



Sacramento Regional Public Safety 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, August 25, 2015

REGULAR MEETING OF THE GOVERNING BOARD OF SRPSCC

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 (July 28, 2015)	Page	3-7
2. Budget to Actual (July)	Page	8
3. Revenues (July)	Page	9
4. Overtime Report (July)	Page	10

PROPOSED ACTION: Motion to Approve Consent Agenda

PRESENTATION:

1. Longevity Recognition:
 - a. Dana Guerrero – 22 years – August 2, 2015
2. GFOA Award to SRPSCC Finance Team*

COMMITTEE REPORTS:

1. Finance Committee*
2. Personnel Committee*

ACTION ITEMS:

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

* INDICATES NO ATTACHMENT

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON FUTURE AGENDA:

- 1. Workshop on the Brown Act
- 2. Discussion Regarding 900 mhz Pagers
- 3. Discussion addressing VPN and Internet CAD Privileges for our Automatic Aid Providers
- 4. Discussion of Re-Branding SRFECC Based on the Newly Amended JPA Agreement and Name Change
- 5. Creation of a Customer Satisfaction Survey Incorporating a Statistically Viable Sampling

PRESENTATION/INFORMATION:

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

- 1. Chief Executive Director*
- 2. Administrative Services Manager Page
- 3. Communications Manager* 11

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.
Three (3) potential cases

ADJOURNMENT:

The next Regular Board Meeting is September 29, 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 August 21, 2015



**INDICATES NO ATTACHMENT*

SRPSCC GOVERNING BOARD MEETING
July 28, 2015

GOVERNING BOARD MEMBERS

Chief Ron Phillips	City of Folsom Fire Department
Deputy Chief Costamagna	City of Sacramento Fire Department
Deputy Chief Chris Holbrook	Sacramento Metropolitan Fire District

GOVERNING BOARD MEMBERS ABSENT

Chief Tracey Hansen	Cosumnes Community Services District
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COMMUNICATIONS CENTER MANAGEMENT

Teresa Murray	Chief Executive Director
Linda Luis	Communications Manager

OTHERS IN ATTENDANCE

Bob Kingsley	General Counsel, SRPSCC
Janice Parker	Administrative Analyst, SRPSCC
Wendy Crosthwaite	Executive Assistant, SRPSCC
Sara Roush	Accounting Assistant, SRPSCC
Cierra Lewandowski	Payroll/Benefits Technician, SRPSCC
Cindy Chao	Financial Analyst, SRPSCC

1. The meeting was called to order and roll call was taken at 9:00 a.m.
2. Deputy Chief Costamagna 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 Deputy Chief Costamagna to approve the consent agenda and Board Meeting synopsis, June 30, 2015.

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

Motion carried.

6. PRESENTATION:
 1. Longevity Recognition:

- a. Chuck Schuler – 2 years – July 8, 2015 (unable to attend)
- b. Katherine Shelton – 3 years – July 9, 2015 (unable to attend)
- c. Summer Carroll – 15 years – July 24, 2015 (unable to attend)

Chief Executive Director Murray acknowledged and expressed appreciation for the years of service Chuck Schuler, Katherine Shelton and Summer Carroll have all given to the Comm Center.

7. COMMITTEE REPORTS:

A. Finance Committee

The Finance Committee had not met.

B. Personnel Committee

The Personnel Committee had met on July 14, 2015, received an update on a personnel issue, but no action was taken.

8. 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/Direction Regarding Request for Feasibility Study for Providing Dispatch Services for Rio Vista Fire Department

Chief Executive Director Murray met with Chief Hartford, City of Rio Vista, who expressed interest in having SRPSCC dispatch for his agency. He subsequently submitted a formal request for a feasibility study. All of Delta's services are provided by Rio Vista and therefore the study would also include Delta.

This study would be conducted after we have assumed dispatch responsibility for River Delta and Isleton. There would be no additional staff overtime required to perform this feasibility study.

Chief Phillips asked the Board to establish a process, in writing, for addressing requests for feasibility studies from outside agencies. Mr. Kingsley will review the methodology to establish appropriate parameters and create a document.

Chief Phillips made a motion and it was seconded by Deputy Chief Costamagna, to authorize staff to move forward with a feasibility study for the City of Rio Vista and the Delta Fire Protection District.

AYES: Folsom, City of Sacramento, Sacramento Metro

NOES:

ABSENT: Cosumnes Community Services District

ABSTAIN:

Motion passed.

2. Resolution #09-15, To Designate Treasury (Staff Report Included)

This resolution requests the Board to allow the Center to remain its own depository with the Administrative Services Manager (formerly Accounting Manager) designated Treasurer. The resolution further requests that Umpqua Bank be designated treasury of the Treasurer.

A motion was made by Chief Phillips and seconded by Deputy Chief Costamagna to adopt Resolution #09-15.

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

Motion passed.

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

Below is a list of items suggested by the Board for potential placement on a future agenda that have not yet been addressed.

1. Workshop on the Brown Act
2. Discussion regarding 900 mhz pagers
3. Discussion addressing VPN and Internet CAD privileges for our automatic aid providers
4. Discussion of rebranding SRFECC based on the newly amended JPA agreement and name change
5. Creation of a customer satisfaction survey incorporating a statistically viable sampling

10. PRESENTATION/INFORMATION:

1. Communications Center Statistics (June)

The Communications Center Statistics were contained in the Board packet.

2. July 4th Statistics

The statistics were contained in the Board packet.

Communications Manager Luis said that in the 24 hour period from 7:00 a.m. on July 4th until 7:00 a.m. on July 5th a total of 654 incidents were entered into CAD.

11. CENTER REPORTS

A. Chief Executive Director Report

1. The Region IV control test went very well and within 24 hours of testing Center dispatch staff had to take over the region. Staff did a fantastic job seamlessly assuming the responsibility for Region IV.
2. We had a request on Sunday to deploy the Comm Van and dispatch personnel along with IT staff stepped up to the challenge. Our new Systems Engineer, Shane Steckelberg, volunteered to be deployed with the Comm Van after being with us a very short period of time. Chief Executive Director Murray thanked Chief Philips for his patience as we “worked out the bugs” for this deployment.

B. Administrative Services Manager Report (given by CED Murray in her absence)

1. Chief Executive Murray welcomed our two new employees Systems Engineer, Shane Steckelberg and Financial Analyst, Cindy Chao to our team.
2. Our IT team recently attended the ESRI Conference, and were able to meet with Brit Wollenweber, the New World Systems “GIS Guru”, for 3-1/2 hours to ask questions and gather pertinent information about the GIS component of our new CAD system.

This is a prime example of the opportunities we are able to take advantage of by attending these professional conferences.

3. The Beta 80 team will be at the Center next week to set up the Tavolo and all our constituents will be invited to see and “play” with the unit. This is the first time the system has been on display at a Comm Center in the United States and we are honored to have been chosen to host it.
4. Administrative Services Manager Starosciak has been voted to the statewide board of MISAC and Systems Engineer Steckelberg has been selected Secretary/ Treasurer of MISAC.
5. All of the backbone invoices have been collected and we are up to date for the first time since 2012.

C. Communications Manager Report

1. Communications Manager Luis thanked Deputy Chief Costamagna for visiting the Center on July 4th.

The Command staff came in and cooked for Center staff who worked on the holiday.

2. Communications Manager Luis called attention to Dispatcher Tara Poirier for her great job in helping to deliver twins.
3. Kelly Campbell, our lateral from Stanislaus County, has been signed off in record time, and her two “academy-mates” are following closely on her heels.
4. Supervisor Moody sent a complimentary email that was read to the Board. In the email he praised his shift and their efficiency and professionalism during an extremely busy day on the dispatch floor. They all worked to support personnel in the field and each other.

12. CORRESPONDENCE

None

13. BOARD MEMBER COMMENTS

Chief Phillips thanked the dispatch staff for all their hard work this past week assuming dispatch responsibilities for OES Region IV. Last week the Center participated in training and this week they assumed the responsibility in a very professional, efficient manner. Everyone involved with Region IV has been impressed and very pleased with Center dispatch personnel.

Chief Phillips will not be able to attend the regular August Board meeting.

Deputy Chief Costamagna said the dispatch staff did an awesome job yesterday during an extremely hectic time and thanked everyone.

Deputy Chief Holbrook said it was amazing how seamless and flawless yesterday’s dispatch performance was; and in fact the dispatchers made it appear as if it were “business as usual”, even though it was not. He thanked everyone for their efforts on the agencies’ behalf.

14. COUNSEL REPORT

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
Three (3) cases

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

Open session was reconvened at 10:58 a.m. The Board received an update on a personnel issue and three matters of anticipated litigation; direction was given, no action was taken.

17. The meeting of the Governing Board was adjourned at 10:58 a.m. until the next Regular Meeting of the Governing Board scheduled for 9:00 a.m., August 25, 2015, at Metro Board Chambers, 10545 Armstrong Ave – Rooms #384-385, Mather, CA 95655-4102.

Respectfully submitted,



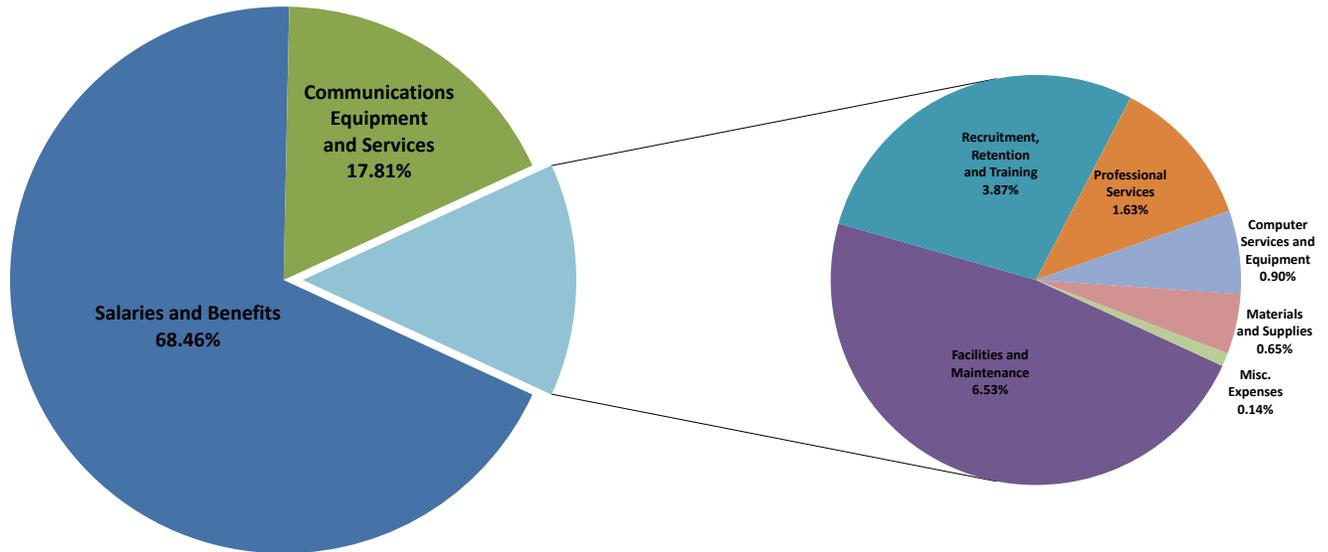
Janice Parker
Clerk of the Board

Chris Holbrook, Chairperson

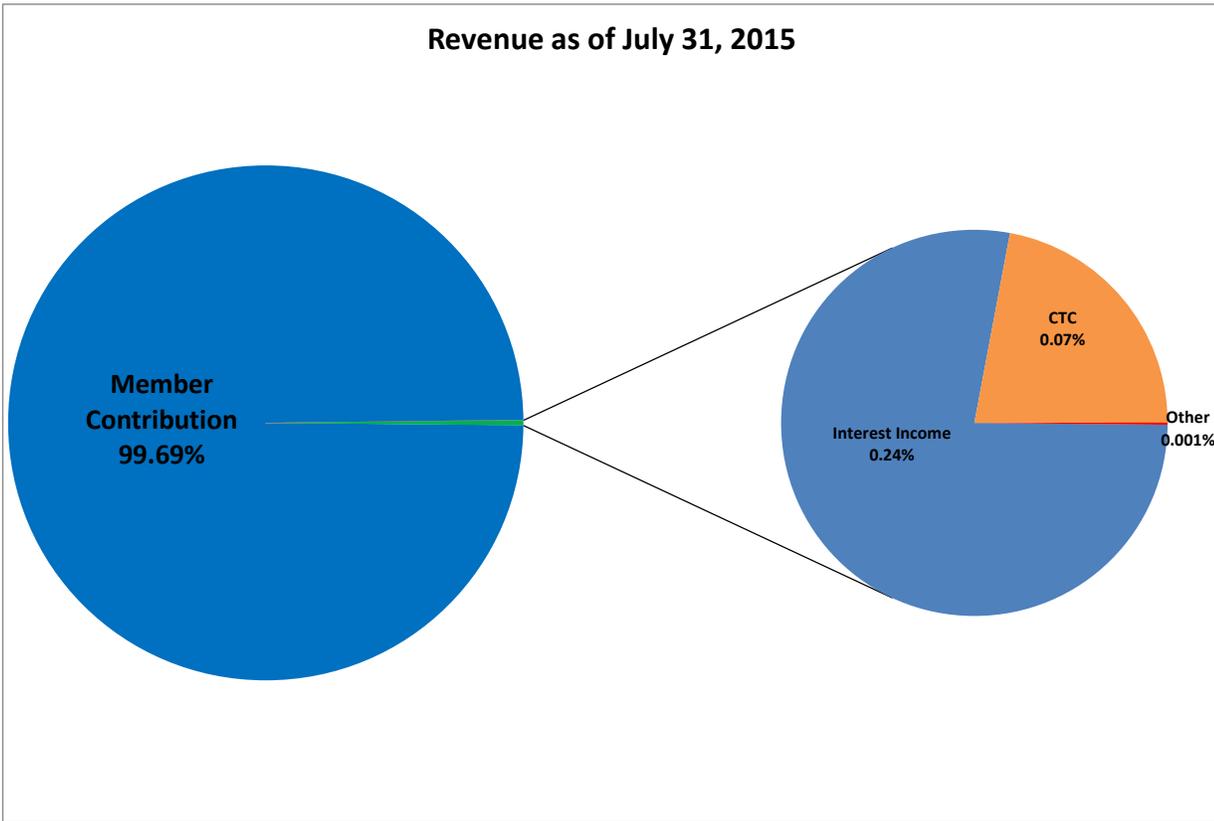
Ron Phillips, Vice Chairperson

Sacramento Regional Fire/EMS Communications Center
 Fiscal Year 2015-2016
 Monthly Budget to Actual Report
 As of July 31, 2015

Budget to Actual - FY 15/16



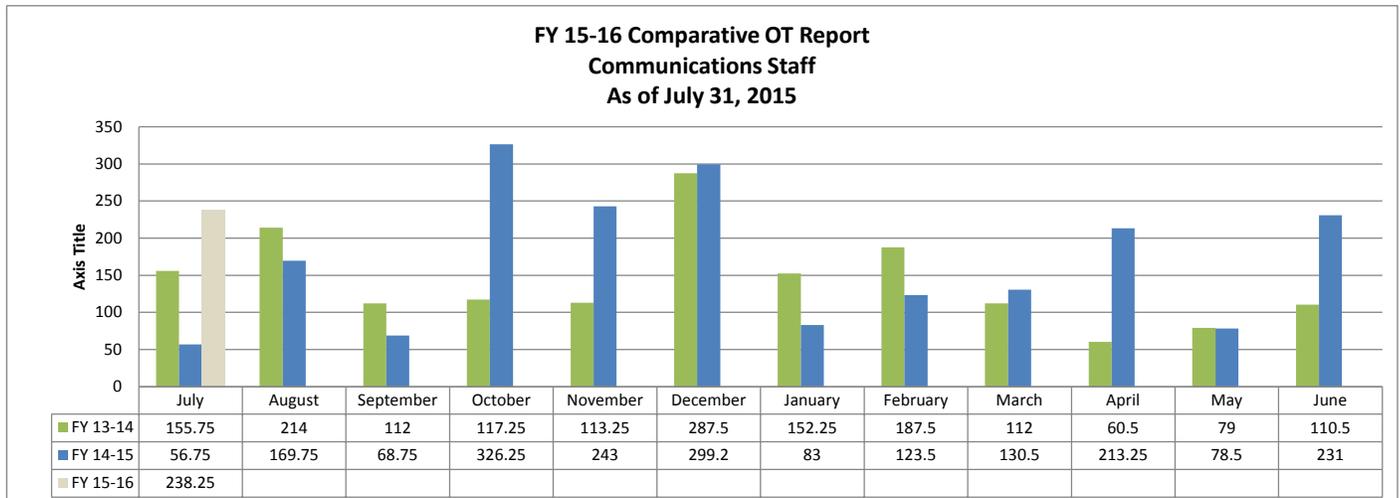
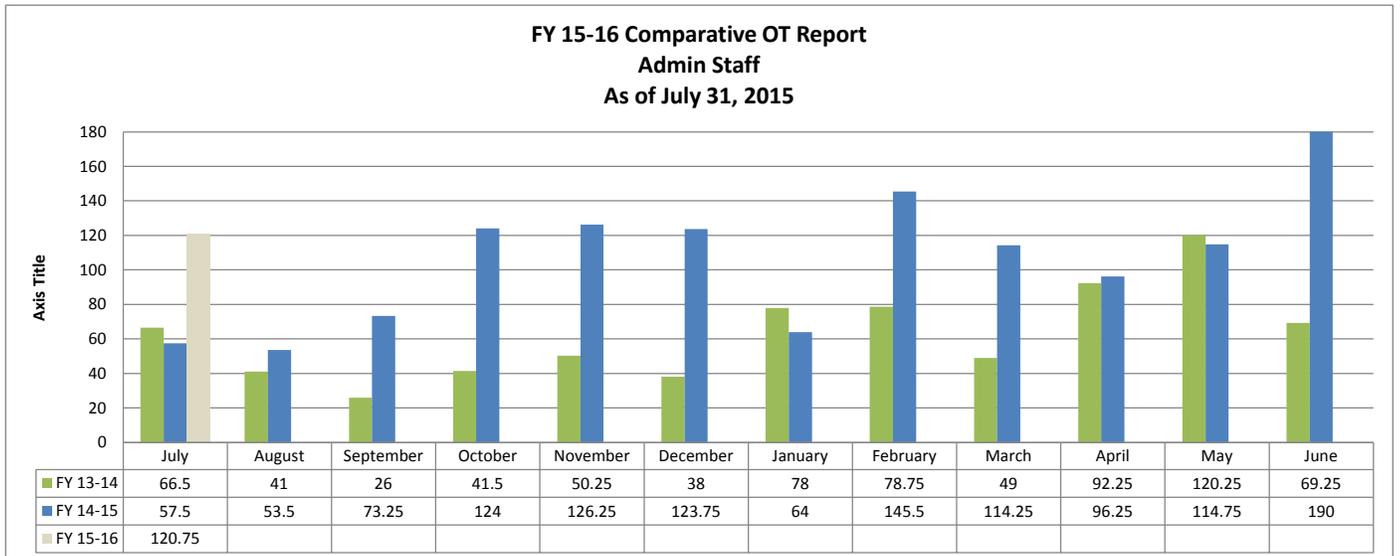
Budget to Actual - FY 15/16 As of July 31, 2015					
Expenses	FY 15/16 Budget	YTD Expenses 07/31/15	% of YTD Expenses	\$ Under / (Over) Budget	% Under/ (Over) Budget
Salaries and Benefits	6,441,629	505,372	68.46%	5,936,256	92%
Communications Equipment and Services	1,137,777	131,463	17.81%	1,006,314	88%
Facilities and Maintenance	177,305	48,200	6.53%	129,105	73%
Recruitment, Retention and Training	126,263	28,560	3.87%	97,703	77%
Professional Services	420,505	12,060	1.63%	408,445	97%
Computer Services and Equipment	230,200	6,638	0.90%	223,562	97%
Materials and Supplies	91,300	4,807	0.65%	86,493	95%
Misc. Expenses	20,000	1,050	0.14%	18,950	95%
Capital Outlay	909,714	-	0.00%	909,714	100%
Total	9,554,693	738,150	100%	8,816,543	92%
Days Remaining in Budget Period/Days YTD in Budget Period					92%



Revenues - FY 15/16 As of July 31, 2015		
	FY 15/16 Preliminary Budget	Revenue Received As of 07/31/15
Member Contribution	8,003,132	456,179
Metro E Reimbursement	10,000	
Reimb. Revenue - Backbone	69,600	
Reimb. Revenue - SETNA Training	3,000	
Other:		
Interest Income	6,000	1,102
Board Ups	19,000	
CalCard Incentives	2,000	
Notary	100	
Admin-Fee Backbone	400	
CTC	10,000	312
CTC Contracted Training	500	
Other	1,100	3
Total Other	39,100	1,416
Total	8,124,832	457,595

*Numbers based on revenues received rather than revenues earned

Sacramento Regional Fire/EMS Communications Center
 Fiscal Year 2015-2016
 Monthly Overtime Report
 As of July 31, 2015



Opened/Closed records per category

Date range 07/01/2015 - 07/31/2015
 Generated on 08/12/2015 17:44

Category	Opened SRs	Closed SRs	Total (opened - closed)
CAD	15	10	5
Communications	9	3	6
Contracts	3	0	3
Email	5	3	2
Facility	17	15	2
GIS	16	14	2
Hardware	1	3	-2
Intrado Phone System	7	33	-26
Operations	1	2	-1
Profile	3	5	-2
Software	10	9	1
Total	87	97	-10

