



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, April 28, 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 (February 24, 2015)	Page	3-7
2. Special Board Workshop Synopsis (April 14, 2015)	Page	8-11
3. Budget to Actual (February)	Page	12
4. Revenues (February)	Page	13
5. Overtime Report (February)	Page	14
6. Budget to Actual (March)	Page	15
7. Revenues (March)	Page	16
8. Overtime Report (March)	Page	17

PROPOSED ACTION: Motion to Approve Consent Agenda

PRESENTATION:

1. Longevity Recognition:

All March and April employee anniversaries were recognized at The Special Workshop Meeting held on April 14, 2015.

COMMITTEE REPORTS:

1. Finance Committee (March 10, 2015)	Page	18-19
2. Personnel Committee (March 10, 2015)	Page	20

ACTION ITEMS:

* INDICATES NO ATTACHMENT

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

b. New Business:

1. Discussion of Financing Options for the CAD System - *Delivered under separate cover*

2. Approval of GIS I Job Description Page 21-23

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON FUTURE AGENDA:

PRESENTATION/INFORMATION:

1. Communications Center Statistics (February and March) Page 24-29

2. 2014 Year End Report - *Delivered under separate cover*

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

1. Chief Executive Director*

2. Administrative Services Manager

3. Communications Manager* Page 30

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. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

ADJOURNMENT:

The next Regular Board Meeting is May 26, 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 April 23, 2015.



*INDICATES NO ATTACHMENT

SRFECC GOVERNING BOARD MEETING
February 24, 2015

GOVERNING BOARD MEMBERS

Chief Ron Phillips	City of Folsom Fire Department
Chief Tracey Hansen	Cosumnes Community Services District
Chief 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	Administrative Services Manager

OTHERS IN ATTENDANCE

Bob Kingsley	General Counsel, SRFECC
Janice Parker	Administrative Analyst, SRFECC
Wendy Crosthwaite	Executive Assistant
Brad Dorsett	CAD Technician, SRFECC
Sara Roush	Accounting Assistant, SRFECC
Cierra Lewandowski	Payroll/Benefits Technician, SRFECC
Kylee Soares	Administrative Supervisor, SRFECC
Tara Poirier	Dispatcher, SRFECC
Jill Short	Dispatcher, SRFECC
Joe Thuesen	Administrative Supervisor, SRFECC
Matt Wooden	GIS Coordinator, SRFECC
John Herrera	GIS Coordinator, SRFECC
Julee Todd	Dispatch Supervisor, SRFECC
Daniel Funderburg	GIS Volunteer, SRFECC

1. The meeting was called to order and roll call was taken at 9:02 a.m.
2. Chief Phillips lead the Board and meeting attendees in the Pledge of Allegiance.
3. There were no agenda updates.
4. PUBLIC COMMENT

None

5. CONSENT AGENDA

A motion was made by Chief Phillips and seconded by Chief Hansen to approve the consent agenda and Board Meeting synopsis, January 27, 2015.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

6. PRESENTATION:

1. Longevity Recognition:

- a. Wendy Crosthwaite – 2 years – February 1, 2015
- b. Julee Todd – 12 years – February 10, 2015
- c. Daniel Funderburg – 1 year – January 7, 2015

Chief Executive Director Murray expressed her heart-felt appreciation to Ms. Crosthwaite for not only the two years of dedication at SFRECC, but also Ms. Crosthwaite's loyalty and willingness to "take a chance" with CED Murray at a new organization as Executive Assistant. Several co-workers also provided very complimentary testimonials regarding their interactions with Ms. Crosthwaite.

Daniel Funderburg has been a volunteer with SRFECC for over one year. He has truly become a valued "family" member. Chief Executive Director Murray presented Mr. Funderburg with the Selflessness Award for his generosity with his time and talents for the past year.

Communications Manager Luis congratulated Julee Todd on her twelve year anniversary. Ms. Todd during her employment with SRFECC has been the Training Officer, Dispatch Supervisor, OPST Supervisor of the Year for 2014, a member of the NAPCO Supervisor Team of the Year and a member of the CAD acquisition team. Communications Manager Luis told the Board and attendees how grateful we are to have Ms. Todd as a part of the SRFECC family.

6. **COMMITTEE REPORTS:**

A. Finance Committee

The Finance Committee met on February 10, 2015, and discussed 2013/2014 Budget to Actuals. The Board will need to determine how to allocate excess funds.

Committee members recommended that this item be brought before the Board.

Minutes of this meeting were contained in the Board packet.

B. Personnel Committee

The Personnel Committee did not meet.

7. **ACTION ITEMS:**

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

None

- b. **New Business:**

- 1. Approve 2013/2014 Budget to Actuals

Administrative Services Manager said the Finance Committee met and reviewed the Budget to Actuals documents. We have "closed" the 2013/2014 fiscal year. Part of the fiscal year occurred while we were working with County Department of Finance and part of the fiscal year occurred once SRFECC had become independent of the County.

This document clearly shows that we are significantly “in the black” for 2013/2014 fiscal year. Most of the revenue was a result of SETNA funds and our expenses were “in the black” because of cost savings and excellent financial management. The amount of our budget revenue/savings was \$161,130.00. The Finance Committee discussed the potential allocation of these funds, as there are several items that had been unbudgeted such as: the acquisition of River Delta/Isleton dispatching services, the Staten Island antenna project, the Comm Van and the additional recruitment expense for the Medical Director. We would like to recommend encumbrance of this money into the 2014/2015 Budget to help defray the cost of the above-mentioned items.

Finance Committee members endorsed the recommendation to encumber these funds.

However, Chief White asked that this vote be tabled until the next Board Meeting to give him an opportunity to discuss this issue with his Board.

Chief Hansen reminded the Board that the County has \$102,000 in its treasury that belongs to us. The JPA owes the County \$30,000 of that sum to repay an overage of interest we had received. Chief Executive Director Murray said that the remaining sum has already been accounted for in the 2014/2015 Budget.

Chief Phillips made a motion which was seconded by Chief Hansen, to approve the 2013/2014 Budget to Actuals at this time and address the encumbrance of the remaining funds at the next Board Meeting.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

2. Contract(s) for Board-Up Contractors

A copy of the contract was included in the Board packet. The length of the agreement is three, one and one.

Chief Hansen made a motion and it was seconded by Chief White, to approve the Board-Up contract as submitted.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

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

9. PRESENTATION/INFORMATION:

1. Communications Center Statistics

The Communications Center Statistics were contained in the Board packet.

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

10. CENTER REPORTS

A. Chief Executive Director Report

1. The Metro E contract has been signed. Administrative Services Manager did a great job of negotiating this contract. We will be bringing the member agencies onto the fiber network.
2. The final CAD vendor will be chosen within the next couple of weeks.
3. The CAD Financial RFP has been awarded to Umpqua Bank. We have been working with legal to formulate the strategic plan which will be discussed at our Special Board Meeting and Workshop on March 24, 2015.

Chief Phillips asked to have as much documentation as possible to review prior to the Special Board Meeting and Workshop.

4. Over 30 applications were received for the Financial Analyst position. Interviews will be conducted within the next couple of weeks.

B. Administrative Services Manager Report

1. Administrative Services Manager Starosciak complimented her IT team on their response to request for assistance to Jack Haddon from CCSD, for the RMS transfer.
2. We have contracted with Rob Merritt to assist our Accounting team during the transition from Ms. Odell to the new Financial Analyst. We are being work on our 2015/2016 Budget.
3. SRFEC is hosting GP Dynamics training at the Conference and Training Center on Monday, March 9th.

D. Communications Manager Report

1. Since our last Board meeting we have handled: over 33,000 phone calls and 15,000 incidents; 31 working fires with four greater alarms and 10 life saves.
2. Not only does the dispatch staff perform exceptionally well on the floor, they also interact with the IT and Accounting teams; participate in public outreach programs, work with SOG Committee and CAD coordinators and are currently participating in the high rise drill. In short, their impact is felt in many areas. We are very proud of them.
3. April 12 – 18, 2015 is National Public Safety Telecommunicators Week and we are seeking nominations for Dispatcher and Supervisor of the Year.
4. Communications Manager Luis thanked the Chiefs for supporting our organization.

11. CORRESPONDENCE

None

12. BOARD MEMBER COMMENTS

Chief Hansen thanked everyone who reached out to CCSD in their time of need. She felt grateful that as an organization we “have each other’s backs”. Chief Hansen thanked Wendy Crosthwaite for providing lunch; and our IT team for assisting their IT team to get and keep things up and running.

Chief Phillips thanked the staff of SRFECC for all their continued hard work and dedication.

Chief White and Chief Holbrook echoed Chief Phillips.

13. COUNSEL REPORT

14. ANTICIPATED ACTION ITEMS

15. 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*

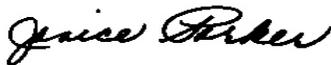
Pursuant to California Government Code Section 54956.9(b)
The Board will meet in closed session to discuss significant exposure to litigation
Two (2) cases

Closed session was convened at 9:40 a.m.

Open session was reconvened at 11:14 a.m. The Board received an update on two personnel issues and anticipated litigation; direction was given, no action was taken.

16. The meeting of the Governing Board was adjourned at 11:14 a.m. until the next Regular Meeting of the Governing Board scheduled for 9:00 a.m., March 31, 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

SPECIAL WORKSHOP OF THE GOVERNING BOARD
April 14, 2015

GOVERNING BOARD MEMBERS

Chief Ron Phillips	City of Folsom Fire Department
Chief Tracey Hansen	Cosumnes Community Services District
Deputy Chief Costamagna	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	Administrative Services Manager

OTHERS IN ATTENDANCE

Walt White	Fire Chief, City of Sacramento Fire Department
Bob Kingsley	General Counsel, SRFECC
Jeremy Edwards	Accountant, Cosumnes Community Services District
John Ebner	Senior Management Analyst, Cosumnes Community Services District
Bruce Cline	Counsel, City of Folsom <i>(arriving after brief recess)</i>
Kristianne Seargeant	Counsel, Sacramento Metropolitan Fire District – Kronick Moskowitz Tiedemann & Girard <i>(arriving after brief recess)</i>
Seth Merewitz	Counsel, Cosumnes Community Services District- Best, Best & Krieger <i>(arriving after brief recess)</i>
Janice Parker	Administrative Analyst, SRFECC
Brad Dorsett	CAD Technician, SRFECC
Sara Roush	Accounting Assistant, SRFECC
Cierra Lewandowski	Payroll/Benefits Technician, SRFECC
Tara Poirier	Dispatcher, SRFECC
Jill Short	Dispatcher, SRFECC
Katherine Shelton	Dispatcher, SRFECC
Anna Meyer	Dispatcher, SRFECC
Jason Meyer	Guest (Husband of Anna Meyer)
Joe Thuesen	Administrative Supervisor, SRFECC
Matt Wooden	GIS Coordinator, SRFECC
John Herrera	GIS Coordinator, SRFECC
Mike Grace	Training Supervisor, SRFECC
Brady Jones	Recruit Dispatcher, SRFECC
Kelly Campbell	Recruit Dispatcher, SRFECC
Jamie Brown	Recruit Dispatcher, SRFECC

1. The meeting was called to order and roll call was taken at 9:08 a.m.
2. Deputy Chief Costamagna lead the Board and meeting attendees in the Pledge of Allegiance.
3. Letter From the City of Sacramento Fire Department Appointing Deputy Chief Chris Costamagna as Board Representative and Chief Walt White as Board Alternate.

Correspondence had been moved up on the agenda to officially acknowledge Deputy Chief Costamagna as primary Board representative for Sacramento City Fire Department and Chief Walt White as alternate Board representative.

A copy of the letter had been included in the Board packet.

4. PUBLIC COMMENT

None

5. PRESENTATION

A. Recognition of Telecommunicators Week Resolution/Proclamation From Cosumnes Community Services District

Chief Hansen read the Cosumnes Community Services Board Resolution that acknowledged Telecommunicators Week and expressed her appreciation for all the contributions made by dispatch personnel at the Center.

B. Recognition of Telecommunicators Week Proclamation From Sacramento Regional Fire/EMS Communications Center

Chief Executive Director Murray read the Proclamation and acknowledged the great contribution made on a daily basis by dispatch personnel at the Center.

C. Longevity Recognition:

- a. Chuck Moody – 18 years – March 1, 2015
- b. Cierra Lewandowski – 17 years - March 1, 2015
- c. Janice Parker – 16 years – March 1, 2015
- d. Casey Quintard – 6 years – March 2, 2015 (*unable to attend*)
- e. Jill Short – 6 years – March 2, 2015
- f. Janet Tracy – 4 years – March 14, 2015 (*unable to attend*)
- g. Steve Wootten – 4 years – March 14, 2015 (*unable to attend*)
- h. Tina Dungan – 20 years – March 16, 2015 (*unable to attend*)
- i. John Herrera – 2 years – March 18, 2015
- j. Anna Meyer – 2 years – March 25, 2015
- k. Sara Roush – 2 years – March 25, 2015
- l. Joe Thuesen – 15 years – March 27, 2015
- m. Mike Grace – 23 years – April 1, 2015
- n. Matt Wooden – 2 years – April 8, 2015

Chief Executive Director Murray congratulated all the employees with March and April anniversaries.

Chief Executive Director Murray introduced to the Board three new dispatch recruits who began the academy yesterday: Jamie Brown, Kelly Campbell, and Brady Jones.

6. ACTION ITEMS:

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

None

- b. **New Business:**

- 1. Discussion of Financing for the new CAD System*
(Material sent under separate cover)

A notice of intent to award to New World has been posted for our new CAD system. We will be scheduling a “deep dive” with New World to ensure they are able to produce all that has been promised.

Additionally, we have been examining the financing portion for the purchase of CAD. We have posted a notice of intent to award to Umpqua Bank. However, we are still negotiating with Umpqua Bank and therefore, are technically still in the RFP stage. We have been given a “not to exceed” figure of \$4 million as directed by the Board. A worksheet was disseminated for use during this discussion which lists the CIP as \$3,507,259. Four financial options were laid out for review and Chief Executive Director Murray outlined each of the options. The options ranged from 10 to 15 year terms with varying amounts of “payment” controlled through the use of CIP funds. Umpqua Bank requires a debt service reserve fund of 10% of amount borrowed.

Chief Hansen said the most palatable method of funding the CAD project would be through the use of a “tiered” option utilizing a portion of the CIP to help defray the total cost. As a safeguard against unforeseen circumstances, Chief Hansen felt the 15 year option would offer the members some latitude as long as there would be no prepayment penalty should they wish to retire the debt prior to the 15 year term. The interest rates listed are fixed rates.

Chief Hansen felt the CIP account should not be completely depleted to pay for the CAD system because there are other projects, including yearly CAD maintenance that may draw from that funding mechanism.

Administrative Services Manager Starosciak said the members may prepay up to 10% per year without penalty.

Chief Phillips asked to have the CAD loan payment assessed separately from the standard operating budget. He further asked if an agency could retire their portion of the debt in a single payment to the JPA.

Chief Phillips would like to see two additional options: 1) using 75% of the CIP and financing the remainder over a 10 year term and 2) using 100% of the CIP and financing the remainder over a 10 year term.

Deputy Chief Costamagna will be bringing these financial options back to the City Finance Department. He felt his Finance Department would be able to finalize a decision in time for the May Board meeting.

Deputy Chief Holbrook suggested a 10 year term with a \$1million buy down from the CIP, and financing \$3 million.

Chief Executive Director Murray said that Umpqua Bank did not require additional resolutions from each agency for final decision making. The financing discussion will continue at our regular Board Meeting and direction will be given to CED Murray. The action taken at our May 26, 2015, Board Meeting will be to award the CAD contract and award authorization of the financing tool.

Chief Phillips thanked CED Murray and her staff for all the effort that has been put forth to get the Board to this point.

2. Discussion of GIS I Job Description*

Final draft of the GIS I Job Description was not available so discussion was tabled until the April 28th Board meeting.

7. 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 10:00 a.m.

Open session was reconvened at 11:14 a.m. The Board received an update from legal counsel, no action was taken.

There was a brief recess and open session reconvened at 1:33 p.m.

Closed session was convened at 1:33p.m.

Open session was convened at 4:04 p.m. The Board received an update, but no action was taken.

16. The meeting of the Governing Board was adjourned at 4:05 p.m. until the next Regular Meeting of the Governing Board scheduled for 9:00 a.m., April 28, 2015, at Metro Board Chambers, 10545 Armstrong Ave – Rooms #384-385, Mather, CA 95655-4102.

Respectfully submitted,

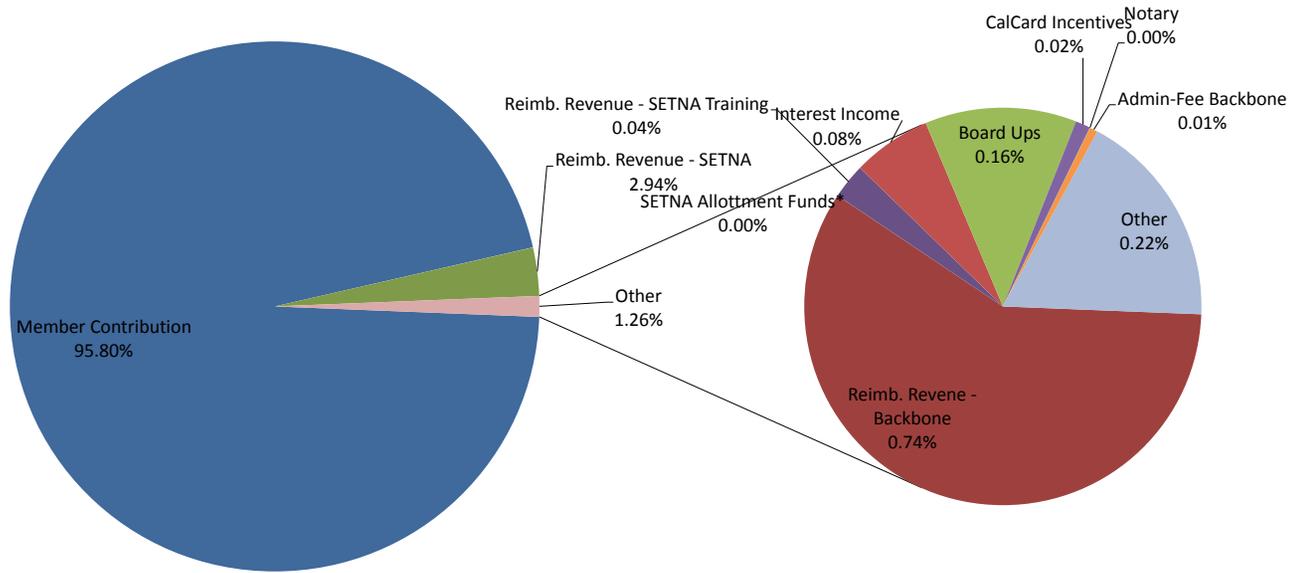


Janice Parker
Clerk of the Board

Chris Holbrook, Chairperson

Ron Phillips, Vice Chairperson

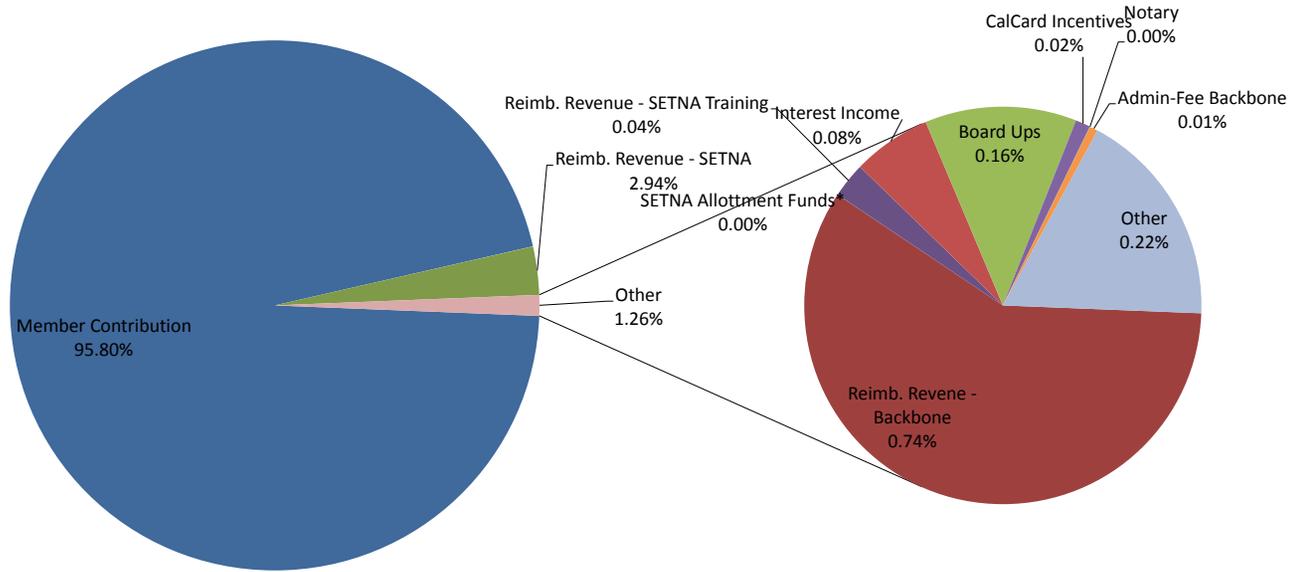
Revenue as of February 28, 2015



Revenues - FY 14/15 As of February 28, 2015		
	FY 14/15 Final Budget	As of 02/28/15
Member Contribution	8,478,132	8,003,132
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	13,000
CalCard Incentives	2,000	1,264
Notary	100	30
Admin-Fee Backbone	400	700
Other	1,100	18,668
Total Other	18,000	40,400
Total	9,217,857	8,353,914

*Direct pay to vendor.

Revenue as of February 28, 2015

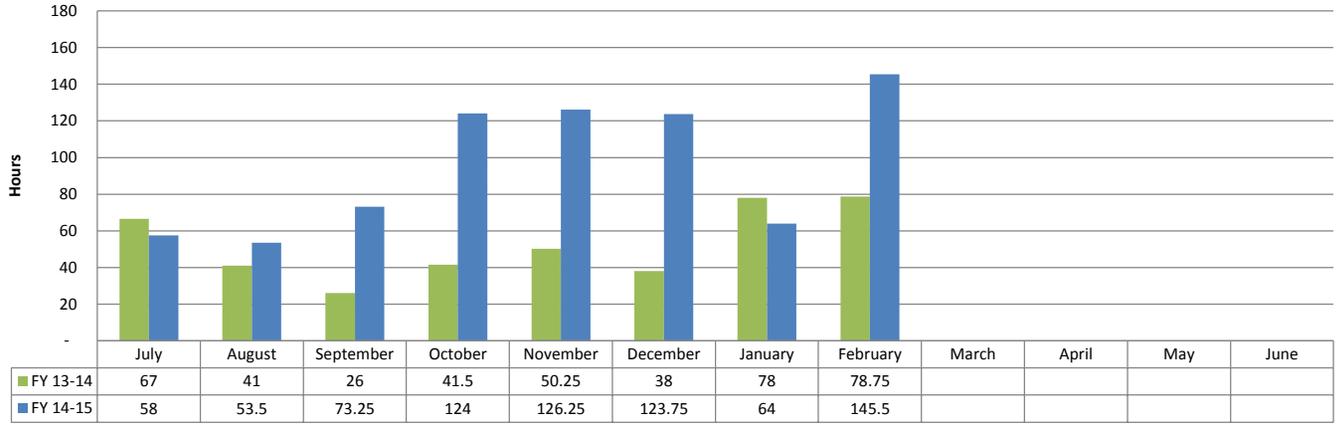


Revenues - FY 14/15 As of February 28, 2015		
	FY 14/15 Final Budget	As of 02/28/15
Member Contribution	8,478,132	8,003,132
Reimb. Revenue - Backbone	59,000	61,860
Reimb. Revenue - SETNA	244,985	245,552
Reimb. Revenue - SETNA Training	3,000	3,000
SETNA Allotment Funds*	414,740	-
Other:		
Interest Income	3,600	6,739
Board Ups	10,800	13,000
CalCard Incentives	2,000	1,264
Notary	100	30
Admin-Fee Backbone	400	700
Other	1,100	18,668
Total Other	18,000	40,400
Total	9,217,857	8,353,914

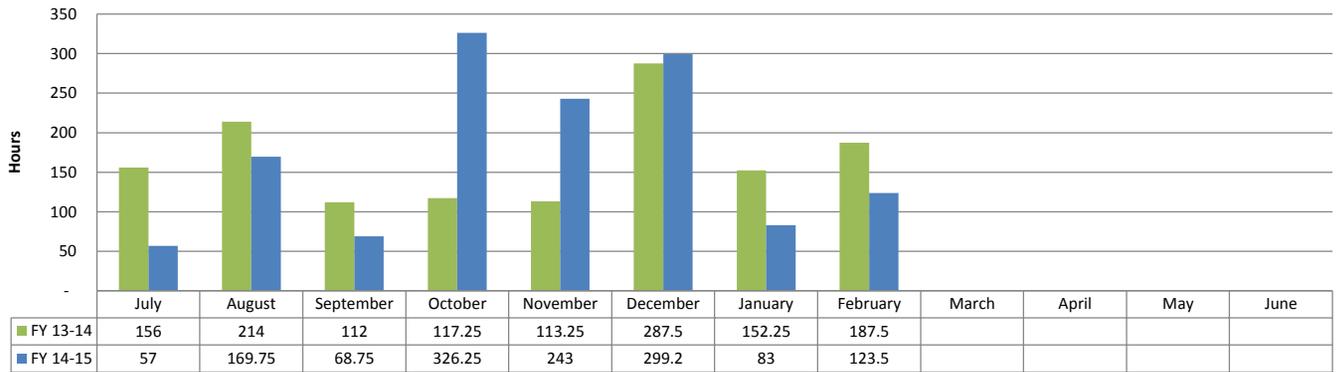
*Direct pay to vendor.

Sacramento Regional Fire/EMS Communications Center
 Fiscal Year 2014-2015
 Monthly Overtime Report
 As of February 28, 2015

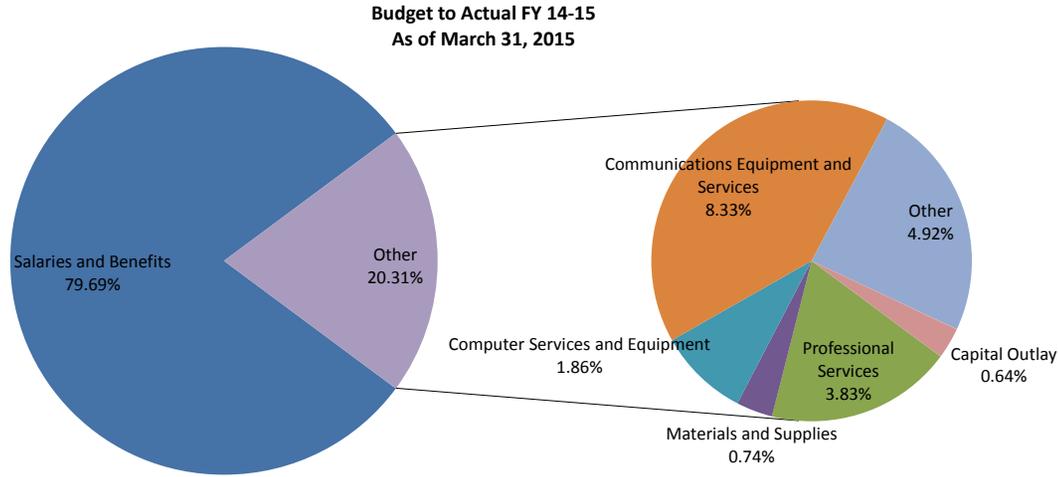
**FY 14-15 Comparative OT Report
 Admin Staff
 As of February 28, 2015**



**FY 14-15 Comparative OT Report
 Communications Staff
 As of February 28, 2015**

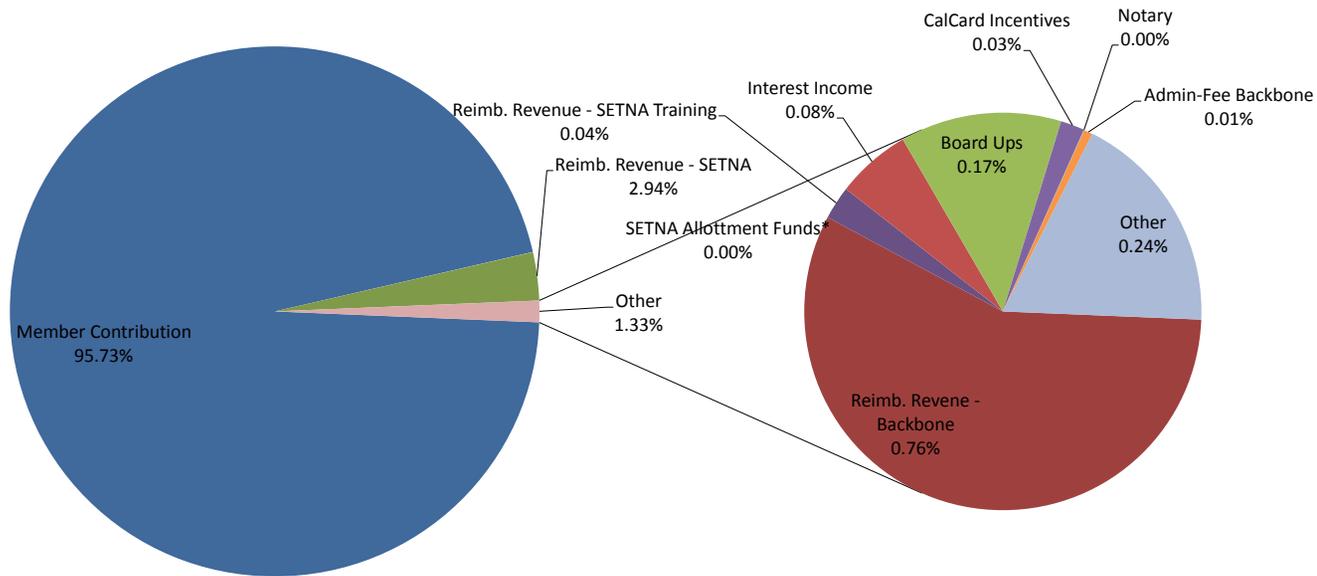


Sacramento Regional Fire/EMS Communications Center
 Fiscal Year 2014-2015
 Monthly Budget to Actual Report
 As of March 31, 2015



Budget to Actual - FY 14/15 As of March 31, 2015				
	FY 14/15 Budget	YTD Expenses 03/31/15	\$ Under / (Over) Budget	% Under/ (Over) Budget
Expenses				
Salaries and Benefits	6,192,296	4,224,708	1,967,588	32%
Professional Services	388,265	202,785	185,480	48%
Materials and Supplies	76,540	39,240	37,300	49%
Computer Services and Equipment	300,572	98,487	202,085	67%
Communications Equipment and Services	1,437,485	441,549	995,936	69%
Other	407,959	260,705	147,254	36%
Capital Outlay	1,130,740	33,915	1,096,825	97%
Total	9,933,857	5,301,388	4,632,469	52%
Days Remaining in Budget Period/Days YTD in Budget Period				25%

Revenue as of March 31, 2015

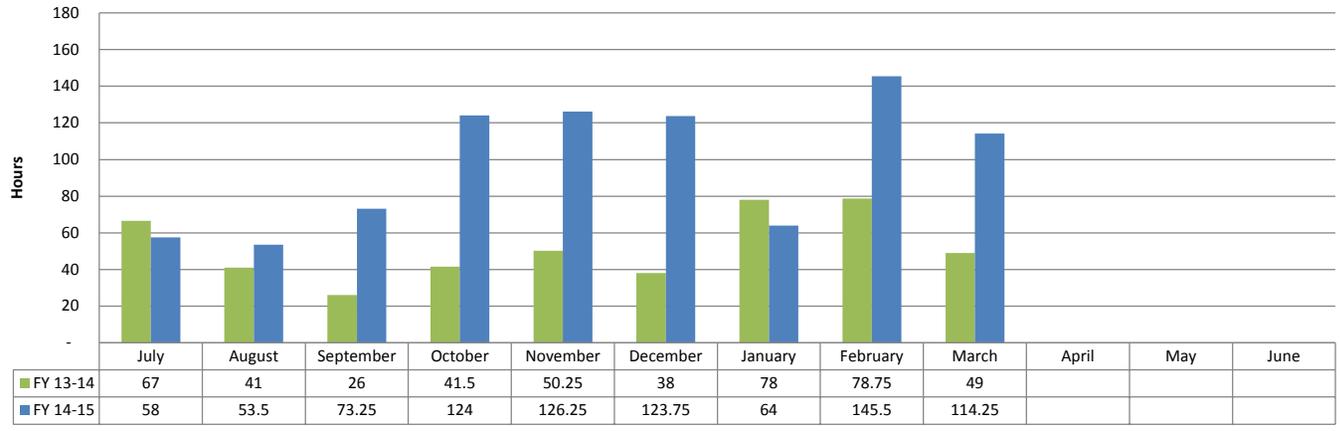


Revenues - FY 14/15 As of March 31, 2015		
	FY 14/15 Final Budget	As of 03/31/15
Member Contribution	8,478,132	8,003,132
Reimb. Revenue - Backbone	59,000	63,510
Reimb. Revenue - SETNA	244,985	245,552
Reimb. Revenue - SETNA Training	3,000	3,000
SETNA Allotment Funds*	414,740	-
Other:		
Interest Income	3,600	6,739
Board Ups	10,800	14,600
CalCard Incentives	2,000	2,163
Notary	100	30
Admin-Fee Backbone	400	800
Other	1,100	20,249
Total Other	18,000	44,581
Total	9,217,857	8,359,746

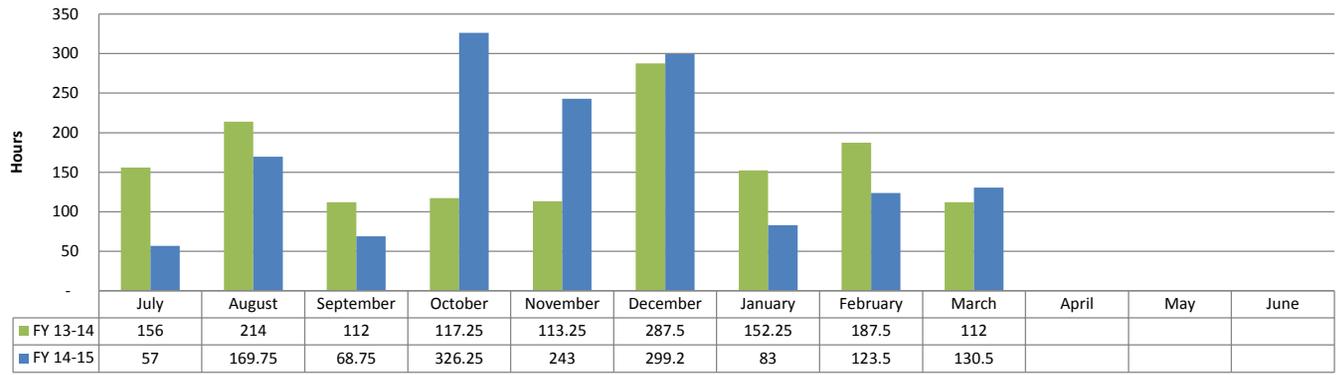
*Direct pay to vendor.

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

**FY 14-15 Comparative OT Report
 Admin Staff
 As of March 31, 2015**



**FY 14-15 Comparative OT Report
 Communications Staff
 As of March 31, 2015**



FINANCE COMMITTEE MEETING

March 10, 2015

GOVERNING BOARD MEMBERS

Chief Hansen
Chief Ron Phillips

Cosumnes Community Services District Fire Department
City of Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Teresa Murray Chief Executive Director

OTHERS IN ATTENDANCE

Janice Parker Administrative Analyst, SRFEC
Joyce Starosciak Administrative Services Manager

1. The meeting was called to order and roll call was taken at 10:31 a.m.
2. There was no public comment.
3. Discussion of 2013/1014 Audit

Administrative Services Manager Starosciak said the 2013/2014 audit being conducted by Richardson & Company will begin next week. The audit should proceed quickly as the Accounting Department has been working diligently in preparation. This will be the first audit since the Center has become financially independent from the County.

4. Discussion of Entry Level GIS Position

Chief Executive Director Murray told the Committee that a draft job description for the Entry Level GIS position is being crafted and will be brought before the Committee in final form at the April 14th Personnel Committee Meeting for review.

Once the Finance Committee has had an opportunity to review the document, it will be brought before the full Board for approval.

5. 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*

Closed session was convened at 10:36 a.m.

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

The Committee received an update regarding a personnel issue, direction was given; no action was taken.

The Finance Committee adjourned at 11:11 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,



Janice Parker
Clerk of the Board

Tracey Hansen, Chairperson

Ron Phillips, Vice Chairperson

PERSONNEL COMMITTEE MEETING
Tuesday, March 10, 2015

COMMITTEE MEMBERS

Chief Walter White
Deputy Chief Chris Holbrook
(via conference call)

City of Sacramento Fire Department
Sacramento Metropolitan Fire District

COMMUNICATIONS CENTER MANAGEMENT

Teresa Murray

Chief Executive Director

OTHERS IN ATTENDANCE

Janice Parker

Administrative Analyst, SRFEC

1. The meeting was called to order at 9:15 a.m. and roll call was taken.
2. There was no public comment
3. Discussion of Entry Level GIS Position

Chief Executive Director Murray told the Committee that a draft job description for the Entry Level GIS position is being crafted and will be brought before the committee in final form at the April 14th Personnel Committee meeting for review.

Once the Personnel Committee has had an opportunity to review the document, it will be brought before the full Board for approval.

4. Closed Session was convened at 9:15 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*

Open Session was reconvened at 9:19 a.m.

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

5. The meeting was adjourned at 9:20 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

SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

CLASSIFICATION: GEOGRAPHICAL INFORMATION SYSTEM- LEVEL I

FLSA: Non-Exempt
Bargaining Unit: Unrepresented
Reports To: Administrative Services Manager
Salary Range: \$3,658.15 - \$ 4,445.48 Monthly

BASIC FUNCTION

Under general supervision, the Geographic Information Systems Level 1 performs a variety of technical data entry and manipulation to create, maintain, display and update comprehensive Geographic Information Systems (GIS).

This is a single classification that recognizes the degree of complexity associated with the program, systems, and project based assignments.

ESSENTIAL FUNCTIONS

Duties

- Manage data so that historical records will reflect changes to land parcels in the County of Sacramento;
- Prepare GIS data and linear referencing system;
- Provide GIS analysis support;
- Draw and digitize map features into ArcMap from hard copy source material; and
- Develop and support geographical databases.

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; and 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:

- Automated drafting and mapping tools and programs including AutoCAD software, ESRI-based GIS software and its applications
- Principles and practices of GIS, cartography and engineering drafting including map projections and scales
- GIS data maintenance and conversion techniques
- Data manipulation procedures for GIS
- Land surveying and legal descriptions
- Business arithmetic, algebra and geometry
- Principles and practices of recordkeeping
- Principles and practices of effective oral and written communication
- Personal computer operating systems

Ability to:

- Use computer-aided drafting hardware and software
- Perform mathematical computations and estimates
- Visualize spatial relationships
- Read and interpret surveys, legal descriptions, maps and aerial photographs
- Interpret, apply and explain applicable laws and regulations
- Maintain accurate records of work performed
- Establish and maintain effective working relationships
- Communicate clearly and concisely with others, orally and in writing
- Follow instructions, orally and in writing

Experience & Education

- Education: High School diploma and AA Degree – or equivalent. Technical school training in Geographic Information Services is highly desirable.
- Experience: Operation, maintenance or implementation of automated mapping and/or GIS.

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, for required education.

Special Requirements

- Possess a valid California Class C Driver License and maintain it throughout employment;
- Pass a background check; and
- Pass physical and psychological examinations that relate to job requirements.

Specialized Skills Related to Center's Current System

Working knowledge of the following:

- ArcInfo;
- ArcView;
- ArcMap; and
- AutoCAD.

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

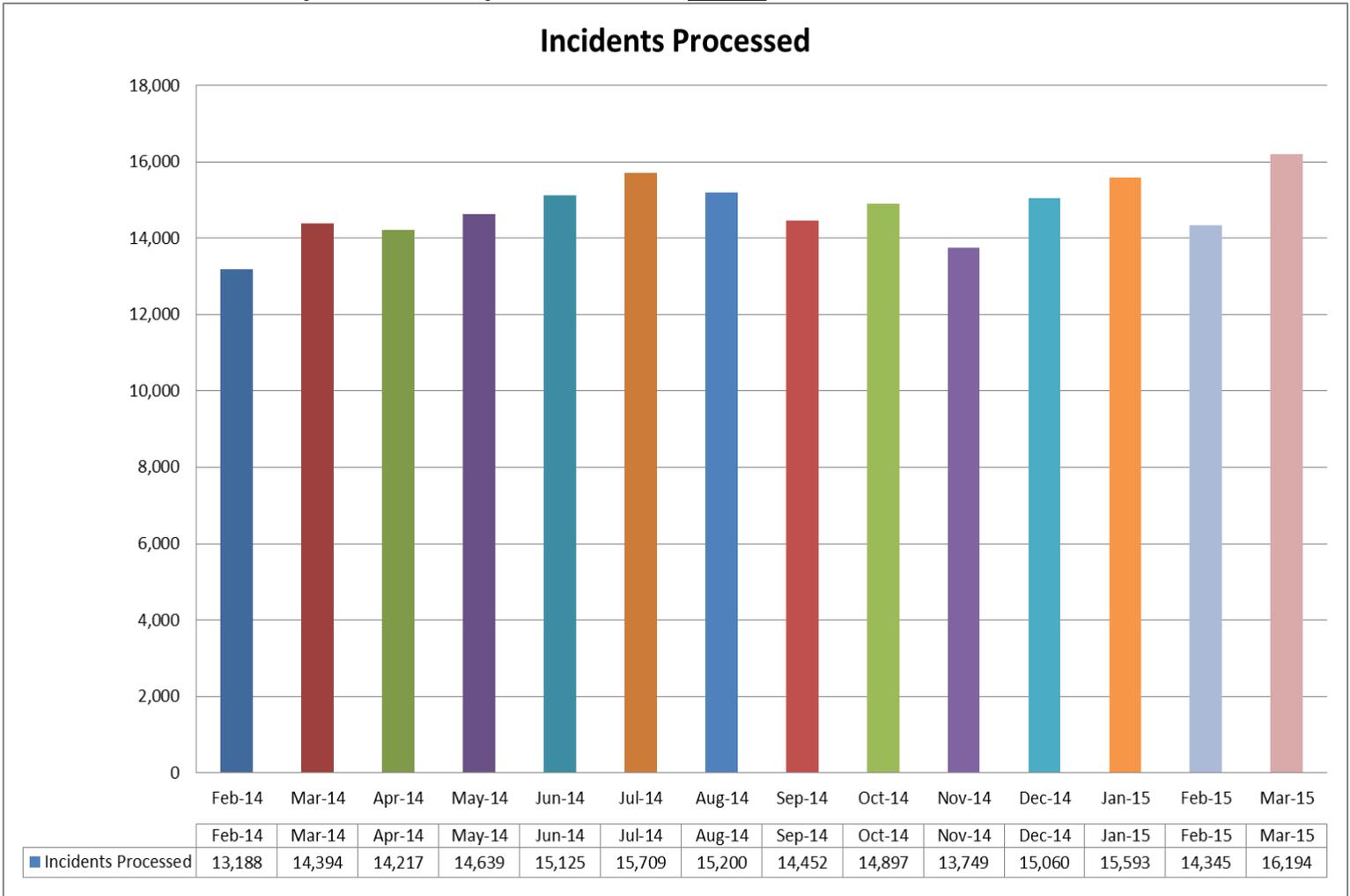
The SRFECC does not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or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

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

CAD Incidents – February and March, 2015

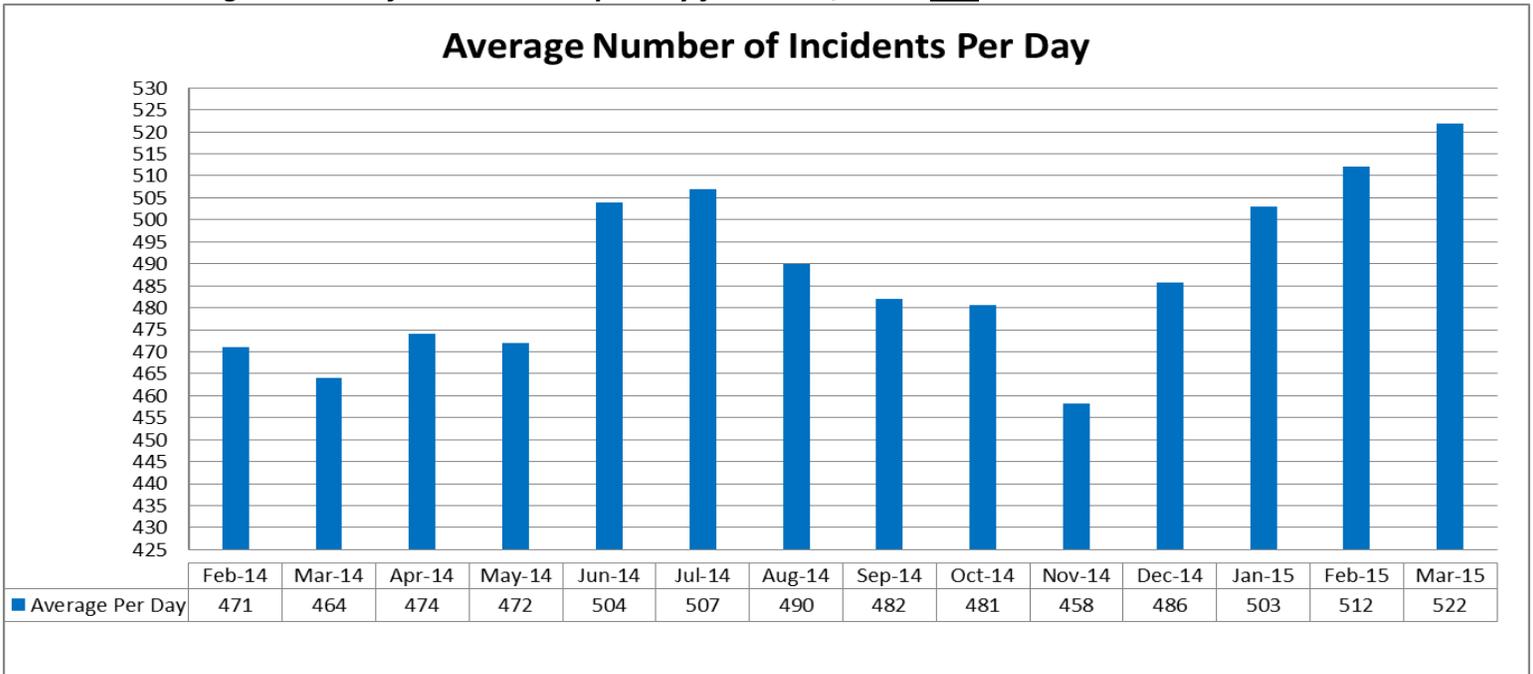
Total number of CAD incidents for February, 2015: 14,345

Total number of CAD incidents for March, 2015: 16,194



Average number of CAD incidents per day for February, 2015: 512

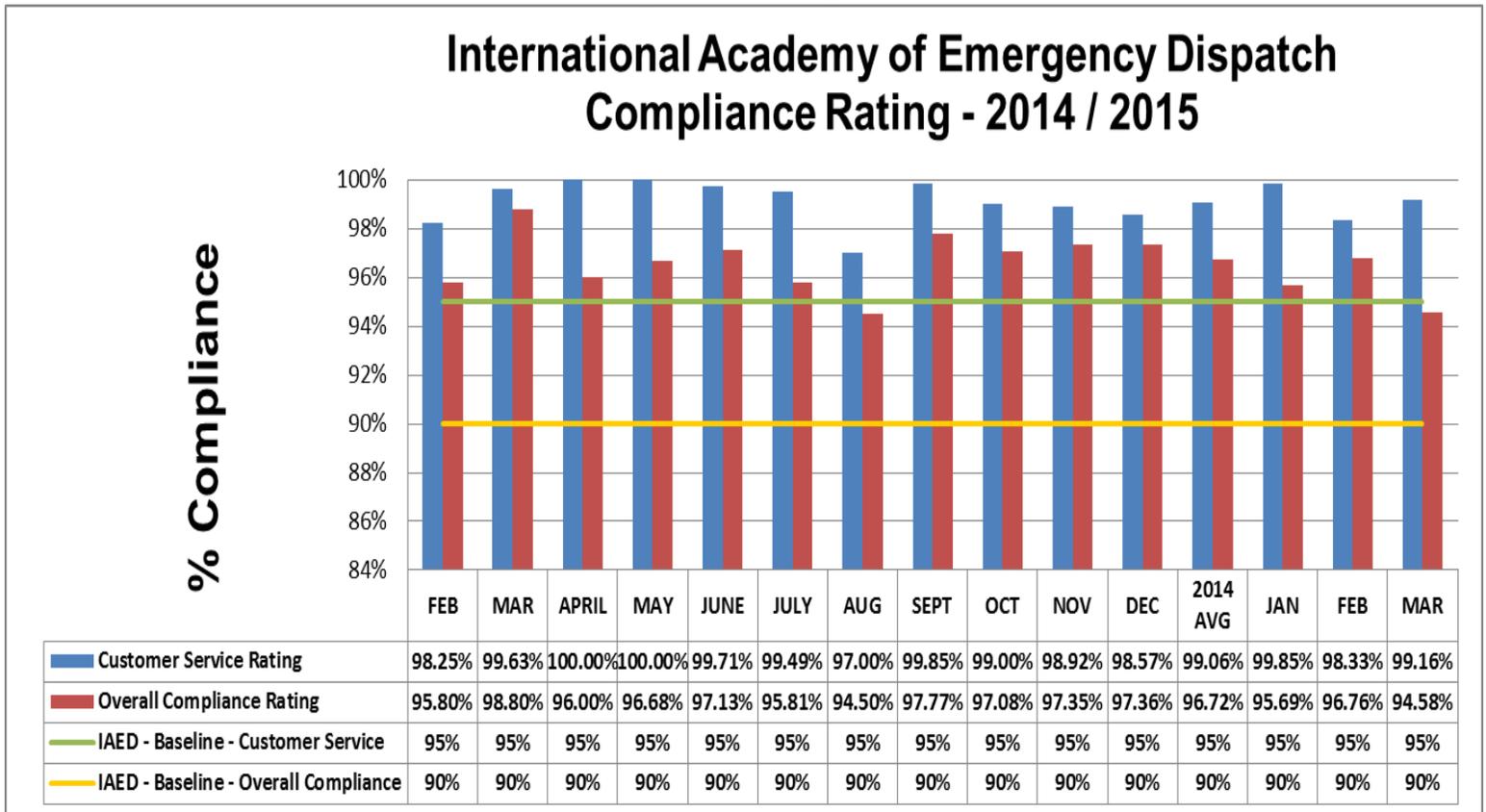
Average number of CAD incidents per day for March, 2015: 522



Emergency Medical Dispatching (EMD) Compliance Scores February and March, 2015

- **Customer Service Compliance Average* (Baseline Requirement of 95%)**
 - Customer Service Compliance Average for **February, 2015: 98.33%**
 - Customer Service Compliance Average for **March, 2015: 99.16%**
 - Overall – Customer Service Compliance Average for **2015: 98.80%**

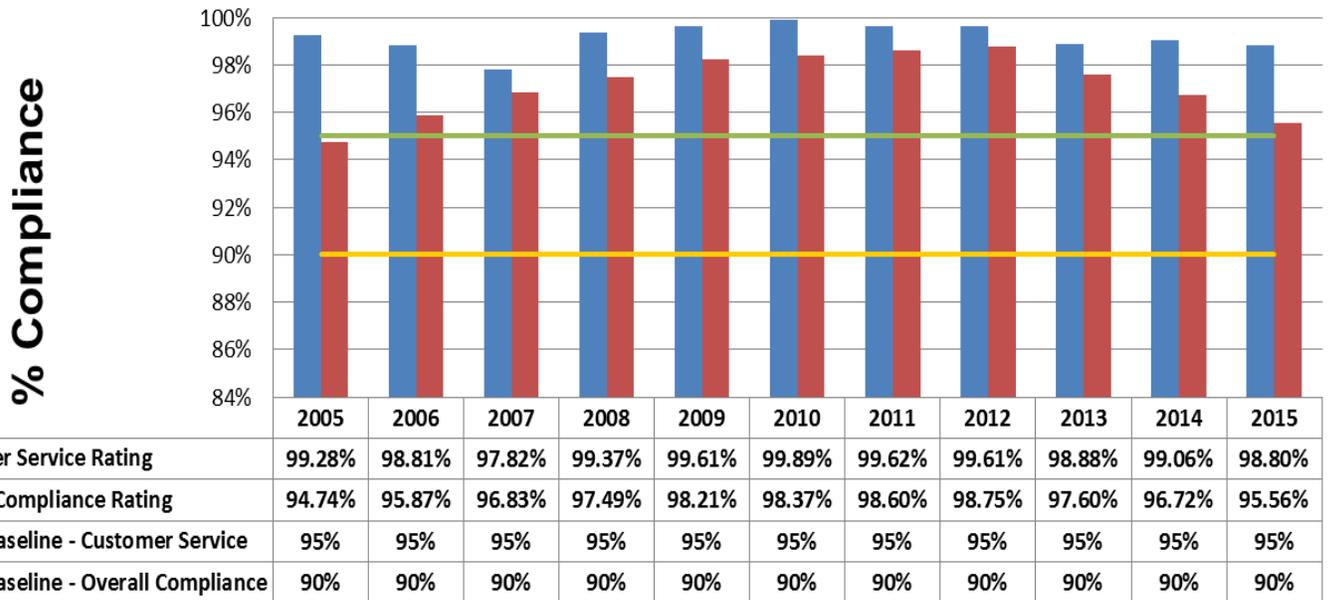
- **Total Compliance Average* (Baseline Requirement of 90%)**
 - Total Compliance Average for **February, 2015: 96.76%**
 - Total Compliance Average for **March, 2015: 94.58%**
 - Overall – Total Compliance Average for **2015: 95.56%**



*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.

Emergency Medical Dispatching (EMD) Compliance Scores February and March, 2015

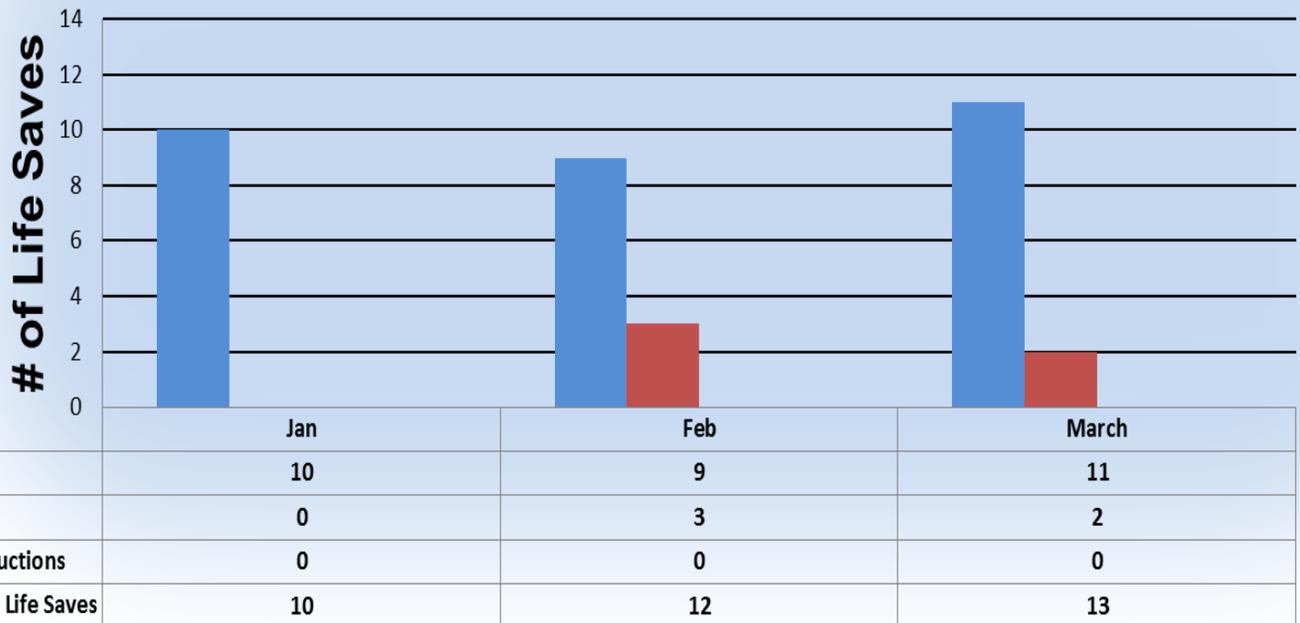
International Academy of Emergency Dispatch Compliance Rating



SRFECC – 35 Life Saves in 2015

Since January 1st, 2015 our Dispatch Team has accomplished 35 Life Saves.

SRFECC - 35 Life Saves - 2015



Emergency Medical Dispatching (EMD) Compliance Scores February and March, 2015

12 Life Saves – February, 2015

1. On February 1st, **Call Taker Laura Macias**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
2. On February 2nd, **Dispatcher Summer Carroll**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving maternity instructions for a person delivering a baby (Baby Boy) in a non-hospital environment.
3. On February 2nd, **Dispatcher Tina Dungan**, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
4. On February 4th, **Dispatcher Roman Kukharets**, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
5. On February 4th, **Dispatcher Steve Wootton**, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
6. On February 11th, **Dispatcher Anna Meyer**, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving maternity instructions for a person delivering a baby (Baby Girl) in a non-hospital environment.
7. On February 13th, **Call Taker Laura Macias**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
8. On February 13th, **Supervisor Julee Todd**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving maternity instructions for a person delivering a baby (Baby Boy) in a non-hospital environment.
9. On February 18th, **Call Taker Laura Macias**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
10. On February 18th, **Dispatcher Summer Carroll**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
11. On February 19th, **Dispatcher Amy Wolfe**, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.

Emergency Medical Dispatching (EMD) Compliance Scores February and March, 2015

12. On February 26th, Dispatcher Roman Kukharets, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.

13 Life Saves – March, 2015

1. On March 5th, *Dispatcher Dennis McGrath*, A Nights-Flex Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
2. On March 6th, *Dispatcher Anna Meyer*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
3. On March 7th, *Dispatcher Marlo Swett*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
4. On March 7th, *Call Taker Daniel Rangel*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
5. On March 10th, *Call Taker Laura Macias*, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
6. On March 13th, *Call Taker Daniel Rangel*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life- saving maternity instructions for a person delivering a baby (Baby Girl) in a non-hospital environment.
7. On March 15th, *Dispatcher Donna Fender*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
8. On March 15th, *Call Taker Janet Tracy*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
9. On March 15th, *Dispatcher Jenn Edwards*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
10. On March 19th, *Dispatcher Jenn Edwards*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.
11. On March 20th, *Dispatcher Tina Dungan*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.

Emergency Medical Dispatching (EMD) Compliance Scores February and March, 2015

March, 2015 (cont.)

- 12.** On March 22nd, *Supervisor Julee Todd*, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving maternity instructions for a person delivering a baby (Baby Boy) in a non-hospital environment.
- 13.** On March 28th, *Call Taker Laura Macias*, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 reporting party in providing life-saving CPR instructions.

Opened/Closed Service Records Per Category

Date range 03/01/2015 - 03/31/2015
 Generated on 04/17/2015 17:55

Category	Opened SRs	Closed SRs	Total (opened - closed)
CAD	13	5	8
Communications	17	8	9
Contracts	1	4	-3
Email	8	8	0
Facility	11	9	2
GIS	24	20	4
Hardware	8	5	3
Operations	9	8	1
Profile	5	5	0
Software	8	6	2
Total	104	78	26

