



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

MEETING AGENDA REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC

Tuesday, July 25, 2023

9:00 AM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, CA 95655

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

Call to Order	Chairperson
Roll Call of Member Agencies	Clerk of the Board

PRIMARY BOARD MEMBERS

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy Bair, Board Member	Deputy Chief, Cosumnes Community Services District

PLEDGE OF ALLEGIANCE

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

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

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

PRESENTATION:

None

RECESS TO CLOSED SESSION:

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

Center Negotiator(s)	Lindsay Moore, Counsel Josh Freeman, Chief Executive Director
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Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators
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*INDICATES NO ATTACHMENT

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

Employee Evaluation: Chief Executive Director
Operations Manager
Administrative Manager
Medical Director

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case(s).

RECONVENE TO OPEN SESSION:

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

- | | |
|--|---------|
| 1. Regular Board Meeting Synopsis (June 13, 2023) | Page 4 |
| 2. Special Workshop Board Meeting Synopsis (June 13, 2023) | Page 8 |
| 3. Regular Board Meeting Synopsis (June 27, 2023) | Page 10 |
| 4. Olvera’s Cleaning Contract Renewal (Staff Report 23-18) | Page 16 |

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

- | | |
|-------------------------------------|---------|
| 1. Communications Center Statistics | Page 23 |
|-------------------------------------|---------|

CORRESPONDENCE:

Page 28

Letter from CCSD General Manager appointing Chief Bair as the SRFECC primary board representative and Chief Dan Quiggle as alternate representative.

CENTER REPORTS:

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

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

*INDICATES NO ATTACHMENT

BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

The next scheduled Board Meeting is Tuesday, August 22, 2023.

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

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

POSTED: 10230 Systems Parkway, Sacramento, CA 95827
www.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 Chief Executive Director's Office at (916) 228-3070. Notification at least 48 hours prior to the meeting will enable the Center to make reasonable arrangements to ensure accessibility to this meeting.

POSTING:

This is to certify that on July 21, 2023, a copy of the agenda was posted at the following locations:

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

ATTEST:



KRISTIN DIANE ELLIS
CLERK OF THE BOARD

MEETING MINUTES GOVERNING BOARD MEETING

Tuesday, June 13, 2023

9:00 AM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, CA 95655

PUBLIC REMOTE ACCESS AT:

[Join Microsoft Teams Meeting](#)

Meeting ID: 256 012 390 941

Passcode: zCtcsH

[Download Teams](#) | [Join on the web](#)

GOVERNING BOARD MEMBERS

Chad Wilson, Chairperson

Scott Williams, Vice Chairperson

Tyler Wagaman, Board Member

Dan Quiggle, Board Member

Assistant Chief, Folsom Fire Department

Assistant Chief, Sacramento Fire Department

Deputy Chief, Sacramento Metropolitan Fire District

Deputy Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

None

COMMUNICATIONS CENTER MANAGEMENT

Troy Bair

Julee Todd

Marissa Shmatovich

Executive Director

Operations Manager

Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore

Christopher Greene

Bill Mueller

Jerry Azevedo

William Pigeon

Kristin Ellis

Counsel, SRFEC

Assistant Chief, Sacramento Metropolitan Fire District

Consultant, ICS

Consultant, ICS

Consultant, Tablet Command

Executive Assistant, 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.

The meeting was called to order and roll call was taken at 9:03 a.m.

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

PRESENTATION:

None

*INDICATES NO ATTACHMENT

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
Administration Manager
Operations Manager

b. Employee Appointment: Medical Director

c. Discipline/Dismissal/Release: One (1) position

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case(s)

Closed session was convened at 9:03 a.m.

Open session was reconvened at 11:12 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.

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

1. A motion was made by Chief Quiggle and seconded by Chief Wilson to approve the consent agenda for the following:
 - a. Regular Board Meeting – Synopsis (May 9, 2023)

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

*INDICATES NO ATTACHMENT

2. A motion was made by Chief Wilson and seconded by Chief Quiggle to approve the consent agenda for the following:
 - a. Regular Board Meeting – Synopsis (May 23, 2023)

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

3. Launch Server OS Upgrade (Staff Report 23-12)

- a. A motion was made by Chief Quiggle and seconded by Chief Williams to approve Launch's Statement of Work for Server Operating System (OS) Upgrade.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

4. Launch Server IT Support Block (Staff Report 23-13)

- a. a. A motion was made by Chief Williams and seconded by Chief Wagaman to approve the purchase of 160 prepaid hours for general IT services with Launch Consulting

5. Revised Board Policy 2.001 – Chief Executive Director

- b. A motion was made by Chief Wagaman and seconded by Chief Quiggle to approve the revised Board Policy 2.001 to permit a Member Agency to defer the appointment of an employee for Chief Executive Director for one rotation.

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

NOES:

ABSENT:

ABSTAIN:

Motion Passed.

DISCUSSION/POSSIBLE ACTION:

1. Revision to CED Policy 2.001

*INDICATES NO ATTACHMENT

INFORMATION:

1. Communication Center Appointee Document

CENTER REPORTS:

None

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

1. Policy 2.001 revision

BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 11:23 a.m.

ATTEST:



KRISTIN DIANE ELLIS
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON

*INDICATES NO ATTACHMENT

SPECIAL WORKSHOP OF THE GOVERNING BOARD MEETING

Tuesday, June 13, 2023

11:00 AM

Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655

GOVERNING BOARD MEMBERS

Chad Wilson, Chairperson
Scott Williams, Vice Chairperson
Tyler Wagaman, Board Member
Dan Quiggle, Board Member

Assistant Chief, Folsom Fire Department
Assistant Chief, Sacramento Fire Department
Deputy Chief, Sacramento Metropolitan Fire District
Deputy Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

None

COMMUNICATIONS CENTER MANAGEMENT

Troy Bair
Julee Todd
Marissa Shmatovich

Executive Director
Operations Manager
Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore
William Pigeon
Kristin Ellis

Counsel, SRFEC
Consultant, Tablet Command
Executive Assistant, 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.

The meeting was called to order and roll call was taken at 11:27 a.m.

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

PRESENTATION:

1. William Pigeon from Tablet Command, Inc facilitated a training workshop on centralized billing through Sacramento Regional Fire/EMS Communications Center's Tablet Command software.

*INDICATES NO ATTACHMENT

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
Administration Manager
Operations Manager

b. Employee Appointment: Medical Director

c. Discipline/Dismissal/Release: One (1) position

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case

Closed session was convened at 11:30 a.m.

Open session was reconvened at 12:42 p.m.

ACTION ITEMS:

None

ADJOURNMENT:

The meeting was adjourned at 12:44 p.m.

ATTEST:



KRISTIN DIANE ELLIS
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON

*INDICATES NO ATTACHMENT

MEETING MINUTES GOVERNING BOARD MEETING

Tuesday, June 27, 2023

9:00 AM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, CA 95655

PUBLIC REMOTE ACCESS AT:

[Join Microsoft Teams Meeting](#)

Meeting ID: 256 012 390 941

Passcode: zCtcsH

[Download Teams](#) | [Join on the web](#)

GOVERNING BOARD MEMBERS PRESENT

Ken Cusano, Alternate	Fire Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Dan Quiggle, Board Member	Assistant Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

Chad Wilson, Chairperson

COMMUNICATIONS CENTER MANAGEMENT

Troy Bair	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRF ECC
Josh Freeman	Assistant Chief, Cosumnes Community Services District
Bill Mueller	Consultant, ICS
Jerry Azevedo	Consultant, ICS
Kristin Ellis	Executive Assistant, SRF ECC

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.

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

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

PRESENTATION:

None

*INDICATES NO ATTACHMENT

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
Administration Manager
Operations Manager

b. Employee Appointment: Medical Director

c. Discipline/Dismissal/Release: One (1) position

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case(s)

Closed session was convened at 9:04 a.m.

Open session was reconvened at 11:12 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.

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

None

ACTION ITEMS:

1. Concern EAP Contract Increase (Staff Report 23-14)
 - a. A motion was made by Chief Quiggle and seconded by Chief Williams to approve a two-year contract renewal with Concern EAP at \$11, 638 annually.

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

*INDICATES NO ATTACHMENT

NOES:
ABSENT:
ABSTAIN:

Motion passed.

2. Final Budget FY 2023-2024 (Staff Report 23-15)

- a. A motion was made by Chief Williams and seconded by Chief Quiggle to approve the following for FY 2023-2024
- b. Approve the final FY 2023-2024 budget and adopt Resolution 23-2
- c. Approve the transfer of \$268,732.08 from the operating account to the savings account for equipment lease payments to Umpqua through the end of FY 2024,
- d. Approve the transfer of \$76,953.65 from the operating account to the CIP account to fully fund FY 2024 CIP projects.

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

NOES:
ABSENT:
ABSTAIN:

Motion Passed.

3. TabletCommand Contract Management (Staff Report 23-16)

- a. A motion was made by Chief Williams and seconded by Chief Quiggle to approve the centralized TabletCommand contract management under the Center and pass-through of contract costs.

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

NOES:
ABSENT:
ABSTAIN:

Motion Passed.

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

1. Operations Manager Todd

*INDICATES NO ATTACHMENT

TRAINING:

Operations Manager Todd provided floor training updates:

- Two in CRO
- Two in MAIN
- Two have signed off on POD training and are working independently.
- Academy 23-2 is preparing to graduate

EVENTS:

OM Todd updated the board regarding the Center's ACE Accreditation that EMS Supervisor, Tara Poirier and Medical Director, Dr. Tressa Naik facilitated a workshop regarding ACE CAD lines.

SERVICE ANNIVERSARIES:

Eric Kizzie – 5 years

Nolan Saulter – 3 years

Jason Comilang – 3 years

2. Administration Manager Shmatovich

FY23/24 BUDGET

AM Shmatovich thanked the board for approving the final budget FY 23/24 and is looking forward to streamlining and improving the budget process going forward.

IT

AM Shmatovich updated the board regarding the upgrade of the operating system on 27 servers, which reaches the end of life/support in October of this year – eliminating the ability for Microsoft security patches. The IT team is working closely with Launch to create an upgrade plan to get all 27 Windows 2012 servers to Windows 2019. Our local SMEs, Brad, Roman, Chuck, and Julee, are all involved with those planning meetings as well to ensure we are approaching the project appropriately. There will be limited downtime for end users, similar to what the center experienced with the switch cutover (and less than the firewall cutover). This project is expected to be completed in September.

In addition, the Cloud Backup project will get all Launch-managed servers backed up in the cloud (they are currently backed up on-premises only). The administration team is working through the pricing and project plan and will bring that to the board when those are complete. There should be no end-user impact with this project but further protects our data in the event of a disaster at the Center.

The IT division is working closely with Launch to create a timeline for hardware replacement, to allow for better budgetary planning as well as implementation planning to continually replace/phase out aging and unsupported IT resources. Once this roadmap is completed, the plan is to go through similar planning for other departments, and having additional staff on board will be a tremendous step in the right direction.

NEW HIRES

The recruitment process has been completed for the positions of GIS Analyst and HR Analyst. Both candidates have accepted job offers, in backgrounds currently, and Ms. Shmatovich is looking forward to introductions when the time is permissible.

The increase in staffing will allow the center to continue working on other projects that will be brought for the board's approval when completed.

CONCLUSION

Administration Manager Shmatovich thanked the board for their continued support, is excited for the new fiscal year, and looking forward to sharing the accomplishments that the team achieves.

3. Chief Executive Director Bair

Chief Bair thanked his executive team for their work on the FY budget and the board for the support.

The Strategic Plan is currently being worked on by ICS consultants with the results of the SWOT analysis to be distributed within the next couple of weeks.

Chief Bair expressed his gratitude to his employees at the center and is thankful to the staff that have supported him in his role as CED.

CORRESPONDENCE:

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief Cusano

Expressed his gratitude to Chief Bair for his work at the center and welcomed Chief Freeman.

2. Chief Quiggle

Chief Quiggle gave a warm welcome to Chief Josh Freeman and thanked CED Bair for his work at the Center, wishing him well in his new role.

The Chief mentioned the upcoming CSD held CPR Survivor Event that will take place on July 17, 2023. This event was organized to give recognition to dispatchers, fire, and law enforcement agencies for CPR-assisted saves.

3. Chief Greene

Chief Greene thanked Chief Bair for his time and support with the center and wishes him well at CSD. Chief Greene is excited about his new role as a primary board member and expressed his gratitude to Chief Wagaman who will become a secondary/alternate board member.

4. Chief Williams

Thanked Chief Bair on behalf of the City of Sacramento Fire Department for his dedication that was put into the center, and he welcomes Chief Bair as a primary board member.

ADJOURNMENT:

The meeting was adjourned at 11:23 a.m.

ATTEST:



KRISTIN DIANE ELLIS
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

www.srfecc.ca.gov

STAFF REPORT (REPORT 23-18)

DATE: July 25, 2023

TO: Board of Directors

FROM: Josh Freeman, Chief Executive Director

BY: Marissa Shmatovich, Administration Manager

SUBJECT: **OLVERA CLEANING CONTRACT RENEWAL**

RECOMMENDATION

The Board of Directors:

1. Approve the Olvera Cleaning contract renewal for fiscal year 23/24, with no changes in cost or service level.

BACKGROUND/ANALYSIS:

The Center utilizes Olvera Cleaning for janitorial services at both the dispatch center and administration buildings. Previously, these contracts were separated based on the addition of the administration building in the latter portion of 2022. For ease of invoicing and record keeping, the dispatch center and administration building contracts have been consolidated into a single contract.

FINANCIAL ANALYSIS

The Center budgeted for the cost of the Olvera Cleaning contract. There are no unanticipated financial impacts.

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

Attachments: OLVERA Janitorial Services Contract

Staff Report recommendation authorized by:

Approved as to Form:

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

LINDSAY K. MOORE
LEGAL COUNSEL

Janitorial Services Contract

THIS AGREEMENT made effective the FIRST day of JULY 2023 (SERVICE CONTRACT)

BETWEEN:

SACRAMENTO REGIONAL FIRE/EMS TRAINING FACILITY 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 TRAINING FACILITY located at 10230 SYSTEMS PARKWAY, SACRAMENTO CA 95827.
- B. The Company requires cleaning services as set out in Schedule B, for a commercial office building described as SACRAMENTO REGIONAL FIRE/EMS COMMUNICATION CENTER located at 10411 OLD PLACERVILLE RD, SUITE 210, SACRAMENTO CA 95827.
- C. 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" and Schedule "B," which are incorporated herein by reference. The Contractor shall provide all labor and cleaning equipment to complete the Services as described in detail in the attached Schedule "A" and Schedule "B," which are incorporated herein by reference. The Company shall supply all paper products, trash liners, cleaning chemicals 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 Four Thousand Two Hundred Fifty Dollars (\$4250.00) 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 [1st] day of [July], [2023] and shall terminate on the [30th] day of [June], [2024]. 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 [30th] of [May]. [2024].
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					

BREAK ROOM	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					
RESTROOM					
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				
Window Cleaning					
Clean window entrance only	X				
Spot clean glass portions	X				
Clean interior and exterior Windows					
Change light bulbs (as needed)					
Gutter cleaning					
Power washing					
Deep cleaning					1x
Additional Notes:					

NOTE: check janitor request log daily, make sure doors and windows are locked daily.

Deep cleaning and change of light bulbs as needed

Products: Sacramento Regional Fire/EMS Communication Center will provide all cleaning chemicals and consumables. Olvera Cleaning Service will provide equipment, vacuums.

TOTAL MONTHLY SERVICE COST (Schedule A+B): \$4250.00

Schedule B

10411 Old Placerville Rd, Suite 210

Sacramento, CA 95827

2-day service Tuesday, Friday

AREAS TO BE MAINTAINED	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	YEARLY
Entrance Way	X				
Workstations/Cubicles/Offices	X				
Conference Rooms	X				
Break Room/Kitchen	X				
General Cleaning					
Wipe clean and disinfect open, horizontal surfaces	X				
Empty wastebaskets and install liners	X				
Empty recycle bins	X				
Place wastepaper in disposal area	X				
Dust Blinds	As Needed				
Floor and Carpet Care					
Vacuum all carpet areas	X				
Spot clean carpet	X				
Sweep and mop tile/wood floor	As Needed				
Kitchen					
Wipe horizontal surfaces	X				
Wipe down cabinets	X				
Wipe microwaves clean in/out	X				
Wipe exterior refrigerator	X				
Clean and disinfect sink	X				
Window Cleaning					
Clean window entrance only	X				
Clean interior windows	As Needed				
Additional Notes:					



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.sfecc.ca.gov

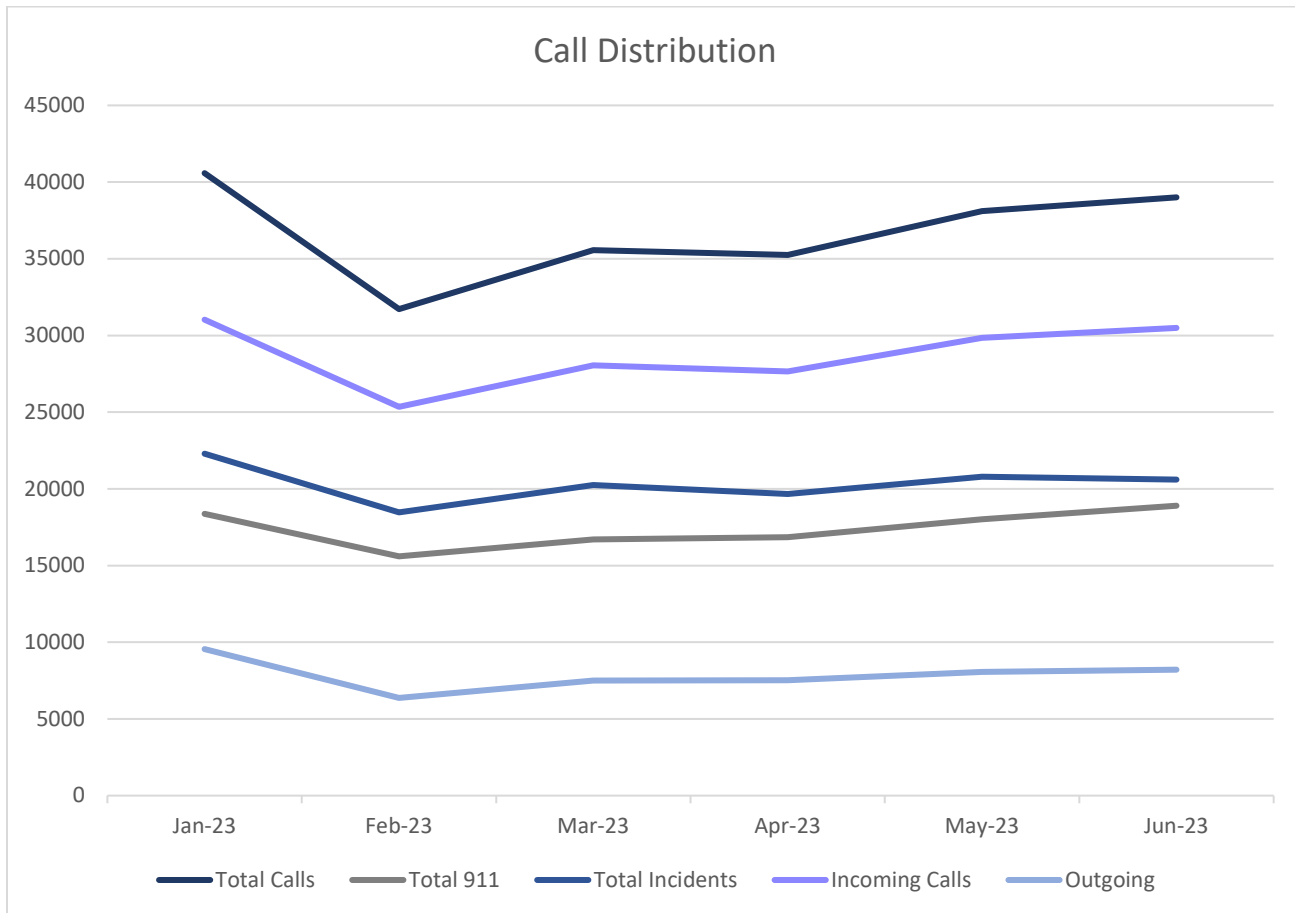
Telephony Performance Measure June 2023

Overview

TOTAL CALL VOL.	39,014
TOTAL INCIDENTS	20,607
INCOMING CALLS	30,485
OUTGOING CALLS	8213

Incoming Lines Detail

911 LINES	18,900
SEVEN DIGIT EMERGENCY	4,268
ALLIED/ADMIN	7,433



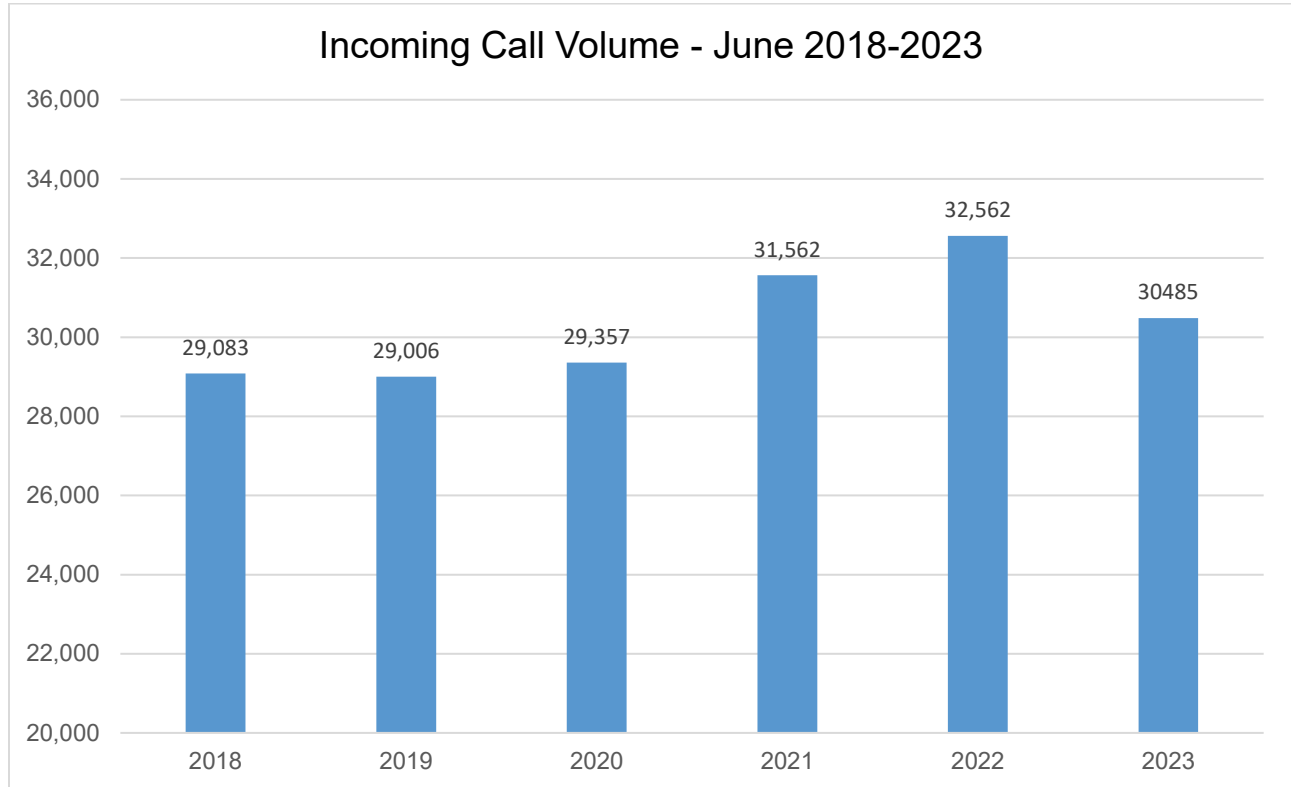


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Incoming Call Volume Comparison – Month of June 2018 through 2023





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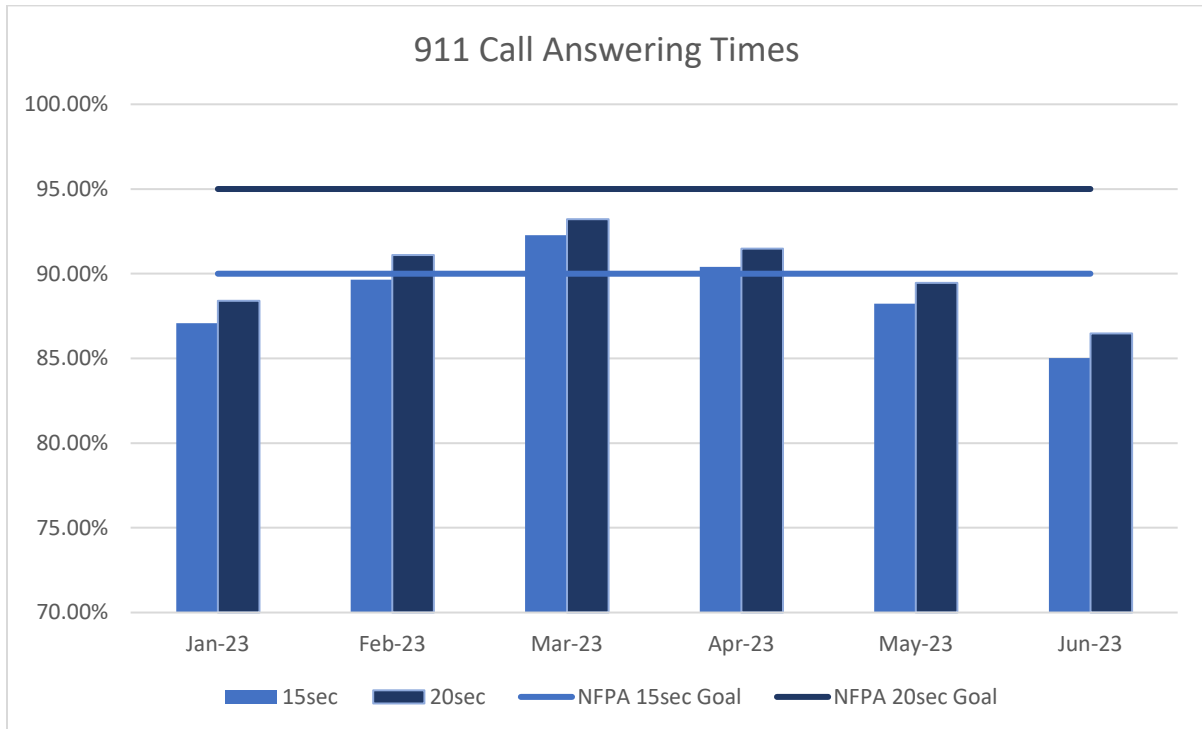
www.srfecc.ca.gov

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

90% answered within 15 seconds

95% answered within 20 seconds

Month	15 Seconds Compliance %	20 Seconds Compliance %
January	87.08%	88.40%
February	89.64%	91.11%
March	92.27%	93.21%
April	90.41%	91.48%
May	88.23%	89.46%
June	85.02%	86.48%

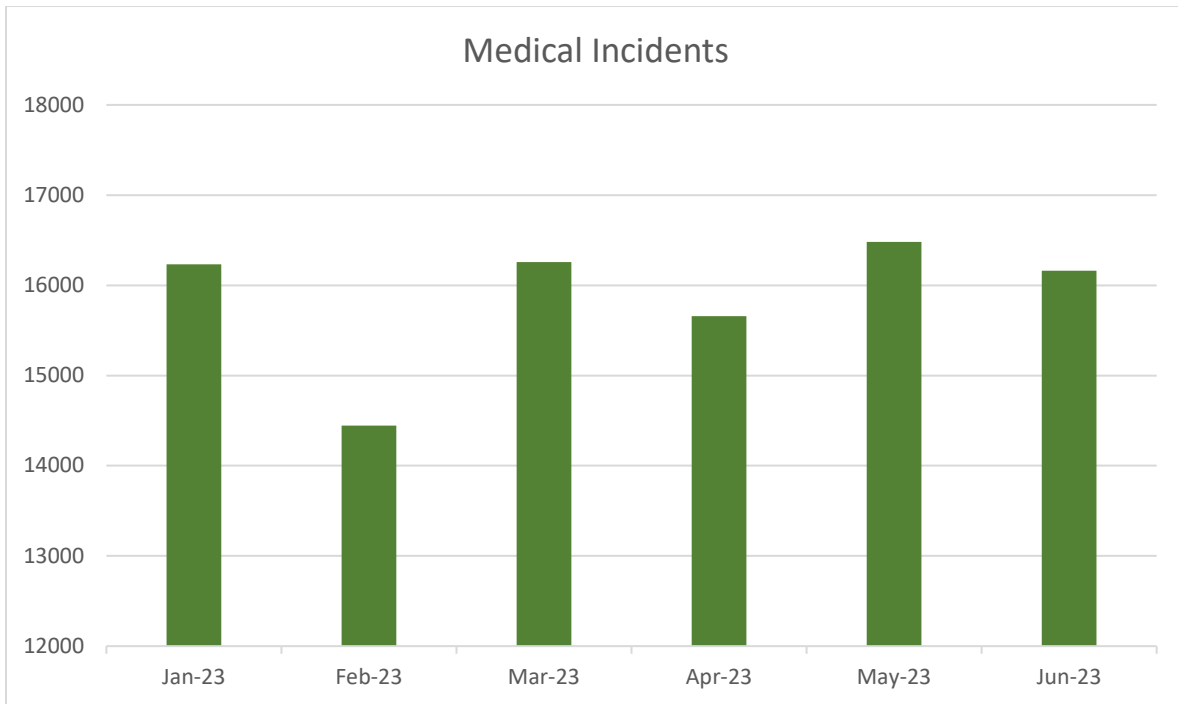
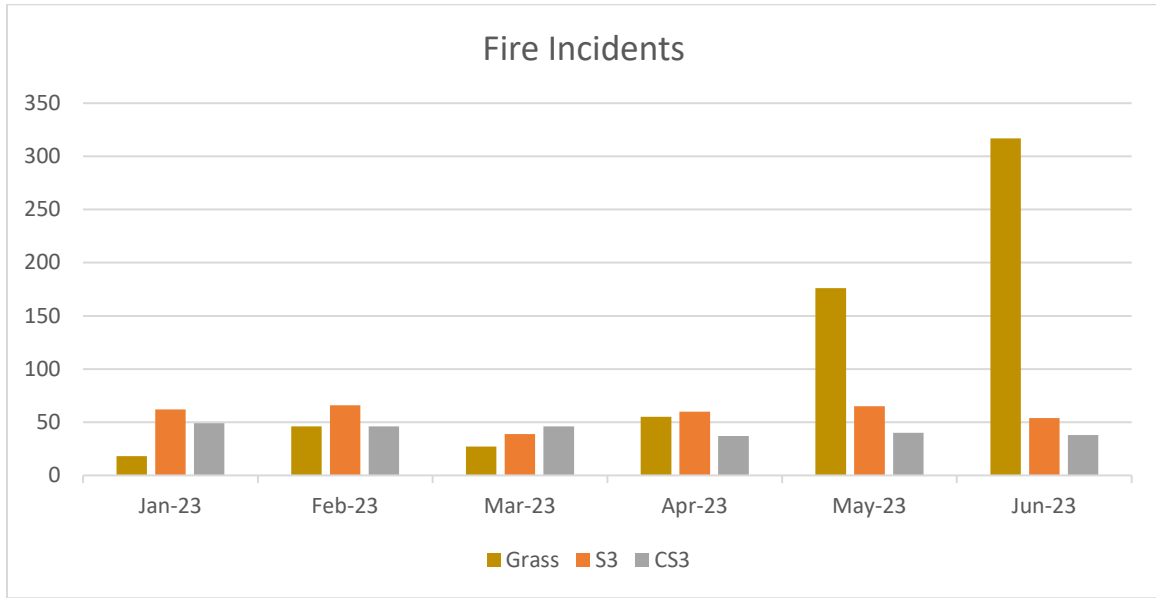




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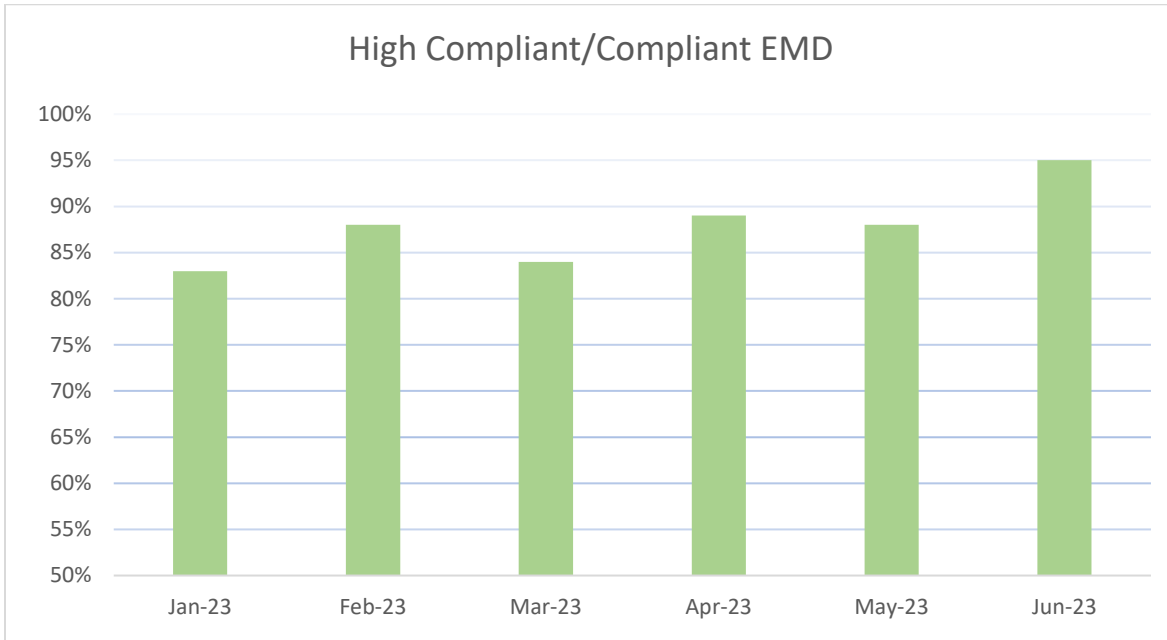




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www.sfecc.ca.gov





July 3, 2023

Sacramento Regional Fire / Emergency Medical Services
Communications Center (SRFECC)
10230 Systems Pkwy
Sacramento, CA 95827

**RE: COSUMNES COMMUNITY SERVICES DISTRICT / COSUMNES FIRE DEPARTMENT -
APPOINTMENTS TO THE SACRAMENTO REGIONAL FIRE / EMERGENCY MEDICAL SERVICES
COMMUNICATIONS 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 3, 2023, the Cosumnes Community Services District has named Deputy Chief Troy Bair as our primary representative and Deputy Chief Dan Quiggle as our alternate representative.**

Should you have any questions, please feel free to contact me directly.

Sincerely,

Phil Lewis
General Manager
PhilLewis@cosumnescsd.gov
Cosumnes Community Services District