



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

9:00 a.m.

Tuesday, June 23, 2020

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

Public Remote Access at:

[Join Microsoft Teams Meeting](#)

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The Board will convene in open session at 9:00 a.m.

Call to Order

Chairperson

Roll Call of Member Agencies

Secretary

Primary Board Members

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson

Chad Wilson, Board Member

Brian Shannon, Board Member

Deputy Chief, Sacramento Fire Department

Fire Chief, Cosumnes Fire Department

Division Chief, Folsom Fire Department

Deputy Chief, Sacramento Metropolitan Fire District

Pledge of Allegiance

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

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

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Please Note:

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

RECESS TO CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

00144404.1

Center Negotiator(s) Lindsay Moore, Counsel
Tyler Wagaman, Executive Director
Employee Organization(s) Teamsters Local 150
Teamsters Local 856
Unrepresented Administrators

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

- a. Public Employment: Executive Director
Medical Director
- b. Employee Evaluation: Executive Director

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

- a. Pursuant to California Government Code Section 54956.9(b)
The Board will meet in closed session to discuss significant exposure to litigation. Two (2) potential cases

RECONVENE TO OPEN SESSION AT ESTIMATED TIME: 10:00 a.m.

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

1. Board Meeting Synopsis (June 9, 2020)	Page	5-10
PROPOSED ACTION: Motion to Approve Consent Agenda		

PRESENTATION:

None

ACTION ITEMS:

1. Approval of Direct Technology IT Managed Services Engagement	Page	11-21
2. Approval of Proposal by Jack Clancy Associates for Administration of Promotional Examination for Dispatch Supervisor	Page	22-26
3. Approval of ESRI Term Lease Agreement	Page	27-38
4. Approval of AT&T SRFECC Fire 6 Laptop Position 5 Year Contract	Page	39-41
5. Approval of Westnet Subcontract Change Order #1	Page	42-43
6. Approval of Westnet Subcontract Change Order #2	Page	44
7. Approval of Westnet Subcontract Change Order #3	Page	45
8. Approval of AT&T Quote for Extended Viper Maintenance	Page	46-47
9. Approval of Njevity Software Service Agreement	Page	48-55
10. Approval of Ongoing CPS HR Consultation Services	Page	56-63
11. Approval of Resolution #1-20, Implement the Preliminary Budget and Resulting Layoff and Designation of Un-Funding Positions	Page	64-65
12. Approve Execution of Independent Contractor Agreement for Diane House (For services provided 7/1/2018 up to 1/31/2019) Staff Report Included	Page	66-77
13. Approve Amendment to Agreement with Sac Metro for Executive Director	Page	78-79

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

1. Communications Center Statistics (April and May)	Page	80-88
2. Financial Reports	Page	90-95
a. Monthly Credit Card Usage Statement (April)		
b. Budget to Actuals (April)		
c. Umpqua Lease Update (April)		
3. Financial Reports	Page	96-101
a. Monthly Credit Card Usage Statement (May)		
b. Budget to Actuals (May)		
c. Umpqua Lease Update (May)		
4. Projects Update (April and May)	Page	102-105
5. Recruitment Update	Page	106

CENTER REPORTS:

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

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is July 14, 2020.

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

Posted at: 10230 Systems Parkway, Sacramento, CA 95827
www.srfecc.ca.gov
10545 Armstrong Ave, Mather, CA 95655-4102

DISABILITY INFORMATION:

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

POSTING:

This is to certify that on June 19, 2020, a copy of the agenda was posted:

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

A handwritten signature in black ink, appearing to read "Juice Parker". The signature is written in a cursive, flowing style.

Clerk of the Board

REGULAR GOVERNING BOARD MEETING

June 9, 2020

GOVERNING BOARD MEMBERS

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

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Tyler Wagaman	Executive Director
Kylee Soares	Deputy Director – Operations
Diane House	Deputy Director – Administrative

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC (Remote attendance)
Janice Parker	Administrative Analyst, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC (Remote attendance)

NOTE: Because the Governor declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the Coronavirus) attendance by the public at this meeting was by telephonic means only and was made accessible to members of the public solely through the link set forth below.

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The meeting was called to order and roll call taken at 9:09 a.m.

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

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Tyler Wagaman, Executive Director
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Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators
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2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

- b. Public Employment: Executive Director
Medical Director
- c. Employee Evaluation: Executive Director

3. CONFERENCE WITH L COUNSEL: Anticipated Litigation*

- a. Pursuant to California Government Code Section 54956.9 (b)
The Board will meet in closed session to discuss significant exposure to litigation.
Two (2) potential cases

Closed session was convened at 9:09 a.m. with Counsel, Lindsay Moore, attending remotely.

Open session was reconvened at 11:47 a.m.

1. The Board received an update regarding labor negotiations. Direction was given; no action was taken.
 2. The Board received an update and direction was given; no action was taken.
 3. The Board received an update; no action was taken.
5. **CONSENT AGENDA:** Matters of routine approval including, but not limited to Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

A motion was made by Division Chief Wilson and seconded by Deputy Chief Shannon to approve the consent agenda and Board Meeting minutes (May 26, 2020).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

6. **PRESENTATION:**

Preliminary Budget, FY 2020/2021 – Deputy Director House

Deputy Director House provided a general overview of the Preliminary Budget, FY 2020/2021, as it exists today. The Budget has been under review since it was initially presented to the Board on March 24, 2020.

The COVID-19 pandemic has had a devastating effect on the economy in general and for the JPA specifically. As a result, the projected Comm Center Budget of \$12,552,039, had to be reduced by \$2.3 million in order to remain balanced. To accomplish this reduction the following adjustments were made:

- Reduction in new dispatcher positions
- Reduction in administrative staff
- Return of the OES 5264 Command Vehicle
- No travel, except for CalNena which is reimbursed by OES
- Significant reduction of on-premise hardware and software

In addition to these reductions the JPA will also need to take \$403,472 from the reserve account.

There was a single line increase in the budget, Professional Services. Deputy Director House explained that this increase is a result of full time staff reduction yet on-going projects and specific tasks will need to be completed and outside assistance will be required.

7. ACTION ITEMS:

1. Approval of Preliminary Budget, FY 2020/2021

A motion was made by Chief McLaughlin and seconded by Deputy Chief Shannon to approve the Preliminary Budget, FY2020/2021 as presented.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. Approval of SRRCS Primary User Agreement Extension

A copy of this SRRCS Primary User Agreement Extension was included in the Board Packet.

A motion was made by Deputy Chief Shannon and seconded by Division Wilson to approve this agreement.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

3. Approve Execution of Independent Contract for Diane House (7/1/2018 up to 1/31/2019)

This item was tabled.

4. Richardson and Company LLC – Executed Engagement Letter to Perform Fiscal Year 19/20 Financial Audit

A copy of this letter was included in the Board Packet.

A motion was made by Deputy Chief Shannon and seconded by Deputy Chief Costamagna to receive and file this Executed Engagement Letter from Richardson and Company LLC.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

8. DISCUSSION/POSSIBLE ACTION:

None

9. INFORMATION:

1. Amendment to Met Life Long Term Disability Insurance

A copy of this amendment was contained in the Board Packet.

2. Amendment to Vision Service Plan Policy Period

A copy of this amendment was contained in the Board Packet.

10. CENTER REPORTS:

Executive Director

1. E/D Wagaman expressed his disappointment and sadness that the budget has been so adversely effected because of COVID-19 and that because of this Center personnel will be negatively impacted.

He continued by saying he is confident that we will continue to move forward despite this set back.

E/D Wagaman also requested that this budget reduction be memorialized in some fashion, perhaps a resolution, as a direct result of COVID-19 for those who come after us.

Chief McLaughlin echoed the same sentiment.

Deputy Director Soares – Operations

1. D/D Soares said that call volume at the Center was quickly returning to normal.
2. The dispatch academy is going well for our new recruits.

We are completing the remodel of the “bull pen” in anticipation of the implementation of live call taker training for our current dispatch academy class.

3. Amanda Stone-Hodge has completed her main dispatch training.
4. We will have training in June with Metro Fire’s air ops to update their flight modeling.

We will update the command B-5 radio channel for the City.

Virtual IROC training will continue and participants will provide some in house training for any employees who are interested.

5. The implementation of Westnet and AVD continue to move forward.
6. Dispatch is continuing to ask COVID-19 questions of all callers. D/D Soares will have a conversation with Dr. Mackey to determine what the next steps will be.
7. Center personnel are gearing up for the upcoming July 4th Holiday Weekend.
8. A review was done at the OPS Chiefs meeting last week of the 50% drawdown of the coverage worksheet.

9. For the past eight nights dispatch has provided dedicated dispatch support for the “Sacramento Stands With Minneapolis” events that have taken place.
10. Congratulations to dispatcher Kelly Campbell on five years of employment with SRFEC in March.

Deputy Director House - Administration

1. D/D House expressed her appreciation to the HR Team, Mark Hicks and Janice Parker, for their work in selecting and processing candidates for our largest dispatch academy. They are a cohesive group and are doing well in the academy.
2. The Center is proceeding with Westnet. D/D House said she has received an estimate from Westnet and Northrup Grumman for the next phase.
3. The FitGap sessions have been completed and we have moved into the enhancement and design document phase.
4. We have completed our relocation to the new Administration building.

Chief McLaughlin would like to have an open session report on the various phases of our CAD project and FitGap. D/D House said that she would like to combine this report out with a demonstration.

11. CORRESPONDENCE:

None

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

None

13. BOARD MEMBER COMMENTS:

Chief McLaughlin:

He said this is a very difficult time. All of the agencies are very committed to the Comm Center and appreciated them all pulling together to arrive at a solution to this budget crisis.

Deputy Chief Shannon

He acknowledged that the Center continues to move forward despite the negative effect the budget reductions will have. He further said that these budget cuts were not easy for the Board to make.

Division Chief Wilson:

He thanked Deputy Chief Costamagna and Center personnel for their assistance with the “Sacramento Stands With Minneapolis” events.

He said he had a “pit in his stomach” because of the decisions the Board had to make regarding the Comm Center and their funding.

Deputy Chief Costamagna

Over the past 12 days dispatch has been a valuable resource during the “Sacramento Stands With Minneapolis” events.

Deputy Chief Costamagna said he will bring two resolutions before the Board addressing the devastating effect of COVID-19 on our budget to memorialize this time in history.

14. ADJOURNMENT:

The meeting was adjourned at 12:23 p.m.

Respectfully submitted,



Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson

PROPOSAL

Sacramento Regional Fire/EMS Communications Center IT Managed Services



Serving the Human Side of Tech
DirectTechnology.com/ITServices
P: 916.787.2200 | F: 916.787.1210
JColeman@DirectTechnology.com



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About This Document

Direct Technology (DT) presents this Work Order to summarize the project scope and charges associated with the proposed IT Managed Services engagement Sacramento Regional Fire/EMS Communications Center (SRFECC). The services will be performed in a manner that will stabilize, standardize and support SRFECC technology environment.

Executive Summary

SRFECC has discussed with DT their forward-looking goals for management of their IT infrastructure. At a high level, these include:

- Local presence in Sacramento
- Experience VMWare
- Communicative and collaborative relationship
- Experience in Procurement and delivery
- Experience in Networking
- Experience in Cyber Security

To these ends, SRFECC has expressed interest in engaging DT as a vendor partner, to form a managed IT services relationship.



About Direct Technology

Direct Technology was founded in 1996 as DirectApps, Inc., by Fred Michanie and a partner, both of whom were former Intel developers. In 2004, Fred bought out his partner's share of the company and, in 2006, along with two new partners, Rick Nelson and John Sercu, the company was re-branded as Direct Technology.

DT is the largest privately-held, veteran-owned-and-operated technology business on the West Coast, providing technology services to public and private entities based on the principles of assisting our clients in solving complex business problems and getting the most out of their technology investments.

For the past three years, we have been ranked the #1 IT consulting company by the Sacramento Business Journal. Our unique blend of knowledge capital and work experience enables us to deliver the services that meet and exceed your expectations.

Direct Technology specializes in innovative end-to-end solutions for complex technological problems and deliver unmatched results through a devoted, highly skilled, and solution-oriented team. Focusing on custom software development, business intelligence and data analytics and managed services, our organization has **more than 20 years of experience** in the West Coast public sector.

IT SERVICES

Our comprehensive solutions designed to simplify your IT management include design, deployment, quality assurance, and ongoing support.

IT Consulting

- Solution Architect
- Compliance Remediation
- Process Re-engineering
- Hardware Refresh Planning/ Implementation
- Hardware Integration
- Office 365 Migration
- Office Backup
- Disaster Recovery
- Vulnerability Scanning

Cloud Hosting

- Solution Architecture
- Cloud-based Infrastructure and Networking
- Compliance Remediation
- Hardware Integration
- Server-based Computing
- Vulnerability Scanning

Managed Services

- Single Point-of-Contact
- Patch Management
- Onsite Desktop Support
- Office 365
- Staff Augmentation
- 24/7/365 Monitoring
- 24/7/365 Help Desk

MICROSOFT PREFERRED VENDOR

Direct Technology's solution delivery capabilities are augmented and enhanced through our close relationship with Microsoft. Direct Technology holds a Preferred Vendor status in the Microsoft Partner Program with competency in Independent Software Vendors (ISV)/Software Solutions and Information Worker Solutions.

This recognizes Direct Technology's expertise and impact in the technology marketplace.

Additionally, as a Microsoft Partner, we currently maintain the following certifications:

- Gold Cloud Platform
- Gold Data Platform
- Silver Cloud Productivity
- Silver Hosting
- Silver Data Analytics
- Silver Application Development

Approach and Description of Services

Direct Technology believes it is essential to bring on new IT Managed Service customers through our proven process to ensure successful long term engagement. The image below illustrates our processes and how we envision an IT Managed Service relationship.

ONBOARDING PROJECT

- Initial assessment of the current IT infrastructure, recommendations and prioritization for remediation.
- Addressing of any priority/critical issues discovered during the initial assessment process.
- Implementation of DATTO RMM for endpoint management
- Train the trainer for DATTO RMM tool
- Complete all Workstation and Server Patching
- Develop patching schedule
- Verify Anti-virus
- Hardware inventory
- License Inventory
- Network Diagram of VM Host and Network
- Network Diagram for alternate DR location or/and Training Center Diagram and inventory
- VLAN documentation
- Investigation of Internet Failover for CAD/Back Office
- Azure Sentinel SEIM Implementation
- Implement Monitoring and Alerting (displace WhatsUp Gold)
- Active Directory and Group Policy Review
- Standardized New User Setup Guide
- Standardized Terminated User Guide
- Standardized New Workstation Guide
- Evaluate Staton Island router and determine monitoring needs.
- Evaluate Volunteer agencies – VPN devices, monitoring them via DATTO RMM
- SRF ECC access to the Help Desk portal
- SRF ECC training and access to the monitoring and alerting application

SUPPORT SCOPE

This solution is presented to maintain the day to day operations of the technology environment as it is currently configured for the back office and non-dispatch operations. 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 from service desk and engineering team to be available for ticket response. In the event of an emergency and critical outage, our afterhours support team will be available.

Managed Servers

- Continued stabilization of lower priority items from the assessment, or as needed for sustained efficiency and performance
- 24/7/365 server monitoring and remediation
- Consistent Server Patching
- Managed server backups using Veeam and Promise Technology solution in place
- Restore services as necessary
- Active Directory Management
- Application of best practices towards server management
- Disaster Recovery Assistance
- Network issue resolution

Managed Security

- Configuration and management of Sentinel SEIM
- Utilization of the Sentinel for security alerting
- Firewall Firmware Updates
- Antivirus Management
- Layered Security Approach

Managed Desktop Support Services

- Remote desktop support
- Patch Management
- AV Management
- Trouble Shooting and Support
- Managed Office 365
- Adding and removing users from O365/Active Directory
- Group Policy Management
- Managing License Counts
- SharePoint Administration
- Assisting with user issues
- Application updates
- Radio consoles

Managed Professional Services

- Researching requirements and seeking vendor quotes for hardware and/or software.
- Ongoing delivery of updates to SRFEC 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
- Technical Business Reviews (twice annual, or as agreed)
- Forward thinking collaborative technology roadmap with budget.



Managed Professional Services and Project Assumptions

- Work to be completed remotely with onsite support as needed for the above managed services.
- New hardware implementation, migrations, or changes to the current system will be considered a project.
- Any existing infrastructure documentation/access/configuration information will be made accessible to the appropriate Direct Technology resources.
- Work will be performed M-F between 6:00AM and 6:00PM unless otherwise authorized.
- Work will be performed at SRFEC's Headquarters or at/from DT's office in Roseville as applicable.
- Maintenance windows/downtime will be agreed upon in advance.
- SRFEC will identify a POC. Prior to all work performed in the SRFEC, Direct Technology shall communicate and coordinate with the POC.
- Services outside of the defined Support Scope can be billed through pre-purchased bucket of hours or at \$150 per hour for onsite or remote services.
- Engineering assistance for CAD related projects is not included.
- New hardware and application deployments will be considered new projects and will be billed separately.

MSP Services Overview	
General Services	Account Management
Governance / Security	Report and assist with Security Incidents
	Report and Assist with Security Violations
	Review and Classify all Security Patches
	Approve and Authorize critical Patch Deployment
	Test Security Patches
	Install Security Patches
	Security Remediation
	Virus Protection Software
	Virus protection tasks (detection, notification, resolution)
	Assist with Security Technology Strategy and Compliance
	Network
Firewall Firmware Updates and Best Practices	
Routing and Switching support WAN / LAN / VLAN	
Load Balancing Support	
Wi-Fi Monitoring	
Internet Monitoring	
Infrastructure	Level 1 Systems Administration
	Level 2 and 3 Systems Administration for escalation
	Backup and Restore Operations
	Backup Monitoring and alerting
	Storage Provisioning
	Scripting services as needed
	Identity Management
	Intrusion Detection Services
	Active Directory Management
	Systems Monitoring and Alerting
	Tier 1 Database support
	Tier 1 VOIP Support
	Tier 1 Middleware support
	Tier 1 Application Support
End User	Self Help Portal
	Email and Phone access for ticket generation
	Ticket Management (automation, escalation, resolution, reporting)
	Security Administration
	Smart Phone Support
	Image Management and Deployment
Account Management	Remote user management
	Cross team IT coordination
	Vendor Management
	Operational Change Management
	Configuration Management
	Security Access
	Operational Reporting and Quality Assurance
	Service Level Management
Asset Management	

Service Level Agreements

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 Direct Technology 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 SRFEC and take charge of the resolution as described earlier.

Incident Service Level Definition and Response/Resolution Times		
Priority 1 – Critical Impact	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	15-minute Response
Priority 2 – Major Impact	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.	60-minute Response
Priority 3 – Moderate Impact	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.	4-8-hour Response
Priority 4 – Low Impact	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 3 rd party vendors that are not urgent.	8-hour Response scheduled date of task



Estimates

Any identified changes in requested service that will affect this project will be documented using a standard Change Order process. Before any change to service is implemented, prices associated with a change to the Work Order will be defined and submitted for acceptance.

Growth of end users, either organic over time or based on new client programs, may necessitate an adjustment to the monthly service fee. The growth or reduction of new workstations or servers to the network will increase or decrease the monthly bill by the quantity and rate. Adjustments will occur at the regularly scheduled technology business reviews.

The estimated onboarding project fee is 48 hours, and not included in the pricing model below.

The following table represents the estimated costs of the goods and services described in this document. The counts listed below are estimated and an actual account will be determined after the assessment.

Contracted Service	Quantity	Rate	Per Project Price
Server Management	24	\$100	\$2,400
<i>Additional Servers added at \$100</i>			
Desktop Support	27	\$50	\$1,350
<i>Additional Desktops added at \$50</i>			
Managed Security	4	\$100	\$400
<i>Additional Devices added at \$100</i>			
Monthly Recurring TOTAL			\$4,150



Payment Terms

- Monthly, recurring billing schedule.
- Net 30 payment terms.
- Due to the front-loaded expense to DT for infrastructure stabilization work, termination by the client will require 90 days' notice.
- 12 Month renewable agreement beginning 04/15/2020 and ending 04/14/2021 at the completion of the standards project.

Agreement

Authorized signatures below indicate acceptance by both parties of this Work Order.

Direct Technology

SRFECC

Printed Name

Tyler Wagaman

Printed Name

Title

Executive Director

Title

DocuSigned by:

Tyler Wagaman

Signature

Signature 9BA2F2A3A676430...

Date

3/23/2020

Date

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
www.JackClancyAssociates.com

Matthew L. Gruver
Principal
Phone: 916.612.6797
MGruver@JackClancyAssociates.com

June 12, 2020



INTRODUCTION

June 12, 2020

Tyler Wagaman
Executive Director
SRFECC
10230 Systems Parkway
Sacramento, CA 95825

Re: 2020 Supervising Dispatcher Promotional Exam

DC Wagaman,

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.

Respectfully,

Matt Gruver

Matt Gruver
Principal

PROJECT METHODOLOGY

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 public safety job analyses and are experts at identifying and collecting the information necessary to validate promotional examination processes at the supervisory and management levels. Our job analysis methodology on this project will involve working directly with SRFECC Executive Staff to review the critical job functions; the overall criticality of the knowledge, abilities, skills, and other characteristics (KASOs) required to perform those identified job functions; and a determination of where and when the KASOs are acquired and how important they are to job success.

II. Exam Process Design, Development & Administration:

Following completion of the job analysis review, JCA will work closely with the SRFECC to begin development of the assessment exercises. Per our recent discussion, exam process will consist of a series of interactive assessment exercises to include:

- A Written Exercise designed to assess each candidate's preparation for promotion and the skills and abilities related to the organizational leadership role of a Dispatch Supervisor. This exercise will also have a briefing/presentation component.
- A Role Play Exercise (or two) designed to assess the skills and abilities related to the administrative leadership role of a Dispatch Supervisor.
- A Team Exercise designed to assess the skills and abilities related to the operational leadership role of a Dispatch Supervisor. This exercise will also have a briefing/presentation component.

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 assessment center 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 & Timeline:

As an active supporter of the public safety community we are very aware of the financial pressures facing agencies throughout the nation and will cooperate with the SRFECC to ensure that this project is conducted in the most efficient and cost effective manner possible in accordance with the following schedule of activities:

Project Milestone	Target Date
<ul style="list-style-type: none"> Meet with Executive Staff to confirm project timelines/expectations, collect job information, and discuss assessment exercises. 	<p>June 10, 2020</p>
<ul style="list-style-type: none"> Design and review job performance dimensions. 	<p>by June 24, 2020</p>
<ul style="list-style-type: none"> Review and finalize assessment exercises and conduct candidate orientation. 	<p>July 13, 2020</p>
<ul style="list-style-type: none"> Administer assessment process. 	<p>July 16, 2020</p>
<ul style="list-style-type: none"> Provide final results. 	<p>by July 23, 2020</p>

Actual cost estimates are listed below along with the assumptions upon which they are based:

- 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.

Supervising Dispatcher Assessment Process

\$ 12,500.00

- Project planning and oversight
- Assessment exercise design and development
- Assessor training
- Facilitation of assessment process
- Finalization of scores

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 27 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.

Jack Clancy Technical Director

For nearly 50 years, Jack Clancy has specialized in designing and conducting assessment procedures for the public sector. His experience has been the area of personnel assessment and development for professional-level and general supervisory and management positions. Specialty practice areas include job analysis, assessment centers, executive selection, validation research, and management coaching. Mr. Clancy has a master's degree in Industrial/Organizational Psychology, and designed his first assessment center in the 1970s. Since then, he has developed well over 500 assessment centers, and presented many training courses in this area. Mr. Clancy is one of the founding members of the Personnel Testing Council of Northern California and was also a member of the international task force that drafted the 1989 *Guidelines and Ethical Considerations for Assessment Center Operations*.

**Sacramento Regional Fire/EMS
 Communciations Center
 10230 Systems Pkwy
 Sacramento, CA 95827
 Phone: (916) 228-3070
 www.srfecc.ca.gov**

Purchase Order	
Purchase Order No.	PO1920-0030
Date	4/9/2020

Vendor:

ESRI
 PO Box 741076
 Los Angeles CA 90074-1076

Ship To:

Sacramento Regional Fire/EMS
 Communciations Center
 10230 Systems Pkwy
 Sacramento, CA 95827

Contract Number:

^ Changed Since the Previous Revision

Shipping Method		Payment Terms		Confirm With			Page
		Net 30					1
L/N	Item Number	Req. Date	U/M	Ordered	Unit Price	Ext. Price	
Description							
1	167980 1 YR	4/9/2020	Each	1.00	\$ 17,500.00	\$ 17,500.00	
SML PUB SFTY TERM							
2	167980 YEAR 2	4/9/2020	Each	1.00	\$ 17,500.00	\$ 17,500.00	
SML PUB SFTY TERM							
3	167980 YEAR 3	4/9/2020	Each	1.00	\$ 17,500.00	\$ 17,500.00	
SML PUB SFTY TERM							
4	168439 YEAR 1	4/9/2020	Each	1.00	\$ 3,000.00	\$ 3,000.00	
ARCGIS GEOEVENT SERVER							
5	168439 YEAR 2 AGRMT	4/9/2020	Each	1.00	\$ 3,000.00	\$ 3,000.00	
ARCGIS GEOEVENT SERVER							
6	168439 YEAR 3 AGRMT	4/9/2020	Each	1.00	\$ 3,000.00	\$ 3,000.00	
ARCGIS GEOEVENT SERVER							
7	133081	4/9/2020	Each	1.00	\$ 5,000.00	\$ 5,000.00	
QUOTE #Q-409605							
8	158230	4/9/2020	Each	1.00	\$ 15,000.00	\$ 15,000.00	
QUOTE #Q-409605							

Subtotal	\$ 81,500.00
Trade Discount	\$ 0.00
Freight	\$ 0.00
Miscellaneous	\$ 0.00
Tax	\$ 0.00
Order Total	\$ 81,500.00

Prepayment	\$ 0.00
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DocuSigned by:

Diane House

CE314900EB57494...

Authorized Signature



April 2, 2020

Mr. John Herrera
Sacramento Regional Fire EMS
10230 Systems Pky
Sacramento, CA 95827

Dear John,

The Esri Small Public Safety Enterprise Agreement (SPSEA) is a three-year agreement that will grant your organization access to Esri term license. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with thousands of public safety agencies, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. Law enforcement applications include crime and intelligence analysis, mobile mapping, and internal web based applications for command staff as well as the public through community mapping viewers. The software provided will also support various fire department requirements such as trend and site analysis, pre-planning, mitigation planning, and response and recovery. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement.

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All public safety departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.

Small Public Safety Enterprise Agreement

- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Public Safety EA terms and conditions.
- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL PUBLIC SAFETY EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SPS-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Dan Henderson



Quotation # Q-409605

Date: April 3, 2020

Customer # 101366 Contract #

Sacramento Regional Fire EMS
 Communications Center 10230 Systems Pky
 Sacramento, CA 95827

ATTENTION: Accounts Payable

PHONE: 916-228-3072
 EMAIL: AccountsPayable@srfec.ca.gov

Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853 Fax: (909) 307-3049
 DUNS Number: 06-313-4175 CAGE Code: OAMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 3/3/2020 To: 6/1/2020*

Material	Qty	Term	Unit Price	Total
167980	1	Year 1	\$17,500.00	\$17,500.00
Small Public Safety Term Enterprise License Agreement				
167980	1	Year 2	\$17,500.00	\$17,500.00
Small Public Safety Term Enterprise License Agreement				
167980	1	Year 3	\$17,500.00	\$17,500.00
Small Public Safety Term Enterprise License Agreement				
168439	1	Year 1	\$3,000.00	\$3,000.00
ArcGIS GeoEvent Server Small Government Term Enterprise Agreement				
168439	1	Year 2	\$3,000.00	\$3,000.00
ArcGIS GeoEvent Server Small Government Term Enterprise Agreement				
168439	1	Year 3	\$3,000.00	\$3,000.00
ArcGIS GeoEvent Server Small Government Term Enterprise Agreement				
133081	1		\$5,000.00	\$5,000.00
ArcGIS StreetMap Premium Desktop USA State Concurrent Use Term License				

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Dan Henderson	Email: dhenderson@esri.com	Phone: (909) 793-2853 x2193
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

HENDERSOND **This offer is limited to the terms and conditions incorporated and attached herein.**



Quotation # Q-409605

Date: April 3, 2020

Customer # 101366 Contract #

Sacramento Regional Fire EMS
 Communications Center 10230 Systems
 Pky Sacramento, CA 95827

ATTENTION: Accounts Payable

PHONE: 916-228-3072
 EMAIL: AccountsPayable@srfec.ca.gov

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 3/3/2020 To: 6/1/2020

Material	Qty	Term	Unit Price	Total
158230	1		\$15,000.00	\$15,000.00

The ArcGIS GeoEvent Server Jumpstart services package provides up to 3 days of on-site installation support for one instance of ArcGIS GeoEvent Server and the ArcGIS Spatiotemporal Big Data Store and configuration support for a GeoEvent Connector by one Esri consultant. Once the connector is configured the GeoEvent data flow will be tested and a web app template or operations dashboard view will be configured to display the GeoEvent data. During this engagement, it is anticipated that the Esri technical consultant will also conduct knowledge transfer on the following standard topics: Using GeoEvent Manager, Using the ArcGIS Spatiotemporal Big Data Store, Creating and configuring GeoEvent service components, Working with Filters, Geofences and Processors, Working with Field Calculator, Field Mapper, and Incident Detector, Working with Stream Services. A pre-visit questionnaire will be provided prior to the on-site engagement to collect information on the customers current ArcGIS implementation. Topics outside the scope of the ArcGIS GeoEvent Server Jumpstart include but are not limited to: Installation and configuration of ArcGIS Enterprise, Development of a Custom GeoEvent Connector, Application Development. The price includes airfare, hotel, car rental, per diem, and other direct costs. On-site support will be provided at a mutually agreed upon customer location during one trip within the United States on consecutive business days during a single work week. Scheduling will be based on resource availability. Customers will need to prepare in advance for Esri's visit. The Esri Professional Service Packages terms and conditions shall apply. If not attached, or already incorporated into an existing and current Esri master contract, these terms and conditions and preparation requirements can be viewed on the web at <https://www.esri.com/en-us/legal/terms/services/>. All travel specified in this quote is subject to Esri's business continuity measures regarding COVID-19 including the most current Federal, State, and Local Government restrictions and Centers for Disease Control and Prevention (CDC) travel advisory recommendations. All proposed project schedules are tentative and will be adjusted based on the most current COVID-19 information available, and mutual agreement of the parties.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Dan Henderson	Email: dhenderson@esri.com	Phone: (909) 793-2853 x2193
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

HENDERSOND This offer is limited to the terms and conditions incorporated and attached herein.



Quotation # Q-409605

Date: April 3, 2020

Customer # 101366 Contract #

Sacramento Regional Fire EMS
 Communications Center 10230 Systems Pky
 Sacramento, CA 95827

ATTENTION: Accounts Payable

PHONE: 916-228-3072
 EMAIL: AccountsPayable@srfec.ca.gov

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 3/3/2020 To: 6/1/2020*

Subtotal:	\$81,500.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$81,500.00

All travel specified in this proposal is subject to Esri's business continuity measures regarding COVID-19, including the most current Federal, State, and Local Government restrictions and Centers for Disease Control and Prevention (CDC) travel advisory recommendations. All proposed project schedules are tentative and will be adjusted based on the most current COVID-19 information available, and mutual agreement of the parties.

Please note that for the GeoEvent Jumpstart Package, the cost that associated is given for an out of the box connector to use with Northrop Grumman. If there is not a direct connection and a custom connection is required, this may require additional hours.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Dan Henderson	Email: dhenderson@esri.com	Phone: (909) 793-2853 x2193
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

HENDERSOND This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____

Cust. # _____

PO # _____

Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
SMALL PUBLIC SAFETY DEPARTMENTS
(E216-1)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Uncapped Quantities**Desktop Software and Extensions** (Single Use)

ArcGIS Desktop Advanced
ArcGIS Desktop Standard
ArcGIS Desktop Basic
ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise and Workgroup (Advanced and Standard)
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager

ArcGIS Monitor

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Engine
ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics
ArcGIS Runtime (Standard)
ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
Two (2) Esri CityEngine Single Use Licenses
50 ArcGIS Online Viewers
50 ArcGIS Online Creators
10,000 ArcGIS Online Service Credits
50 ArcGIS Enterprise Creators
1 Insights in ArcGIS Enterprise
1 Insights in ArcGIS Online
25 Tracker for ArcGIS Enterprise
25 Tracker for ArcGIS Online

OTHER BENEFITS

Number of Esri User Conference Registrations provided annually	1
Number of Tier 1 Help Desk Individuals authorized to call Esri	2
Maximum number of sets of backup media, if requested*	2
Self-Paced e-Learning	Uncapped
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("Ordering Document"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

Sacramento Regional Fire/EMS Communication Center

(Customer) Signed by:

By: Tyler Wagaman
Authorized Signature

Printed Name: Tyler wagaman

Title: Executive Director

Date: 4/10/20

CUSTOMER CONTACT INFORMATION

Contact: Diane House

Telephone: 916-517-2396

Address: 10230 Systems Parkway

Fax: _____

City, State, Postal Code: Sacramento, CA 95827-3006

E-mail: dhouse@srfcecc.ca.gov

Country: United States

Quotation Number (if applicable): Q-409605

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if

Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if

Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.
 - d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.
- 8.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.
- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
 - b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be

no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

Sacramento Regional Fire 6 Laptop Positions

Sacramento Regional Fire
10230 Systems Parkway, Sacramento, CA 95827
Diane House
(916) 228-3059
dhouse@srfecc.ca.gov

Date 4/16/2020

Summary - 5 Years - Sacramento 6 Laptop Positions

Item	Cost
Systems	\$51,920.55
Services	\$17,478.17
Maintenance	\$1,873.78
Sub Total:	\$71,272.50
Tax Rate 0.0875	\$4,543.05
Total:	\$75,815.55

Kent Ames
 AT&T Public Safety
ka3169@att.com
 (530) 400-1987



Configuration Parameters - Sacramento Regional Fire EMS

Site Configuration

Total Positions		Existing
Total Number of E9-1-1 CAMA Trunks		Existing
Total Number of FXO Lines		Existing
Total Number of ISDN-PRI channels (T1)		0
SIP	Not Included	
ECCP	Not Included	
PowerOPS	Not Included	
VIPER ACD	Not Included	
Add-on for Radio Recorder	Included	

Systems

Power 911		\$60,560.00
Power 911 Hardware		\$6,184.50
DISCOUNT		-\$14,823.95

Services

Staging	\$1,875.00
Installation	\$16,357.50
Project Management Services	\$1,483.00
DISCOUNT	-\$2,237.33

Maintenance

Software Protection and Remote Tech Support	\$450.00
Antivirus Recurring Fees	\$2,362.50
DISCOUNT	-\$938.72

Model#	Description	Qty	Selling Price	Total
Power 911				
914114/BAK	Portable 9-1-1 Position (Back-up)	6	\$8,700.00	\$52,200.00
913152	Power 911 Add-On Recorder for Radio (ITRR)	6	\$435.00	\$2,610.00
913152/CD	ITRR Media Kit	1	\$73.00	\$73.00
914158	Laptop VPN Support License	6	\$721.00	\$4,326.00
914158/CD	Laptop VPN - Installation Media	1	\$73.00	\$73.00
914158/CD	48 Button Genovation Keypad	6	\$213.00	\$1,278.00
			Subtotal	\$60,560.00
Power 911 Hardware				
924143/8	IWS Server - Underlying Software – Windows	1	\$3,200.00	\$3,200.00
924143/12	Symantec Backup exec - Windows 2014 Migration	1	\$1,375.00	\$1,375.00
FW	Firewall CISCO ASA 5506 with VPN License Suite	1	\$1,609.50	\$1,609.50
			Subtotal	\$6,184.50
Staging				
950852	Front Room Equipment Staging - Per Position	6	\$312.50	\$1,875.00
			Subtotal	\$1,875.00
Installation				
INS	SYSTEM HARDWARE INSTALATION	1	\$7,920.00	\$7,920.00
950104	Professional Services (per Day)	3	\$1,875.00	\$5,625.00
960575	Living Expense per Day per Person	5	\$250.00	\$1,250.00
960580	Travel Fee per Person	1	\$1,562.50	\$1,562.50
			Subtotal	\$16,357.50

Project Management Services

950510	Project Management Services	1	\$1,483.00	\$1,483.00
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Subtotal **\$1,483.00**

Software Protection and Remote Tech Support

950999/PRO1-BU	Soft Protect and Remote Tech Support - 1 Year/Pos – Back Up Pos Year 2	6	\$75.00	\$450.00
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950999/PRO1-BU	Soft Protect and Remote Tech Support - 1 Year/Pos – Back Up Pos Year 3	Optional	\$75.00	\$0.00
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950999/PRO1-BU	Soft Protect and Remote Tech Support - 1 Year/Pos – Back Up Pos Year 4	Optional	\$75.00	\$0.00
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950999/PRO1-BU	Soft Protect and Remote Tech Support - 1 Year/Pos – Back Up Pos Year 5	Optional	\$75.00	\$0.00
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SPT	Annual on-site Hardware and software services (Year 1 included with system)	1	\$2,500.00	\$0.00
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Subtotal **\$450.00**

Antivirus Recurring Fees

914143	Symantec EndPoint Protection Manager (EPM) - 1	6	\$78.75	\$472.50
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914143	Symantec EndPoint Protection Manager (EPM) - 1	6	\$78.75	\$472.50
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914143	Symantec EndPoint Protection Manager (EPM) - 1	6	\$78.75	\$472.50
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914143	Symantec EndPoint Protection Manager (EPM) - 1	6	\$78.75	\$472.50
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914143	Symantec EndPoint Protection Manager (EPM) - 1	6	\$78.75	\$472.50
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Subtotal **\$2,362.50**

DISCOUNT

DISCOUNT MNTC	Maintenance Discount	1	-\$938.72	-\$938.72
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DISCOUNT SVC	Service Discount	1	-\$2,237.33	-\$2,237.33
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DISCOUNT SYST	System Discount	1	-\$14,823.95	-\$14,823.95
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Subtotal **-\$18,000.00**

\$71,272.50

** Remote use of each laptop require a minimum of 300kbs bi-directional bandwidth per position (500kpbs is preferred) and latency below 50ms. This requirement also applies to the remote location*

*** Quote based off assumption that the existing system has at least 6 available switch ports*

**** Customer provided Monitors, UPS*



WESTNET

Sacramento Regional Fire/EMS Communications Center
Subcontract Change Order # 01-

January 10, 2020

Customer:

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

Project Address:

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

The Contract is hereby revised by the following items:

1.	Programming All-Call on MCU and Endpoints for Sacramento Metro Fire ; Westnet in-house programming required to update the same.	37,550.00
2.	Reprogram sub-net addresses for Sacramento City FS 12-13 ; incorrect sub-net addresses provided (.1 sub-net provided, actual sub-net is .2)	2,242.50
3.	Special order cables - Tait 7100 M-M and Tait 8100 M-M (one each) required for dispatch; required due to incorrectly supplied pinouts provided by SRFECC .	1,027.72
4.	Sacramento Regional Fire Requested Changes to: 1) move-up solution; 2) RIC update; and 3) the UI Enhancement to support alerting volunteer stations from the client alerting application. In plain language, this update provides a method for the FIAP to work with SRFECC's CAD as requested; includes a RIC update to allow for separate DTMF alerting of each individual West Sacramento station; and adds a method for non-IP-alerted stations and/or units to be alerted through the Westnet interface.	15,625.00
5.	Remobilizing installation tech for testing and assistance November 22-27, 2019; PM Time (SRFECC)	9,016.00
6.	Credit for issues attributable to Westnet (SRFECC)	(3,864.00)
7.	Remobilizing installation tech for testing and assistance December 5-13, 2019; (SRFECC)	19,320.00
8.	Ready to Dispatch Indicator (providing and implementing custom coding so that dispatchers will have a "ready to dispatch" message appear after two-tone alerting is complete) (SRFECC)	8,250.00


9.	Ready to Dispatch Indicator (providing and implementing custom coding so that dispatchers will have a "ready to dispatch" message appear in instances where all Westnet units are AOR) (SRFECC)	3,250.00
	Total	92,417.22


Original Contract Amount: \$ 605,672.73
Change Order 1 Amount: \$ 92,417.22
New Contract Amount: \$ 698,089.95

We hereby agree to the above as an additional project cost(s) to be added to the original scope of work.

Westnet, Inc.

Sacramento Regional Fire/EMS
Communications Center

By: 
Name: Dawn Matheny
Title: CFO
Date: 02/28/2020

By: 
Name: TYLER WAGAMAN
Title: EXECUTIVE DIRECTOR
Date: 1/30/20



WESTNET

Sacramento Regional Fire/EMS Communications Center
Subcontract Change Order # 02-

January 13, 2020

Customer:
Sacramento Regional Fire/EMS
Communications Center
10230 Systems Parkway
Sacramento, CA 95827

Project Address:
Sacramento Regional Fire/EMS
Communications Center
10230 Systems Parkway
Sacramento, CA 95827

The Contract is hereby revised by the following items:


1.	Remobilizing installation tech for testing and assistance November 5-13, 2019; (SRFECC)	8,540.00
2.	Remobilizing installation tech for testing and assistance December 16-20; 23, 2019; (SRFECC)	15,086.00
	Total	23,626.00


Previous Contract Amount: \$ 698,089.95
 Change Order 2 Amount: \$ 23,626.00
 New Contract Amount: \$ 721,715.95

We hereby agree to the above as an additional project cost(s) to be added to the original scope of work.

Westnet, Inc.

Sacramento Regional Fire/EMS
Communications Center

By: 
 Name: Dawn Matheny
 Title: C.F.O.
 Date: 03/17/2020

By: 
 Name: TYLER WAGAMAN
 Title: EXECUTIVE DIRECTOR
 Date: 2/19/20


WESTNET®

Sacramento Regional Fire/EMS Communications Center

Subcontract Change Order # 03-

June 15, 2020

Customer:

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

Project Address:

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

The Contract is hereby revised by the following items:

1.	Customize FiAP to utilize Battalion information to broadcast over both responding unit's dispatch channel and the dispatch channel for the district where the response is located. Quote assumes NG will provide the Battalion information in the manner specified by Westnet. (SRFECC)	13,362.50
	Total	13,362.50

Previous Contract Amount: \$ 721,715.95
 Change Order 2 Amount: \$ 13,362.50
 New Contract Amount: \$ 735,078.45

We hereby agree to the above as an additional project cost(s) to be added to the original scope of work.

Westnet, Inc.

 Sacramento Regional Fire/EMS
 Communications Center

DocuSigned by:
 By: Chris Ehlers
2F06FC8C271C43D...
 Name: Chris Ehlers

 Title: Project Manager

 Date: 6/15/2020

DocuSigned by:
 By: Tyler Wagaman
9BA2F2A3A676430...
 Name: Tyler wagaman

 Title: Executive Director

 Date: 6/15/2020



DATE 3/20/2020

Maintenance Quote

Sacramento Regional Fire
Extended Maintenance

Account Manager Kent Ames
Phone (530) 621-6986
Email KentAmes@att.com
Address 3707 KINGS WAY RM C33
SACRAMENTO, CA 95821
CA 9-1-1 MPA # 4145-6 VIPER

WEST_Year_6
13 Position Viper Year 6

9-1-1 CPE BASIC TURN-KEY STAND-ALONE SYSTEM COST WORKSHEET

Turn-key System

Line

12

Monthly Maintenance \$1,934.00

MIS Maintenance
 Yes No

Term in Months 12

Total Maintenance \$23,208.00

AT&T will continue to provide Service under the Maintenance Plan for as long as parts are available on a commercially reasonable basis.

In the event repair parts are not readily available:

AT&T will advise customer and customer will have the option to replace the Equipment with a similar product.

In the event the customer declines to authorize such replacement, AT&T will cease providing Service for such Equipment.

SYSTEM MAINTENANCE TOTAL \$23,208.00

This Quote Valid until 7/18/2020



DATE 3/20/2020

Maintenance Quote

Sacramento Regional Fire
Extended Maintenance

Account Manager Kent Ames
Phone (530) 621-6986
Email KentAmes@att.com
Address 3707 KINGS WAY RM C33
SACRAMENTO, CA 95821
CA 9-1-1 MPA # 4145-6 VIPER

WEST_Year_7
13 Position Viper Year 7

9-1-1 CPE BASIC TURN-KEY STAND-ALONE SYSTEM COST WORKSHEET

Turn-key System

Line

12

Monthly Maintenance \$1,934.00

MIS Maintenance
 Yes No

Term in Months 12

Total Maintenance \$23,208.00

AT&T will continue to provide Service under the Maintenance Plan for as long as parts are available on a commercially reasonable basis.

In the event repair parts are not readily available:

AT&T will advise customer and customer will have the option to replace the Equipment with a similar product.

In the event the customer declines to authorize such replacement, AT&T will cease providing Service for such Equipment.

SYSTEM MAINTENANCE TOTAL \$23,208.00

This Quote Valid until 7/18/2020



NJEVITY, INC.

9250 E Costilla Ave; Suite 400
Greenwood Village, CO 80112

720/870.9700 W
303/500-3041 F
www.njevity.com

NJEVITY, INC.

SOFTWARE SERVICE AGREEMENT

This Software Services Agreement (the "Agreement") is executed this day 04/30/2020, by and between NJEVITY, INC., a Colorado Corporation ("NJEVITY"), and Sacramento Regional Fire & EMS Communication Center, a California Company ("Customer"). NJEVITY and Customer desire to establish mutually satisfactory terms and conditions under which Customer will utilize the PowerGP Online Software Services listed in Attachment B to this Agreement.

NOW THEREFORE, in consideration of the foregoing premises and the promises and covenants contained herein, intending to be legally bound hereby, NJEVITY and Customer agree as follows:

DEFINITIONS

AGREEMENT DATE means, with respect to this Agreement, the date first set forth above. The Effective Date of any Statement of Work shall be the later of (i) the Agreement Date of this Agreement or (ii) the date as of which both parties have executed such Statement of Work.

EFFECTIVE DATE means the agreed upon date, as set forth in Attachment B, when the stated PowerGP Online Services will be available for Customer access and use.

AMENDMENTS means any written and signed changes made to the services to be provided under this agreement. This could be an increase or decrease in the number of users utilizing these services and/or the specific software products utilized under this Agreement.

Microsoft End User License Terms are Terms and Conditions regarding the use of Microsoft Software. These terms are available for download from the PowerGP Online website and are hereby incorporated into this agreement.

1. PowerGP Online Terms of Services

Njevity will provide the services described within this agreement in accordance with the current version of the PowerGP Online SLA. In addition to the PowerGP Online Software Services specified in Attachment B, NJEVITY will provide the following services under this agreement:

(a) Customer will be allocated a base of 10 GB of disk space with their environment. Additional disk space will be added in 1GB increments as needed.

(b) The service fee includes licenses for Windows Server and SQL Server for all of your users. It also includes licenses of Dynamics GP and other bundled software licenses as applicable based upon the User Licenses you have purchased.

(c) As set forth in Attachment A, Customer will be provided with selected help desk technical support free of charge. Items not specifically listed in Attachment A may be billable and are not included within the scope of Customer's monthly service fee.

(d) PowerGP Online hotfixes and service packs may be applied at Njevity's discretion within a scheduled maintenance window. PowerGP Online version upgrades will be coordinated between Njevity and Customer at a mutually agreeable time; however, Customer must elect to upgrade prior to the discontinuation of support by Microsoft for the version of PowerGP Online in use by Customer.

(e) Billable tickets and all other support will be billed based upon the terms specified in the NJEVITY Master Services Agreement. If Customer has not executed the NJEVITY Master Services Agreement, all services must be prepaid at NJEVITY's Standard Consulting Rate.

(f) This Agreement is for the use of certain software applications only. It does not include services for implementation,

training, project management, integration, data conversion, etc.

2. Fees and Payment

Customer agrees to pay NJEVITY the monthly fees set forth on Attachment B pursuant to the following terms:

(a) One hundred percent (100%) of all deposits, advance or activation monies upon execution of this agreement, and

(b) Monthly recurring fees due and payable on or before the first of each month, prior to service, commencing on the 1st day of the 1st month following the Effective Date.

(c) Customer acknowledges that all pricing is based on monthly usage and that any portion of a month is considered to be one month, and that there is no proration for a portion of a month.

(d) All payments pursuant to this Agreement shall be dischargeable only by payment in United States dollars ("Dollars")

(e) All monthly recurring fees due to NJEVITY by Customer shall be in the form of an Njevity initiated Electronic Funds Transfer (EFT) through an Automated Clearing House ("ACH").

(f) From time to time, Microsoft and other Third-Party Publishers may make price adjustments to their monthly subscription price. Customer agrees that Njevity may pass these adjustments on to Customer with 60 days' notice. However, Customer has the right to terminate any individual service for which the price is increasing with no early termination fees by providing notice to NJEVITY prior to the expiration of the 60 day notice period.

3. Term and Termination.

(a) The term of this Agreement shall commence on the Agreement Date and, unless earlier terminated as provided below, shall continue for the term specified in Attachment B. This Agreement shall automatically renew for successive terms equal in duration to the original specified term unless either party provides written notice of non-renewal to the other party at least ninety (90) days prior to the expiration of the then-current term.

(b) In the event of any breach of any term or provision of this Agreement by either party, the other party may cancel this Agreement by giving thirty (30) days' prior written notice thereof; provided, however, that this Agreement shall not terminate at the end of the thirty (30) day notice period if the party in breach has cured the breach to the satisfaction of the other party prior to the expiration of the thirty (30) day period. Customer shall be responsible for payment of all Services rendered prior to the date of termination plus the payment of any applicable Termination Fees.

(c) If any Monthly Recurring Invoice is unpaid for a period greater than three (3) calendar days following its due date, and Customer has failed to remedy after an additional five (5) calendar days' written notice, NJEVITY may terminate this Agreement or stop rendering Services to Customer at NJEVITY's sole discretion. In addition, if any other Njevity invoice is unpaid for a period greater than thirty (30) days following its due date, and Customer has failed to remedy after an additional five (5) calendar days' written notice, NJEVITY may terminate this Agreement or stop rendering Services to Customer at NJEVITY's sole discretion.

(d) In the instance of termination of service or service suspension by NJEVITY as defined above, Customer shall remain responsible for all monthly and/or Termination Fees. In addition to the foregoing, Customer may cancel this

Agreement, without cause and for any reason or no reason, upon 30 days written notice and payment of the Termination Fees.

(e) Termination Fees shall be equal to the sum of the monthly recurring fees remaining under the current contract term and shall be due and payable within 30 days of Notice of Termination or prior to scheduling the transfer of Customer's Data to Customer, whichever occurs first.

(f) Termination or expiration of this Agreement will not affect the provisions of this Agreement relating to the payments of amounts due, or the provisions of Sections 5, 6, and 7 of these Terms, all of which survive termination or expiration of this Agreement, regardless of reason.

4. WARRANTIES and LIMITATION OF LIABILITY

(a) NJEVITY warrants that it has full power and authority to enter into this Agreement and to perform the services contemplated herein. NJEVITY warrants that all Services will be performed consistent with generally accepted industry practices.

(b) EXCEPT FOR THE EXPRESS WARRANTY PROVIDED ABOVE, THE SERVICES ARE PROVIDED "AS IS" AND WITHOUT A WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND NJEVITY SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE.

(c) THE WARRANTIES, TERMS AND CONDITIONS CONTAINED IN THIS SECTION ARE MADE IN LIEU OF ALL OTHER EXPRESS WARRANTIES, TERMS AND CONDITIONS, WHETHER ORAL OR WRITTEN. NJEVITY'S "SERVICES DESCRIPTIONS AND SERVICE LEVEL AGREEMENTS" DEFINES NJEVITY'S PERFORMANCE CRITERIA AND STIPULATES THE COMMENSURATE LEVEL OF

RESTITUTION IN CASE THOSE PERFORMANCE CRITERIA ARE NOT MET.

(d) IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL, OR SIMILAR DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, LOSS OF GOODWILL, WORK STOPPAGE, COMPUTER FAILURE OR MALFUNCTION, LOSS OF WORK PRODUCT, OR ANY AND ALL OTHER COMMERCIAL DAMAGES OR LOSSES, WHETHER DIRECTLY OR INDIRECTLY CAUSED, WHETHER IN TORT, CONTRACT, OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(e) EXCEPT FOR A BREACH OF THE LIMITED WARRANTY SET FORTH HEREIN, IN NO EVENT SHALL NJEVITY HAVE ANY LIABILITY TO CUSTOMER FOR DAMAGES ARISING OUT OF THE USE OR LICENSING OF THE THIRD PARTY SOFTWARE OR ARISING UNDER THIS AGREEMENT. IN NO EVENT SHALL NJEVITY'S LIABILITY TO CUSTOMER ARISING OUT OF THE USE OR LICENSING OF THE THIRD PARTY SOFTWARE OR ARISING UNDER THIS AGREEMENT, WHETHER IN TORT, CONTRACT OR OTHERWISE, EXCEED THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR THE RELEVANT THIRD PARTY SOFTWARE.

(f) NJEVITY's entire liability to Customer or any other party for any loss or damage resulting from any claims, demands, or actions arising out of this Agreement, for any reason whatsoever including but not limited to negligence, breach of contract or warranty, failure of a remedy to accomplish its essential purpose or otherwise, or the performance of or failure to perform the Services shall not exceed, at a maximum, the monthly recurring fees paid to NJEVITY within the preceding twelve (12) month period prior to NJEVITY receiving official written notice requesting damages.

(g) The limitations contained in this paragraph shall not apply to any damages suffered by Customer as a direct result of

any breach by NJEVITY of its obligations under section 6 or 8 of this Agreement, or as a direct result of any willful misconduct or criminal activity by NJEVITY, its employees, representatives or agents acting within the scope of their authority.

5. MUTUAL NON-DISCLOSURE

(a) NJEVITY and Customer acknowledge that each party must disclose certain proprietary, confidential and trade secret information to the other during the course of our dealings and work. Each party agrees to make no copies of such information without the prior written consent of the other and each agrees to not disclose such information to unrelated third parties without the prior written consent of the other. These commitments shall not extend to such information which

(i) Was known and used by the other prior to the date of the disclosure as shown by written records;

(ii) Was known to the public prior to the date of receipt of any information obtained hereby;

(iii) Became known to the public after the date it was received hereby through no act or failure to act on the part of either party hereto; or

(iv) Corresponds in substance to information disclosed to the other at any time by a third party having a bona fide right to disclose or make the information available.

(b) Both parties acknowledge that any use of the other party's Confidential Information in a manner inconsistent with the provisions of the Agreement may cause the non-disclosing party irreparable damage for which remedies other than injunctive relief may be inadequate, and both parties agree that the non-disclosing party may request injunctive or other equitable relief seeking to restrain such use or disclosure.

(c) The terms and provisions of this Section shall survive any termination of this

Agreement for any reason for a period of five (5) years.

6. OWNERSHIP; LICENSE

(a) In the event NJEVITY develops modifications or custom software ("Developed Software"), NJEVITY retains full and exclusive rights and ownership in the Developed Software and all related intellectual or proprietary rights therein and hereby grants to Customer a non-exclusive, fully-paid license to use, copy and modify the Developed Software in connection with its use of the software licensed from NJEVITY ("Software"). The use of the Developed Software shall be subject to the limitations contained in the License Agreement with respect to the Software. The Developed Software shall be licensed on an "AS IS" basis. Maintenance and support for the Developed Software may be obtained from NJEVITY on a time and material basis.

(b) In the course of performing the Services, NJEVITY may use enhancements, discoveries, processes, methods, designs and know-how whether or not copyrightable or patentable, which NJEVITY conceived during the course of other engagements. In addition, NJEVITY may independently develop enhancements, processes, methods, designs or know-how during the term of this engagement and Customer acknowledges that NJEVITY may use such enhancements, processes, designs and know-how in its business operations with other customers.

7. INDEMNITY

Customer hereby agrees to indemnify, defend, and hold harmless NJEVITY and its employees, affiliates, contractors, and agents (collectively, the "Indemnified Parties") from and against any and all claims, damages, losses, liabilities, suits, actions, demands, proceedings (whether legal, administrative or governmental), and expenses (including, without limitation, reasonable attorneys' fees) arising from or

related to (a) any breach by Customer of its obligations to NJEVITY in connection with Customer's use of the Services; (b) any use of the Services or acts or omissions by Customer or any of its customers, employees, affiliates, contractors, or agents; or (c) any claims for infringement of any third-party rights arising from or related to the Customer's use of the Services. Without limiting the generality of the foregoing, Customer acknowledges and agrees that the Indemnified Parties shall have no liability for Customer's failure to comply with statutory, regulatory or other policies, laws, rules or restrictions, including, without limitation, those related to the access, use and disclosure of certain protected information (e.g., the Sarbanes-Oxley Act of 2002, the Health Insurance Portability and Accountability Act, the Gramm-Leach-Bliley Act, and other similar policies, rules and restrictions) (collectively, the "Rules"), regardless of whether the acts or omissions of an Indemnified Party contribute to or result in Customer's noncompliance with the Rules. Customer acknowledges and agrees that Customer's obligations hereunder are in addition to all other obligations of Customer to NJEVITY and that in the event of any conflict between the terms of this Agreement and the terms of any other obligation of Customer to Njevity, the terms of this Agreement shall supersede solely to the extent of such conflict.

8. MISCELLANEOUS

(a) Successors. This Agreement, as accepted, shall be binding upon and inure to the benefit of the parties of this agreement and their respective successors and assigns.

(b) Force Majeure. Neither party hereto shall have any liability for delay or non-fulfillment of any terms of this Agreement caused by any cause not within such party's direct control (but excluding financial inability) such as an act of God, war, riots or civil disturbance, strikes, accident, fire, transportation conditions,

labor and/or material shortages, governmental controls, regulations and permits and/or embargoes.

(c) Severability. If any provision of this Agreement shall be determined to be void, invalid, unenforceable or illegal for any reason, then the validity and enforceability of all of the remaining provisions hereof shall not be affected thereby.

Furthermore, if any particular provision of this Agreement shall be adjudicated to be invalid or unenforceable, then such provision shall be deemed amended by limiting and reducing it so as to be as close to the parties' intent while remaining valid and enforceable to the maximum extent compatible with the applicable laws of such jurisdiction, such amendment only to apply with respect to the operation of such provision in the applicable jurisdiction in which the adjudication is made.

(d) Waivers. No failure by either party to exercise any right arising from a default by the other party shall impair that right or constitute a waiver of it. No waiver by either party of any covenant to be performed by the other shall constitute a waiver of any later breach or covenant.

(e) Remedies. Unless stated otherwise, all remedies are cumulative and in addition to any other remedies available at law or in equity.

(f) Titles. The titles of the Sections hereof are for convenience only and do not in any way limit or amplify the terms and conditions of this Agreement.

(g) Governing Law. This Agreement shall be construed and interpreted and its performance shall be governed by the laws of the State of Colorado without regard to conflicts of law principles of any jurisdiction.

(h) Sales Tax. Should any State, City, County or other local taxing authority determine that the services provided under this agreement are subject to sales tax and

order NJEVITY to pay sales tax for services collected under this Agreement, Customer agrees to reimburse NJEVITY for their portion of that sales tax liability.

(i) Amendments. This Agreement may not be modified or amended except in a writing executed by authorized representatives of both parties.

(j) Entire Agreement. This Agreement contains the entire agreement between the parties hereto, and supersedes all other oral or written representations, statements, promises, agreements and letters or other expressions of intent of any kind with respect to the subject matter hereof between them.

(k) Disputes. The parties shall use reasonable efforts to resolve amicably any disputes that may relate to or arise under this Agreement including, if the parties so agree, non-binding mediation.

Any disputes that cannot be resolved in such manner shall be settled exclusively by arbitration conducted under the auspices of the American Arbitration Association (the "AAA") in Denver, Colorado, in accordance with the Commercial Arbitration Rules of the AAA; provided that either party may seek injunctive relief from any court of competent jurisdiction.

The award rendered in such arbitration shall be final, non-appealable and bind the parties, and any court having jurisdiction with respect thereto can enter judgment upon the award.

The prevailing party shall be entitled to recover, in addition to any other amounts awarded, an amount for legal and other related costs and expenses, including attorneys' fees, incurred thereby that is reasonable and equitable in relation to the award.

9. NOTICES.

Attention: Chris Dobkins, President

All notices must be in writing and shall be deemed properly given if sent by reputable overnight courier, fax transmittal (with appropriate confirmation and letter copy sent within one business day thereafter), hand delivery during regular business hours or by certified mail, return receipt requested, to the addresses set forth below:

As to Customer:

Sacramento Regional Fire & EMS Communication Center

Company Name

10230 Systems Parkway

Address

Sacramento, Ca 95827-3006

City, State Zip

916-228-3082

Fax Number

Tyler Wagaman

Attention To

As to Njevity:

NJEVITY, INC.
9250 E Costilla Ave; Suite 400
Greenwood Village, CO 80112
(303) 500-3041 fax

IN WITNESS WHEREOF, NJEVITY and Customer have caused this Agreement to be executed by their duly authorized representatives as of the agreement date.

EXECUTED BY:

EXECUTED BY:

Sacramento Regional Fire & EMS Communication Center

NJEVITY, INC.

(Company Name)

(Company Name)

By:



By:

Chris Dobkins

Name:

Tyler Wagaman

Name:

Chris Dobkins

Title:

Executive Director

Title:

President / CEO

Date:

2020-04-30 18:18:48 (UTC-07:00)

Date:

2020-04-30 19:21:17 (UTC-06:00)

ATTACHMENT A – BILLABLE VS NON-BILLABLE EVENTS

No-Charge Trouble Ticket Events

<u>Trouble Ticket/Service</u>	<u>Example(s)</u>
Add or Deactivate Windows User	
Move or Change Windows User	<ul style="list-style-type: none"> Name changed and or permissions changed
Clear a print queue	
Windows User Password reset	
System Level Updates and Upgrades	<ul style="list-style-type: none"> Windows Server, SQL Server, Office
Upgrades/Hotfixes for PowerGP Online	
Break-fix within scope of NJEVITY responsibility, to include after-hours (emergency) ticket	<ul style="list-style-type: none"> Server needed to be rebooted Windows update induced failure in a related application
Break/Fix Hardware Replacements	
Add ERP Company Database	
Restore a production backup (less than 1 hour for discovery & restoration)	
Update or change of DNS records	

Billable Trouble Ticket Events

<u>Trouble Ticket/Service</u>	<u>Example(s)</u>
Projects	<ul style="list-style-type: none"> Implementation of New Modules Create/Refresh Test Companies
User-induced breaks	<ul style="list-style-type: none"> Example "downloading Google Toolbar" or other system add-ons that cause issues without NJEVITY's knowledge or OK
ERP User Changes	<ul style="list-style-type: none"> Change ERP User Password Change ERP User Security
Changes to PowerGP Online, custom integrations, 3 rd party applications and/or custom reports that may need to be made after a Hotfix/Update/Upgrade is applied.	
Restore a production backup (time beyond 1 hour for discovery & restoration)	
After-hours (emergency) ticket for reasons outside of Njevity-responsible scope	
Outside engineering work performed either remotely or at the customer premise	<ul style="list-style-type: none"> Traditional network integration services Engineering work via phone for other-than-hosted issues Printer/Printing issues
User Training	<ul style="list-style-type: none"> How do I print a check? How do I close the year?
Report Writing	
Integration Design, Implementation and Support	

PROPOSAL

Sacramento Regional Fire/EMS Communications Center

Ongoing Human Resources
Consultation Services

June 16, 2020

SUBMITTED BY:

Christina Batorski Peacock
Manager, Recruitment Solutions

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
t: 916-471-3426
f: 916-561-8446
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

June 16, 2020

S. Diane House
Deputy Director
Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Sacramento, CA 95827

Submitted via e-mail to dhouse@srfecc.ca.gov

Dear Ms. House,

CPS HR Consulting (CPS HR) is pleased to submit an annual renewal of services to the Sacramento Regional Fire/EMS Communications Center (SRFECC) to provide ongoing human resource consultation and support. We appreciate this opportunity to submit a proposal and look forward to partnering with SRFECC.

With a rich history of assisting government agencies with a full range of human resources services, we at CPS HR are confident that together we can provide expert solutions to meet your needs in a cost-effective manner. We have a deep bench of experts in a broad array of human resources disciplines, long-term experience providing services within the public sector, and an emphasis on quality and value that can be confirmed by our current and past clients.

CPS HR also delivers personalized results-oriented service, utilizing best practice methods and strategies from our team of experts. You will find that:

- ***We are practiced at providing exemplary and responsive service for a variety of HR services.*** CPS HR has held many contracts with local government agencies, so we know how to be responsive to your unique needs. We have the staff, expertise, and resources to provide top-notch professional audit and review services and we are also full-service HR practitioners.
- ***We bring in-depth understanding of all local government operations, programs, and services.*** CPS HR has been helping public agencies meet their human resource needs for over 33 years. Our team of experts includes a variety of professionals with the credentials and direct public agency experience necessary to deliver technically accurate content in an innovative and engaging manner.

We thank you for the opportunity to submit this proposal and look forward to discussing it with you at your convenience. Please feel free to contact me directly at (916) 471-3426 or by e-mail at cbpeacock@cpshr.us.

Sincerely,



Christina Batorski Peacock
Manger, Recruitment Solutions

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About CPS HR Consulting

CPS HR Consulting (CPS HR) is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. **As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients for over 33 years.** CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities.

With more than 120 full-time employees, as well as 200+ project consultants and technical experts nationwide, CPS HR delivers solutions that help public sector organizations to positively impact their communities. CPS HR is headquartered in Sacramento, California with regional offices located in Austin, TX, Atlanta, GA, and Littleton, CO. We have a wide range of project consultants located throughout Southern California.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization’s specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of classification and compensation, organizational strategy, recruitment and selection, and training and development.

ORGANIZATIONAL STRATEGY	TESTING, RECRUITMENT & SELECTION	CLASSIFICATION & COMPENSATION	TRAINING & DEVELOPMENT	GENERAL HR SERVICES	LICENSING & CERTIFICATION
+ Workforce Planning	+ Job Analysis	+ Classification	+ Training Courses	+ HR On-Demand	+ Testing Services
+ Succession Planning	+ Recruitment Solutions	+ Compensation	+ Training Programs	+ Complaint Investigations	+ Applicant / Candidate Management
+ Performance Management	+ Assessment Center Services		+ Supervisory Skills		+ Credential Program Management
+ Employee Engagement	+ Executive Search		+ Leadership Development		+ Accreditation
+ Change Management	+ Selection Tools Development		+ Executive Coaching		
+ Organizational Assessment, Redesign & Re-engineering	+ Test Administration		+ Accelerated Leader 360° Assessment™		
	+ Test Rental				

Overview of Services and Capabilities

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all of the key areas listed below.



CPS HR CONSULTING SERVICES	
ORGANIZATIONAL STRATEGY	TESTING, RECRUITMENT & SELECTION
<ul style="list-style-type: none"> Workforce & Succession Planning 	<ul style="list-style-type: none"> Job Analysis
<ul style="list-style-type: none"> Organizational Assessment, Redesign and Re-Engineering 	<ul style="list-style-type: none"> Develop/Deliver Assessment Center Services
<ul style="list-style-type: none"> Employee Engagement 	<ul style="list-style-type: none"> Executive Search
<ul style="list-style-type: none"> Performance Management 	<ul style="list-style-type: none"> Test Development
<ul style="list-style-type: none"> Change Management 	<ul style="list-style-type: none"> Test Administration
<ul style="list-style-type: none"> Complaint Investigations & HR Outsourcing 	
CLASSIFICATION AND COMPENSATION	TRAINING AND DEVELOPMENT
<ul style="list-style-type: none"> Classification 	<ul style="list-style-type: none"> Training
<ul style="list-style-type: none"> Compensation 	<ul style="list-style-type: none"> Coaching
	<ul style="list-style-type: none"> Accelerated Leader 360° Assessment™
	<ul style="list-style-type: none"> Leadership Development

Human Resource Consultation Services

Consultation Services Assumptions

In response to the needs that you have described, we propose having one CPS HR staff assigned to provide on-going consulting to SRF ECC, as needed, from **July 1, 2020** through **June 30, 2021**. Based on the services provided during FY20, our consultant time averaged four (4) hours per week.

The CPS HR staff member will work both onsite and remotely to provide best practice recommendations and assistance with the following areas:

- Recruitment Planning
- Targeted Job Analysis (Abbreviated)
- Advertising, Outreach, and Sourcing
- Recruitment and Selection
- Employee Relations
- Classification and Compensation
- Leave of Absence Management
- Relevant Employment Law Updates
- Other similar level duties

Pricing

Our approach includes providing high-level human resources expertise, advice, and consultation to assure appropriate research, analysis and professional HR perspective are utilized for all assigned duties and responsibilities.

CPS HR is proposing the level, description, and rate below.

COST SUMMARY		
Placement/Level	Description	Bill Rate
Senior HR Consultant	Consultation in all related human resources areas listed above.	\$120/hour
Project Management	Provides oversight and support to the project and assigned HR Consultant	\$135/hour

CPS HR considers this a time and materials contract and would only bill for actual hours worked on a monthly basis with a not-to-exceed annual amount of **\$20,000**. Most of the professional consulting time will be provided remotely. This will limit consultant travel expenses and we will utilize e-mail and telephone conference calls or LiveMeeting as a primary communication/meeting format. Actual out-of-pocket reimbursable expenses for such items as consultant travel, mileage, advertising, printing/copying, postage/delivery charges, and related fees, if paid by CPS HR, will be billed directly to SRF ECC for actual expenses incurred. Consultant travel time is billed at 50% of the hourly rate which would be \$60.00 per hour.

Project Staffing

CPS HR has assembled a strong and uniquely qualified team of professionals to assist SRFECC. We are committed to meeting the highest professional standards of quality; therefore, team members have been selected for their relevant experience and professional maturity in dealing with project environments such as this.

For the Ongoing Human Resources Consultation, Christina Batorski Peacock will serve as Project Manager and Michelle Pellegrino will serve as the HR Consultant. Detailed résumés are presented below and on the following pages.

Résumés

Christina Batorski Peacock, PHR

Profile

Mrs. Peacock has over 19 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, compliance, labor relations, test administration, employee relations, and policy development. Specifically, Mrs. Peacock worked directly on recruitment efforts for entry-level Police Officer and entry-level Firefighter as well as sworn and uniform promotional recruitments with the City of Chicago for over 10 years.

Employment History

- Manager, Recruitment Solutions, CPS HR Consulting
- Deputy Commissioner of Human Resources, City of Chicago
- Assistant Commissioner of Human Resources, City of Chicago
- Adjunct Professor (Managing Organizational Change), Keller School of Graduate Management
- Recruiting Analyst Supervisor, City of Chicago
- Human Resources Analyst II, City of Chicago
- Human Resources Manager/Payroll Administrator, Bethesda Home & Retirement Center
- Staffing Specialist, Northwestern University
- Employment Coordinator, Northwestern University

Professional Experience

- Managed human resource personnel responsible for executing recruitment and selection processes for 30+ clients resulting in the review of 40,000+ applications and 1,200 hires, annually.
- Collaborated with the Chicago Police Department on entry-level Police Officer recruitment and selection efforts for over 10 years resulting in diverse applicant pools ranging from 18,000 to 27,000 candidates for a single recruitment.
- Performed a lead role in establishing fair and transparent recruitment and selection processes which alleviated the City of Chicago from Federal Monitor Oversight on all hiring practices.
- Taught graduate level classes in managing organizational change.
- Mediated and resolved labor relations issues in a union environment.

Education

- M.P.A. DePaul University, Chicago, IL – Public Administration
- B.A. Marquette University, Milwaukee, WI – Human Resources & Communication Studies

Professional Organizations and Affiliations

- Society of Human Resources Management (SHRM)
- International Public Management Association for Human Resources (IPMA-HR)

Michelle Pellegrino

Profile

Ms. Pellegrino has over 15 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, classification and compensation, labor and employee relations, benefits, and policy development.

Employment History

- Senior Consultant, CPS Human Resource Services
- Human Resources Manager, City of Dixon Human Resources
- Labor Relations Officer, City of Sacramento Department of Human Resources
- Personnel Analyst, University of California Department of Agriculture and Natural Resources
- Senior Human Resources Analyst, Solano County Department of Human Resources

Professional Experience

- Managed the human resource and risk management activities of a local city of approximately 100 employees, including policy development, recruitment/selection, job classification and compensation, employee benefits, labor and employee relations, and risk management.
- Experienced in recruitment and selection, including development of advertising plans, outreach to potential candidates, development of exam processes, and creation of eligible lists for a wide range of job classes, including sworn staff, professional staff, and management positions.
- Has project manager experience on multiple large projects, including implementing online applications systems for multiple agencies, implementing the Human Resources Information System (HRIS) module for the City of Dixon, and a large-scale calculation of seniority date calculations, posting of lists, and notification to affected employees for Solano County. Provided planning, direction, and coordination of these projects, led staff teams, and worked closely with department representatives.
- Established cooperative working relationships with directors, managers, and supervisors with interpretation and applying personnel policy and procedures, discipline, recruitment/selection, classification and leave management.
- Participated in contract negotiations with multiple unions including Police, Fire, Correctional Officer, Professional Staff and Miscellaneous Employee Units.
- Established cooperative working relationships and resolved labor relations issues with multiple unions.

Education

- Bachelor of Arts, Psychology, University of California, Davis

Professional Organizations and Affiliations

- Senior Certified Professional (IPMA-SCP) with the International Public Management Association for Human Resources (IPMA-HR)



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006
(916) 228-3058 - Fax (916) 228-3079

Resolution #1-20

Resolution to Implement the Preliminary Budget and Resulting Layoff and Designation of Un-Funding Positions

WHEREAS, the Governing Board of the Sacramento Regional Fire/EMS Communications Center, (“Center”) adopted its Preliminary Budget at its Regular Meeting on June 9, 2020;

WHEREAS, the Preliminary Budget as prepared by Center Staff and adopted by the Board accounted for the impact of the COVID-19 Emergency (as recognized and declared by the Board on April 14, 2020), on the economy and budgets of the Center’s Member Agencies;

WHEREAS, upon approval of the Preliminary Budget, the Board directed staff to bring a resolution back to the Board to memorialize the implementation of the Preliminary Budget, which the Executive Director was authorized to initiate;

WHEREAS, the Preliminary Budget required the Executive Director to initiate the following layoffs:

Classification Title	No. of Positions
GIS Coordinator	1
Facilities Manager	1
Office Specialists	1

WHEREAS, the Preliminary Budget required the Executive Director to un-fund the following vacant positions:

Classification Title	No. of Positions
Administrative Analyst	1
Dispatch Supervisor	1
Dispatcher 1	5

WHEREAS, the Center is a joint powers authority duly organized and existing under Section 6500 et seq. of the Government Code and the Third Amended Joint Powers Agreement dated July 10, 2014 (the “JPA”) by and between various political subdivisions of the State of California (collectively, the “JPA Parties”);

WHEREAS, the JPA provides that Center may take action on personnel matters brought before it by the Center’s chief executive, limited by those restrictions that apply to a fire protection district or charter city;

WHEREAS, the City of Sacramento is a Charter City and authorizes the layoff of personnel, in the order of their classification seniority, upon fourteen (14) calendar days’ notice;

WHEREAS, the Center’s chief executive, in accordance with seniority, provided notice to the employees in the Classifications identified for layoff above that they would be laid off, effective June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The forgoing recitals are true and correct.
2. The layoffs identified above shall be effective close of business June 30, 2020.
3. The positions designed as unfunded shall be unfunded effective close of business June 30, 2020.
4. Executive Director or his designee shall take any additional steps necessary to implement this Resolution.

Passed and adopted by the Governing Board of Center this 23rd day of June, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

BY:

ATTEST:

Chris Costamagna, Chairperson

Michael McLaughlin, Vice Chairperson

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES IT Consulting Services

This agreement (“Agreement”) is by and between the Sacramento Regional Public Safety Communications Center (“Center”) and Diane House (“Contractor”) (together, they are referred to as “Parties,” and individually, as a “Party”).

RECITALS

1. Center is authorized by Section 53060 of the California Government Code to contract with and employ any persons to furnish special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained, experienced, and competent to perform the special services that are required.
2. Center is in need of such services and advice, and the Contractor warrants that it is specially trained, licensed, experienced, and competent to perform the services required by Center.

AGREEMENT

1. EXHIBITS

This Agreement has multiple Exhibits. Any Exhibit that is specified in this Agreement is by this reference made a part of it.

Exhibits include:

- Exhibit A: Scope of Services
- Exhibit B: Compensation
- Exhibit C: General Terms and Conditions
- Exhibit D: Insurance

2. EFFECTIVE DATE AND TERM

- a. This Agreement is effective on [**Insert Date**] (“Effective Date”).
- b. Unless terminated or otherwise cancelled in accordance with a provision of this Agreement, the term of this Agreement shall be: (i) from the Effective Date to (ii) [**insert Ending Date**].

3. INDEPENDENT CONTRACTOR.

Contractor, in the performance of this Agreement, is and shall act as an independent contractor. Contractor understands and agrees that Contractor and all of Contractor’s employees shall not be considered officers, employees, agents, partner, or joint venture of the Center, and are not entitled to benefits of any kind or nature normally provided employees of the Center and/or to which Center's employees are normally entitled,

including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

4. SCOPE OF SERVICES

Contractor shall furnish to the Center the services described in Exhibit A ("Services").

5. COMPENSATION

Contractor shall receive payment, for Services satisfactorily rendered pursuant to this Agreement, as specified in Exhibit B ("Compensation").

6. GENERAL TERMS AND CONDITIONS

The General Terms and Conditions are set forth in Exhibit C.

7. INSURANCE

Exhibit D, entitled Insurance, is attached and incorporated by reference.

8. NOTICE

Any notice required by this Agreement may be given either by personal service or by deposit (postage prepaid) in the U.S. mail addressed as follows:

To Center:

Sacramento Regional Public Safety
Communications Center
10230 Systems Parkway
Sacramento, CA 95827-3007
Attn: Joe Thuesen, Interim Chief
Executive Director

To Contractor:

Diane House
[Contractor Address]
[Contractor City, State, Zip code]

9. LIMITATION OF LIABILITY

Other than as provided in this Agreement, Center’s financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall Center be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

The Parties have executed this Agreement on the dates indicated below.

**Sacramento Regional Public Safety
Communications Center**

Diane House

Date: _____, 20__

Date: _____, 20__

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

EXHIBIT A
to AGREEMENT FOR SERVICES

SCOPE OF SERVICES

Contractor shall, as directed by the Center's Interim Chief Executive Director (currently Joe Thuesen), perform information technology consulting services, which include, by way of illustration and not by limitation, the following:

IT TEAM MANAGEMENT AND PROJECT MANAGEMENT

- a. Be an integral member of the Center team and integrate into the Center environment to effectively lead project teams, IT team and build positive professional relationships with the Center, its constituents, and other third parties and associates.
- b. Manage the Center IT Team and staff for identified projects and related specific activities within given constraints of time and budget.
- c. For projects, ensure scope, schedule and costs remain reasonable and achievable based on similar industry experience.
- d. Ensure contractors deliver their contract commitments as documented by tracking the deliverables, payment milestones and acceptance sign-offs.
- e. Manage the change control process throughout the projects.
- f. Hold regular IT and project status meetings.
- g. Allocate work among individuals, IT Team, the Center team, constituents, third parties and other resources associated with the management of the IT team and project activities.
- h. Lead the IT Team, project efforts, consult and provide guidance regularly.
- i. Ensure Center tasks are completed on time, with a goal of always being early.
- j. Conduct periodic reviews of IT projects and larger projects to ensure projects are on track.
- k. Ensure IT and project documentation remains updated and conveyed to relevant stakeholders on time.
- l. Plan, schedule and control IT and project activities to fulfill identified objectives, applying technical, theoretical and managerial skills to meet project requirements.
- m. Coordinate task interdependency tactics within the IT Team, their tasks and overall project strategy.

**EXHIBIT B
to AGREEMENT FOR SERVICES**

COMPENSATION

A. Compensation

Not to exceed the sum of , to be computed at the rate of eighty dollars (\$80) per hour.

Note: The Compensation has been significantly decreased from the former rate of one hundred thirty five dollars (\$135) per hour under Contractor's former contract with Center in connection with project management for the Tyler New World ("TWN") Computer Aided Dispatch ("CAD") system.

B. Payment

1. Schedule

Contractor shall be paid in monthly increments.

2. Process

Payment shall be made (for all undisputed amounts) within thirty (30) calendar days after the Contractor submits an invoice to the Center for Services actually completed.

EXHIBIT C
to AGREEMENT FOR SERVICES

GENERAL TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Contractor's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California public agencies.
2. **ORIGINALITY OF SERVICES.** Contractor agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the Center and/or used in connection with this Agreement, shall be wholly original to Contractor and shall not be copied in whole or in part from any other source, except those submitted to Contractor by Center as a basis for such services.
3. **PRODUCT.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of Center and cannot be used without Center's express written permission. Center shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the Center. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
4. **TERMINATION.**
 - a. **Without Cause by Center.** Center may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by Center shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three (3) days after the day of mailing, whichever is sooner.
 - b. **Without Cause by Contractor.** Contractor may not terminate this Agreement without cause.
 - c. **With Cause by Center.** Center may terminate this Agreement upon giving written notice of intent to terminate for cause. Cause shall include:
 - (1) material violation of this Agreement by the Contractor; or
 - (2) any act by Contractor exposing the Center to liability to others for personal injury or property damage; or
 - (3) Contractor is adjudged bankrupt, Contractor

makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Contractor's insolvency.

Written notice by Center shall contain the reasons for such intent to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the Center may secure the required services from another Contractor. If the expense, fees, and/or costs to the Center exceeds the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the Center upon the receipt of the Center's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to Center.

- d. **With Cause by Contractor.** Contractor may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - (1) material violation of this Agreement by the Center; or
 - (2) any act by Center exposing the Contractor to liability to others for personal injury or property damage; or
 - (3) Center is adjudged bankrupt, Center makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.Written notice by Contractor shall contain the reasons for such intention to terminate and unless within thirty (30) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the thirty (30) calendar days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to Contractor.
- e. Upon termination, Contractor shall provide the Center with all documents produced maintained or collected by Contractor pursuant to this Agreement, whether or not such documents are final or draft documents.

5. INDEMNIFICATION/ DEFENSE /HOLD

HARMLESS.

- a. **Generally.** To the furthest extent permitted by California law, Contractor shall indemnify, defend, and hold free and harmless the Indemnified Parties from any Claim to the extent that the Claim:
 - (1) arises out of, pertains to, or relates to the negligent errors or omissions (active or passive, ordinary or gross), recklessness (ordinary or gross), or willful misconduct of Contractor, its directors, officials, officers, employees, contractors, subcontractors, consultants, or subconsultants; or
 - (2) arises out of, pertains to, or relates to the performance of this Agreement
 - b. **Indemnified Parties, Defined.** The “Indemnified Parties” are the Center, its officers, consultants, employees, and trustees.
 - c. **Claim, Defined.** A “Claim” consists of actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, reasonable attorney’s and consultants’ fees and causes of action to property or persons, including personal injury and/or death, except that:
 - (1) If the Contract is a contract for design professional services under Civ. Code, § 2782.8, a “Claim” shall be limited to those that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor; and
 - (2) If the Contract is a construction contract with a public agency under Civ. Code, § 2782, a “Claim” shall exclude any loss to the extent that such loss arises from the active negligence, sole negligence, or willful misconduct of the Indemnified Parties or defects in design furnished by those persons.
 - d. The Center may accept or reject legal counsel Contractor proposes to defend the Center with, in its sole and absolute discretion, and may thereafter appoint, legal counsel to defend the Center at Contractor’s expense against a Claim set forth in Section 5.a, supra, of this Exhibit C.
- 6. INSURANCE.** The Contractor shall procure and maintain at all times it performs any portion of the Services the insurances specified in Exhibit D to the Agreement.
- 7. CONFIDENTIALITY.** The Contractor and the Contractor’s agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services (“Confidential

Information”), and shall not disclose Confidential Information, including information derived from Confidential Information, to any person not a party to this Agreement without the express prior written consent of the Center, except as required by law or as necessary for Contractor’s agents, personnel, employee(s), and/or subcontractor(s) to perform the Services. If Contractor or any of Contractor’s agents, personnel, employee(s), and/or subcontractor(s) is served with any subpoena, court order, or other legal process seeking disclosure of any Confidential Information, both Contractor and the person served shall each promptly send to Center notice(s) of the legal process”, but in no event shall do so any later than forty-eight (48) hours or such shorter time frame as necessary so that Center may exercise any applicable legal rights and remedies. Contractor shall require its agents, personnel, employee(s), and/or subcontractor(s), as a condition of their retention, appointment, employment, or contract, to agree to comply with the provisions of this Section, and shall not permit its agents, personnel, employee(s), and/or subcontractor(s) access to Confidential Information in the absence of such agreement being effective. The obligations imposed in this Section shall survive the termination of this Agreement.

- 8. CONFLICT OF INTEREST.** Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provisions of Gov. Code, § 1090 et seq. and Chapter 7 of the Political Reform Act of 1974 (Gov. Code, § 87100 et seq.), and certifies that it does not know of any facts that constitute a violation of those provisions. In the event Contractor receives any information subsequent to execution of this Agreement that might constitute a violation of these provisions, Contractor agrees it shall immediately notify Center of this information.
- 9. APPROVAL OF LEGISLATIVE BODY.** This Agreement shall not be binding upon Center until Center’s Governing Board has approved all the terms and conditions contained herein.
- 10. DISPUTES.** Pending resolution of any dispute, Contractor shall neither rescind the Agreement nor stop performing the Services.
- 11. COMPLIANCE WITH LAWS.** Contractor shall observe and comply with all rules and regulations of the governing board of the Center and all federal, state, and local laws, ordinances and regulations. Contractor shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Contractor observes that any of the Services required by this Agreement is at variance with any such laws, ordinance, rules or regulations,

Contractor shall notify the Center, in writing, and, at the sole option of the Center, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Contractor's receipt of a written termination notice from the Center. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the Center of the violation, Contractor shall bear all costs arising therefrom.

12. PERMITS/LICENSES. Contractor and all Contractor's employees or agents shall secure and maintain in force all permits and licenses that are required by law in connection with the furnishing of Services pursuant to this Agreement.

13. ANTI-DISCRIMINATION. It is the policy of the Center that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other class or status protected by applicable law, and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).

14. AUDIT. Contractor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Contractor transacted under this Agreement. Contractor shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Contractor shall permit the Center, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the Center shall give reasonable prior notice to Contractor and shall conduct audit(s) during Contractor's normal business hours, unless Contractor otherwise consents.

15. EVALUATION OF CONTRACTOR AND SUBORDINATES. The Center may evaluate the Contractor in any manner which is permissible under the law. The Center's evaluation may

include, without limitation:

- a. Requesting that Center employee(s) evaluate the Contractor and the Contractor's employees and subcontractors and each of their performance.
- b. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subcontractor(s)

16. TIME IS OF THE ESSENCE. Time is of the essence in the performance of Services and the timing requirements agreed upon by the Parties, if any, shall be strictly adhered to unless otherwise modified in writing in accordance with Section 28 of this Agreement. Contractor shall commence performance and shall complete all required Services no later than the dates agreed upon by the Parties. Any Services for which times for performance are not specified shall be commenced and completed by Contractor in a reasonably prompt and timely manner based upon the circumstances and direction communicated to Contractor by Center.

17. PROVISIONS REQUIRED BY LAW DEEMED INSERTED. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though it were included. If through mistake or otherwise, any provision is not inserted or is not correctly inserted, then upon application of either Party, the Agreement shall be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements, and enactments in the subject which are in effect as of the date of this Agreement, and any later changes which do not materially and substantially alter the positions of the Parties.

18. ASSIGNMENT AND SUCCESSORS. Neither Center nor Contractor shall, without the prior written consent of the other Party, assign the benefit or in any way transfer their respective obligations under this Agreement. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and, except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

19. SEVERABILITY. In the event that any provision of this Agreement shall be construed to be illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal or invalid provision had never been included herein, unless to do so would frustrate the intent and purpose of this Agreement.

- 20. FORCE MAJEURE.** No Party shall be liable to any other Party for any loss or damage of any kind or for any default or delay in the performance of its obligations under this Agreement (except for payment obligations) if and to the extent that the same is caused, directly or indirectly, by fire, flood, earthquake, elements of nature, epidemics, pandemics, quarantines, acts of God, acts of war, terrorism, civil unrest or political, religious, civil or economic strife, or any other cause beyond a Party's reasonable control.
- 21. VENUE/GOVERNING LAWS.** This Agreement shall be governed by the laws of the State of California and venue shall be in the County and/or federal judicial district in which the Center's principal administrative office is located.
- 22. ATTORNEY'S FEES.** If suit is brought by either Party to enforce any of the terms of this Agreement, each Party shall bear its own attorney's fees and costs.
- 23. EXHIBITS.** All Exhibits referred to in this Agreement are incorporated in this Agreement and made a part of this Agreement as if fully set forth herein.
- 24. ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Center and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing, signed by both Center and Contractor.
- 25. MODIFICATION.** This Agreement may be amended at any time by the written agreement of Center and Contractor.
- 26. WAIVER.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.
- 27. AUTHORITY.** The individual executing this Agreement on behalf of Contractor warrants that he/she is authorized to execute the Agreement on behalf of Contractor and that Contractor will be bound by the terms and conditions contained herein.
- 28. HEADINGS AND CONSTRUCTION.** Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the Parties and are not a part of the Agreement. Whenever required by the context of this Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, sections, subparagraphs, and subsections are to this Agreement.

29. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, together, when signed by all of the Parties hereto, shall constitute one and the same instrument. A facsimile or electronic signature shall be as valid as an original.

**EXHIBIT D
to AGREEMENT FOR SERVICES**

INSURANCE

1. Contractor shall procure and maintain at all times it performs any portion of the Services the following insurances with minimum limits equal to the amounts indicated below.
 - a. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the Center, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001)
 - b. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services. Contractor shall sign and file with the Center the following certification prior to performing the work of the contract: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."
 - c. **Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Contractor's profession.

Type of Coverage	Minimum Coverage
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	\$1,000,000 \$1,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	\$100,000 \$300,000
Professional Liability	\$1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$1,000,000

2. The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage's have been delivered in duplicate to the Center and approved by the Center. Certificates and insurance policies shall include the following:
 - a. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the Center, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
 - b. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
 - c. An endorsement stating that the Center and the State and their representatives, employees, trustees, officers, consultants, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability

Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by Center.

- d. All policies shall be written on an occurrence form, except for Professional Liability which shall be on a claims-made form.



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

DATE: June 23, 2020

TO: Governing Board

SUBJECT: Approve Execution of Independent Contractor for Diane House's IT Team Management and Project Management Performed between July 1, 2018 and January 31, 2019

TOPIC

Board approval is needed to execute an Independent Contract for Diane House for the dates of July 1, 2018 to January 31, 2019.

DISCUSSION

Beginning as early as December 2016, Diane House served as an Independent Contractor for the Center as a Project Manager for various projects, including CAD, WESTNET, Mobile and ProQA.

Beginning on July 1, 2018, Diane House began working under the terms of a new independent contractor agreement. Ms. House continued to provide services for the Center from July 1, 2018 through January 31, 2019 as an Independent Contractor. Between July 1, 2018 and January 31, 2019, Ms. House was paid for the services she provided and documented in monthly invoices submitted to the Center. However, an agreement to memorialize those services was not formally adopted by the Board or executed by the Center or Ms. House.

An Independent Contractor Agreement ("Contract") is on the Agenda for the Board to formally execute and memorialize the services Ms. House provided between July 1, 2018 and January 31, 2019. The Contract, which remained in draft form had the following blanks:

- Term
- Address for Ms. House
- Not to exceed amount

The Term has been completed with July 1, 2018 and January 31, 2019 to reflect the dates documented in invoices and paid by the Center. However, the other two sections have been struck through and will remain as such for the Board's approval as there is no evidence that such language was ever agreed upon between the Center's then acting Interim Executive Director and Ms. House.

Due to the services rendered and compensated, the Center requests that the Independent Contractor Agreement for IT Team Management and Project Management with Diane House be formally approved to memorialize the services Ms. House provided between July 1, 2018 and January 31, 2019.



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FISCAL IMPACT

There is no immediate fiscal impact of approving the execution of this contract, as fees for services have already been paid in full. Any additional fiscal impact of approving the execution of the contract is unknown at this time.

RECOMMENDATION

The Center recommends that the JPA Board authorize the execution of the Independent Contractor Agreement for IT Team Management and Project Management Services with Diane House between July 1, 2018 and January 31, 2019.

Submitted by:

Tyler Wagaman
Executive Director

**AMENDMENT TO
AGREEMENT FOR SERVICES OF AN EXECUTIVE DIRECTOR
Between the
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
and the
SACRAMENTO METROPOLITAN FIRE DISTRICT**

The Sacramento Regional Fire/EMS Communications Center (“Center”) and Sacramento Metropolitan Fire District (“Sac Metro”) are parties to an Agreement for Services of an Executive Director (“Agreement”) with a current term of January 14, 2020 through June 30, 2021. The Agreement provided as follows in Section B.6., entitled “Compensation”:

Center shall reimburse Sac Metro for the cost of salary and benefits as set forth in Exhibit B. Exhibit B shall be numbered sequentially (e.g. B-1, B-2, etc.), as the parties mutually agree in writing to any increase in salary.

In accordance with Section B.6 of the Agreement, the parties mutually agree to increase the “Compensation” for Executive Director as set forth in the attached Exhibit B-2. Exhibit B-2 shall be appended to the Agreement and govern the Executive Director’s Compensation effective July 1, 2020.

The remainder of the Agreement shall remain status quo.

Dated: _____

**FOR THE SACRAMENTO REGIONAL FIRE/EMS
COMMUNICATIONS CENTER**

By: _____
Chairperson of the Board of Directors

Dated: _____

**FOR THE SACRAMENTO METROPOLITAN FIRE
DISTRICT**

By: _____

Attest: _____

I, Tyler Wagaman, agree to serve as the Executive Director, and agree to the terms and conditions as set forth in the Agreement and as revised by the attached Exhibit B-2.

Dated: _____

TYLER WAGAMAN

**EXHIBIT B-2
AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR**

A. Compensation

Effective July 1, 2020, Center shall reimburse Sac Metro Twenty-Six Thousand Five Hundred Two Dollars and Twenty-Six Cents (\$26,502.26), monthly.

B. Promotion and Cost of Living Increases

Should Wagaman be promoted or receive a cost of living increase from Sac Metro, the Center Board shall have the right to refuse to reimburse Sac Metro for the increase in salary and benefits as a result of such cost of living increase or promotion. If the Center Board refuses to reimburse for any such increase, Sac Metro shall pay all salary and benefits in excess of the compensation set forth in this Agreement.

SRFECC Telephony Performance Measure April 2020

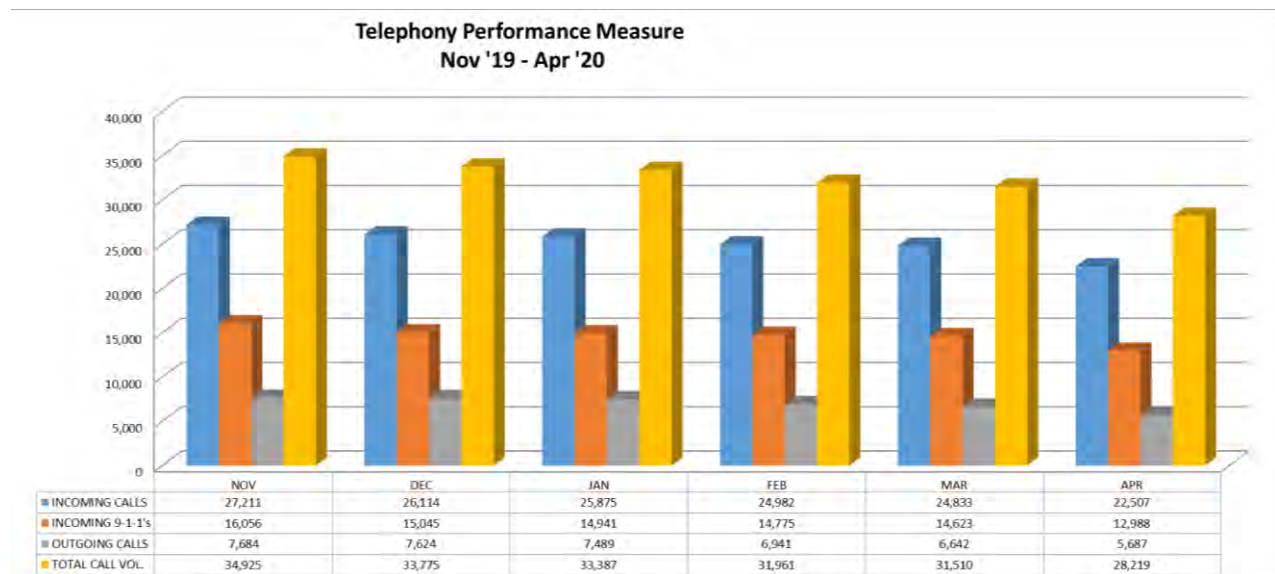
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of April, 2020 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police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

Summary of Information

During the month of April, 2020 dispatch staff processed **22,507** incoming calls and **5,687** outgoing calls for a total call volume of **28,219**.

Detailed Breakdown of Information – Incoming Lines

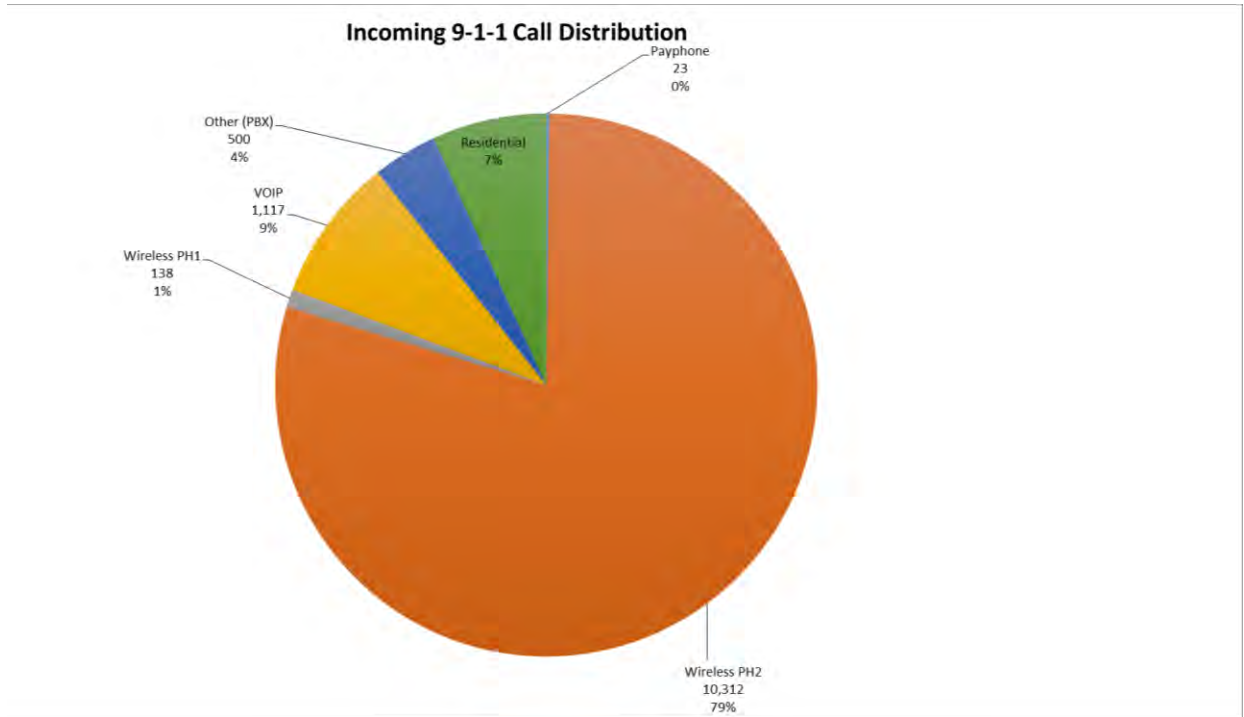
- **9-1-1 Emergency lines: 12,988**
- **“Seven-Digit” Emergency lines (7DE): 3,544**
- **Allied Agency/Alarm Companies: 2,762**
- **Non-Emergency/Administrative (7DA) lines: 3,457**



SRFEC Telephony Performance Measure

April 2020

The following data represents incoming call distribution according to class of service.
April totals: **12,988** incoming 9-1-1 calls:



SRFECC Telephony Performance Measure April 2020

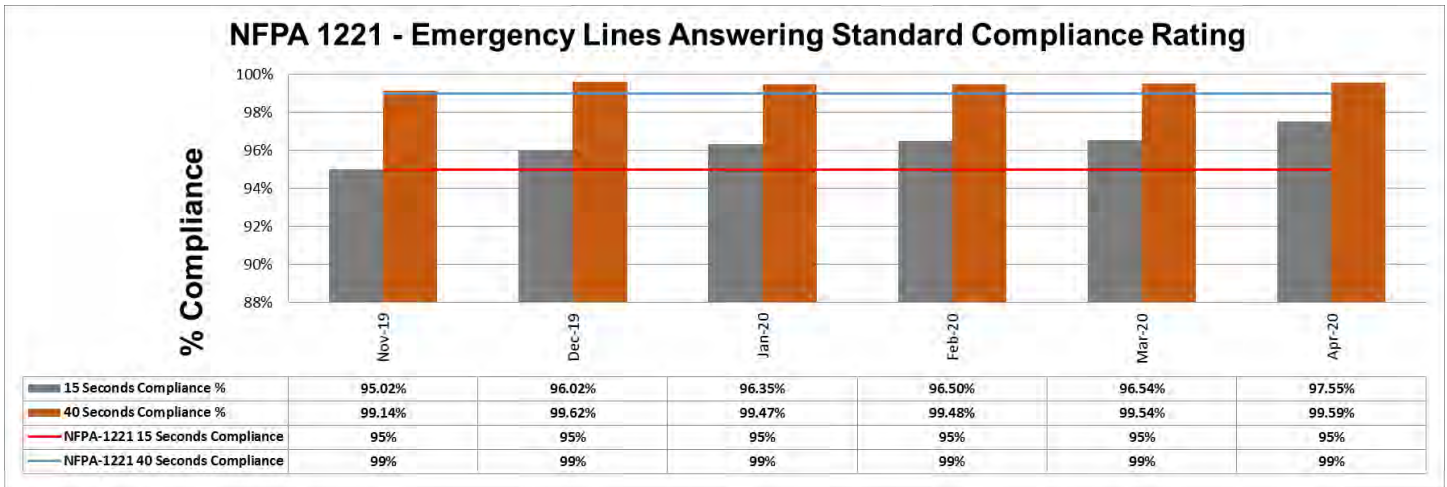
Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

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

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

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In April, the dispatch team answered all calls on emergency lines within 15 seconds 97.55% of the time and answered within 40 seconds 99.59%.

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





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Telephony Performance Measure May 2020

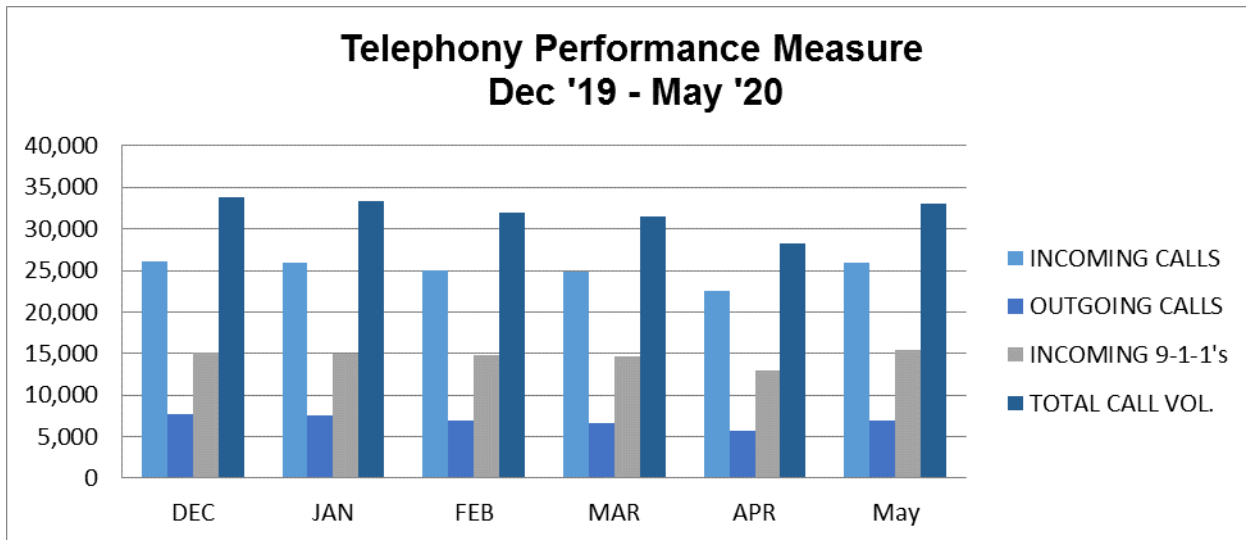
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of May, 2020 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police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

Summary of Information

During the month of May, 2020 dispatch staff processed **25,980** incoming calls and **6,996** outgoing calls for a total call volume of **33,020**.

Detailed Breakdown of Information – Incoming Lines

- **9-1-1 Emergency lines: 15,445**
- **“Seven-Digit” Emergency lines (7DE): 3,970**
- **Allied Agency/Alarm Companies: 3,067**
- **Non-Emergency/Administrative (7DA) lines: 3,824**



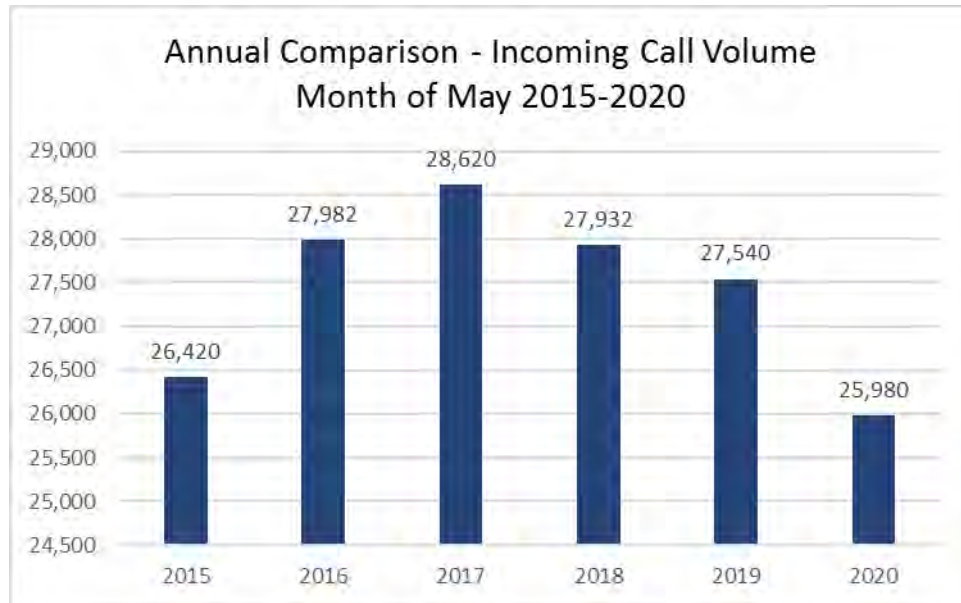


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The following data represents incoming call comparisons for the same month over a 5 year time period:





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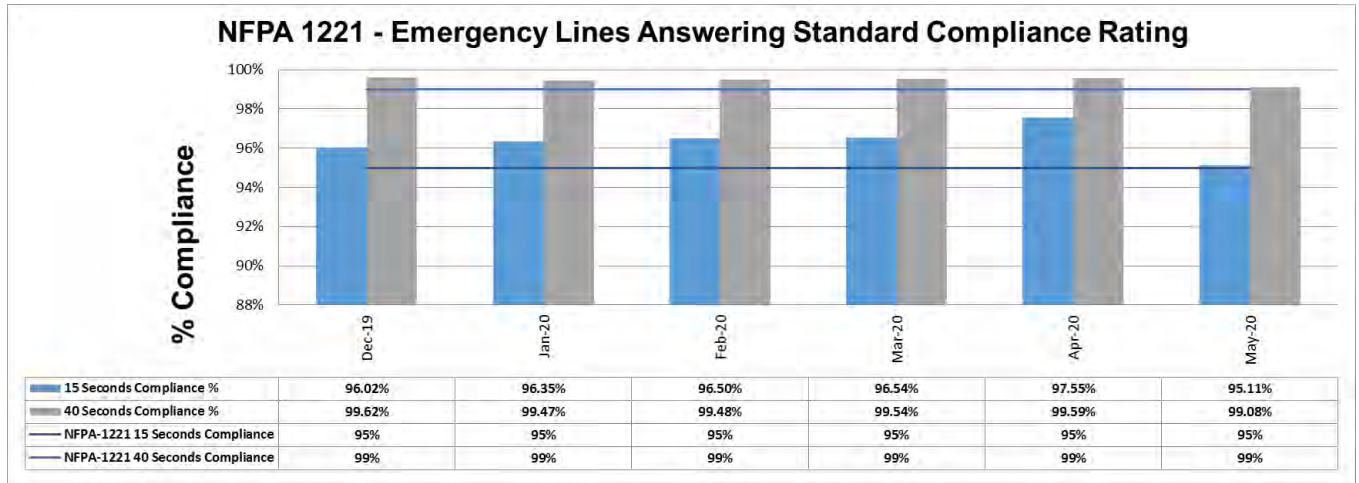
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Rule 7.4.1: “Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.”

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In May, the dispatch team answered all calls on emergency lines within 15 seconds 95.11% of the time and answered within 40 seconds 99.08%.

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





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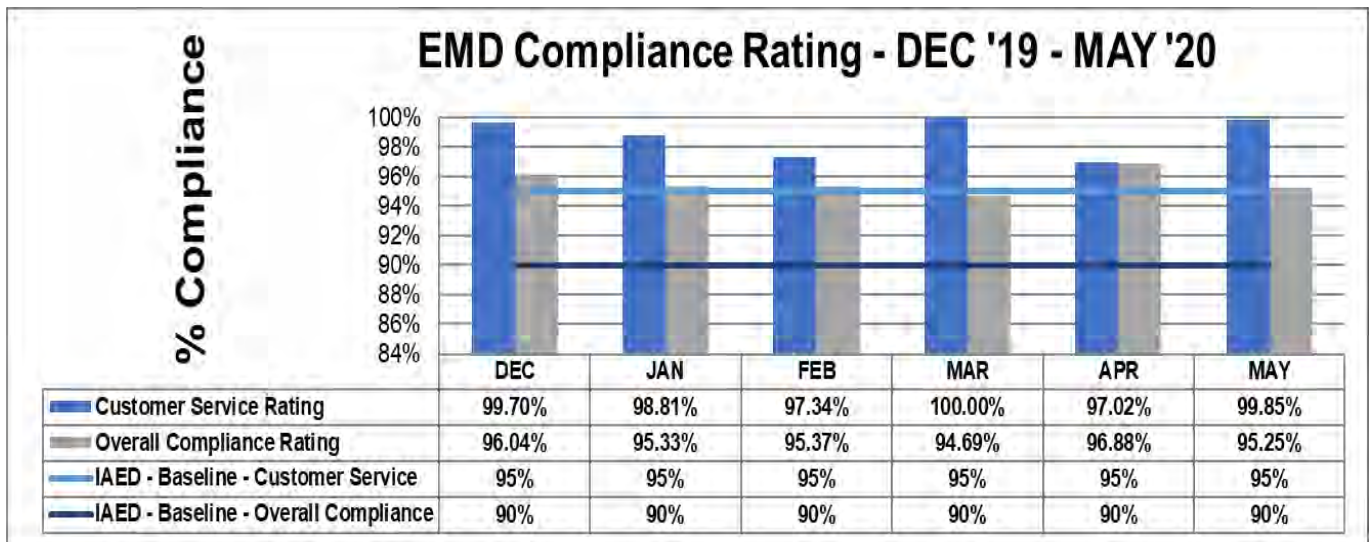
Emergency Medical Dispatching (EMD) Compliance Scores May 2020

Customer Service Score Average (Baseline Requirement of 95%)

- Overall Customer Service Score – MAY: 99.85

Overall Compliance Score Average (Baseline Requirement of 90%)

- Overall Compliance Score – MAY: 95.25





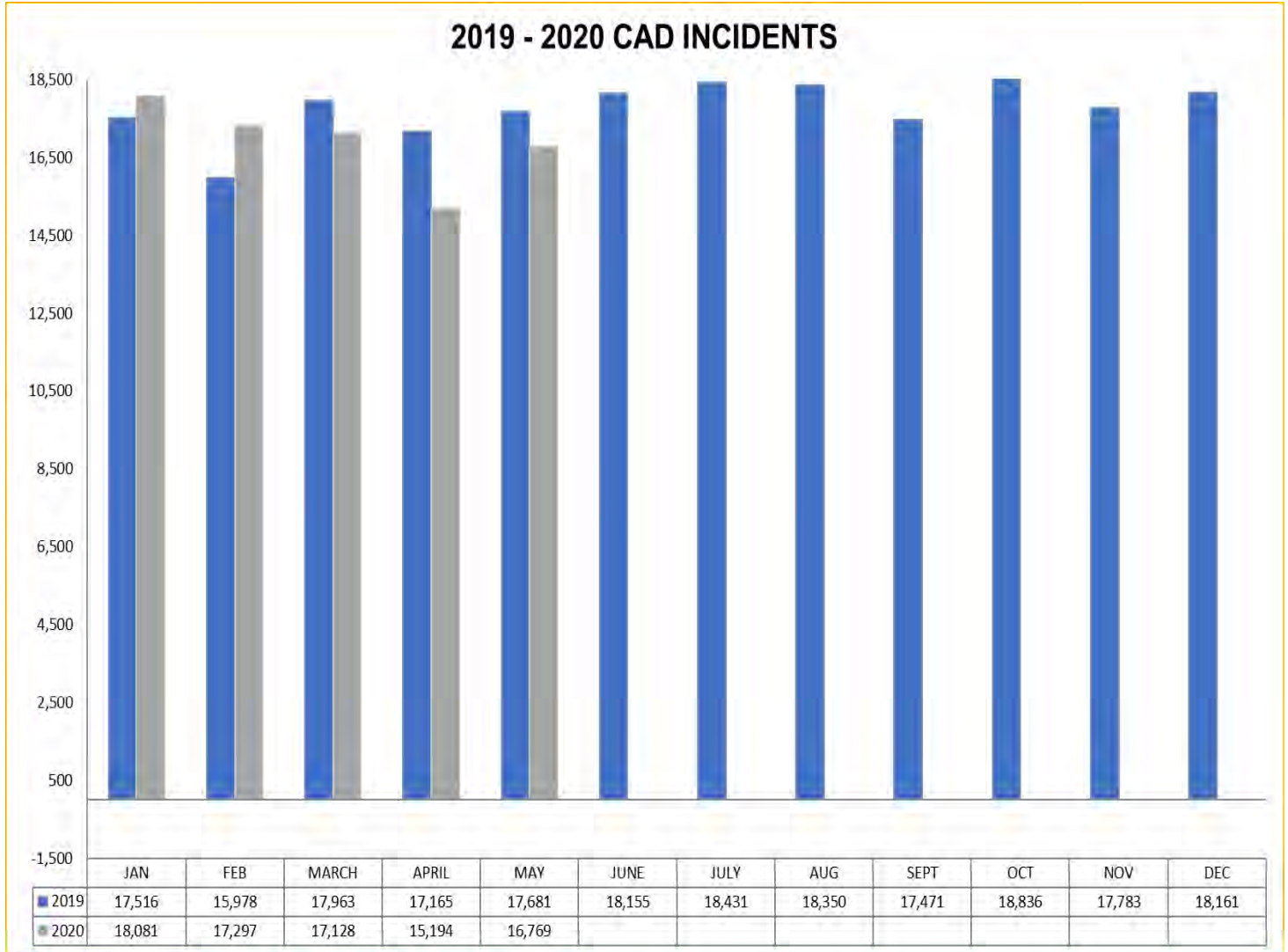
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CAD Incidents May 2020

Total number of CAD incidents entered for MAY: 15,194



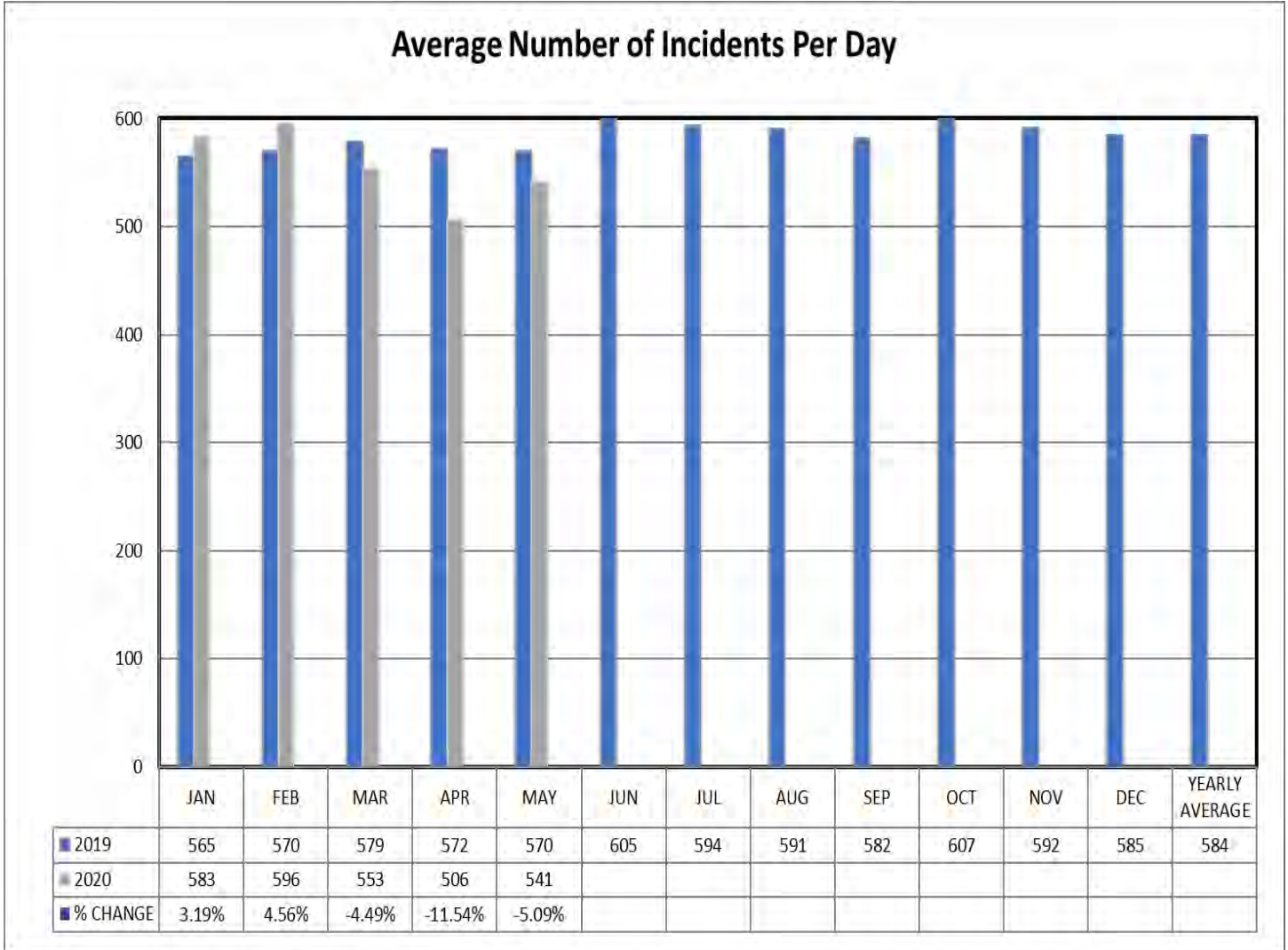


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Average number of CAD incidents entered per day for MAY: 541





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Executive Monthly Credit Card Usage Report

Reporting Month: April 2020

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	EDS
3418	Shmatovich	Open	\$ 5,000.00	\$ 529.93	MS ^{DS}	DD ^{DS}	EDS ^{DS}
7447	Tackett	Open	\$ 1,500.00	\$ 138.06	ST ^{DS}	DD ^{DS}	EDS ^{DS}
4358	Vargo	Open	\$ 5,000.00	\$ 706.06	CV ^{DS}	DD ^{DS}	EDS ^{DS}
6115	Mackey	Open	\$ 1,500.00	\$ -	K ^{DS}	DD ^{DS}	EDS ^{DS}
8740	Wagaman	Open	\$ 10,000.00	\$ 3,375.30		DD ^{DS}	EDS ^{DS}
		Total:	\$ 23,000.00	\$ 4,749.35		DD ^{DS}	EDS ^{DS}

Monthly Activity: April 2020

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: Chief Wagaman – temporary increased to \$10K

Monthly Liability: \$23,000.00



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FY 19-20					
Total Monthly Credit Card Usage					
July	\$	7,437.00	January	\$	2,240.41
August	\$	3,068.91	February	\$	3,755.60
September	\$	2,463.44	March	\$	4,933.43
October	\$	9,164.62	April	\$	4,749.35
November	\$	3,371.55	May		
December	\$	5,066.94	June		

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

DocuSigned by:

Tyler Wagaman

5/8/2020

Executive Director Signature

Date



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC – FY 19/20 Budget to Actuals Report

Month of April 2020

Page 1 of 3

GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
EMPLOYEE-RELATED EXPENSES								
5010	Base Salaries and Wages	4,697,256	303,157	3,001,781	3,923,192	921,411	23%	1,695,476
5020	Overtime	210,000	8,992	204,697	174,934	(29,763)	(17%)	5,303
5030	Overtime - FLSA	137,436	5,684	55,257	114,532	59,275	52%	82,179
5040	Uniform Allowance	31,000	293	30,931	29,500	(1,431)	(5%)	69
5050	Night/Admin Shift Differential	29,910	2,468	27,059	24,878	(2,181)	(9%)	2,851
5055	Out-of-Class Pay	25,000	50	18,152	23,800	5,648	24%	6,848
5060	Longevity	30,800	2,750	33,600	25,600	(8,000)	(31%)	(2,800)
5065	On-Call Pay	73,000	4,275	45,500	60,750	15,250	25%	27,500
5115	Vacation Cash Out	64,998	1,197	70,323	56,613	(13,711)	(24%)	(5,325)
5120	Sick Leave	0	3,880	78,084	0	(78,084)	0%	(78,084)
5130	CTO Leave	0	0	12,353	0	(12,353)	0%	(12,353)
5140	Holiday Pay	192,640	0	123,777	160,532	36,755	23%	68,863
5220	Training Pay	31,000	1,565	29,129	25,834	(3,296)	(13%)	1,871
5225	Medical Insurance Pool	0	0	14,971	0	(14,971)	0%	(14,971)
5310	Workers Compensation Insurance	60,000	13,651	44,038	50,000	5,962	12%	15,962
5410	FED ER Tax - Medicare	70,000	4,460	50,856	58,333	7,478	13%	19,144
5413	FED ER Tax - Social Security	10,500	0	369	8,750	8,381	96%	10,131
5420	State ER Tax - ETT	2,100	0	378	1,750	1,372	78%	1,722
5423	State ER Tax- UI-	22,000	0	16,243	18,333	2,090	11%	5,757
5510	Medical Insurance	896,412	61,124	545,433	747,071	201,638	27%	350,979
5520	Dental Insurance	48,608	7,400	64,499	40,309	(24,190)	(60%)	(15,891)
5530	Vision Insurance	5,003	461	4,924	4,149	(775)	(19%)	79
5610	Retirement Benefit Expense	1,126,492	87,662	879,264	938,735	59,471	6%	247,228
5620	OPEB Benefit Expense	281,683	20,749	187,951	233,654	45,703	20%	93,731
5625	Education Incentive	30,000	1,944	16,125	25,000	8,875	36%	13,875
5690	Other Salary and Benefit Expns	12,000	2,008	18,186	12,000	(6,186)	(52%)	(6,186)
TOTAL EMPLOYEE-RELATED EXPENSES		8,087,838	533,770	5,573,880	6,758,249	1,184,368	18%	2,513,958

GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
MATERIALS & SUPPLIES								
6010	Office Supplies	10,000	34	4,456	8,333	3,877	47%	5,544
6011	Office Supplies CTC	2,000	0	7	1,667	1,659	100%	1,993
6013	Office Supplies - Ink Cartridge	8,200	314	4,530	6,834	2,304	34%	3,670
6015	Equipment Rental	7,200	582	6,013	6,000	(13)	(0%)	1,187
6020	Postage	1,000	1	201	833	632	76%	799
6090	Other Materials and Supplies	13,500	2,695	17,174	11,250	(5,924)	(53%)	(3,674)
TOTAL MATERIALS & SUPPLIES		41,900	3,626	32,381	34,917	2,536	7%	9,519

GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
PROFESSIONAL SERVICES								
6110	Legal Services	180,000	6,615	120,993	150,000	29,007	19%	59,007
6115	Accounting and Audit Services	16,000	0	18,100	13,333	(4,767)	(36%)	(2,100)
6120	Actuary Services	17,000	0	5,000	17,000	12,000	71%	12,000
6125	Consulting Services	349,657	93,309	372,025	291,381	(80,645)	(28%)	(22,368)
6140	Technological Services	57,500	540	3,300	47,917	44,617	93%	54,200
6190	Other Professional Services	0	0	30,983	0	(30,983)	0%	(30,983)
TOTAL PROFESSIONAL SERVICES		620,157	100,464	550,401	519,631	(30,770)	-6%	69,756



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GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES								
6220	Maintenance - Radios & Radio Equipment	32,930	(2,044)	27,220	27,442	222	1%	5,710
6221	Maintenance - Radio Consoles & Other	73,415	12,980	75,159	61,179	(13,980)	(23%)	(1,744)
6223	Radio - Backbone Subscription SRRCs	108,674	4,076	103,923	90,562	(13,361)	(15%)	4,751
6230	Communication Services	293,193	19,730	210,393	244,328	33,935	14%	82,801
6245	Maintenance - Tower Equipment	15,000	1,353	13,509	12,500	(1,009)	(8%)	1,492
6247	Comm Van Materials/Equipment	9,120	0	40	7,600	7,560	99%	9,080
6290	Other Communication Services and Equipment	20,000	4,804	5,815	16,667	10,852	65%	14,185
TOTAL COMMUNICATION EQUIPMENT & SERVICES		552,332	40,899	436,059	460,278	24,219	5%	116,275

GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
HW & SW MAINT								
6310	Hardware Maintenance - Equipment	22,289	1,856	18,577	18,574	(2)	(0%)	3,712
6316	Hardware Maint - Network	41,900	3,492	34,917	34,917	0	0%	6,983
6319	Hardware Maintenance Other	14,500	(1,991)	12,083	12,083	0	(0%)	2,417
6320	Software Maintenance - Applications	181,058	7,113	107,816	150,882	43,065	29%	73,242
6322	CAD Maintenance and Support/Northrop Grumman	236,690	11,117	128,408	197,242	68,833	35%	108,282
6323	Software Maintenance - GIS	69,287	5,519	58,493	57,739	(754)	(1%)	10,794
6330	Software Maintenance - Network	16,630	1,384	15,147	13,858	(1,289)	(9%)	1,483
6390	Other, Computer Services and Supplies	12,000	140	3,232	10,000	6,768	68%	8,768
TOTAL HW & SW MAINT		594,354	28,630	378,673	495,295	116,621	24%	215,680

GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
FACILITIES & FLEET								
6410	Services - Landscaping	9,800	800	7,200	8,167	967	12%	2,600
6415	Maintenance - Building	28,119	3,475	5,436	23,433	17,996	77%	22,683
6260	Lease - CTC	18,000	1,500	15,000	15,000	0	0%	3,000
6420	Services - Custodial	73,320	4,000	40,140	61,100	20,960	34%	33,180
6421	Services - Center Security	53,400	160	45,277	44,500	(777)	(2%)	8,123
6425	Maintenance - HVAC	16,742	937	16,391	13,952	(2,439)	(17%)	351
6235	Maintenance - Power Supply	73,180	6,290	63,834	60,984	(2,850)	(5%)	9,347
6430	Services - Cable	1,920	172	1,686	1,600	(86)	(5%)	234
6435	Services - Pest Control	600	50	736	500	(236)	(47%)	(136)
6490	Other, Facilities and Fleet	5,623	885	7,930	4,686	(3,244)	(69%)	(2,307)
6510	Utilities - Electric	86,700	4,594	49,367	72,250	22,883	32%	37,333
6515	Utilities - Water	9,250	395	7,367	7,708	341	4%	1,883
6520	Utilities - Refuse Collection / Disposal	5,916	494	5,435	4,930	(504)	(10%)	482
6525	Utilities - Sewage Disposal Services	1,442	344	2,630	1,202	(1,428)	(119%)	(1,188)
6635	Services - Bottled Water	3,000	263	3,153	2,500	(653)	(26%)	(153)
6645	Services - Printing	2,000	76	1,080	1,667	587	35%	920
6650	Services - Shredding	2,000	168	1,769	1,667	(103)	(6%)	231
6652	Fleet - Maintenance	7,500	0	1,340	6,250	4,910	79%	6,160
6654	Fleet - Fuel	14,950	501	6,432	12,458	6,026	48%	8,518
6655	Insurance (Property and Fleet)	45,500	4,224	37,181	37,917	735	2%	8,319
6690	Other - Facility & Fleet Management	7,180	2,071	5,653	5,983	330	6%	1,526
TOTAL FACILITIES & FLEET		466,142	31,399	325,037	388,454	63,416	16%	141,106



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GL Account	Description	FY 19/20 Budget	Apr-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	FY 19/20 Bud - Act	YTD Variance % Bud - Act	Budget Remainder
RECRUITMENT, RETENTION & TRAINING								
6610	Recruitment	30,210	4,228	25,800	25,175	(625)	(2%)	4,410
6612	Employee Retention	15,500	908	3,046	12,917	9,871	76%	12,454
6615	Employee Education & Training	19,950	10,843	23,078	16,625	(6,453)	(39%)	(3,128)
6618	Conference Registration	12,766	(700)	65	10,638	10,573	99%	12,701
6621	Air	13,000	0	(49)	10,833	10,883	100%	13,049
6622	Lodging	22,500	0	662	18,750	18,088	96%	21,838
6623	Rental Cars	2,040	0	0	1,700	1,700	100%	2,040
6624	Parking	1,000	0	13	833	820	98%	987
6625	Membership Dues	3,340	0	2,403	2,783	380	14%	937
6626	Taxi, Uber, Mileage, Other	3,000	0	1,363	2,500	1,137	45%	1,637
6627	Per Diem	7,711	(127)	935	6,426	5,491	85%	6,777
6639	Accrediations - ACE	4,250	0	0	3,542	3,542	100%	4,250
6640	Uniform/Badges/Shirts	6,000	0	1,203	5,000	3,797	76%	4,797
6660	Operations Support	49,300	0	2,243	41,083	38,840	95%	47,057
6661	Administration Support	27,000	990	16,550	22,500	5,950	26%	10,450
TOTAL RECRUITMENT, RETENTION & TRAINING		217,567	16,142	77,312	181,305	103,994	57%	140,255
GRAND TOTAL		10,580,290	754,930	7,373,743	8,838,129	1,464,383	17%	3,206,548



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SRFECC – Umpqua Lease Agreement Monthly Report May 6, 2020

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

Umpqua Payment Schedules		Lease Payments		
Schedule 1 - Funding Request #1		Date	Description	Amount
NG Invoice 1001	\$ 52,487.00	10/1/2019	Lease Initiation	\$ 500.00
NG Invoice 0011	\$ 88,214.00	10/1/2019	Legal Fees (June)	\$ 385.00
NG Invoice 0003	\$ 150,306.10	10/1/2019	Legal Fees (July)	\$ 6,757.50
NG Invoice 1002Z	\$ 37,487.00	10/3/2019	Interest Payment	\$ 4,318.69
NG Invoice 0001R	\$ 214,723.00	11/1/2019	Interest Payment	\$ 10,558.31
NG Invoice 0002	\$ 516,014.00	12/2/2020	Interest Payment	\$ 7,656.19
Schedule 1 - Funding Request #1 Total:	\$ 1,059,231.10	1/2/2020	Interest Payment	\$ 7,656.19
		2/1/2020	Interest Payment	\$ 7,656.19
Schedule 1 - Funding Request #2		3/2/2020	Interest Payment	\$ 7,360.20
NG Invoice 0004	\$ 406,993.50	4/1/2020	Interest Payment	\$ 7,344.10
Schedule 1 - Funding Request #3		5/1/2020	Interest Payment	\$ 6,122.25
Westnet Invoice 24637	\$ 242,269.09			
Total Schedule 1	\$ 1,708,494			
Schedule 2 - Estimate Q2 2020	\$ 1,300,000			
Schedule 2 - Estimate Dec 2020	\$ 1,000,000			
Total	\$ 4,008,494		Total	\$ 66,314.62



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Executive Monthly Credit Card Usage Report

Reporting Month: May 2020

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	ED
3418	Shmatovich	Open	\$ 5,000.00	\$ 957.60	MS	DA	FW
7447	Tackett	Open	\$ 1,500.00	\$ 78.30	MS	DA	FW
4358	Vargo	Open	\$ 5,000.00	\$ 296.10	MS	DA	FW
6115	Mackey	Open	\$ 1,500.00	\$ 10.50	MS	DA	FW
8740	Wagaman	Open	\$ 2,000.00	\$ -	MS	DA	FW
		Total:	\$ 15,000.00	\$ 1,342.50		DA	FW

Monthly Activity: May 2020

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: None

Monthly Liability: \$15,000.00



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FY 19-20					
Total Monthly Credit Card Usage					
July	\$	7,437.00	January	\$	2,240.41
August	\$	3,068.91	February	\$	3,755.60
September	\$	2,463.44	March	\$	4,933.43
October	\$	9,164.62	April	\$	4,749.35
November	\$	3,371.55	May	\$	1,342.50
December	\$	5,066.94	June		

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

DocuSigned by:

Tyler Wagaman

Executive Director Signature

6/10/2020

Date



Sacramento Regional Fire/EMS Communications Center

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GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
EMPLOYEE-RELATED EXPENSES								
5010	Base Salaries and Wages	4,697,256	323,362	3,325,142	4,318,508	993,366	23%	1,372,114
5020	Overtime	210,000	19,967	224,664	192,467	(32,197)	(17%)	(14,664)
5030	Overtime - FLSA	137,436	7,273	62,530	125,985	63,455	50%	74,906
5040	Uniform Allowance	31,000	200	31,131	30,300	(831)	(3%)	(131)
5050	Night/Admin Shift Differential	29,910	3,424	30,483	27,435	(3,048)	(11%)	(573)
5055	Out-of-Class Pay	25,000	1,000	19,152	24,400	5,248	22%	5,848
5060	Longevity	30,800	2,500	36,100	28,200	(7,900)	(28%)	(5,300)
5065	On-Call Pay	73,000	4,675	50,175	67,000	16,825	25%	22,825
5115	Vacation Cash Out	64,998	9,688	80,011	61,465	(18,546)	(30%)	(15,013)
5120	Sick Leave	0	4,839	82,922	0	(82,922)	0%	(82,922)
5130	CTO Leave	0	0	12,353	0	(12,353)	0%	(12,353)
5140	Holiday Pay	192,640	9,048	132,826	192,640	59,814	31%	59,814
5220	Training Pay	31,000	850	29,979	28,417	(1,563)	(5%)	1,021
5225	Medical Insurance Pool	0	0	14,971	0	(14,971)	0%	(14,971)
5310	Workers Compensation Insurance	60,000	4,404	48,442	55,000	6,558	12%	11,558
5410	FED ER Tax - Medicare	70,000	5,198	56,054	64,167	8,113	13%	13,946
5413	FED ER Tax - Social Security	10,500	0	369	9,625	9,256	96%	10,131
5420	State ER Tax - ETT	2,100	1,063	1,441	1,925	484	25%	659
5423	State ER Tax- UI-	22,000	(2,288)	13,955	20,167	6,212	31%	8,045
5510	Medical Insurance	896,412	61,124	606,557	823,056	216,499	26%	289,855
5520	Dental Insurance	48,608	6,498	70,997	44,459	(26,538)	(60%)	(22,389)
5530	Vision Insurance	5,003	571	5,495	4,576	(919)	(20%)	(492)
5610	Retirement Benefit Expense	1,126,492	87,968	967,232	1,032,618	65,387	6%	159,260
5620	OPEB Benefit Expense	281,683	20,749	208,700	257,668	48,968	19%	72,983
5625	Education Incentive	30,000	1,888	18,013	27,500	9,487	34%	11,987
5690	Other Salary and Benefit Expens	12,000	2,449	20,636	12,000	(8,636)	(72%)	(8,636)
TOTAL EMPLOYEE-RELATED EXPENSES		8,087,838	576,450	6,150,330	7,449,578	1,299,248	17%	1,937,508

GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
MATERIALS & SUPPLIES								
6010	Office Supplies	10,000	115	4,571	9,167	4,596	50%	5,429
6011	Office Supplies CTC	2,000	0	7	1,833	1,826	100%	1,993
6013	Office Supplies - Ink Cartridge	8,200	299	4,829	7,517	2,688	36%	3,371
6015	Equipment Rental	7,200	582	6,595	6,600	5	0%	605
6020	Postage	1,000	0	201	917	715	78%	799
6090	Other Materials and Supplies	13,500	1,312	18,486	12,375	(6,111)	(49%)	(4,986)
TOTAL MATERIALS & SUPPLIES		41,900	2,308	34,689	38,409	3,719	10%	7,211

GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
PROFESSIONAL SERVICES								
6110	Legal Services	180,000	1,160	122,153	165,000	42,847	26%	57,847
6115	Accounting and Audit Services	16,000	0	18,100	14,667	(3,433)	(23%)	(2,100)
6120	Actuary Services	17,000	0	5,000	17,000	12,000	71%	12,000
6125	Consulting Services	349,657	61,165	433,190	320,519	(112,671)	(35%)	(83,533)
6140	Technological Services	57,500	12,390	15,690	52,708	37,018	70%	41,810
6190	Other Professional Services	0	0	30,983	0	(30,983)	0%	(30,983)
TOTAL PROFESSIONAL SERVICES		620,157	74,715	625,116	569,894	(55,222)	-10%	(4,959)



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GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES								
6220	Maintenance - Radios & Radio Equipment	32,930	2,722	29,942	30,186	244	1%	2,988
6221	Maintenance - Radio Consoles & Other	73,415	3,381	78,540	67,297	(11,243)	(17%)	(5,125)
6223	Radio - Backbone Subscription SRRCs	108,674	4,076	107,998	99,618	(8,381)	(8%)	676
6230	Communication Services	293,193	18,033	228,425	268,760	40,335	15%	64,768
6245	Maintenance - Tower Equipment	15,000	1,353	14,861	13,750	(1,111)	(8%)	139
6247	Comm Van Materials/Equipment	9,120	0	40	8,360	8,320	100%	9,080
6290	Other Communication Services and Equipment	20,000	706	6,520	18,333	11,813	64%	13,480
TOTAL COMMUNICATION EQUIPMENT & SERVICES		552,332	30,271	466,326	506,304	39,977	8%	86,006

GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
HW & SW MAINT								
6310	Hardware Maintenance - Equipment	22,289	1,856	20,433	20,432	(1)	(0%)	1,856
6316	Hardware Maint - Network	41,900	3,492	38,408	38,408	0	0%	3,492
6319	Hardware Maintenance Other	14,500	1,208	13,292	13,292	0	(0%)	1,208
6320	Software Maintenance - Applications	181,058	1,749	109,565	165,970	56,404	34%	71,492
6322	CAD Maintenance and Support/Northrop Grumman	236,690	(53,318)	75,090	216,966	141,876	65%	161,600
6323	Software Maintenance - GIS	69,287	5,977	64,470	63,513	(957)	(2%)	4,817
6330	Software Maintenance - Network	16,630	1,384	16,531	15,244	(1,287)	(8%)	99
6390	Other, Computer Services and Supplies	12,000	140	3,372	11,000	7,628	69%	8,628
TOTAL HW & SW MAINT		594,354	(37,512)	341,161	544,825	203,663	37%	253,192

GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
FACILITIES & FLEET								
6410	Services - Landscaping	9,800	800	8,000	8,983	983	11%	1,800
6415	Maintenance - Building	28,119	0	5,436	25,776	20,339	79%	22,683
6260	Lease - CTC	18,000	6,129	21,129	16,500	(4,629)	(28%)	(3,129)
6420	Services - Custodial	73,320	2,733	42,873	67,210	24,337	36%	30,447
6421	Services - Center Security	53,400	200	45,477	48,950	3,473	7%	7,923
6425	Maintenance - HVAC	16,742	0	16,391	15,347	(1,044)	(7%)	351
6235	Maintenance - Power Supply	73,180	6,681	70,515	67,082	(3,433)	(5%)	2,666
6430	Services - Cable	1,920	0	1,686	1,760	74	4%	234
6435	Services - Pest Control	600	50	786	550	(236)	(43%)	(186)
6490	Other, Facilities and Fleet	5,623	0	7,930	5,154	(2,775)	(54%)	(2,307)
6510	Utilities - Electric	86,700	4,040	53,407	79,475	26,068	33%	33,293
6515	Utilities - Water	9,250	573	7,940	8,479	539	6%	1,310
6520	Utilities - Refuse Collection / Disposal	5,916	484	5,919	5,423	(495)	(9%)	(2)
6525	Utilities - Sewage Disposal Services	1,442	44	2,673	1,322	(1,351)	(102%)	(1,231)
6635	Services - Bottled Water	3,000	406	3,559	2,750	(809)	(29%)	(559)
6645	Services - Printing	2,000	224	1,304	1,833	529	29%	696
6650	Services - Shredding	2,000	215	1,985	1,833	(151)	(8%)	15
6652	Fleet - Maintenance	7,500	0	1,340	6,875	5,535	81%	6,160
6654	Fleet - Fuel	14,950	383	6,815	13,704	6,889	50%	8,135
6655	Insurance (Property and Fleet)	45,500	3,718	40,899	41,708	809	2%	4,601
6690	Other - Facility & Fleet Management	7,180	8,577	14,230	6,582	(7,649)	(116%)	(7,051)
TOTAL FACILITIES & FLEET		466,142	35,257	360,294	427,296	67,003	16%	105,849



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SRFECC – FY 19/20 Budget to Actuals Report

Month of May 2020

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GL Account	Description	FY 19/20 Budget	May-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
RECRUITMENT, RETENTION & TRAINING								
6610	Recruitment	30,210	5,621	31,421	27,693	(3,728)	(13%)	(1,211)
6612	Employee Retention	15,500	92	3,137	14,208	11,071	78%	12,363
6615	Employee Education & Training	19,950	32	23,111	18,288	(4,823)	(26%)	(3,161)
6618	Conference Registration	12,766	0	65	11,702	11,637	99%	12,701
6621	Air	13,000	0	(49)	11,917	11,966	100%	13,049
6622	Lodging	22,500	0	662	20,625	19,963	97%	21,838
6623	Rental Cars	2,040	0	0	1,870	1,870	100%	2,040
6624	Parking	1,000	0	13	917	903	99%	987
6625	Membership Dues	3,340	0	2,403	3,062	659	22%	937
6626	Taxi, Uber, Mileage, Other	3,000	0	1,363	2,750	1,387	50%	1,637
6627	Per Diem	7,711	0	935	7,068	6,134	87%	6,777
6639	Accrediations - ACE	4,250	0	0	3,896	3,896	100%	4,250
6640	Uniform/Badges/Shirts	6,000	0	1,203	5,500	4,297	78%	4,797
6660	Operations Support	49,300	10,198	12,441	45,192	32,751	72%	36,859
6661	Administration Support	27,000	6,610	23,160	24,750	1,590	6%	3,840
TOTAL RECRUITMENT, RETENTION & TRAINING		217,567	22,553	99,865	199,438	99,573	50%	117,703
GRAND TOTAL		10,580,290	704,042	8,077,781	9,735,744	1,657,959	17%	2,502,507



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SRFECC – Umpqua Lease Agreement Monthly Report June 8, 2020

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

Umpqua Payment Schedules		Lease Payments		
Schedule 1 - Funding Request #1		Date	Description	Amount
NG Invoice 1001	\$ 52,487.00	10/1/2019	Lease Initiation	\$ 500.00
NG Invoice 0011	\$ 88,214.00	10/1/2019	Legal Fees (June)	\$ 385.00
NG Invoice 0003	\$ 150,306.10	10/1/2019	Legal Fees (July)	\$ 6,757.50
NG Invoice 1002Z	\$ 37,487.00	10/3/2019	Interest Payment	\$ 4,318.69
NG Invoice 0001R	\$ 214,723.00	11/1/2019	Interest Payment	\$ 10,558.31
NG Invoice 0002	\$ 516,014.00	12/2/2020	Interest Payment	\$ 7,656.19
Schedule 1 - Funding Request #1 Total:	\$ 1,059,231.10	1/2/2020	Interest Payment	\$ 7,656.19
		2/1/2020	Interest Payment	\$ 7,656.19
Schedule 1 - Funding Request #2		3/2/2020	Interest Payment	\$ 7,360.20
NG Invoice 0004	\$ 406,993.50	4/1/2020	Interest Payment	\$ 7,344.10
Schedule 1 - Funding Request #3		5/1/2020	Interest Payment	\$ 6,122.25
Westnet Invoice 24637	\$ 242,269.09	6/1/2020	Interest Payment	\$ 6,113.70
Total Schedule 1	\$ 1,708,494			
Schedule 2 - Estimate Q2 2020	\$ 1,300,000			
Schedule 2 - Estimate Dec 2020	\$ 1,000,000			
Total	\$ 4,008,494		Total	\$ 72,428.32



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SRFECC Projects Update – May 26, 2020

Project Description	Operations Lead	IT/Admin Lead	Key Dates	Project Update
NG CAD CommandPoint CAD	Tara Poirier	Brad Dorsett	Fit Gap In Progress	Fit Gap In Progress
WestNet	Roman Kukharets	Brad Dorsett Chuck Schuler	Phase 2 started	Wrapping up Phase 1 and working on Phase 2 - AVD
NG FitGap	Tara Poirier Casey Quintard Summer Carroll	Brad Dorsett	Fit Gap In Progress	Fit Gap In Progress
NG CommandPoint Hardware	Tara Poirier	Brad Dorsett	Q4 2020	Pending FitGap results
NG Time and Materials		Brad Dorsett	On going	
KVM Switches		Brad Dorsett	Q4 2020	Pending FitGap results
Mission Critical Electrical Services		Kelson Patterson	Q3 2020	Rescheduled from December 2019 to Q3 2020 due to COVID-19
Kronos Upgrade - TeleStaff	Marissa Shmatovich	Cierra Lewandowski	Cutover: May 2020	WFR configuration issues created delay
SharePoint	Katherine Shelton Kylee Soares	Tara Springer	Q4 2020	Department by department migrating in progress - Finance and Facilities departments complete.
SysAid to the Cloud and barcode inventory		Brandon Nguyen Tara Springer	Q3 2020	To be scheduled
UPS - Phase 3		Kelson Patterson	Q3 2020	Delayed due to COVID - 19 - will take place once Circuit ID project is complete
Priority Dispatch - ProQA	Jennifer Curtiss	Brad Dorsett	Q3 2020	Delayed due to COVID - 19.
Contract Management on SharePoint		Tara Springer	On going	Metadata complete - contract management ongoing.
SOPs - Administration		Diane House Tara Springer	Q3 2020	
Employee Handbook Update		Marissa Shmatovich	Q2 2020	Final reviews in progress.
Rules and Regulations Update		Marissa Shmatovich	Q2 2020	Review in progress.
JPA Board Policies Review and Update		Marissa Shmatovich	Q4 2020	



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Center Policies and Procedure Review and Update		Marissa Shmatovich	Q2 2020	Operations section nearly complete. Review and drafting of other sections in progress.
Inventory Surplus Projects		Tara Springer	Q3 2020	Round 1 surplus offered to agencies 12/2019. Round 2 surplus offered to agencies 05/2020.
AAR Power Outage		Kelson Patterson	Q4 2020	In progress - delayed due to COVID-19.
ATT Circuits Data and Phone Review		Tara Springer Jeff Davis	Q3 2020	Final disconnects in progress.
P25 Radio Programming and Training		Chuck Schuler	On going	Radio Failure Plan in progress.
NG 911		Kelson Patterson	Q2 2020	Site visit took place 05/14 - scheduling on site electrician to quote work needed in equipment room.
PowerGP - moving Great Plains to the Cloud		Chia Vargo Cierra Lewandowski Tara Springer	Q2 2020	In progress.
Update Financial Policies - AP, Procurement, Travel, and Expenses		Tara Springer Chia Vargo Cierra Lewandowski	Q3 2020	In progress.



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SRFECC Projects Update – June 23, 2020

Project Description	Operations Lead	IT/Admin Lead	Key Dates	Project Update
NG CAD CommandPoint CAD	Tara Poirier	Brad Dorsett	Fit Gap In Progress	Fit Gap In Progress
WestNet	Roman Kukharets	Brad Dorsett Chuck Schuler	Phase 2 started	Wrapping up Phase 1 and working on Phase 2 - AVD. Waiting on response from Northrop Grumman to complete code. VHF is pending testing. Cutover planned for June 2020.
NG FitGap	Tara Poirier Casey Quintard Summer Carroll	Brad Dorsett	Fit Gap In Progress	Fit Gap In Progress
NG CommandPoint Hardware	Tara Poirier	Brad Dorsett	Q4 2020	Pending FitGap results
NG Time and Materials		Brad Dorsett	On going	
KVM Switches		Brad Dorsett	Q4 2020	Pending FitGap results
Mission Critical Electrical Services		Kelson Patterson	Q3 2020	Rescheduled from December 2019 to Q3 2020 due to COVID-19. Waiting on install dates from Mission Critical.
Kronos Upgrade - TeleStaff	Marissa Shmatovich	Cierra Lewandowski	Q3 2020	Final configuration in progress.
SharePoint	Katherine Shelton Kylee Soares	Tara Springer	Q4 2020	Department by department migrating in progress - Finance and Facilities departments complete. Contract management in progress.
SysAid to the Cloud and barcode inventory		Brandon Nguyen Tara Springer	Q3 2020	To be scheduled
UPS - Phase 3		Kelson Patterson	Q3 2020	Delayed due to COVID - 19 - will take place once Circuit ID project is complete
Priority Dispatch - ProQA	Jennifer Curtiss	Brad Dorsett	Q3 2020	Delayed due to COVID - 19.
Contract Management on SharePoint		Tara Springer	On going	Metadata complete - contract management ongoing.
SOPs - Administration		Diane House Tara Springer	Q3 2020	



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Employee Handbook Update		Marissa Shmatovich	Q2 2020	Final reviews in progress.
Rules and Regulations Update		Marissa Shmatovich	Q3 2020	Review in progress.
JPA Board Policies Review and Update		Marissa Shmatovich	Q4 2020	
Center Policies and Procedure Review and Update		Marissa Shmatovich	Q4 2020	Operations section nearly complete. Review and drafting of other sections in progress.
Inventory Surplus Projects		Tara Springer	Q2 2020	Round 1 surplus offered and completed Dec 2019. Round 2 surplus offered and completed May 2020.
AAR Power Outage		Kelson Patterson	Q4 2020	In progress - delayed due to COVID-19.
ATT Circuits Data and Phone Review		Tara Springer Jeff Davis	Q3 2020	Several disconnects completed. Final disconnects in progress.
P25 Radio Programming and Training	Roman Kukharets	Chuck Schuler	Q3 2020	Radio Failure Plan in progress - will include CTAC2 and CTAC3 repeaters. Analog radio system shut down 06/01/2020. All local fire agencies have migrated to P25. Some agencies still working on audio or transition issues.
NG 911		Kelson Patterson	Q2 2020	Site visit took place 05/14 - scheduling on site electrician to quote work needed in equipment room.
PowerGP - moving Great Plains to the Cloud		Chia Vargo Cierra Lewandowski Tara Springer	Q2 2020	Migration to the Cloud completed Q2 2020.
Update Financial Policies - AP, Procurement, Travel, and Expenses		Tara Springer Chia Vargo Cierra Lewandowski	Q3 2020	In progress.



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May 26 – June 23, 2020, Board Meeting Update

Dispatcher Positions –

Critical exams resumed on May 4th and were scheduled through Friday, May 8th. However, we experienced some technical difficulties at our new Main Office and rescheduled candidates for May 15th and May 18th – May 25th. Phone screenings have continued to be conducted in preparation for a future Dispatch Academy. However, the number of screens per week have greatly diminished due to suspension of our on-line advertising. Below are the results of each stage of the hiring process. The demand for social distancing requires that we test only one candidate at a time.

Candidates Phone Screened:

Week of:	Apr 30-May1	May 4-8	May 11-15	May 18-22
Phone Screened	16	25	10	4
Candidates Invited to Test:	4	9	5	1

Test Date:	May 15 – 25
Number of Testors:	24 signed up / 20 took the test
Number Passing:	11 (as of May 25) were invited for oral interviews on May 27, 2020

We conducted entry level dispatcher interviews on May 27, 2020, for 11 potential dispatch candidates.

Panel Interviews:	May 27, 2020
Number Interviewed:	11
Conditional Job Offers:	3 passed interviews – due to budget constraints no conditional job offers were made
Backgrounds	TBD
Psychological Evaluations:	TBD
Failed Psychological Evaluations:	TBD
Hired:	TBD

We currently have six candidates from our previous testing who have successfully completed their backgrounds, pre-employment physicals and pre-employment psychological evaluations. This group of candidates is ready for employment with SRF ECC and will be awaiting the start of the next Dispatch Academy.