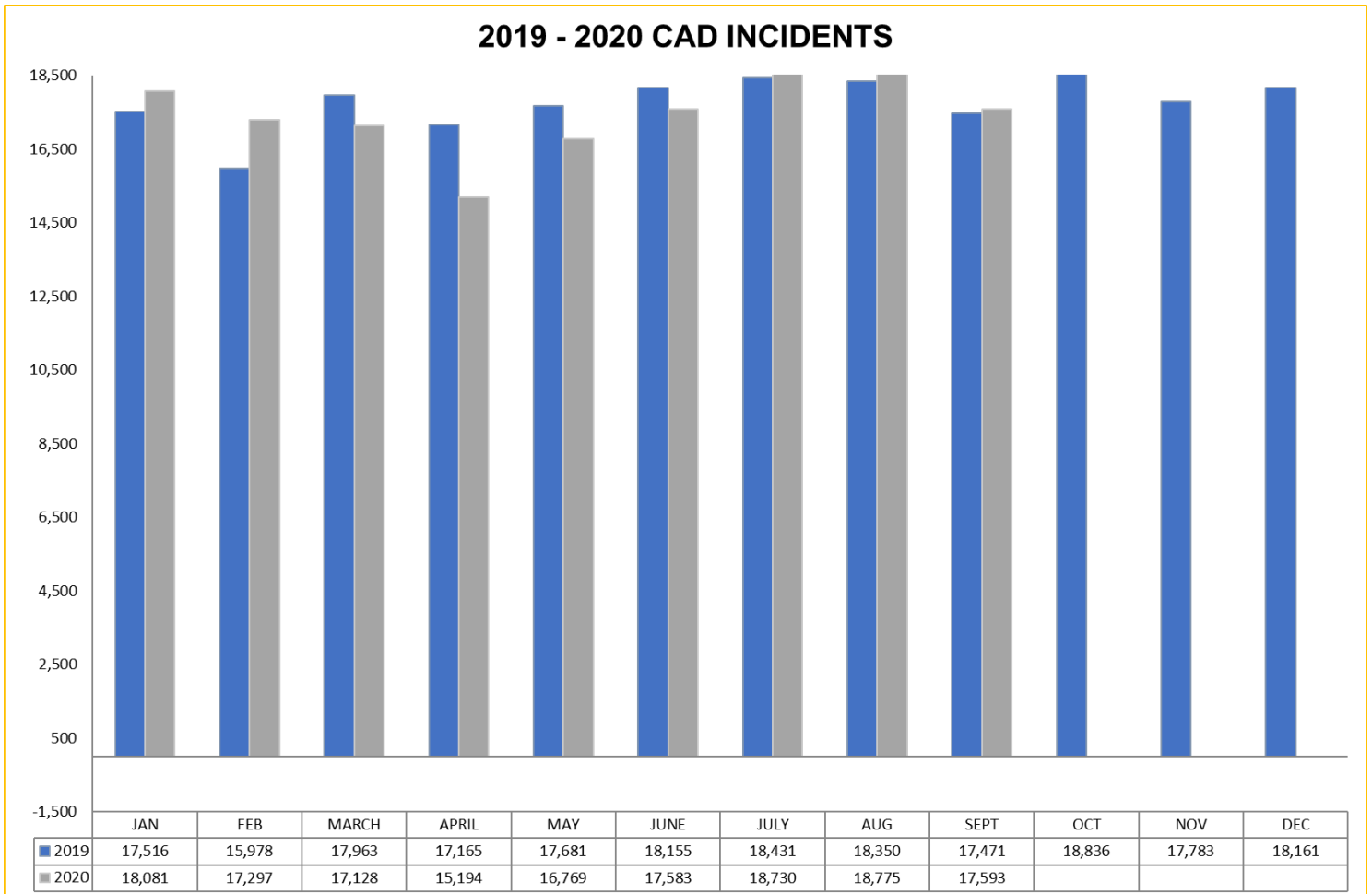
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CAD Incidents September 2020

Total number of CAD incidents entered for September: 17,593





Sacramento Regional Fire/EMS Communications Center

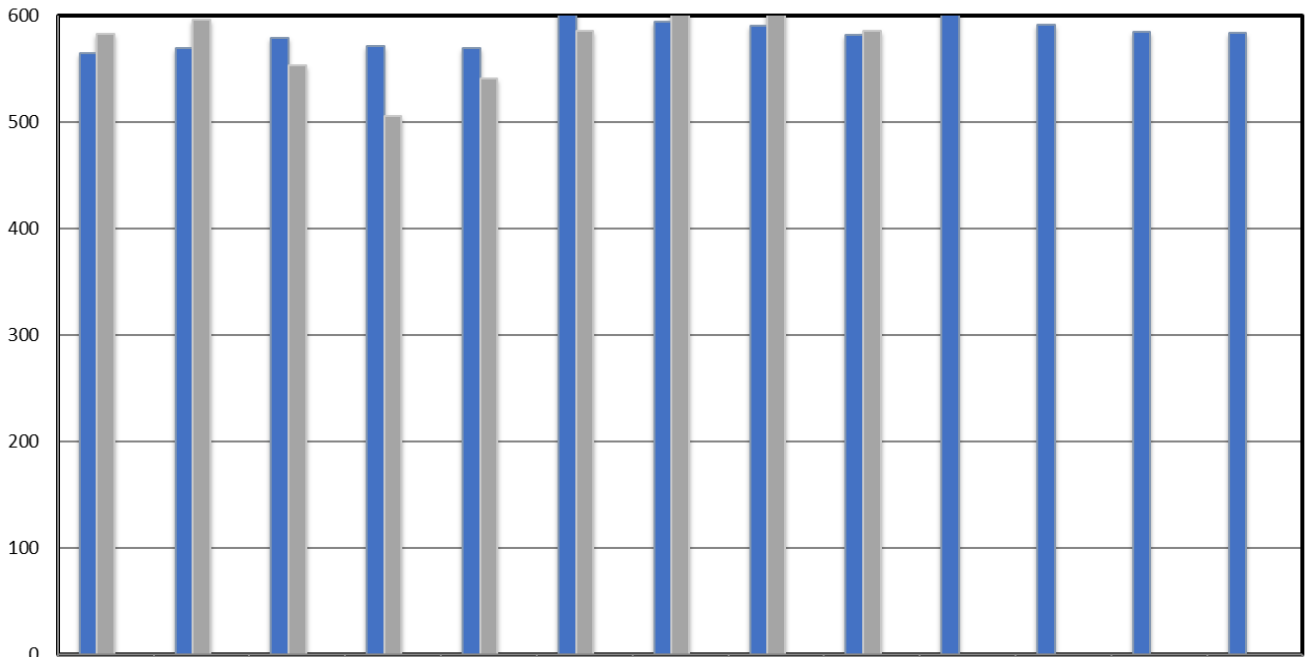
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CAD Incidents September 2020

Average number of CAD incidents entered per day for SEPTEMBER: 586

Average Number of Incidents Per Day



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEARLY AVERAGE
2019	565	570	579	572	570	605	594	591	582	607	592	585	584
2020	583	596	553	506	541	586	604	605	586				
% CHANGE	3.19%	4.56%	-4.49%	-11.54%	-5.09%	-3.14%	1.68%	2.37%	0.69%				



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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Executive Monthly Credit Card Usage Report

Reporting Month: September 2020

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	ED
3418	Shmatovich	Open	\$ 5,000.00	\$ 278.66	MS	DA	TW
7447	Tackett	Open	\$ 1,500.00	\$ 294.78	ST	DA	TW
4358	Vargo	Open	\$ 5,000.00	\$ 474.70	CV	DA	TW
6115	Mackey	Open	\$ 1,500.00	\$ 303.90	EM	DA	TW
6917	House	Open	\$ 1,000.00	\$ -			
6925	Soares	Open	\$ 1,000.00	\$ -			
8740	Wagaman	Open	\$ 2,000.00	\$ 9.71	TW	DA	TW
		Total:	\$ 17,000.00	\$ 1,361.75			

Monthly Activity: September 2020

New/Closed Accounts Added:

1. DD Diane House - \$1,000.00
2. DD Kylee Soares - \$1,000.00

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: None

Monthly Liability: \$17,000.00



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 20-21			
Total Monthly Credit Card Usage			
July	\$ 2,458.07	January	
August	\$ 1,761.92	February	
September	\$ 1,361.75	March	
October		April	
November		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:

Tyler Wagaman

9BA2E2A3A676430

10/14/2020

Executive Director Signature

Date



UMPQUA
B · A · N · K

Account Number: ##### 5896
Closing Date: 09/30/20



Account Inquiries



Customer Service: (866) 777-9013
Lost or Stolen Card: (866) 839-3485



Please Direct Written Inquiries to:
UMPQUA BANK
PO BOX 1952
SPOKANE, WA 99210-1952



To pay on-line:
www.umpquabank.com

Account Summary

Previous Balance	\$	1,761.92
Purchases	+	1,441.12
Cash	+	0.00
Special	+	0.00
Credits	-	79.37 -
Payments	-	1,761.92 -
Other Debits	+	0.00
Finance Charges	+	0.00
NEW BALANCE	\$	1,361.75

Payment Information



Total Minimum Payment Due \$1,361.75
Payment Due Date 10/25/20

Minimum Payment \$ 1,361.75

Mail Payments to: UMPQUA BANK PO BOX 2310 SPOKANE WA 99210-2310

Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/02	09/02	PPLN01	24431060246083707936871	CHIPOTLE ONLINE 303-595-4000 CA	\$ 67.55
09/02	09/03	PPLN01	2401134024600003545606	ORDER* THE SANDWICH SP HTTPSYUMTAXI. ID	37.40
09/04	09/06	PPLN01	24492150248717130329674	GRUBHUBLITLEBUDDHATH GRUBHUB.COM NY	38.59
09/09	09/10	PPLN01	24137460254001252590107	USPS PO 0566950826 SACRAMENTO CA	13.90
09/11	09/13	PPLN01	24492150255637396873746	DOORDASH* COSTA VIDA WWW.DOORDASH. CA	47.80
09/17	09/17	PPLN01	24431060261083334771717	CHIPOTLE ONLINE 303-595-4000 CA	82.44
09/25	09/27	PPLN01	24137460270001417777227	USPS PO 0566950826 SACRAMENTO CA	7.10
Cardholder Name: SHELBY TACKETT					294.78
Total Charges for Account Number: 4807253500037447					
09/06	09/08	PPLN01	24436540252011216848011	WIX.COM*751967571 800-6000949 NY	\$ 9.90
09/05	09/08	PPLN01	24483470252000145918724	Wix.Com, Inc. 415-6399034 CA	234.00
09/07	09/09	PPLN01	24436540253011217422104	WIX.COM*752656011 800-6000949 NY	60.00
Cardholder Name: DR KEVIN E. MACKEY					303.90
Total Charges for Account Number: 4807253500066115					
09/02	09/03	PPLN01	24692160246100883294909	AMZN Mktp US*MU0YO8CJ0 Amzn.com/bill WA	\$ 100.04
09/10	09/11	PPLN01	24445000255000778412861	WALGREENS #09532 RANCHO CORDOV CA	11.32
09/10	09/11		74692160254100492441648	CREDIT VOUCHER AMZN Mktp US Amzn.com/bill WA	65.25 -

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

UMPQUA BANK
PO BOX 1952
SPOKANE WA 99210-1952



UMPQUA
B · A · N · K

Account Number

5896

Check box to indicate
name/address change
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
09/30/20	\$1,361.75	\$1,361.75	10/25/20

\$



BL ACCT ACCOUNTING DEPT
SACRAMENTO REGIONAL FIRE
10230 SYSTEMS PARKWAY
SACRAMENTO CA 95827



MAKE CHECK PAYABLE TO:
UMPQUA BANK
PO BOX 2310
SPOKANE WA 99210-2310



Account Activity Since Your Last Statement... Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/12	09/13	PPLN01	24431060256083712100528	AMAZON.COM*M499H7ZH1 AMZN AMZN.COM/BILL WA	58.69
09/16	09/17	PPLN01	24137460261001248981072	USPS PO 0563150670 RANCHO CORDOV CA	10.35
09/19	09/20		74692160263100049498504	CREDIT VOUCHER	14.12 -
				AMZN Mktp US Amzn.com/bill WA	
09/22	09/23	PPLN01	24692160266100491433878	AMZN Mktp US*M44P35E40 Amzn.com/bill WA	21.74
09/22	09/23	PPLN01	24692160266100493872925	AMZN Mktp US*M48E56542 Amzn.com/bill WA	23.93
09/23	09/25	PPLN01	24003410268900016493344	MORNINGSIDE FLORIST 916-6359891 CA	131.96

Cardholder Name: MARISSA SHMATOVICH
Total Charges for Account Number: 4807253500073418 **278.66**

09/01	09/02	PPLN01	24692160246100308772422	INDEED 203-564-2400 CT	\$ 297.80
09/03	09/06	PPLN01	24492150248637793936930	ACCESS DIRECT WWW.MESSAGING KS	19.95
09/17	09/18	PPLN01	24540450262187511017032	DIGITALPATH INC 530-8997884 CA	102.95
09/17	09/18	PPLN01	24137460262001272205231	USPS PO 0566890828 SACRAMENTO CA	5.80
09/23	09/24	PPLN01	24164070267741145585081	FEDEX 527761274 800-4633339 TN	23.05
09/25	09/27	PPLN01	24137460270001417777979	USPS PO 0566890828 SACRAMENTO CA	8.20
09/29	09/30	PPLN01	24692160273100058058655	J2 EFAX SERVICES 323-817-3205 CA	16.95

Cardholder Name: CHIA VARGO
Total Charges for Account Number: 4807253500074358 **474.70**

09/21	09/22	PPLN01	24692160265100788212655	LOWES #02341* RANCHO CORDOV CA	\$ 9.71
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Cardholder Name TYLER WAGAMAN
Total Charges for Account Number: 4807253500138740 **9.71**

Payments, Adjustments and Others

09/24	09/24	2044171	INTERNET PMT-THANK YOU	\$ 1,761.92 -
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Plan Level Information

Plan Name	Plan Description	FCM *	Previous Balance	Average Daily Balance	Periodic Rate **	Corresponding APR	Finance Charges	Fees/Finance Charge	Effective APR	Ending Balance
Purchases										
PPLN01 001	PURCHASE	E	\$1,761.92	\$0.00	0.06008% (D)	21.9900%	\$0.00	\$0.00	0.0000%	\$1,361.75
Cash										
CPLN01 001	CASH	A	\$0.00	\$0.00	0.06554% (D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
Total			\$1,761.92	\$0.00			\$0.00	\$0.00	0.0000%	\$1,361.75

Days In Billing Cycle: 30
 *See last page for explanation of Finance Charge Method (FCM)
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.
 APR = Annual Percentage Rate
 ** Periodic Rate (M)=Monthly (D)=Daily

NAME CHANGE

Please use blue or black ink to complete form

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

SIGNATURE REQUIRED TO AUTHORIZE CHANGES Signature _____

**UMPQUA**
B · A · N · K

SACRAMENTO REGIONAL FIRE

Account Number: ##### 5896

Closing Date: 09/30/20



IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge. The Finance Charge Calculation Method applicable to your account for Cash Advances, Balance Transfers and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions). The Finance Charge on purchases begins from the date the transaction is posted to your account, and the Finance Charge on cash advances begins from the date you obtained the cash advance, or the first day of the billing cycle in which it is posted to your account, whichever is later. There is no grace period.

We figure a portion of the Finance Charge on your applicable balance (i.e., Cash Advance balance, Balance Transfer balance, or Purchase Balance, as the case may be) by applying the applicable periodic rate to the applicable "average daily balance" (including current Transactions). To get the "average daily balance," we take the beginning balance of your Cash Advances, Balance Transfers, or Purchases, as the case may be, each day, add any new Cash Advances, Balance Transfers, or Purchases, as the case may be, and subtract any payments or credits applicable to Cash Advance balance, Balance Transfer balance, or Purchase balance, as the case may be. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

Payment Crediting and Credit Balance. Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited as of the date of receipt to the account specified on the payment coupon. Payments received at locations other than the address specified or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing that such amount be paid to you. Submit your request to the address indicated on the front of this statement after the phrase "Please Direct Written Inquiries to: ".

Closing Date. The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee. If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill, to the address found at the top of the first page of this bill under your financial institutions name. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports. You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agencies if you fail to fulfill the terms of your credit obligations.

Billing Disputes

Disputes regarding charges or billings hereunder shall be communicated in writing to Umpqua Bank at the address indicated in Section 18 of the Umpqua Bank Commercial Card Account Agreement. Communications should include the Commercial Cardholder name and Account number, the dollar amount of any dispute or suspected error, the reference number and a description of the dispute or error. Any communication regarding a dispute or suspected error must be received by Umpqua Bank within sixty (60) days of the date of the statement on which the disputed or incorrect charge first appeared or you will be deemed to have waived any objection to them. Disputed billings are categorized as, but not necessarily limited to, failure to receive goods or services charged, fraud, forgery, altered charges and charges incurred by telephone order where the authenticity of the charge is in question. Umpqua Bank will investigate disputes and billing errors, but it will not be responsible for resolving or correcting them.



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SRFECC – Umpqua Lease Agreement Monthly Report October 5, 2020

Umpqua Lease-Purchase Budget	\$	4,000,000	Hardware	Software & Services	Warranty Mnt
NG COBOL CAD Hardware Stabilization	\$	(429,446)	\$ 97,411.00	\$ 262,679.00	\$ 69,356.00
NG Command Point SW Upgrade	\$	(1,991,562)		\$ 1,720,047.00	\$ 271,515.00
NG CommandPoint Fit Gap	\$	(199,381)		\$ 199,381.00	
NG CommandPoint Hardware Upgrade	\$	(512,171)	\$ 512,171.00		
NG CommandPoint switches and power	\$	(200,000)	\$ 200,000.00		
Westnet Hardware and Software	\$	(667,440)	\$ 412,633.40	\$ 254,806.60	
Total	\$	-			

Umpqua Payment Schedules		Lease Payments		
Schedule 1 - Funding Request #1		Date	Description	Amount
NG Invoice 1001	\$ 52,487.00	10/1/2019	Lease Initiation	\$ 500.00
NG Invoice 0011	\$ 88,214.00	10/1/2019	Legal Fees (June)	\$ 385.00
NG Invoice 0003	\$ 150,306.10	10/1/2019	Legal Fees (July)	\$ 6,757.50
NG Invoice 1002Z	\$ 37,487.00	10/3/2019	Interest Payment	\$ 4,318.69
NG Invoice 0001R	\$ 214,723.00	11/1/2019	Interest Payment	\$ 10,558.31
NG Invoice 0002	\$ 516,014.00	12/2/2020	Interest Payment	\$ 7,656.19
Schedule 1 - Funding Request #1 Total:	\$ 1,059,231.10	1/2/2020	Interest Payment	\$ 7,656.19
		2/1/2020	Interest Payment	\$ 7,656.19
		3/2/2020	Interest Payment	\$ 7,360.20
Schedule 1 - Funding Request #2		4/1/2020	Interest Payment	\$ 7,344.10
NG Invoice 0004	\$ 406,993.50	5/1/2020	Interest Payment	\$ 6,122.25
Schedule 1 - Funding Request #3		6/1/2020	Interest Payment	\$ 6,113.70
Westnet Invoice 24637	\$ 242,269.09	7/1/2020	Interest Payment	\$ 5,242.37
Total Schedule 1	\$ 1,708,494	8/1/2020	Interest Payment	\$ 5,260.88
		9/1/2020	Interest Payment	\$ 5,234.54
		10/1/2020	Interest Payment	\$ 5,198.81
Schedule 2 - Estimate Q2 2020	\$ 1,300,000			
Schedule 2 - Estimate Dec 2020	\$ 1,000,000			
Total	\$ 4,008,494		Total	\$ 93,364.92



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC – FY 20/21 Budget to Actuals Report

Month of September 2020

Page 1 of 3

GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
EMPLOYEE-RELATED EXPENSES										
5010	Base Salaries and Wages	3,859,165	289,034	300,318	296,230	885,582	964,791	79,210	8%	2,973,584
5020	Overtime	189,000	36,698	44,549	52,929	134,176	47,250	(86,926)	(184%)	54,824
5030	Overtime - FLSA	145,824	5,695	8,317	34,306	48,318	36,456	(11,862)	(33%)	97,506
5040	Uniform Allowance	53,650	15,686	1,016	550	17,253	13,412	(3,840)	(29%)	36,397
5050	Night/Admin Shift Differential	48,332	2,948	2,618	2,528	8,093	12,083	3,991	33%	40,240
5055	Out-of-Class Pay	29,167	500	50	175	725	7,292	6,567	90%	28,442
5060	Longevity	35,200	2,050	2,050	2,150	6,250	8,800	2,550	29%	28,950
5065	On-Call Pay	51,506	4,350	4,550	4,000	12,900	12,876	(24)	(0%)	38,606
5115	Vacation Cash Out	58,335	1,025	0	7,809	8,834	14,584	5,750	39%	49,501
5120	Sick Leave	0	4,978	7,069	3,800	15,847	0	(15,847)	0%	(15,847)
5130	CTO Leave	0	0	0	0	0	0	0	0%	0
5140	Holiday Pay	196,847	9,978	0	11,334	21,311	49,212	27,901	57%	175,536
5220	Training Pay	39,267	5,509	5,727	3,620	14,856	9,817	(5,039)	(51%)	24,411
5225	Medical Insurance Pool	0	0	0	0	0	0	0	0%	0
5310	Workers Compensation Insurance	65,000	4,775	4,775	4,775	14,324	16,250	1,926	12%	50,676
5410	FED ER Tax - Medicare	87,640	5,125	5,080	5,473	15,678	21,910	6,232	28%	71,962
5413	FED ER Tax - Social Security	13,149	0	0	0	0	3,287	3,287	100%	13,149
5420	State ER Tax - ETT	2,632	0	17	13	30	658	628	95%	2,602
5423	State ER Tax - UI-	27,541	0	626	453	1,079	6,885	5,806	84%	26,462
5510	Medical Insurance	827,353	70,836	56,693	65,565	193,093	206,838	13,745	7%	634,260
5520	Dental Insurance	79,905	3,965	4,627	5,672	14,263	19,976	5,713	29%	65,643
5530	Vision Insurance	7,909	624	440	525	1,589	1,977	388	20%	6,320
5610	Retirement Benefit Expense	1,115,007	94,822	93,968	93,612	282,402	278,752	(3,650)	(1%)	832,605
5611	Pension Adjustment-	0	0	0	0	0	0	0	0%	0
5620	OPEB Benefit Expense	289,656	22,917	22,049	25,912	70,879	72,414	1,535	2%	218,777
5625	Education Incentive	20,172	1,642	1,615	1,630	4,887	5,043	156	3%	15,285
5690	Other Salary and Benefit Expns	9,563	339	939	125	1,404	2,391	987	41%	8,159
TOTAL EMPLOYEE-RELATED EXPENSES		7,251,820	583,496	567,093	623,186	1,773,773	1,812,954	39,184	2%	5,478,049

GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
MATERIALS & SUPPLIES										
6010	Office Supplies	12,000	85	602	162	850	3,000	2,150	72%	11,150
6013	Office Supplies - Ink Cartridge	4,000	92	0	0	92	1,000	908	91%	3,908
6015	Equipment Rental	7,200	582	582	716	1,881	1,800	(81)	(4%)	5,319
6020	Postage	1,000	12	39	68	119	250	131	53%	882
6090	Other Materials and Supplies	7,200	3,852	324	496	4,671	1,800	(2,871)	(159%)	2,529
TOTAL MATERIALS & SUPPLIES		31,400	4,623	1,547	1,442	7,613	7,850	238	3%	23,788

GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
PROFESSIONAL SERVICES										
6110	Legal Services	240,000	4,989	9,000	25,025	39,013	60,000	20,987	35%	200,987
6115	Accounting and Audit Services	18,500	0	0	700	700	4,625	3,925	85%	17,800
6120	Actuary Services	17,000	0	0	0	0	4,250	4,250	100%	17,000
6125	Consulting Services	636,561	54,944	51,058	51,541	157,543	159,140	1,597	1%	479,018
6140	Technological Services	182,000	6,865	6,153	7,240	20,258	45,500	25,243	55%	161,743
6190	Other Professional Services	0	0	0	0	0	0	0	0%	0
TOTAL PROFESSIONAL SERVICES		1,094,061	66,798	66,211	84,506	217,514	273,515	56,001	20%	876,547



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES										
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	0	0	8,233	8,233	100%	32,930
6221	Maintenance - Radio Consoles & Other	51,000	3,381	3,381	6,831	13,594	12,750	(844)	(7%)	37,406
6223	Radio - Backbone Subscription SRRCs	20,000	908	908	908	2,723	5,000	2,278	46%	17,278
6230	Communication Services	221,223	14,993	15,335	16,928	47,255	55,306	8,051	15%	173,968
6245	Maintenance - Tower Equipment	15,000	478	103	103	684	3,750	3,066	82%	14,316
6290	Other Communication Services and Equipmer	40,000	17	32	0	49	10,000	9,951	100%	39,951
TOTAL COMMUNICATION EQUIPMENT & SE		380,153	19,777	19,759	24,770	64,305	95,039	30,734	32%	315,849

GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
HW & SW MAINT										
6310	Hardware Maintenance - Equipment	12,200	0	0	0	0	3,050	3,050	100%	12,200
6315	Hardware Maintenance - Network	23,400	348	0	134	482	5,850	5,368	92%	22,918
6316	Hardware Maint - Network	0	0	0	0	0	0	0	0%	0
6319	Hardware Maintenance Other	14,500	0	0	0	0	3,625	3,625	100%	14,500
6320	Software Maintenance - Applications	134,349	6,124	7,333	7,156	20,613	33,587	12,974	39%	113,736
6322	CAD Maintenance and Support/Northrop Grur	396,428	26,167	26,167	90,725	143,059	99,107	(43,952)	(44%)	253,370
6323	Software Maintenance - GIS	26,424	5,977	5,977	5,977	17,931	6,606	(11,325)	(171%)	8,493
6330	Software Maintenance - Network	16,630	774	214	214	1,203	4,157	2,955	71%	15,427
6390	Other, Computer Services and Supplies	12,000	140	140	1,564	1,844	3,000	1,156	39%	10,156
TOTAL HW & SW MAINT		635,931	39,530	39,831	105,770	185,132	158,982	(26,149)	-16%	450,800

GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
FACILITIES & FLEET										
6410	Services - Landscaping	4,800	399	399	399	1,196	1,200	4	0%	3,604
6415	Maintenance - Building	20,000	0	405	4,500	4,905	5,000	95	2%	15,095
6260	Lease - CTC	78,000	6,129	6,129	6,129	18,388	19,500	1,112	6%	59,612
6420	Services - Custodial	36,000	3,000	3,000	3,000	9,000	9,000	0	0%	27,000
6421	Services - Center Security	0	0	0	0	0	0	0	0%	0
6425	Maintenance - HVAC	16,742	0	2,562	3,287	5,849	4,186	(1,663)	(40%)	10,894
6235	Maintenance - Power Supply	35,000	1,142	1,469	930	3,541	8,750	5,209	60%	31,459
6430	Services - Cable	3,108	172	172	172	516	777	261	34%	2,592
6435	Services - Pest Control	600	50	50	50	150	150	0	0%	450
6490	Other, Facilities and Fleet	6,026	0	20	464	483	1,506	1,023	68%	5,543
6510	Utilities - Electric	48,700	4,125	4,090	4,066	12,280	12,175	(105)	(1%)	36,420
6515	Utilities - Water	7,250	590	545	601	1,737	1,813	76	4%	5,513
6520	Utilities - Refuse Collection / Disposal	3,800	555	547	547	1,650	950	(700)	(74%)	2,150
6525	Utilities - Sewage Disposal Services	1,800	0	139	0	139	450	311	69%	1,661
6635	Services - Bottled Water	1,200	315	284	437	1,037	300	(737)	(246%)	163
6645	Services - Printing	2,000	90	320	105	515	500	(15)	(3%)	1,485
6650	Services - Shredding	2,000	103	103	107	313	500	187	37%	1,687
6652	Fleet - Maintenance	7,000	209	0	38	247	1,750	1,503	86%	6,753
6654	Fleet - Fuel	14,000	471	518	425	1,413	3,500	2,087	60%	12,587
6655	Insurance (Property and Fleet)	62,000	6,000	3,613	3,613	13,225	15,500	2,275	15%	48,775
6690	Other - Facility & Fleet Management	7,000	587	706	3,895	5,188	1,750	(3,438)	(196%)	1,812
TOTAL FACILITIES & FLEET		357,026	23,937	25,071	32,765	81,772	89,257	7,485	8%	275,255



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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GL Account	Description	FY 2021 FY Budget	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	FY 2021 YTD Actual	FY 2021 YTD Budget	YTD Variance Act - Bud	YTD Variance % Act - Bud	Budget Remainder
RECRUITMENT, RETENTION & TRAINING										
6610	Recruitment	20,050	14,954	127	693	15,774	5,012	(10,762)	(215%)	4,276
6612	Employee Retention	2,500	0	0	77	77	625	548	88%	2,423
6615	Employee Education & Training	10,150	793	0	0	793	2,538	1,744	69%	9,357
6618	Conference Registration	0	0	0	0	0	0	0	0%	0
6620	Travel / Transportation	0	0	0	0	0	0	0	0%	0
6621	Air	0	0	0	0	0	0	0	0%	0
6622	Lodging	0	0	0	0	0	0	0	0%	0
6624	Parking	1,200	0	0	0	0	300	300	100%	1,200
6625	Membership Dues	290	0	0	100	100	73	(27)	(38%)	190
6626	Taxi, Uber, Mileage, Other	560	0	815	1,398	2,213	140	(2,073)	(1480%)	(1,653)
6627	Per Diem	12	0	0	0	0	3	3	100%	12
6640	Uniform/Badges/Shirts	9,000	788	84	0	872	2,250	1,378	61%	8,128
6660	Operations Support	21,300	849	907	175	1,931	5,325	3,394	64%	19,369
6661	Administration Support	17,000	311	0	274	585	4,250	3,665	86%	16,415
TOTAL RECRUITMENT, RETENTION & TRAINING		82,062	17,695	1,933	2,717	22,345	20,516	(1,829)	-9%	59,717
GRAND TOTAL		9,832,453	755,856	721,445	875,156	2,352,454	2,458,113	105,664	4%	7,480,006



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC Staff Report – November 10, 2020

Academy 20-1:

4 Dispatchers have been signed off as call takers. Due to personal reasons, Kayla Schrier resigned her position, effective, 11/3/2020, leaving us with 3 remaining dispatchers from this Academy.

Academy 20-2:

The 4 Cadets in the 20-2 Academy graduated on October 2, 2020 and moved into Call Taker Training phase and are progressing towards completion.

Academy 21-1:

We conducted panel interviews on November 2, 2020 and extended 5 job offers on November 3rd.

Continuous Recruitment:

We are continuing our recruiting efforts in anticipation of having a 21-2 Academy in the Spring/Summer time frame.



**MUNICIPAL LEASE-PURCHASE AGREEMENT
PAYMENT SCHEDULE**

<u>Date</u>	<u>Total Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Option to Purchase</u>
11/1/2020	\$ -	\$ -	\$ -	
12/1/2020	\$ 22,394.34	\$ 18,457.69	\$ 3,936.65	
1/1/2021	\$ 22,394.34	\$ 18,500.22	\$ 3,894.12	
2/1/2021	\$ 22,394.34	\$ 18,542.85	\$ 3,851.50	
3/1/2021	\$ 22,394.34	\$ 18,585.57	\$ 3,808.77	
4/1/2021	\$ 22,394.34	\$ 18,628.40	\$ 3,765.95	
5/1/2021	\$ 22,394.34	\$ 18,671.32	\$ 3,723.02	
6/1/2021	\$ 22,394.34	\$ 18,714.34	\$ 3,680.00	
7/1/2021	\$ 22,394.34	\$ 18,757.46	\$ 3,636.88	
8/1/2021	\$ 22,394.34	\$ 18,800.68	\$ 3,593.66	
9/1/2021	\$ 22,394.34	\$ 18,844.00	\$ 3,550.34	
10/1/2021	\$ 22,394.34	\$ 18,887.42	\$ 3,506.92	
11/1/2021	\$ 22,394.34	\$ 18,930.94	\$ 3,463.40	
12/1/2021	\$ 22,394.34	\$ 18,974.56	\$ 3,419.78	
1/1/2022	\$ 22,394.34	\$ 19,018.28	\$ 3,376.06	
2/1/2022	\$ 22,394.34	\$ 19,062.10	\$ 3,332.24	
3/1/2022	\$ 22,394.34	\$ 19,106.03	\$ 3,288.32	
4/1/2022	\$ 22,394.34	\$ 19,150.05	\$ 3,244.29	
5/1/2022	\$ 22,394.34	\$ 19,194.17	\$ 3,200.17	
6/1/2022	\$ 22,394.34	\$ 19,238.40	\$ 3,155.94	
7/1/2022	\$ 22,394.34	\$ 19,282.73	\$ 3,111.61	
8/1/2022	\$ 22,394.34	\$ 19,327.16	\$ 3,067.18	
9/1/2022	\$ 22,394.34	\$ 19,371.69	\$ 3,022.65	
10/1/2022	\$ 22,394.34	\$ 19,416.33	\$ 2,978.01	
11/1/2022	\$ 22,394.34	\$ 19,461.07	\$ 2,933.28	
12/1/2022	\$ 22,394.34	\$ 19,505.91	\$ 2,888.43	
1/1/2023	\$ 22,394.34	\$ 19,550.85	\$ 2,843.49	
2/1/2023	\$ 22,394.34	\$ 19,595.90	\$ 2,798.44	
3/1/2023	\$ 22,394.34	\$ 19,641.05	\$ 2,753.29	
4/1/2023	\$ 22,394.34	\$ 19,686.31	\$ 2,708.03	
5/1/2023	\$ 22,394.34	\$ 19,731.67	\$ 2,662.67	
6/1/2023	\$ 22,394.34	\$ 19,777.14	\$ 2,617.21	
7/1/2023	\$ 22,394.34	\$ 19,822.71	\$ 2,571.64	
8/1/2023	\$ 22,394.34	\$ 19,868.38	\$ 2,525.96	
9/1/2023	\$ 22,394.34	\$ 19,914.16	\$ 2,480.18	

UBELFCAPS-MUNI-110117A

Financial Pacific Leasing, Inc., doing business as Umpqua Bank Equipment Leasing & Finance, is a subsidiary of Umpqua Bank.
Products offered by Financial Pacific Leasing, Inc., are not FDIC insured.

10/1/2023	\$ 22,394.34	\$ 19,960.05	\$ 2,434.30
11/1/2023	\$ 22,394.34	\$ 20,006.04	\$ 2,388.31
12/1/2023	\$ 22,394.34	\$ 20,052.14	\$ 2,342.21
1/1/2024	\$ 22,394.34	\$ 20,098.34	\$ 2,296.01
2/1/2024	\$ 22,394.34	\$ 20,144.65	\$ 2,249.70
3/1/2024	\$ 22,394.34	\$ 20,191.07	\$ 2,203.28
4/1/2024	\$ 22,394.34	\$ 20,237.59	\$ 2,156.75
5/1/2024	\$ 22,394.34	\$ 20,284.22	\$ 2,110.12
6/1/2024	\$ 22,394.34	\$ 20,330.96	\$ 2,063.39
7/1/2024	\$ 22,394.34	\$ 20,337.80	\$ 2,016.54
8/1/2024	\$ 22,394.34	\$ 20,424.76	\$ 1,969.59
9/1/2024	\$ 22,394.34	\$ 20,471.82	\$ 1,922.52
10/1/2024	\$ 22,394.34	\$ 20,518.99	\$ 1,875.35
11/1/2024	\$ 22,394.34	\$ 20,566.27	\$ 1,828.07
12/1/2024	\$ 22,394.34	\$ 20,613.66	\$ 1,780.69
1/1/2025	\$ 22,394.34	\$ 20,661.15	\$ 1,733.19
2/1/2025	\$ 22,394.34	\$ 20,708.76	\$ 1,685.58
3/1/2025	\$ 22,394.34	\$ 20,756.48	\$ 1,637.87
4/1/2025	\$ 22,394.34	\$ 20,804.30	\$ 1,590.04
5/1/2025	\$ 22,394.34	\$ 20,852.24	\$ 1,542.10
6/1/2025	\$ 22,394.34	\$ 20,900.29	\$ 1,494.06
7/1/2025	\$ 22,394.34	\$ 20,948.45	\$ 1,445.90
8/1/2025	\$ 22,394.34	\$ 20,996.71	\$ 1,397.63
9/1/2025	\$ 22,394.34	\$ 21,045.09	\$ 1,349.25
10/1/2025	\$ 22,394.34	\$ 21,093.59	\$ 1,300.76
11/1/2025	\$ 22,394.34	\$ 21,142.19	\$ 1,252.15
12/1/2025	\$ 22,394.34	\$ 21,190.90	\$ 1,203.44
1/1/2026	\$ 22,394.34	\$ 21,239.73	\$ 1,154.64
2/1/2026	\$ 22,394.34	\$ 21,288.67	\$ 1,105.67
3/1/2026	\$ 22,394.34	\$ 21,337.72	\$ 1,056.62
4/1/2026	\$ 22,394.34	\$ 21,386.89	\$ 1,007.45
5/1/2026	\$ 22,394.34	\$ 21,436.17	\$ 958.18
6/1/2026	\$ 22,394.34	\$ 21,485.56	\$ 908.78
7/1/2026	\$ 22,394.34	\$ 21,535.07	\$ 859.28
8/1/2026	\$ 22,394.34	\$ 21,584.69	\$ 809.66
9/1/2026	\$ 22,394.34	\$ 21,634.42	\$ 759.92
10/1/2026	\$ 22,394.34	\$ 21,684.27	\$ 710.07
11/1/2026	\$ 22,394.34	\$ 21,734.24	\$ 660.11
12/1/2026	\$ 22,394.34	\$ 21,784.32	\$ 610.03
1/1/2027	\$ 22,394.34	\$ 21,834.51	\$ 559.83
2/1/2027	\$ 22,394.34	\$ 21,884.82	\$ 509.52
3/1/2027	\$ 22,394.34	\$ 21,935.25	\$ 459.10

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4/1/2027	\$	22,394.34	\$	21,985.79	\$	408.55	
5/1/2027	\$	22,394.34	\$	22,036.45	\$	357.90	
6/1/2027	\$	22,394.34	\$	22,087.22	\$	307.12	
7/1/2027	\$	22,394.34	\$	22,138.12	\$	256.23	
8/1/2027	\$	22,394.34	\$	22,189.13	\$	205.22	
9/1/2027	\$	22,394.34	\$	22,240.25	\$	154.09	
10/1/2027	\$	22,394.34	\$	22,291.50	\$	102.85	
11/1/2027	\$	22,394.34	\$	22,342.86	\$	51.48	\$ 1.00

Provided Lessee provides notice pursuant to the Municipal Lease-Purchase Agreement, section 10(b), payment of the applicable Option to Purchase Amount may occur concurrently with the Lessee's final installment payment.

Lessee: Sacramento Regional Public Safety Communications Center

By: **X** 

Print Name: Tyler Wagaman

Title: Executive Director

Date: 11/4/2020

Lessor: Financial Pacific Leasing, Inc., DBA Umpqua Bank Equipment Leasing & Finance

By: _____

Print Name: _____

Title: _____

Date: _____

THIS DOCUMENT MAY BE SIGNED IN COUNTERPARTS AND TRANSMITTED ELECTRONICALLY WITH THE SAME FORCE AND EFFECT AS DELIVERY OF AN ORIGINAL.

UBELFCAPS-MUNI-110117A

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Todd Harms
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Avenue, Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916)859-3720

November 2, 2020

Marissa Shmatovich
Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Sacramento, California 95827

Dear Ms. Shmatovich:

At the Regular Board Meeting of the Sacramento Metropolitan Fire District held October 22, 2020 Deputy Chief Adam Mitchell was appointed as the District's alternate delegate for the Sacramento Regional Fire/EMS Communications Center effective November 1, 2020. During the same meeting Deputy Chief Tyler Wagaman was appointed as the District's primary delegate effective December 16, 2020.

If you need any further information, please contact me at (916) 859-4305.

Sincerely,

Melissa Penilla
Clerk of the Board

cc: Deputy Chief Mitchell
Deputy Chief Wagaman
Deputy Chief Shannon