



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, August 22, 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 A. Bair, Board Member

Deputy Chief, Cosumnes Community Services District

PLEDGE OF ALLEGIANCE

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

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

PRESENTATION:

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

Employee Organization(s)

Teamsters Local 150

Teamsters Local 856

Unrepresented Administrators

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

Employee Evaluation:

Chief Executive Director

Operations Manager

Administrative Manager

*INDICATES NO ATTACHMENT

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.

Two (2) 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.

None

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

1. **SUBJECT:** Laptop Package Purchase (*Staff Report 23-17*) Page 5
 - a. **Recommendation:** Approve Launch Quote #2023-0801 for six (6) replacement laptops
2. **SUBJECT:** Managed Services Contract Renewal – Launch INC (*Staff Report 23-19*) Page 10
 - a. **Recommendation:** Approve the renewal of Launch’s Statement of Work to the original services agreement dated July 1, 2023, between Launch CG Inc. and Sacramento Regional Fire/ EMS Communication Center by June 30, 2024.
3. **SUBJECT:** Launch Statement of Work – Backup Implementation (*Staff report 23-20*) Page 25
 - a. **Recommendation:** Approve Launch’s Statement of Work for the project of migrating the Center’s existing Veeam backup solution from on-premises to Azure Blob Storage, using cloud-based storage for data protection; establishing reliable backup, data storage, and streamlined disaster recovery.
4. **SUBJECT:** CSI Telecommunications Inc. VHF Proposal (*Staff Report 23-21*) Page 36
 - a. **Recommendation:** Approve the proposal for the following items:
 - Create Simulcast Design for Paging Channel (154.190 MHz)
 - Backhaul Path Design to Simulcast Sites
 - VHF Combining Review at SRFECC
5. **SUBJECT:** CED Spending Authority Revision (*Staff Report 23-22*) Page 39
 - a. **Recommendation:** Increase the Chief Executive Director (CED) spending authority in board policy 3.017 – Procurement from \$5,000 to \$25,000.
 - b. Add a spending authority of \$5,000 or less for the Administration and Operations Managers.

*INDICATES NO ATTACHMENT

6. **SUBJECT:** PulsePoint Upgrade (*Staff Report 23-23*)

Page 48

- a. **Recommendation:** Approve an upgrade to the current PulsePoint annual subscription.
- b. Allow the Chief Executive Director to execute the revised contract.

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

- 1. Communications Center Statistics Page 50
- 2. Financial Reports Page 55
 - a. Monthly Credit Card Usage Statement
 - b. Budget to Actuals
 - c. Cash Flow Report
 - d. Monthly Lease Update
 - e. PAD Update Page 63

CORRESPONDENCE:

None

CENTER REPORTS:

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

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

The next scheduled Board Meeting is Tuesday, September 12, 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

*INDICATES NO ATTACHMENT

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 August 18, 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.sfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102

ATTEST:



KRISTIN DIANE ELLIS
CLERK OF THE BOARD



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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STAFF REPORT (23-17)

DATE: August 22, 2023

TO: Board of Directors

FROM: Josh Freeman, Chief Executive Director

BY: Marissa Shmatovich, Administration Manager

SUBJECT: LAPTOP PACKAGE PURCHASE

RECOMMENDATION

The Center recommends:

1. Approve Launch Quote #2023-0801 for 6 replacement laptops.

BACKGROUND/ANALYSIS:

The Center is systematically replacing aging hardware to ensure product support, reliability, and responsiveness. In Q4 of 2022, the Center purchased a package of replacement laptops as a CIP purchase to replace aging hardware. The Center staff has identified additional laptops for replacement for current staff and backup options.

FINANCIAL ANALYSIS

This laptop quote of \$14,327.13 is not a budgeted expenditure for FY23/24, however, the Center will cover the quoted amount with the budget remainder from FY22/23.

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

Attachments – Launch Quote #2023-0801

ecc: Julee Todd, Operations Manager
Chia Vargo, Accounting Specialist II

JF:MS:ke



Quote

Quote Number: 2023-0801

Expiration Date: 08/31/2023

Quote Prepared For:

Marissa Shmatovich

Sacramento Regional Fire - EMS Communications Center

10230 Systems Pkwy

Sacramento, CA 95827

Phone: 916-228-3070

MShmatovich@srfecc.ca.gov

Quote Prepared By:

Eric Hicks

Launch Engagement Manager

3009 Douglas Blvd #300

Roseville, CA 95661

Phone: 916-542-3335

erhicks@launchcg.com

Item	Quantity	Item	Unit Price	Adjusted Price	Extended Price
A	5	Dell Latitude 5540	\$1,618.25	\$8,091.25	\$8,091.25
B	1	Mobile Precision 5680	\$5,083.13	\$5,083.13	\$5,083.13

One-Time Total \$13,174.38

Subtotal \$13,174.38

Total Taxes (8.75%) \$1,152.76

Total \$14,327.13

Description	SKU
Dell Latitude 5540 BTX Base	210-BGBJ
13th Generation Intel(R) Core(TM) i7-1355U (12 MB cache, 10 cores, up to 5.0 GHz)	379-BFBS
Windows 11 Pro, English, Spanish, French, Brazilian Portuguese	619-ARSB
No Microsoft Office License Included	658-BCSB
Assembly Base	338-CHGG
Intel 13th Generation i7-1355U Trans., Intel Integrated Graphics, Thunderbolt	338-CHGM
Intel vPro Management Disabled	631-ADPS
16 GB, 2 x 8 GB, DDR4, 3200 MT/s, dual-channel, Non-ECC	370-AFVQ
M.2 2230 PCIe NVMe Gen4x4 256GB SSD Class 35	400-BOWJ
15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD IR Cam, WLAN/WWAN(4G)	391-BHEM
FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic	319-BBIE
English US backlit keyboard with numeric keypad, 99-key	583-BHBG
Wireless Intel AX211 WLAN Driver MOD-SRV	555-BJDC
Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card	555-BHHU
3- cell, 54Wh Battery, Express Charge Capable	451-BDBL
65W AC adapter, USB Type-C, TCO Gen9 compliant	492-BDHS
Single Pointing, Smart Card Reader, Finger Print Reader (w/ControlVault 3)	346-BINO
E4 Power Cord 1M for US	537-BBDO
Latitude 5540 Quick Start Guide	340-DDHL
ENERGY STAR Qualified	387-BBPC
Fixed Hardware Configuration	998-GDKJ
Dell Additional Software	658-BFQB
Packaging BTS 65W Adapter (WHN)	340-DJVJ
POD Label	389-EDJB
EPEAT 2018 Registered (Gold)	379-BDZB
Latitude 5540 Bottom Door, Intel 13th Gen U-Series CPU, Intel Integrated Graphics	321-BJTL
Intel(R) Rapid Storage Technology Driver	409-BCWS

[page 2](#) Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Del

Mail In Service 12 Months	709-BBRC
ProSupport and Next Business Day Onsite Service Extension, 24 Month(s)	199-BIQI
ProSupport and Next Business Day Onsite Service Initial, 12 Month(s)	199-BIQJ

Description	SKU
Dell Mobile Precision Workstation 5680 CTO	210-BGWL
Intel Core i9-13900H, vPro Enterprise (24MB Cache, 14 Cores, 20 Threads, 2.6 - 5.4 GHz Turbo, 45W)	379-BFDN
Windows 10 Pro (Includes Windows 11 Pro License), English, Spanish, French, Brazilian Portuguese	619-ARRZ
No Microsoft Office License Included	658-BCSB
Intel Core i9-13900H vPro, 64GB memory	329-BJLF
NVIDIA RTX 3500 Ada, 12GB GDDR6	490-BJGT
Intel vPro Enterprise Technology Enabled	389-FDNX
16" FHD+ non-touch, 1920 x 1200, 60Hz, 500 nits WLED, 100% DCI-P3, Low BL w/ IR Cam	391-BHQM
FHD IR CMRA, ExpressSign-In, TNR, Intelligent privacy, Camera, Microphone; No Camera Shutter	319-BBJZ
64 GB, 2 X 32 GB, LPDDR5, 6000MT/s	370-BBFP
1 TB, M.2 2280, Gen 4 PCIe NVMe SSD, Class 40	400-BPHW
No Additional Hard Drive	401-AAGM
No RAID	780-BBFE
US English 79 Keys Backlight Keyboard	583-BKLB
Palmrest with Fingerprint	346-BJXG
Non Security bottom door (discrete graphics)	354-BBGL
Intel AX211, 2x2 MIMO, 2400 Mbps, 2.4/5/6 GHz, Wi-Fi 6E (WiFi 802.11ax), Bluetooth	555-BHPM
6-cell 100Whr Lithium battery	451-BDDZ
165W E5 Type C Power Adapter	492-BDKN
ENERGY STAR Qualified	387-BBQM
EPEAT 2018 Registered (Gold)	379-BDZB
Quick Setup Guide-Mobile Precision 5680	340-DLFG
Custom Configuration	817-BBBB
E5 Power Cord 1M US	537-BBDK
Intel Core i9 vPro Enterprise Label	389-EDDK
Dell Additional Software	658-BFPP
Mix Model 165W CTO Packaging	340-DLLZ
Wireless Intel AX211 WLAN Driver	555-BJPV
Intel Rapid Storage Technology Driver	409-BCXL
Basic Onsite Service 12 Months	709-BBTY
Prosupport Plus and Accidental Damage Service, 36 Month(s)	127-BBBE

ProSupport Plus and Next Business Day Onsite Service Extension, 24 Month(s)	199-BCTJ
ProSupport Plus and Next Business Day Onsite Service Initial, 12 Month(s)	199-BCTK
ProSupport Plus and Keep Your Hard Drive, 36 Month(s)	711-BBHN
Regulatory Label included	389-BEYY



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STAFF REPORT (REPORT 23-19)

DATE: August 22, 2023
TO: Board of Directors
FROM: Josh Freeman, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager

SUBJECT: MANAGED SERVICES CONTRACT RENEWAL – LAUNCH INC.

RECOMMENDATION

The Center recommends:

1. Approve the renewal of Launch Managed Services agreement dated July 1, 2023, between Launch CG Inc. and Sacramento Regional Fire/ EMS Communication Center by June 30, 2024.

BACKGROUND/ANALYSIS

Continued service to maintain daily technical operations of the technology environment as it is configured. This support is built for remote support with onsite assistance as needed for Desktop management, and server monitoring.

FINANCIAL ANALYSIS

This contract renewal is at a higher monthly rate due to increased vendor costs. The Center anticipated this increase and budgeted additional funds in fiscal year 23/24 in GL account 6140 – Technology Services which will cover the additional cost with no unanticipated financial impact.

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

Attachments: Exhibit A – SRF ECC Statement of Work

ecc: Julee Todd, Operations Manager

JF:MS:ke



EXHIBIT A

Sacramento Regional Fire/EMS Communications Center Form of Statement of Work

THIS STATEMENT OF WORK (this "SOW") adopts and incorporates by reference the terms and conditions of the Master Services Agreement dated as of July 1, 2023 between Launch CG Inc. (the "Company") and Sacramento Regional Fire/EMS Communications Center ("Client") (as it may be amended from time to time, the "Agreement"). Capitalized terms used without definition in this SOW shall have the meanings specified in the Agreement. This SOW is effective as of the last date this SOW is executed by parties hereto as reflected on the signature pages here (the "Effective Date"). All obligations performed under this SOW will be conducted in accordance with and subject to the terms and conditions of this SOW and the Agreement. In the event of a conflict between this SOW and the MSA, the terms of the MSA shall control.

Contact Information

Client		Company	
Client Name	Sacramento Regional Fire/EMS Communications Center	Company Name	110 Holdings, dba Launch Consulting
Address	10230 Systems Pkwy, Sacramento, CA 95827	Address	275 118th Ave SE, Bellevue, WA 98005
Phone Number	916.517.3824	Phone Number	916.542.3335
Primary Contact	Name: Marissa Shmatovich Email: MShmatovich@srfecc.ca.gov	Primary Contact	Name: Eric Hicks Email: erhicks@launchcg.com
Secondary Contact	Name: Email:	Secondary Contact	Name: Kyle Keyserr Email:kkeyser@launchcg.com

SOW Effective Date	07.01.2023
SOW Expiration Date	06.30.2024

IN WITNESS WHEREOF, the parties hereto have executed and delivered this SOW as of the Effective Date.

Client Name

Company Name

Signature

Signature

Name (please print)

Name (please print)

Title (please print)

Title (please print)

Date

Date

1 Commencement Date and Term

In exchange for Client's payment of the fees set forth in [Section 14 below](#), the Company shall provide the Services (as defined below) pursuant to this SOW commencing on or around as the SOW effective date and will continue to provide such Services until the SOW expiration date as dated above.

2 Project Description

This solution is presented to maintain the day-to-day operations of the technology environment as it is currently configured. Resolving issues that occur through daily events and taking a stance to improve performance and security.

This support model is built for remote support with onsite as needed. During normal business hours from 6:00 am to 6:00 pm our team will be available for ticket response. In the event of an emergency and critical outage, our afterhours support team will be available.

3 Scope

3.1 Managed Desktops

- Patch Management
- Managed Office 365 Environment
- SharePoint/OneDrive Support
- Adding and removing users from 0365/Active Directory
- Managing Desktop Application License Counts Managed Antivirus
- End user troubleshooting issues.

Desktop Hostnames under support:

5511LBDORSETT	5550L-HXFYH72
5520L-4TNCWL3	5550LJherrera
5520L-5TNCWL3	5550LJtodd
5520L-6TNCWL3	5550LKSOARES
5520L-7TNCWL3	5550LMWooden
5520L-8TNCWL3	5550LRKUKHARETS
5520L-9TNCWL3	5550LSSTECK
5520L-BTNCWL3	5550Lstackett
5550L-4MZXH72	5550LTSRINGER2
5550LBdorsett	7390L-7L1L3Z2
5550LCLEWANDO	7390L-GC7P3Z2
5550L-DXFYH72	8300-cschuler

3.2 Desktop Monitoring and Alerting

- Provide monitoring and alerting for CAD desktop devices
- Send alerts for to client for resolution
- Resolution of alerts can be resolved through Time and Material contract
- Maintain alerting ticket history for devices

Desktop Hostnames under support:

CTR-CT14	CTR-D3CAD	CTR-D008CAD	D12-CAD
CTR-CT15	CTR-D4CAD	CTR-D009CAD	D1-CAD
CTR-CT16	CTR-D5CAD	CTR-D010CAD	D2-CAD
CTR-CT17	CTR-D6CAD	CTR-D011CAD	D3-CAD
CTR-D001CAD	CTR-D7CAD	CTR-D012CAD	D4-CAD
CTR-D002CAD	CTR-D8CAD	CTR-D013CAD	D6-CAD
CTR-D004CAD	CTR-D9CAD	CTR-D014CAD	D7-CAD
CTR-D005CAD	D10-CAD	CTR-D1CAD	D8-CAD
CTR-D006CAD	D11-CAD	CTR-D2CAD	D9-CAD
CTR-D007CAD	D11-MAP		

3.3 Managed Servers

- 24/7/365 server monitoring and remediation
- Monthly Server OS Patching
- Managed server backups of Virtual Environment (off-site tape backups not included)
- Restore services as necessary
- Server troubleshooting issues
- Support for wireless infrastructure

Server Hostnames under support:

ctc-dc-a	ctr-gismap
ctr-arcserver	ctr-inform
ctr-arcweb	CTR-LiveMum
ctr-backups	ctr-mssql-01
ctr-cadlogger	CTR-Netmobile-B
ctr-data	CTR-Netmobile-C
ctr-dc-a	ctr-pagegate
ctr-dc-b	CTR-ProQA-Prod
ctr-doors	CTR-ProQA-Test
ctr-epcr-cos	ctr-Utility
ctr-epcr-smf	CTR-Utility2
ctr-geoevent	SRFPULSEPT
	ctr-mysql

3.4 Server Monitoring and Alerting

- Provide monitoring and alerting for Vendor Managed Servers
- Send alerts for to client for resolution
- Resolution of alerts can be resolved through Time and Material
- Maintain alerting ticket history for devices

Server Hostnames under support:

SAC-DRBACKUP	ctr-nice-b	CTR-SRFCADMGMGT	SAC-DRIISTEST
SAC-DRCAD01	ctr-nice-c	CTR-SRFCTC1	SAC-DRIISTRAIN
SAC-DRCAD02	ctr-nice-d	CTR-SRFCTC2	SAC-DRMISTEST
SAC-DRCADMGMGT	SRF114	CTR-SRFCTCDB1	SAC-DRSMD
SAC-DRCADTEST	SRF115	CTR-SRFCTCDB2	SAC-DRTABLEAU
SAC-DRCADTRAIN	SRFDIS01	ctr-srfeavl1	SAC-DRVP1
SAC-DRCTC1	SRFDIS02	ctr-srfeavl2	SAC-DRVP2
SAC-DRCTC2	SRFDIS03	CTR-SRFGEP	SAC-DRVPDB1
SAC-DRCTCDB1	SRFDIS04	CTR-SRFGIS1	SRTC122
SAC-DRCTCDB2	SRFDIS05	ctr-srfgis2	SRTC123
SAC-DREAVL1	SRFDIS06	CTR-SRFGISDESK	SRTC124
SAC-DREAVL2	SRFDIS07	ctr-srfifw1	SRTC125
SAC-DRGEP	SRFDIS08	ctr-srfifw2	SRTC126
SAC-DRGEPTT	SRFDIS09	ctr-srfiis1	ctr-srfbackup
sac-drgis1	SRFDIS11	ctr-srfiis2	ctr-srfcad1
sac-drgis2	SRFDIS12	SAC-DRVPDB2	ctr-srfcad2
sac-drgistt	SRFDIS13	SAC-DRVPDBTT	ctr-nice-a
SAC-DRIFW1	SRFL225	SAC-DRVPTEST	ctr-srfsmd
SAC-DRIFW2	SRFL233	SAC-DRVPTRAIN	ctr-srftableau
SAC-DRIFWTEST	SRFMAN01	SAC-DRWEBPNTTRN	ctr-srfvp1
SAC-DRIIS1	SRFMAN02	SAC-DRWEBPNTTST	ctr-srfvp2
SAC-DRIIS2	SRTC121	SAC-DRWEBPOINT	ctr-srfvpdb1
			ctr-srfvpdb2
			CTR-SRFWEBPOINT

3.5 Managed Professional Services

- Researching requirements and seeking vendor quotes for hardware and/or software.
- Ongoing delivery of updates to SRFECC management, including support statistics and project status.
- Ongoing documentation of the infrastructure, to include physical infrastructure mapping, tracking of End-Of-Life and End-Of-Support assets, and application needs assessment/mapping.
- License Renewal Management

(a) INCIDENT MANAGEMENT PROCESS

Immediately upon receiving an email or phone call, our Tier 1 Help Desk staff start a ticket in our online system and attempt to resolve the issue. If it can be completed during the phone call or within a few minutes, the problem is considered to be a Tier 1 issue.

- If the Launch CG Help Desk can resolve the client's issue, they complete a ticket and place the incident in Closed status.
- If, however, the issue affects multiple people or requires more time or research, the ticket is elevated to Tier 2, passed to our Tier 2 personnel, and given priority over less urgent issues.
- If the issue is a deeper problem that requires a subject-matter expert such as a developer, the Help Desk team will quickly transfer it to the necessary staff, who will then contact SRFECC and take charge of the resolution as described earlier.

(b) Incident Service Level Definition and Response/Resolution Times

Priority 1 – Critical

An Incident causing a complete interruption or extreme degradation of service delivery to the affected client, environment or business operation. Those affected cannot operate in an automated fashion until service delivery is restored

Priority 2 – Major

An Incident causing a significant interruption or degradation of service delivery to the affected client, environment or business operation. There is an automated contingency plan that allows those affected to achieve partial functionality during the event.

Priority 3 – Moderate

An Incident causing a moderate interruption or degradation of service delivery to the affected client, environment or business operation. While immediate impact is moderate, the risk for increased impact may be apparent. There may be an automated or manual contingency plan that allows those affected to achieve a level approaching normal service delivery during the event.

Priority 4 – Low

This is for low priority or scheduled events, such as adding/removing employees, trainings, reports, or when a user is not able to work on the issue. This is also for issues with 3rd party vendors.

The Company will staff appropriate resources to supplement the Client team and execute the objectives listed in [Section 2](#).

4 Deliverables

Key Deliverable	Description
Maintain Service Level Agreements	Maintain Service Level Agreements as outlined in section 3.
Monthly Report	Ticket tracking report
Annual Business Review	Review of hardware and licenses in current state with assistance towards budgeting for the next fiscal year.

5 Responsibilities of the Company

The Company shall have responsibility for the following:

Role	Responsibilities
Engagement Manager	Company support to ensure quality assurance, planning, prioritization, and quoting for out-of-scope projects and hardware.
Sales Account Executive	Provides strategic guidance and thought leadership.
IT Delivery Team	Team of Launch Employees to delivery to the services in the scope of the contract.

6 Responsibilities of the Client

The Client shall have responsibility for the following:

Role	Responsibilities
Project Executive	Provide strategic guidance, thought leadership, planning and prioritization; retains final authority for enterprise decision making and issue resolution
IT SME's Reporting/Data	Responsible for providing direction on support to the Client systems

In addition, Client agrees to the following responsibilities:

- 6.1 Assign an individual(s) who will serve as Client's primary point of contact for all communications with the Company in respect of this SOW. Client will provide the name of this individual to the Company within five (5) days after the Effective Date.
- 6.2 Submit to the Company all existing documentation related to relevant systems as needed. The Company will secure and return all documentation per the Client's instructions.
- 6.3 Cooperate and consult with the Company as necessary to enable the Company to perform the Services hereunder in a timely manner.
- 6.4 Provide all Client-specific and third-party network access, hardware, and software necessary for the Company to perform the Services hereunder.
- 6.5 If the Company is required to use any third-party software that is in addition to the third-party software already used by the Company, then Client shall provide such third-party software at Client's sole cost and expense.
- 6.6 Obtain all consents and approvals necessary for the Company to access and use of any Client and/or third-party software or systems, at Client's sole cost and expense, prior to commencement of Services.
- 6.7 Have and maintain all resources and skills necessary to fulfill Client's responsibilities under this SOW.

7 Acceptance Criteria

The acceptance of this SOW must be signed below and returned to the Company in order to initiate scheduling and delivery of the above listed services.

Deliverables in [Section 4](#) are considered acceptable unless written notice is provided by Client to the Company within five (5) business days of completion/submission.

8 Project Assumptions and Performance Expectations

- 8.1 The Company has made the following assumptions regarding this project:
 - (a) Client has obtained all necessary consents and approvals for the Company to access and use of any proprietary information of Client and/or any other applicable third parties.
 - (b) The Company resources will be granted the necessary access to systems, documentation, and reporting data samples within first week of project.
 - (c) Resources can be added and reduced as scope is further refined or as project demands dictate.

- (d) Projected cost assumes a 52-week project duration.
- (e) The Company will produce only agreed upon deliverables documented within this executed SOW, all additional requests will be handled through addendums or additional SOWs.
- (f) Scheduling of interviews and other logistics will be handled by Client Project Lead with assistance from the Company Project Lead.
- (g) Delays in access to Client personnel and resources will result in project delays and the Company will generate a change order to cover any additional time added to the project.
- (h) All travel or other expenses must be preapproved in writing by Client. All travel will be in accordance with current Client policy.
- (i) Any tools or software provided by Client for use by the Company shall remain the property of Client and will be returned upon request or termination of this SOW.
- (j) The Company will complete all deliverables via remote work.
- (k) The Company may subcontract Services for Services performed under this SOW only. The Company affirms no individuals or entities authorized as subcontractors under this SOW are subject to sanctions or export controls under U.S. or local law that would restrict or prohibit them from working on this engagement.
- (l) Client agrees to the use of nearshore and offshore resources - India. Additional locations can be added with prior written consent from the client.
- (m) The dates, resources, and cost in this proposal are subject to change based on Client's timeline for proposal acceptance
- (n) Client will provide to the Company in a timely manner access to necessary computer resources such as:

Laptops/ equipment, development environments, tools only as necessary to provide the services in accordance with this SOW. Any Client policies, trainings, procedures required for the Company's team to access or utilize the Client materials will be provided by Client to the Company prior to the start of work.

- (o) The Company offices are closed on the following holidays unless otherwise requested in writing by the client, and additional costs may apply:

Location	Holidays
US	8 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and

Location	Holidays
	Christmas Day

India	10 holidays: Bhogi/Sankranthi, Republic Day, Ugadi (Floater Leave), Eid ul Fitr (Ramazan), Independence Day, Ganesh Chathurti, Gandhi Jayanti, Dusshera, Deepavali, Christmas Day.
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- 8.2 The Company shall not be liable, responsible or otherwise accountable for any interruption, delay or other failure to fulfill any obligation under this SOW if the fulfillment of such obligation is prevented, frustrated or delayed as a consequence of: (i) the inaccuracy of any assumption set forth in this SOW; (ii) the failure of Client to fulfill its obligations under this SOW and/or the Agreement; (iii) any change in scope requested, or delay caused, by Client; or (iv) any force majeure event (as described in the Agreement; and (v) any matter described in Section 8.3 below.
- 8.3 Furthermore, the Company shall not be liable for any failure to fulfill its obligations hereunder in the case of:
- (a) Failure of Client to provide adequate specifications and/or requirements;
 - (b) Failure of Client to approve deliverables in a timely fashion; or
 - (c) Failure of Client to perform related work required by the Company in the performance of its work deliverables.

9 Work Location

The Services described in this SOW shall be provided at Client's facilities located in Rancho Cordova, CA, or remotely. All expenses for travel requested by Client will be promptly reimbursed by Client (with Client approval of expense report submitted by the Company).

Client shall provide the Company with the following:

- 9.1 Access to and use of cubical workspace at the location where the Services are to be performed for all the Company resources.
- 9.2 Access and use of internet access (for business purposes).
- 9.3 Security access to all platforms necessary to perform the Services.
- 9.4 Any personal computing hardware and software reasonably required to complete the Services or project objectives.

- 9.5 Any other necessary equipment needed to complete the Services to be provided under this SOW.

10 Project Completion

The Company shall provide Services under this SOW during the Term. Either the Company or Client may terminate this SOW by providing at least 30 days' prior written notice of termination to the other party.

11 Approved Third-Party Materials

- 11.1 The Company shall not include in the Deliverables or Documentation any open-source components, unless expressly approved by Client and described in the SOW.
- 11.2 All right, title, and interest in and to approved Third-Party Materials will remain with the respective owners thereof, subject to any express licenses or sublicenses granted to Client pursuant to or in accordance with this SOW.

12 Open-Source Components

- 12.1 The Company shall not include in the Deliverables or Documentation any open-source components, except for any components expressly approved by Client and describe in the SOW.
- 12.2 All right, title, and interest in and to any Open-Source Components will remain with the respective owner thereof, subject to Client's rights under the applicable Open-Source Licenses.

13 Public Reference Authorization

Client authorizes the Company to produce, publish, promote, and distribute the contents of a case study for the work defined in this SOW for purposes of communicating the Company's consulting services, products, or programs. Client acknowledges and approves that any or all of the copy from the case study may be used in printed publications, multimedia presentations, on websites or in any other distribution media. Client agrees that no monetary or other claim will be made against the Company for any such use. Client will have the right to approve the first release of the case study. Client waives any right to inspect or approve subsequent products wherein copy from this case study may appear, however the Company commits to communicate its intentions and make known the general use of the case study results and any testimonials contained within.

14 Service Fees

The client agrees to pay a total fee of \$ 58,716.00 US per the following milestone payment schedule:

Milestone Schedule Item	Target Completion	Acceptance Criteria	Fixed Fee Amount
ITSM Support	7/31/2023	Monthly Status Report	\$4,893.00
ITSM Support	8/31/2023	Monthly Status Report	\$4,893.00
ITSM Support	9/30/2023	Monthly Status Report	\$4,893.00
ITSM Support	10/31/2023	Monthly Status Report	\$4,893.00
ITSM Support	11/30/2023	Monthly Status Report	\$4,893.00
ITSM Support	12/31/2023	Monthly Status Report	\$4,893.00
ITSM Support	1/31/2023	Monthly Status Report	\$4,893.00
ITSM Support	2/29/2024	Monthly Status Report	\$4,893.00
ITSM Support	3/31/2024	Monthly Status Report	\$4,893.00
ITSM Support	4/30/2024	Monthly Status Report	\$4,893.00
ITSM Support	5/31/2024	Monthly Status Report	\$4,893.00
ITSM Support	6/30/2024	Monthly Status Report	\$4,893.00
		Sub-total	\$58,716.00
		Expenses and Travel	\$ 0
Total Fees to Client			\$58,716.00

Such fees are due via monthly invoices sent by the Company with monthly activity report of the prior month. The T&M portion of this engagement will be invoiced in accordance with the Agreement.

14.1 Rate Card

This rate is to be used to Time and Material efforts and can be invoiced as used each month or apply to pre-purchased bucket of hours.

Service Desk - \$110 /hr

Network Engineer - \$185 /hr



Systems Engineer - \$185 /hr

Security Engineer - \$210 /hr

Project Manager - \$185 /hr

Payment Terms

Payment terms are specified in the Agreement, such as examples below:

- Monthly, recurring billing schedule
- Net 30-day Payment Terms
- Invoices are to be sent to:
 - Accounts Payable (AccountsPayable@srfecc.ca.gov)
 - 10230 Systems Pkwy, Sacramento, CA 95827

Expenses

The Client is responsible for all expenses incurred by the Company while providing services (including taxes, VAT, or other ancillary costs). Prior to submission, the client and the Company will agree on expenses in writing.

OR

The Company will be solely responsible for all expenses it incurs while performing the Services unless the Client otherwise consents in writing.

* * * * *

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Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

www.srfecc.ca.gov

STAFF REPORT (REPORT 23-20)

DATE: August 22, 2023
TO: Board of Directors
FROM: Josh Freeman, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager

SUBJECT: LAUNCH STATEMENT OF WORK – BACKUP IMPLEMENTATION

RECOMMENDATION

The Board of Directors:

1. Approve Launch's Statement of Work for the project of migrating the Center's existing Veeam backup solution from on-premises to Azure Blob Storage, using cloud-based storage for data protection; establishing reliable backup, data storage, and streamlined disaster recovery.

BACKGROUND/ANALYSIS

Launch will continue to provide guidance with system backup implementation from June 15, 2023, until October 6, 2023. To complete the upgrade, Launch will undergo a series of tests to ensure interruption to business operations is minimal and that migration is successful.

FINANCIAL ANALYSIS

The service for backup implementation is \$10,800. The Center budgeted for this project and associated licensing fees in GL account 6140 – Technology Services and there are no unanticipated fiscal impacts.

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

Attachments: Exhibit A – SRF ECC SOW – Backup Solution

JF:MS:ke

ecc: Julee Todd, Operations Manager



EXHIBIT A

Sacramento Regional Fire/EMS Communications Center - Backup Solution Form of Statement of Work

THIS STATEMENT OF WORK (this "SOW") adopts and incorporates by reference the terms and conditions of the Professional Services Agreement dated as of January 25, 2019 between 110 Holdings, LLC dba Launch Consulting (the "Company") and Sacramento Regional Fire/EMS Communications Center ("Client") (as it may be amended from time to time, the "Agreement"). Capitalized terms used without definition in this SOW shall have the meanings specified in the Agreement. This SOW is effective as of the last date this SOW is executed by parties hereto as reflected on the signature pages here (the "Effective Date"). All obligations performed under this SOW will be conducted in accordance with and subject to the terms and conditions of this SOW and the Agreement.

Contact Information

Client		Company	
Client Name	Sacramento Regional Fire/EMS Communications Center	Company Name	Launch Consulting
Address	10230 Systems Pkwy, Sacramento, CA 95827	Address	275 118th Ave SE, Ste. 200, Bellevue, WA 98005
Phone Number	(916) 228-3070	Phone Number	916.246.4982
Primary Contact	Name: Marissa Shmatovich Email: mshmatovich@srfecc.ca.gov	Primary Contact	Name: Jared Coleman Email: jcoleman@launchcg.com
Secondary Contact	Name: Email:	Secondary Contact	Name: Kyle Keyser Email: Kkeyser@launchcg.com

SOW Effective Date	06/15/23
SOW Expiration Date	10/06/23

IN WITNESS WHEREOF, the parties hereto have executed and delivered this SOW as of the Effective Date.

Sacramento Regional Fire

110 Holdings, LLC dba Launch Consulting

Signature

Signature

Name (please print)

Name (please print)

Title (please print)

Title (please print)

Date

Date

1 Commencement Date and Term

In exchange for Client's payment of the fees set forth in [Section 14 below](#), the Company shall provide the Services (as defined below) pursuant to this SOW commencing on or around as the SOW effective date and will continue to provide such Services until the SOW expiration date as dated above.

2 Project Description

The Company will provide the following services (the "Services") to Client as outlined in this SOW.

This project involves migrating an existing Veeam backup solution from on-premises infrastructure to Azure Blob Storage, thereby leveraging the benefits of cloud-based storage for data protection. The goal is to establish a secure and reliable backup repository in Azure, ensuring seamless backups, efficient data storage, and streamlined disaster recovery capabilities.

Analysis and Planning:

- a. Assess the existing on-premises Veeam backup solution and the associated infrastructure.

- b. Analyze the requirements and limitations of the Azure Blob Storage for hosting the Veeam backups.
- c. Develop a migration plan considering factors such as data volume, network connectivity, and security requirements.

Azure Blob Storage Setup:

- a. Provision the necessary Azure Blob Storage account and containers to store the Veeam backup data.
- b. Configure the appropriate access controls and security settings for the Azure Blob Storage.

Veeam Configuration:

- a. Install or update the Veeam backup software to the latest compatible version.
- b. Configure the Veeam backup repository to utilize the Azure Blob Storage as the new target for storing backups.
- c. Set up the necessary credentials and access permissions to establish a connection between Veeam and Azure Blob Storage.

Data Migration:

- a. Initiate the migration process to transfer the existing backups from the on-premises repository to Azure Blob Storage.
- b. Monitor the migration progress and ensure the data integrity and consistency during the transfer.
- c. Validate the successful completion of the data migration and verify the accessibility of the backups in the Azure Blob Storage.

Testing and Validation:

- a. Conduct comprehensive tests to ensure the functionality and reliability of the repositioned Veeam backup solution.
- b. Perform backup and restore operations from the Azure Blob Storage to validate the data integrity and backup recovery capabilities.
- c. Validate the overall performance and scalability of the new backup solution in the Azure environment.

Documentation and Knowledge Transfer:

- a. Document the new Veeam configuration settings, including the connection details and access controls for the Azure Blob Storage.

- b. Prepare detailed documentation outlining the steps involved in re-pointing the Veeam backup solution to Azure Blob Storage.
- c. Conduct knowledge transfer sessions with the customer's IT team to ensure they have a clear understanding of the new setup and its maintenance.

3 Scope

To complete the upgrade, Launch will progress through a series of best practices to ensure minimal interruption to business operations and a successful migration.

The Company will staff appropriate resources to supplement the Client team and execute the objectives listed in [Section 2](#). This team has been defined as:

Role Title	# of Resources	Start Date	End Date	Hours	Hourly Rate
1. Systems Engineer	1			64	\$150
2. Project Manager	1			8	\$150

Additional resources can be added as necessary on the engagement by increasing the overall hours allocated to the engagement and the not to exceed maximum fees set forth in [Section 14 below](#).

4 Deliverables

Key Deliverable	Description
License Quote	A quote for necessary licenses to upgrade Veeam to the necessary quantity and level to complete the migration.
Migration Plan	Plan detailing the servers and the migration from on- premises to Azure.
Report	A report verifying that all servers have been backed-up into Azure.
Documentation	Documentation of the process to validate backups and restore process.

5 Responsibilities of the Company

The Company shall have responsibility for the following:

Role	Responsibilities
Engagement Manager	Company executive sponsorship which provides strategic guidance, thought leadership, quality assurance and planning and prioritization
Project Manager	Provides day-to-day management of the implementation project including coordination of all project personnel, communication, deliverable development, and support, change management planning and delivery
Delivery Team	Experts from the Launch delivery team to support the project deliverables.

6 Responsibilities of the Client

The Client shall have responsibility for the following:

Role	Responsibilities	Time Commitment
Project Executive	Provide strategic guidance, thought leadership, planning and prioritization; retains final authority for enterprise decision making and issue resolution	2-4 Hours / Week
Business & Sales (SMEs)	Subject matter experts from each Client area responsible for providing details on process and requirements for the following:	Up to 8 Hours / Week

In addition, Client agrees to the following responsibilities:

- 6.1 Assign an individual(s) who will serve as Client's primary point of contact for all communications with the Company in respect of this SOW. Client will provide the name of this individual to the Company within five (5) days after the Effective Date.

- 6.2 Submit to the Company all existing documentation related to relevant systems as needed. The Company will secure and return all documentation per the Client's instructions.
- 6.3 Cooperate and consult with the Company as necessary to enable the Company to perform the Services hereunder in a timely manner.
- 6.4 Provide all Client-specific and third-party network access, hardware, and software necessary for the Company to perform the Services hereunder.
- 6.5 If the Company is required to use any third-party software that is in addition to the third-party software already used by the Company, then Client shall provide such third-party software at Client's sole cost and expense.
- 6.6 Obtain all consents and approvals necessary for the Company to access and use of any Client and/or third-party software or systems, at Client's sole cost and expense, prior to commencement of Services.
- 6.7 Have and maintain all resources and skills necessary to fulfill Client's responsibilities under this SOW.

7 Acceptance Criteria

The acceptance of this SOW must be signed below and returned to the Company in order to initiate scheduling and delivery of the above listed services.

Deliverables in [Section 4](#) are considered acceptable unless written notice is provided by Client to the Company within five (5) business days of completion/submission.

8 Project Assumptions and Performance Expectations

- 8.1 The Company has made the following assumptions regarding this project:
 - (a) Client has obtained all necessary consents and approvals for the Company to access and use of any proprietary information of Client and/or any other applicable third parties.
 - (b) The Company resources will be granted the necessary access to systems, documentation, and reporting data samples within first week of project.
 - (c) Resources can be added and reduced as scope is further refined or as project demands dictate.
 - (d) Projected cost assumes a 4-week project duration.

- (e) The Company will produce only agreed upon deliverables documented within this executed SOW, all additional requests will be handled through addendums or additional SOWs.
- (f) Scheduling of interviews and other logistics will be handled by Client Project Lead with assistance from the Company Project Lead.
- (g) Delays in access to Client personnel and resources will result in project delays and the Company will generate a change order to cover any additional time added to the project.
- (h) All travel or other expenses must be preapproved in writing by Client. All travel will be in accordance with current Client policy.
- (i) Any tools or software provided by Client for use by the Company shall remain the property of Client and will be returned upon request or termination of this SOW.
- (j) The Company may subcontract Services for Services performed under this SOW only. The Company affirms no individuals or entities authorized as subcontractors under this SOW are subject to sanctions or export controls under U.S. or local law that would restrict or prohibit them from working on this engagement.
- (k) The dates, resources, and cost in this proposal are subject to change based on Client's timeline for proposal acceptance.
- (l) Client will provide to the Company in a timely manner access to necessary computer resources such as:
 - Laptops/ equipment, development environments, tools only as necessary to provide the services in accordance with this SOW. Any Client policies, trainings, procedures required for the Company's team to access or utilize the Client materials will be provided by Client to the Company prior to the start of work.
- (m) The Company offices are closed on the following holidays unless otherwise requested in writing by the client, and additional costs may apply:

	Location	Holidays
<input checked="" type="checkbox"/>	US	8 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day

- 8.2 The Company shall not be liable, responsible or otherwise accountable for any interruption, delay or other failure to fulfill any obligation under this SOW if the fulfillment of such obligation is prevented, frustrated or delayed as a consequence of: (i) the inaccuracy of any assumption set forth in this SOW; (ii) the failure of Client to fulfill its obligations under this SOW and/or the Agreement; (iii) any change in scope requested, or delay caused, by Client; or (iv) any force majeure event (as described in the Agreement; and (v) any matter described in Section 8.3 below.
- 8.3 Furthermore, the Company shall not be liable for any failure to fulfill its obligations hereunder in the case of:
- (a) Failure of Client to provide adequate specifications and/or requirements;
 - (b) Failure of Client to approve deliverables in a timely fashion; or
 - (c) Failure of Client to perform related work required by the Company in the performance of its work deliverables.

9 Work Location

The Services described in this SOW shall be provided at Client's facilities located in 10230 Systems Pkwy, Sacramento, CA 95827, or at the Company's facilities, or remotely. All expenses for travel requested by Client will be promptly reimbursed by Client (with Client approval of expense report submitted by the Company).

Client shall provide the Company with the following:

- 9.1 Access to and use of cubical workspace at the location where the Services are to be performed for all the Company resources.
- 9.2 Access and use of internet access (for business purposes).
- 9.3 Security access to all platforms necessary to perform the Services.
- 9.4 Any personal computing hardware and software reasonably required to complete the Services or project objectives.
- 9.5 Any other necessary equipment needed to complete the Services to be provided under this SOW.

10 Project Completion

The Company shall provide Services under this SOW during the Term. This SOW shall automatically terminate upon the valid termination of the Agreement. Either the Company or Client may terminate this SOW by providing at least 30 days' prior written notice of termination to the other party.

11 Approved Third-Party Materials

- 11.1 The Company shall not include in the Deliverables or Documentation any open-source components, unless expressly approved by Client and described in the SOW.
- 11.2 All right, title, and interest in and to approved Third-Party Materials will remain with the respective owners thereof, subject to any express licenses or sublicenses granted to Client pursuant to or in accordance with this SOW.
- 11.3 Costs associated with licensing will be approved separately.

12 Open-Source Components

- 12.1 The Company shall not include in the Deliverables or Documentation any open-source components, except for any components expressly approved by Client and described in the SOW.
- 12.2 All right, title, and interest in and to any Open-Source Components will remain with the respective owner thereof, subject to Client's rights under the applicable Open-Source Licenses.

13 Public Reference Authorization

Client authorizes the Company to produce, publish, promote, and distribute the contents of a case study for the work defined in this SOW for purposes of communicating the Company's consulting services, products, or programs. Client acknowledges and approves that any or all of the copy from the case study may be used in printed publications, multimedia presentations, on websites or in any other distribution media. Client agrees that no monetary or other claim will be made against the Company for any such use. Client will have the right to approve the first release of the case study. Client waives any right to inspect or approve subsequent products wherein copy from this case study may appear, however the Company commits to communicate its intentions and make known the general use of the case study results and any testimonials contained within.

14 Service Fees

Client hereby agrees to pay the Company on a Time and Materials (T&M) basis on actual hours of work performed by the Company at the rate defined in the rate card.

The client agrees to pay an estimated total fee of \$10,800 US.

Such fees are due via monthly invoices sent by the Company with total hours accrued for the work completed in the prior month. The T&M portion of this engagement will be invoiced in accordance with the Agreement.

Payment Terms

Payment terms are specified in the Agreement, such as examples below:

- Monthly, recurring billing schedule
- Net 15-day Payment Terms
- Invoices are to be sent to: 10230 Systems Pkwy, Sacramento, CA 95827 or accountspayable@srfecc.ca.gov

Expenses

The Client is responsible for all expenses incurred by the Company while providing services (including taxes, VAT, or other ancillary costs). Prior to submission, the client and the Company will agree on expenses in writing.

Recurring cloud or license costs will be quoted and invoiced separately.



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

www.srfecc.ca.gov

STAFF REPORT (REPORT 23-21)

DATE: August 22, 2023
TO: Board of Directors
FROM: Josh Freeman, Chief Executive Director
BY: Chuck Schuler, P.E. Telecommunications Engineer
SUBJECT: **CSI TELECOMMUNICATIONS INC VHF PROPOSAL**

RECOMMENDATION

The Board of Directors:

1. Approve the proposal for the following items:
 - A. Create Simulcast Design for Paging Channel (154.190 MHz)
 - B. Backhaul Path Design to Simulcast Sites
 - C. VHF Combining Review at Sacramento Regional Fire/EMS Communications Center

BACKGROUND/ANALYSIS:

CSI will assist in licensing frequencies needed to augment XSA_DSP. They will also provide design services to link newly purchased Tait radios including path designs and VHF Combining review. CSI anticipates two additional tasks and costs are dependent on the information received from auditing the VHF radios, antennas, and any filtering equipment located at SRF ECC.

FINANCIAL ANALYSIS

The financial impact of using this vendor to create a paging channel, backhaul path designs, and VHF Combining review will cost \$17,600. The Center has allocated this project to GL account 6140 – Technology Services.

CHUCK SCHULER, P.E.
TELECOMMUNICATIONS ENGINEER

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

Attachments: CSI Proposal – dated 2023-04-20 (tasks A-C)

ecc: Marissa Shmatovich, Administration Manager
Julee Todd, Operations Manager

JF:CS:ke

CSI TELECOMMUNICATIONS, INC.

CONSULTING ENGINEERS

6 HAMILTON LANDING, SUITE 170, NOVATO, CA 94949

Mr. Chuck Schuler, P.E.
Telecommunications Engineer
Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Rancho Cordova, CA 95827

April 20, 2023

Dear Chuck,

Here is CSI's proposal for the items you discussed with Craig Trygstad. Based on your input, we are quoting Tasks A – C with the indicated fixed firm pricing.

A. Create Simulcast Design for Paging Channel (154.190 MHz)

The system will be based on using the four sites Sacramento Regional Fire (SRF) provided to CSI:

- Regional Fire Dispatch
- Herald Fire Station
- Sheriff South Substation
- Staten Island Radio Site

Site information and parameters will be provided by SRF. If they are not available, CSI will make reasonable assumptions for these values. CSI will use computer coverage prediction software (EDX SignalPro®) to create an optimized simulcast design by varying antenna patterns, orientations, transmitter launch delays, and other possible parameters. Because it is not always possible to obtain simulcast coverage in all areas due to various factors, CSI may present more than one optimized solution for SRF to consider.

The scope assumes that no site visits will be required. CSI will provide a report showing its results, including the recommended parameter settings on which the predicted coverage is based.

Deliverable: Report with coverage maps and discussion.

The cost for this task is \$8,000.

B. Backhaul Path Design to Simulcast Sites

Design and coordinate point-to-point links to interconnect the four simulcast sites in Item 1. This will be based on using the licensed 960MHz band and Moseley radios.

Deliverable: Path Calculations, Path Data Sheets, and the filing of the PCNs (Prior Coordination Notices).

The cost for this task is \$7,000.

C. VHF Combining Review at Sacramento Regional Fire Dispatch

Audit the VHF radios, antennas, and any filtering equipment located at the SRF Dispatch facility.

Deliverable: Short report documenting VHF equipment, antenna heights, and frequencies at the SRF.

The cost for this task is \$2,600.

We anticipate two other potential tasks whose scope and costs depend on information from Task C and input from you. They would be to create a new RF Design for Regional Fire and to identify and license an input frequency for the current VHF Paging channel (154.190 MHz) to create a repeater pair.

We are proposing to bill you as each task is completed and will advise you in the event anything compromises these estimates before proceeding. In any event, our fixed firm fee for the above described services will not be exceeded absent significant changes to their respective scopes.

Thank you for the opportunity to propose this work for Sacramento Regional Fire / EMS. Please contact Craig or me if you have any questions about any aspect of this proposal or would like us to proceed.

Best regards,

A handwritten signature in blue ink that reads "Catherine F. Newman". The signature is written in a cursive style.

Catherine F. Newman
President

cc: C.W. Trygstad, P.E./PMP



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.sfecc.ca.gov

STAFF REPORT (23-22)

DATE: August 22, 2023
TO: Board of Directors
FROM: Josh Freeman, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: **CED SPENDING AUTHORITY REVISION**

RECOMMENDATION

The Center recommends:

1. Increase the Chief Executive Director (CED) spending authority in board policy 3.017 – Procurement from \$5,000 to \$25,000.
2. Add a spending authority of \$5,000 or less for the Administration and Operations Managers.

BACKGROUND/ANALYSIS:

Board Policy 3.017 – Procurement sets spending authority limits and procurement requirements for the Center. The current spending authority for the Chief Executive Director is \$5,000 or less. With increasing costs, many of the everyday expenses of the Center exceed the current \$5,000 spending authority which causes a delay in business operations due to the need for board approval. Increasing the CED spending authority to \$25,000 would accommodate expedient approval of most of the Center's business expenses.

There is no set spending authority for the Administration or Operations Managers. The Center is requesting to add a \$5,000 spending authority for the Manager level positions to address their spending authority and allow an additional layer for expedient approval of business needs.

FINANCIAL ANALYSIS

This change in board policy would not have any fiscal impacts outside of budgeted expenses.

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

Attachments: Board Policy 3.017- Procurement

JF:MS:ke

SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER MANUAL OF POLICIES

POLICY: 3.017
TITLE: Procurement
ADOPTED: 1/31/2017
REVISED: 8/22/2023

1. Purpose:

The purpose of this policy is to provide a single resource of information for the procurement of all equipment, material, supplies, and services to be utilized by the Center.

2. Definitions:

2.1 Bid: The process of obtaining quotes for the purchase of equipment, materials, supplies, and services when specifics are known.

2.2 Proposal: The process of obtaining quotes for the purchase of equipment, materials, supplies, and services when specifics are known or not known, or a solution is being sought.

2.3 Board: The Joint Powers Authority Board of SRFEC.

2.4 Emergency: An unforeseen circumstance(s) in which an immediate purchase, service, or construction is necessary to avoid a substantial hazard to life, health, or property, or an interruption to the operation of the Center.

2.5 Chief Executive Director Designee: An employee of the Sacramento Regional Fire/EMS Communications who has been authorized to requisition and contract on behalf of the Center.

2.6 Formal Bidding Process: The process of receiving sealed written bids for purchases exceeding the maximum purchasing authority of the Chief Executive Director (any amount more than \$50,000).

2.7 Informal Bidding Process: The process of receiving a minimum of three written bids, if available, for purchases more than \$5,000 but less than the maximum purchasing authority of the Chief Executive Direction (an amount more than \$50,000).

2.8 Personal Property: Includes goods, materials, supplies, vehicles, machinery, furnishings, equipment, and any other tangible article required for the conduct of the business of the Center.

2.9 Purchase or Purchases: Any contractual arrangement or transaction involving payment for the acquisition of title to real or personal property; the use by rental, lease, or otherwise of real or personal property, the provision of services by independent contractor or otherwise; or any combination of the foregoing.

2.10 Request for Formal Proposal: Used when the specific personal property or service is not easily identified or detailed specifications are or are not available and the cost is expected to be more than \$50,000. Suppliers are asked to propose their solutions to achieve the desired results.

2.11 Professional Services: Any service of a specialized nature required in the conduct of operations of the Center, which may include services in the areas of accounting, administration, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the Center.

2.12 Fixed Asset: Assets of significant value that extend beyond the current year and that are broadly classified as land, buildings and improvements, infrastructure, equipment, and intangible assets, and exceed a capitalization amount of \$25,000.

3. Policy:

For this Policy, there are three types of purchases: Professional Services, General Services, and Tangible Personal Property (goods).

3.1 Professional Services -Service Types (Contract required):

- a. Consultant
- b. Custodial
- c. Chief Executive Director
- d. Finance/Accounting
- e. Insurance
- f. Labor relations
- g. Legal Advising
- h. Medical Director
- i. PIO
- j. Project Manager
- k. Technology – Network, Managed Services
- l. Other services which are incidental to the operation of the Center

3.2 Purchase Requirements:

- a. Under \$5,000 - No Contract is required.
- b. \$5,000 or more: Contract required.

3.3 Bidding Requirements: EXEMPT

Competitive quotes are NOT required. No comparison shopping or bidding is required. Requesting 3 quotes is encouraged, but optional. Due to the high degree of professional or technical skill of the services provided, professional services are exempt from the bidding process and selection shall be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

Awarding Authority:

The Chief Executive Director or his/her designee shall negotiate with the best-qualified individuals or firms until one of the agrees to an amount the Executive Director or his/her designee determines is fair and reasonable.

- a. \$5,000 or less: Administration and Operations Managers
- b. \$25,000 or less: Chief Executive Director
- c. \$25,000 or more: Board of Directors

3.4 General Services -Service Types (Contract required):

- a. Maintenance or non-structural repair of buildings, structures, or improvements which do not require engineering plans, specifications, or design.
- b. Repair, modification, and maintenance of equipment and software
- c. Temporary personnel services
- d. Other miscellaneous services to facilitate Center operations.
- e. Licensing software
- f. Leasing or renting personal property to the district.

Purchase Requirements:

- a. Under \$5,000: No Contract required, unless recurring
- b. \$5,000 or more: Contract required.

Bidding Requirements:

Under \$5,000: No comparison shopping or bidding is required. Requesting three quotes is encouraged, but optional.

\$5,000 or more: Informal bidding is required.

Requesting 3 quotes required, evidence of which must be submitted along with contract award. Quotes may be made by phone, fax, email, or mail. Quotes do not need to be sealed or secured. When services are standardized/uniform in quality, the award will be given to the vendor with the lowest quote. If the services are not standardized/uniform in quality and the agreement is not awarded to the vendor with the lowest quote, written justification is required.

Awarding Authority:

- a. \$5,000 or less: Administration and Operations Managers
- b. \$25,000 or less: Chief Executive Director
- c. \$25,000 or more: Board of Directors

Tangible Personal Property (Goods)- Types (Purchase Order required for \$1,000 or more):

- a. Goods
- b. Material
- c. Supplies
- d. Vehicles
- e. Machinery
- f. Furnishings
- g. Equipment
- h. Any other tangible article

*NOTE: Tangible Personal Property shall NOT include financial instruments including bonds, stocks, certificates of deposit, or insurance.

Purchase Requirements:

- a. Under \$1,000: No Purchase Order required.
- b. \$1,000 or more: Purchase Order required.

Bidding Requirements:

- a. Under \$5,000: No comparison shopping or bidding is required. Requesting 3 quotes is encouraged, but optional.
- b. \$5,000 - \$50,000: Informal bidding required. Three (3) quotes are required, evidence of which must be submitted along with the Purchase Order. Quotes may be made by phone, fax, email, or mail. Quotes do not need to be sealed or secured. When tangible personal property is standardized/uniform in quality, the award will be given to the vendor with the lowest quote. If the tangible personal property is not standardized/uniform in quality and the agreement is not awarded to the vendor with the lowest quote, written justification is required.
- c. \$50,000 or more: Formal bidding required.

The process of receiving sealed written bids for purchases exceeding the maximum purchasing authority of the Executive Director (any amount more than \$50,000).

Awarding Authority:

- a. \$5,000 or less: Administration and Operations Managers
- b. \$25,000 or less: Chief Executive Director
- c. \$25,000 or more: Board of Directors

3.5 EXCEPTIONS TO THE BIDDING PROCESS

Regardless of the amount of the proposed contract or purchase, the open market procedure may be used in the following instances:

- a. The purchase is made in an emergency.
- b. When the following types of personal tangible property or services are being acquired, obtained, rented, or leased:
 - i. Advertising
 - ii. Books, recordings, films
 - iii. Training supplies
 - iv. Insurance
 - v. Public utility services
 - vi. Communication services
 - vii. Travel services
 - viii. Property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service.
- c. The supplies, materials, services, or equipment are produced only by one manufacturer or are available only from one source.

4. Procedures:

- 4.1 The Chief Executive Director shall designate purchasing authority to certain individuals, giving each the ability to make a purchase or enter into an agreement once all applicable purchasing procedures have been followed as described in this policy.
- 4.2 All Center personnel having purchasing authority shall conduct themselves in such a manner as to foster public and Board confidence in the integrity of the 's purchasing procedures.

4.3 General Purchasing and Procurement Procedures

- a. A purchase request will be completed for all purchases over \$100. The purchase request is an email to the requestor's manager. The email subject line shall include Purchase Request – (Description of Purchase). The email shall include the department (Operations or Administration), the vendor (if known), the amount (if known), and the reason for the purchase. The manager's approval email shall include the Purchasing Agent.
- b. The Purchasing Agent will review all purchase requests for supplies and services prior to the order being placed with the Vendor to undertake the expense. The Purchasing Agent, Accounting, and the budget item owner are jointly responsible for identifying acceptable vendors for a specific product or service.

- c. A Purchase Order is required for all purchases over \$5,000 unless otherwise approved by the Administration Manager or designee.
- d. The Purchasing Agent will review all invoices to assure compliance with the bidding, contracting, and purchase request policy.
- e. The Purchasing Agent will assume responsibility for issuing all Requests for Formal Bids, Formal Proposals, and Formal Qualifications for Supplies and Services through a coordinated effort with the involved department.

4.2 Purchases of Tangible Personal Property or Supplies

- a. Except as otherwise provided by law, all purchases shall be made in the DBA name of the Center. Some vendors may require a legal name.
- b. The amount included in the annual budget approved by the Board for the purchase of specifically identified items of personal property shall constitute spending authority to the Chief Executive Director or Chief Executive Director's designee for such items of personal property up to the approved amounts. All such purchases shall meet the requirement if any, of the Informal or Formal Bidding Process and contracting limits as specified within this policy.

4.3 Professional Services

- c. The Center may contract for special services (as defined in the Definitions section of this policy) with persons or expert firms specially trained, experienced, and competent to perform the special service.
- d. The Chief Executive Director or Chief Executive Director's designee is hereby authorized to enter into agreements, by which independent contractors provide such special services to the Center. The Chief Executive Director may enter a contract on behalf of the Center if the amount payable pursuant to the contract does not exceed \$25,000 except in the event of a bona fide emergency, in which the amount payable pursuant to the contract may be up to \$50,000.
- e. Any contract or agreement exceeding the authority of the Chief Executive Director must be approved by the Board.
- f. Any special service contract as defined herein, which is expected to exceed \$50,000 shall be solicited through the formal bidding process.

4.5 Informal Bidding Process

- a. Requesting three (3) quotes is required, evidence of which must be submitted along with Purchase Order. Quotes may be made by phone, fax, email, or mail. Quotes do not need to be sealed or secured. When tangible personal property is standardized/uniform in quality, the award will be given to the vendor with the lowest quote. If the tangible personal property is not standardized/uniform in quality and the agreement is not awarded to the vendor with the lowest quote, written justification is required.

4.6 Formal Bidding Process

- a. When the expenditure required for the purchase of personal property or services is more than \$50,000, and detailed specifications are either known or unknown or a solution is being sought, the Center shall utilize the Request for Formal Proposal process.

4.7 Conflict of Interest

- a. The Chief Executive Director, Chief Executive Director's designee, or Board shall ensure that any purchase of any personal property or special services shall be following Government Code Section 87100 et. Seq., pertaining to Conflict of Interest. All transactions over \$5,000 will require an additional Disclosure Statement to safeguard against any financial interest or personal relationship with the vendor that may be deemed a conflict.

4.8 Bid and Purchase Splitting Prohibited

- a. It is prohibited, for the purpose of evading any requirements herein, to split or separate into smaller units of purchase any purchase covered by this policy.

4.9 Emergency

- a. In the case of an emergency, the Board may adopt by resolution or motion and by a majority vote of all members of the board, to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
- b. Before the Board takes any action pursuant to section 4.9 (a) of this policy, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay for the purposes of a competitive solicitation for bids, and that the action is necessary to respond to the emergency.
- c. If the Chief Executive Director or Chief Executive Director's designee orders any action specified in section 4.9 (a) of this policy, that person shall report to the Board at its next meeting the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

4.10 Credit Card

- a. The Center may issue a credit card to certain individuals for business use only. Requests for a Center credit card will be sent to the Chief Executive Director and Administration Manager. All purchases made with the Center credit card must fall within the limitations and guidelines of Board Policy 3.016 – Credit Card.

4.11 References

- a. Sacramento Regional Public Safety Communications Board Policy 3.016 Credit Card
- b. Sacramento Regional Public Safety Communications Board Policy 3.014 Capital Assets



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

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STAFF REPORT (REPORT 23-23)

DATE: August 22, 2023
TO: Board of Directors
FROM: Josh Freeman, Chief Executive Director

SUBJECT: PULSEPOINT UPGRADE

RECOMMENDATION

The Center recommends that the Board of Directors:

1. Approve an upgrade to the current PulsePoint annual subscription.
2. Allow the Chief Executive Director to execute the revised contract.

BACKGROUND/ANALYSIS

The current PulsePoint subscription offers regional agencies multiple functions such as call notification, pre-alerts, situational awareness, and an interface with Table Command. However, this subscription is for a legacy program with diminishing support compromising the Tablet Command interface's ability to function.

Upgrading to the PulsePoint Verified Responder subscription is an option that will have multiple benefits for our current system:

1. The current PulsePoint application will continue to operate on mobile devices.
2. Users will have the option to download the new mobile application with regional agencies (potentially CAD coordinators) will have the ability to manage users and allow for additional and more comprehensive call information.
3. The interface with Tablet Command will provide improved support decreasing the current experienced issues, less call suppression, and potentially increased CAD information transfer.

FINANCIAL ANALYSIS

The cost of PulsePoint's annual subscription is \$18,000.00. The new subscription includes an additional \$7,500.00 totaling \$25,500.00. In anticipation of this upgrade, staff budgeted this total amount for FY24.

While the Center's current subscription runs through December 31, 2023, PulsePoint will prorate the \$7,500.00 totaling approximately \$2,500.00; with funding through miscellaneous software expenses, no additional money is being requested for this upgrade.

JOSH FREEMAN
CHIEF EXECUTIVE DIRECTOR

Attachment – Quote No. PPF-00010783

ecc: Marissa Shmatovich, Administration Manager
Julee Todd, Operations Manager
Chia Vargo, Accounting Specialist II

JF:JT:ke



Contact Name Brad Dorsett
 Email bdorsett@srfcecc.ca.gov

Quote Number PPF-00010783
 Created Date 1/5/2023
 Expiration Date 3/31/2023
 Prepared By Kraig Erickson
 Phone (218) 384-1123
 Email kraig.erickson@pulsepoint.org

Bill To Name Sacramento Regional Fire/EMS
 Communications Center
 Bill To 10230 Systems Parkway
 Sacramento, CA 95827

Ship To Name Sacramento Regional Fire/EMS
 Communications Center
 Ship To 10230 Systems Parkway
 Sacramento, CA 95827

Product	Sales Price	Quantity	Total Price
PulsePoint Verified Responder Tier 3 Annual Subscription: Includes activation and ongoing Maintenance / Support of Verified Responder option.	USD 7,500.00	1.00	USD 7,500.00

Verified Responder Annual Subscription will synchronize with existing PulsePoint Respond Term. The first year will be prorated based on remaining months in current Term.

Total Price USD 7,500.00

Please return signed Quote to the PulsePoint representative listed above or mail to:

**PulsePoint Foundation
 PO Box 12594
 Pleasanton, CA 94588-2594**

Authorized Customer Representative

 Signature

 Name

 Title

 Date



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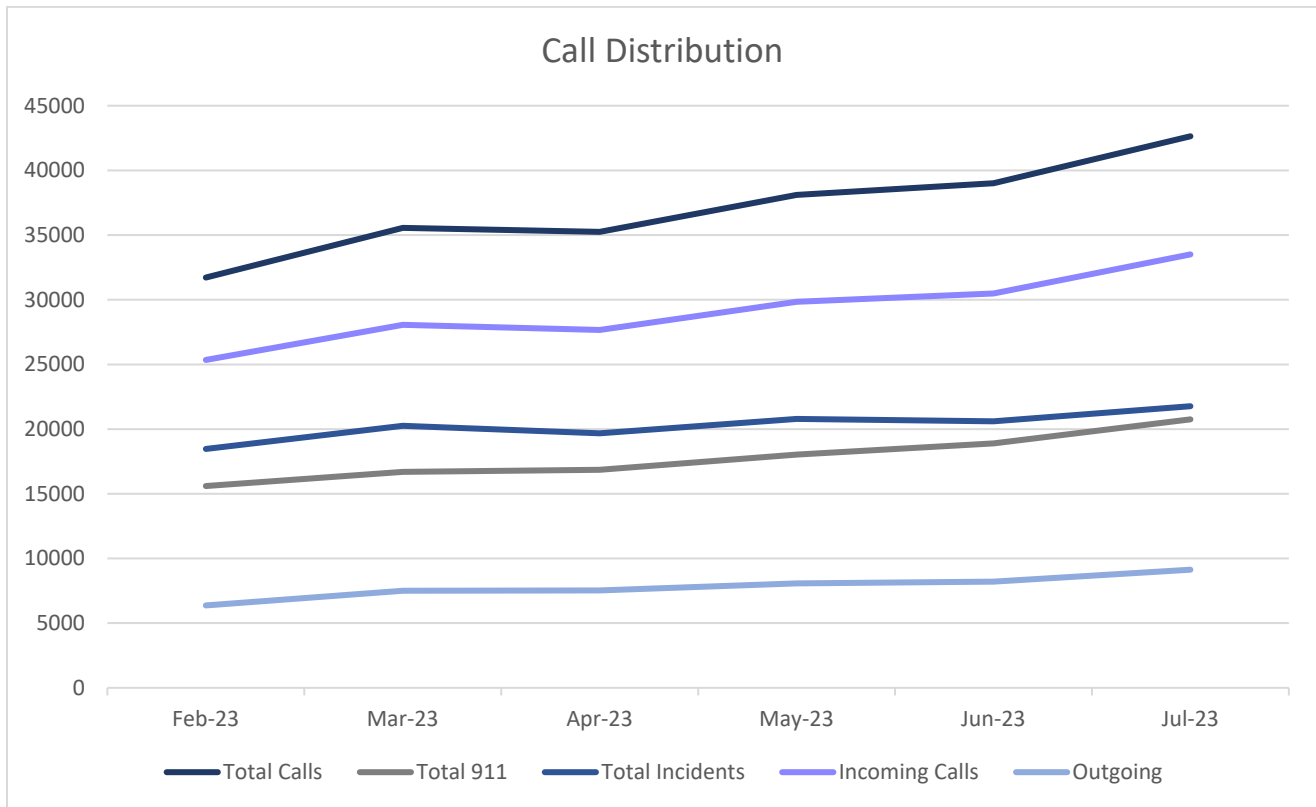
Telephony Performance Measure July 2023

Overview

TOTAL CALL VOL.	42,638
TOTAL INCIDENTS	21,770
INCOMING CALLS	33,506
OUTGOING CALLS	9132

Incoming Lines Detail

911 LINES	20,754
SEVEN DIGIT EMERGENCY	4,530
ALLIED/ADMIN	8,222



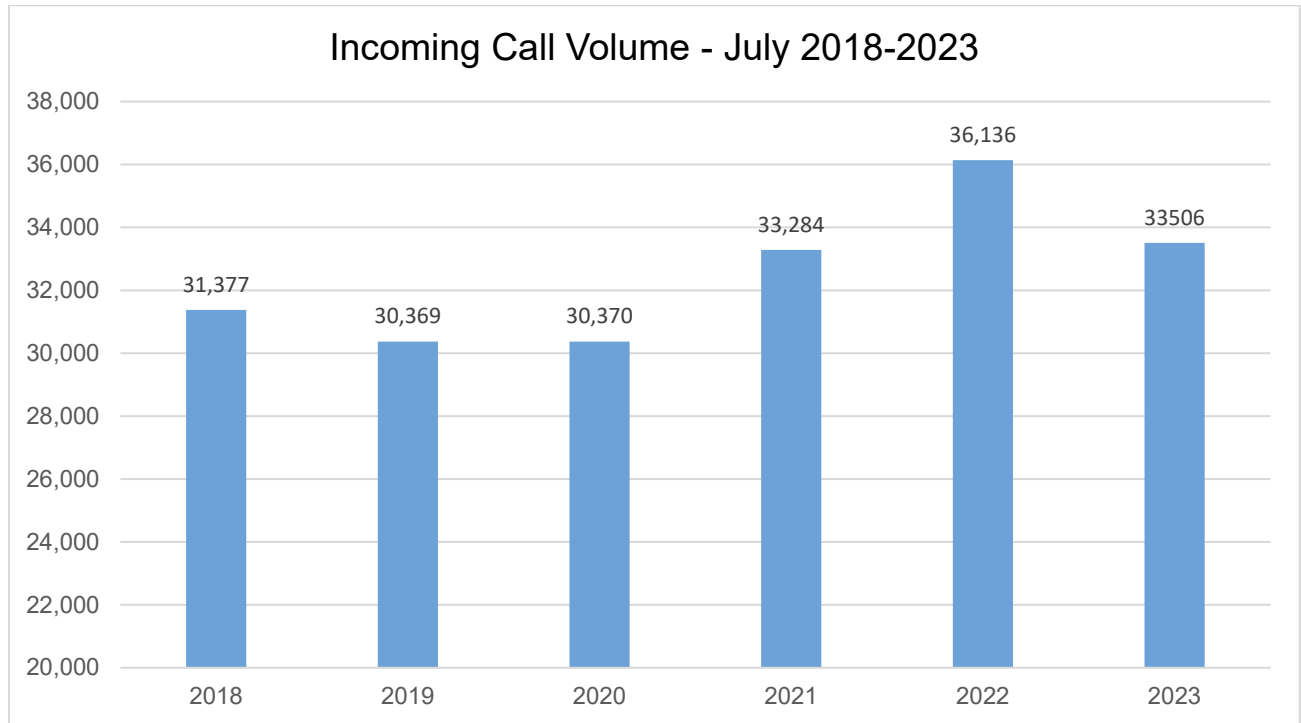


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Incoming Call Volume Comparison – Month of July 2018 through 2023





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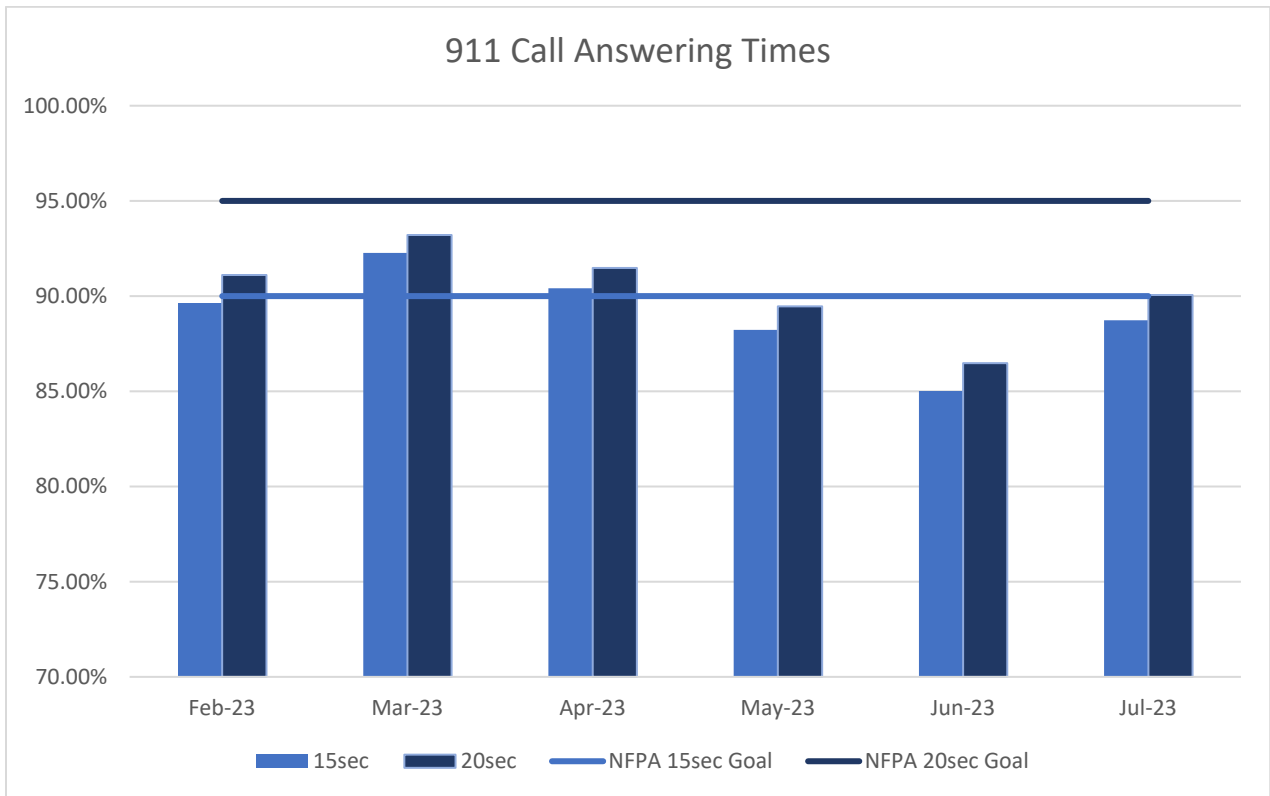
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Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

90% answered within 15 seconds

95% answered within 20 seconds

Month	15 Seconds Compliance %	20 Seconds Compliance %
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%
July	88.73%	90.06%

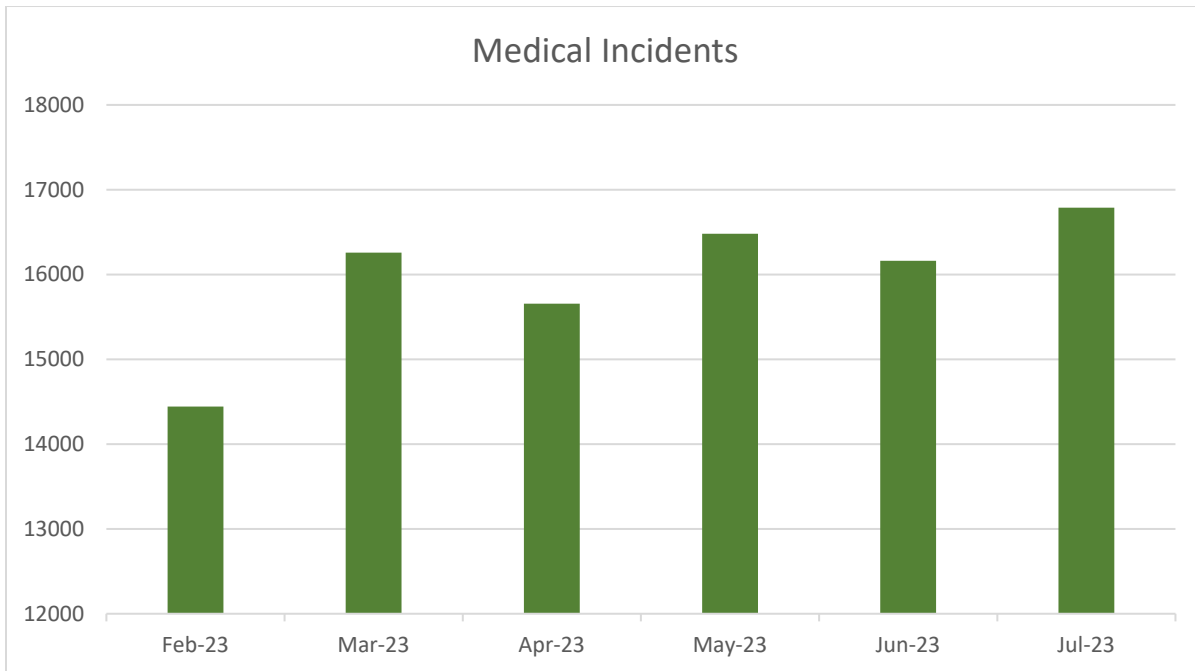
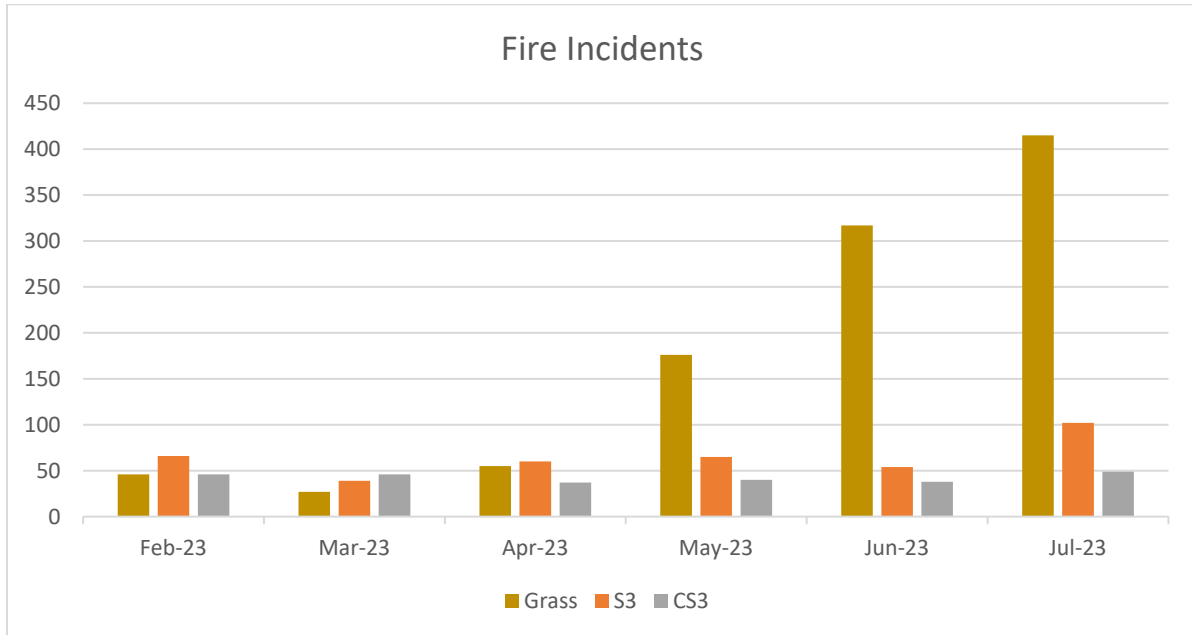




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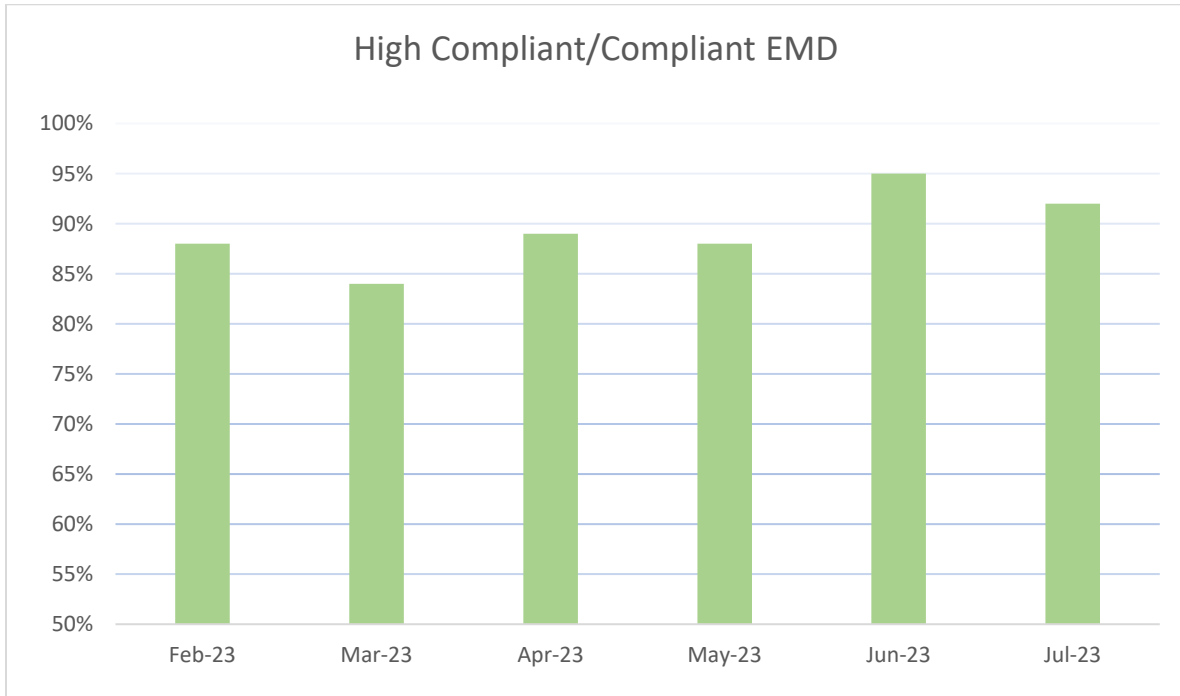




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Executive Monthly Credit Card Usage Report FY 22-23

Reporting Month: June 2023

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 5,000.00	\$ 20.65		MS	MS
7358	Ellis	Open	\$ 20,000.00	\$ 12,208.57	KE	MS	MS
9339	Shmatovich	Open	\$ 2,000.00	\$ 756.52	MS	JT	MS
0239	Todd	Open	\$ 3,000.00	\$ 280.44	JT	MS	MS
0835	Vargo	Open	\$ 10,000.00	\$ 8,378.25	CV	MS	MS
1105	Bair	Open	\$ 5,000.00	\$ -			
		Total:	\$ 45,000.00	\$ 21,644.43			

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits:

- Temporary increase to Julee Todd: \$3,000
- Temporary increase to Chia Vargo: \$10,000
- Temporary increase to Kristin Ellis: \$20,000

Monthly Liability: \$45,000.00



Sacramento Regional Fire/EMS Communications Center

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FY 22/23 Budget to Actuals Report

Fiscal Year End June 2023

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GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
REVENUE							
4010-910	Member Contribution Metro Fire	(4,793,636)	0	0	0	4,793,636	0
4010-920	Member Contribution SFAD	(4,891,955)	0	0	0	4,891,955	0
4010-930	Member Contribution CDF	(996,341)	0	0	0	996,341	0
4010-940	Member Contribution FFD	(414,139)	0	0	0	414,139	0
4014	OES Deployment	0	0	0	0	175,119	(175,119)
4015:4998	Other Revenue	0	468,456	4,277	6,838	610,270	(610,270)
TOTAL REVENUE		(11,096,071)	468,456	4,277	6,838	11,881,460	(785,389)

GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
EMPLOYEE-RELATED EXPENSES							
5010	Base Salaries and Wages	4,282,707	360,141	343,930	373,115	3,580,219	702,488
5020	Overtime	300,000	23,285	20,006	28,727	259,392	40,608
5030	Overtime - FLSA	129,590	7,107	6,697	7,716	60,020	69,570
5035	OES Deployment	1	0	0	0	128,650	(128,649)
5040	Uniform Allowance	39,000	100	100	41,500	72,504	(33,504)
5050	Night/Admin Shift Differential	78,831	7,509	7,568	7,339	81,288	(2,457)
5055	Out-of-Class Pay	35,800	1,200	1,375	1,225	11,825	23,975
5060	Longevity	28,200	2,450	2,450	2,450	27,450	750
5065	On-Call Pay	73,400	7,475	7,000	7,350	77,700	(4,300)
5115	Vacation Cash Out	49,000	4,606	6,660	216	44,572	4,428
5120	Sick Leave	0	13,586	7,199	5,069	150,756	(150,756)
5130	CTO Leave	0	0	473	7,077	17,864	(17,864)
5140	Holiday Pay	208,137	1,650	0	14,842	173,204	34,933
5220	Training Pay	40,800	4,404	4,113	5,136	37,593	3,207
5310	Workers Compensation Insurance	62,903	5,242	5,242	5,242	62,904	(1)
5410	FED ER Tax - Medicare	87,640	5,876	5,582	6,915	66,411	21,229
5413	FED ER Tax - Social Security	1,000	0	0	0	0	1,000
5420	State ER Tax - ETT	2,350	4	3	29	444	1,906
5423	State ER Tax- UI-	30,000	95	64	628	9,850	20,150
5510	Medical Insurance	1,091,779	83,623	77,002	76,316	878,779	213,000
5520	Dental Insurance	105,098	7,845	7,112	7,309	80,369	24,729
5530	Vision Insurance	10,900	718	670	656	7,366	3,534
5610	Retirement Benefit Expense	1,073,076	87,278	85,653	88,224	997,087	75,989
5620	OPEB Benefit Expense	386,632	35,184	28,448	28,448	334,486	52,146
5625	Education Incentive	30,000	2,298	2,196	2,182	23,781	6,219
5690	Other Salary and Benefit Expns	10,000	1,078	1,284	1,028	13,023	(3,023)
TOTAL EMPLOYEE-RELATED EXPENSES		8,156,844	662,754	620,827	718,739	7,197,537	959,307



Sacramento Regional Fire/EMS Communications Center

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FY 22/23 Budget to Actuals Report

Fiscal Year End June 2023

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GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
MATERIALS & SUPPLIES							
6010	Office Supplies	12,000	130	165	505	4,514	7,486
6013	Office Supplies - Ink Cartridge	4,000	0	1,210	0	3,373	627
6015	Equipment Rental	9,500	848	848	848	10,442	(942)
6020	Postage	1,000	0	0	37	424	576
6050	Center Supplies	10,000	1,031	806	1,355	14,416	(4,416)
6090	Other Materials and Supplies	1,000	0	0	0	1,318	(318)
TOTAL MATERIALS & SUPPLIES		37,500	2,009	3,029	2,745	34,487	3,013

GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
PROFESSIONAL SERVICES							
6110	Legal Services	240,000	11,212	34,257	11,504	245,634	(5,634)
6115	Accounting and Audit Services	23,300	110	128	110	29,467	(6,167)
6125	Consulting Services	778,544	51,368	48,807	100,302	638,693	139,851
6140	Technological Services	186,000	27,543	23,374	59,073	262,451	(76,451)
6190	Other Professional Services	500	0	0	10	10	490
TOTAL PROFESSIONAL SERVICES		1,228,344	90,233	106,566	170,999	1,176,255	52,089

GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES							
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	32,934	32,934	(4)
6221	Maintenance - Radio Consoles & Other	86,400	5,129	5,129	31,819	86,401	(1)
6223	Radio - Backbone Subscription SRCS	20,000	2,400	2,400	2,400	28,800	(8,800)
6230	Communication Services	225,924	19,672	18,732	19,879	243,864	(17,940)
6245	Maintenance - Tower Equipment	16,560	111	111	111	1,221	15,339
6250	Communication Supplies	10,000	0	0	0	133	9,867
6290	Other Communication Services and Equipment	1,000	0	0	0	4,691	(3,691)
TOTAL COMMUNICATION EQUIPMENT & SERVICES		392,814	27,312	26,372	87,143	398,044	(5,230)

GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
HW & SW MAINT							
6310	Hardware Maintenance - Equipment	44,900	0	0	0	15,056	29,844
6315	Hardware Maintenance - Network	8,150	3,645	433	45	8,454	(304)
6319	Hardware Maintenance Other	1,000	0	0	0	0	1,000
6320	Software Maintenance - Applications	76,075	7,290	6,517	7,545	71,818	4,257
6322	CAD Maintenance and Support/Northrop Grumman	458,623	20,532	20,532	20,532	420,102	38,521
6323	Software Maintenance - GIS	79,490	6,624	6,607	6,607	76,229	3,261
6330	Software Maintenance - Network	19,200	0	0	0	0	19,200
6350	Computer Supplies	10,000	62	142	0	1,975	8,025
6390	Other, Computer Services and Supplies	1,000	0	0	0	0	1,000
TOTAL HW & SW MAINT		698,438	38,153	34,231	34,729	593,634	104,804



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FY 22/23 Budget to Actuals Report

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GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
FACILITIES & FLEET							
6410	Services - Landscaping	4,800	399	399	4,584	8,574	(3,774)
6415	Maintenance - Building	24,695	0	0	120	13,058	11,637
6260	Lease - CTC	79,242	6,331	6,550	6,550	76,598	2,644
6420	Services - Custodial	42,000	4,250	4,250	4,250	47,250	(5,250)
6421	Services - Center Security	480	0	40	40	440	40
6425	Maintenance - HVAC	17,480	0	790	0	3,102	14,378
6235	Maintenance - Power Supply	14,000	1,042	1,625	1,625	13,670	330
6430	Services - Cable	2,300	184	184	184	2,189	111
6435	Services - Pest Control	1,200	70	70	70	1,039	161
6490	Other, Facilities and Fleet	14,043	4,995	516	886	14,750	(707)
6510	Utilities - Electric	50,200	3,662	3,899	4,332	49,344	856
6515	Utilities - Water	7,360	214	246	395	4,166	3,194
6520	Utilities - Refuse Collection / Disposal	6,900	690	687	677	7,975	(1,075)
6525	Utilities - Sewage Disposal Services	1,800	139	0	139	834	966
6635	Services - Bottled Water	4,800	336	483	121	3,898	902
6645	Services - Printing	2,500	319	279	409	2,988	(488)
6650	Services - Shredding	2,000	260	111	366	3,200	(1,200)
6652	Fleet - Maintenance	5,000	0	270	0	2,608	2,392
6654	Fleet - Fuel	13,000	825	1,089	659	7,888	5,112
6655	Insurance (Property and Fleet)	62,000	4,281	4,281	4,281	51,372	10,628
6690	Other - Facility & Fleet Management	1,000	0	1,869	0	2,139	(1,139)
TOTAL FACILITIES & FLEET		356,800	27,997	27,638	29,688	317,082	39,718

GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
RECRUITMENT, RETENTION & TRAINING							
6610	Recruitment	41,700	795	556	6,552	20,173	21,527
6612	Employee Retention	10,250	4,753	572	282	18,686	(8,436)
6615	Employee Education & Training	28,850	509	204	1,177	18,993	9,857
6618	Conference Registration	19,548	5,095	7,849	6,439	33,662	(14,114)
6621	Air	15,500	0	8,500	0	15,499	1
6622	Lodging	31,000	0	1,354	11,193	28,263	2,737
6623	Rental Cars	7,750	0	270	800	5,449	2,301
6624	Parking	0	0	197	157	564	(564)
6625	Membership Dues	2,320	747	250	851	4,364	(2,044)
6626	Taxi, Uber, Mileage, Other	2,000	150	341	1,026	4,573	(2,573)
6627	Per Diem	2,480	1,609	514	3,101	13,098	(10,618)
6640	Uniform/Badges/Shirts	6,000	0	0	490	4,723	1,277
6660	Operations Support	35,100	357	2,913	218	20,416	14,684
6661	Administration Support	22,833	283	261	869	5,168	17,665
TOTAL RECRUITMENT, RETENTION & TRAINING		225,331	14,298	23,781	33,155	193,631	31,700
GRAND TOTAL EXPENSES		11,096,071	862,756	842,444	1,077,198	9,910,670	1,185,401



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 22/23 Budget to Actuals Report

Fiscal Year End June 2023

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GL Account	Description	FY 22/23 Budget	Period 10 Actual	Period 11 Actual	Period 12 Actual	FY 22/22 YTD Actual	Budget Remainder
CAPITAL IMPROVEMENTS							
6997-021	Capital Improvement - CAD	793,997	0	0	0	80,863	713,134
6997-022	Capital Improvement - DRC	0	0	0	0	0	0
6997-023	Capital Improvement - Equipment	164,000	0	0	(8,434)	13,307	150,693
6997-024	Capital Improvement - Facility	250,525	0	0	(4,185)	3,786	246,739
6997-025	Capital Improvement - Hardware	232,921	1,509	0	0	235,640	(2,719)
6997-026	Capital Improvement - Software	424,100	0	0	0	468,033	(43,933)
6997-027	Capital Improvement - Technology	12,000	0	23,110	0	23,110	(11,110)
TOTAL CAPITAL IMPROVEMENTS		1,877,543	1,509	23,110	(12,619)	824,739	1,052,804




Sacramento Regional Fire/EMS Communications Center

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FY 22-23			
Total Monthly Credit Card Usage			
July	\$ 4,263.61	January	\$ 18,751.60
August	\$ 14,193.91	February	\$ 8,942.54
September	\$ 5,285.46	March	\$ 18,646.41
October	\$ 1,452.08	April	\$ 13,454.77
November	\$ 5,187.76	May	\$ 20,159.37
December	\$ 5,410.24	June	\$ 21,644.43

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

DocuSigned by:

 65B602DAE5EF4D2...

7/6/2023

Chief Executive Director Signature

Date

CASH FLOW FY 22-23	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	3,713,962.11	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	5,065,152.15	6,834,733.59	4,681,666.24	4,409,212.25	3,723,699.16	
IN	8,898.68	5,592,625.90	15,248.21	5,324.36	67,482.07	9,242.89	3,108,368.64	2,553,715.14	9,063.20	467,502.82	8,536.07	5,500.80	11,851,508.78
Member Agencies Contributions	-	5,548,035.07	-	-	-	-	3,102,057.54	2,445,977.53	-	-	-	-	11,096,070.14
Grant	-	-	-	-	-	-	-	-	-	453,707.00	-	-	453,707.00
Sum of Debits	8,898.68	44,590.83	15,248.21	5,324.36	67,482.07	9,242.89	6,311.10	107,737.61	9,063.20	13,795.82	8,536.07	5,500.80	301,731.64
OUT	(1,460,779.51)	(2,048,356.03)	(701,107.89)	(630,321.81)	(683,713.54)	(687,127.35)	(1,244,594.58)	(784,133.70)	(2,162,130.55)	(739,956.81)	(694,049.16)	(1,322,156.59)	(13,158,427.52)
Employee Related Expenses	(265,683.99)	(255,815.01)	(263,539.70)	(246,950.56)	(280,530.26)	(260,534.05)	(331,468.74)	(331,090.94)	(310,855.79)	(331,377.91)	(314,787.37)	(367,975.09)	(3,560,609.41)
CalPERS Expenses	(762,471.00)	(173,338.72)	(162,714.45)	(168,599.74)	(158,095.74)	(164,934.64)	(102,039.70)	(257,756.30)	(193,833.60)	(208,674.55)	(192,004.91)	(194,391.17)	(2,738,854.52)
Operating Expenses	(432,624.52)	(193,266.66)	(274,853.74)	(214,771.51)	(245,087.54)	(261,658.66)	(357,189.55)	(195,286.46)	(659,414.16)	(199,904.35)	(187,256.88)	(414,104.60)	(3,635,418.63)
Transfer Out	-	(1,425,935.64)	-	-	-	-	(453,896.59)	-	(998,027.00)	-	-	-	(3,223,544.96)
1116 Operating - closing balance	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	5,065,152.15	6,834,733.59	4,681,666.24	4,409,212.25	3,723,699.16	2,407,043.37	

1197 CIP - opening balance	201,607.13	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,031,215.27	1,031,215.27	1,267,546.37	1,266,037.85	1,266,037.85	
IN	-	1,425,935.64	-	-	-	-	-	-	250,000.00	-	-	76,953.65	1,752,889.29
OUT	-	(85,282.73)	(265,338.29)	(12,785.50)	(125,185.37)	(96,710.61)	(11,025.00)	-	(13,668.90)	(1,508.52)	-	(23,110.00)	(634,614.92)
CAD	-	-	(80,863.29)	-	-	-	-	-	-	-	-	-	(80,863.29)
DRC	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	(8,433.90)	-	-	-	(8,433.90)
Facility	-	-	-	(3,785.50)	-	-	-	-	(4,185.00)	-	-	-	(7,970.50)
Hardware	-	-	-	-	(125,185.37)	(96,710.61)	(11,025.00)	-	(1,050.00)	(1,508.52)	-	-	(235,479.50)
Software	-	(85,282.73)	(184,475.00)	(9,000.00)	-	-	-	-	-	-	-	-	(278,757.73)
Technology	-	-	-	-	-	-	-	-	-	-	-	(23,110.00)	(23,110.00)
1197 CIP - closing balance	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,031,215.27	1,031,215.27	1,267,546.37	1,266,037.85	1,266,037.85	1,319,881.50	

1113 Lease - beginning balance	379,555.84	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,812.80	200,420.00	178,027.17	155,634.12	133,240.92	
IN	3.04	2.84	2.57	2.39	10,767.78	2.08	1.90	1.54	1.51	1.29	1.14	268,733.13	279,521.21
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(33,159.60)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(279,497.34)
1113 Lease - closing balance	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,812.80	200,420.00	178,027.17	155,634.12	133,240.92	379,579.71	

Grant - opening balance	-	-	-	-	-	-	-	-	-	-	-	-	
IN	-	-	-	-	-	-	453,896.59	-	-	-	-	-	453,896.59
OUT	-	-	-	-	-	-	(453,896.59)	-	-	-	-	-	(453,896.59)
Grant - closing balance	-	-	-	-	-	-	-	-	-	-	-	-	

1114 Reserve - opening balance	908,183.04	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	914,034.91	915,367.15	1,665,805.80	1,668,407.19	1,671,099.50	-
IN	7.71	7.72	7.46	1,465.57	1,420.58	1,470.23	1,472.60	1,332.24	750,438.65	2,601.39	2,692.31	2,609.66	765,526.12
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - closing balance	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	914,034.91	915,367.15	1,665,805.80	1,668,407.19	1,671,099.50	1,673,709.16	-

1126 HF - opening balance								223.30	223.30	214.69	211.30	244.69	
IN									180.00	187.50	195.00	187.50	750.00
OUT									(188.61)	(190.89)	(161.61)	(337.76)	(878.87)
1126 HF - closing balance								223.30	214.69	211.30	244.69	94.43	

TOTAL	3,729,043.70	8,591,582.70	7,618,000.42	6,948,525.83	6,196,903.01	5,401,385.91	7,233,215.13	8,981,959.31	7,793,268.88	7,499,506.10	6,794,288.73	5,780,308.17	
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Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC Positions & Authorization Document (PAD) - Revised 05/31/2023			
FY 22/23			
Center Management			
Position	Authorized	Actual	Comments
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	1	
Totals	4	4	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	7	
Dispatcher	35	35	
Annuitants	3	2	Extra Help
Totals	42	42	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Manager	1	0	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Coordinator	1	0	
Systems Engineer	1	0	
Office Specialist	1	1	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
Totals	9	6	
Totals	55	52	



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SRFECC Positions & Authorization Document (PAD) - Revised 06/30/2023			
FY 22/23			
Center Management			
Position	Authorized	Actual	Comments
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	1	
Totals	4	4	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	7	
Dispatcher	35	41	
Annuitants	3	2	Extra Help
Totals	42	48	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Manager	1	0	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Coordinator	1	0	
Systems Engineer	1	0	
Office Specialist	1	1	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
Totals	9	6	
Totals	55	58	



Sacramento Regional Fire/EMS Communications Center

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SRFECC Positions & Authorization Document (PAD) - Revised 07/31/2023			
FY 23/24			
Center Management			
Position	Authorized	Actual	Comments
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	1	
Totals	4	4	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	7	
Dispatcher	35	42	
Annuitants	3	2	Extra Help
Totals	42	49	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Manager	1	0	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Analyst	1	0	
Systems Engineer	1	0	
Office Specialist	1	1	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
Totals	9	6	
Totals	55	59	