



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

(916) 228-3070 – Fax (916) 228-3079

A G E N D A

9:00 a.m.

Tuesday, January 27, 2015

REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC

Sacramento Metropolitan Fire District Headquarters

10545 Armstrong Ave - Rooms #384 & 385

Mather, CA 95655-4102

Call to Order

Chairperson

Roll Call Member Agencies

Secretary

Pledge of Allegiance

AGENDA UPDATE: An opportunity for Board members to 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 minutes.

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 (December 9, 2014)	Page	4-10
2. Budget to Actual (December)	Page	11
3. Revenues (December)	Page	12
4. Overtime Report (December)	Page	13

PROPOSED ACTION: Motion to Approve Consent Agenda

PRESENTATION:

1. Longevity Recognition:

- a. Laura Macias – 11 years – December 1, 2014
- b. Kylee Soares – 18 years – December 2, 2014
- c. Elizabeth Strong – 10 years – December 6, 2014
- d. Iris Gulzow – 22 years – December 7, 2014
- e. Brad Dorsett – 2 years – December 28, 2014
- f. Daniel Funderburg – 1 year – January 7, 2015
- g. Roman Kukharets – 3 years – January 9, 2015

COMMITTEE REPORTS:

1. Finance Committee (January 14, 2015)	Page	14-15
---	------	-------

ACTION ITEMS:

a. **Old Business:** Items from previous Board Meeting(s) that have not been resolved and require attention.

None

b. **New Business:**

- 1. Resolution #01-15, Adopt Classification for Financial Analyst Page 18-22
- 2. Re-Title Existing Classification of IT Manager to Administrative Services Manager Page 23-25
(pay range to remain unchanged - \$8,341.08 - \$10,140.69 monthly)
Incumbent to be re-classified.
- 3. Resolution #02-15, Amending Northern California Special District Insurance Authority Alternate Board Representative(s) Page 26

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON FUTURE AGENDA:

PRESENTATION/INFORMATION:

- 1. Communications Center Statistics Page 27-32

CENTER REPORTS: Consolidation of Administrative, Operational and Technical Reports.

- 1. Chief Executive Director*
- 2. IT Manager Page 33
- 3. Communications Manager*
- 4. Accounting Report: Lorinda Odell*

CORRESPONDENCE:

BOARD MEMBER COMMENTS:

COUNSEL’S REPORT:

ANTICIPATED ACTION ITEMS: These items require board action at a future meeting.

CLOSED SESSION: Included on agenda as needed.

- 1. **PERSONNEL ISSUES***
Pursuant to California Government Code Section 54957
Action/Discussion to Appoint, Employ, Dismiss, Accept the Resignation of or Otherwise Affect the Employment Status of a Public Employee
(2 cases)
- 2. **CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation***
Pursuant to California Government Code Section 54956.9(b)
The Board will meet in closed session to discuss significant exposure to litigation.
One (1) potential case

ADJOURNMENT:

The next Regular Board Meeting is February 24, 2015.

Location: Sacramento Metropolitan Fire District 10545 Armstrong Ave, Mather, CA 95655-4102; Board Chambers – Rooms 384-385
Time: 9:00 a.m.
Distribution: Board Members, Alternates and Chiefs
Posted at: Administration Office

This is to certify that I posted a copy of the agenda at 10230 Systems Parkway on January 23, 2015.

A handwritten signature in cursive script, appearing to read "Joice Parker".

Clerk of the Board

SPECIAL GOVERNING BOARD MEETING
December 9, 2014

GOVERNING BOARD MEMBERS

Chief Ron Phillips	City of Folsom Fire Department
Chief Tracey Hansen	Cosumnes Community Services District
Chief Walt White	City of Sacramento Fire Department
Deputy Chief Chris Holbrook	Sacramento Metropolitan Fire District

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Teresa Murray	Chief Executive Director
Linda Luis	Communications Manager
Joyce Starosciak	IT Manager
Lorinda Odell	Accounting Manager

OTHERS IN ATTENDANCE

Paul Gant	General Counsel, SRFECC
Janice Parker	Administrative Analyst, SRFECC
Chuck Schuler	Telecommunication Engineer, SRFECC
Brad Dorsett	CAD Technician, SRFECC
John Herrera	GIS Coordinator, SRFECC
Josue Perez Davalos	Volunteer Office Technician, SRFECC
Cierra Lewandowski	Payroll/Benefits Technician, SRFECC
Sara Roush	Accounting Assistant, SRFECC
Matt Wooden	GIS Technician, SRFECC
Ramona Navarrete	GIS Volunteer, SRFECC
Mike Grace	Training Supervisor, SRFECC
Kylee Soares	Administrative Supervisor, SRFECC
Joe Thuesen	Local 150 Representative
Julee Todd	Supervisor, SRFECC
Barbara Vatalaro	Supervisor, SRFECC
Daniel Rangel	Dispatcher, SRFECC
Angela Stefenoni	Dispatcher, SRFECC
Katherine Shelton	Dispatcher, SRFECC
Theresa Miller	Dispatcher, SRFECC
Lynn Walker	Dispatcher, SRFECC
Ava Fender	Dispatcher, SRFECC
Maggie Badilla	Dispatcher, SRFECC
Anna Meyer	Dispatcher, SRFECC
Janet Tracy	Dispatcher, SRFECC

1. The meeting was called to order and roll call was taken at 1:06 p.m.
2. Chief White lead the Board and meeting attendees in the Pledge of Allegiance.
3. There were no agenda updates.
4. PUBLIC COMMENT

Supervisor Joe Thuesen thanked the Folsom Fire Department and SRFECC staff for the kind, professional, efficient way their department(s) responded to a recent traffic accident in which he had been involved. He expressed his heart felt appreciation for all of the kindnesses afforded him during his recuperation as well.

5. CONSENT AGENDA

A motion was made by Chief Phillips and seconded by Chief Hansen to approve the consent agenda and Board Meeting synopsis, October 23, 2014, and November 10, 2014.

AYES: Cosumnes Community Services District, Folsom, City of Sacramento,
Sacramento Metro

NOES:

ABSENT:

ABSTAIN:

Motion carried.

6. PRESENTATION:

1. Longevity Recognition:

- a. Teresa Murray – 2 years – November 3, 2014
- b. Ava Fender – 15 years – November 8, 2014
- c. Lynn Walker – 15 years – November 8, 2014
- d. Maggie Badilla – 1 year – November 12, 2014
- e. Daniel Rangel – 1 year – November 12, 2014
- f. Angela Stefenoni – 1 year – November 12, 2014
- g. Jennifer Rooke 1 year – November 12, 2014 (unable to attend)
- h. Marlo Swett – 1 year – November 12, 2014 (unable to attend)
- i. Denise Tackett – 1 year – November 12, 2014 (unable to attend)
- j. Matt Shank – 24 years – November 12, 2014 (unable to attend)
- k. Amy Wolfe – 12 years – November 18, 2014 (unable to attend)

Deputy Chief Holbrook acknowledged CED Murray on her two year anniversary and praised her on her many accomplishments at the Center in a relatively short period of time.

Communications Manager Luis expressed her appreciation to all the dispatchers celebrating anniversaries for their years of professional service. She shared that Maggie Badilla joined us a year ago and has answered over 7,000 9-1-1 EMD calls. Maggie has outstanding EMD statistics and has saved nine (9) lives.

Theresa Miller has been with us one year and has answered over 7,000 EMD calls. Theresa has saved eight (8) lives.

On November 12th Daniel Rangel celebrated his one year anniversary. During that time he has answered approximately 9,000 calls and has saved three (3) lives.

Angela Stefenoni is also celebrating her one (1) year anniversary with SRFEC. During her career, Angela has answered 8,000 9-1-1 calls and has saved two (2) lives.

Lynn Walker has been with SRFEC for fifteen (15) years and has volunteered to perform some projects with our GIS team. She has answered approximately 59,000 9-1-1 calls and has saved twenty two (22) lives.

Ava (Donna) Fender has been a union shop steward for the past seven (7) years. Ava is celebrating her fifteen (15) year anniversary with SRFEC; she has been an acting supervisor and a trainer; and she has saved seven (7) lives.

Chief Executive Director Murray presented Ms. Fender with a "Servant Leadership" Award for her dedication as union steward for the dispatchers for the past seven (7) years.

Chief Hansen congratulated all the employees celebrating anniversaries and praised Ms. Murray for her leadership skills. Chief White, Chief Phillips and Deputy Chief Holbrook echoed the same sentiment.

2. Appreciation for Voluntary Service

a. Ramona Navarrete

John Herrera, GIS Coordinator, presented Ms. Navarrete with a plaque while expressing appreciation for all the time and energy Ramona has given to SRFECC as a volunteer with our GIS team.

7. **COMMITTEE REPORTS:**

A. Finance Committee

The Finance Committee met on November 18, 2014. During this meeting the Committee received a detailed audit presentation from Richardson & Company. They were very pleased with the audit results.

Mr. Robert Merritt will be working with SRFECC Accounting Department on a contractual basis to facilitate the year end closing.

The Committee did a preliminary review of the fiscal year 2013/2014 financials, but have not yet prepared a final (summation) report.

B. Personnel Committee

The Personnel Committee met on December 9, 2014, prior to this Board Meeting. The Committee was updated on two personnel issues, but no action was taken.

Once the finalized analysis of budget to actuals has been completed, a dispatch academy will be scheduled for 2015.

8. **ACTION ITEMS:**

a. **Old Business:** Items from previous Board Meeting(s) that have not been resolved and require attention.

1. Revised Assignment of Equipment Form and Temporary Transfer of Vehicular Equipment (OES Van)

The Board had directed CED Murray and Counsel to work together on some amendments to the original document. These amendments have been accomplished and Ms. Murray was seeking further Board direction and approval for execution of this contract between OES and the Communications Center.

Cosumnes will be providing storage for the Comm Van and OES has acknowledged that they are aware the Van will not be on-site at SRFECC.

A motion was made by Chief Phillips and seconded by Chief White to approve the execution of this document.

AYES: Cosumnes Community Services District, Folsom, City of Sacramento,
Sacramento Metro

NOES:
ABSENT:
ABSTAIN:

Motion carried.

b. New Business:

1. Approve Fiscal Year 2012/2013 Financials
(Report prepared by Richardson & Company, LLP)

Ingrid Shepline, of Richardson & Company, LLP, summarized the financial (audit) report.

She pointed out that the OPEB liability has continued to increase because it is not pre-funded. Ms. Shepline said our income statement shows expenses exceeding revenues and explained that our member assessments are based on a cash basis and our financial statements are accrual basis and include the OPEB costs.

Listed in the letter containing recommendations, there are 17 adjustments. Many of these adjustments pertain to practices prior to assuming financial independence from the County.

In the management letter, Richardson and Company, LLP, recommended maintaining a physical inventory of capital assets; maintaining computer records for receivables, payables, capital assets, etc.; maintaining documentation in employee files of pay rates and performance reviews; and including unfunded liability in the financial report beginning in the Spring, 2015.

Chief Executive Murray said that a five year strategic plan has been created to insure the Board is fully aware of any future financial impacts.

Deputy Chief Holbrook acknowledged the "clean findings" by the auditors and expressed his appreciation for the fiscal responsibility by SRFEC staff that resulted in this finding.

A motion was made by Chief Hansen and seconded by Chief Phillips to approve and accept Fiscal Year 2012/2013 Financial audit.

AYES: Cosumnes Community Services District,
Folsom, City of Sacramento, Sacramento Metro

NOES:
ABSENT:
ABSTAIN:

Motion carried.

2. Discussion/Direction Voluntary Board-Up RFP and Board-Up Agreement

The Board had given direction to move forward with the Voluntary Board-Up RFP. Chief Hansen asked if the RFP had been vetted through the OPS Chiefs and was told it had not. Chief Hansen said that if the OPS Chiefs are in agreement with

document as written, her recommendation would be to continue moving forward with the RFP release.

Paul Gant, Counsel, said his office had made some minor revisions to the RFP for the Board-Up program, including one in which the Board may reject all bids and re-release the RFP should they deem it necessary.

Chief Hansen made a motion and it was seconded by Chief Phillips, pending any potential recommendations by the County Chiefs, and incorporating the revisions recommended by Counsel, that the contract and RFP be accepted as written.

AYES: Cosumnes Community Services District, Folsom, City of Sacramento, Sacramento Metro

NOES:

ABSENT:

ABSTAIN:

Motion carried.

3. Signature List

Ms. Odell became a contractual partner in the Accounting Department as of December 1, 2014. She will remain a contractor with SRFECC until a new Accounting Manager is hired. As a result we have had to update our signature list, which had been included in the Board packet.

9. ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON FUTURE AGENDA:

10. PRESENTATION/INFORMATION:

1. Communications Center Statistics

The Communications Center Statistics were contained in the Board packet.

CED Murray expressed her pride in the performance by her dispatch staff.

11. CENTER REPORTS

A. Chief Executive Director Report

1. Ms. Murray formally invited the Board to the SRFECC Employee Appreciation and Holiday Open House, December 10th and/or December 19th at the Comm Center. An "Iron Chef" competition will be held during both days of the Open House.
2. Chief Executive Director Murray acknowledged and paid respect to Officer Danny Oliver and Detective Michael Davis, Jr. both who died recently in the line of duty.
3. The formal RFP seeking a financial institution to help fund the new CAD has been released and has been posted on our website.
4. The IT team from CCSD and the IT team from Stockton Fire both came to the Center and interacted with our team to learn and share ideas.

The recruit class from Sacramento City Fire toured our facility.

5. SRFECC personnel has been invited to perform an operational and technical assessment of a law enforcement agency.
6. We have partnered with IS, Inc. to provide training at our DR site.
7. Paula Green, former ER Coordinator with UC Med Center, expressed her appreciation for our attendance at her retirement gathering and has verbalized an interest in perhaps doing some volunteering with us.
8. The radio academy has begun at the DR site.

B. IT Manager Report

1. IT Manager Starosciak said Bruce Bucknell, IT Help Desk Technician, has been doing a great job closing help desk tickets.
2. The scoring quorum will be visiting a "New World" CAD site in Alabama beginning on Sunday.
3. On Thursday of this week the IT team will be attending the NAPCO luncheon where Chuck Schuler, Paul Zehnder, Tyler Wagaman, Mike Dumford and Phil Challinor will be receiving the RF Team of the Year Award.

Matthew Wooden will be receiving the Tech of the Year Award.

Joe Thuesen will be receiving the Supervisor of the Year Award.

Tara Poirier will be receiving the Trainer of the Year Award.

4. A grant application has been submitted for a simulcast application. Ms. Starosciak thanked everyone who had been involved in that project.

C. Accounting Manager Report

1. Ms. Odell thanked her Accounting team for all of their hard work, especially preparing for twelve years of audits and assisting with the implementation of a new accounting system. She also thanked the Command Staff for all of their support this year.

D. Communications Manager Report

1. Since our last Board meeting we have handled: 36 structure fires with two greater alarms; four MCI's; seven level two hazmat; five aircraft emergencies; three water rescues and nine incidents related to the California Marathon.
2. We have a radio academy in progress and Communications Manager Luis wanted to thank Mike Grace for all of his hard work.
3. We had an oral board for entry level dispatch candidates.
4. KCRA did a story on our Center and Julee Todd, the Supervisor on duty, handled herself beautifully.
5. In response to any potential Ebola cases, Ms. Luis said we have worked with Dr(s) Mackey and Garzon to develop and implement special protocols and have added a pull-out card with specialized questions to be included with our standard card set and used when a case of Ebola is suspected.

6. The Center is preparing for the upcoming winter storm.

12. CORRESPONDENCE

None

13. BOARD MEMBER COMMENTS

Chief Hansen wished Ms. Odell good luck and best wishes. She also thanked her for all she has accomplished.

Chief Phillips and Chief Holbrook wished everyone Happy Holidays.

Chief White congratulated Ms. Odell on her “new addition” and expressed his happiness for her.

14. COUNSEL REPORT

Thank you for all the help you have provided through the year and Happy Holidays.

15. ANTICIPATED ACTION ITEMS

16. CLOSED SESSION

1. PERSONNEL ISSUES*

Pursuant to California Government Code Section 54957
Action/Discussion to Appoint, employ, dismiss, Accept the Resignation of or Otherwise Affect the Employment
Status of a Public Employee

2. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

Closed session was convened at 2:10 p.m.

Open session was reconvened at 3:24 p.m. The Board received an update on personnel issues and anticipated litigation; direction was given, no action was taken.

17. The meeting of the Governing Board was adjourned at 3:24 p.m. until the next Regular Meeting of the Governing Board scheduled for 9:00 a.m., January 27, 2015 at Metro Board Chambers, 10545 Armstrong Ave – Rooms #384-385, Mather, CA 95655-4102.

Respectfully submitted,

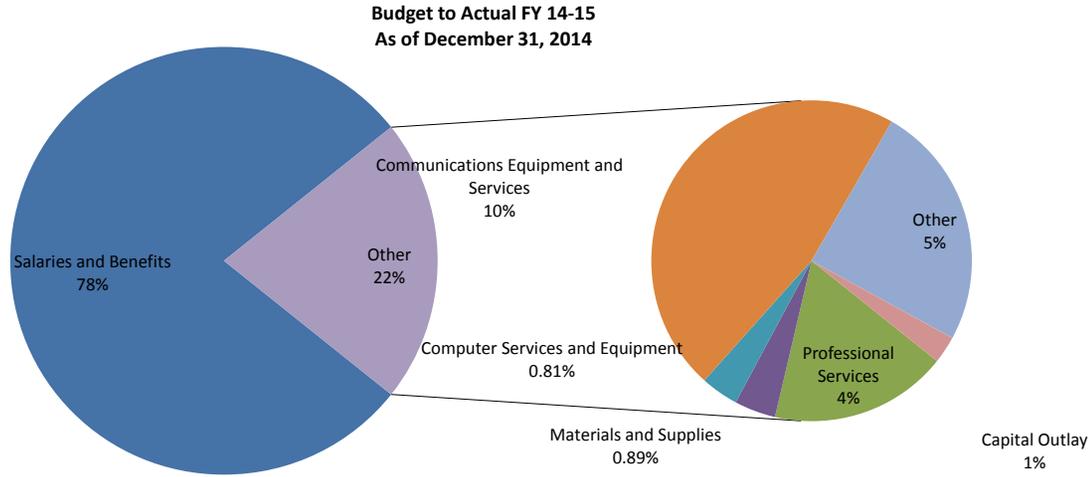


Janice Parker
Clerk of the Board

Chris Holbrook, Chairperson

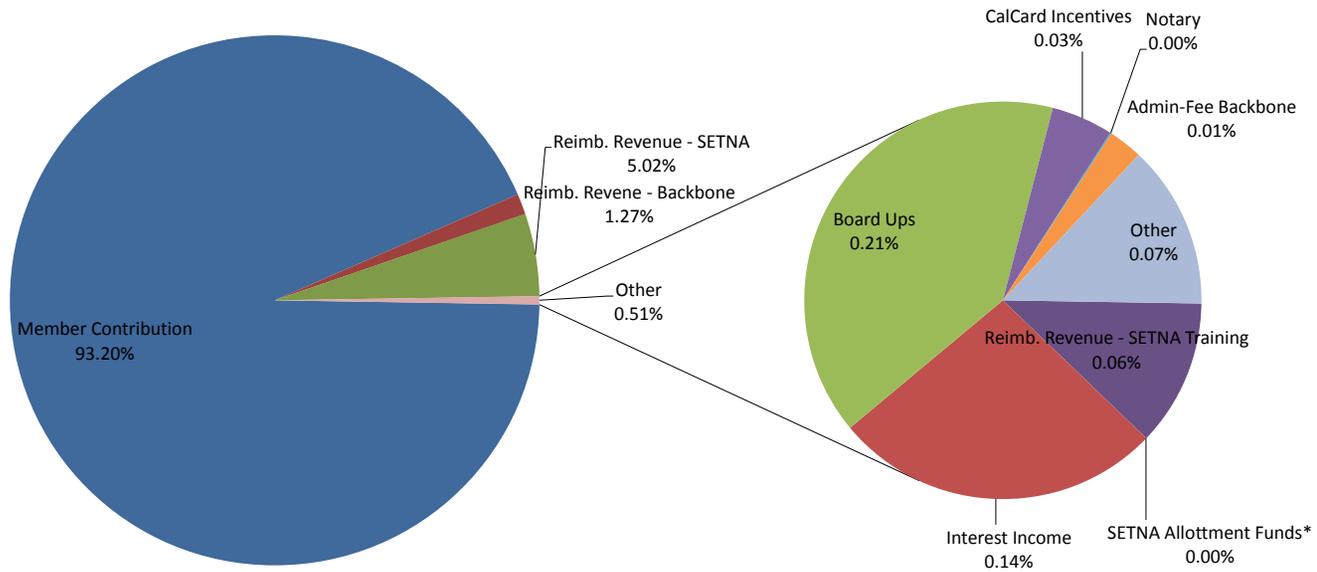
Ron Phillips, Vice Chairperson

Sacramento Regional Fire/EMS Communications Center
 Fiscal Year 2014-2015
 Monthly Budget to Actual Report
 As of December 31, 2014



Budget to Actual - FY 14/15 As of December 31, 2014				
	FY 14/15 Budget	YTD Expenses 12/31/14	\$ Under / (Over) Budget	% Under/ (Over) Budget
Expenses				
Salaries and Benefits	6,192,296	2,919,464	3,272,832	53%
Professional Services	388,265	143,117	245,148	63%
Materials and Supplies	76,540	33,199	43,341	57%
Computer Services and Equipment	300,572	30,289	270,283	90%
Communications Equipment and Services	1,437,485	372,370	1,065,115	74%
Other	407,959	196,696	211,263	52%
Capital Outlay	1,130,740	21,891	1,108,849	98%
Total	9,933,857	3,717,025	6,216,832	70%
Days Remaining in Budget Period/Days YTD in Budget Period				50%

Revenue as of December 31, 2014

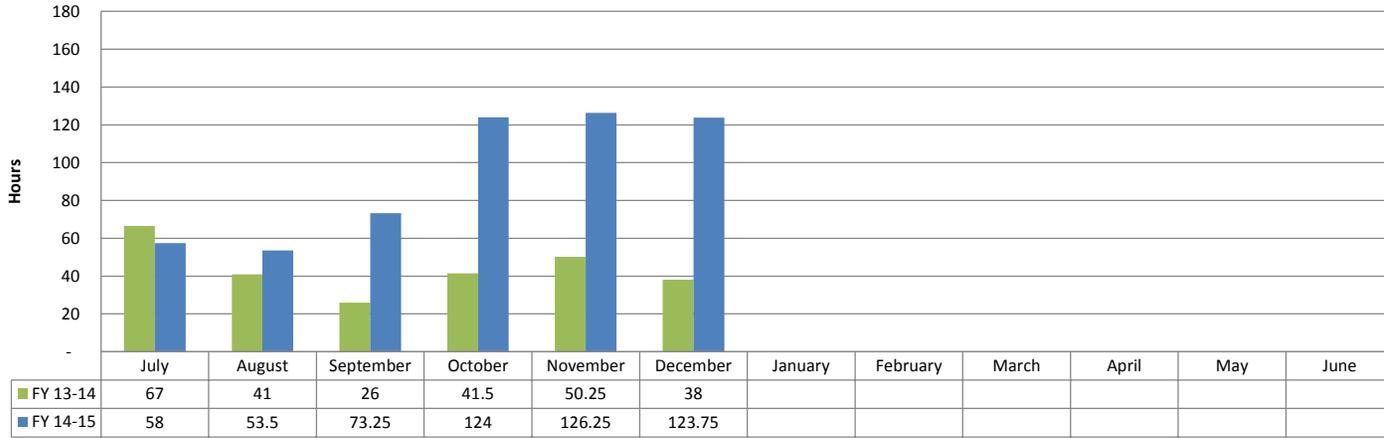


Revenues - FY 14/15 As of December 31, 2014		
	FY 14/15 Final Budget	Actuals as of 12/31/14
Member Contribution	8,478,132	4,556,838
Reimb. Revenue - Backbone	59,000	61,860
Reimb. Revenue - SETNA	244,985	245,552
Reimb. Revenue - SETNA Training	3,000	3,000
SETNA Allotment Funds*	414,740	-
Other:		
Interest Income	3,600	6,739
Board Ups	10,800	10,100
CalCard Incentives	2,000	1,264
Notary	100	30
Admin-Fee Backbone	400	700
Other	1,100	3,344
Total Other	18,000	22,177
Total	9,217,857	4,889,397

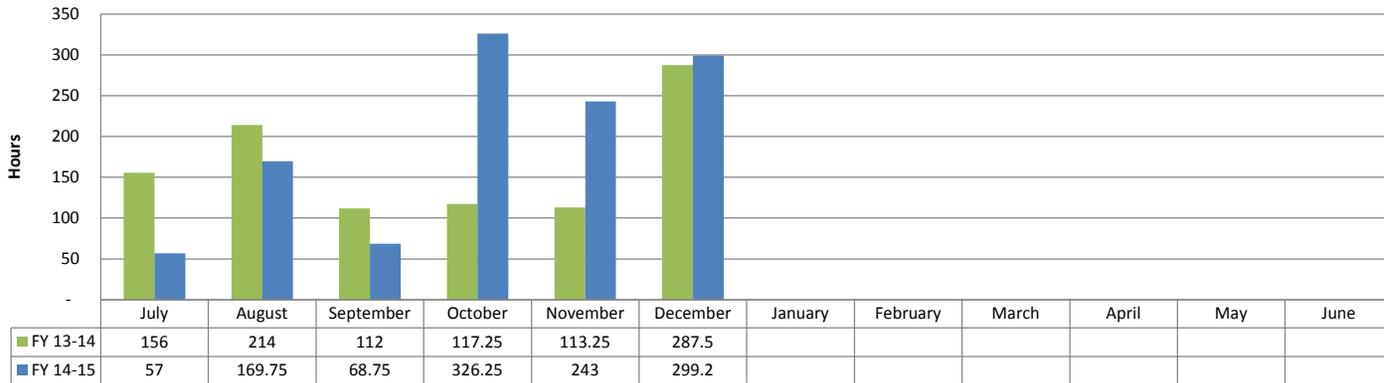
*Direct pay to vendor.

Sacramento Regional Fire/EMS Communications Center
 Fiscal Year 2014-2015
 Monthly Overtime Report
 As of Dec. 31, 2014

**FY 14-15 Comparative OT Report
 Admin Staff
 As of Dec 31, 2014**



**FY 14-15 Comparative OT Report
 Communications Staff
 As of Dec 31, 2014**



The Finance Committee adjourned at 9:22 a.m. until the next scheduled Meeting of the Finance Committee at Sacramento Regional Fire/EMS Communications Center, 10230 Systems Parkway, Sacramento, CA 95827.

Respectfully submitted,

A handwritten signature in black ink that reads "Janice Parker". The signature is written in a cursive, flowing style.

Janice Parker
Clerk of the Board

Tracey Hansen, Chairperson

Ron Phillips, Vice Chairperson

PERSONNEL COMMITTEE MEETING
Tuesday, January 13, 2015

COMMITTEE MEMBERS

Chief Walter White	City of Sacramento Fire Department
Deputy Chief Chris Holbrook	Sacramento Metropolitan Fire District

COMMUNICATIONS CENTER MANAGEMENT

Teresa Murray	Chief Executive Director
---------------	--------------------------

OTHERS IN ATTENDANCE

Janice Parker	Administrative Analyst, SRFECC
---------------	--------------------------------

1. The meeting was called to order at 9:06 a.m. and roll call was taken.
2. There was no public comment
3. Discussion of Job Descriptions

A. Financial Analyst

The Committee members received a draft copy of the job description. The Accounting Manager has resigned and is working as a contracted employee for SRFECC. Chief Executive Murray took the opportunity to restructure the position to better fit the needs of the organization. The Financial Analyst will not be a managerial position.

B. Title Change: IT Manager to Administrative Services Manager

There is no financial impact associated with this title change, but the revised description incorporates the additional accounting responsibilities that the Administrative Services Manager has assumed.

The Committee reviewed and supported both job descriptions.

4. Closed Session was convened at 9:20 a.m.

A. PERSONNEL ISSUES

*Pursuant to California Government Code Section 54957
Action/Discussion to Appoint, Employ, Dismiss, Accept the Resignation of or Otherwise Affect the Employment Status of a Public Employee
Two (2) - Cases*

Open Session was reconvened at 9:38 a.m.

The Committee received an update regarding personnel issues and no action was taken.

5. Deputy Chief Holbrook asked about the number of authorized and funded positions, both in admin and on the dispatch floor. Chief Executive Murray provided the information and a copy of the 2014/2015 FY Budget was given to Deputy Chief Holbrook.
5. The meeting was adjourned at 9:44 a.m. until the next scheduled meeting of the Personnel Committee.

Respectfully submitted,

Janice Parker
Clerk of the Board

Chris Holbrook, Chairperson

Walt White, Vice Chairperson

Resolution No. 01-15

**RESOLUTION TO ADOPT CLASSIFICATION DESCRIPTIONS
FOR FINANCIAL ANALYST**

WHEREAS, the Sacramento Regional Fire/EMS Communications Center (“Center”) wishes to adopt a new / updated classification description that reflects essential functions, new technologies and reporting relationships.

WHEREAS, the new / updated classification description will supersede existing classification description.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Sacramento Regional Fire/EMS Communications Center adopts the following classification descriptions:

Classification Description:

1. Financial Analyst

Attachment

A

THE FOREGOING RESOLUTION was duly passed and adopted by the Governing Board of the SRFECC at a Regular meeting held on the 27th day of January, 2015, by the following roll call vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

Chairperson of the Governing Board

ATTEST:

Secretary to the Governing Board

SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

CLASSIFICATION: FINANCIAL ANALYST

FLSA: Non-Exempt

Bargaining Unit: Unrepresented

Reports To: Administrative Services Manager

Salary Range: \$5,650.58 - \$6,866.39 Monthly

BASIC FUNCTION

Confidential position responsible for a variety of advanced professional level financial analyses and related accounting activities including, but not limited to, accounts payable, accounts receivable, fixed assets, financial reporting and budget preparation. Maintain financial records supporting the operations of the Center and grant funded projects.

ESSENTIAL FUNCTIONS

Duties

- Plan, coordinate and manage general accounting and budgeting functions;
- Coordinate month-end and year-end closings;
- Assist in the preparation of Comprehensive Annual Finance Report and State Controller reports;
- Provide accurate and timely accounting records to support sound decision making and ensure appropriate public disclosure accountability;
- Recommend and assist in the development and implementation of financial policies and procedures, including, but not limited to, developing standards for cash handling and fraud prevention;
- Monitor and evaluate internal controls in accordance with standard audit requirements;
- Prepare, analyze and/or review estimated revenues, reimbursements, expenditures, fund balances and budgetary accounts;
- Analyze cash, receivables, payables, payroll and fixed asset transactions to ensure proper recording;
- Prepare all tax returns including, but not limited to, IRS forms 1099, 1096, W-2's, 944, 941, 990- N, CA EDD forms DE-9, DE-9C, DE-88, DE-34, and CA BOE form 401;
- Manage cash and treasury functions including, but not limited to, the placement/movement of funds between accounts, monitoring cash flows, performing monthly cash reconciliations and weekly deposits;
- Serve as the program administrator for the purchasing card program and online banking systems;
- Serve as the system administrator for the accounting system including setting up users, reviewing access controls and configuration changes;
- Prepare monthly Board and Finance Committee Reports;

- Work with CalPERS actuaries to monitor and review current and future retirement contribution rates and reporting requirements;
- Monitor, maintain, and report on post-employment retirement trusts;
- Work directly with actuaries on biennial and other post-employment actuarial reports, and report on results;
- Prepare monthly and ad-hoc budget reports, forecasts, and models;
- Manage grants;
- Review payroll transactions for mathematical accuracy, proper reporting, and proper implementation of Employment Agreements and current labor laws;
- Monitor Federal and State regulatory changes, financial and governmental accounting changes, CalPERS retirement and PEMCHA health laws, labor laws, tax laws etc. to ensure compliance with applicable laws, regulations, and reporting requirements;

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- Mobility: continuous use of keyboard; frequent sitting; occasional walking, standing, bending, kneeling and stooping; reaching overhead, above shoulders and horizontally to maintain and retrieve files; and occasional driving.
- Vision: constant use of overall vision and continuous computer use.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.

MINIMUM QUALIFICATIONS

Knowledge & Ability Requirements

Knowledge of:

- Strong understanding of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards (GASB). Experience with governmental/nonprofit accounting principles and procedures in an organization which processes transactions within the accounting department.
- Principles of financial administration, including budgeting, financial reporting, data processing; accounts payable, accounts receivable, fixed assets, payroll, debt and cash management.
- State, Local and Federal Laws, ordinances and rules related to financial accounting and payroll; and,
- Procedures and practices required for research, data collection, statistical computation and reports.

Ability to:

- Work independently with little supervision.
- Analyze financial data and to prepare accurate reports in a timely fashion.
- Monitor, maintain and administer a variety of complex financial records for various accounts and projects.
- Prepare complex financial schedules and reports.
- Process transactions and reports using an enterprise resource planning (ERP) system.
- Utilize computerized spreadsheets and/or database programs to generate required information and reports.
- Organize, implement and direct a variety of financial operations.
- Review, analyze and interpret complex financial statements, reports, transactions and records.
- Complete accurate financial calculations and verify the accuracy of accounting and financial data.
- Develop and recommend policies and procedures related to assigned operations; interpret and explain pertinent policies and procedures.
- Lead in the development and monitoring of the budget.
- Review, understand, and apply complex laws, regulations and policies.
- Maintain confidentiality of information.
- Prepare effective written and verbal reports and summaries, including financial statements;
- Use a personal computer to generate text, charts, graphs, and tables for report documentation and presentations;
- Communicate clearly and concisely in English, orally and in writing;
- Ability to reason and act decisively under stressful and/or emergency situations;
- Establish and maintain effective working relationships with co-workers and vendors, including SRFECC auditors and the Finance Committee.

Education & Experience

- Education: A Bachelor's Degree from an accredited college or university with a major in accounting or related field is preferred. Course work in Intermediate accounting, corporate tax, business law, auditing, etc. highly desirable.
- Experience: Accounting or related field with financial and statistical record-keeping, preferably in a government office. Responsible for oversight of accounting or budgeting function, including development of reports and recommendations to Command Staff.

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. Work experience may be substituted at management's discretion.

Special Requirements

- Possess a valid Class C Driver License and maintain it throughout employment;
- Move about the SRFECC and affiliated agencies in a timely manner;
- Pass a background investigation;
- Pass physical- examination that relates to job requirements; and
- Pass a polygraph test.

Specialized Skills Related to SRFECC's Current System

Working knowledge of the following:

- Microsoft Dynamics GP 2013 (or similar system).
- Intermediate level proficiency in Microsoft Excel, Word and Outlook.

DISCLAIMER

This classification is not an exhaustive statement of duties, responsibilities and requirements. Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

NONDISCRIMINATION IN EMPLOYMENT

The SRFECC shall not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or local law.

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

SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

CLASSIFICATION: ADMINISTRATIVE SERVICES MANAGER

FLSA: Exempt

Bargaining Unit: Unrepresented

Reports To: Chief Executive Director

Salary Range: \$8,341.08 - \$10,140.69 Monthly

BASIC FUNCTION

Manage the System Division of the Sacramento Regional Fire/EMS Communications Center ("SRFECC"). Responsible for all SRFECC computer applications, wireless communications systems, emergency dispatch applications and operations planning, technical equipment planning and maintenance, budgeting and implementation.

ESSENTIAL FUNCTIONS

Duties

- Serve as the acting Chief Executive Director ("CED") in the CED's absence;
- Manage and provide direct supervision of the System Division;
- Oversee and ensure the security of hardware, software and data file access;
- Oversee the development, implementation, integrity, continued maintenance and programming of computer systems, radios, 9-1-1 and commercial phone system;
- Develop and propose goals, objectives and strategies pertaining to the System Division of the SRFECC;
- Develop, propose and implement System Division policies that support the goals, objectives and strategies approved by the Governing Board;
- Develop and propose preliminary and final budgets pertaining to the System Division;
- Implement financial procedures pertaining to the System Division that support the goals, objectives and strategies approved by the Governing Board;
- Determine material and equipment needs; and
- Participate in Governing Board meetings and in meetings with other agencies and groups.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- Mobility: continuous use of keyboard; frequent sitting; occasional walking, standing, bending and stooping; occasional driving.
- Lifting: regularly up to twenty-five (25) pounds; occasionally up to fifty (50) pounds.
- Vision: constant use of overall vision and continuous computer use.

- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.

MINIMUM QUALIFICATIONS

Knowledge & Ability Requirements

Knowledge of:

- Computer and network systems;
- CAD system, video display terminals, radio dispatching consoles, enhanced 9-1-1 telephones and other associated public safety communications equipment and systems;
- Principles and practices of basic accounting management, processes, ERP software and governmental requirements; and
- Principles and practices of public administration, financial management and personnel management; and
- Regulatory agencies, laws, regulations and policies that pertain to the SRFECC.

Ability to:

- Provide highly technical support to the SRFECC and affiliated agencies regarding SRFECC network;
- Identify system problems and recommend corrective action;
- Develop and present analytical reports;
- Stay current with changing technology;
- Stay current with changing laws related to accounting;
- Conduct performance evaluations;
- Implement progressive discipline;
- Schedule 24 hour working operations;
- Conduct oneself with the highest quality leadership and integrity;
- Communicate clearly and concisely in English, orally and in writing;
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner;
- Reason and act decisively under stressful and/or emergency situations;
- Work independently with minimum supervision; and
- Establish and maintain effective working relationships with management personnel, employees, affiliated agencies and the general public.

Education & Experience

- Education: A Bachelor's Degree from an accredited college or university with a major in public administration, business, fire service management, law enforcement, computer science or closely related field is preferred.
- Experience: Technical services field within a police, fire, emergency medical or consolidated emergency communications center at a management, supervisory or

administrative level with budgeting, project management, and personnel management responsibilities.

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. Work experience may be substituted at management's discretion.

Special Requirements

- Regular attendance and timeliness;
- Respond promptly to the SRFECC on a 24 hour basis;
- Possess a valid Class C Driver License and maintain it throughout employment;
- Move about the SRFECC and affiliated agencies in a timely manner;
- Pass a background check; and
- Pass physical and polygraph examinations that relate to job requirements.

Specialized Skills Related to SRFECC's Current System

Working knowledge of the following:

- VoIP Network; and
- Windows 2012 and Active Directory; and
- ERP systems

DISCLAIMER

This classification is not an exhaustive statement of duties, responsibilities and requirements. Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

NONDISCRIMINATION IN EMPLOYMENT

The SRFECC shall not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or local law.

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

SACRAMENTO REGIONAL FIRE/EMS
COMMUNICATIONS CENTER

RESOLUTION #02-15
Amending N.C.S.D.I.A. Alternate Board Representative

WHEREAS, Sacramento Regional Fire/EMS Communications Center desires to make an amendment to Resolution 03-14, under Section (2), leave primary representative unchanged, Chief Executive Director, and the alternate appointee Communications Manager and add an additional alternate representative, Administrative Services Manager.

NOW, THEREFORE, BE RESOLVED as follows:

- (2) That this agency hereby appoints the Chief Executive Director as its voting representative and the Communications Manager and Administrative Services Manager as its second alternate voting representative(s) on the Board of Directors of the Northern California Special Districts Insurance Authority.

PASSED AND ADOPTED by the Governing Board of the Sacramento Regional Fire/EMS Communications Center this 27th day of January, 2015, the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

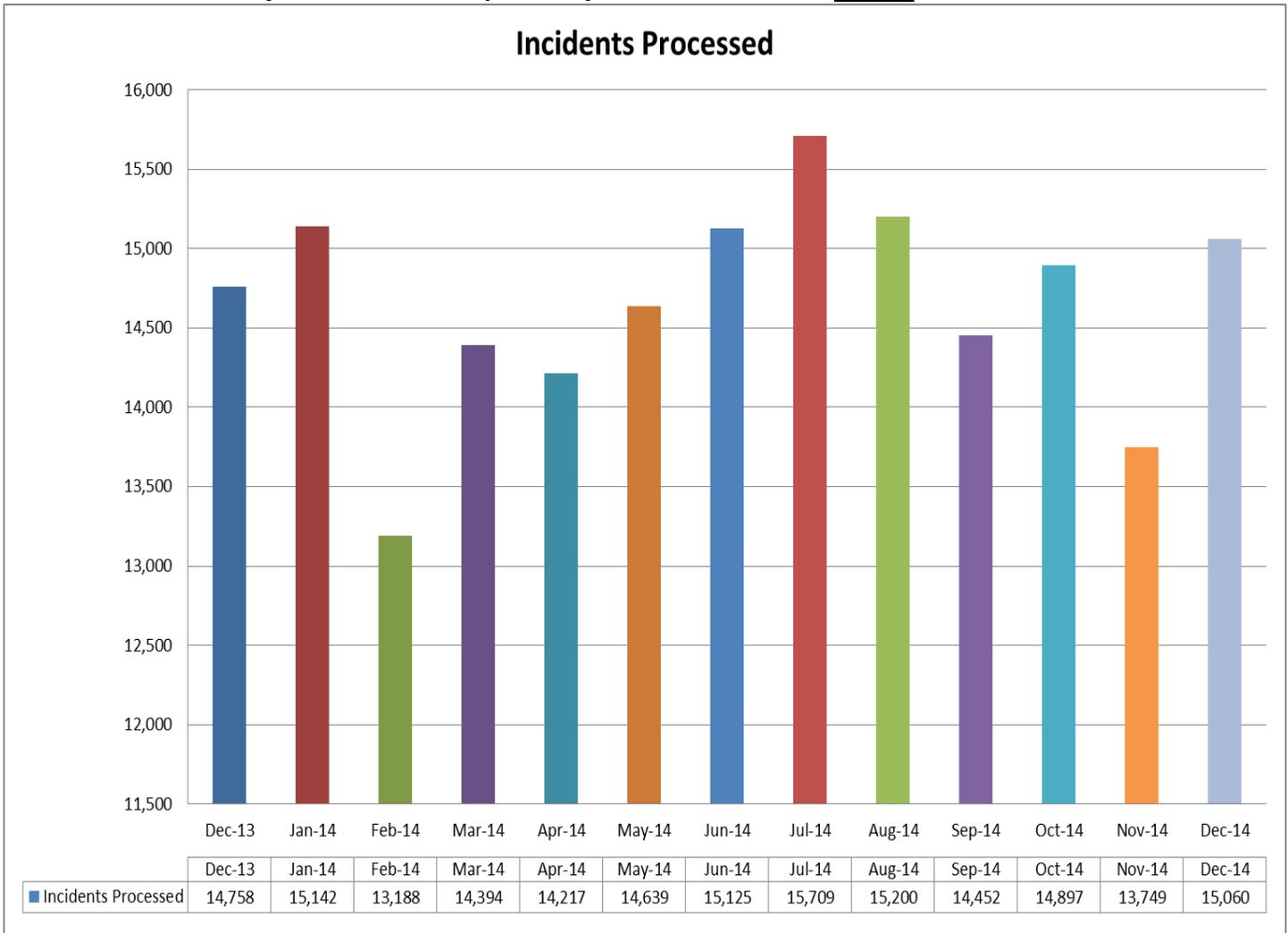
BY:

ATTEST:

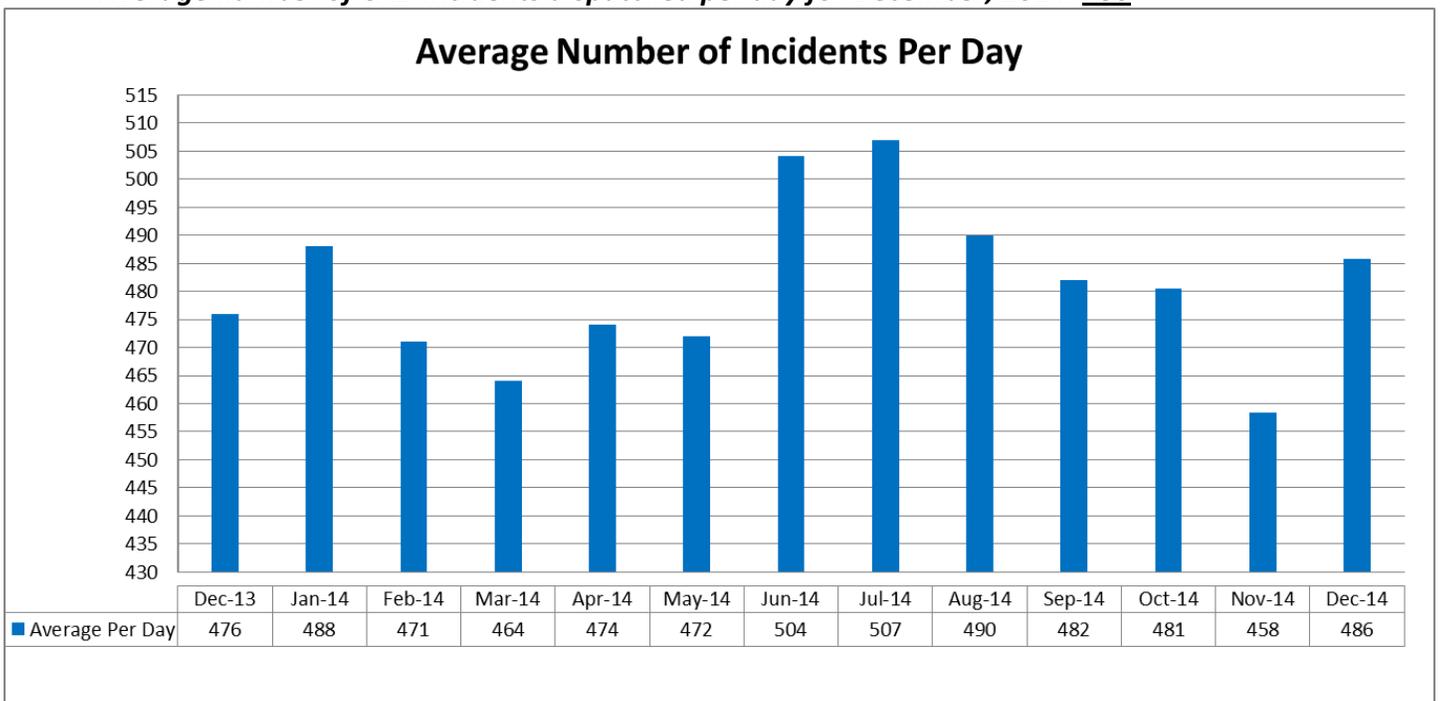
Chris Holbrook, Chairperson

Ron Phillips, Vice Chairperson

Total number of CAD incidents dispatched for December, 2014: 15,060



Average number of CAD incidents dispatched per day for December, 2014: 486



The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of December, 2014 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 December, 2014, SRFECC dispatch staff processed a total of **24,245** incoming and **8,114** outgoing calls for a total volume of **32,359** calls.

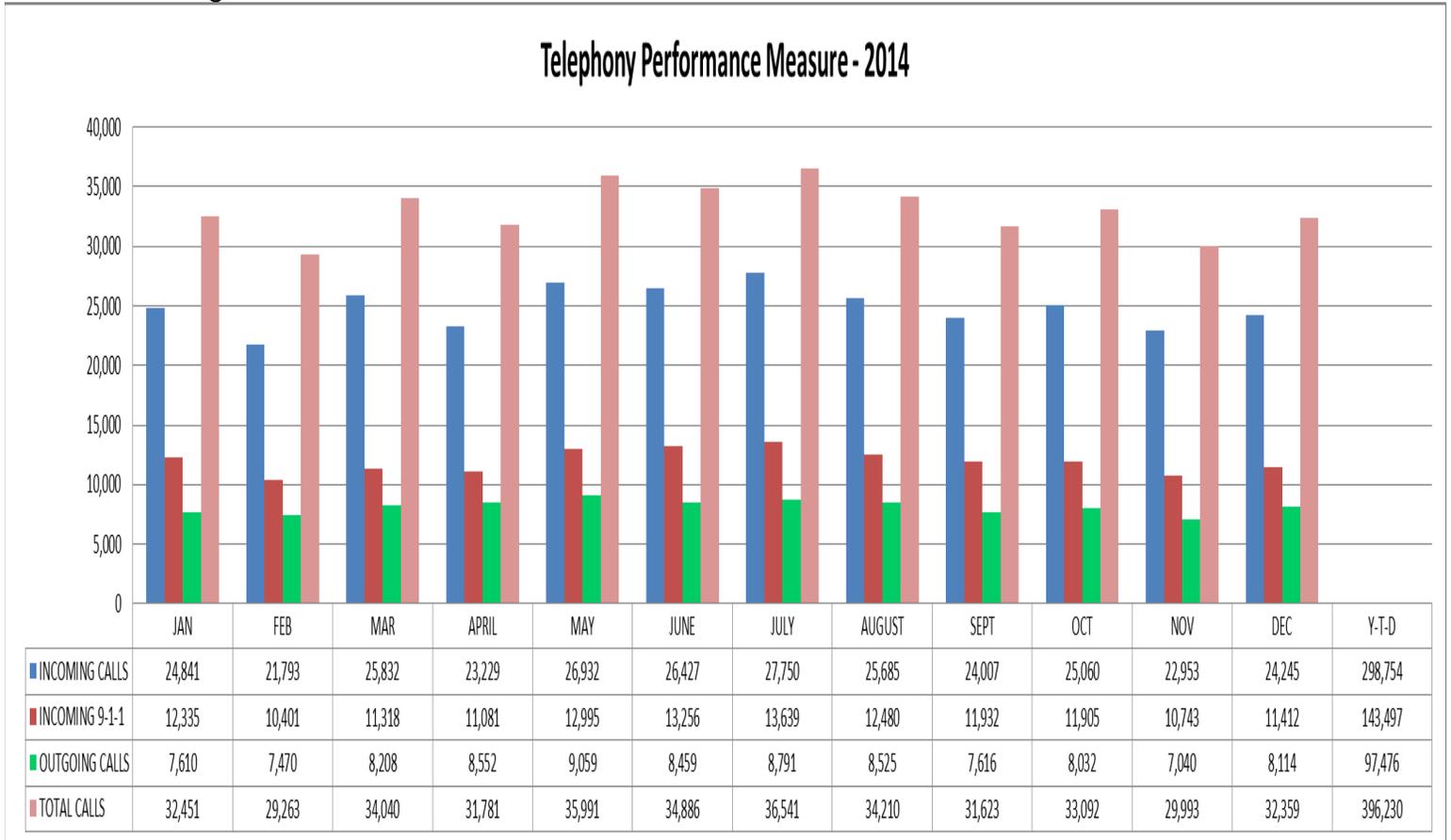
Detailed Breakdown of Information

Incoming 9-1-1 Calls: There were **11,412** incoming 9-1-1 calls.

7DE (Seven-Digit Emergency Lines): There were **4,412** incoming seven-digit emergency calls.

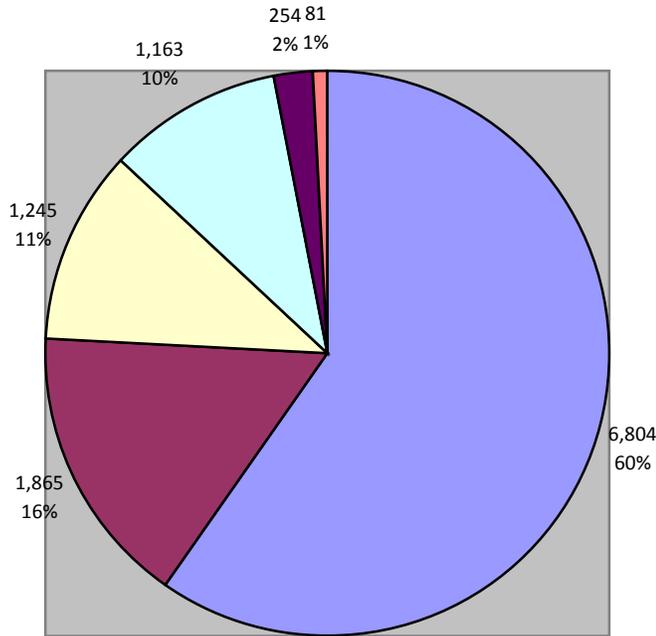
Allied Agency/Alarm Co: There were **3,267** incoming Allied Agency and Alarm Company calls.

7DA (Seven-Digit Administrative Lines): There were **5,154** incoming seven-digit administrative calls.



The following chart represents call distribution according to class of service (i.e. Wireless Phase 2, Residential, etc.) for the **11,412** incoming 9-1-1 calls.

INCOMING 9-1-1 CALL DISTRIBUTION - December, 2014



■ Wireless Phase 2
 ■ Residential
 ■ Other (i.e. PBX)
■ VOIP
 ■ Wireless Phase 1
 ■ Payphone

Answering Standard: NFPA 1221 – 2013 Edition

According to NFPA 1221–2013 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.”*

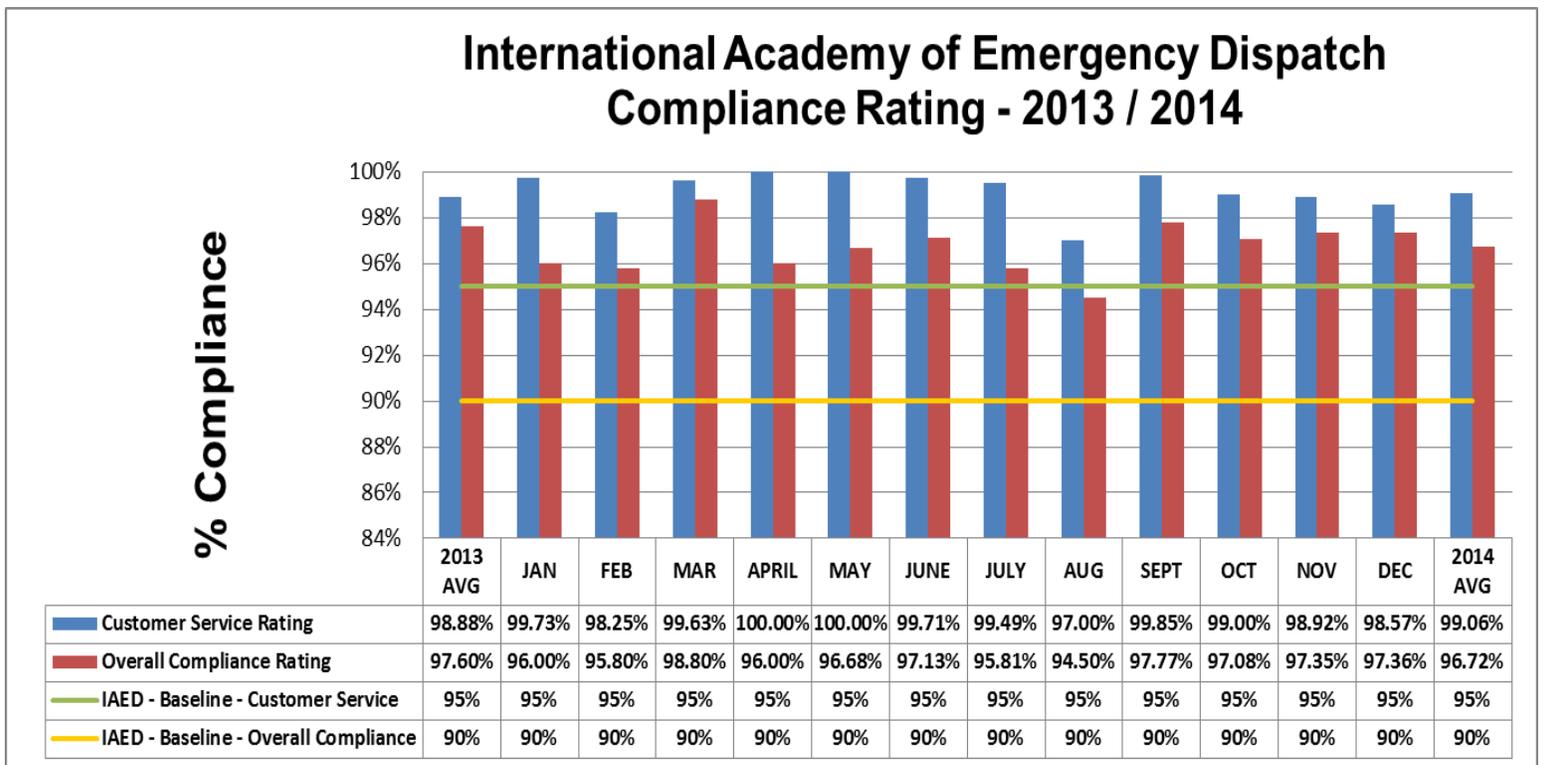
Utilizing the measure recommended by NFPA 1221-2013 ed. that all calls received on emergency lines shall be answered within 15 seconds 95% of the time. In December, the dispatch team answered all calls on emergency lines within 15 seconds **96.93%** of the time – **exceeding the standard by 1.93%**.

The standard of 99% percent of emergency lines answered within 40 seconds was also exceeded by the SRFECF dispatch team. In December, the dispatch team answered all calls on emergency lines within 40 seconds **99.73%** of the time – **exceeding the standard by .73%**.

EMD Compliance Scores

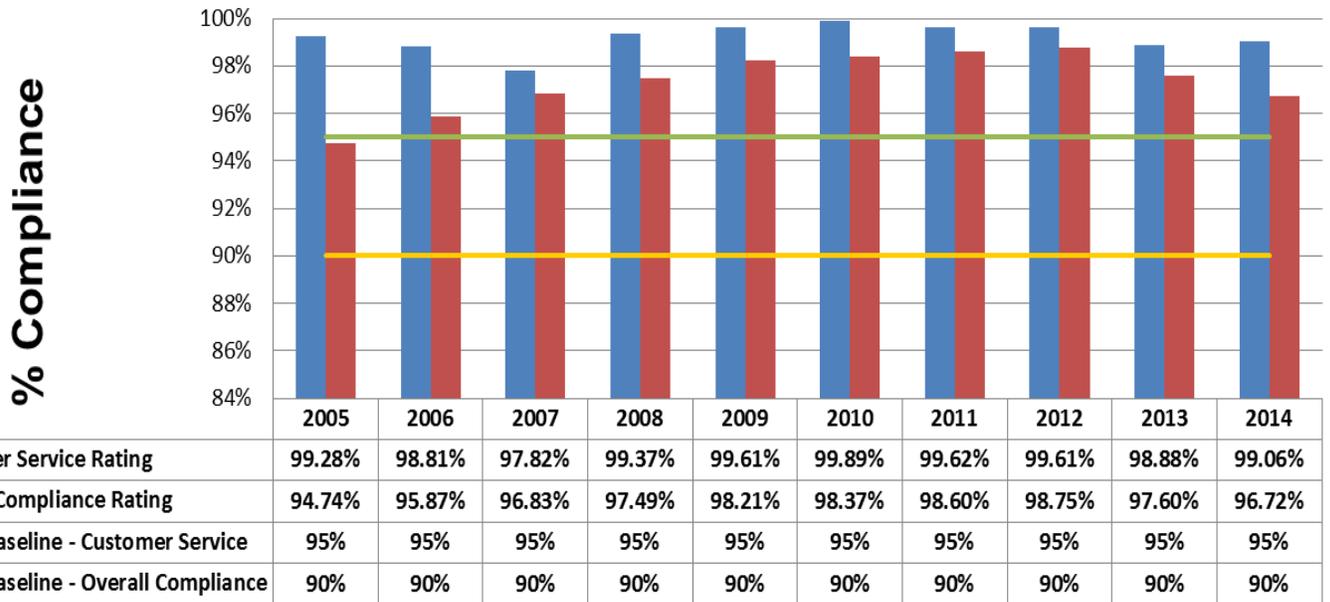
- **Customer Service Compliance Average* (Baseline Requirement of 95%)**
 - Customer Service Compliance Average for **November, 2014: 98.92%**
 - Customer Service Compliance Average for **December, 2014: 98.57%**
 - Overall – Customer Service Compliance Average for **2014: 99.06%**

- **Total Compliance Average* (Baseline Requirement of 90%)**
 - Total Compliance Average for **November, 2014: 97.35%**
 - Total Compliance Average for **December, 2014: 97.36%**
 - Overall – Total Compliance Average for **2014: 96.72%**



*Effective Emergency Medical Dispatch (EMD) practices are based on the consistent use of medically approved dispatch protocols. EMD or the Medical Priority Dispatching System (MPDS) is in part based on published standards of the International Academy of Emergency Dispatch (IAED) in consultation with the National Association of EMS Physicians (NAEMSP), the American Society for Testing and Materials (ASTM), the American College of Emergency Physicians (ACEP), the U.S. Department of Transportation (USDOT), the National Institutes of Health (NIH), the American Medical Association (AMA), and more than 30 years of research, development, and field testing throughout the world. Overall, the dispatch protocols are established by the IAED Board of Fellows which is responsible for setting the accreditation process of the International Academy. Per Academy standards, the Quality Improvement standards report requires a consistent, cumulative MPDS incident case review of at or above the stated baseline percentages.

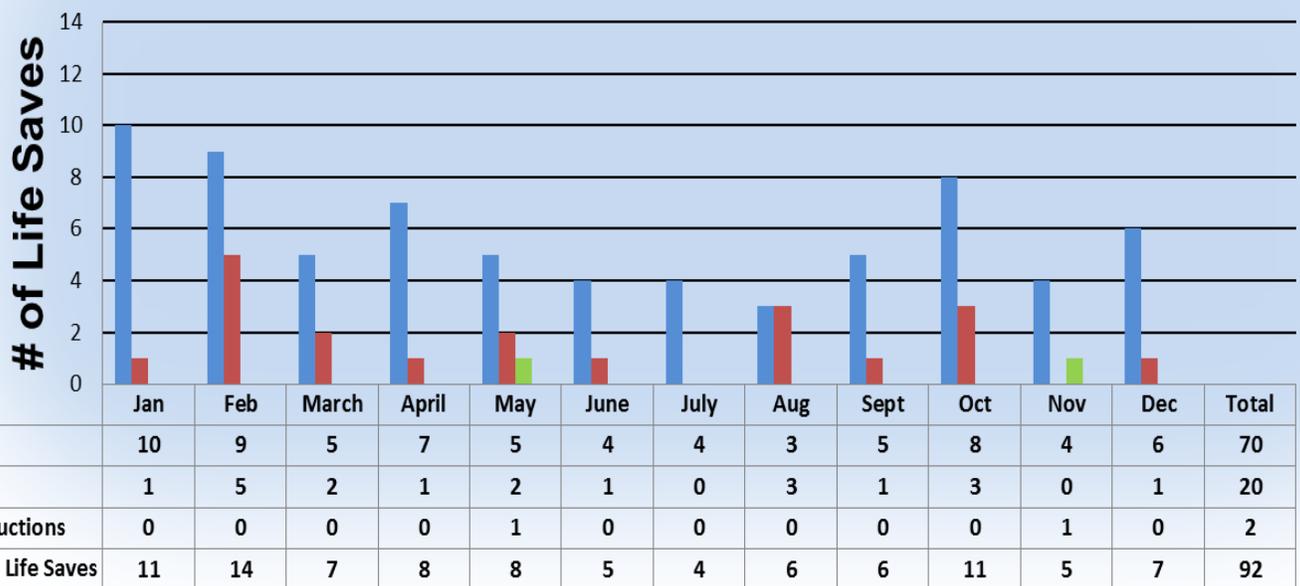
International Academy of Emergency Dispatch Compliance Rating



SRFECC – 92 Life Saves in 2014

Since January 1st, 2014 our Public Safety Dispatch Team has performed EMD in accomplishing 70 CPR life saves, two (2) Choking life saves utilizing Dispatch Life Support Heimlich Instructions, and 20 Child Births, for a total amount of 92 Life Saves.

SRFECC - 92 Life Saves - 2014



Five (5) Life Saves – November, 2014

1. On November 8th, *Dispatcher Steve Wootton*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
2. On November 17th, *Dispatcher Anna Meyer*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
3. On November 23rd, *Dispatcher Andrew Grizzell*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
4. On November 23rd, *Dispatcher Anna Meyer*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving Heimlich instructions for a person who was choking.
5. On November 29th, *Call Taker Janet Tracey*, B Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.

Seven (7) Life Saves – December, 2014

1. On December 4th, *Call Taker Theresa Miller*, B Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
2. On December 7th, *Operations Supervisor Kylee Soares*, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving maternity instructions for a caller delivering a baby in a non-hospital environment (Baby Girl).
3. On December 13th, *Call Taker Maggie Badilla*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
4. On December 13th, *Call Taker Maggie Badilla*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
5. On December 19th, *Dispatcher Casey Quintard*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
6. On December 19th, *Dispatcher Anna Meyer*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
7. On December 24th, *Dispatcher Anna Meyer*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.

Opened/Closed Service Records Per Category

Date range 12/01/2014 - 12/31/2014
 Generated on 1/7/2015 10:18

Category	Opened SRs	Closed SRs	Total (opened - closed)
CAD	17	25	-8
Communications	4	5	-1
Contracts	4	0	4
Email	4	3	1
Facility	21	19	2
GIS	12	11	1
Hardware	12	12	0
Operations	5	6	-1
Profile	5	6	-1
Software	7	9	-2
Total	91	96	-5

