



**Sacramento Regional Fire/EMS Communications Center**  
10230 Systems Parkway, Sacramento, CA 95827-3006  
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

**9:00 a.m.**

**Tuesday, June 14, 2022**

**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**

Clerk of the Board

**Primary Board Members**

Tyler Wagaman, Chairperson

Chad Wilson, Vice Chairperson

Chris Costamagna, Board Member

Dan Quiggle, Board Member

Deputy Chief, Sacramento Metropolitan Fire District

Assistant Chief, Folsom Fire Department

Deputy Chief, Sacramento Fire Department

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. 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.

\* INDICATES NO ATTACHMENT

**PRESENTATION:**

- 1. Letter of Commendation – from SFD to SRFECC Staff for Multiple Shooting in Downtown Sacramento Page 5
- 2. NAPCO Preston Thomson Award of Excellence to Roman Kukharets Page 6
- 3. Emergency Number Professionals (ENP) Challenge Coin\*
- 4. Certificate of Appreciation from CIIMT10 to Chuck Schuler Page 7
- 5. Dispatcher and Supervisor of the Year Awards, 2021\*

**CENTER REPORTS:**

- 1. Medical Director Dr. Mackey\*

**RECESS TO CLOSED SESSION:**

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

Center Negotiator(s)	Lindsay Moore, Counsel Troy Bair, 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  
Administrative Manager
- b. Employee Appointment: Medical Director
- c. Discipline/Dismissal/Release: One (1) position

- 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. One (1) potential case.

**RECONVENE TO OPEN SESSION**

**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 (May 10, 2022) Page 13
- 2. Amended Employment Contract – Administration Manager Page 18
- 3. Janitorial Services Contract – Olvera Cleaning Services Page 37

PROPOSED ACTION: Motion to Approve Consent Agenda

**STAFF REPORTS/ACTION ITEMS:**

- 1. **SUBJECT:** Fortinet Support Licenses Page 42
  - a. **Recommendation:** Approve Fortinet Support Licenses

\* INDICATES NO ATTACHMENT

- 2. **SUBJECT:** EMC Storage Array Support Page 44
  - a. **Recommendation:** *Approve EMC Storage Array Support*
- 3. **SUBJECT:** Fiscal Year 22/23 Preliminary Budget Page 47
  - a. **Recommendation:** *Approve the Preliminary Budget as presented*
- 4. **SUBJECT:** Executive Assistant and Office Specialist Job Descriptions Page 54
  - a. **Recommendation:** *Approve the Executive Assistant and Office Specialist Job Descriptions*
- 5. **SUBJECT:** Medical Director Proposed Contract\* Page 60
  - a. **Recommendation:** *Approve the proposed Medical Director Contract, subject to revisions approved by Legal Counsel*
- 6. **SUBJECT:** Direct Technology Support Hours Block Page 61
  - a. **Recommendation:** *Approve Direct Technology Support Hours Block Quote*

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

- 1. Communications Center Statistics Page 63
- 2. Financial Reports Page 68
  - a. Monthly Credit Card Usage Statement
  - b. Budget to Actuals
  - c. Cash Flow Report
  - d. Umpqua Lease Update
- 3. PAD Update Page 77
- 4. Recruitment Update Page 78

**CENTER REPORTS:**

- 1. Chief Executive Director Bair\*
- 2. Operations Manager Todd\*
- 3. Administration Manager Shmatovich\*

**CORRESPONDENCE:**

- 1. Letter from Sacramento Fire Department Interim Fire Chief Appointing Deputy Chief Mike Taylor as Board Primary Representative and Deputy Chief Chris Costamagna as Board Alternate. Page 79

**ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

None

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is July 12, 2022.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102

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

\* INDICATES NO ATTACHMENT

Posted at: 10230 Systems Parkway, Sacramento, CA 95827  
[www.srfecc.ca.gov](http://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 June 10, 2022, 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](http://www.srfecc.ca.gov)
- 10545 Armstrong Ave, Mather, CA 95655-4102



Clerk of the Board

\* INDICATES NO ATTACHMENT

City of  
**SACRAMENTO**  
Fire Department

GARY E. LOESCH, CFO  
Fire Chief

5770 Freeport Blvd., Suite 200  
Sacramento, CA 95822-3516

Ph: (916) 808-1300  
Fax: (916) 808-1629  
[www.sacfire.org](http://www.sacfire.org)

April 14, 2022

SRFECC  
10230 Systems Parkway  
Sacramento, CA 95827

**Re: 4/3/22 Multiple Shooting in Downtown Sacramento**

Dear Chief Bair:

The Sacramento Fire Department would like to take this opportunity to emphasize our appreciation of Dispatcher Tara Poirier, the Sup and Radio Operator (CRO) on April 3 and 4 when the shootings occurred. Her actions in the early hours of April 4, 2022, helped save lives and protect our firefighters. Without Tara's intuitive questions about scene safety from the start, our crews would have been in great danger from a potential 2<sup>nd</sup> round of shooting and a hostile crowd with multiple victims down. Her priority of location and scene safety allowed our crews to respond quickly and transport those surviving victims. All transported individuals from that scene are alive today due to that quick response and transport.

We would also like to thank Jason Comilang, Jenn Rooke, Theresa Miller, and Marlo Swett – the call takers who were on shift during this difficult time. We take for granted sometimes how vital the dispatcher's role is to public service and safety. Most people also don't comprehend the magnitude of the challenge involved in calming a distraught 911-caller down enough to coax critical information from them. Tara and the other dispatchers managed that incident like true professionals. It is a testament to all the dispatchers' dedication to service. Please thank anyone else whom we might have inadvertently overlooked who was also involved in assisting with the communications that morning.

In Appreciation,



Mike Taylor  
Deputy Fire Chief of Operations and EMS  
Sacramento Fire Department



**Northern  
California  
APCO**

Leaders in Public Safety Communications

**2022**

**Preston Thomson Award of Excellence**

**Presented To**

**Roman Kukharets**

**RF/CAD Technician**

**Sacramento Regional Fire/Emergency Communications Center**

**For Excellence and Unwavering Dedication**

**To the Public Safety Community and to**

**Sacramento County**

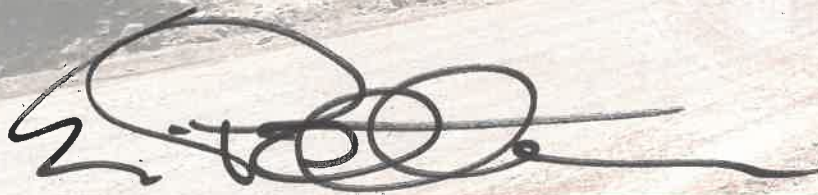
**Mike Beckstrand, 2022 President**

**Northern California Chapter of APCO International**

# Certificate of Appreciation

Chuck Schuler

For your diligence and professionalism in identifying a critical communications issue, recognizing the life threatening potential, and elevating the problem Nationally for others to remain safe. Your actions exemplify the values of CIIMT10 - Unity, Service, and Integrity.



California IIMT 10 Incident Commander, Eric Petterson

May 31, 2022



## **BKR 5000 Transmitter Lockup Issue**

5/30/22

### Introduction

Thursday, May 26th the Command Radio System on the Bear Trap Incident locked up and maintained an “open mic” for approximately 15 minutes. This condition resulted from the BKR 5000 radio locking into a Transmit mode. As a result, CIIMT10 restricted the use of the BKR 5000 for the remainder of the incident and for the remainder of the season a Contingency Plan has been put in place to mitigate any further occurrences.

### Condition

The BKR 5000 radio, after a PTT, will randomly remain in a Transmit mode. The radio will display that it is transmitting and all buttons and switches become locked out. Additionally, the time-out-timer does not inhibit the duration of the Transmission. The only known way to terminate the transmission is to physically remove the battery from the radio.



### Cause

Bendix King has acknowledged that this is a known issue. To remedy the situation, they require the BKR 5000 to be flashed with version 5.5.58 and thus programmed with software RES version 5.8.20.

Flash the firmware to version: 5.8.58

Program using version: 5.8.20

### Instances

Since this discovery, several users of the BKR5000 report that this is a common occurrence. One Medic reported that his radio has done this 10 times already this fire season. We have heard from neighboring fires that this long duration “open mic” has also occurred on their fires.

While the Command Radio System was locked up on the Bear Trap Incident, there were moments where the system would open up just long enough for the INCM to announce, “Unit with open mic on Command” but the system immediately keyed back up. After approximately 15 minutes the condition finally cleared. One of the Line Medics later reported that it was his radio that had caused the lock up on the system.





## Testing

One agency reported that once they discovered the issue and then performed a cloning test where they cloned (5) BKR5000 radios from a BKR5000 cloner, (5) radio from a KNG2 cloner, and (5) radios from a DPI they then ran all 15 radios for a day. The 10 radios programmed from a BKR5000 or KNG2 functioned fine, however 3 of the 5 radios cloned from a DPH cloner locked up during the day of testing.

## Resolution

To mitigate this issue as much as possible, CIIMT10 has made the following determinations:

- Use of the BKR 5000 radio (unless flashed and programmed with current software) are prohibited for use on the Command Radio Channel.
- Briefings will instruct users of this radio of the potential hazard and teach that removing the battery is the only way to stop the transmitting radio.
- A Contingency Plan has been put into place in the event that this condition occurs again.
  - Move to an Alternate Command Channel.
  - Locate culprit radio and remove from service.
  - Option: shut down the input repeater and remove from the Radio System.

## Contingency Plan

The actual plan (detailed below) includes moving to an Alternate Command Channel. In many cases this will be the Local Forest channels and this will need to be coordinated and approved through them. Having a potential for BKR5000 radios on the Incident may be a great and reasonable concern for the Forest. Without some alternate / backup channel, the only option will be Human Repeaters.

### **Safety**

The primary goal is to keep firefighters and other personnel safe during this time and provide them with some sort of communication in the event that an internal emergency (IWI - Incident Within an Incident) occurs. With backup communication established, Division Supervisor (DIVS) and other Command Staff will have a special Group on their radios where they will be able to go and monitor the Direct radio transmissions. This will enable them to hear an emergency call that would not otherwise be heard, as well as assisting in locating the culprit radio.



### **Hearing calls for help**

A DIVS or other field personnel with the capability of listening to the “repeater input frequencies” can then select the closest Command Repeater and monitor for any calls for help. Unless the Incident Management Team 10 is close by, the DIVS will be able to hear a call for help and can then render aid / call for assistance.

### **Locating the Culprit Radio**

Using the same “repeater input frequencies”, a DIVS can listen for the culprit radio. Since they are effectively listening Direct, they will know that they are relatively close to the culprit radio. With 2-3 reports like this it should be possible to triangulate in on where the culprit radio might be.

### **Determining the Locked up Repeater**

The culprit radio will be keyed up on a particular repeater. Only that particular channel will be keyed up and thus a DIVS can roll through the Command Channels and quickly determine which repeater is locked up and thus locking up the rest of the system. In extreme situations, this repeater can be powered down and removed from the system, thus freeing up the rest of the Command Radio System for normal use.

## **Conclusion**

The BKR5000 transmit lockup issue poses a significant threat to Operations on any incident and certainly within a Wildland Fire Incident. These radios must be addressed as many agencies have migrated to this model and many within the past few months. Many radio users are not even aware that their radios may exhibit this behavior. Properly programming these radios or limiting their use during an incident will certainly help prevent the issue. A Contingency Plan must be in place to address communications in the event that this does occur. The California Interagency Incident Management Team 10 plan is included here for reference.

Chuck Schuler, P.E.  
COML(t)  
California Interagency Incident Management Team 10  
[ciimt10.coml@gmail.com](mailto:ciimt10.coml@gmail.com)



## **BKR-5000 Radios Must not be used on Bear Trap Command Channel**



There is a known issue with the Bendix King BKR 5000 radio (shown above). These radios will lock into a transmit mode and none of the buttons, switches or even the power switch will stop the radio from transmitting. The only way to reset the radio is to disconnect the radio battery.

These radios are not approved nor allowed for use on this fire unless the programming is updated as shown below. Check with Communications to check out a cache radio instead. Once at your home unit, ensure that they do the following:

Flash the firmware to version: 5.8.58

Program using version: 5.8.20

Note: This does not affect the following radios:

Bendix King GPH/DPH

Bendix King P150/KNG2

Any questions, check with Communications. Communications phone: xxx-xxx-xxxx



## Command Channel Lockup - Contingency Plan -

Communications will prohibit the use of the BKR5000 (with out-of-date software) and will brief to the proper response of a locked up radio. However, in the event that one of these radios (or other device) locks up the Command Channel for more than 2 minutes this Contingency Plan will be utilized.

In the event that the Command Channel is compromised, DIVS and above will move to the local Forest channel. DIVS and above will also be equipped with a second clone where they can help identify which Repeater is compromised or locate the individual radio that is causing the issue.

1. Command Channel is locked open for more than two minutes or completely failed.
2. DIVS switch to the Alternate Channel (Local Forest) and confirm with Communications that all units should switch channels.
3. DIVS inform over TAC for all units to move to the Alternate Channel
4. DIVS switch to Special Group (programmed with reverse repeater split).
  - a. Allows DIVS to hear units calling for help directly.
  - b. Allows DIVS to hear the culprit radio if they are within talkaround range.
  - c. Allows DIVS to determine which repeater the culprit radio is activating.
5. With information received by DIVS:
  - a. Culprit radio is located and battery removed.
  - b. The locked up repeater is turned off (removed from the system).
6. Condition is cleared and Operations is returned to normal.

# REGULAR GOVERNING BOARD MEETING

May 10, 2022

## GOVERNING BOARD MEMBERS

Deputy Chief Niko King	Sacramento Fire Department
Deputy Chief Tyler Wagaman	Sacramento Metropolitan Fire District
Deputy Chief Dan Quiggle	Cosumnes Community Services District
Assistant Chief Chad Wilson	Folsom Fire Department

## GOVERNING BOARD MEMBERS ABSENT

Deputy Chief Chris Costamagna	Sacramento Fire Department
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## COMMUNICATIONS CENTER MANAGEMENT

Troy Bair	Chief Executive Director
Julee Todd	Operations Manager

## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC
Dr. Kevin Mackey	Medical Director, SRFEC
Theresa Miller	Dispatcher, SRFEC

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 9:12 a.m.

1. The Pledge of Allegiance was recited.

2. There were no agenda updates.

### 3. PUBLIC COMMENT

a. Theresa Miller shared sincere thanks to the fire agencies for their participation in National Public Safety Telecommunicator's Week.

### 4. CENTER REPORTS

a. Medical Director Dr. Mackey

Dr. Mackey presented the Sacramento County Fire Services 2021 Year in Preview presentation, to share specific data regarding the county's performance with cardiac arrest patient outcomes.

Dr. Mackey commended the dispatch staff for their excellent work in bystander CPR instructions.

**5. CLOSED SESSION:**

**1. CONFERENCE WITH LABOR NEGOTIATOR\***

Pursuant to Government Code Section 54957.6

Center Negotiator(s) Lindsay Moore, Counsel  
Ty Bailey, 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  
Deputy Director  
Operations Manager
- b. Public Employment: Chief Executive Director  
Deputy 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 9:26 a.m.

Open session was reconvened at 10:28 a.m.

- 1. The Board received an update; 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 Wilson and seconded by Chief Quiggle to approve the consent agenda, Special Board Meeting Synopsis (March 31, 2022).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

**8. STAFF REPORTS/ACTION ITEMS:**

**1. SUBJECT:** Approval of Administration Manager Employment Contract

Chief Executive Director Troy Bair presented the Administration Manager Employment contract Staff Report, detailing the recruitment process and the ultimate selection and offer of the position to Marissa Shmatovich.

Chief Wagaman thanked the agencies and labor for their assistance in the selection

process and the professional process utilized for the position.

A motion was made by Chief Wilson and seconded by Chief Wagaman to approve the Administration Manager Employment Contract between SRFECC and Marissa Shmatovich.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. **SUBJECT:** Approve Employee Handbook and Referenced Policies

Marissa Shmatovich presented the Employee Handbook staff report, detailing the process by which the Center authored, reviewed, and vetted the final draft presented to the board.

A motion was made by Chief Quiggle and seconded by Chief King to approve the quote for Upgraded Dispatch Monitors.

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

NOES:

ABSENT:

ABSTAIN:

9. **DISCUSSION/POSSIBLE ACTION:**

None

10. **INFORMATION:**

None

11. **CENTER REPORTS**

1. Operations Manager Todd

OM Todd began with congratulating Marissa Shmatovicht

In training, there were recently 2 recruits signed off on call taking with 2 more continuing Pod training. There are currently 6 recruits in the academy with Training Supervisor Vazquez. There is one dispatcher in CRO training and one in Main training.

The Commandpoint CAD Project is still underway, with the Center staff continuing to work through the program and identify needs to continue the project forward.

ACD has been implemented on the dispatch floor, with the Center working through a few alert issues with the vendor.

OM Todd also thanked all the agencies for their participation in National Public Safety Telecommunicators week.

Staffing Update:

The Center is now at 34 of 35 budgeted position filled, with large portion still in various stages of training.

The month of May presents the following service anniversaries:

Comilang, 2 years

Saulter, 2 years

2. Chief Executive Director Bair

CED Bair also opened with congratulations to Marissa Shmatovich.

He continued with gratitude to all the Center staff and stated it has been a pleasure to be able to work with this group of individuals.

CED Bair also thanked all the agencies for their participation in the National Public Safety Telecommunicator's week. He also thanked the board for their support of the Employee Handbook and the affiliated policies.

He expressed pride in the work of the dispatchers, and conveyed gratitude for their great work in the face of many difficult calls.

12. **CORRESPONDENCE:**

None.

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

None

14. **BOARD MEMBER COMMENTS:**

Chief Wilson

Chief Wilson congratulated Marissa Shmatovich.

He is excited for the work being done on the new CAD project and he appreciates the progress being made. He enjoyed participating in Dispatcher week, and thanked the Center for the opportunity.

Chief Quiggle

Chief Quiggle opened with thanks for the meeting and congratulated Marissa Shmatovich. He enjoyed participating in the assessment center and the Dispatch Appreciation Week breakfast. He thanked Chief Bair and all those involved for setting up the ride-alongs and county tours, and would like to create opportunities for CFD staff to visit the Center more in the future as well.

Chief King

Chief King opened with congratulations to Marissa Shmatovich and thanked the group for the meeting.



Chief Wagaman

Chief Wagaman opened with congratulations to Marissa Shmatovich.

He also expressed gratitude for participating in Dispatcher Appreciation week.

He continued with thanks for the work from the Center on the Employee Handbook, acknowledging that a ton of work and changes went into the document and it will continue to change to meet the needs of the Center.

Chief Wagaman congratulated the Center for their staffing successes, and hopes for an update in the future regarding the impacts on overtime and deficiencies.

**15. ADJOURNMENT:**

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,



Marissa Shmatovich  
Clerk of the Board

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Tyler Wagaman, Chairperson

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Chad Wilson, Vice Chairperson

**FIRST AMENDED EMPLOYMENT CONTRACT**  
**between the**  
**SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER**  
**and**  
**MARISSA SHMATOVICH**  
**(Manager)**

This is the First Amended Employment Contract (“Contract”) by and between the Governing Board of the Sacramento Regional Fire/EMS Communications Center (“Board” or “Center”) and Marissa Shmatovich to serve as Manager (“Manager”).

In return for the consideration and other promises set forth below, the Board and Manager agree as follows:

**I. TERM, COMPENSATION AND OTHER BENEFITS**

**A. Term**

This Contract shall commence on May 1, 2022 and shall continue in full force and shall expire at the close of business on December 31, 2024, unless:

1. Extended by the Board in accordance with Article VI., below; or
2. Terminated by either party in accordance with Article VII., below.

**B. Compensation and Benefits**

Manager shall receive compensation and other benefits as set forth in Appendix A.

**II. PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**A. Full Service**

Manager shall be required to render twelve (12) months of full and regular service to the Center during each annual period covered by this Contract.

**B. Senior Management**

1. The position of Manager is a senior management position. Manager is an exempt employee and is not covered by the Fair Labor Standards Act.
2. Manager shall report to, and serve at the direction of, the Chief Executive Director.

**C. Duties and Responsibilities**

1. Duties and responsibilities shall be as set forth in the prevailing job description for Manager. The job description may be revised from time to time by the Chief Executive Director with input from the Manager and final approval of the Board, as deemed necessary for the effective and efficient operations of the Center. A copy of the current job description is attached as Appendix B.
2. Manager shall:
  - a. Perform all duties that are prescribed by the laws of the State of California, the Board's Manual of Policies, and Center Policies and Procedures.
  - b. Carry out all lawful directions of the Chief Executive Director and/or the Board.

**III. PROFESSIONAL GROWTH**

**A. Professional Growth Activities**

The Center encourages the continuing professional growth of Manager through participation in:

1. The operations, programs and other activities conducted or sponsored by local, state and national associations related to fire and emergency dispatch communications centers;
2. Seminars and courses offered by public or private educational institutions which would serve to improve the capacity of Manager to perform professional responsibilities for the Center; and
3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Manager to perform professional responsibilities for the Center.

**B. Notice to the Chief Executive Director**

1. Manager shall update the Chief Executive Director on a regular basis concerning any planned and/or completed activities.
2. Manager shall receive advance written approval for attendance at Professional Growth Activities from the Chief Executive Director.
3. Manager shall maintain a current, up-to-date calendar available for viewing by the Chief Executive Director, staff and Board at all times.

#### **IV. EXPENSE REIMBURSEMENT**

For purchases made in accordance with the Center’s purchasing policy, the Center shall reimburse Manager. Expense reimbursement shall include related approved professional memberships and growth activities.

#### **V. GOALS AND OBJECTIVES**

No later than January 31 of each year that Manager performs services under this Contract, Manager shall submit in writing, to the Chief Executive Director, annual goals and objectives for the upcoming fiscal year. The goals and objectives shall be:

- Reviewed, revised and approved by the Chief Executive Director.
- Reduced to writing and shall be among the criteria by which Manager is evaluated as hereafter provided.

#### **VI. EVALUATION**

- A. The Chief Executive Director shall evaluate, in writing, the performance of Manager at least once during each year that Manager performs services under this Contract (“Yearly Evaluation”). The timeline for the Yearly Evaluation shall be set by the Chief Executive Director after consultation with Manager.
- B. Evaluation of Manager shall be related to the duties and responsibilities of Manager as set forth in Article II, the goals and objectives established by the Chief Executive Director and Manager as set forth in Article V, Appendix B (Job Description), and any applicable law and Policy (Board’s Manual of Policies or Center adopted).
- C. The Evaluation shall assess both overall performance and specific criteria, in accordance with the timeline set pursuant to Article VI, Paragraph A, above.
- D. A copy of the final written Yearly Evaluation shall be delivered to Manager and the Manager shall have the right to submit a written response in accordance with the timeline set by the Chief Executive Director pursuant to Article VI, Paragraph A, above.
- E. If the Chief Executive Director determines that the Performance of Manager is satisfactory or better, the Board will consider a one-year extension of this Contract (not to exceed a five-year term) and an increase in Base Salary.
- F. If the Chief Executive Director determines that the performance of Manager is unsatisfactory in any respect, the final written Yearly Evaluation shall describe such unsatisfactory performance in reasonable detail. The Yearly Evaluation shall include recommendations for improvement in those areas where the Chief Executive Director deems performance to be unsatisfactory and may include

recommendations for improvement in other instances where the Chief Executive Director deems such to be appropriate.

- G. Additional evaluations, if deemed appropriate by the Chief Executive Director, may be performed at any time.

## VII. TERMINATION OF CONTRACT

This Contract may be terminated by any of the following actions:

### A. Termination By the Board (Cause Not Required)

1. Manager is an *at-will employee* of the Center.
2. As such, the employment of Manager may be terminated at any time and for no cause whatsoever by the Chief Executive Director, with the approval of the Board. If this option is exercised, the Chief Executive Director shall provide Manager with written notice of termination. The effective date of termination shall be specified in the written notice of termination. *The decision shall be final.*
3. If the Contract is terminated pursuant to Article VII, Paragraph A, Manager shall:
  - a. receive six (6) months of Base Salary as severance pay commencing with the effective date of the termination specified in the notice of termination; and
  - b. INTENTIONALLY LEFT BLANK

### B. Resignation or Retirement of Manager

This Contract shall be terminated upon the resignation or retirement of Manager. Except in extraordinary circumstances, Manager shall give the Center at least ninety (90) calendar days' advance written notice of resignation or retirement.

### C. Termination for Cause

Nothing in this Termination for Cause paragraph alters Manager's *at-will employee* status:

1. Discharge for cause shall be defined as conduct which is seriously prejudicial to the Center, including but not limited to:
  - a. unprofessional conduct or insubordination;
  - b. neglect of duty;
  - c. breach of Contract;

- d. an act of dishonesty or moral turpitude;
  - e. theft or misappropriation of Center property;
  - f. any act injuring, abusing, or endangering others;
  - g. any act that might tend to bring Manager into public disrepute, contempt, scandal, or ridicule;
  - h. any act that might reflect unfavorably on or endanger the reputation, integrity or good will of the Center, its officers, employees, agents or associated agencies; or
  - i. a violation of any lawful rule, regulation, ordinance or statute.
2. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify Manager in writing. The effective date of termination shall be determined by the Board and specified in the written notice of termination.
  3. Upon request by Manager, the Board shall serve upon Manager a reasonably detailed statement of charges. Manager shall provide notice of the request for statement of charges to the Board within ten (10) days of the service of the notice of termination.
  4. Upon request, Manager will be afforded an opportunity for a hearing before the Board, which shall include the right to be represented by counsel, the right to record the hearing and the right to call witnesses. Manager shall provide notice of the request for hearing pursuant to this section to the Board within thirty (30) days of the service of notice of termination. If Manager chooses to be accompanied by legal counsel at such hearing, Manager shall bear any costs of her own counsel. Such hearing shall be conducted in closed session, unless Manager requests an open meeting. Manager shall be provided a written decision describing the results of the hearing. The decision of the Board shall be final.
  5. In appropriate circumstances, progressive discipline may be utilized by the Board in lieu of discharge for cause. Such use is, however, at the sole discretion of the Board.

## **VIII. GENERAL PROVISIONS**

### **A. Full and Complete Contract**

This Contract is the full and complete contract between the Center and Manager and supersedes all prior negotiations, representations or agreements, either written or oral. It can be changed or modified only by an agreement in writing, signed by the Chief Executive Director, Manager, and Board.

**B. Subject to Applicable Laws and the Board’s Manual of Policies**

Except as modified herein, this Contract is subject to all applicable laws of the State of California and to the lawful rules, and Manual of Policies of the Board. Said laws, rules, and policies, to the extent they have not been lawfully superseded by this Contract, are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.

**C. Severance Clause**

Should any provision of this Contract be declared or determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby, unless to do so would frustrate the intent and purpose of this Contract. Said illegal, invalid or unenforceable part, term or provision shall be deemed not to be a part of this Contract.

**D. Venue and Governing Law**

Any action arising out of this Contract shall be brought in Sacramento County, California, regardless of where else venue may lie. This Contract shall be governed by and construed in accordance with the laws of the State of California.

**E. Negotiated Agreement**

The Center and Manager acknowledge and agree that the terms and provisions of this Contract have been negotiated and discussed between them, and that this Contract reflects their mutual agreement regarding the subject matter of this Contract. Because of the nature of such negotiations and discussions, neither party shall be deemed to be the drafter of this Contract, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Contract.

**IN WITNESS HERETO**, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties.

**[Signatures on Following Page]**

**GOVERNING BOARD OF THE SACRAMENTO  
REGIONAL FIRE/EMS COMMUNICATIONS CENTER**

\_\_\_\_\_  
Chairperson of the Governing Board

\_\_\_\_\_  
Date

**ACCEPTANCE:**

I hereby accept the terms of this Contract of Employment and agree to fulfill all of the duties of Manager for the Sacramento Regional Fire/EMS Communications Center

\_\_\_\_\_  
Marissa Shmatovich

\_\_\_\_\_  
Date



**COMPENSATION AND OTHER BENEFITS**

**1. COMPENSATION**

**A. Base Salary**

1.

The Manager's Base Salary shall be:

<b><u>Annual</u></b>	<b><u>Monthly</u></b>
Step 1	\$10,405.00
Step 2	\$10,925.25
Step 3	\$11,471.15
Step 4	\$12,045.09
Step 5	12,647.34

2. Manager's Base Salary may also be increased as set forth in Article VI, above. Manager shall be initially placed on Step 1. Manager shall move to Step 2 July 1, 2023, and every July 1 of each Contract year thereafter.

**B. Health and Welfare Benefits**

1. Insurance Plans

a. Medical Insurance

Manager, and Manager's dependents, shall have the option of enrolling in any medical insurance plan available through the Center's contract with the Health Division of the Public Employees Retirement System (PERS).

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

b. Dental Insurance

Manager, and Manager's dependents, shall have the option of enrolling in the dental plan selected by the Center.

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

c. Vision Insurance

Manager, and Manager's dependents, shall have the option of enrolling in the vision plan selected by the Center.

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

d. Life Insurance Benefits

The Center shall provide Manager with a life insurance policy in the amount of Fifty Thousand Dollars (\$50,000.00). The Center shall pay the full premium cost.

e. Long-term Disability Benefits

The Center shall provide a long-term disability insurance plan for Manager. The Center shall pay the full premium cost.

**C. Allowances**

1. Transportation

The Center shall provide Manager with a Center-owned vehicle that shall be marked in accordance with Internal Revenue Service Regulations ("Vehicle"). This vehicle is a "take-home" vehicle and is assigned in recognition of the need to respond 24/7.

- There shall be no additional compensation for use of Manager's personal automobile.
- Travel other than by automobile shall be reimbursed in accordance with adopted Center policies.
- Use of the Center-provided credit card, issued in accordance with Center Policy, is authorized for fuel in the Vehicle.
- The Vehicle is to be used only for Center business (which includes commuting to and from work).

- The Center is responsible for all maintenance on the vehicle.

2. Technology

Manager shall be provided with the appropriate technology (e.g. cell phone, tablet (iPad), computer, and supporting service/data plans) to perform her duties. Appropriate personal use is permitted.

**D. Retirement**

1. PERS Contribution

a. Retirement benefits shall be provided to Manager in accordance with the contract between the Center and PERS adopted by the Board in 2013:

- 2% at 62
- highest average over 36 consecutive months
- conversion of accrued/unused sick leave to service credit, in accordance with the Center/PERS contract.

b. Paragraph intentionally omitted. (Note: Effective January 1, 2013, the law prohibits Employer Paid Member Contributions (“EPMC”) for “PEPRA” employees.)

c. Paragraph intentionally omitted. (Note: Effective January 1, 2013, the law prohibits Employer Paid Member Contributions (“EPMC”) for “PEPRA” employees.)

d. Optional Benefits Cost Sharing (OBCS) shall be paid by Manager in the same manner as it is by other “PEPRA” non-represented Center employees.

e. Upon retirement, Manager shall receive full medical benefits, not to exceed employee plus one (at the lesser of Kaiser HMO or Blue Shield HMO) and shall follow the PERS guideline and Board Resolution in the same manner as it is by other “Classic” non-represented Center employees. On January 1, if the increase in the premium cost for any plan (medical, dental or vision) is greater than five percent (5%), the Center’s obligation shall be limited to five percent (5%) for that plan.

2. 1959 Survivor Benefits

Manager shall pay Two Dollars (\$2.00) per month for 1959 Survivor (Level 3) benefits.

**E. Deferred Compensation**

1. The Center has entered into an agreement with PERS to provide an IRC 457 Deferred Compensation investment program. Manager may place a portion, up to the current legal maximum, of pre-taxable wages into a tax deferred account until retirement or termination of employment with the Center.
2. The Center shall establish an IRC §401(a) plan to be utilized by Manager and other employees.

**2. VACATION, HOLIDAYS and LEAVES**

**A. Annual Vacation**

1. Entitlement

Manager shall be credited with the following hours of annual vacation for each month of service with the Center:

<u>Year Through and Including</u>	<u>ANNUAL</u>	<u>MONTHLY</u>
1-3	96 hours	8 hours
4-6	120 hours	10 hours
7-9	144 hours	12 hours
10-12	168 hours	14 hours
13 and over	192 hours	16 hours

2. Vacation Leave Sell-Back

Manager shall be permitted to sell back seventy-two (72) hours of vacation leave hours. At the time of sell-back, the Manager must still have seventy-two (72) hours of accrued and unused vacation in their bank.

3. Annual Leave Bank

- a. Manager may not have credited to Manager's account, at any time, more than twice Manager's annual accrual rate of vacation.
- b. If Manager has accumulated the maximum permitted, vacation accrual shall be suspended, and Manager shall accrue no additional vacation until Manager's vacation accumulation is less than the maximum.
- c. The Center reserves the right to direct Manager's use of vacation.

**B. Holidays**

The Center recognizes fourteen (14) paid holidays:

January 1 <sup>st</sup>	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King Jr. Day
2 <sup>nd</sup> Monday in February	Lincoln's Birthday
3 <sup>rd</sup> Monday in February	President's Day
Last Monday in May	Memorial Day
July 4 <sup>th</sup>	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Columbus Day
November 11 <sup>th</sup>	Veterans Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
Friday after Thanksgiving	Day After Thanksgiving
December 24 <sup>th</sup>	Christmas Eve
December 25 <sup>th</sup>	Christmas Day
December 31 <sup>st</sup>	New Year's Eve

**C. Senior Management Leave**

1. Upon signing this Contract, Manager shall be credited with 80 hours of Senior Management Leave.
2. If Senior Management Leave is not used, it has no cash value and expires on June 31<sup>st</sup> of each year. Senior Management Leave resets on July 1<sup>st</sup> of each year of this Contract in the amount of 80 hours.

**D. Sick Leave**

1. Definition

Sick Leave, as used in this Contract, shall be defined as absence from work without loss of pay because of Manager's non-service-related illness or injury.

As provided under Labor Code section 233, accrued leave may also be utilized for the reasons specified in Labor Code section 246.5, subdivision (a), involving a family member as defined in Labor Code section 245.5.

2. Entitlement

- a. Manager shall earn ten and one-half (10½) hours of sick leave for each month of service.

- b. Manager shall be entitled to accumulate sick leave on an unlimited basis.
- c. There shall be no cash compensation for unused sick leave upon termination of Manager's employment with the Center by the Board under this Contract. The current PERS contract, however, provides for conversion of sick leave to service credit.

**D. Other Leaves**

1. Military

Manager shall be eligible for leaves of absence for military duty in accordance with the requirements of applicable State and Federal law.

2. Disability

Should Manager become physically disabled, and exhausts Manager's entitlement to paid leave under this Contract, Manager may request and will be granted an unpaid leave of absence of up to four (4) calendar months.

- a. This additional leave, if requested, shall also satisfy the Center's obligation under the state and federal "Family Leave Acts." During this leave, the Center shall have the right to refill Manager's position on a permanent basis if failure to do so would cause substantial injury to the operations of the Center.
- b. While on this leave of absence, Manager shall:
  - continue to be covered under the Center's Health, Dental, Vision, Life and LTD programs, with the Center making its normal contribution toward such coverage;
  - not accrue additional sick leave and/or vacation.

3. Funeral Leave

a. Leave for Family Members

- Manager shall be eligible for up to five (5) consecutive calendar days of leave, commencing no later than seven (7) days after the death, without loss of pay for the purpose of arranging for and/or attending the funeral of a member of Manager's immediate family.
- Manager shall list the relationship to the deceased on the leave request form.

- For the purposes of this section, immediate family includes spouse, child, mother, father, aunt, uncle, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any person permanently domiciled in Manager's household.

b. Notice

Manager should make every attempt possible to notify the Chief Executive Director when the use of funeral leave is anticipated.

4. Leave for Trial Jury Service

a. Summons for Service

Should Manager be summoned for trial jury service in either State or Federal court, Manager will be released from scheduled duty without loss of pay for those periods during which Manager is required to be present at the courthouse. Manager shall request "telephone standby" when this option has been offered to Manager.

b. Notice to Center

If Manager is required to report for jury service, Manager shall notify the Chief Executive Director of that fact and the Chief Executive Director shall arrange for replacement as required. Proof of jury service shall be submitted to the Chief Executive Director.

5. Other Leaves in Accordance with the Law

Manager may be entitled to receive other leaves if required by State or Federal law.

**E. Notice/Report**

Manager shall send a monthly written report to the Chief Executive Director setting forth her usage of the leaves provided in this section (Vacations, Holidays and Leaves).

## **JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

### **CLASSIFICATION:**

#### **MANAGER**

FLSA: Exempt

Bargaining Unit: Unrepresented Confidential Employee

### **SUMMARY FUNCTION**

The Manager is an at-will employee pursuant to the terms of an employment contract. Under the general direction and supervision of the Chief Executive Director (“CED”), the Manager assists in planning, organizing, and directing the designated division of the Sacramento Regional Fire/EMS Communications Center (“SRFECC”). The Manager also assists the CED in following any direction(s) from the Governing Board including achieving Board policies, procedures, goals, and any mandates provided by the Board; performs other duties as directed.

### **GENERAL CHARACTERISTICS**

The Manager is responsible for directing all personnel, including managing and supervising the operations of the designated division within SRFECC; carry out a variety of assignments directly supporting the CED and Governing Board’s use of a master plan, fiscal budget development and oversight.

### **ESSENTIAL FUNCTIONS**

#### **Duties**

- When designated by the CED, serve as the CED in the absence of the CED.
- Manage, plan, organize, direct, and control the activities of the programs and functions of the assigned division of the SRFECC; direct subordinate personnel to ensure appropriate staffing and schedule supplemental or overtime work when necessary.
- Serve as an assistant and confidential aide to the CED; consult and advise in an honest, frank, tactful, and timely manner; promote a positive, harmonious, and effective working relationship with the Governing Board, SRFECC personnel, and members of the community.
- Participate in and fulfill major responsibilities for the development and implementation of SRFECC’s strategic short and long-range planning efforts, goals and objectives, budgeting, and programs consistent with SRFECC’s mission.
- Manage, train, and motivate SRFECC personnel under their assignment in the performance of daily work routines, special projects, and staffing.
- Hold subordinates accountable for the enforcement of rules, regulations, orders, procedures, policies and employment agreements.



- Evaluate and appraise the performance of subordinate staff; may conduct internal investigations and report to the CED with findings; may recommend discipline based on findings; keep CED informed in a timely fashion.
- Conduct and/or participate in working meetings with a wide variety of individuals and groups; utilize their leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and provide negotiation/resolution of competing issues that are significant, sensitive, and may often be controversial.
- Review and oversee preliminary and final budgets for the assigned division of the SRFECC; to include staffing, training, services, supplies, and improvements; utilize the chain-of-command, organizational structure, and the appropriate delegation of authority and responsibility for various work projects; present program and budget recommendations.
- Explain, justify, defend, and promote SRFECC programs, policies, rules, regulations, and activities; represent SRFECC to Governing Board, any special interest groups, appropriate officials of the local, state, and federal governments as well as general public.
- Attend regular and special Governing Board meetings; provide background information and research data to the Governing Board through personal and/or subordinate staff reports on plans, proposals, alternatives, and provide recommendations on agenda presentation items.
- Coordinate and manage special projects; develop, recommend and assist in formulating SRFECC rules, regulations, policies, and procedures; receive and answer SRFECC correspondence for general inquiries and for any SRFECC matters.
- May respond at any time (day or night) to the Center for any purpose; may assume any subordinate position or relieve any subordinate for re-assignment; may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress; maintain clear and effective command communications with CED and SRFECC staff as well as representatives of other agencies; appropriately accommodate and direct inquiries from the media.
- Review and may inspect personnel, apparatus, buildings and grounds, equipment, training evolutions and exercises, emergency and routine operations and procedures, and other aspects of SRFECC functions as may be necessary to personally observe that discipline, fitness, and/or operational readiness is maintained, and results achieved are within performance standard parameters.
- Recommend appointment of subordinates; direct their training, development; recommend discipline and release of personnel for cause.
- Communicate, coordinate, and cooperate with the fire districts and the departments that SRFECC serves as well as with the surrounding contiguous fire departments and assists in maintaining the operational readiness of mutual aid assistance programs.
- Develop and recommend goals and objectives; delegate authority and responsibility to meet the goals, strategies, and objectives; evaluate and report to the CED on the effectiveness and efficiency of the assigned division of the SRFECC.

## **Physical Requirements**

Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must be commensurate with the essential functions of the position.

The physical requirements described here are representative of those that must be met by a position incumbent in order to successfully perform the essential duties of this job:

- Mobility: continuous use of keyboard; frequent sitting; intermittent twisting; occasional walking, standing, bending and stooping; and occasional driving;
- Lifting: regularly up to ten (10) pounds;
- Vision: constant use of overall vision and continuous computer use;
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching;
- Hearing/Talking: frequent hearing and talking in person and/or on the phone.

No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

The education or experience requirements may be modified or waived at the sole discretion of the Chief Executive Director. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The Sacramento Regional Fire/EMS Communications Center Board of Directors shall be notified of any such modifications or waivers.

#### ***Education:***

- Possess a high school diploma or equivalent GED certificate.
- A Bachelor's Degree from a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education with a major in public or business administration, fire service or emergency services management, or a closely related field. A Master's Degree with a major in any similar field is highly desirable.
- Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

***Experience:*** Five years of increasingly responsible work experience, at least two of the five years' experience should be working in a Public Safety Communications Center at a supervisory, managerial, administrative, or executive staff level, and which would demonstrate the knowledge and abilities listed below.

### **Special Requirements**

Offers of employment are contingent upon successful completion of a physical to include a drug screen.

- Age: Must be a minimum of eighteen (18) years of age;
- Possess a valid Class C Driver License and maintain it throughout employment;
- Pass a background investigation;
- Pass psychological examinations that relate to job requirements;
- Respond promptly to SRFECC on a 24-hour basis.

### **Personal Qualities**

The highest level of discretion, tact, integrity, judgment, and loyalty.

### **Additional Desirable Qualities**

Bilingual ability.

### **Knowledge & Ability Requirements**

Knowledge of:

- Principles of organization and administrative review necessary to plan, analyze, develop, direct, and evaluate programs, policies, and organizational structures and administrative problems.
- Principles of employee management, supervision, EMDQ, and training.
- Principles and methods of fiscal management, budgetary preparation and controls, program planning, implementation and administration.

Ability to:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public; speak effectively in public.
- Develop effective working relationships with District Divisions.
- Direct a program of research and analysis resulting in recommendations on complex administrative issues, programs and budgetary problems.
- Analyze administrative problems, reach practical and logical conclusions and put effective changes into practice.
- Develop effective working relationships with a variety of government and community agencies, and District personnel involving all organizational levels.
- Prepare and present concise, logical, oral and written reports; and explain policy, procedures or recommendations on a wide variety of administrative issues.

- Implement principles and practices of public administration, financial management, and personnel management.
- Understand any regulatory agencies laws, rules, regulations, procedures, and policies that pertain to maintaining the operational readiness of SRFECC.
- Develop and present analytical reports.
- Conduct performance evaluations.
- Implement progressive discipline.
- Schedule and maintain 24-hour working operations.
- Conduct oneself with the highest quality of leadership and integrity.
- Communicate clearly and concisely in English, orally and in writing.
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner.
- Reason and act decisively under stressful and/or emergency situations.
- Work independently with minimum supervision.
- Perform any other duties as assigned.

### **DISCLAIMER**

This classification is not an exhaustive statement of duties, responsibilities, and requirements.

All SRFECC Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

### **NONDISCRIMINATION IN EMPLOYMENT**

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.

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

## Janitorial Services Contract

THIS AGREEMENT made effective the FIRST day of JULY 2022 (SERVICE CONTRACT) BETWEEN:  
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER and OLVERA CLEANING SERVICE

- A. The Company requires cleaning services as set out in Schedule A, for a commercial office building described as SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER located at 10230 SYSTEMS PARKWAY, SACRAMENTO CA 95827.
- B. The Contractor wishes to provide the Services for the Building, on the terms and conditions hereafter set out.

NOW THEREFORE the parties hereto agree as follows:

1. The Contractor shall provide the Services in a proper and skillful manner and to a professional standard as described in detailed in the attached Schedule "A", which is incorporated herein by reference. The Contractor shall provide all labor and cleaning equipment to complete the Services as described in detailed in the attached Schedule "A", which is incorporated herein by reference. The Company shall supply all paper products, trash liners, cleaning gloves, equipment, and light bulbs of a size and wattage appropriate for the light fixtures located in the Building.
2. The Company shall provide the Contractor with such offices, storage facilities with proper locks, and staging area for the performance of duties as may be mutually agreed upon between the parties. The Company shall also provide adequate trash disposal container.
3. The Company shall pay the contractor the sum of Three Thousand Five Hundred Dollars (\$3500.00) per month for the provision of the Services. The Contractor shall invoice The Company at the start of each month, and The Company shall remit payment 15 days of receipt of the Contractor's invoice.

4. The Contract shall commence on the [1<sup>st</sup>] day of [July], [2022] and shall terminate on the [30<sup>th</sup>] day of [June], [2023]. The Company has the sole discretion to determine whether the Contract shall be renewed for a further term and it should be done in writing. The Company will give the Contractor a 30-day period before the end of the contract to begin negotiations for Contract Renewal, starting on the [30<sup>th</sup>] of [May]. [2023].
5. The Contractor shall be responsible for complying with all applicable regulatory bodies in the performance of the Services, including compliance with Workers' Compensation requirements and payment of any and all income taxes and other employer/employee deductions.
6. The Contractor shall be fully bonded and insured and shall maintain such insurance against any risks which may be incurred in the performance of the Services. The Contractor shall supply the Company, upon request, with copies of the insurance policies and documentation.
7. The Contractor represents that it is fully licensed, certified and trained.
8. The Company may from time to time request additions or changes to the Services. Such changes or additions must be initiated by a written change order signed by an authorized representative of each party. The change order shall describe the additions and/or changes and shall state the additional cost or cost reduction, and any schedule changes. Verbal change orders shall be of no effect, except in cases of an emergency which threatens personal injury or property damage.

In witness to their agreement to these items, the client and contractor affix their signatures below:

\_\_\_\_\_  
Client Signature, Date

\_\_\_\_\_  
Contractor Signature, Date

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Client Street Address, City, State, Zip Code

\_\_\_\_\_  
Contractor Business Address, City, State, Zip Code

## Schedule A

Sacramento Regional Fire/EMS Training Facility

10230 Systems Parkway

Sacramento, CA 95827

### 6-Day Service Monday to Saturday

AREAS TO BE MAINTAINED YEARLY	DAILY	WEEKLY	MONTHLY		
Entrance ways, lobbies and hallways	x				
Waiting Areas	x				
Reception Area	X				
Workstation/Cubicles/Offices	X				
Conference Rooms	X				
Break Room	X				
Restrooms	X				
Dispatch Area	X				
Trailer resting area	X				
General Cleaning	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	YEARLY
Wipe clean and disinfect open Horizontal Surface	X				
Empty wastebaskets and install liners, Empty recycle bins	X				
Place Wastepaper in disposal area	X				
Clean and sanitize door knobs and Switch plates	X				
Spot clean wall, doors, and partitions			X		
Disinfect telephones			X		
High dusting, remove cobwebs			X		
Wipe down window sill and baseboards			X		
Clean thresholds and door jambs			X		
Dust picture frame			X		
Vacuum and clean air gills				X	
Dust blinds				X	
Floor and Carpet Care					
Sweep and damp mop all tile floor	X				
Vacuum all carpet areas	X				
Spot clean carpet	X				
Carpet cleaning					



<b>BREAK ROOM</b>	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	YEARLY
Wipe horizontal surfaces	X				
Wipe down cabinets	X				
Wipe microwaves clean in/out	X				
Wipe exterior refrigerator	X				
Clean and disinfect sink					
<b>RESTROOM</b>					
Spot clean wall, partitions and doors	X				
Clean and sanitize sink	X				
Clean and polish all Chrome fixtures	X				
Clean mirrors	X				
Clean and disinfect toilets and urinals	X				
Remove any limescale from toilets and urinals		X			
Dust ledge and partitions		X			
Spot Clean walls from waist down		X			
Refill all soap and paper product dispensers	X				
Dispose of waste and clean waste receptacles	X				
Mop floors with germicidal	X				
<b>Window Cleaning</b>					
Clean window entrance only	X				
Spot clean glass portions	X				
Clean interior and exterior Windows					
<b>Change light bulbs (as needed)</b>					
Gutter cleaning					
Power washing					
Deep cleaning					1x
<b>Additional Notes:</b>					

**Products: Sacramento Regional Fire/EMS Communication center will provide all consumables (kitchen trash bags / admin trash liners/paper products/rubber gloves) and cleaning equipment. Olvera Cleaning Service will provide chemicals.**

Deep cleaning and change of light bulbs as needed

**TOTAL MONTHLY SERVICE COST: \$3500.00**

Chairs are at separate cost, \$10.00 per chair as needed



## **Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3007  
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

### **STAFF REPORT** (Report 22-16)

**DATE:** June 14, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Marissa Shmatovich, Administration Manager  
**SUBJECT: Fortinet Firewall Licenses**

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### **RECOMMENDATION**

The Board of Directors approve the Fortinet Firewall Licensing Quote provided by Direct Technologies.

### **BACKGROUND**

The Center is currently operating with Fortinet Firewall hardware and licenses. The current licenses are set to expire on June 17, 2022. The firewall is critical to the security of Center operations.

The Center is preparing to replace the Fortinet Firewall to newer hardware and affiliated licenses; however, this project is still awaiting approval and implementation will take several months. The Center needs to renew its current firewall licensing to preserve network security without interruption. The license renewal is for a 1-year term, the shortest available, after which time the new firewall and licenses will be in place and Fortinet licenses no longer needed.

### **FINANCIAL ANALYSIS**

The current FY budget for Software Maintenance and Applications includes \$20,500 for Fortinet licenses, and year to date the Center has spent \$2,126 from this line item. The purchase of the licenses, in the amount of \$5,200, is in budget for fiscal year 21/22.

Respectfully submitted,

Marissa Shmatovich  
Administration Manager  
Attachments – Direct Technology Quote 120

Staff Report recommendation authorized by:                      Approved as to Form:

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Chief Executive Director

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Legal Counsel



**Quote**  
**Quote Number: 120**

Payment Terms:  
 Expiration Date: 06/10/2022

**Quote Prepared For**

**Brad Dorsett**  
**Sacramento Regional Fire/EMS Communications Center**  
 10230 Systems Parkway  
 Sacramento, CA 95827-3006  
 United States  
 Phone:916-365-6238  
 bdorsett@srfecc.ca.gov

**Quote Prepared By**

**Brett Farrell**  
**IT Ops**  
 3009 Douglas Blvd., Ste 300  
 Roseville, CA 95661  
 United States  
 Phone:  
 Fax:916-724-1872  
[bfarrell@directtechnology.com](mailto:bfarrell@directtechnology.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	2	Forticare 200D - 1 Year 1YR 24X7 FORTICARE PLUS FORTIGUARD BNDL CONTRACT F/FG-200D	\$1,950.00	\$1,950.00	\$3,900.00
2)	1	Forticare 100D - 1 Year FORTIGATE-100D 24X7 FORTICARE FORTIGUARD BNDL 1YR 24X7 FC	\$1,300.00	\$1,300.00	\$1,300.00
<b>One-Time Total</b>					<b>\$5,200.00</b>
<b>Subtotal</b>					<b>\$5,200.00</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$5,200.00</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Customer's purchase is subject to Direct Technologies conditions of sale, unless customer has a separate purchase agreement with Direct Technology.

All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.

All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.

Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



## **Sacramento Regional Fire/EMS Communications Center**

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### **STAFF REPORT** (Report 22-17)

**DATE:** June 14, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Marissa Shmatovich, Administration Manager  
**SUBJECT: EMC Storage Array Support**

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#### **RECOMMENDATION**

The Board of Directors approve the EMC Storage Array Support Renewal Quote provided by Direct Technologies.

#### **BACKGROUND**

The Center utilizes an EMC storage array for all local server storage, with the exception of backup storage. Dell provides IT support in the event of any outages or needed maintenance. Continued support for local storage is vital to maintain operations of the Center.

This quote was signed by the Center in February 2022. Due to the cost of the purchase, the invoice has not yet been paid and the Center is seeking board approval to purchase an additional year of EMS Storage Array support.

#### **FINANCIAL ANALYSIS**

The current FY budget for Software Maintenance and Applications includes \$19,000 for EMC Storage Array Maintenance. This quote from Direct Technology is \$3,583 more than originally budgeted. The additional \$3,583 can be absorbed by remaining, unused budget funds from fiscal year 21/22.

Respectfully submitted,

Marissa Shmatovich  
Administration Manager  
Attachments – Direct Technology Quote 120

Staff Report recommendation authorized by:                      Approved as to Form:

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Chief Executive Director

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Legal Counsel



**Quote**  
**Quote Number: 11**

Payment Terms:  
 Expiration Date: 03/31/2022

**Quote Prepared For**

**Brad Dorsett**  
**Sacramento Regional Fire/EMS Communications Center**  
 10230 Systems Parkway  
 Sacramento, CA 95827-3006  
 United States  
 Phone:916-365-6238  
 bdorsett@srfecc.ca.gov

**Quote Prepared By**

**Brett Farrell**  
**IT Ops**  
 3009 Douglas Blvd., Ste 300  
 Roseville, CA 95661  
 United States  
 Phone:  
 Fax:916-724-1872  
[bfarrell@directtechnology.com](mailto:bfarrell@directtechnology.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	1	1-Year Support Renewal for EMC Array to 3/31/23 Covered Items: VNXE32002XSP DPE25X2.5 DS25X600GB 15K (1) VNXE 3200 200GB FAST CACHE 25X2.5 (3) ONE 4 PORT 8GB FIBRE CHANNEL IO MODULE (2) 2U DAE WITH 25 X 2.5 INCH DRIVE SLOTS (2) VNXE3200 600GB 15K SAS 25X2.5 (24) VNXE3200 600GB 15K SAS 25X2.5 (22) VNXE OE PER TB PERFOR FOR VNXE3200 (25) VNXE3200 BASE DUAL SP ECOSYS=IC (1) VNXE32002XSP DPE25X2.5 DS25X600GB 10K (1) VNXE 3200 100GB FAST CACHE 25X2.5 (3) ONE 4 PORT 8GB FIBRE CHANNEL IO MODULE (2) 2U DAE WITH 25 X 2.5 INCH DRIVE SLOTS (1) VNXE 3200 600GB 10K SAS 25X2.5 (6) VNXE3200 BASE DUAL SP ECOSYS=IC (1) VNXE3200 STORAGE ANALYTICS SUITE=IC (1) VNXE3200 STORAGE ANALYTICS SUITE=IC (1) DS-300B 8/24P 8G BASE SWITCH (1) DS-300B 8/24P 8G BASE SWITCH (1) DS-300B 8/24P 8G BASE SWITCH (1) DS-300B 8/24P 8G BASE SWITCH (1)	\$22,582.63	\$22,582.63	\$22,582.63
				<b>One-Time Total</b>	<b>\$22,582.63</b>

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Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
				<b>Subtotal</b>	<b>\$22,582.63</b>
				<b>Total Taxes</b>	<b>\$0.00</b>
				<b>Total</b>	<b>\$22,582.63</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Customer's purchase is subject to Direct Technologies conditions of sale, unless customer has a separate purchase agreement with Direct Technology.

All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.

All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.

Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



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### **STAFF REPORT** (Report 22-21)

**DATE:** June 14, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Chia Vargo, Accounting Specialist II  
**SUBJECT:** Preliminary Budget FY 22/23

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### **RECOMMENDATION**

The Board of Directors approve the preliminary budget for FY 22/23 as prepared by staff.

### **DISCUSSION**

This preliminary budget is presented for Board review and approval. This initial report provides an opportunity for the Board to ask questions or provide input prior to the budget being finalized and presented for adoption.

The preliminary budget has been reviewed by contributing members of each department at the Center. It was completed with careful consideration to maintain current total budget amount while focusing funding on the issues that will impact the center most. These include recruitment and retention efforts (staffing), the reimplementation of outside training and conferences (focusing on employee development and retention), and the addition of GIS and IT positions (CAD implementation and maintenance). This budget reflects the Center's priorities.

### **FINANCIAL ANALYSIS**

The Center has a history of intentional, proactive, and strategic steps to ensure a long term sustainable fiscal health.

A truncated summary of the preliminary budget is as follows:

Account	Final Budget FY 2022	Prelim Budget FY 2023	Difference	Percent Change
Employee-Related Expenses	8,091,168.54	8,156,843.33	65,674.79	0.81%
Professional Services	1,305,176.19	1,228,344.05	(76,832.14)	-5.89%
Materials and Supplies	36,200.00	37,500.00	1,300.00	3.59%
Hardware and Software Maintenance	762,729.32	698,438.28	(64,291.04)	-8.43%
Communications Equipment and Services	435,955.00	392,814.00	(43,141.00)	-9.90%
Facilities and Fleet Management	380,041.10	356,799.80	(23,241.30)	-6.12%
Employee Recruitment, Retention and Training	84,800.00	225,330.69	140,530.69	165.72%
<b>Total</b>	<b>11,096,070.15</b>	<b>11,096,070.15</b>	<b>-</b>	



## Sacramento Regional Fire/EMS Communications Center

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### Revenues

Member contributions are not projected to increase. Reimbursable expenses for deployments continues to be a line item that cannot be estimated, therefore have not been budgeted. Last fiscal year, the Center received deployment reimbursements in the amount of \$244,155 or 2.2% of the operating budget. This is a slight decrease over the previous three years of deployment reimbursements that have averaged 2.9% of the operating budget.

While there is not a member contribution increase projected for the beginning of FY 22/23, this will not be the case as we move into the next fiscal year. Increasing costs due to inflation and the need to address staffing in accordance with increasing call volume will most likely dictate an increase in contributions in FY 23/24.

### Expenditures

The Center, like the rest of the country, has experienced COVID-related economic recession and record inflation. We deferred the hiring of key administration staff positions and reduced expenses.

In this preliminary budget, the Center saw relief in the Retirement Benefit Expense line in the amount of \$209K. This was due to a decrease in the CalPERS Annual Unfunded Accrued Liability (AUL). A further decrease in the OPEB Benefit Expense line in the amount of \$221K afforded the Center to reprise two critical and much needed positions in the Technical Services department: Systems Engineer and GIS Coordinator. The financial impact of adding the two positions are:

Technical Services Team	Employee Cost
Systems Engineer	159,319.54
GIS Coordinator	141,294.66
<b>Total Added to Technical Services Team</b>	<b>300,614.20*</b>

\*Total cost of employees (base wages plus fringe benefits).

The addition of the two aforementioned positions justifies the removal of several consulting expenses that have previously driven expenses upward.

Each subsequent operating expense line items were examined carefully. Great effort was made to obtain quotes and updated costs to accurately project expenses for the fiscal year. Supply chain issues and increasing costs are not unique to the Center. While conserving costs, and seeing some line expenses increase, the Center managed to maintain and provide a balanced budget.

### **CAPITAL INVESTMENTS**

The Peraton CP CAD upgrade remains the Center's primary project focus.

As of this staff report, the outstanding CIP payables (to Peraton and AT&T), due in the current fiscal year, is \$522,111. The outstanding milestone payments and final acceptance of the project payable (to Peraton and Westnet), due next fiscal year, is \$697,018.50.





**Sacramento Regional Fire/EMS Communications Center**

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CIP - Budget	
Description	Amount
Amendment 10	316,771.00
Second Letter of Credit	25,000.00
Enhancement #155	17,325.00
Additional Training	88,653.00
AT&T ACD	74,362.00
<b>Subtotal FY 21/22</b>	<b>522,111.00</b>
CAD Complete System Readiness Demo	344,009.00
CAD Completion of CAD Training - end user	86,002.00
CAD Go-Live	172,005.50
CAD Final Acceptance	86,002.00
Westnet Migration IF to CP CAD	9,000.00
<b>Subtotal FY 22/23</b>	<b>697,018.50</b>
<b>Total</b>	<b>1,219,129.50</b>

Additional capital improvements, or the maintenance of long-term assets, that the Center will require are proposed below:

CIP - Proposed Budget	FY 22/23
Modular Center Space	65,525.00
Computer and Equip Room Project (chem dry)	60,000.00
Laptop Packages	12,000.00
Recabling Workstations	15,000.00
Office Furniture	10,000.00
Net Clocks x 2	5,000.00
<b>Total</b>	<b>167,525.00</b>

As with all projects, the Center recognizes that funding is essential. All amounts are estimates based on research obtain at the time of initial discussion. Actual amounts will be recalculated and presented to the Board for final approval before kickoff.

Respectfully submitted,  
 Chia Vargo  
 Accounting Specialist II  
 Attachment – Preliminary Budget FY 2022/2023, Preliminary CIP Budget FY 2022/2023

Staff Report recommendation authorized by:

Approved as to Form:

\_\_\_\_\_  
 Chief Executive Director

\_\_\_\_\_  
 Legal Counsel



# Sacramento Regional Fire/EMS Communications Center

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## Preliminary Budget FY 2022/2023

GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
5010-XXX	Base Salaries and Wages	4,106,744.52	4,282,706.96	175,962.44
5020-XXX	Overtime	209,000.00	299,999.92	90,999.92
5030-XXX	Overtime - FLSA	124,330.56	129,589.92	5,259.36
TBD	Overtime - Deployment	-	1.00	1.00
5040-XXX	Uniform Allowance	48,600.00	39,000.00	(9,600.00)
5050-XXX	Night/Admin Shift Differential	78,830.51	78,830.51	-
5055-XXX	Out-of-Class Pay	31,000.00	35,800.00	4,800.00
5060-XXX	Longevity	27,950.00	28,200.00	250.00
5065-XXX	On-Call Pay	55,049.60	73,399.60	18,350.00
5115-XXX	Vacation Cash out	50,000.00	49,000.00	(1,000.00)
5140-XXX	Holiday Pay	200,840.64	208,136.88	7,296.24
5220-XXX	Training Pay (15%)	43,200.00	40,800.00	(2,400.00)
5310-XXX	Workers Compensation Insurance	70,000.00	62,902.93	(7,097.07)
5410-XXX	FED ER Tax - Medicare	87,640.00	87,640.00	-
5413-XXX	FED ER Tax - Social Security	1,000.00	1,000.00	-
5420-XXX	State ER Tax - ETT	2,350.00	2,350.00	-
5423-XXX	State ER Tax - UI	30,000.00	30,000.00	-
5510-XXX	Medical Insurance	905,257.00	1,091,779.09	186,522.09
5520-XXX	Dental Insurance	85,189.20	105,097.98	19,908.78
5530-XXX	Vision Insurance	8,323.08	10,899.96	2,576.88
5610-XXX	Retirement Benefit Expense	1,282,204.07	1,073,076.21	(209,127.86)
5620-XXX	OPEB Benefit Expense	608,059.36	386,632.37	(221,426.99)
5625-XXX	Education Incentive - Dispatchers	25,600.00	30,000.00	4,400.00
5690-XXX	Other Salary Benefit Expense	10,000.00	10,000.00	-
	<b>Total Employee-Related Expenses</b>	<b>8,091,168.54</b>	<b>8,156,843.33</b>	<b>65,674.79</b>

GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
6110-100	Legal Services	240,000.00	240,000.00	-
6115-XXX	Accounting and Audit Services	19,300.00	23,300.00	4,000.00
6120-XXX	Actuary Services	25,000.00	-	(25,000.00)
6125-XXX	Consulting Services	110,000.00	90,000.00	(20,000.00)
6125-XXX	County of Sac DHS Emergency Control Fee	156,849.07	164,691.53	7,842.46
6125-XXX	Med Contr Services/Fire Service Med Director	200,000.00	200,000.00	-
6125-XXX	SRFECC Chief Executive Director	318,027.12	323,852.52	5,825.40
6140-XXX	Technology Services	236,000.00	186,000.00	(50,000.00)
6190-XXX	Other Professional Services	-	500.00	500.00
6710-XXX	Debt Interest - Umpqua Lease	-	-	-
	<b>Total Professional Services</b>	<b>1,305,176.19</b>	<b>1,228,344.05</b>	<b>(76,832.14)</b>

GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
6010-XXX	Office Supplies	12,000.00	12,000.00	-
6013-XXX	Office Supplies - Ink Cartridges	4,000.00	4,000.00	-
6015-XXX	Equipment Rental - Konica Printers	7,200.00	9,500.00	2,300.00
6020-XXX	Postage	1,000.00	1,000.00	-
TBD	Center Supplies		10,000.00	10,000.00
6090-XXX	Other Materials and Supplies	12,000.00	1,000.00	(11,000.00)
	<b>Total Materials and Supplies</b>	<b>36,200.00</b>	<b>37,500.00</b>	<b>1,300.00</b>



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GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
6310-XXX	Hardware Maintenance - Equipment	41,605.00	44,900.00	3,295.00
6315-XXX	Hardware Maintenance - Network	25,650.00	8,150.00	(17,500.00)
6319-XXX	Hardware Maintenance Other	15,000.00	1,000.00	(14,000.00)
6320-XXX	Software Maintenance - Applications	149,712.32	76,075.00	(73,637.32)
6322-XXX	CAD Maintenance and Support	423,128.00	458,623.28	35,495.28
6323-XXX	Software Maintenance - GIS	76,364.00	79,490.00	3,126.00
6330-XXX	Software Maintenance - Network	19,270.00	19,200.00	(70.00)
TBD	Computer Supplies (cables)	-	10,000.00	10,000.00
6390-XXX	Other, Computer Services and Supplies	12,000.00	1,000.00	(11,000.00)
	<b>Total Hardware &amp; Software Maintenance</b>	<b>762,729.32</b>	<b>698,438.28</b>	<b>(64,291.04)</b>

GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
6220-XXX	Maintenance - Radios & Radio Equipment	32,930.00	32,930.00	-
6221-XXX	Maintenance - Radio Consoles & Other	89,160.00	86,400.00	(2,760.00)
6223-XXX	Radio - Backbone Subscription SRRCS	20,000.00	20,000.00	-
6230-XXX	Communication Services	237,053.00	225,924.00	(11,129.00)
6247-XXX	Comm Van Materials/Equipment	252.00	-	(252.00)
6245-XXX	Maintenance - Tower Equipment	16,560.00	16,560.00	-
TBD	Communication Supplies	-	10,000.00	10,000.00
6290-XXX	Other Communication Services/Equipment	40,000.00	1,000.00	(39,000.00)
	<b>Total Communications Equipment and Services</b>	<b>435,955.00</b>	<b>392,814.00</b>	<b>(43,141.00)</b>

GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
6410-XXX	Services - Landscaping	4,800.00	4,800.00	-
6415-XXX	Maintenance - Building	20,000.00	24,695.00	4,695.00
6260-XXX	Lease - Admin	78,000.00	79,241.80	1,241.80
6420-XXX	Services - Custodial	40,000.00	42,000.00	2,000.00
6421-XXX	Services - Center Security	480.00	480.00	-
6425-XXX	Maintenance - HVAC	17,579.10	17,480.00	(99.10)
6235-XXX	Maintenance - Power Supply	35,000.00	14,000.00	(21,000.00)
6430-XXX	Services - Cable	3,108.00	2,300.00	(808.00)
6435-XXX	Services - Pest Control	600.00	1,200.00	600.00
6490-XXX	Other, Facilities and Fleet	12,924.00	14,043.00	1,119.00
6510-XXX	Utilities - Electric	48,700.00	50,200.00	1,500.00
6515-XXX	Utilities - Water	7,250.00	7,360.00	110.00
6520-XXX	Utilities - Refuse Collection/Disposal	6,000.00	6,900.00	900.00
6525-XXX	Utilities - Sewage Disposal Services	1,800.00	1,800.00	-
6635-XXX	Services - Bottled Water	4,800.00	4,800.00	-
6645-XXX	Services - Printing	2,000.00	2,500.00	500.00
6650-XXX	Services - Shredding	2,000.00	2,000.00	-
6652-XXX	Fleet - Maintenance	5,000.00	5,000.00	-
6654-XXX	Fleet - Fuel	8,000.00	13,000.00	5,000.00
6655-XXX	Insurance (Property and Fleet)	62,000.00	62,000.00	-
6690-XXX	Other - Facility and Fleet Management	20,000.00	1,000.00	(19,000.00)
	<b>Total Facilities and Fleet Management</b>	<b>380,041.10</b>	<b>356,799.80</b>	<b>(23,241.30)</b>



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GL Account #	Expenses	FY 21/22	FY 22/23	Difference
		Final Budget	Prelim Budget	
6610-XXX	Recruitment	21,750.00	41,700.00	19,950.00
6612-XXX	Employee Retention	6,500.00	10,250.00	3,750.00
6615-XXX	Employee Education & Training	10,560.00	28,850.00	18,290.00
6618-XXX	Conference Registration	-	19,548.00	19,548.00
6620-XXX	Travel & Transportation	-	-	-
6621-XXX	Air	-	15,500.00	15,500.00
6622-XXX	Lodging	-	31,000.00	31,000.00
6623-XXX	Rental cars	-	7,750.00	7,750.00
6624-XXX	Parking and Mileage	-	-	-
6625-XXX	Membership Dues	1,390.00	2,320.00	930.00
6626-XXX	Taxi, Uber, Mileage, other	-	2,000.00	2,000.00
6627-XXX	Per Diem	-	2,480.00	2,480.00
6639-XXX	Accreditations - ACE	-	-	-
6640-XXX	Uniform/Badges/Shirts	4,000.00	6,000.00	2,000.00
6660-XXX	Operations Support	22,600.00	35,100.00	12,500.00
6661-XXX	Administration Support	18,000.00	22,832.69	4,832.69
	<b>Total Employee Recruitment, Retention and Training</b>	<b>84,800.00</b>	<b>225,330.69</b>	<b>140,530.69</b>

	<b>Total Budgeted Expenses</b>	<b>11,096,070.15</b>	<b>11,096,070.15</b>	<b>-</b>
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## **Sacramento Regional Fire/EMS Communications Center**

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### **Preliminary CIP Budget FY 2022/2023**

<b>CIP - Capital Investment Plan Budget</b>	<b>FY 22/23</b>
Modular Center Space	65,525.00
Computer and Equip Room Project (chem dry)	60,000.00
Laptop Packages	12,000.00
Recabling Workstations	15,000.00
Office Furniture	10,000.00
Net Clocks x 2	5,000.00
<b>Total</b>	<b>167,525.00</b>



## Sacramento Regional Fire/EMS Communications Center

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### **STAFF REPORT** (22-18)

**DATE:** June 14, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Marissa Shmatovich, Administrative Manager  
**SUBJECT:** Updated Executive Assistant and Office Specialist Job Descriptions

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#### **RECOMMENDATION**

The Board of Directors approve the updated Executive Assistant and Office Specialist job descriptions.

#### **BACKGROUND/ANALYSIS:**

These positions are currently authorized in the PAD and budgeted. Recent promotions and internal movement opened the Executive Assistant position, prompting review of the current job description as well as that of the Office Specialist. The review included reflecting actual tasks and expectations of the positions and bringing salary ranges current with the 2022 wage table. The Center intends to recruit for, and ultimately fill, the Executive Assistant and Office Specialist positions to provide additional administrative support.

#### **FINANCIAL ANALYSIS**

These positions are currently budgeted for and will incur no additional or unexpected financial impacts.

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,

Marissa Shmatovich  
Executive Assistant

*Attachments: Executive Assistant and Office Specialist Job Descriptions*

Staff Report recommendation authorized by:

Approved as to Form:

---

Chief Executive Director

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Legal Counsel



## ***Sacramento Regional Fire/EMS Communications Center***

*10230 Systems Parkway, Sacramento, CA 95827-3006*

*www.srfecc.ca.gov*

### **EXECUTIVE ASSISTANT**

#### **JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**Salary Range: \$5,653.16 - \$6,871.45 Monthly**

#### **POSITION SUMMARY:**

Under general supervision of the Chief Executive Director (CED), the Executive Assistant is responsible for executive staff coordination, and other administrative support functions in the office of the CED; performs other duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

The Executive Assistant should possess the following specific knowledge and abilities:

##### Knowledge of:

- Principles and practices of modern Joint Powers Authority management and administration
- Modern office methods, equipment, and procedures, including use of microcomputer database, spreadsheet applications, and software warehouse systems. Complex filing systems management and document administration.
- Principles of effective customer service.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

##### Ability to:

- Work with and maintain highly sensitive, confidential information
- Understand the organization and operation of the SRF ECC and affiliated agencies
- Interpret and apply administrative and departmental policies, procedures, laws, rules and regulations
- Establish and maintain harmonious and effective cooperative working relationships with a wide variety of people that include executive management, employees, outside agencies, and the general public
- Understand and interpret the policies and procedures and other pertinent laws and regulations
- Compile information, research data, and access a variety of databases for tracking and generating reports
- Utilize Business English, including letter writing formats and technical report preparation
- Work independently in the absence of supervision; attend and participate in a variety of professional association meetings
- Communicate effectively, clearly, and concisely in English, both orally and in writing
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner
- Ability to reason and act decisively under stressful situations



## ***Sacramento Regional Fire/EMS Communications Center***

*10230 Systems Parkway, Sacramento, CA 95827-3006*

*www.srfecc.ca.gov*

### **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.

- Plan, coordinate, assign, review, and supervise all administrative and clerical staff work functions in support of the CED's office.
- Recommend organizational, staffing, and procedural changes affecting activities of the CED's office; including inform the CED on sensitive matters with potential impact to the SRFECC's operations and relationships
- Respond to, initiate and/or maintain a variety of files and records of information related to the CED's office and the Center, including general correspondence, letters, agendas, reports, policy and procedure manuals as well as other materials of a routine nature; prepare reports regarding SRFECC.
- Act as the Clerk of the Board for Joint Powers Authority Board meetings
- Act as Custodian of Records for the agency, receiving, processing, and responding to Public Records requests or subpoenas
- Process requests for commendatory resolutions and certificates of appreciation; purchase and maintain a supply of commemorative gifts for honorees and others.
- Manage vendors and visitors, coordinate vendor visits and receive/direct vendors as appropriate
- Manage supply inventory and ordering
- Process mail and phone calls. General clerical and front desk duties.
- Plan, coordinate, and supervise special events as requested by the ED.
- Research, compile, and analyze data for special projects and various reports.
- Obtain, relay, and coordinate information and activities as well as determine priority of and route correspondence to CED and/or Executive Staff.
- Maintain, coordinate, arrange, and confirm meetings, schedules, calendars, conferences, and appointments involving CED and/or Executive Staff.
- General supervision of the work of support staff; review work upon completion for quality control and compliance with all policies, procedures, rules, and regulations.
- Relieve the CED and/or Executive Staff of routine personnel duties such as timecard processing, vacation calendar maintenance, and other administrative bookkeeping and support duties.
- Represent the CED at staff meetings, committees, and other related meetings.





## ***Sacramento Regional Fire/EMS Communications Center***

*10230 Systems Parkway, Sacramento, CA 95827-3006*

*www.srfecc.ca.gov*

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

#### Age:

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

#### Education/Training:

- Possess a high school diploma or equivalent GED certificate.
- An Associate's Degree from a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education with a major in public or business administration or closely related field is required.
- Additional qualifying experience may substitute for the education requirement on a year-for-year basis.
- Brown Act and Public Records Act Training OR must complete training within first 60 days of employment.

#### Experience:

- Administrative support, preferably at the executive level. Five years of increasingly responsible work experience including at least two of the five years' experience should be working in a public agency.

### **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*

*www.srfecc.ca.gov*

### **OFFICE SPECIALIST**

#### **JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**Salary Range: \$4,259.84 - \$5,177.86 Monthly**

##### **POSITION SUMMARY:**

This is a non-exempt position that is subject to the Fair Labor Standards Act (FLSA) and is not represented by any current, PERB-recognized bargaining unit. Under the general supervision of the Deputy Director, the Office Specialist is responsible for performing a variety of general and/or specialized office support activities.

##### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

The Office Specialist should possess the following specific knowledge and abilities:

##### Ability to:

- Perform routine and repetitive office support duties
- Type at a speed of not less than 40 net words per minute
- Exercise sound judgment; understand and carry out written and oral instructions prepare and maintain accurate reports and records
- Read, write and speak English clearly
- Meet the physical requirements necessary to safely and effectively perform the assigned duties such as: sitting for extended periods of time at a keyboard or workstation; perform simple grasping and fine manipulation; use telephone and operate a variety of office equipment; use personal computer; write or use keyboard to communicate through written means; occasionally lift up to 25 lbs. Work indoors in an office environment.

##### **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.

- Function in a receptionist capacity; answer phones and respond to visitors, provides general information; refers calls to appropriate department personnel; composes business letters; maintains appointment schedules and calendars and arranges meetings and conferences.
- Provide clerical support; transcribe minutes of official and nonofficial proceedings for various meetings.
- Maintains office supply inventories. Requests purchases and receives all office supplies and ensure accuracy of orders and invoices.
- Coordinates routine office maintenance services: minor plumbing issues, pest control, bottled water service delivery & other maintenance issues as they arise.
- Maintains department files; reviews data for accuracy; prepares new file folders; updates control logs; purges files for misfiled, obsolete or inappropriate materials; resolves discrepancies or errors.
- Creates and maintains organizational SOP's, ensuring appropriate grammar and formatting standards are followed.
- Manage Vendor Accounts to include, but not limited to Verizon, CalTronics & AT&T.
- Process, maintain, and prepare a variety of forms; verifies that information or data is complete, accurate, consistent and in conformance with prescribed format; identifies and corrects deletions or errors in accordance with prescribed procedures.
- Sorts and distributes mail according to subject matter, content; prepares and sends outgoing mail as well as packages, using cost effective shipping techniques.



## ***Sacramento Regional Fire/EMS Communications Center***

*10230 Systems Parkway, Sacramento, CA 95827-3006*

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- Operates a variety of modern office machines and equipment including personal computers, calculators, printers, copiers, etc., as needed.
- Organize office and break room to maintain clean and clutter free office space.
- Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

#### Age:

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

#### Education/Training:

- Possess a high school diploma or equivalent GED certificate.
- Completion of clerical or business course work may be substituted for the required experience.

#### Experience:

- A minimum of (2) two years of general clerical experience including public contact, or sufficient office support experience in an office setting to obtain the knowledge and abilities listed above.

### **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 SRF ECC 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 SRF ECC 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 95827-3007

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

### **STAFF REPORT** (Report 22-19)

**DATE:** June 14, 2022  
**TO:** Board of Directors  
**FROM:** Julee Todd, Operations Manager  
**BY:** Elizabeth Strong, EMS Supervisor  
**SUBJECT:** Medical Director Contract

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#### **RECOMMENDATION**

The Board of Directors approves the Employment Contract for the position of Emergency Medical Dispatch Medical Director/Fire Services Medical Director, subject to minor revisions approved by legal counsel.

#### **BACKGROUND:**

The International Academies of Emergency Dispatch and Sacramento County EMS Agency Policy 2501.03 require employment of a Medical Director for oversight of EMD processes within the Center. The current extension of the existing contract for Fire Services Medical Director expires June 30, 2022, creating the need for a new agreement. Given the opportunity to change the existing arrangement, three of our member agencies have chosen to hire their own Medical Director directly. SRF ECC and Cosumnes CSD Fire Department ("CSD") have agreed to hire a Medical Director jointly. CSD will reimburse the Center for the services of their Fire Services Medical Director.

#### **FINANCIAL ANALYSIS**

There will be a reduction in financial impact compared to the existing Fire Services Medical Director contract as shown in the updated Independent Contractor Agreement For Special Services, Emergency Medical Dispatch Medical Director/Fire Services Medical Director contract, due to 3 of the member agencies electing to contract their own medical director services. Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,

Elizabeth Strong

EMS Supervisor

Attachment: *Independent Contractor Agreement For Special Services, Emergency Medical Dispatch Medical Director/Fire Services Medical Director*

Staff Report recommendation authorized by:

Approved as to Form:

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Chief Executive Director

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Legal Counsel



## **Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3007  
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

### **STAFF REPORT** (Report 22-18)

**DATE:** June 14, 2022  
**TO:** Board of Directors  
**FROM:** Troy Bair, Chief Executive Director  
**BY:** Marissa Shmatovich, Administration Manager  
**SUBJECT: Direct Technology Support Hour Block**

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### **RECOMMENDATION**

The Board of Directors approve the Support Hour Block Quote provided by Direct Technologies.

### **BACKGROUND**

The Center is currently under contract with Direct Technology for Managed IT Services. For IT support that falls outside the scope of work (SOW) of the Managed IT Services contract, the Center purchases General IT Support Hours in blocks from Direct Technology. The Center has exhausted the previous block of hours and is seeking approval to purchase an additional 150 hours at \$150 per hour.

### **FINANCIAL ANALYSIS**

The current FY budget for Technological Services includes \$25,000 for Direct Technologies Time and Materials, and year to date the Center has spent \$0 from this line item. The purchase of the General IT Support Hours at \$22,500 is in budget for fiscal year 21/22.

Respectfully submitted,

Marissa Shmatovich  
Administration Manager  
Attachments – Direct Technology Quote 126

Staff Report recommendation authorized by:                      Approved as to Form:

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Chief Executive Director

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Legal Counsel



**Quote**  
**Quote Number: 126**

Payment Terms:  
 Expiration Date: 07/02/2022

**Quote Prepared For**

**Brad Dorsett**  
**Sacramento Regional Fire/EMS Communications Center**  
 10230 Systems Parkway  
 Sacramento, CA 95827-3006  
 United States  
 Phone:916-365-6238  
 bdorsett@srfecc.ca.gov

**Quote Prepared By**

**Brett Farrell**  
**IT Ops**  
 3009 Douglas Blvd., Ste 300  
 Roseville, CA 95661  
 United States  
 Phone:  
 Fax:916-724-1872  
[bfarrell@directtechnology.com](mailto:bfarrell@directtechnology.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	150	General IT Service Time and Materials Applicable towards the time and materials contract for any IT services or trouble shooting.	\$150.00	\$150.00	\$22,500.00
<b>One-Time Total</b>					<b>\$22,500.00</b>
<b>Subtotal</b>					<b>\$22,500.00</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$22,500.00</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Additional training or Professional Services can be provided at our standard rates.



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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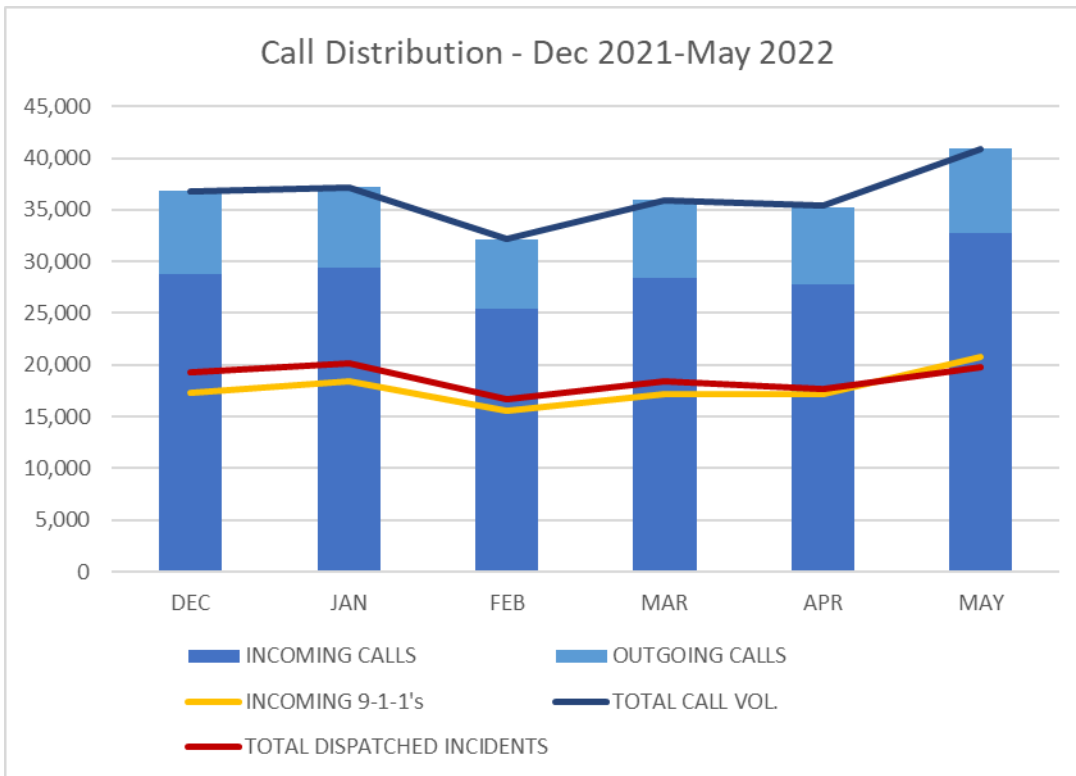
## Telephony Performance Measure May 2022

### Overview

INCOMING CALLS	32,758
OUTGOING CALLS	8,143
TOTAL CALL VOL.	40,903
TOTAL DISPATCHED INCIDENTS	19,770

### Incoming Lines Detail

911 LINES	20,731
SEVEN DIGIT EMERGENCY	4,154
ALLIED/ADMIN	7,884



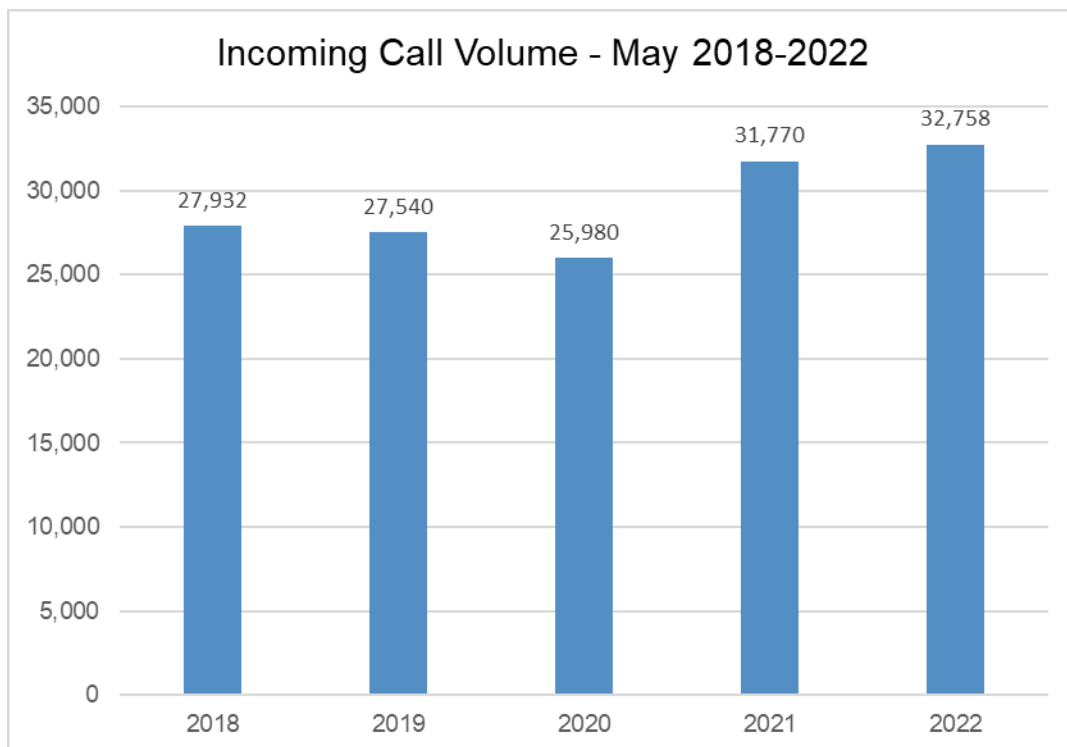


## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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### Incoming Call Volume Comparison – Month of May 2018 through 2022







## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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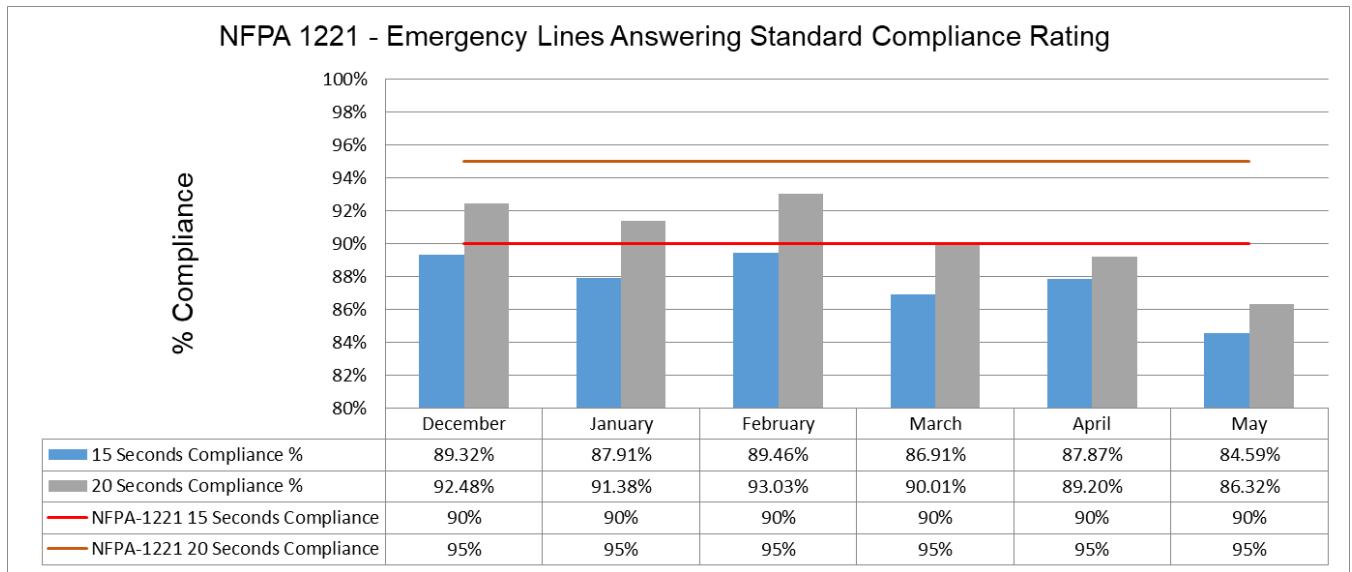
### Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

**90% answered within 15 seconds**

**95% answered within 20 seconds**

In May, the dispatch team answered all calls on emergency lines within 15 seconds **84.59%** of the time and answered within 20 seconds **86.32%** of the time.

Month	15 Second Compliance %	20 Second Compliance %
December	89.32%	92.48%
January	87.91%	91.38%
February	89.46%	93.03%
March	86.91%	90.01%
April	87.87%	89.20%
May	84.59%	86.32%





**Sacramento Regional Fire/EMS Communications Center**

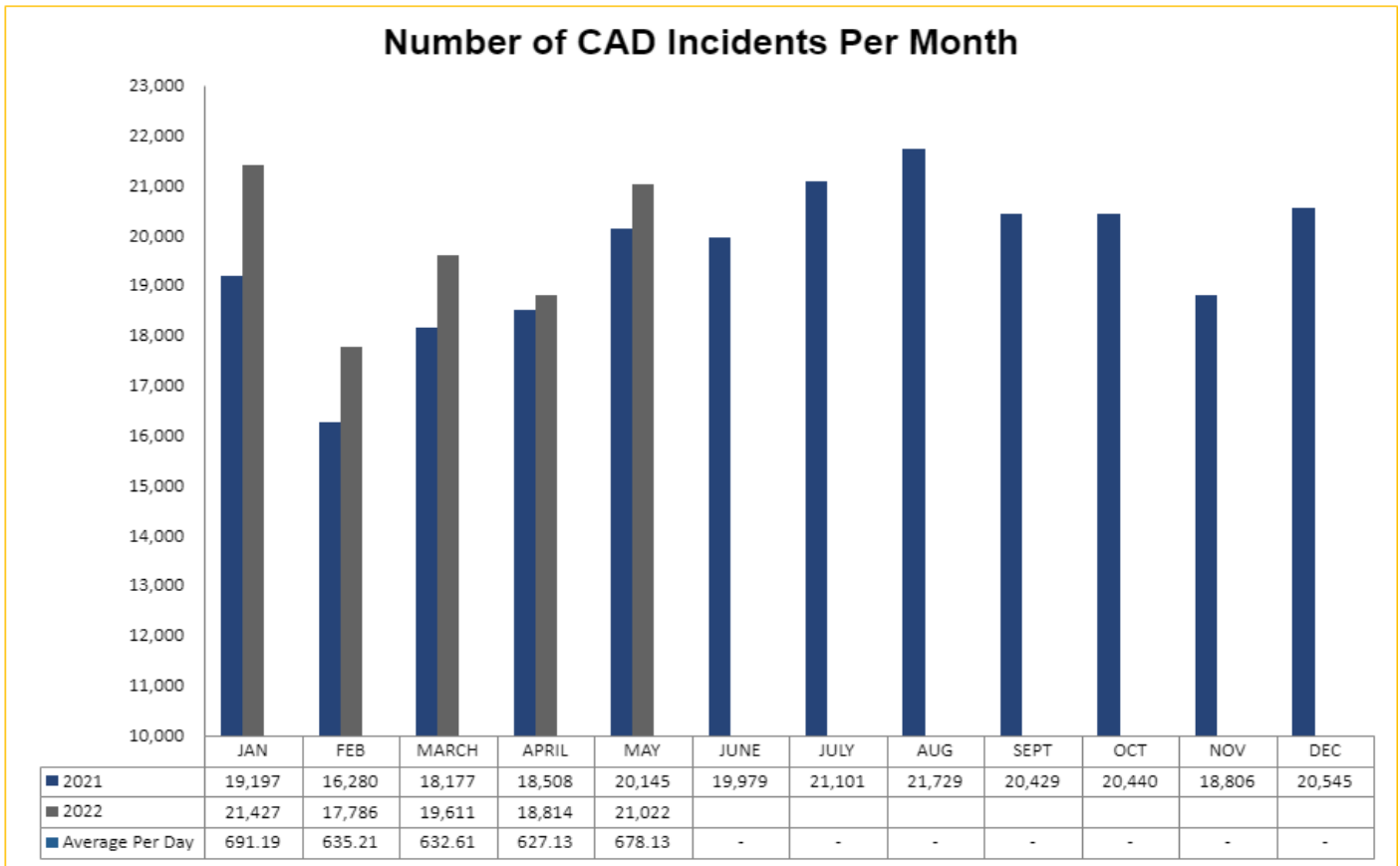
10230 Systems Parkway, Sacramento, CA 95827-3006

[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

**CAD Incidents**

**MAY 2022**

**Total number of CAD incidents entered for MAY: 21,022**





# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

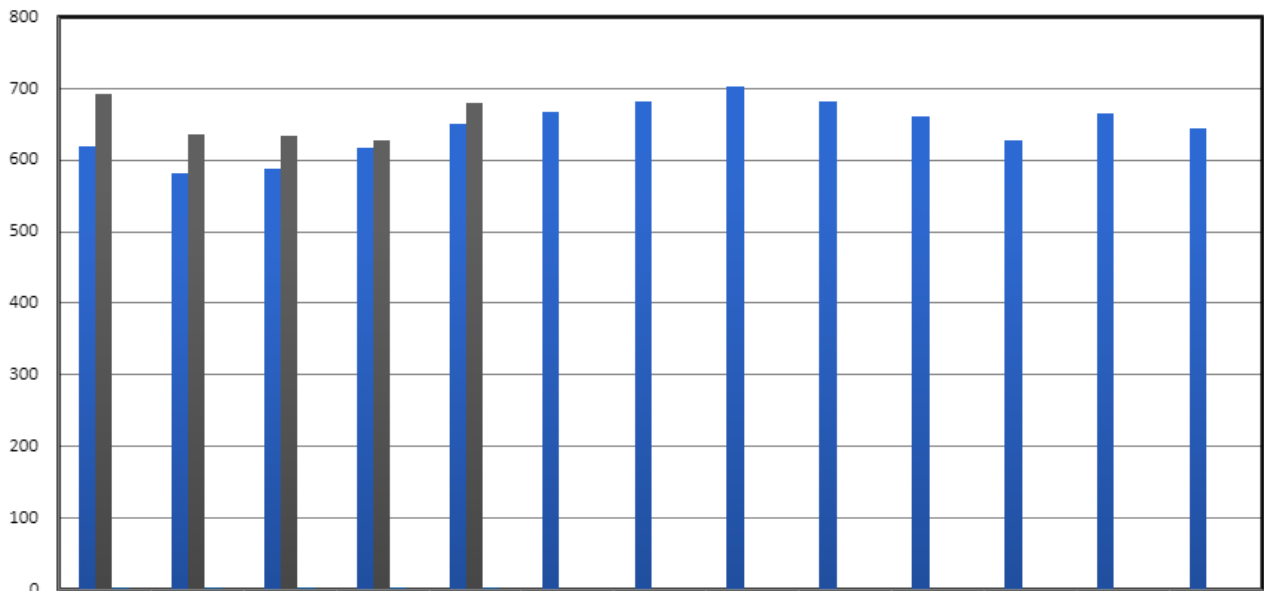
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

## CAD Incidents MAY 2022

*Average number of CAD incidents entered per day for*

**MAY: 678**

**Average Number of Incidents Per Day**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEARLY AVERAGE
■ 2021	619	581	586	617	650	666	681	701	681	659	626	663	644
■ 2022	691	635	632	627	678								
■ % CHANGE	11.63%	9.29%	7.85%	1.62%	4.31%								



**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

**Executive Monthly Credit Card Usage Report  
FY 21-22**

**Reporting Month: May 2022**

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
0827	Shmatovich	Open	\$ 5,000.00	\$ 758.68	MS	<i>[Signature]</i>	<i>[Signature]</i>
0835	Vargo	Open	\$ 5,000.00	\$ 4,386.59	CV	MS	<i>[Signature]</i>
1105	Bair	Open	\$ 5,000.00	\$ 160.04	<i>[Signature]</i>	MS	<i>[Signature]</i>
		<b>Total:</b>	<b>\$ 15,000.00</b>	<b>\$ 5,305.31</b>			

**Monthly Activity:** May 2022

**New/Closed Accounts Added:** None

**Cards Reported Lost or Stolen:** None

**Disputed Transactions:** None

**Changes in Authorization Limits:** None

**Monthly Liability:** \$15,000.00



**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 21-22					
Total Monthly Credit Card Usage					
July	\$	5,809.44	January	\$	2,076.49
August	\$	3,312.50	February	\$	3,022.84
September	\$	1,766.85	March	\$	11,075.22
October	\$	4,990.88	April	\$	9,636.80
November	\$	3,736.77	May	\$	5,305.31
December	\$	4,813.80	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:

A handwritten signature in black ink, appearing to be "K. A. ...", enclosed in a blue DocuSign signature box.

AA03C6432AF9462...

6/8/2022

Chief Executive Director Signature

Date



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

## FY 21/22 Budget to Actuals Report

Month End May 2022

Page 1 of 3

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>								
5010	Base Salaries and Wages	4,106,745	314,237	2,980,821	3,764,516	783,695	21%	1,125,924
5020	Overtime	209,000	39,962	503,629	191,583	(312,046)	(163%)	(294,629)
5030	Overtime - FLSA	124,331	4,498	50,361	113,970	63,608	56%	73,969
5040	Uniform Allowance	48,600	226	26,492	48,400	21,908	45%	22,108
5050	Night/Admin Shift Differential	78,831	7,410	51,533	72,448	20,915	29%	27,297
5055	Out-of-Class Pay	31,000	2,498	25,223	28,600	3,377	12%	5,777
5060	Longevity	27,950	2,450	24,450	25,550	1,100	4%	3,500
5065	On-Call Pay	55,050	6,900	57,925	50,491	(7,434)	(15%)	(2,875)
5115	Vacation Cash Out	50,000	384	58,537	49,000	(9,537)	(19%)	(8,537)
5120	Sick Leave	0	11,527	140,097	0	(140,097)	0%	(140,097)
5130	CTO Leave	0	0	19,366	0	(19,366)	0%	(19,366)
5140	Holiday Pay	200,841	0	147,410	184,104	36,694	20%	53,430
5220	Training Pay	43,200	2,349	22,079	39,600	17,521	44%	21,121
5310	Workers Compensation Insurance	70,000	5,119	56,313	64,167	7,854	12%	13,687
5410	FED ER Tax - Medicare	87,640	5,340	56,687	80,337	23,650	29%	30,953
5413	FED ER Tax - Social Security	1,000	0	0	917	917	100%	1,000
5420	State ER Tax - ETT	2,350	27	450	2,154	1,704	79%	1,900
5423	State ER Tax- UI-	30,000	593	11,582	27,500	15,918	58%	18,418
5510	Medical Insurance	905,257	71,508	784,235	829,819	45,584	5%	121,022
5520	Dental Insurance	85,189	6,526	71,755	78,090	6,335	8%	13,434
5530	Vision Insurance	8,323	618	6,603	7,629	1,027	13%	1,720
5610	Retirement Benefit Expense	1,282,205	99,366	1,066,819	1,175,355	108,535	9%	215,386
5611	Pension Adjustment-	0	0	0	0	0	0%	0
5620	OPEB Benefit Expense	608,059	25,920	261,677	557,388	295,710	53%	346,382
5625	Education Incentive	25,600	1,922	21,379	23,470	2,091	9%	4,221
5690	Other Salary and Benefit Expens	10,000	1,716	11,603	9,167	(2,436)	(27%)	(1,603)
<b>TOTAL EMPLOYEE-RELATED EXPENSES</b>		<b>8,091,169</b>	<b>611,096</b>	<b>6,457,026</b>	<b>7,424,255</b>	<b>967,226</b>	<b>13%</b>	<b>1,634,142</b>

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>MATERIALS &amp; SUPPLIES</b>								
6010	Office Supplies	12,000	624	2,749	11,000	8,251	75%	9,251
6013	Office Supplies - Ink Cartridge	4,000	0	2,072	3,667	1,595	44%	1,929
6015	Equipment Rental	7,200	585	6,551	6,600	49	1%	649
6020	Postage	1,000	0	411	917	506	55%	589
6090	Other Materials and Supplies	12,000	742	12,850	11,000	(1,850)	(17%)	(850)
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>36,200</b>	<b>1,951</b>	<b>24,633</b>	<b>33,184</b>	<b>8,551</b>	<b>26%</b>	<b>11,567</b>

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>PROFESSIONAL SERVICES</b>								
6110	Legal Services	240,000	19,406	146,895	220,000	73,105	33%	93,105
6115	Accounting and Audit Services	19,300	600	20,740	17,692	(3,048)	(17%)	(1,440)
6120	Actuary Services	25,000	0	0	22,917	22,917	100%	25,000
6125	Consulting Services	784,876	54,657	607,280	719,470	112,190	16%	177,596
6140	Technological Services	236,000	15,284	122,333	216,333	94,000	43%	113,667
6190	Other Professional Services	0	0	185	0	(185)	0%	(185)
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>1,305,176</b>	<b>89,947</b>	<b>897,433</b>	<b>1,196,412</b>	<b>298,979</b>	<b>25%</b>	<b>407,743</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 21/22 Budget to Actuals Report

Month End May 2022

Page 2 of 3

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>COMMUNICATION EQUIPMENT &amp; SERVICES</b>								
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	30,186	30,186	100%	32,930
6221	Maintenance - Radio Consoles & Other	89,160	12,849	48,643	81,730	33,087	40%	40,517
6223	Radio - Backbone Subscription SRRCS	20,000	949	10,436	18,333	7,897	43%	9,564
6230	Communication Services	237,053	18,503	192,150	217,299	25,149	12%	44,903
6245	Maintenance - Tower Equipment	16,560	0	0	15,180	15,180	100%	16,560
6290	Other Communication Services and Equipment	40,252	165	10,639	36,898	26,258	71%	29,613
<b>TOTAL COMMUNICATION EQUIPMENT &amp; SERVICES</b>		<b>435,955</b>	<b>32,466</b>	<b>261,868</b>	<b>399,626</b>	<b>137,757</b>	<b>34%</b>	<b>174,086</b>

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>								
<b>HW &amp; SW MAINT</b>								
6310	Hardware Maintenance - Equipment	41,605	0	0	38,138	38,138	100%	41,605
6315	Hardware Maintenance - Network	25,650	433	5,034	23,513	18,478	79%	20,616
6319	Hardware Maintenance Other	15,000	0	0	13,750	13,750	100%	15,000
6320	Software Maintenance - Applications	149,713	5,783	78,317	137,237	58,919	43%	71,395
6322	CAD Maintenance and Support/Northrop Grumman	423,128	60,284	628,737	387,867	(240,869)	(62%)	(205,608)
6323	Software Maintenance - GIS	76,364	6,156	68,276	70,000	1,724	2%	8,088
6330	Software Maintenance - Network	19,270	0	19,558	17,664	(1,894)	(11%)	(288)
6390	Other, Computer Services and Supplies	12,000	0	3,727	11,000	7,273	66%	8,273
<b>TOTAL HW &amp; SW MAINT</b>		<b>762,729</b>	<b>72,656</b>	<b>803,649</b>	<b>699,169</b>	<b>(104,480)</b>	<b>-15%</b>	<b>(40,919)</b>

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>FACILITIES &amp; FLEET</b>								
6410	Services - Landscaping	4,800	399	4,385	4,400	15	0%	415
6415	Maintenance - Building	20,000	0	18,879	18,334	(545)	(3%)	1,122
6260	Lease - CTC	78,000	6,567	70,048	71,500	1,452	2%	7,952
6420	Services - Custodial	40,000	3,000	33,200	36,667	3,467	9%	6,800
6421	Services - Center Security	480	40	440	440	0	0%	40
6425	Maintenance - HVAC	17,579	0	4,445	16,114	11,669	72%	13,134
6235	Maintenance - Power Supply	35,000	978	10,280	32,084	21,804	68%	24,720
6430	Services - Cable	3,108	179	1,945	2,849	904	32%	1,163
6435	Services - Pest Control	600	0	500	550	50	9%	100
6490	Other, Facilities and Fleet	12,924	160	7,516	11,847	4,331	37%	5,408
6510	Utilities - Electric	48,700	3,576	42,512	44,642	2,130	5%	6,188
6515	Utilities - Water	7,250	501	3,930	6,646	2,716	41%	3,320
6520	Utilities - Refuse Collection / Disposal	6,000	1,675	8,527	5,500	(3,027)	(55%)	(2,527)
6525	Utilities - Sewage Disposal Services	1,800	0	693	1,650	957	58%	1,107
6635	Services - Bottled Water	4,800	507	3,127	4,400	1,273	29%	1,673
6645	Services - Printing	2,000	363	2,126	1,833	(293)	(16%)	(126)
6650	Services - Shredding	2,000	233	3,219	1,833	(1,385)	(76%)	(1,219)
6652	Fleet - Maintenance	5,000	135	4,058	4,583	525	11%	942
6654	Fleet - Fuel	8,000	1,626	5,655	7,333	1,678	23%	2,345
6655	Insurance (Property and Fleet)	62,000	3,976	43,733	56,833	13,100	23%	18,267
6690	Other - Facility & Fleet Management	20,000	113	7,368	18,333	10,966	60%	12,632
<b>TOTAL FACILITIES &amp; FLEET</b>		<b>380,041</b>	<b>24,028</b>	<b>276,586</b>	<b>348,371</b>	<b>71,786</b>	<b>21%</b>	<b>103,456</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

## FY 21/22 Budget to Actuals Report

Month End May 2022

Page 3 of 3

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>RECRUITMENT, RETENTION &amp; TRAINING</b>								
6610	Recruitment	21,750	3,382	38,143	19,938	(18,206)	(91%)	(16,393)
6612	Employee Retention	6,500	560	11,087	5,958	(5,129)	(86%)	(4,587)
6615	Employee Education & Training	10,560	411	13,001	9,680	(3,321)	(34%)	(2,441)
6621	Air	0	0	(29)	0	29	0%	29
6622	Lodging	0	0	607	0	(607)	0%	(607)
6624	Parking	0	0	7	0	(7)	0%	(7)
6625	Membership Dues	1,390	0	929	1,274	345	27%	461
6626	Taxi, Uber, Mileage, Other	0	134	7,002	0	(7,002)	0%	(7,002)
6627	Per Diem	0	0	673	0	(673)	0%	(673)
6640	Uniform/Badges/Shirts	4,000	268	3,140	3,667	527	14%	860
6660	Operations Support	22,600	750	27,623	20,717	(6,906)	(33%)	(5,023)
6661	Administration Support	18,000	3,456	6,910	16,500	9,590	58%	11,090
<b>TOTAL RECRUITMENT, RETENTION &amp; TRAINING</b>		<b>84,800</b>	<b>8,961</b>	<b>109,093</b>	<b>77,734</b>	<b>(31,361)</b>	<b>-40%</b>	<b>(24,295)</b>
<b>GRAND TOTAL</b>		<b>11,096,070</b>	<b>841,105</b>	<b>8,830,288</b>	<b>10,178,751</b>	<b>1,348,456</b>	<b>13%</b>	<b>2,265,781</b>





# Sacramento Regional Fire/EMS Communications Center

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## FY 21/22 Budget to Actuals Report - CIP Month End May 2022

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>Capital Improvement</b>								
6997-021	CAD - Capital Improvement	183,975	0	392,860	168,644	(224,217)	(133%)	(208,885)
6997-022	DRC - Capital Improvement	74,000	0	0	67,837	67,837	100%	74,000
6997-023	Equipment - Capital Improvement	70,525	0	138,337	64,648	(73,689)	(114%)	(67,812)
6997-024	Facility - Capital Improvement	40,000	0	0	36,667	36,667	100%	40,000
6997-025	Hardware - Capital Improvement	23,000	0	0	21,083	21,083	100%	23,000
6997-026	Software - Capital Improvement	0	0	0	0	0	0%	0
6997-027	Technology - Capital Improvement	15,500	0	0	14,208	14,208	100%	15,500
<b>Total Capital Improvement</b>		<b>407,000</b>	<b>-</b>	<b>531,197</b>	<b>373,087</b>	<b>(158,110)</b>	<b>-42%</b>	<b>(124,197)</b>



## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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### FY 21/22 Budget to Actuals Report - Lease Month End May 2022

GL Account	Description	FY 21/22 Budget	May-22 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>LEASE</b>								
6710	Umpqua Lease Interest	99,000	3,200	37,612	88,000	50,388	57%	61,388
2710	Umpqua Lease Current Portion	268,732	19,194	208,726	246,338	37,612	15%	60,006
<b>Total Lease</b>		<b>367,732</b>	<b>22,394</b>	<b>246,338</b>	<b>334,338</b>	<b>88,000</b>	<b>73%</b>	<b>121,394</b>

CASH FLOW FY 21-22	Opening Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating Account - opening balance	2,435,940.53	2,435,940.53	691,911.59	5,177,085.98	4,629,533.75	4,026,779.34	3,357,625.78	2,685,259.64	7,662,684.51	6,691,473.47	6,107,269.61	5,523,770.44	4,745,452.65	
IN		32,497.78	5,585,798.72	120,034.76	38,117.40	67,396.20	52,726.52	5,623,262.45	110,593.10	108,409.73	17,470.92	22,970.94	-	11,779,278.52
Member Agencies Contributions		-	5,548,035.07	-	-	-	-	5,548,035.09	-	-	-	-	-	11,096,070.16
Sum of Debits		32,497.78	37,763.65	120,034.76	38,117.40	67,396.20	52,726.52	75,227.36	110,593.10	108,409.73	17,470.92	22,970.94	-	683,208.36
OUT		(1,776,526.72)	(1,100,624.33)	(667,586.99)	(640,871.81)	(736,549.76)	(725,092.66)	(645,837.58)	(1,081,804.14)	(692,613.59)	(600,970.09)	(801,288.73)	(1,381,270.00)	(10,089,343.79)
Employee Related Expenses		(326,859.58)	(316,838.09)	(282,253.30)	(285,096.68)	(290,670.51)	(273,207.94)	(305,648.96)	(239,521.87)	(237,577.73)	(207,982.96)	(270,914.01)	(300,000.00)	(3,336,571.63)
CalPERS Expenses		(931,130.74)	(167,517.67)	(169,913.23)	(164,568.59)	(192,407.10)	(174,190.55)	(170,635.62)	(95,253.79)	(222,708.51)	(160,916.38)	(178,757.22)	(746,270.00)	(3,374,269.40)
Operating Expenses		(518,536.40)	(209,268.57)	(215,420.46)	(191,206.54)	(253,472.15)	(277,694.17)	(169,553.00)	(392,335.87)	(232,327.35)	(232,070.75)	(351,617.50)	(335,000.00)	(3,378,502.76)
Transfer Out			(407,000.00)						(354,692.61)					
1116 Operating Account - closing balance		691,911.59	5,177,085.98	4,629,533.75	4,026,779.34	3,357,625.78	2,685,259.64	7,662,684.51	6,691,473.47	6,107,269.61	5,523,770.44	4,745,452.65	3,364,182.65	
1197 CIP Account - opening balance		-	-	406,977.00	289,019.04	289,019.04	286,124.53	286,124.53	286,124.53	286,124.53	286,124.53	286,124.53	226,607.13	
IN		-	407,000.00	-	-	-	-	-	354,692.61	-	-	-	-	761,692.61
OUT		-	(23.00)	(117,957.96)	-	(2,894.51)	-	-	(354,692.61)	-	-	(59,517.40)	(1,219,129.50)	(1,754,214.98)
CAD				(99,690.50)					(294,125.34)				(447,749.00)	(841,564.84)
DRC														-
Equipment				(18,290.46)		(2,894.51)			(60,567.27)			(59,517.40)		(141,269.64)
Facility														-
Hardware														-
Software													(74,362.00)	(74,362.00)
Technology														-
Other			(23.00)	23.00									(697,018.50)	(697,018.50)
1197 CIP Account - closing balance		-	406,977.00	289,019.04	289,019.04	286,124.53	286,124.53	286,124.53	286,124.53	286,124.53	286,124.53	226,607.13	(992,522.37)	
1113 Lease Account - beginning balance	648,161.41	648,194.96	648,211.47	603,438.74	581,058.72	542,852.93	536,290.25	513,900.27	491,510.12	469,119.38	446,728.83	424,337.98	401,947.06	
IN		16.51	15.95	14.32	13.83	15,831.66	4.36	4.19	3.60	3.79	3.49	3.42	-	15,915.12
OUT		-	(44,788.68)	(22,394.34)	(38,219.62)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(284,557.36)
1113 Lease Account - closing balance		648,211.47	603,438.74	581,058.72	542,852.93	536,290.25	513,900.27	491,510.12	469,119.38	446,728.83	424,337.98	401,947.06	379,552.72	
1114 Reserve Account - opening balance	908,092.22	908,092.22	908,099.93	908,107.64	908,115.11	908,122.82	908,130.29	908,138.00	908,145.71	908,152.68	908,160.40	908,167.86	908,175.57	-
IN		7.71	7.71	7.47	7.71	7.47	7.71	7.71	6.97	7.72	7.46	7.71	-	83.35
OUT		-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve Account - closing balance		908,099.93	908,107.64	908,115.11	908,122.82	908,130.29	908,138.00	908,145.71	908,152.68	908,160.40	908,167.86	908,175.57	908,175.57	-
House Fund/FLSA Adjustment	3,917.26													3,917.26
GRAND TOTAL	3,996,111.42	2,248,222.99	7,095,609.36	6,407,726.62	5,766,774.13	5,088,170.85	4,393,422.44	9,348,464.87	8,354,870.06	7,748,283.37	7,142,400.81	6,282,182.41	3,659,388.57	



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## SRFECC – Umpqua Lease Agreement Monthly Report FY 21/22

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	
<b>Total</b>	<b>\$ -</b>			

Umpqua Payment Schedules		Lease Payments		
Schedule 1 - Funding Request #1		Date	Description	Amount
NG Invoice 1001	\$ 52,487.00	FY 19-20	Consolidated Amount	\$ 72,428.32
NG Invoice 0011	\$ 88,214.00	FY 20-21	Consolidated Amount	\$ 187,851.41
NG Invoice 0003	\$ 150,306.10	7/1/2021	Lease Payment	\$ 22,394.34
NG Invoice 1002Z	\$ 37,487.00	8/1/2021	Lease Payment	\$ 22,394.34
NG Invoice 0001R	\$ 214,723.00	9/1/2021	Lease Payment	\$ 22,394.34
NG Invoice 0002	\$ 516,014.00	10/1/2021	Lease Payment	\$ 22,394.34
<b>Schedule 1 - Funding Request #1 Total:</b>	<b>\$ 1,059,231.10</b>	11/1/2021	Lease Payment	\$ 22,394.34
		12/1/2021	Lease Payment	\$ 22,394.34
		1/2/2022	Lease Payment	\$ 22,394.34
<b>Schedule 1 - Funding Request #2</b>		2/2/2022	Lease Payment	\$ 22,394.34
NG Invoice 0004	\$ 406,993.50	3/2/2022	Lease Payment	\$ 22,394.34
<b>Schedule 1 - Funding Request #3</b>		4/1/2022	Lease Payment	\$ 22,394.34
Westnet Invoice 24637	\$ 242,269.09	5/1/2022	Lease Payment	\$ 22,394.34
<b>Total Schedule 1</b>	<b>\$ 1,708,494</b>	6/1/2022	Lease Payment	\$ 22,394.34
Schedule 2 - Estimate Q2 2020	\$ 1,300,000			
Schedule 2 - Estimate Dec 2020	\$ 1,000,000			
<b>Total</b>	<b>\$ 4,008,494</b>			
		<b>Total</b>		<b>\$ 529,011.81</b>



**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

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<b>SRFECC Positions &amp; Authorization Document (PAD) - Revised 06/01/2022</b>			
<b>FY 21/22</b>			
<b>Center Management</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	0	
<b>Totals</b>	<b>4</b>	<b>3</b>	
<b>Operations Division</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Dispatcher Supervisor	7	7	
Dispatcher	35	34	
Annuitants	3	2	Extra Help
<b>Totals</b>	<b>42</b>	<b>41</b>	
<b>Administration and IT Division</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Human Resource Manager	1	1	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
Office Specialist	1	0	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
<b>Totals</b>	<b>7</b>	<b>6</b>	
<b>Totals</b>	<b>53</b>	<b>50</b>	



# Recruiting Report May 2022

**149** **>** **50** **>** **6** **>** **3**

Critical tests  
sent

Critical tests  
taken

Applicants  
that passed  
Critical

Applicants  
awaiting  
panel  
interviews

Center Vacancies: 3

\*\*Candidates awaiting panel were contacted to attend March interviews and declined- contacted all 3 candidates; 1 declined other 2 did not reply

City of  
**SACRAMENTO**  
Fire Department

LEYNE MILSTEIN  
Interim Fire Chief

5770 Freeport Blvd., Suite 200  
Sacramento, CA 95822-3516

Ph: (916) 808-1300  
Fax: (916) 808-1629  
[www.sacfire.org](http://www.sacfire.org)

June 10, 2022

To:  
SRFECC  
10230 Systems Pkwy.  
Sacramento, CA 95827

**RE: CITY OF SACRAMENTO - APPOINTMENTS TO THE SACRAMENTO  
REGIONAL FIRE/EMERGENCY MEDICAL SERVICES COMMUNICATION  
CENTER (SRFECC)**

To Whom it May Concern:

In accordance with the *Joint Powers Agreement to Establish, Operate, and Maintain a Public Safety Communications Center for Fire Agencies*, each Member Agency shall appoint one primary representative and one alternate representative. Each Member Agency shall have on file with the Center a current letter designating its primary representative and its alternate representative. Pursuant to Section D(1)(a)(2)(a) of the Joint Powers Agreement, the primary and alternate representatives may only be a member of the District's Board of Directors, the Fire Chief, or an Assistant/Deputy Fire Chief.

This letter is to serve as notice that effective July 1, 2022, the Sacramento Fire Department has named Deputy Chief Mike Taylor as our primary representative and Deputy Chief Chris Costamagna as our alternate representative. Should you have any questions, please feel free to contact me directly.

Sincerely,  
*Leyne Milstein*  
Interim Fire Chief  
Assistant City Manager  
[lmilstein@cityofsacramento.org](mailto:lmilstein@cityofsacramento.org)  
City of Sacramento