



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

10230 Systems Parkway, Sacramento, CA 95827-3007

(916) 228-3070 – Fax (916) 228-3079

## **Amended A G E N D A**

**12:30 p.m.**

**Thursday, October 23, 2014**

**SPECIAL MEETING OF THE GOVERNING BOARD OF SRFEC**

**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.

*Note: Per Board member consensus Close Session is being taken out of usual order for this meeting only.*

**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

**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 (September 16, 2014)	Page	4-8
2. Budget to Actual (September)	Page	9
3. Revenues (September)	Page	10
4. Overtime Report (September)	Page	11

**PROPOSED ACTION:** Motion to Approve Consent Agenda

**PRESENTATION:**

1. Mr. Julio Rodriguez – Presentation of Strength of Character Award
2. Longevity Recognition:

\* INDICATES NO ATTACHMENT

- a. Barbara Vatalaro – September 8, 2014 – 16 years
- b. Tara Poirier – September 19, 2014 – 9 years
- c. Dennis McGrath – September 20, 2014 – 10 years
- d. Whitney Walker – September 27, 2014 – 4 years
- e. Scott McCurdy – October 19, 2014 – 16 years

**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.

- 1. Discussion/Direction Regarding Fire Service Medical Director\*

b. **New Business:**

- 1. Election of Board Officers\*
- 2. Resolution #09-14, Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act Page 12
- 3. Discussion/Direction Regarding Assignment of Equipment Form and Agreement for Temporary Transfer of Vehicular Equipment (OES Van)\*
- 4. Discussion/Direction Regarding RFP for Board-Up Contractors Page 13-25  
(Staff Report and Copy of Current Board-Up Contract)

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

**PRESENTATION/INFORMATION:**

- 1. Communications Center Statistics Page 26-28

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

- 1. Chief Executive Director\*
- 2. IT Manager Page 29
- 3. Accounting Manager\*
- 4. Communications Manager\*

**CORRESPONDENCE:**

- 2. Letter From the City of Folsom, Appointing Fire Division Chief Dennis Wycoff as Alternate Representative to the SRFECC Board Page 30
- 3. Letter From Sacramento Metropolitan Fire District Appointing Deputy Chief Chris Holbrook as Representative to the SRFECC Board Page 31

*\*INDICATES NO ATTACHMENT*

**BOARD MEMBER COMMENTS:**

**COUNSEL'S REPORT:**

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

**ADJOURNMENT:**

The next Regular Board Meeting is November 25, 2014.

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 October 17, 2014.



Clerk of the Board

*\*INDICATES NO ATTACHMENT*

SPECIAL GOVERNING BOARD MEETING  
September 16, 2014

**GOVERNING BOARD MEMBERS**

Chief Ron Phillips	City of Folsom Fire Department
Deputy Chief Mike McLaughlin	Cosumnes Community Services District
Chief Walt White	City of Sacramento Fire Department
Deputy Chief Scott Cockrum	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**

Bob Kingsley	General Counsel, SRFECC
Paul Gant	General Counsel, SRFECC
Lan Wang	Counsel, City of Sacramento
Bruce Cline	Counsel, City of Folsom
Seth Merewitz	Counsel, CCSD
Kristianne Seargeant	Counsel, Sacramento Metropolitan Fire District
Rick Heyer	Deputy County Counsel, County of Sacramento
Scott Clough	Sacramento Metropolitan Fire District
Janice Parker	Administrative Analyst, SRFECC
Jill Short	Local 856 Representative
Cierra Lewandowski	Payroll/Benefits Technician, SRFECC
Sara Roush	Accounting Assistant, SRFECC
Mike Grace	Training Supervisor, SRFECC
Kylee Soares	Administrative Supervisor
Barbara Vatalaro	Supervisor, SRFECC
Joe Thuesen	Local 150 Representative

1. The meeting was called to order and roll call was taken at 10:30 a.m.
2. Chairperson Cockrum lead the Pledge of Allegiance.
3. A motion was made by Chief Phillips and seconded by Chief White to modify the agenda and move Closed Session out of order.

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

NOES:

ABSENT: Folsom

ABSTAIN:

Motion carried.

**4. CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\*  
*One (1) potential case*  
*Pursuant to California Government Code Section 54956.9(b)*  
*The Board will meet in closed session to discuss significant exposure to litigation*

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION\*

*Pursuant to California Government Code Section 54957  
Action/Discussion to Evaluate the Performance of:*

*Title: Chief Executive Director*

Closed Session was convened at 10:33 a.m.

Open Session was re-convened at 1:04 p.m.

The Board received an update regarding potential litigation, but no action was taken.

The Board received and accepted revisions to Chief Executive Murray's employment contract.

The Board received an update regarding the Medical Director position.

5. PUBLIC COMMENT

There was no public comment.

6. CONSENT AGENDA

A motion was made by Deputy Chief McLaughlin and seconded by Chief Phillips to approve the consent agenda and Board Meeting synopsis, August 26, 2014.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

7. Presentation

1. Longevity Recognition:

- a. Barbara Vatalaro – 16 years – September 8, 2014 (unable to attend)
- b. Tara Poirier – 9 years – September 19, 2014 (unable to attend)
- c. Dennis McGrath – 10 years – September 20, 2014 (unable to attend)
- d. Whitney Walker – 4 years – September 21, 2014 (unable to attend)

Communications Manager Luis expressed her appreciation to all the dispatchers celebrating anniversaries for their years of professional service. She shared that Barbara Vatalaro has saved 40 lives during her career with SRFEC; Tara Poirier has saved 30 lives; Dennis McGrath has saved 4 lives and Whitney Walker has saved 8 lives.

However, due to the change in meeting time, none of the dispatchers celebrating anniversaries were able to attend.

The Board offered their congratulations.

7. COMMITTEE REPORTS:

A. Finance Committee

Finance Committee met on September 9, 2014, and minutes from that meeting were contained in the packet. We will be adopting the Final Budget FY 2014/2015 at this meeting.

B. Personnel Committee

The Personnel Committee met on September 9, 2014, and discussed some minor revisions to Chief Executive Murray's employment contract.

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. Resolution #08-14, Final Budget, FY 2014/2015

Accounting Manager Lorinda Odell thanked her team, Sara Roush, Joe Thuesen and Cierra Lewandowski and expressed her appreciation for all the work they put into creating this document.

This version of the document has been updated to incorporate changes suggested by the Board members. Deputy Chief Cockrum was so impressed with the document that he is taking a copy to use as a model for budget preparation at his new Fire Department in Washington.

A motion was made by Deputy Chief McLaughlin and seconded by Chief White to adopt Resolution #08-14, Final Budget, FY 2014/2015

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

2. Discussion/Direction Regarding Assignment of Equipment Form and Agreement for Temporary Transfer of Vehicular Equipment (OES Van)

Chief Executive Murray asked the Board for direction and authority to sign this document. Chief Phillips asked about the effective date and the housing requirement for the OES van. Counsel had concerns with the verbiage of the document and requested the document be tabled until the next Board meeting.

Chief Executive Murray will seek clarification and report back at the next meeting.

A motion was made by Chief Phillips and seconded by Chief White to table this document until the next meeting

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

3. Ratify Chief Executive Director Employment Contract

The contract was reviewed at the Personnel Committee as well as in Closed Session. A provision was made to 2-B to cap the amount of holiday leave to no more than 336 hours.

A motion was made by Chief Phillips and seconded by Deputy Chief McLaughlin to ratify Chief Executive Murray's employment contract with the aforementioned holiday leave cap.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

4. Discussion/Direction Regarding Fire Service Medical Director

A motion was made by Chief Phillips and seconded by Chief White to postpone the Medical Services Director discussion until our next Board meeting.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried

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

1. Discussion/Direction Regarding Assignment of Equipment Form and Agreement for Temporary Transfer of Vehicular Equipment (OES Van)
2. Discussion of Fire Service Medical Director for October Board Meeting agenda

**10. PRESENTATION/INFORMATION:**

1. Communications Center Statistics

The Communications Center Statistics were contained in the Board packet.

**11. CENTER REPORTS**

A. Chief Executive Director Report

1. Ms. Murray acknowledged Deputy Chief Cockrum and thanked him for his support and service to the Center and presented him with a plaque.
2. Director Murray expressed her appreciation to the Accounting team for their efforts to create this Final Budget, FY 2014/2015 document.

B. IT Manager Report

None – Report deferred due to length of Executive Session.

C. Accounting Manager Report

None – Report deferred due to length of Executive Session.

D. Communications Manager Report

None – Report deferred due to length of Executive Session.

12. **CORRESPONDENCE**

None

13. **BOARD MEMBER COMMENTS**

Deputy Chief McLaughlin said it has been a pleasure working with Deputy Chief Cockrum.

Chief Phillips echoed the sentiment and wished Deputy Chief Cockrum well.

Chief White congratulated Deputy Chief Cockrum on his new position and said he has enjoyed working with him.

Chief White also said he was very impressed with the budget document.

Deputy Chief Cockrum thanked everyone for their kind words and expression of congratulations.

14. **COUNSEL REPORT**

None

15. **ANTICIPATED ACTION ITEMS**

16. **CLOSED SESSION**

See above.

17. The meeting of the Governing Board was adjourned at 1:30 p.m. until the next Regular Meeting of the Governing Board scheduled for 9:00 a.m., October 28, 2014, at Metro Board Chambers, 10545 Armstrong Ave – Rooms #384-385, Mather, CA 95655-4102.

Respectfully submitted,



Janice Parker  
Clerk of the Board

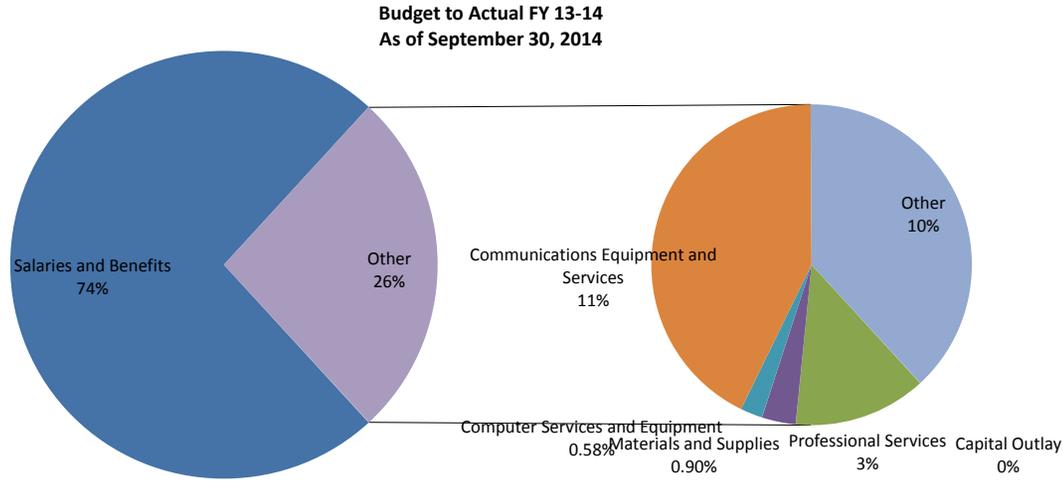
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Scott Cockrum, Chairperson

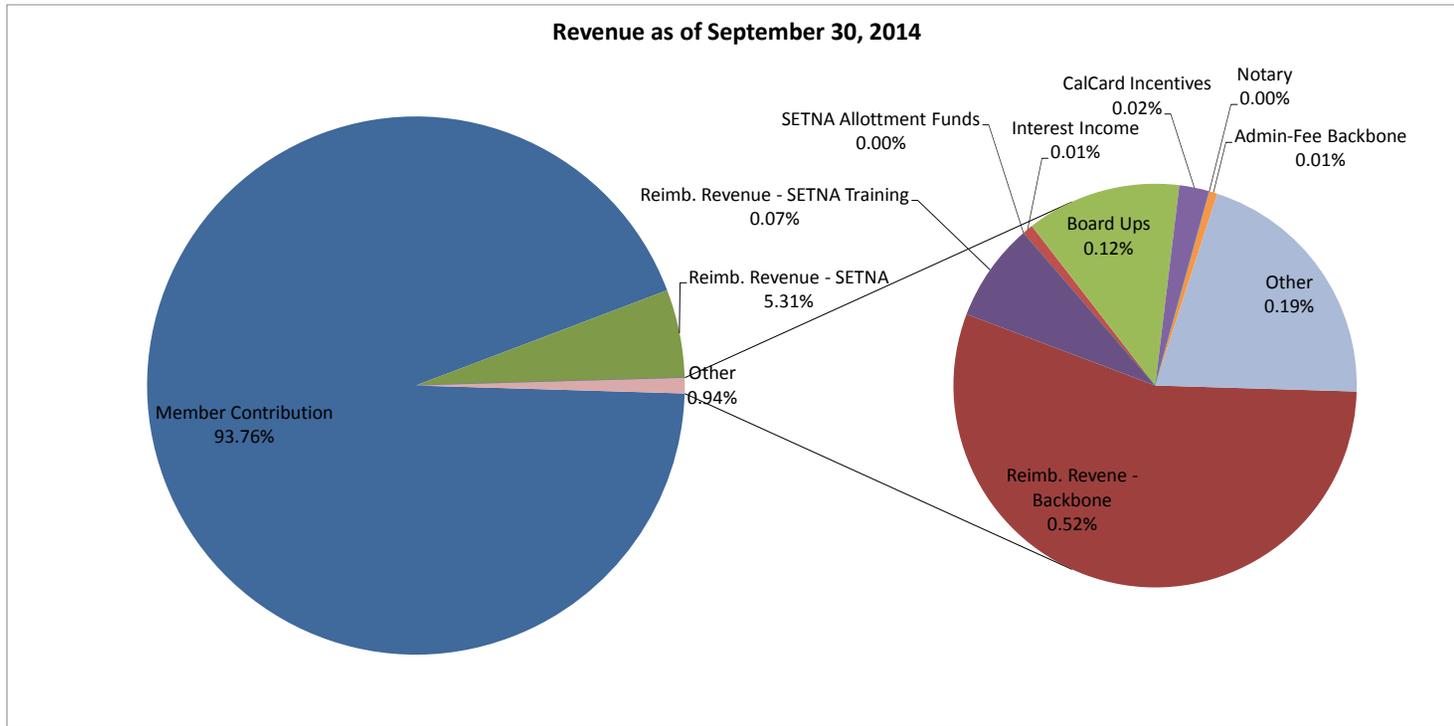
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Walt White, Vice Chairperson

Sacramento Regional Fire/EMS Communications Center  
 Fiscal Year 2014-2015  
 Monthly Budget to Actual Report  
 As of September 30, 2014



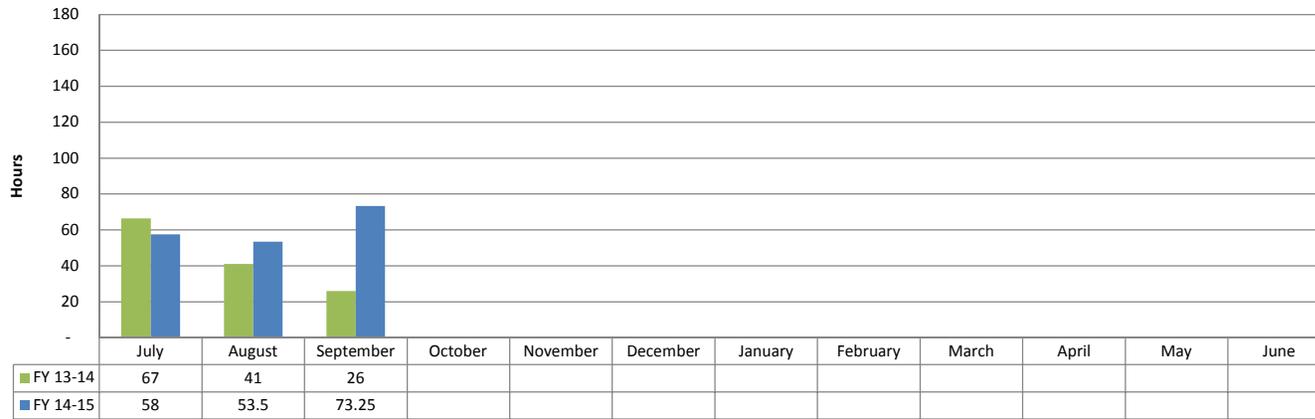
Budget to Actual - FY 13/14 As of September 30, 2014				
	FY 14/15 Budget	YTD Expenses 09/30/14	\$ Under / (Over) Budget	% Under/ (Over) Budget
<b>Expenses</b>				
Salaries and Benefits	6,192,296	1,377,865	4,814,431	78%
Professional Services	388,265	66,099	322,166	83%
Materials and Supplies	76,540	16,876	59,664	78%
Computer Services and Equipment	300,572	10,887		
Communications Equipment and Services	1,437,485	210,242	1,227,243	85%
Other	407,959	188,387	219,572	54%
Capital Outlay	1,130,740	-	1,130,740	100%
<b>Total</b>	<b>9,933,857</b>	<b>1,870,356</b>	<b>7,773,816</b>	<b>87%</b>
<b>Days Remaining in Budget Period/Days YTD in Budget Period</b>				<b>75%</b>



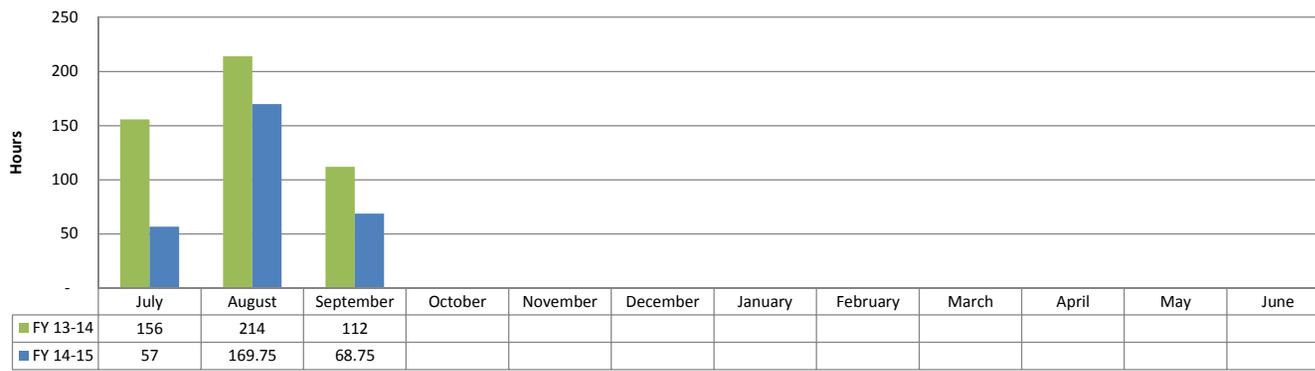
Revenues - FY 14/15 As of September 30, 2014		
	FY 14/15 Budget	Actuals as of 9/30/14
Member Contribution	8,478,132	3,800,365
Reimb. Revenue - Backbone	59,000	20,985
Reimb. Revenue - SETNA	244,985	215,041
Reimb. Revenue - SETNA Training	3,000	3,000
SETNA Allotment Funds	414,740	-
<b>Other:</b>		
Interest Income	3,600	325
Board Ups	10,800	4,700
CalCard Incentives	2,000	920
Notary	100	-
Admin-Fee Backbone	400	250
Other	1,100	7,771
Total Other	18,000	13,966
<b>Total</b>	<b>9,217,857</b>	<b>4,053,357</b>

Sacramento Regional Fire/EMS Communications Center  
 Fiscal Year 2014-2015  
 Monthly Overtime Report  
 As of Sept 30, 2014

**FY 14-15 Comparative OT Report  
 Admin Staff  
 As of Sept. 30, 2014**



**FY 14-15 Comparative OT Report  
 Communications Staff  
 As of Sept. 30, 2014**





# *Sacramento Regional Fire/EMS Communications Center*

*10230 Systems Parkway, Sacramento, CA 95827-3006  
(916) 228-3070 – Fax (916) 228-3079*

## **RESOLUTION #09-14**

### **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

- WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and
- WHEREAS, (2) Sacramento Regional Public Safety Communications Center (SRFECC) is a local agency contracting under the Act; now, therefore be it
- RESOLVED, (a) That the SRFECC's contribution for each employee or annuitant hired before July 1, 2014 shall be the amount necessary to pay for his/her enrollment, in a health benefits plan or plans up to a maximum of Six Hundred and Sixty Dollars and Ninety-Six Cents (\$660.96) per month for employees or annuitants enrolled in self alone coverage. One Thousand Three Hundred and Twenty-One Dollars and Ninety-Two Cents (\$1321.92) per month for an employee or annuitant enrolled in self and one dependent coverage. One Thousand Three Hundred Twenty-One Dollars and Ninety-Two Cents (\$1321.92) per month for an employee or annuitant enrolled in self and two or more dependents coverage, plus administrative fees and Contingency Reserve Fund Assessments.
- RESOLVED, (b) That the SRFECC's contribution for each employee or annuitant hired on or after July 1, 2014, for a health benefits plan or plans, shall be up to a maximum amount of One Thousand Three Hundred Dollars (\$1,300.00) per month and be it further
- RESOLVED, (c) That SRFECC has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefit set forth above.

Adopted at the regular/special meeting of the Governing Board of the Sacramento Regional Fire/EMS Communications Center in Sacramento this 23<sup>rd</sup> day of October, 2014.

Signed: \_\_\_\_\_  
(Ron Phillips, Vice Chairperson)

Attest: \_\_\_\_\_  
(Janice Parker, Clerk of the Board)



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007  
(916) 228-3058 – Fax (916) 228-3079

## STAFF REPORT

**DATE:** October 23, 2014  
**TO:** Board of Directors  
**FROM:** Chief Executive Director  
**BY:** Janice Parker  
**SUBJECT:** DIRECTION REGARDING THE CURRENT LIST OF BOARD UP CONTRACTORS

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### **RECOMMENDATION**

Direction to move forward with an RFP to solicit new participants in our voluntary board-up contractors program or to extend the existing list of participants past March 12, of 2015, as allowed in section B., Criteria and Procedures for Selection, 2-e – sited below.

***“The LIST shall remain valid for thirty-six (36) months unless, in its sole Discretion, the CENTER determines to extend the LIST.”***

### **EXECUTIVE SUMMARY**

The existing agreement will expire in March, 2015, unless the Center exercises its option to extend the terms of the agreement. If the option is not exercised an RFP must be created, released and reviewed by the member agencies' chiefs or chiefs' designees to procure replacement contractors (participants) for this program.

### **BACKGROUND / ANALYSIS**

The existing list of contractors: B-Line Construction, Duarte Construction, Mid-State Builders, Inc. and Regional Builders, Inc. have been active participants in this voluntary board-up program since March of 2012. Each contractor submitted a written proposal based on specific RFP requirements, and were interviewed by an oral panel and chosen by member agencies' chiefs or chief designees to participate in this program. The contractors are scheduled for twenty-four (24) hour response in the County and City for two (2) consecutive weeks (one week responding to incidents in the County and one week responding to incidents in the City). Each has performed satisfactorily and has adhered to the terms of the board-up agreement.

### **Fiscal or Staff Impact**

Administration of this program demands a multitude of staff members to facilitate its efficient functioning. The board up rotation list must be created and maintained; homeowner and field personnel complaints must be investigated and resolved by SRFECC staff members; and administrative invoices must be issued for each board up contractor for every incident to which they respond. Currently each participating contractor is assessed fifty dollars (\$50.00) per each board up call to cover these expenses. However, should the Board decide to release a new RFP to sustain this program beyond March 12, 2015, we request an increase from fifty dollars (\$50.00) per each board up call to seventy-five dollars (\$75.00) per each board up call to which they respond to help defray the cost incurred by SRFECC to maintain and administer this program.

Respectfully submitted,

Janice Parker  
Administrative Analyst

**GENERAL PROCEDURES  
for the  
USE OF  
CONTRACTORS TO PERFORM EMERGENCY REPAIRS  
TO DAMAGED BUILDINGS**

The Sacramento Regional Fire/EMS Communications Center ("CENTER") has established a Board-Up Program ("PROGRAM") to ensure that selected General Contractors ("Program Participants") are available to perform emergency repairs to damaged buildings within the Cities in Sacramento County and in the County of Sacramento. The CENTER provides oversight and management of the PROGRAM based upon authority set forth in the Joint Powers Authority Agreement.

Set forth below are the following components of the PROGRAM:

- A. General Provisions,
- B. Criteria and Procedures for Selection,
- C. Rules of Performance
- D. Required Insurances and Bonds.

**A.  
GENERAL PROVISIONS**

1. The CENTER shall create a call-out list ("LIST") of Program Participants to be assigned, on an as needed basis, to perform emergency repairs to damaged buildings within the Cities and County of Sacramento.
2. Any contractor who wishes to be considered for placement on the authorized LIST as a Program Participant must file an application with the CENTER. Applications will be processed in accordance with Paragraph B. below.
3. The LIST shall include as many Program Participants as deemed necessary by the CENTER. Typically, the LIST will contain at least four (4) and up to six (6) contractors.
4. A Program Participant is an independent contractor and is not an employee of the CENTER or any of the member agencies. The Program Participant is not authorized to and shall not represent itself as an agent of the CENTER or any of the member agencies.
5. The CENTER may remove a Program Participant from the LIST at any time.

- a. Typically, this will occur when the CENTER has determined either that the contractor no longer meets all of the qualifications for inclusion on the LIST, or that the contractor has failed to perform work pursuant to this PROGRAM in a satisfactory manner when requested to do so.
  - b. Cause, however, is not required.
  - c. A removed Program Participant that requests a statement of the reasons for removal shall be provided with the reason(s) and may appeal the decision to the CENTER'S Governing Board by filing a written notice of appeal with the Center Manager not later than twenty (20) days after the date of mailing of the decision.
    - A review panel will conduct the review and respond, in writing, within thirty (30) calendar days.
    - The appellant shall post Five Hundred Dollars (\$500.00) either in cash or cashier's check with the CENTER to cover all or a portion of appeal costs. Any and all costs of such appeal will be recovered by the CENTER from the appellant when the review finds in favor of the CENTER. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.
    - The CENTER's decision is final.
  - d. A contractor removed from the LIST may apply for selection as a Program Participant in accordance with Paragraph B. below.
6. No emergency repair work shall be performed for, or on behalf of, any department or district by any person or contractor who is not on the LIST of Program Participants.
  7. No work assigned pursuant to the PROGRAM may be sub-contracted.
  8. Each Program Participant shall have on file with the CENTER a list of any person (including his/her job classification title) who may be dispatched to work pursuant to this PROGRAM.
  9. All payments to Program Participants for work performed pursuant to the PROGRAM shall come solely from the company(ies) that insure the affected property.
    - a. If insurance is non-existent, or insufficient, or insurance payment is denied, any and all costs of operation shall be absorbed by the Program Participant.
    - b. No Program Participant shall bill, charge or affix a fee to any person or entity for services rendered pursuant to the PROGRAM. By way of illustration, and not limitation, person or entity includes:

- property owners (including their representatives/agents/tenants); and/or
- the CENTER (including its officers, agents, employees or representatives); and
- any associated fire agency (its officers, agents, employees, representatives or parent or governing agency(ies)).

10. Attachments A through D are incorporated as though fully set forth in this document.

**B.**  
**CRITERIA AND PROCEDURES FOR SELECTION**

**1. Minimum Qualification**

To be considered for selection as a Program Participant, an applicant shall possess:

- a. A valid B-1 contractor's license issued by the Contractors State License Board (CSLB) of California and must provide a copy of the license to the CENTER.
- b. At least two (2) years of experience within the last five (5) years working as a licensed B-1 General Contractor.
- c. A valid business license issued by a city in Sacramento County or by the County of Sacramento.

**2. Selection Process**

- a. The CENTER shall, on an as-needed basis, advertise an invitation to contractors to apply for placement on the LIST.
- b. An interested contractor shall submit a written application to the CENTER that demonstrates proof of eligibility.
- c. Each member agency fire chief shall appoint a designee to serve on a panel to review the qualifications of contractors who have applied to be a Program Participant.
  - i. The panel, by majority vote, shall select those that are deemed most qualified and capable to serve as Program Participants.
  - ii. The approved contractors shall be placed on the LIST.
- d. Following its establishment, the LIST shall be presented to the CENTER's Governing Board at its next regular meeting for information.

- e. The LIST shall remain valid for thirty-six (36) months unless, in its sole discretion, the CENTER determines to extend the LIST.

**C.**  
**RULES OF PERFORMANCE**

**1. Creation of the LIST**

- a. When the LIST is initially created, and each time it is re-created after a new application process, the order of Program Participants on the LIST shall be established by lot.
- b. If a Program Participant is supplemented to the LIST after its creation, they shall be added to the bottom of the LIST.
- c. A Program Participant is, at all times, in either On-call status or in Stand-By status.

**2. Operation of the LIST**

- a. Placement in On-Call status shall be on a rotating basis.
- b. On-Call status shall be twenty-four (24) hours per day for fourteen (14) consecutive days.

**3. Response to Assignment**

- a. Authorized field personnel shall submit a request for Board-Up services to the CENTER.
- b. Only the CENTER will notify the On-Call Program Participant, or a Stand-By Program Participant, of an assignment.
- c. A Program Participant must respond to a request for services by arriving at the specified location within sixty (60) minutes of notification of the assignment by the CENTER.
- d. If the On-Call Program Participant fails to respond, or advises the CENTER that they cannot respond in a timely manner, the CENTER will make the assignment to the next available Program Participant who is in Stand-By status.

4. **On-Scene Protocol**

- a. The CENTER will provide the name of the Program Participant who will be responding to the Incident Commander.
- b. Any contractor that responds to the scene without notification from the CENTER to do so will be ordered to leave by the Incident Commander. If the contractor is a Program Participant, that contractor may be subject to disqualification from the PROGRAM. Law enforcement may be used to escort contractors from a scene as needed.
- c. Upon arrival at the scene, a responding Program Participant (or their representatives) shall:
  - i. Report to the Incident Commander; and
  - ii. Provide identification to the Incident Commander. At a minimum, identification shall include both of the following: (1) either a valid California state personal identification card or a valid California driver's license; *and* (2) a photographic identification card with the Program Participant's name and business logo.
- d. The Incident Commander will inform and instruct the Program Participant of the assignment on arrival at the site.
- e. At all times while on scene, the responding Program Participant, and its employees, are under the authority of and shall comply with the requirements of the Incident Commander.
- f. An assigned Program Participant shall transport with them to every assignment, at a minimum, the equipment, supplies, and materials that are listed in Attachment A.
- g. A responding on-call Program Participant shall work expeditiously and continuously on the assignment until all required work is completed and shall remain on site until such work has been inspected by an authorized fire department or district representative.

5. **Complaints About Operation of the PROGRAM**

- a. A Program Participant may submit a complaint concerning either Field personnel or the operation of the PROGRAM. All complaints shall be in writing.
- b. Complaints Concerning Operation of the PROGRAM: Any such complaint shall describe, in detail, the action or inaction that is the subject of the complaint.

- c. **Complaints Concerning Field Personnel:** Any such complaint shall include the time, date, and location of the incident and, if known, names of the involved field personnel.
  - i. The CENTER will forward complaints concerning department or district personnel to the Operations Chief of the applicable department or district for their review and determination.
  - ii. The department or district shall investigate and, if appropriate, provide a response. Any response will be routed directly to the complainant. The response of the district/department is final.

**6. Miscellaneous Provisions**

- a. Only an Incident Commander, or higher ranking officer of a department or district, is authorized to approve a request to be paid for non-PROGRAM work by a Program Participant.
- b. A Program Participant, including its officers, employees, agents and representatives, shall defend, indemnify and hold harmless the CENTER and its agents, officers and employees, any member agency, their parent group, (City and/or County of Sacramento), officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other costs including litigation costs and attorney fees arising out of, resulting from, or in connection with PROGRAM work performed.

**D.  
REQUIRED INSURANCES AND BONDS**

To be placed on the LIST, and as a condition of remaining on the LIST and acting as a Program Participant, a Program Participant shall maintain in full force and effect at all times:

**1. Workers' Compensation Insurance**

- a. Workers' compensation insurance for all of its employees engaged in work under this PROGRAM.
- b. If any class of employees engaged in work under this PROGRAM, and is not protected under the workers' compensation statute, the Program Participant shall provide adequate insurance coverage for the protection of such employees not otherwise protected before work is commenced.

2. **Automobile Insurance**

A policy of automobile liability insurance covering the use of all owned, non-owned and hired vehicles with the following minimum limits of liability:

Bodily Injury           \$5,000,000  
Combined Single Limit for Bodily Injury and/or Property Damage

3. **General Liability Insurance**

A policy of coverage of not less than:

\$1,000,000.00 per occurrence for bodily injury and Property Damage combined.

4. **Other Insurance**

Program Participant shall provide all other insurance required to be maintained under applicable laws, ordinances, and rules and regulations.

5. **Provisions Applicable to All Insurances**

a. Program Participant is not eligible for assignment of work under the PROGRAM until all required insurance certificates and endorsements have been obtained and delivered in duplicate to, and approved by, the CENTER.

b. Each Certificate of Insurance and each Insurance Policy shall include the following:

- A clause stating:

“This policy shall not be non-renewed, canceled or reduced in required limits of liability or amount of insurance until notice has been mailed to CENTER. Date of non-renewal, cancellation or reduction may not be less than thirty (30) days after date of mailing notice.”

- A clause stating that:

The CENTER, its trustees, officers, agents, employees and volunteers, member fire districts and member fire departments, individually and collectively, as additional insureds under the policy described; and that the insurance policy shall be primary to any insurance or self-insurance maintained by the CENTER.

- c. If any Program Participant fails to maintain any insurance required by this PROGRAM, and provide evidence of coverage to the CENTER, Program Participant is in default and will be immediately removed from the PROGRAM.
- d. Compliance by Program Participant with the requirement to carry insurance and furnish certificates or policies evidencing the same shall not relieve Program Participant from liability assumed under any provision of the PROGRAM requirements, including, without limitation, the obligation to defend and indemnify the CENTER, its trustees, officers, agents, employees and volunteers, and fire districts and fire departments, individually and collectively, as additional insureds.
- e. Program Participant shall produce a certified copy of any insurance policy required under this PROGRAM upon written request of the CENTER.
- f. If a Program Participant fails to provide and maintain insurance as required by the PROGRAM, the CENTER may, at CENTER's option, take out and maintain at the expense of Program Participant, such insurance in the name of Program Participant as the CENTER may deem proper, and may deduct the cost of taking out and maintaining such insurance from any sums which are due or to become due to Program Participant under the PROGRAM.

6. **Required Bond**

- a. A Program Participant shall furnish a fidelity bond in the amount of not less than Twenty-Five Thousand Dollars (\$25,000.00) as security for faithful performance of its duties under the PROGRAM.
- b. Only bonds executed by admitted surety insurers as defined in Code of Civil Procedure Section 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury.

**ATTACHMENTS**

- |                                      |                 |
|--------------------------------------|-----------------|
| Minimum Tool and Supply Requirements | (Attachments A) |
| Board Up Specifications              | (Attachment B)  |
| City of Sacramento Resolution        | (Attachment C)  |
| Program Participant Agreement        | (Attachment D)  |

**MINIMUM TOOL & SUPPLY REQUIREMENTS**

- A. All materials and equipment shall be maintained in good condition and stored in an orderly fashion.
- B. Safety shoes and hard hats will be used by all personnel on all sites.
- C. All equipment and work procedures will comply with CAL-OSHA Title 8.

**Materials:**

- 1. Film, new, plastic, minimum one thousand (1,000) square feet, six (6) mil thickness
- 2. Gasoline (in explosive proof can), for chainsaw
- 3. Lumber, framing: 2" x 4," 1" x 4"
- 4. Nails, duplex: 8's, 16's, assorted sizes of furring nails
- 5. Oil, for chainsaw
- 6. Plywood, new: minimum of twelve (12) full 4' x 8'sheets and four (4) half sheets), 1/2"thickness
- 7. Tape: duct
- 8. Tape: electrical
- 9. Wire: bailing
- 10. Wire, Nuts: assorted sizes

**Tools:**

- 1. Bolt Cutters, minimum length, 24"
- 2. Chisels, assorted, cold, wood, various sizes
- 3. Circuit tester
- 4. Come-along, 1 ton
- 5. Cord, extension, #12, 150'
- 6. Generator, electrical, 2,500 watt minimum
- 7. Hammers (2)
- 8. Jack, hydraulic
- 9. Jumper cables, 1 set
- 10. Knives, utility including extra blades
- 11. Ladder, extension, 16' minimum
- 12. Ladder, step, 6' minimum
- 13. Light, flood, working, 110 volt, clamp on
- 14. Lights, spotlights: hand-held, battery-powered (2)
- 15. Line, 3/8: 100 ft.
- 16. Hammers, 2 claw type, 5# sledge
- 17. Metal sheers, compound leverage
- 18. Mop

19. Nail puller, (crow's foot/cat's paw)
20. Pliers, vice grip style
21. Pliers, lineman's
22. Saw, chain (with extra chain)
23. Saw, hack, assorted metal cutting blades
24. Saw, portable electric circular type
25. Saw, hand, 8 point
26. Saw, portable electrical, reciprocating sawzall type with assorted blades including metal cutting
27. Screwdrivers, assorted flat tip and Phillips
28. Shears, compound leverage metal
29. Wrecking bar, minimum length, 36"
30. Wrench, pipe, assorted sizes
31. Wrench, crescent, assorted sizes to include 8" and 12"
32. Vacuum, capable of picking up water
33. Vise grip

**BOARD-UP SPECIFICATIONS**

PROGRAM services include:

- (a) Board-up: Plywood cover-up of all openings such as doors, windows, vent holes and fire openings to protect and secure the property.
- (b) Roof Coverings: Plastic and tarp cover-up of roof and the ceiling openings to prevent weather damage.
- (c) Electrical Restoration: Identify hazardous circuits and restore power when and as required.
- (d) Plumbing Restoration: Including the capping of broken water lines, sprinkler systems, sewage and gas lines.
- (e) Water Removal: The extraction of water from carpets, hardwood floors, etc. including the taking up of carpets and pads if necessary.
- (f) Debris Removal: The cleanup of debris as required, and the removal of debris from adjacent properties, streets and sidewalks.

**Minimum Specification Requirements**

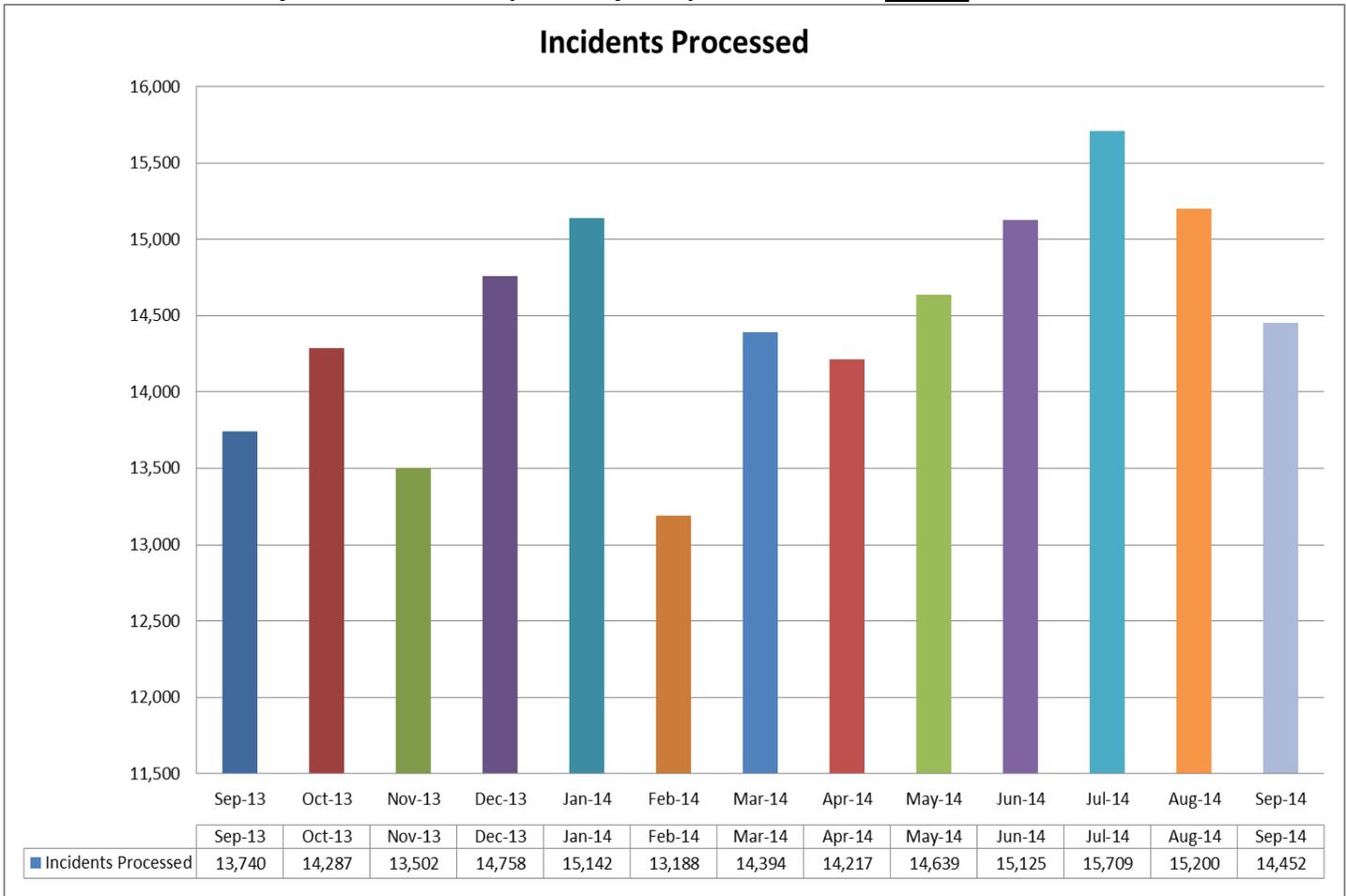
**Windows and Doors:** A 3/4" exterior plywood shall be fitted to all outer door and window openings with a maximum of 1/8" clearance on all sides. Plywood doors shall be double hinged and installed with double hasp locks. Hinges and hasp locks are to be heavy duty type and securely fastened into a solid framing member. The installation shall be such that all exposed bolt or screw heads cannot be removed from the exterior. All window boards shall be fit to the screen inset molding stop.

**Vent and Roof Openings:** Whenever practical all ventilation holes and roof openings should be covered with 3/4"plywood and then covered with a plastic tarp or sheeting. Every effort should be made to seal the roof from leaking.

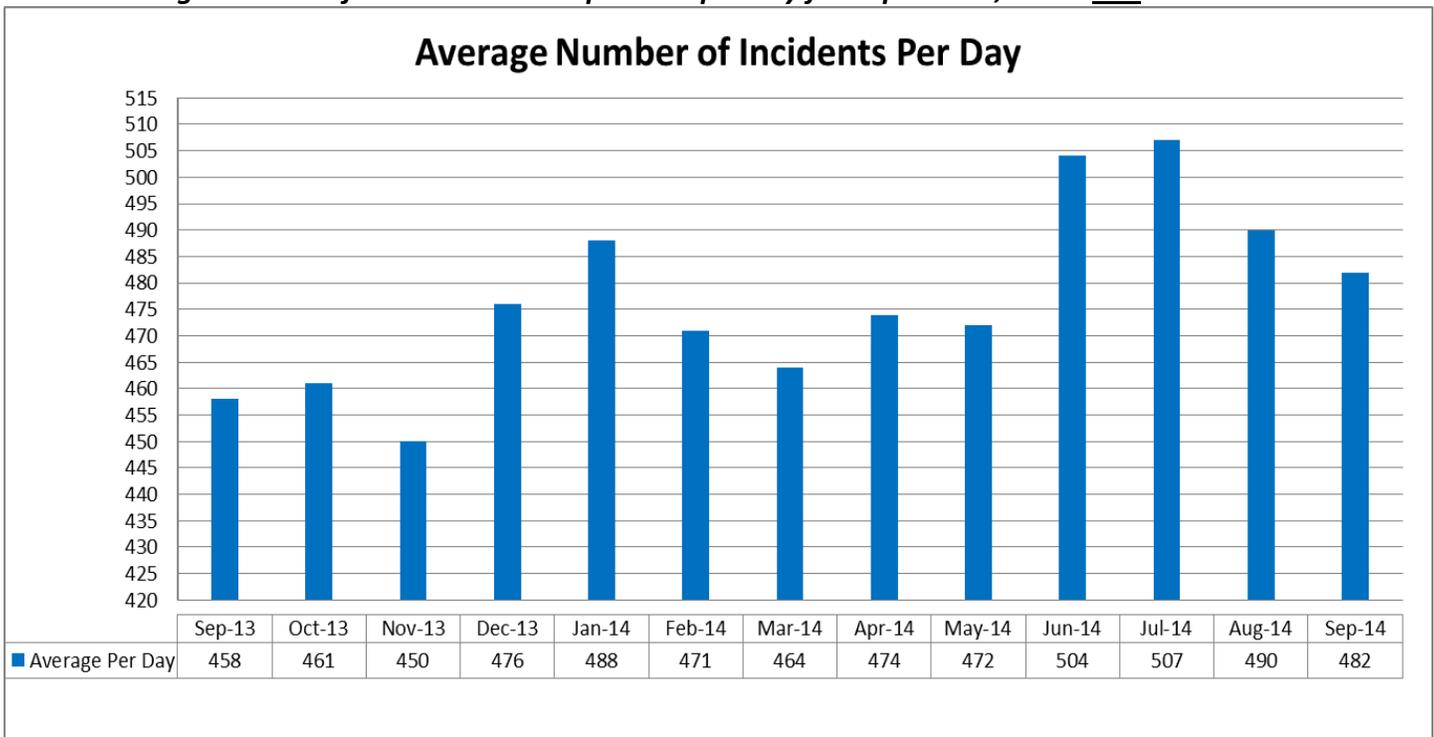
**Debris Piles:** Any debris pile that is created by the board-up contractor shall be a minimum of 10' from any structure.

# CAD Incidents – September, 2014

**Total number of CAD incidents dispatched for September, 2014: 14,452**



**Average number of CAD incidents dispatched per day for September, 2014: 482**



## SRFECC Telephony Performance Measure September, 2014

The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of September, 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 September, 2014, SRFECC dispatch staff processed a total of **24,007** incoming calls and **7,616** outgoing calls for a total volume of **31,623** calls.

### Detailed Breakdown of Information

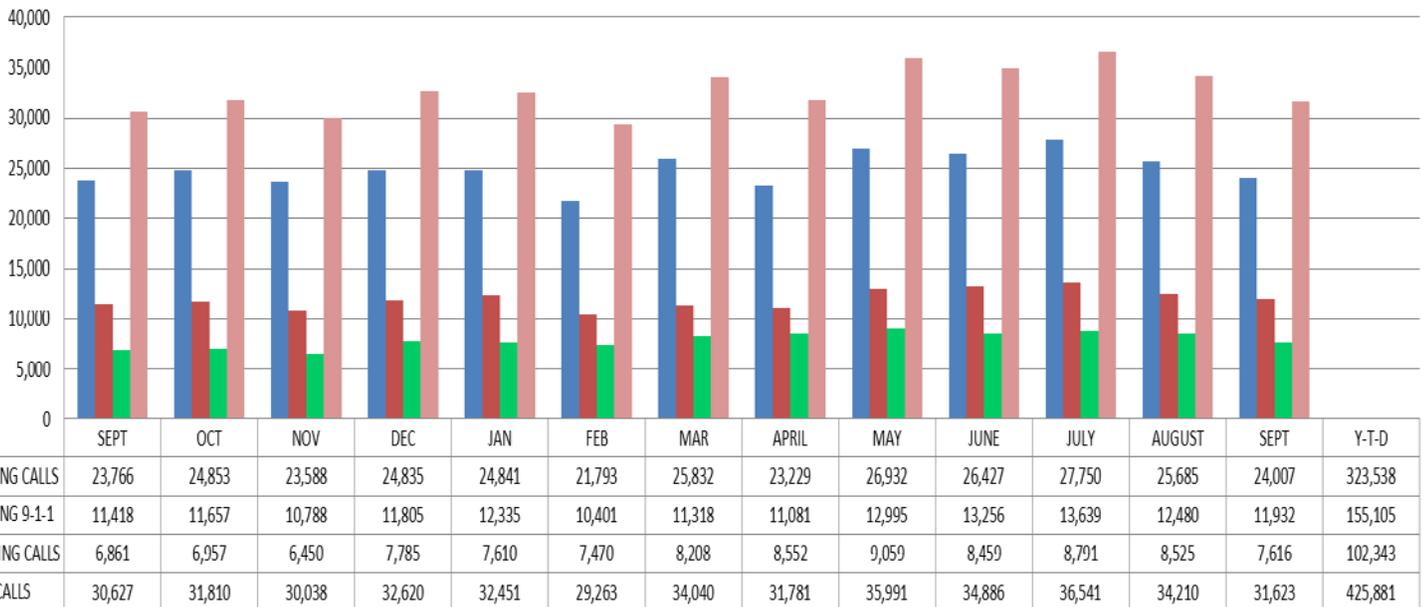
**Incoming 9-1-1 Calls:** There were **11,932** incoming 9-1-1 calls.

**7DE (Seven-Digit Emergency Lines):** There were **3,821** incoming seven-digit emergency calls.

**Allied Agency/Alarm Co:** There were **3,051** incoming Allied Agency and Alarm Company calls.

**7DA (Seven-Digit Administrative Lines):** There were **5,203** incoming seven-digit administrative calls.

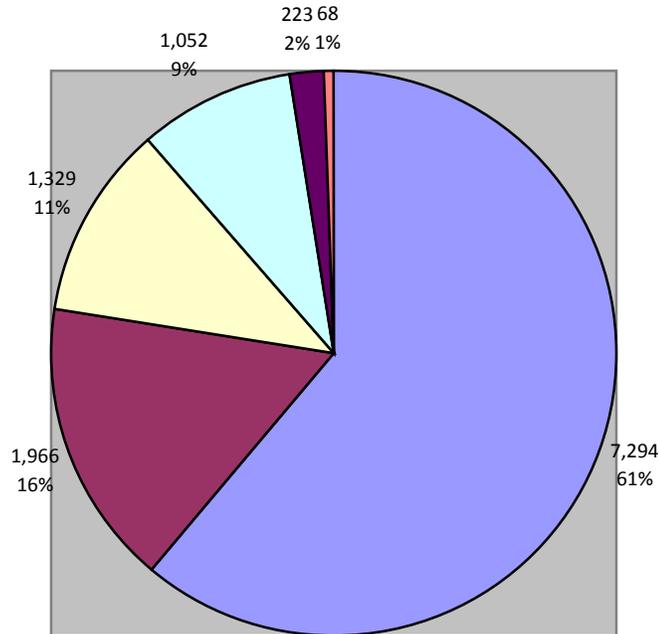
**Telephony Performance Measure - 2013/2014**



## SRFECC Telephony Performance Measure September, 2014

The following chart represents call distribution according to class of service (i.e. Wireless Phase 2, Residential, etc.) for the 11,932 incoming 9-1-1 calls.

**INCOMING 9-1-1 CALL DISTRIBUTION - September, 2014**



Wireless Phase 2
  Residential
  Other (i.e. PBX)

VOIP
  Wireless Phase 1
  Payphone

### 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.”*

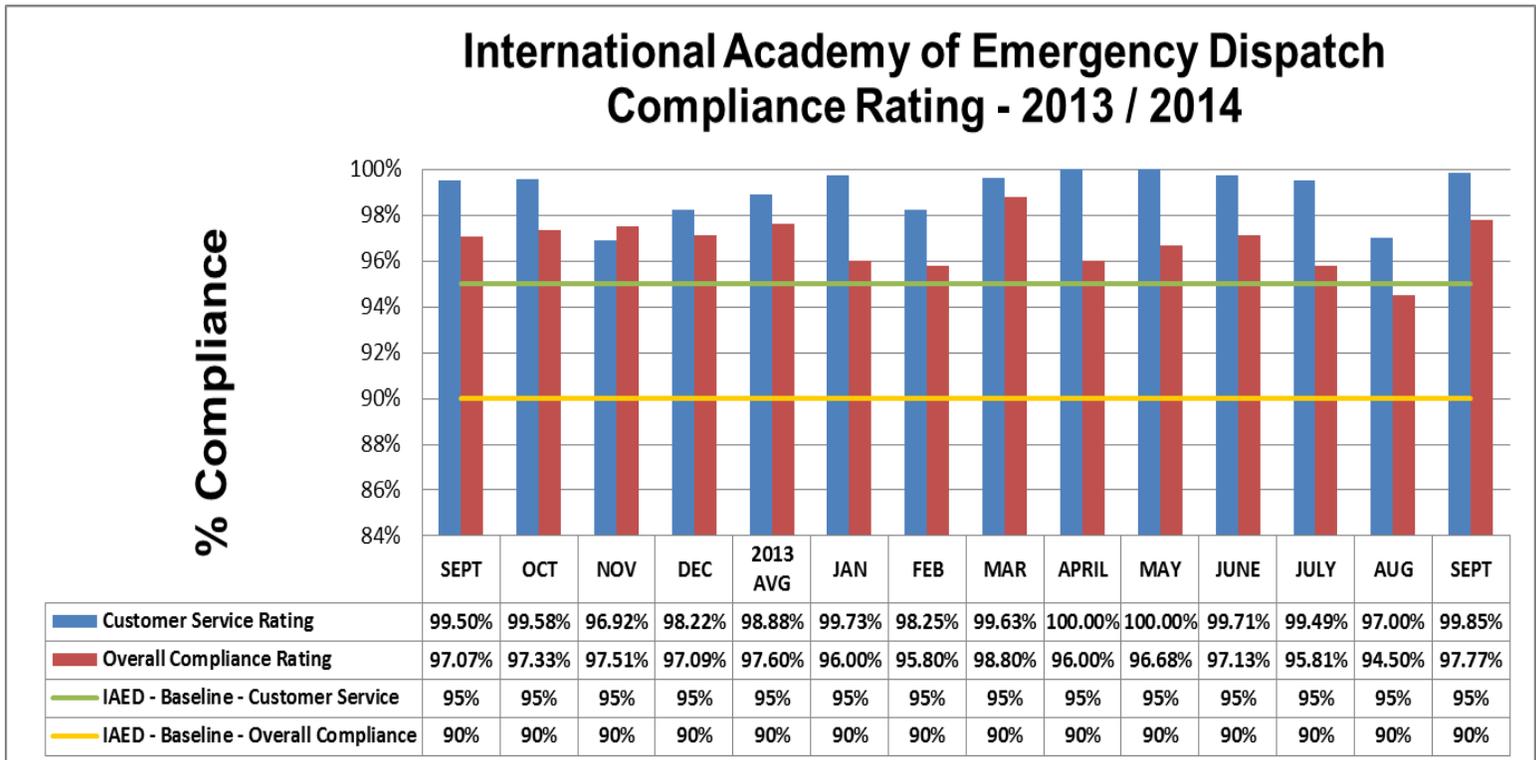
Utilizing the measure recommended by NFPA 1221-2013 ed. that all calls received on emergency lines shall be answered within 15 seconds 95% of the time. In September, the dispatch team answered all calls on emergency lines within 15 seconds **97.80%** of the time – **exceeding the standard by 2.80%**.

The standard of 99% percent of emergency lines answered within 40 seconds was also exceeded by the SRFECC dispatch team. In September, the dispatch team answered all calls on emergency lines within 40 seconds **99.80%** of the time – **exceeding the standard by .80%**.

# Emergency Medical Dispatching (EMD) – 2014 Performance

## EMD Compliance Scores

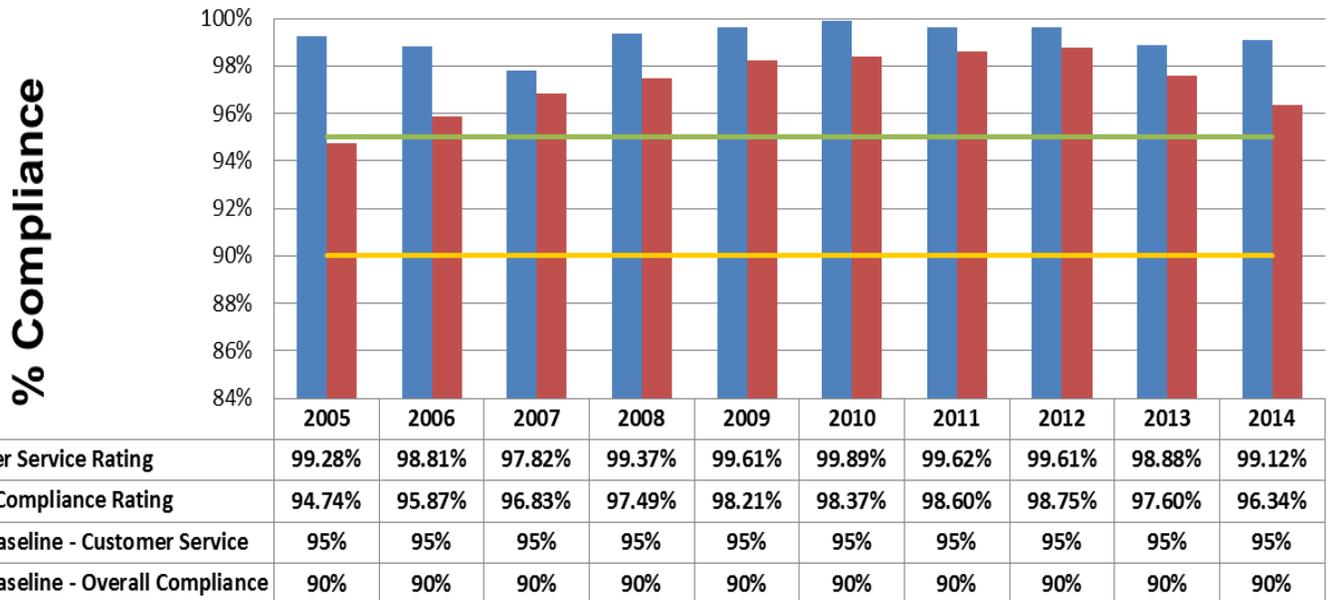
- Customer Service Compliance Average\* (Baseline Requirement of 95%)
  - Customer Service Compliance Average for 2014: 99.12%
  - Customer Service Compliance Average for September, 2014: 99.85%
  
- Total Compliance Average\* (Baseline Requirement of 90%)
  - Overall Compliance Average for 2014: 96.34%
  - Overall Compliance Average for September, 2014: 97.77%



\*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) – 2014 Performance

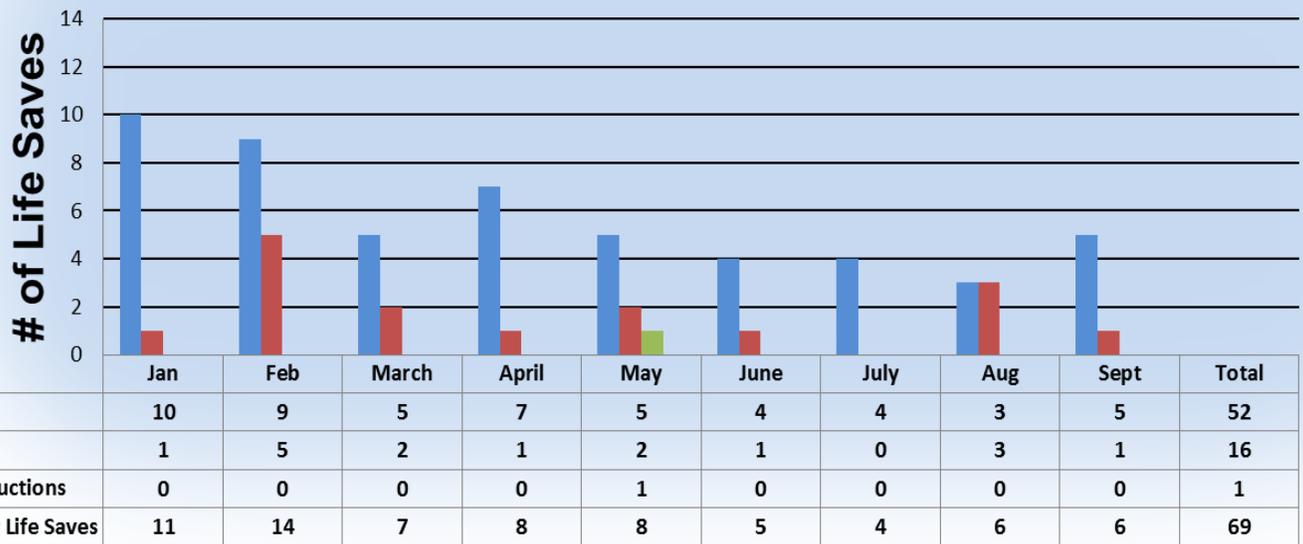
### International Academy of Emergency Dispatch Compliance Rating



### **SRFECC – 69 Life Saves in 2014**

Since January 1st, 2014 our Public Safety Dispatch Team has performed EMD in accomplishing 52 CPR Life Saves, one (1) Choking save utilizing DLS Heimlich procedures, and 16 Child Births, for a total amount of **69** Life Saves.

### SRFECC - 69 Life Saves - 2014



## **Emergency Medical Dispatching (EMD) – 2014 Performance**

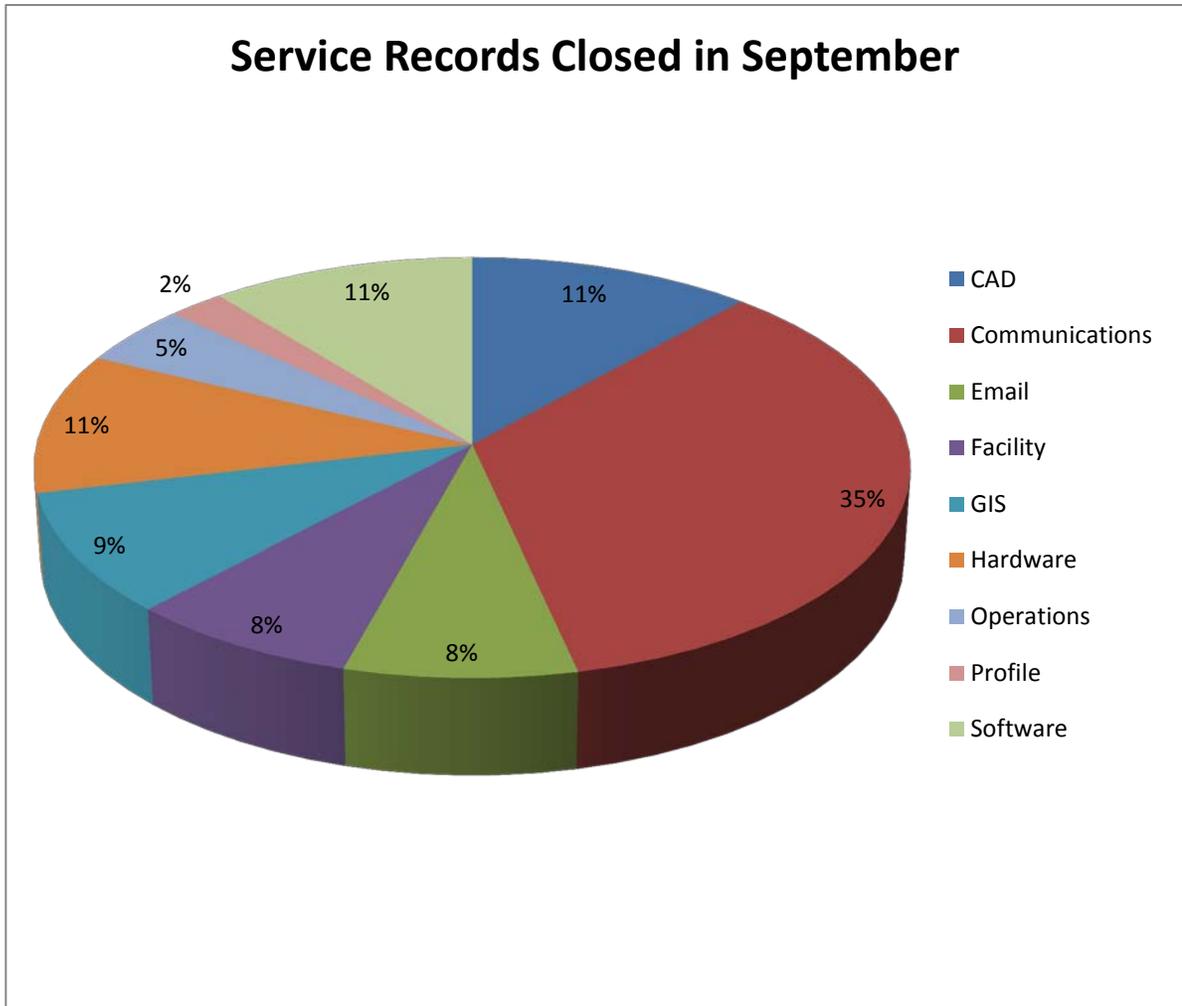
### **Six (6) Life Saves – September, 2014**

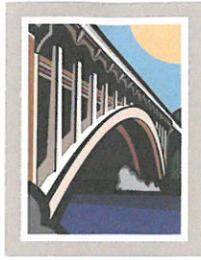
1. On September 13<sup>th</sup>, 2014, *Call Taker Jennifer Rooke*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
2. On September 14<sup>th</sup>, 2014, *Call Taker Janet Tracy*, B Nights Squad, while utilizing effective 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 September 17<sup>th</sup>, 2014, *Call Taker Laura Macias*, A Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
4. On September 13<sup>th</sup>, 2014, *Call Taker Jennifer Rooke*, B Days Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
5. On September 29<sup>th</sup>, 2014, *Dispatcher Tara Poirier*, A Nights Squad, while utilizing effective EMD instructions assisted the 9-1-1 caller in providing life-saving CPR instructions.
6. September 30<sup>th</sup>, 2014, *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 09/01/2014 - 09/30/2014  
 Generated on 10/14/2014 15:16

Category	Opened SRs	Closed SRs	Total (opened - closed)
CAD	14	15	-1
Communications	13	45	-32
Email	7	10	-3
Facility	11	10	1
GIS	20	12	8
Hardware	10	14	-4
Operations	2	6	-4
Profile	4	3	1
Software	10	14	-4
<b>Total</b>	<b>91</b>	<b>129</b>	<b>-38</b>





CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

September 17, 2014

Teresa Murray, Chief Executive Director  
Sacramento Regional Public Safety Communication Center  
10230 Systems Parkway  
Sacramento, CA 95827-3007

Dear Mrs. Murray:

Effective October 1, 2014, Fire Division Chief Dennis Wycoff will be appointed as the City of Folsom's alternate representative to the Sacramento Regional Public Safety Communications Center Joint Powers Authority Governing Board. Fire Chief Ronald Phillips remains the primary representative on the Governing Board.

Should you need any further information, please contact me at (916) 355-7201.

Sincerely,

A handwritten signature in black ink, appearing to read 'Evert W. Palmer', with a long horizontal flourish extending to the right.

Evert W. Palmer  
City Manager

cc: Fire Chief Ronald Phillips  
Division Chief Dennis Wycoff



## Sacramento Metropolitan Fire District

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10545 Armstrong Avenue, Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916)859-3720

Mark A. Wells  
Fire Chief

October 14, 2014

Janice Parker  
Sacramento Regional Fire/EMS Communications Center  
10230 Systems Parkway  
Sacramento, California 95827

Dear Ms. Parker:

At the Regular Board Meeting of the Sacramento Metropolitan Fire District held October 9, 2014, Deputy Chief Chris Holbrook was appointed as the District's delegate member. Director Gary Monk will remain as the alternate member on the Sacramento Regional Fire/EMS Communications Center JPA Governing Board, effective immediately.

If you need any further information, please contact me at (916) 859-4305.

Sincerely,

Melissa Penilla  
Clerk of the Board

cc: File