



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

**11:15 a.m.**

**Tuesday, November 9, 2021**

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

**Public Remote Access at:**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 916-245-8065](tel:+19162458065),316368707# United States, Sacramento

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**The Board will convene in open session at 11:15 a.m.**

**Call to Order**

Chairperson

**Roll Call of Member Agencies**

Clerk of the Board

**Primary Board Members**

Chris Costamagna, Chairperson

Deputy Chief, Sacramento Fire Department

Tyler Wagaman, Vice Chairperson

Deputy Chief, Sacramento Metropolitan Fire District

Troy Bair, Board Member

Deputy Chief, Cosumnes Fire Department

Chad Wilson, Board Member

Division Chief, Folsom Fire Department

**Pledge of Allegiance**

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

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

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**Please Note:**

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

\* INDICATES NO ATTACHMENT

**PRESENTATION:**

NONE

**ACTION ITEMS:**

1. Authorization of Promotional Exam for Dispatch Supervisor by Jack Clancy & Associates
  - a. Staff Report – Professional Testing Services

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**DISCUSSION/POSSIBLE ACTION:**

NONE

**INFORMATION:**

NONE

**CORRESPONDENCE:**

NONE

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

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is December 14, 2021.

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

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

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

**DISABILITY INFORMATION:**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director’s Office at (916) 228-3070. Notification at least 48 hours prior to the meeting will enable the Center to make reasonable arrangements to ensure accessibility to this meeting.

**POSTING:**

This is to certify that on November 8, 2021, a copy of the agenda was posted:

\* INDICATES NO ATTACHMENT

-at 10230 Systems Parkway, Sacramento, CA 95827  
-at 10411 Old Placerville Rd – Suite #210, Sacramento, CA 95827  
-on the Center's website which is: [www.srfec.ca.gov](http://www.srfec.ca.gov)  
-10545 Armstrong Ave, Mather, CA 95655-4102

*Marissa Shmatovich*

Clerk of the Board

\* INDICATES NO ATTACHMENT

# PROJECT PROPOSAL

## Sacramento Regional Fire/EMS Communication Center

### Design, Development, and Administration of a Promotional Examination for Dispatch Supervisor

Prepared by:  
Jack Clancy Associates

1104 Corporate Way  
Sacramento, CA 95831  
Phone: 888.438.5221  
Fax: 916.960.1140

[info@JackClancyAssociates.com](mailto:info@JackClancyAssociates.com)  
[www.JackClancyAssociates.com](http://www.JackClancyAssociates.com)

Matthew L. Gruver  
Principal  
Phone: 916.612.6797  
[MGruver@JackClancyAssociates.com](mailto:MGruver@JackClancyAssociates.com)



November 5, 2021

# ***INTRODUCTION***

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November 5, 2021

Ty Bailey  
Executive Director  
SRFECC  
10230 Systems Parkway  
Sacramento, CA 95825

Re: 2021 Supervising Dispatcher Promotional Exam

AC Bailey,

Jack Clancy Associates is pleased to present to the Sacramento Regional Fire/EMS Communication Center the following cost proposal outlining our approach to assisting the SRFECC with its upcoming promotional examination process for Supervising Dispatcher.

Our methodology for the proposed project is designed to comply with all prevailing technical and professional guidelines including the *Standards for Educational and Psychological Testing*, the *Uniform Guidelines on Employee Selection Procedures*, the *Principles for the Validation and Use of Personnel Selection Procedures* of the Society for Industrial and Organizational Psychology, and the *Guidelines and Ethical Considerations for Assessment Center Operations*.

We hope this information meets with your approval and we look forward to working with the SRFECC on this exciting project. If you have any questions regarding the content of this cost proposal or need any additional information, please feel free to contact me directly at 916-612-6797, or via e-mail at [MGruver@JackClancyAssociates.com](mailto:MGruver@JackClancyAssociates.com).

Respectfully,



Matthew Gruver  
Principal

# **PROJECT METHODOLOGY**

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## **I. Administrative Set-up & Job Analysis Review:**

The first activity of each JCA assessment process is the job analysis. We have extensive experience designing and administering job analyses in the fire service, and are experts at identifying and collecting the information necessary to validate promotional assessment processes at the company officer level. Our job analysis methodology on this project will involve working directly with the SRFECC executive staff to confirm the information collected as part of the previous promotional testing cycle (and ensure its continued utility and applicability to the job).

## **II. Exam Process Design, Development & Administration:**

Following completion of the job analysis review, JCA will work closely with the SRFECC to develop a series of interactive assessment exercises designed to evaluate each candidate's readiness for promotion. Once developed, the SRFECC will undertake a final review of the exercises to ensure the appropriateness of the dimensions and relevance of each to the SRFECC's specific organizational needs and conditions. In addition:

- JCA will provide the candidates with an orientation session to help prepare them for the process and emphasize/re-emphasize expected candidate behavior.
- JCA will provide all training and exercise materials, and facilitate the administration of the exam process to ensure uniform and comparable ratings among assessors.
- JCA will supply the SRFECC with a ranked list of final scores and assist them in responding to any questions or inquiries regarding the exam process and the methods used to evaluate the candidate group.

## **III. Project Costs:**

As an active supporter of the CA fire service, we are very aware of the financial pressures facing public agencies and will cooperate with the SRFECC to ensure that this project is conducted in the most efficient and cost effective manner possible. Project costs will be fixed at **\$9,800.00**, which includes all JCA professional fees and expenses, and are based on the following assumptions:

- SRFECC will provide guidance to JCA during both the exam planning and development phases of the project.
- SRFECC will provide a site and any supplies/equipment needed for the administration of project activities.
- SRFECC will recruit the assessor team (JCA can help with this task as needed).
- JCA will provide all exam/exercise materials as needed.
- JCA will provide four hours of consulting time without charge in defense of these assessment activities if they are legally challenged and/or litigated. Additional consulting services will be invoiced at the rate of \$250.00 per hour, plus expenses.

#### **IV. Qualifications & Experience:**

Jack Clancy Associates is the premier provider of promotional examinations to the public sector. Our knowledge, expertise and customer service are unparalleled as we have been the industry leader in helping to build successful organizations since 1980. Headquartered in Sacramento, our services include the design and development of assessment centers and performance examinations for recruitment, selection and promotion, and we specialize in the assessment and evaluation of public safety command personnel. We are thoroughly familiar with professional and regulatory standards in the testing area, and our associates possess significant knowledge and experience in fair employment, the *Uniform Guidelines on Employee Selection Procedures*, and the *Guidelines and Ethical Considerations for Assessment Center Operations*. For the protection of itself and its clients, JCA carries insurance in the following amounts:

- General Liability - \$2,000,000/\$4,000,000
- Professional Liability - \$1,000,000/\$3,000,000

#### **Experience of Key Personnel**

##### **Matt Gruver Principal**

Matt Gruver specializes in the development and administration of public sector selection and leadership development programs. Over the past 28 years, Mr. Gruver has designed and developed performance tests and assessment centers for the full range of supervisory and management positions within the public safety field. He was heavily involved in the Transportation Security Administration's (TSA) efforts to federalize and staff the nation's airports and arm commercial pilots as part of the Federal Flight Deck Officer program following the tragic events of 9/11. He is considered an expert in the field of public safety assessment and selection, and was the primary architect of the TSA's assessment interviews for Law Enforcement and Supervisory Law Enforcement Officer. Prior to joining Jack Clancy Associates, Mr. Gruver was the Senior Manager of testing and assessment services for CPS Human Resource Services in Sacramento, CA. He is a frequent presenter at regional and national conferences on issues related to selection and assessment, and holds a master's degree in Industrial/Organizational Psychology from California State University, Sacramento.

##### **Edward Gonzales Senior Associate**

Before joining Jack Clancy Associates, Assistant Chief Gonzales spent 29 years in the California fire service. He began his career as a firefighter in the early 1990s and promoted up through the ranks with Contra Costa County Fire, retiring in 2018 as the district's Operations Chief. Over his long and decorated career, Assistant Chief Gonzales held numerous assignments throughout ConFire and trained many of the command personnel who currently lead the organization today. Since his retirement from active service, he too has spent a considerable amount of time working with Mr. Gruver to refine JCA's approach to evaluating fire tactics and strategy in line with the constantly evolving nature of the fire service.



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

10230 Systems Parkway, Sacramento, CA 95827-3007

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### **STAFF REPORT**

**DATE:** November 3, 2021

**TO:** Board of Directors

**FROM:** Julee Todd, Operations Manager

**PREPARED FOR PRESENTATION AT:** November 9, 2021 Board Meeting

**SUBJECT:** Request for Promotional Testing Professional Services

#### **EXECUTIVE SUMMARY**

Our previous Dispatch Supervisor promotional testing was conducted by Jack Clancy Associates. Having third party professional services conduct promotional testing is a tremendous value to Operations. Jack Clancy Associates is the premier provider of promotional examinations to the public sector. Their knowledge, expertise and customer service are unparalleled. They have been the industry leader in helping to build successful organizations since 1980. Headquartered in Sacramento, their services include the design and development of assessment centers and performance examinations for recruitment, selection and promotion, and we specialize in the assessment and evaluation of public safety command personnel. They are thoroughly familiar with professional and regulatory standards in the testing area, and our associates possess significant knowledge and experience in fair employment, the *Uniform Guidelines on Employee Selection Procedures*, and the *Guidelines and Ethical Considerations for Assessment Center Operations*.

<http://www.jackclancyassociates.com/>

#### **FISCAL IMPACT**

Reallocated remaining budgeted item Consulting Services - CPS HR Services GL Code 6125 to fund this item

#### **RECOMMENDATION**

Approve professional services by Jack Clancy Associates to design, develop, and administrate a promotional examination for Dispatch Supervisor promotional list.