



**Sacramento Regional Fire/EMS Communications Center**  
10230 Systems Parkway, Sacramento, CA 95827-3006  
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

**9:00 a.m.**

**AMENDED AGENDA**

**Tuesday, January 11, 2022**

**REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC**

**Public Remote Access at:**

**[Join Microsoft Teams Meeting](#)**

[+1 916-245-8065](tel:+19162458065) United States, Sacramento (Toll)

Conference ID: 950 282 072#

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

**Call to Order**

Chairperson

**Roll Call of Member Agencies**

Clerk of the Board

**Primary Board Members**

Chris Costamagna, Chairperson

Deputy Chief, Sacramento Fire Department

Tyler Wagaman, Vice Chairperson

Deputy Chief, Sacramento Metropolitan Fire District

Troy Bair, Board Member

Deputy Chief, Cosumnes Fire Department

Chad Wilson, Board Member

Division Chief, Folsom Fire Department

**Pledge of Allegiance**

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

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

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**Please Note:**

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

\* INDICATES NO ATTACHMENT

**PRESENTATION:**

None

**CENTER REPORTS:**

- 1. Medical Director Dr. Mackey\*

**RECESS TO CLOSED SESSION:**

- 1. CONFERENCE WITH LABOR NEGOTIATOR\*

Pursuant to Government Code Section 54957.6

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

- 2. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation: Executive Director  
Deputy Director  
Operations Manager
- b. Public Employment: Chief Executive Director  
Deputy Director

- 3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\*

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

RECONVENE TO OPEN SESSION AT ESTIMATED TIME: 11:00 a.m.

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

- 1. Board Meeting Synopsis (December 14, 2021) Page 5
- 2. Special Board Workshop Synopsis (December 14, 2021)
- 3. Special Board Meeting Synopsis (December 21, 2021)
- 4. Fourth Amendment – Executive Director Contract with Sacramento Metropolitan Fire District

PROPOSED ACTION: Motion to Approve Consent Agenda

**ACTION ITEMS:**

- 1. Approval of Contract for Operations Manager Services\*
- 2. Approval of Contract for Chief Executive Director Services between SRFEC and Cosumnes Services District\*
- 3. Election/Reelection of Board Chairperson\*
- 4. Election/Reelection of Board Vice Chairperson\*

\* INDICATES NO ATTACHMENT

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

- 1. Communications Center Statistics Page 15
- 2. Financial Reports Page 17
  - a. Monthly Credit Card Usage Statement
  - b. Budget to Actuals
  - c. Cash Flow Report
  - d. Umpqua Lease Update
- 3. Recruitment Update Page 26
- 4. PAD Update Page 27
- 5. Project Update Page 28

**CENTER REPORTS:**

- 1. Executive Director Bailey\*
- 2. Operations Manager Todd – Operations\*

**CORRESPONDENCE:**

None

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

None

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is February 8, 2022.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102

Time: 9:00 a.m.  
Board Members, Alternates, and Chiefs

Posted at: 10230 Systems Parkway, Sacramento, CA 95827  
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)  
10545 Armstrong Ave, Mather, CA 95655-4102

**DISABILITY INFORMATION:**

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

\* INDICATES NO ATTACHMENT

**POSTING:**

This is to certify that on January 7, 2022, a copy of the agenda was posted:

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

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

Clerk of the Board

# REGULAR GOVERNING BOARD MEETING

December 14, 2021

## GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Adam Mitchell	Sacramento Metropolitan Fire District
Assistant Chief Chad Wilson	Folsom Fire Department
Deputy Chief Troy Bair	Cosumnes Community Services District

## GOVERNING BOARD MEMBERS ABSENT

Deputy Chief Tyler Wagaman	Sacramento Metropolitan Fire District
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## COMMUNICATIONS CENTER MANAGEMENT

Ty Bailey	Executive Director
Diane House	Deputy Director – Administrative
Julee Todd	Operations Manager

## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC
Chief Scott Williams	Assistant Chief, Sacramento Fire Department
Dr. Kevin Mackey, Remote	Medical Director, SRFEC
Theresa Miller, Remote	Dispatcher, SRFEC

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

### Join Microsoft Teams Meeting

+1 916-245-8065 United States, Sacramento (Toll)

Conference ID: 950 282 072#

The meeting was called to order and roll call taken at 9:02 a.m.

1. The Pledge of Allegiance was recited.
2. Agenda updates were made once the board reconvened from closed session. Action items 1, 2, 6 and 7 were removed from the agenda to be addressed during a Special Board meeting before the end of December.
3. There was no public comment.
4. There was no presentation.
5. Dr Mackey provided the board with an update on COVID-19 and vaccination status, and shared a presentation on ODMAP, a nationwide program providing a heat map of drug overdoses.
6. **CLOSED SESSION:**
  1. CONFERENCE WITH LABOR NEGOTIATOR\*  
Pursuant to Government Code Section 54957.6

Center Negotiator(s) Lindsay Moore, Counsel  
Ty Bailey, Executive Director

Employee Organization(s) Teamsters Local 150  
Teamsters Local 856  
Unrepresented Administrators

## 2. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation: Executive Director
- b. Employee Evaluation: Medical Director
- c. Employee Evaluation: Deputy Director of Administration
- d. Employee Evaluation: Deputy Director of Operations

## 3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\*

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

Closed session was convened at 9:37 a.m.

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

1. Direction was given to legal counsel; no formal action was taken.
2. Direction was given to legal counsel; the board authorized signatures on a 6-month extension of the Medical Director contract.
3. The Board received an update; no formal action was taken.

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

A motion was made by Chief Mitchell and seconded by Chief Wilson to approve the consent agenda and Board Meeting and Special Board Meeting minutes (November 9, 2021).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

## 8. ACTION ITEMS:

1. This item was removed from the agenda.
2. This item was removed from the agenda.
3. Approval of Quotation for Automatic Call Distribution (ACD)

A motion was made by Chief Wilson and seconded by Chief Bair to approve the Quotation for Automatic Call Distribution.

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

NOES:

ABSENT:

ABSTAIN:

4. Approval of New Board Policy 2.008 - Employment of Family Members and Persons with Personal Relationships

A motion was made by Chief Bair and seconded by Chief Wilson to approve the New Board Policy 2.008 - Employment of Family Members and Persons with Personal Relationships.

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

NOES:

ABSENT:

ABSTAIN:

5. Approval of Updated Board Policy 2.001 – Chief Executive Director – Duties and Responsibilities

A motion was made by Chief Mitchell and seconded by Chief Bair to approve the Updated Board Policy 2.001 – Chief Executive Director – Duties and Responsibilities

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

NOES:

ABSENT:

ABSTAIN:

6. This item was removed from the agenda.
7. This item was removed from the agenda.

#### 8. **DISCUSSION/POSSIBLE ACTION:**

None

#### 9. **INFORMATION:**

None

#### 10. **CENTER REPORTS**

1. Executive Director Bailey

Chief Bailey expressed thanks to the board and the Center staff for their effort and support through the changes in the last year. He complimented the Center on the accomplishments and thanked everyone for the opportunity to serve as Executive Director.

2. Deputy Director House

Deputy Director House shared that the Center is currently experiencing an outage in Telestaff, and working through workflows, however the banking and payroll modules are working.

The board will notice a new cash flow report in future board packets accompanying the BTA.

The CAD project is on-track for the September 2022 cutover date.

The CAD training is concluding shortly, and going very well. There are a few workflow changes that have been identified, to be reviewed further with the team on January 5, 2022.

The WestNet quote received for WestNet to new CAD integration was \$125,000. Upon further review, this integration already existed with Verdugo and the updated quote is now at \$9,000.

3. Operations Manager Director Todd

This month the Center celebrated Dispatcher Saulter's sign-off on CRO training, as well as 2 POD training sign-offs: Dispatcher Le and Dispatcher Burnett. The Center is looking forward to additional sign-offs in the near future. The POD training feedback has been positive, and will continue into the future academies.

The Text-to-911 platform change is still delayed.

The Center completed their console deep clean this month.

The Supervisor promotional assessment has been scheduled

The Center attended multiple PubEd events in the last month.

Staffing: 5 supervisors, 13 CRO, 11 dispatcher 1

Service Anniversaries:

Kylee Soares: 25 years

Laura Macias

Elizabeth Strong

Mark Hicks

#### 10. **CORRESPONDENCE:**

None.

#### 11. **ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

None

#### 14. **BOARD MEMBER COMMENTS:**

##### Chief Bair

Chief Bair expressed gratitude to the Center and wished everyone a Happy Holidays

##### Chief Wilson

Chief Wilson praised the Center for exceeding expectations, especially when faced with challenges. He also thanked Chief Bailey for his leadership throughout the last year.

##### Chief Mitchell

Chief Mitchell began with praise for the sign-offs during the last month, and wished congratulations. He thanked Chief Bailey for his time served as Executive Director and wished luck to those taking the promotional exam. He also congratulated the members celebrating service anniversaries, especially Supervisor Soares with 25 years of service. And a final thankful to the Center for their work and Happy Holidays.

##### Chief Costamagna

Chief Costamagna thanked the CAD team for their work on moving the project forward. He congratulated those with service anniversaries and made special note of Supervisor Soares on her 25 years of service. He concluded with thanks to all and Happy Holidays.

#### 14. **ADJOURNMENT:**



The meeting was adjourned at 11:28 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Marissa Shmatovich". The script is cursive and fluid.

Marissa Shmatovich  
Clerk of the Board

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Chris Costamagna, Chairperson

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Tyler Wagaman, Vice Chairperson

# SPECIAL GOVERNING BOARD WORKSHOP

December 14, 2021

## GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Troy Bair	Cosumnes Community Services District
Deputy Chief Adam Mitchell	Sacramento Metropolitan Fire District
Deputy Chief Chad Wilson	Folsom Fire Department

## GOVERNING BOARD MEMBERS ABSENT

Deputy Chief Tyler Wagaman	Sacramento Metropolitan Fire District
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## COMMUNICATIONS CENTER MANAGEMENT

Ty Bailey	Executive Director
Diane House	Deputy Director – Administrative
Julee Todd	Operations Manager

## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC
Assistant Chief Scott Williams	Sacramento Fire Department
Chia Vargo	Accounting Specialist II, SRFEC
Cierra Lewandowski	Payroll and Benefits Administrator, SRFEC
Ken Campo	Financial Advisor, SRFEC

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

### Public Remote Access at:

#### Join on your computer or mobile app

[Click here to join the meeting](#)

#### Or call in (audio only)

[+1 916-245-8065,,316368707#](#) United States, Sacramento

Phone Conference ID: 316 368 707#

[Find a local number](#) | [Reset PIN](#)

The meeting was called to order and roll call taken at 11:30 a.m.

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

## 5. RECESS TO CLOSED SESSION:

### 1. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation:            Executive Director  
   Deputy Director

Closed session was convened at 11:30 a.m.

Open session was reconvened at 1:15 p.m.

1. The Board received direction. No formal action was taken.

## 6. ACTION ITEMS:

None

## 7. ADJOURNMENT:

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,



Marissa Shmatovich  
Clerk of the Board

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Chris Costamagna, Chairperson

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Tyler Wagaman, Vice Chairperson

# SPECIAL GOVERNING BOARD MEETING

December 21, 2021

## GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Troy Bair	Cosumnes Community Services District
Deputy Chief Adam Mitchell	Sacramento Metropolitan Fire District
Deputy Chief Chad Wilson	Folsom Fire Department

## GOVERNING BOARD MEMBERS ABSENT

Deputy Chief Tyler Wagaman	Sacramento Metropolitan Fire District
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## COMMUNICATIONS CENTER MANAGEMENT

Ty Bailey	Executive Director
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## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC
Assistant Chief Scott Williams	Sacramento Fire Department

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

### Public Remote Access at:

#### Join on your computer or mobile app

[Click here to join the meeting](#)

#### Or call in (audio only)

[+1 916-245-8065,,316368707#](#) United States, Sacramento

Phone Conference ID: 316 368 707#

[Find a local number](#) | [Reset PIN](#)

The meeting was called to order and roll call taken at 11:03 a.m.

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

## 5. RECESS TO CLOSED SESSION:

### 1. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

- |                         |                          |
|-------------------------|--------------------------|
| a. Employee Evaluation: | Executive Director       |
| b. Public Employment:   | Chief Executive Director |

Closed session was convened at 11:04 a.m.

Open session was reconvened at 12:13 p.m.

1. The Board gave direction to legal counsel to extend the contract for Executive Director services with Sacramento Metropolitan Fire District through January 31, 2022 in order to finalize the terms of the Chief Executive Director contract.

#### 6. ACTION ITEMS:

1. This item was removed from the agenda.
2. Approval of Contract Extension for Medical Director Services between Permanente Medical Group and SRFECC

A motion was made Chief Mitchell and seconded by Chief Bair to approve the Contract Extension for Medical Director Services between Permanente Medical Group and SRFECC.

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

NOES:

ABSENT:

ABSTAIN:

3. This item was removed from the agenda.
4. This item was removed from the agenda.

#### 7. ADJOURNMENT:

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,



Marissa Shmatovich  
Clerk of the Board

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Chris Costamagna, Chairperson

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Tyler Wagaman, Vice Chairperson

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

The Sacramento Regional Fire/EMS Communications Center (“Center”) and the Sacramento Metropolitan Fire District (“Sac Metro”) are parties to an Agreement for Services of an Executive Director with a current term of January 14, 2020 through December 31, 2021, and amended effective July 1, 2020, November 23, 2020 and June 29, 2021 (“Agreement”). The Parties desire to amend the Agreement with this Third Amendment to Agreement, as set forth below (“Third Amendment”).

Paragraph 3 of the Agreement shall be revised to read:

3. Term of Agreement

a. Initial Term

The initial term of this Agreement shall commence on January 14, 2020 and shall end on June 30, 2021, which was extended through December 31, 2021.

b. Second Extended Term

The term of this Agreement shall be extended and end on January 31, 2022, unless extended by mutual agreement.

The remainder of the Agreement shall remain status quo.

Dated: \_\_\_\_\_

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

By: \_\_\_\_\_  
Chairperson of the Board of Directors

Dated: \_\_\_\_\_

**FOR THE SACRAMENTO METROPOLITAN FIRE  
DISTRICT**

By: \_\_\_\_\_

Attest: \_\_\_\_\_

I, Ty J. Bailey, agree to serve as the Executive Director, and agree to the terms and conditions as set forth in the Agreement and as amended in this Third Amendment to the Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
TY J. BAILEY

**EMPLOYMENT CONTRACT**  
**between the**  
**SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER**  
**and**  
**JULEE TODD**  
**(Manager)**

This is the Employment Contract (“Contract”) by and between the Governing Board of the Sacramento Regional Fire/EMS Communications Center (“Board” or “Center”) and Julee Todd to serve as Manager (“Manager”).

In return for the consideration and other promises set forth below, the Board and Manager agree as follows:

**I. TERM, COMPENSATION AND OTHER BENEFITS**

**A. Term**

This Contract shall commence on January 11, 2022 and shall continue in full force and shall expire at the close of business on December 31, 2024, unless:

1. Extended by the Board in accordance with Article VI., below; or
2. Terminated by either party in accordance with Article VII., below.

**B. Compensation and Benefits**

Manager shall receive compensation and other benefits as set forth in Appendix A.

**II. PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**A. Full Service**

Manager shall be required to render twelve (12) months of full and regular service to the Center during each annual period covered by this Contract.

**B. Senior Management**

1. The position of Manager is a senior management position. Manager is an exempt employee and is not covered by the Fair Labor Standards Act.
2. Manager shall report to, and serve at the direction of, the Chief Executive Director.

**C. Duties and Responsibilities**

1. Duties and responsibilities shall be as set forth in the prevailing job description for Manager. The job description may be revised from time to time by the Chief Executive Director with input from the Manager and final approval of the Board, as deemed necessary for the effective and efficient operations of the Center. A copy of the current job description is attached as Appendix B.
2. Manager shall:
  - a. Perform all duties that are prescribed by the laws of the State of California, the Board's Manual of Policies, and Center Policies and Procedures.
  - b. Carry out all lawful directions of the Chief Executive Director and/or the Board.

**III. PROFESSIONAL GROWTH**

**A. Professional Growth Activities**

The Center encourages the continuing professional growth of Manager through participation in:

1. The operations, programs and other activities conducted or sponsored by local, state and national associations related to fire and emergency dispatch communications centers;
2. Seminars and courses offered by public or private educational institutions which would serve to improve the capacity of Manager to perform professional responsibilities for the Center; and
3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Manager to perform professional responsibilities for the Center.

**B. Notice to the Chief Executive Director**

1. Manager shall update the Chief Executive Director on a regular basis concerning any planned and/or completed activities.
2. Manager shall receive advance written approval for attendance at Professional Growth Activities from the Chief Executive Director.
3. Manager shall maintain a current, up-to-date calendar available for viewing by the Chief Executive Director, staff and Board at all times.



#### **IV. EXPENSE REIMBURSEMENT**

For purchases made in accordance with the Center's purchasing policy, the Center shall reimburse Manager. Expense reimbursement shall include related approved professional memberships and growth activities.

#### **V. GOALS AND OBJECTIVES**

No later than January 31 of each year that Manager performs services under this Contract, Manager shall submit in writing, to the Chief Executive Director, annual goals and objectives for the upcoming fiscal year. The goals and objectives shall be:

- Reviewed, revised and approved by the Chief Executive Director.
- Reduced to writing and shall be among the criteria by which Manager is evaluated as hereafter provided.

#### **VI. EVALUATION**

- A. The Chief Executive Director shall evaluate, in writing, the performance of Manager at least once during each year that Manager performs services under this Contract ("Yearly Evaluation"). The timeline for the Yearly Evaluation shall be set by the Chief Executive Director after consultation with Manager.
- B. Evaluation of Manager shall be related to the duties and responsibilities of Manager as set forth in Article II, the goals and objectives established by the Chief Executive Director and Manager as set forth in Article V, Appendix B (Job Description), and any applicable law and Policy (Board's Manual of Policies or Center adopted).
- C. The Evaluation shall assess both overall performance and specific criteria, in accordance with the timeline set pursuant to Article VI, Paragraph A, above.
- D. A copy of the final written Yearly Evaluation shall be delivered to Manager and the Manager shall have the right to submit a written response in accordance with the timeline set by the Chief Executive Director pursuant to Article VI, Paragraph A, above.
- E. If the Chief Executive Director determines that the Performance of Manager is satisfactory or better, the Board will consider a one-year extension of this contract (not to exceed a five-year term) and an increase in Base Salary.
- F. If the Chief Executive Director determines that the performance of Manager is unsatisfactory in any respect, the final written Yearly Evaluation shall describe such unsatisfactory performance in reasonable detail. The Yearly Evaluation shall include recommendations for improvement in those areas where the Chief Executive Director deems performance to be unsatisfactory and may include

recommendations for improvement in other instances where the Chief Executive Director deems such to be appropriate.

- G. Additional evaluations, if deemed appropriate by the Chief Executive Director, may be performed at any time.

## VII. TERMINATION OF CONTRACT

This Contract may be terminated by any of the following actions:

### A. Termination By the Board (Cause Not Required)

1. Manager is an *at-will employee* of the Center.
2. As such, the employment of Manager may be terminated at any time and for no cause whatsoever by the Chief Executive Director, with the approval of the Board. If this option is exercised, the Chief Executive Director shall provide Manager with written notice of termination. The effective date of termination shall be specified in the written notice of termination. *The decision shall be final.*
3. If the Contract is terminated pursuant to Article VII, Paragraph A, Manager shall:
  - a. receive six (6) months of Base Salary as severance pay commencing with the effective date of the termination specified in the notice of termination; and
  - b. be afforded the right to exercise any applicable return rights set forth in the Collective Bargaining Agreement by and between the Center and Local 150. This right shall not apply if the Contract is terminated pursuant to Article VII., Paragraph C.

### B. Resignation or Retirement of Manager

This Contract shall be terminated upon the resignation or retirement of Manager. Except in extraordinary circumstances, Manager shall give the Center at least ninety (90) calendar days' advance written notice of resignation or retirement.

### C. Termination for Cause

Nothing in this Termination for Cause paragraph alters Manager's *at-will employee* status:

1. Discharge for cause shall be defined as conduct which is seriously prejudicial to the Center, including but not limited to:

- a. unprofessional conduct or insubordination;
  - b. neglect of duty;
  - c. breach of Contract;
  - d. an act of dishonesty or moral turpitude;
  - e. theft or misappropriation of Center property;
  - f. any act injuring, abusing, or endangering others;
  - g. any act that might tend to bring Manager into public disrepute, contempt, scandal, or ridicule;
  - h. any act that might reflect unfavorably on or endanger the reputation, integrity or good will of the Center, its officers, employees, agents or associated agencies; or
  - i. a violation of any lawful rule, regulation, ordinance or statute.
2. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify Manager in writing. The effective date of termination shall be determined by the Board and specified in the written notice of termination.
  3. Upon request by Manager, the Board shall serve upon Manager a reasonably detailed statement of charges. Manager shall provide notice of the request for statement of charges to the Board within ten (10) days of the service of the notice of termination.
  4. Upon request, Manager will be afforded an opportunity for a hearing before the Board, which shall include the right to be represented by counsel, the right to record the hearing and the right to call witnesses. Manager shall provide notice of the request for hearing pursuant to this section to the Board within thirty (30) days of the service of notice of termination. If Manager chooses to be accompanied by legal counsel at such hearing, Manager shall bear any costs of her own counsel. Such hearing shall be conducted in closed session, unless Manager requests an open meeting. Manager shall be provided a written decision describing the results of the hearing. The decision of the Board shall be final.
  5. In appropriate circumstances, progressive discipline may be utilized by the Board in lieu of discharge for cause. Such use is, however, at the sole discretion of the Board.

## VIII. GENERAL PROVISIONS

### A. Full and Complete Contract

This Contract is the full and complete contract between the Center and Manager and supersedes all prior negotiations, representations or agreements, either written or oral. It can be changed or modified only by an agreement in writing, signed by the Chief Executive Director, Manager, and Board.

**B. Subject to Applicable Laws and the Board's Manual of Policies**

Except as modified herein, this Contract is subject to all applicable laws of the State of California and to the lawful rules, and Manual of Policies of the Board. Said laws, rules, and policies, to the extent they have not been lawfully superseded by this Contract, are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.

**C. Severance Clause**

Should any provision of this Contract be declared or determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby, unless to do so would frustrate the intent and purpose of this Contract. Said illegal, invalid or unenforceable part, term or provision shall be deemed not to be a part of this Contract.

**D. Venue and Governing Law**

Any action arising out of this Contract shall be brought in Sacramento County, California, regardless of where else venue may lie. This Contract shall be governed by and construed in accordance with the laws of the State of California.

**E. Negotiated Agreement**

The Center and Manager acknowledge and agree that the terms and provisions of this Contract have been negotiated and discussed between them, and that this Contract reflects their mutual agreement regarding the subject matter of this Contract. Because of the nature of such negotiations and discussions, neither party shall be deemed to be the drafter of this Contract, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Contract.

**IN WITNESS HERETO**, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties.

**[Signatures on Following Page]**

**GOVERNING BOARD OF THE SACRAMENTO  
REGIONAL FIRE/EMS COMMUNICATIONS CENTER**

\_\_\_\_\_  
Chairperson of the Governing Board

\_\_\_\_\_  
Date

**ACCEPTANCE:**

I hereby accept the terms of this Contract of Employment and agree to fulfill all of the duties of Manager for the Sacramento Regional Fire/EMS Communications Center

\_\_\_\_\_  
Julee Todd

\_\_\_\_\_  
Date

**COMPENSATION AND OTHER BENEFITS**

**1. COMPENSATION**

**A. Base Salary**

1.

The Manager's Base Salary shall be:

<b><u>Annual</u></b>	<b><u>Monthly</u></b>
Step 1	\$10,405.00
Step 2	\$10,925.25
Step 3	\$11,471.15
Step 4	\$12,045.09
Step 5	12,647.34

2. Manager's Base Salary may also be increased as set forth in Article VI, above. Manager shall be initially placed on Step 1. Step movement thereafter shall occur on July 1 of each Contract year.

**B. Health and Welfare Benefits**

1. Insurance Plans

a. Medical Insurance

Manager, and Manager's dependents, shall have the option of enrolling in any medical insurance plan available through the Center's contract with the Health Division of the Public Employees Retirement System (PERS).

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

b. Dental Insurance

Manager, and Manager's dependents, shall have the option of enrolling in the dental plan selected by the Center.

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

c. Vision Insurance

Manager, and Manager's dependents, shall have the option of enrolling in the vision plan selected by the Center.

Manager shall receive the same Center contribution toward medical insurance provided for in the Collective Bargaining Agreement by and between the Center and Locals 150 and 856, whichever is greater.

d. Life Insurance Benefits

The Center shall provide Manager with a life insurance policy in the amount of Fifty Thousand Dollars (\$50,000.00). The Center shall pay the full premium cost.

e. Long-term Disability Benefits

The Center shall provide a long-term disability insurance plan for Manager. The Center shall pay the full premium cost.

C. Allowances

1. Uniform

- Manager shall be provided one "Class A" uniform within 30 days of signing this Contract.
- Manager shall follow the uniform policy of the Center.
- Manager shall receive a uniform allowance in the amount of One Hundred Dollars (\$100.00) per month.

2. Transportation

The Center shall provide Manager with a Center-owned vehicle that shall be marked in accordance with Internal Revenue Service Regulations ("Vehicle"). This vehicle is a "take-home" vehicle and is assigned in recognition of the need to respond 24/7.

- There shall be no additional compensation for use of Manager's personal automobile.

- Travel other than by automobile shall be reimbursed in accordance with adopted Center policies.
- Use of the Center-provided credit card, issued in accordance with Center Policy, is authorized for fuel in the Vehicle.
- The Vehicle is to be used only for Center business (which includes commuting to and from work).
- The Center is responsible for all maintenance on the vehicle.

3. Technology

Manager shall be provided with the appropriate technology (*e.g.* cell phone, tablet (iPad), computer, and supporting service/data plans) to perform her duties. Appropriate personal use is permitted.

**D. Retirement**

1. PERS Contribution

- a. Retirement benefits shall be provided to Manager in accordance with the contract between the Center and PERS adopted by the Board on March 1, 2007:
  - 2.7% @55
  - highest single year
  - conversion of accrued/unused sick leave to service credit, in accordance with Center/PERS contract.
- b. The Center shall pay Manager's portion of the PERS Contribution in the same manner that Employer Paid Member Contributions ("EPMC") is paid on behalf of other "Classic" non-represented Center employees.
- c. EPMC as additional compensation shall be afforded to Manager in the same manner that it is afforded to other "Classic" non-represented Center employees.
- d. Optional Benefits Cost Sharing (OBCS) shall be paid by Manager in the same manner as it is by other "Classic" non-represented Center employees.
- e. Upon retirement, Manager shall receive full medical benefits, not to exceed employee plus one (at the lesser of Kaiser HMO or Blue Shield HMO) and shall follow the PERS guideline and Board



Resolution in the same manner as it is by other “Classic” non-represented Center employees. On January 1, if the increase in the premium cost for any plan (medical, dental or vision) is greater than five percent (5%), the Center’s obligation shall be limited to five percent (5%) for that plan.

2. 1959 Survivor Benefits

Manager shall pay Two Dollars (\$2.00) per month for 1959 Survivor (Level 3) benefits.

**E. Deferred Compensation**

1. The Center has entered into an agreement with PERS to provide an IRC 457 Deferred Compensation investment program. Manager may place a portion, up to the current legal maximum, of pre-taxable wages into a tax deferred account until retirement or termination of employment with the Center.
2. The Center shall establish an IRC §401(a) plan to be utilized by Manager and other employees.

**2. VACATION, HOLIDAYS and LEAVES**

**A. Annual Vacation**

1. Entitlement

Manager shall be credited with the following hours of annual vacation for each month of service with the Center:

<u>Year Through and Including</u>	<u>ANNUAL</u>	<u>MONTHLY</u>
1-3	96 hours	8 hours
4-6	120 hours	10 hours
7-9	144 hours	12 hours
10-12	168 hours	14 hours
13 and over	192 hours	16 hours

2. Vacation Leave Sell-Back

Manager shall be permitted to sell back seventy-two (72) hours of vacation leave hours. At the time of sell-back, the Manager must still have seventy-two (72) hours of accrued and unused vacation in their bank.

3. Annual Leave Bank

- a. Manager may not have credited to Manager's account, at any time, more than twice Manager's annual accrual rate of vacation.
- b. If Manager has accumulated the maximum permitted, vacation accrual shall be suspended, and Manager shall accrue no additional vacation until Manager's vacation accumulation is less than the maximum.
- c. The Center reserves the right to direct Manager's use of vacation.

**B. Holidays**

The Center recognizes fourteen (14) paid holidays:

January 1 <sup>st</sup>	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King Jr. Day
2 <sup>nd</sup> Monday in February	Lincoln's Birthday
3 <sup>rd</sup> Monday in February	President's Day
Last Monday in May	Memorial Day
July 4 <sup>th</sup>	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Columbus Day
November 11 <sup>th</sup>	Veterans Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
Friday after Thanksgiving	Day After Thanksgiving
December 24 <sup>th</sup>	Christmas Eve
December 25 <sup>th</sup>	Christmas Day
December 31 <sup>st</sup>	New Year's Eve

**C. Senior Management Leave**

1. Upon signing this Contract, Manager shall be credited with 80 hours of Senior Management Leave.
2. If Senior Management Leave is not used, it has no cash value and expires on June 31<sup>st</sup> of each year. Senior Management Leave resets on July 1<sup>st</sup> of each year of this Contract in the amount of 80 hours.

**D. Sick Leave**

1. Definition

Sick Leave, as used in this Contract, shall be defined as absence from work without loss of pay because of Manager's non-service-related illness or injury.

As provided under Labor Code section 233, accrued leave may also be utilized for the reasons specified in Labor Code section 246.5, subdivision (a), involving a family member as defined in Labor Code section 245.5.

2. Entitlement

a. Manager shall earn ten and one-half (10½) hours of sick leave for each month of service.

b. Manager shall be entitled to accumulate sick leave on an unlimited basis.

c. There shall be no cash compensation for unused sick leave upon termination of Manager's employment with the Center by the Board under this Contract. The current PERS contract, however, provides for conversion of sick leave to service credit.

**D. Other Leaves**

1. Military

Manager shall be eligible for leaves of absence for military duty in accordance with the requirements of applicable State and Federal law.

2. Disability

Should Manager become physically disabled, and exhausts Manager's entitlement to paid leave under this Contract, Manager may request and will be granted an unpaid leave of absence of up to four (4) calendar months.

a. This additional leave, if requested, shall also satisfy the Center's obligation under the state and federal "Family Leave Acts." During this leave, the Center shall have the right to refill Manager's position on a permanent basis if failure to do so would cause substantial injury to the operations of the Center.

b. While on this leave of absence, Manager shall:

- continue to be covered under the Center’s Health, Dental, Vision, Life and LTD programs, with the Center making its normal contribution toward such coverage;
- not accrue additional sick leave and/or vacation.

3. Funeral Leave

a. Leave for Family Members

- Manager shall be eligible for up to five (5) consecutive calendar days of leave, commencing no later than seven (7) days after the death, without loss of pay for the purpose of arranging for and/or attending the funeral of a member of Manager’s immediate family.
- Manager shall list the relationship to the deceased on the leave request form.
- For the purposes of this section, immediate family includes spouse, child, mother, father, aunt, uncle, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any person permanently domiciled in Manager’s household.

b. Notice

Manager should make every attempt possible to notify the Chief Executive Director when the use of funeral leave is anticipated.

4. Leave for Trial Jury Service

a. Summons for Service

Should Manager be summoned for trial jury service in either State or Federal court, Manager will be released from scheduled duty without loss of pay for those periods during which Manager is required to be present at the courthouse. Manager shall request “telephone standby” when this option has been offered to Manager.

b. Notice to Center

If Manager is required to report for jury service, Manager shall notify the Chief Executive Director of that fact and the Chief Executive Director shall arrange for replacement as required. Proof of jury service shall be submitted to the Chief Executive Director.

5. Other Leaves in Accordance with the Law

Manager may be entitled to receive other leaves if required by State or Federal law.

**E. Notice/Report**

Manager shall send a monthly written report to the Chief Executive Director setting forth her usage of the leaves provided in this section (Vacations, Holidays and Leaves).

**JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**CLASSIFICATION:**

**MANAGER**

FLSA: Exempt

Bargaining Unit: Unrepresented Confidential Employee

**SUMMARY FUNCTION**

The Manager is an at-will employee pursuant to the terms of an employment contract. Under the general direction and supervision of the Chief Executive Director (“CED”), the Manager assists in planning, organizing, and directing the designated division of the Sacramento Regional Fire/EMS Communications Center (“SRFECC”). The Manager also assists the CED in following any direction(s) from the Governing Board including achieving Board policies, procedures, goals, and any mandates provided by the Board; performs other duties as directed.

**GENERAL CHARACTERISTICS**

The Manager is responsible for directing all personnel, including managing and supervising the operations of the designated division within SRFECC; carry out a variety of assignments directly supporting the CED and Governing Board’s use of a master plan, fiscal budget development and oversight.

**ESSENTIAL FUNCTIONS**

**Duties**

- When designated by the CED, serve as the CED in the absence of the CED.
- Manage, plan, organize, direct, and control the activities of the programs and functions of the assigned division of the SRFECC; direct subordinate personnel to ensure appropriate staffing and schedule supplemental or overtime work when necessary.
- Serve as an assistant and confidential aide to the CED; consult and advise in an honest, frank, tactful, and timely manner; promote a positive, harmonious, and effective working relationship with the Governing Board, SRFECC personnel, and members of the community.
- Participate in and fulfill major responsibilities for the development and implementation of SRFECC’s strategic short and long-range planning efforts, goals and objectives, budgeting, and programs consistent with SRFECC’s mission.
- Manage, train, and motivate SRFECC personnel under their assignment in the performance of daily work routines, special projects, and staffing.
- Hold subordinates accountable for the enforcement of rules, regulations, orders, procedures, policies and employment agreements.

- Evaluate and appraise the performance of subordinate staff; may conduct internal investigations and report to the CED with findings; may recommend discipline based on findings; keep CED informed in a timely fashion.
- Conduct and/or participate in working meetings with a wide variety of individuals and groups; utilize their leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and provide negotiation/resolution of competing issues that are significant, sensitive, and may often be controversial.
- Review and oversee preliminary and final budgets for the assigned division of the SRFECC; to include staffing, training, services, supplies, and improvements; utilize the chain-of-command, organizational structure, and the appropriate delegation of authority and responsibility for various work projects; present program and budget recommendations.
- Explain, justify, defend, and promote SRFECC programs, policies, rules, regulations, and activities; represent SRFECC to Governing Board, any special interest groups, appropriate officials of the local, state, and federal governments as well as general public.
- Attend regular and special Governing Board meetings; provide background information and research data to the Governing Board through personal and/or subordinate staff reports on plans, proposals, alternatives, and provide recommendations on agenda presentation items.
- Coordinate and manage special projects; develop, recommend and assist in formulating SRFECC rules, regulations, policies, and procedures; receive and answer SRFECC correspondence for general inquiries and for any SRFECC matters.
- May respond at any time (day or night) to the Center for any purpose; may assume any subordinate position or relieve any subordinate for re-assignment; may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress; maintain clear and effective command communications with CED and SRFECC staff as well as representatives of other agencies; appropriately accommodate and direct inquiries from the media.
- Review and may inspect personnel, apparatus, buildings and grounds, equipment, training evolutions and exercises, emergency and routine operations and procedures, and other aspects of SRFECC functions as may be necessary to personally observe that discipline, fitness, and/or operational readiness is maintained, and results achieved are within performance standard parameters.
- Recommend appointment of subordinates; direct their training, development; recommend discipline and release of personnel for cause.
- Communicate, coordinate, and cooperate with the fire districts and the departments that SRFECC serves as well as with the surrounding contiguous fire departments and assists in maintaining the operational readiness of mutual aid assistance programs.
- Develop and recommend goals and objectives; delegate authority and responsibility to meet the goals, strategies, and objectives; evaluate and report to the CED on the effectiveness and efficiency of the assigned division of the SRFECC.

## **Physical Requirements**

Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must be commensurate with the essential functions of the position.

The physical requirements described here are representative of those that must be met by a position incumbent in order to successfully perform the essential duties of this job:

- Mobility: continuous use of keyboard; frequent sitting; intermittent twisting; occasional walking, standing, bending and stooping; and occasional driving;
- Lifting: regularly up to ten (10) 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/or on the phone.

No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

The education or experience requirements may be modified or waived at the sole discretion of the Chief Executive Director. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The Sacramento Regional Fire/EMS Communications Center Board of Directors shall be notified of any such modifications or waivers.

#### ***Education:***

- Possess a high school diploma or equivalent GED certificate.
- A Bachelor's Degree from a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education with a major in public or business administration, fire service or emergency services management, or a closely related field. A Master's Degree with a major in any similar field is highly desirable.
- Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

***Experience:*** Five years of increasingly responsible work experience, at least two of the five years' experience should be working in a Public Safety Communications Center at a supervisory, managerial, administrative, or executive staff level, and which would demonstrate the knowledge and abilities listed below.



## **Special Requirements**

Offers of employment are contingent upon successful completion of a physical to include a drug screen.

- Age: Must be a minimum of eighteen (18) years of age;
- Possess a valid Class C Driver License and maintain it throughout employment;
- Pass a background investigation;
- Pass psychological examinations that relate to job requirements;
- Respond promptly to SRFEC on a 24-hour basis.

## **Personal Qualities**

The highest level of discretion, tact, integrity, judgment, and loyalty.

## **Additional Desirable Qualities**

Bilingual ability.

## **Knowledge & Ability Requirements**

Knowledge of:

- Principles of organization and administrative review necessary to plan, analyze, develop, direct, and evaluate programs, policies, and organizational structures and administrative problems.
- Principles of employee management, supervision, EMDQ, and training.
- Principles and methods of fiscal management, budgetary preparation and controls, program planning, implementation and administration.

Ability to:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public; speak effectively in public.
- Develop effective working relationships with District Divisions.
- Direct a program of research and analysis resulting in recommendations on complex administrative issues, programs and budgetary problems.
- Analyze administrative problems, reach practical and logical conclusions and put effective changes into practice.
- Develop effective working relationships with a variety of government and community agencies, and District personnel involving all organizational levels.
- Prepare and present concise, logical, oral and written reports; and explain policy, procedures or recommendations on a wide variety of administrative issues.

- Implement principles and practices of public administration, financial management, and personnel management.
- Understand any regulatory agencies laws, rules, regulations, procedures, and policies that pertain to maintaining the operational readiness of SRFECC.
- Develop and present analytical reports.
- Conduct performance evaluations.
- Implement progressive discipline.
- Schedule and maintain 24-hour working operations.
- Conduct oneself with the highest quality of leadership and integrity.
- Communicate clearly and concisely in English, orally and in writing.
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner.
- Reason and act decisively under stressful and/or emergency situations.
- Work independently with minimum supervision.
- Perform any other duties as assigned.

### **DISCLAIMER**

This classification is not an exhaustive statement of duties, responsibilities, and requirements.

All SRFECC Employees are required to perform other job-related tasks/functions as assigned by their supervisor.

### **NONDISCRIMINATION IN EMPLOYMENT**

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

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

**AGREEMENT FOR SERVICES OF A  
CHIEF EXECUTIVE DIRECTOR  
BETWEEN THE  
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER  
AND  
COSUMNES COMMUNITY SERVICES DISTRICT**

This Agreement (hereinafter “Agreement”) for the services of an Executive Director is by and between the Sacramento Regional Fire/EMS Communications Center (hereinafter “Center”), and the Cosumnes Community Services District (“District”). The Center and District shall be hereinafter referred to collectively as “parties.”

**A.  
RECITALS**

1. Troy Bair (“Bair”) is employed by District as a Deputy Chief.
2. Bair has been appointed Chief Executive Director (“CED”) by the Center Governing Board (“Center Board”), and District has agreed to allow Bair to accept this assignment.
3. The Center and District enter into this Agreement in order to allow Bair to serve as CED, while remaining an employee of District, under assignment to the Center.
4. While serving as CED, Bair shall serve at the direction of the Center Board and all communications regarding the Center shall be made through the Center Board.

**B.  
TERMS AND CONDITIONS**

In consideration of the foregoing recitals, and the mutual promises and covenants contained in this Agreement, the Center and District agree as follows:

1. Provision of Chief Executive Director

District shall make Bair available to serve as the full-time CED for the full term of this Agreement, and subsequent renewal periods, if any. If their employment as CED terminates at other than the end of the initial term of this Agreement or any subsequent renewal period, the Board shall promptly discuss options.

2. Duties of CED

As CED, Bair shall perform the duties and responsibilities which are set forth in the Job Description attached to this Agreement as Exhibit A.

3. Initial Term of Agreement

The initial term of this Agreement shall commence on February 1, 2022 and shall end on June 30, 2024.

4. Extension

With written mutual consent, this Agreement may be renewed or extended.

The renewal or extension period shall be governed by the same terms and conditions of this Agreement, unless the parties agree in writing otherwise.

5. Employee Status

While serving as CED, Bair shall remain an employee of District for the purpose of receiving compensation, retirement benefits, state mandated requirements and other employer provided benefits. As such, District retains the right to approve requests for sick leave, vacation, or other absences. In addition, Bair may have to be called to duty by the District in response to a local, state or federal emergency. In the event of Bair being called to duty by the District for an emergency, the District will use its best and reasonable efforts to mitigate the disruption in providing CED services to the Center.

Any workers' compensation claim that Bair may have while performing services as CED shall be administered and paid, if at all, by District.

6. Compensation

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

Center's reimbursement to District shall occur quarterly, for service provided to the Center by Bair during the preceding three (3) months or by such other method as mutually agreed to, in writing, by the parties.

7. Direction and Control

In their capacity as CED, Bair shall be solely under the direction and control of the Center Board.

8. Transportation

a. The Center shall provide CED with a vehicle that shall be marked in accordance with Internal Revenue Service Regulations ("vehicle"). The Vehicle is a "take-home" vehicle and is assigned in recognition of the need to respond 24/7.

b. There shall be no additional compensation for use of CED's personal automobile.

- c. Travel other than by automobile shall be reimbursed in accordance with adopted Center policies.
- d. The Vehicle is to be used for Center business (which includes to and from work and response to major emergencies in support of Sacramento County).
- e. The Center is responsible for all maintenance, insurance and fuel for the Vehicle.

9. Indemnity

The Center shall indemnify, defend, and hold harmless District, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorney's fees and legal costs, arising out of or as a result of, the action or conduct, of the CED in the performance of their duties as CED for the Center under the terms and conditions of this Agreement. This Paragraph does not apply to any Worker's Compensation claim filed by CED.

District shall indemnify, defend, and hold harmless the Center, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorneys' fees and legal costs, arising out of or as a result of, the action or conduct, of Bair outside of the terms and conditions of this Agreement.

10. Complaints

The Center acknowledges that CED is subject to the rights and protections of the Firefighters Procedural Bill of Rights Act (California Government Code sections 3250, et seq.). Any punitive action against CED shall be handled by District consistent with the Firefighters Procedural Bill of Rights Act.

Except as set forth below in Paragraph 9 of this Agreement, Bair does not waive any right to confidentiality under any provision of State or Federal law.

a. Complaint Received by District

Any and all complaints, whether formal or informal, made to District against Bair, shall be disclosed to the Center Board Chairperson within twenty-four (24) hours of receipt. By agreeing to serve as CED and agreeing to accept the terms and conditions of this Agreement, Bair authorizes District to disclose to the Center Board, those complaints.

b. Complaint Received by Center

Any and all complaints, whether formal or informal, made to the Center against Bair, shall be disclosed to the District Fire Chief within twenty-four (24) hours of receipt. By agreeing to serve as CED and agreeing to accept the terms and conditions of this Agreement, Bair authorizes the Center Board to disclose to District, those complaints.

c. Investigation

As deemed appropriate by either Party, any complaint may be investigated. In the event that an investigation is deemed appropriate:

- i. By the Center Board, the Center Board Chairperson shall keep the District Fire Chief informed of the progress of the investigation and conclusion (e.g. sustained or not sustained).

Following an investigation by the Center of any such allegation or complaint, the Center Board may, in its sole discretion terminate this Agreement pursuant to Paragraph 10 below. Nothing set forth in this Paragraph shall prohibit District from imposing discipline against CED as it deems appropriate or impact CED's employment with District.

- ii. By District, District shall keep the Center Board Chairperson informed of the progress of the investigation and conclusion (e.g. sustained or not sustained).

11. Termination of Agreement

This Agreement may be terminated by the Center Board or District at any time whatsoever and with or without cause. Reimbursement to District by the Center shall be prorated to the date of termination of this Agreement.

12. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended or modified by an agreement in writing signed by all the parties. The General Manager for the District is hereby authorized to approve any amendments, modifications, renewals, or waivers of this Agreement on behalf of the District.

13. Waiver

None of the provisions of this Agreement shall be considered waived by either party unless such waiver is specified in writing.

14. Severability

Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

15. Attorney's Fees

Should a party to this Agreement bring a legal or equitable action to either enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover their reasonable attorney's fees and costs incurred in such action.

16. Governing Law/Venue

This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

17. Execution

By executing this Agreement, District and Center acknowledge that they have carefully read, and agree to be bound by, all terms and conditions contained in this Agreement.

18. Notices

Formal notices, communications or demands to a party shall be sufficiently given if either (a) personally delivered, (b) mailed by registered or certified mail, first class postage prepaid, return receipt requested, to the principal office of Center or District, or (c) delivered by Federal Express or other reliable private express delivery service to the principal office of the Center or District, as follows:

If to Center:                    Board Chairperson  
    The Sacramento Regional Fire/EMS Communications Center  
    10230 Systems Parkway  
    Sacramento, CA 95827

If to District:                 Fire Chief  
    Cosumnes Community Services District  
    8820 Elk Grove Blvd.  
    Elk Grove, CA 95624

19. Counterparts

This Agreement may be executed in identical counterparts, each of which shall constitute a duplicate original.

**[Signatures on Following Page]**

Dated: \_\_\_\_\_  
DISTRICT

COSUMNES COMMUNITY SERVICES

By: \_\_\_\_\_  
Joshua Green  
General Manager

Attest: \_\_\_\_\_

Dated: \_\_\_\_\_

SACRAMENTO REGIONAL FIRE/EMS  
COMMUNICATIONS CENTER

By: \_\_\_\_\_  
Governing Board Chairperson

APPROVED AS TO FORM AND  
CONTENT

APPROVED AS TO FORM AND  
CONTENT

By: \_\_\_\_\_  
Sigrid Asmundson  
District Counsel

By: \_\_\_\_\_  
Lindsay Moore  
Kingsley Bogard, LLP  
Attorneys for the Sacramento  
Regional Fire/EMS Communications  
Center

I, Troy Bair, agree to serve as the Chief Executive Director, and agree to the terms and conditions set forth in this Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Troy Bair



**EXHIBIT A  
AGREEMENT FOR SERVICES  
CHIEF EXECUTIVE DIRECTOR**

**JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**POSITION SUMMARY:**

This is a contractual, at-will position that is exempt under the guidelines of the Fair Labor Standards Act (FLSA) and is not represented by an employee bargaining unit. The incumbent serves as the executive officer for the fire and emergency medical systems communications center that provides services for participating fire agencies primarily serving the County of Sacramento under the general direction of the Governing Board.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

The Executive Director should possess the following specific knowledge and abilities:

Knowledge of:

- The principles and practices of public administration, financial management, and personnel management.
- Regulatory agencies, laws, regulations, and policies that pertain to a public emergency communications agency.
- Complex computer, radio and telephone systems relating to public safety dispatching systems.

Ability to:

- Accomplish the essential functions specified in this job description.
- Recognize the need for the establishment of new or revised policies, procedures, and methods of operation to better maintain an effective public safety communications center.
- Work with the Governing Board, member agencies contracting agencies, other appropriate agencies and groups and the general public in a positive manner.

**ESSENTIAL FUNCTIONS:**

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Manage the communications center in an effective and efficient manner within the policy parameters established by the Governing Board.
- Develop and propose goals, objectives and strategies for consideration by the Governing Board.

- Implement administrative, operational and technical procedures that support the goals, objectives and strategies and policies approved by the Governing Board.
- Develop and propose preliminary and final budgets for consideration by the Governing Board.
- Implement financial procedures that support budgets approved by the Governing Board.
- Ensure compliance with laws, regulations and policies pertaining to the communications center.
- Participate in Governing Board meetings and provide comprehensive and timely reports to the Governing Board.
- Hire, counsel, discipline and terminate employees in accordance with accepted management practices, Board-adopted Position Authorization Document, and communications center policy.
- Provide general supervision of and review work completed by the Deputy Director, Technical Systems Manager and administrative staff for quality control and compliance with policies.
- Interpret policy parameters for and work with the communications center's legal counsel on labor, contractual and other legal issues.
- Advise and confer with members of the Governing Board and with the staff and governing bodies of member agencies.
- Coordinate the communications center's operational and technical procedures with appropriate agencies and groups, including the Member Agency Chiefs, the Sacramento County Fire Chiefs Association, the Communications Task Force Group, the Systems Management Group and the Geographic Information Systems Committee. This coordination excludes communications center policy and budget matters.
- Represent the communications center with other public agencies and the community at large.

**MINIMUM QUALIFICATIONS:**

Offers of employment are contingent upon successful completion of a background investigation and a physical examination to include a drug screen.

**EDUCATION/EXPERIENCE:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

Education/Training:

A Bachelor's Degree from an accredited college or university in public or business administration, fire service management, criminal justice or closely related field is required. A masters or higher degree in the same field is preferred but not mandatory.

Experience:

A minimum of five years' experience in a public emergency agency, including at least two years at the managerial level with budgeting and planning experience is required.

**PERSONAL QUALITIES:**

The incumbent needs to possess the highest qualities of leadership and integrity.

**PHYSICAL REQUIREMENTS:**

- Physical abilities must be commensurate with essential functions of the position.
- No person shall pose a direct threat to themselves or to the health and safety of other individuals in the workplace, or to the public they serve.

**LICENSE:**

- Possession of, and ability to maintain, a current valid California Driver's License, Class C is a condition of employment.

SRFECC is an equal opportunity employer through Affirmative Action. The Immigration Reform and Control Act requires US Citizenship or authorization to work in the US. Documentation must be presented at the time of hire. Special testing arrangements may be made to accommodate disabilities.

SRFECC does not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other characteristic prohibited by federal, state or local law.

**EXHIBIT B-1  
AGREEMENT FOR SERVICES  
CHIEF EXECUTIVE DIRECTOR**

**A. Compensation**

Center shall reimburse District 26,987.71, monthly. Such monthly payment shall be pro-rated, to the effective date of this Agreement.

**B. Promotion and Cost of Living Increases**

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



# Sacramento Regional Fire/EMS Communications Center

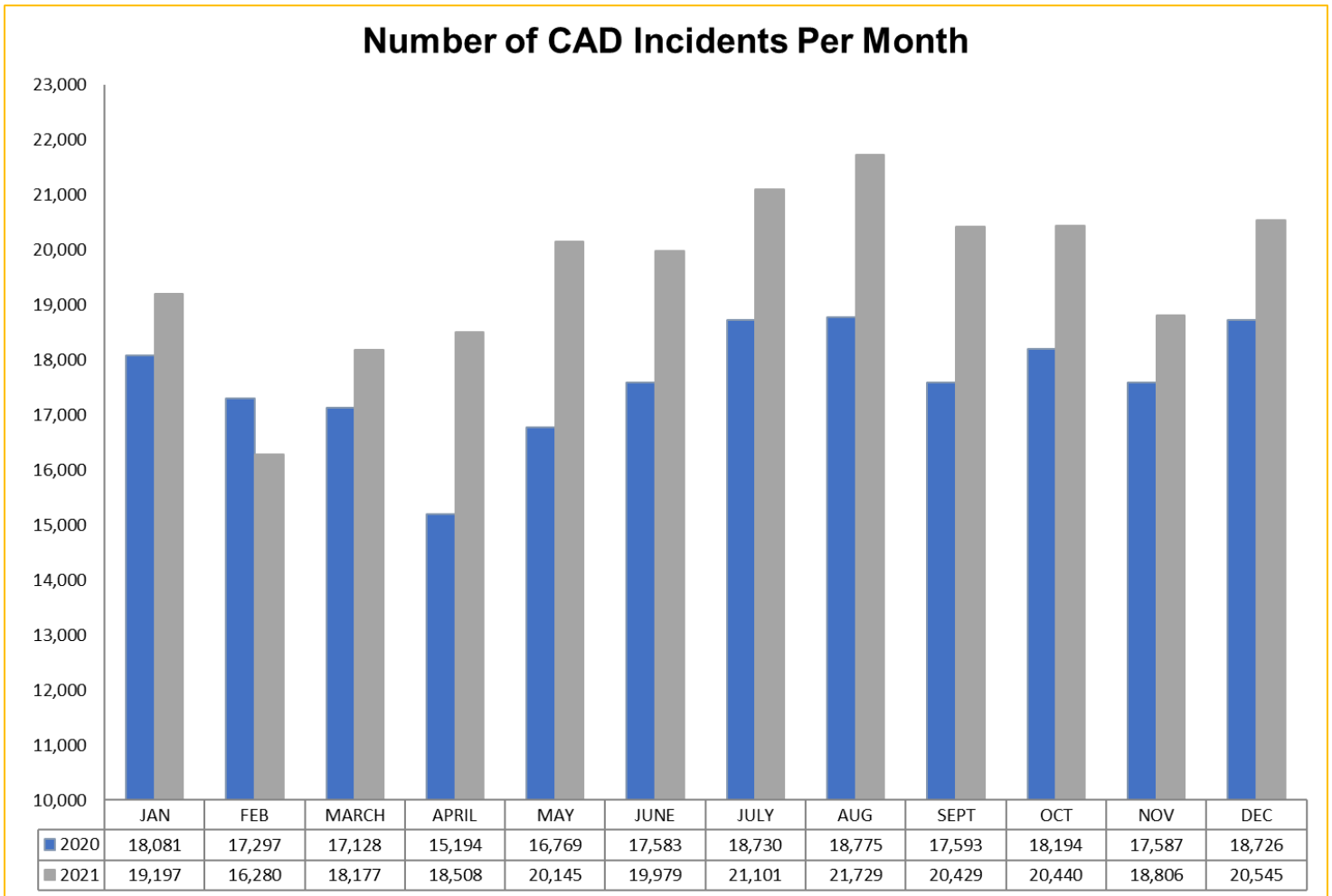
10230 Systems Parkway, Sacramento, CA 95827-3006

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

## CAD Incidents

December 2021

**Total number of CAD incidents entered for DECEMBER: 20,545**





# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

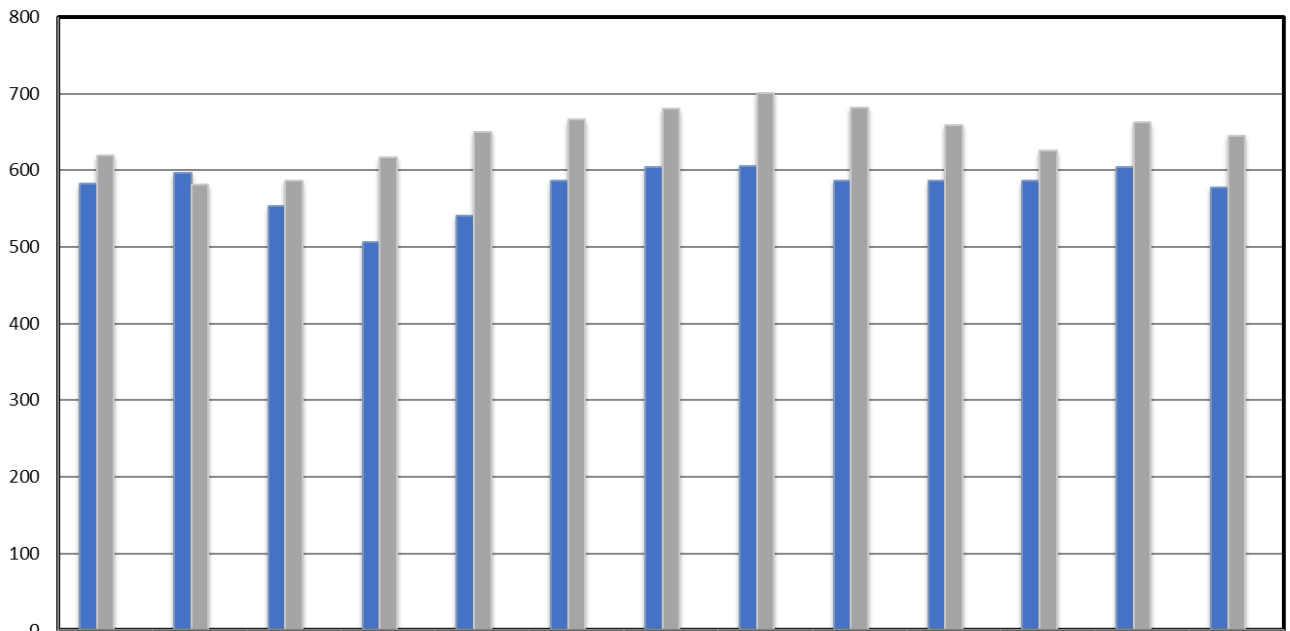
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## CAD Incidents December 2021

*Average number of CAD incidents entered per day for*

**December: 663**

### Average Number of Incidents Per Day



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEARLY AVERAGE
■ 2020	583	596	553	506	541	586	604	605	586	586	586	604	578
■ 2021	619	581	586	617	650	666	681	701	681	659	626	663	644
■ % CHANGE	6.17%	-2.52%	5.97%	21.94%	20.15%	13.65%	12.69%	15.86%	16.21%	12.46%	6.83%	9.77%	11.60%



## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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### Executive Monthly Credit Card Usage Report FY 21-22

**Reporting Month: November 2021**

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	ED
0827	Shmatovich	Open	\$ 5,000.00	\$ 2,787.43	MS	DS DH	DS TB
0835	Vargo	Open	\$ 5,000.00	\$ 949.34	CV	DS DH	DS TB
6115	Mackey	Open	\$ 1,500.00	\$ -			
9507	Bailey	Open	\$ 5,000.00	\$ -			
		<b>Total:</b>	<b>\$ 16,500.00</b>	<b>\$ 3,736.77</b>			

**Monthly Activity:** November 2021

**New/Closed Accounts Added:** None

**Cards Reported Lost or Stolen:** None

**Disputed Transactions:** None

**Changes in Authorization Limits:** None

**Monthly Liability:** \$16,500.00



## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 21-22			
Total Monthly Credit Card Usage			
July	\$	5,809.44	January
August	\$	3,312.50	February
September	\$	1,766.85	March
October	\$	4,990.88	April
November	\$	3,736.77	May
December			June

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

DocuSigned by:  
*Ty Bailey*  
3A9025160EF64E1...

12/8/2021

Executive Director Signature

Date





# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

## FY 21/22 Budget to Actuals Report

Month End November 2021

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GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>								
5010	Base Salaries and Wages	4,106,745	285,997	1,372,047	1,711,144	339,096	20%	2,734,697
5020	Overtime	209,000	45,238	318,080	87,083	(230,997)	(265%)	(109,080)
5030	Overtime - FLSA	124,331	5,648	23,356	51,804	28,449	55%	100,975
5040	Uniform Allowance	48,600	100	18,406	24,100	5,694	24%	30,194
5050	Night/Admin Shift Differential	78,831	4,175	21,676	32,873	11,196	34%	57,154
5055	Out-of-Class Pay	31,000	2,500	8,925	13,000	4,075	31%	22,075
5060	Longevity	27,950	2,150	10,750	11,250	500	4%	17,200
5065	On-Call Pay	55,050	6,600	24,675	22,942	(1,734)	(8%)	30,375
5115	Vacation Cash Out	50,000	8,378	13,869	40,000	26,131	65%	36,131
5120	Sick Leave	0	7,670	70,205	0	(70,205)	0%	(70,205)
5130	CTO Leave	0	4,189	4,361	0	(4,361)	0%	(4,361)
5140	Holiday Pay	200,841	38,586	70,202	83,684	13,482	16%	130,639
5220	Training Pay	43,200	1,164	5,580	18,000	12,420	69%	37,620
5310	Workers Compensation Insurance	70,000	5,119	25,597	29,167	3,570	12%	44,403
5410	FED ER Tax - Medicare	87,640	5,774	27,181	36,517	9,336	26%	60,459
5413	FED ER Tax - Social Security	1,000	0	0	417	417	100%	1,000
5420	State ER Tax - ETT	2,350	1	76	979	904	92%	2,274
5423	State ER Tax- UI-	30,000	30	2,451	12,500	10,049	80%	27,549
5510	Medical Insurance	905,257	85,907	342,335	377,190	34,856	9%	562,922
5520	Dental Insurance	85,189	7,582	32,089	35,496	3,407	10%	53,101
5530	Vision Insurance	8,323	659	3,028	3,468	440	13%	5,295
5610	Retirement Benefit Expense	1,282,205	100,297	495,690	534,252	38,562	7%	786,515
5611	Pension Adjustment-	0	0	0	0	0	0%	0
5620	OPEB Benefit Expense	608,059	23,546	117,730	253,358	135,628	54%	490,329
5625	Education Incentive	25,600	2,217	10,515	10,680	165	2%	15,085
5690	Other Salary and Benefit Expens	10,000	1,224	4,278	4,167	(112)	(3%)	5,721
<b>TOTAL EMPLOYEE-RELATED EXPENSES</b>		<b>8,091,169</b>	<b>644,751</b>	<b>3,023,102</b>	<b>3,394,071</b>	<b>370,966</b>	<b>11%</b>	<b>5,068,067</b>

GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>MATERIALS &amp; SUPPLIES</b>								
6010	Office Supplies	12,000	466	1,244	5,000	3,756	75%	10,756
6013	Office Supplies - Ink Cartridge	4,000	0	1,556	1,667	110	7%	2,444
6015	Equipment Rental	7,200	585	3,040	3,000	(40)	(1%)	4,160
6020	Postage	1,000	0	129	417	288	69%	871
6090	Other Materials and Supplies	12,000	1,342	5,733	5,000	(733)	(15%)	6,267
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>36,200</b>	<b>2,393</b>	<b>11,702</b>	<b>15,084</b>	<b>3,381</b>	<b>22%</b>	<b>24,498</b>

GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>PROFESSIONAL SERVICES</b>								
6110	Legal Services	240,000	19,450	58,651	100,000	41,349	41%	181,349
6115	Accounting and Audit Services	19,300	19,300	20,000	8,042	(11,958)	(149%)	(700)
6120	Actuary Services	25,000	0	0	10,417	10,417	100%	25,000
6125	Consulting Services	784,876	53,771	270,398	327,032	56,634	17%	514,479
6140	Technological Services	236,000	9,479	57,252	98,333	41,082	42%	178,748
6190	Other Professional Services	0	0	185	0	(185)	0%	(185)
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>1,305,176</b>	<b>102,000</b>	<b>406,486</b>	<b>543,824</b>	<b>137,338</b>	<b>25%</b>	<b>898,691</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 21/22 Budget to Actuals Report

Month End November 2021

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GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>COMMUNICATION EQUIPMENT &amp; SERVICES</b>								
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	13,721	13,721	100%	32,930
6221	Maintenance - Radio Consoles & Other	89,160	3,416	17,079	37,150	20,071	54%	72,081
6223	Radio - Backbone Subscription SRRCS	20,000	949	4,744	8,333	3,590	43%	15,256
6230	Communication Services	237,053	17,119	85,621	98,772	13,151	13%	151,432
6245	Maintenance - Tower Equipment	16,560	0	0	6,900	6,900	100%	16,560
6290	Other Communication Services and Equipment	40,252	142	4,562	16,772	12,210	73%	35,690
<b>TOTAL COMMUNICATION EQUIPMENT &amp; SERVICES</b>		<b>435,955</b>	<b>21,626</b>	<b>112,006</b>	<b>181,648</b>	<b>69,642</b>	<b>38%</b>	<b>323,949</b>

GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>HW &amp; SW MAINT</b>								
6310	Hardware Maintenance - Equipment	41,605	0	0	17,335	17,335	100%	41,605
6315	Hardware Maintenance - Network	25,650	433	2,434	10,688	8,253	77%	23,216
6319	Hardware Maintenance Other	15,000	0	0	6,250	6,250	100%	15,000
6320	Software Maintenance - Applications	149,713	10,412	40,027	62,380	22,353	36%	109,686
6322	CAD Maintenance and Support/Northrop Grumman	423,128	58,445	292,227	176,303	(115,924)	(66%)	130,901
6323	Software Maintenance - GIS	76,364	5,700	30,127	31,818	1,691	5%	46,237
6330	Software Maintenance - Network	19,270	1,782	8,911	8,029	(882)	(11%)	10,359
6390	Other, Computer Services and Supplies	12,000	0	3,400	5,000	1,600	32%	8,600
<b>TOTAL HW &amp; SW MAINT</b>		<b>762,729</b>	<b>76,772</b>	<b>377,126</b>	<b>317,803</b>	<b>(59,323)</b>	<b>-19%</b>	<b>385,603</b>

GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>FACILITIES &amp; FLEET</b>								
6410	Services - Landscaping	4,800	399	1,993	2,000	7	0%	2,807
6415	Maintenance - Building	20,000	0	16,036	8,334	(7,702)	(92%)	3,964
6260	Lease - CTC	78,000	6,348	31,741	32,500	760	2%	46,260
6420	Services - Custodial	40,000	3,000	15,200	16,667	1,467	9%	24,800
6421	Services - Center Security	480	360	360	200	(160)	(80%)	120
6425	Maintenance - HVAC	17,579	0	2,865	7,325	4,460	61%	14,714
6235	Maintenance - Power Supply	35,000	930	4,651	14,583	9,932	68%	30,349
6430	Services - Cable	3,108	179	869	1,295	426	33%	2,239
6435	Services - Pest Control	600	50	250	250	0	0%	350
6490	Other, Facilities and Fleet	12,924	160	1,715	5,385	3,670	68%	11,209
6510	Utilities - Electric	48,700	3,459	20,212	20,292	80	0%	28,488
6515	Utilities - Water	7,250	209	2,104	3,021	916	30%	5,146
6520	Utilities - Refuse Collection / Disposal	6,000	763	3,704	2,500	(1,204)	(48%)	2,296
6525	Utilities - Sewage Disposal Services	1,800	0	277	750	473	63%	1,523
6635	Services - Bottled Water	4,800	226	1,140	2,000	860	43%	3,660
6645	Services - Printing	2,000	298	1,145	833	(312)	(37%)	855
6650	Services - Shredding	2,000	94	1,221	833	(388)	(47%)	779
6652	Fleet - Maintenance	5,000	0	2,725	2,083	(642)	(31%)	2,275
6654	Fleet - Fuel	8,000	430	1,842	3,333	1,492	45%	6,158
6655	Insurance (Property and Fleet)	62,000	3,976	19,879	25,833	5,955	23%	42,121
6690	Other - Facility & Fleet Management	20,000	514	5,085	8,333	3,248	39%	14,915
<b>TOTAL FACILITIES &amp; FLEET</b>		<b>380,041</b>	<b>21,395</b>	<b>135,014</b>	<b>158,350</b>	<b>23,336</b>	<b>15%</b>	<b>245,026</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 21/22 Budget to Actuals Report

Month End November 2021

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GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>RECRUITMENT, RETENTION &amp; TRAINING</b>								
6610	Recruitment	21,750	1,775	21,398	9,063	(12,335)	(136%)	352
6612	Employee Retention	6,500	0	1,615	2,708	1,094	40%	4,885
6615	Employee Education & Training	10,560	(735)	2,167	4,400	2,233	51%	8,393
6621	Air	0	0	(29)	0	29	0%	29
6622	Lodging	0	108	607	0	(607)	0%	(607)
6624	Parking	0	7	7	0	(7)	0%	(7)
6625	Membership Dues	1,390	100	800	579	(221)	(38%)	590
6626	Taxi, Uber, Mileage, Other	0	274	6,581	0	(6,581)	0%	(6,581)
6627	Per Diem	0	54	673	0	(673)	0%	(673)
6640	Uniform/Badges/Shirts	4,000	241	1,554	1,667	112	7%	2,446
6660	Operations Support	22,600	2,006	3,233	9,417	6,183	66%	19,367
6661	Administration Support	18,000	1,677	1,930	7,500	5,570	74%	16,070
<b>TOTAL RECRUITMENT, RETENTION &amp; TRAINING</b>		<b>84,800</b>	<b>5,507</b>	<b>40,536</b>	<b>35,334</b>	<b>(5,203)</b>	<b>-15%</b>	<b>44,263</b>
<b>GRAND TOTAL</b>		<b>11,096,070</b>	<b>874,444</b>	<b>4,105,972</b>	<b>4,646,114</b>	<b>540,137</b>	<b>12%</b>	<b>6,990,097</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 21/22 Budget to Actuals Report - CIP Month End November 2021

GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>CAPITAL IMPROVEMENT INVESTMENTS</b>								
6997-021	CAD - Capital Improvement	183,975	0	102,585	76,656	(25,929)	(34%)	81,390
6997-022	DRC - Capital Improvement	74,000	0	0	30,835	30,835	100%	74,000
6997-023	Equipment - Capital Improvement	70,525	0	18,252	29,385	11,133	38%	52,273
6997-024	Facility - Capital Improvement	40,000	0	0	16,667	16,667	100%	40,000
6997-025	Hardware - Capital Improvement	23,000	0	0	9,583	9,583	100%	23,000
6997-026	Software - Capital Improvement	0	0	0	0	0	0%	0
6997-027	Technology - Capital Improvement	15,500	0	0	6,458	6,458	100%	15,500
<b>Total Capital Improvement</b>		<b>407,000</b>	<b>-</b>	<b>120,837</b>	<b>169,585</b>	<b>48,748</b>	<b>29%</b>	<b>286,163</b>



## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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### FY 21/22 Budget to Actuals Report - Lease Month End November 2021

GL Account	Description	FY 21/22 Budget	Nov-21 Actual	FY 21/22 YTD Actual	FY 21/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
<b>LEASE</b>								
6710	Umpqua Lease Interest	99,000	3,463	17,751	22,000	4,249	19%	81,249
2710	Umpqua Lease Current Portion	268,732	18,931	94,221	111,972	17,751	16%	174,512
<b>Total Lease</b>		<b>367,732</b>	<b>22,394</b>	<b>111,972</b>	<b>133,972</b>	<b>22,000</b>	<b>35%</b>	<b>255,760</b>

**CASH FLOW FY 21-22**

	Opening Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>1116 Operating Account - opening balance</b>	2,435,940.53	2,435,940.53	691,911.59	5,177,085.98	4,629,533.75	4,026,779.34	3,357,625.78	2,467,625.78	7,075,660.86	6,235,660.86	5,395,660.86	4,555,660.86	3,715,660.86	
<b>IN</b>		32,497.78	5,585,798.72	120,034.76	38,117.40	67,396.20	-	5,548,035.08	-	-	-	-	-	11,391,879.94
Member Agencies Contributions		-	5,548,035.07	-	-	-	-	5,548,035.08	-	-	-	-	-	11,096,070.15
Sum of Debits		32,497.78	37,763.65	120,034.76	38,117.40	67,396.20	-	-	-	-	-	-	-	295,809.79
<b>OUT</b>		(1,776,526.72)	(1,100,624.33)	(667,586.99)	(640,871.81)	(736,549.76)	(890,000.00)	(940,000.00)	(840,000.00)	(840,000.00)	(840,000.00)	(840,000.00)	(1,461,730.30)	(11,573,889.91)
Employee Related Expenses		(326,859.58)	(316,838.09)	(282,253.30)	(285,096.68)	(290,670.51)	(325,000.00)	(425,000.00)	(325,000.00)	(325,000.00)	(325,000.00)	(325,000.00)	(325,000.00)	(3,876,718.16)
CalPERS Expenses		(931,130.74)	(167,517.67)	(169,913.23)	(164,568.59)	(192,407.10)	(165,000.00)	(165,000.00)	(165,000.00)	(165,000.00)	(165,000.00)	(165,000.00)	(746,270.00)	(3,361,807.33)
Operating Expenses		(518,536.40)	(616,268.57)	(215,420.46)	(191,206.54)	(253,472.15)	(400,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(390,460.30)	(4,335,364.42)
<b>1116 Operating Account - closing balance</b>		691,911.59	5,177,085.98	4,629,533.75	4,026,779.34	3,357,625.78	2,467,625.78	7,075,660.86	6,235,660.86	5,395,660.86	4,555,660.86	3,715,660.86	<b>2,253,930.56</b>	
<b>1197 CIP - opening balance</b>		-	-	406,977.00	289,019.04	289,019.04	286,124.53	(8,000.47)	(93,567.47)	(93,567.47)	(93,567.47)	(93,567.47)	(93,567.47)	
<b>IN</b>		-	407,000.00	-	-	-	-	-	-	-	-	-	-	407,000.00
<b>OUT</b>		-	(23.00)	(117,957.96)	-	(2,894.51)	(294,125.00)	(85,567.00)	-	-	-	-	(105,978.00)	(606,545.47)
CAD		-	-	(99,690.50)	-	-	(294,125.00)	(25,000.00)	-	-	-	-	(105,978.00)	(524,793.50)
DRC		-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment		-	-	(18,290.46)	-	(2,894.51)	-	-	-	-	-	-	-	(21,184.97)
Facility		-	-	-	-	-	-	-	-	-	-	-	-	-
Hardware		-	-	-	-	-	-	-	-	-	-	-	-	-
Software		-	-	-	-	-	-	-	-	-	-	-	-	-
Technology		-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	(23.00)	23.00	-	-	-	(60,567.00)	-	-	-	-	-	(60,567.00)
<b>1197 CIP - closing balance</b>		-	406,977.00	289,019.04	289,019.04	286,124.53	(8,000.47)	(93,567.47)	(93,567.47)	(93,567.47)	(93,567.47)	(93,567.47)	<b>(199,545.47)</b>	
<b>1113 - Lease Account beginning balance</b>	648,161.41	648,161.41	648,177.92	603,405.19	581,025.17	542,819.38	536,256.70	513,862.36	491,468.02	469,073.68	446,679.34	424,285.00	401,890.66	
<b>IN</b>		16.51	15.95	14.32	13.83	15,831.66	-	-	-	-	-	-	-	15,892.27
<b>OUT</b>		-	(44,788.68)	(22,394.34)	(38,219.62)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(284,557.36)
<b>1113 - Lease Account closing balance</b>		648,177.92	603,405.19	581,025.17	542,819.38	536,256.70	513,862.36	491,468.02	469,073.68	446,679.34	424,285.00	401,890.66	<b>379,496.32</b>	
<b>1114 - Reserve Account</b>	908,092.22	908,092.22	908,099.93	908,107.64	908,115.11	908,122.82	908,130.29	908,130.29	908,130.29	908,130.29	908,130.29	908,130.29	908,130.29	-
<b>IN</b>		7.71	7.71	7.47	7.71	7.47	-	-	-	-	-	-	-	38.07
<b>OUT</b>		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>1114 - Reserve Account closing balance</b>		908,099.93	908,107.64	908,115.11	908,122.82	908,130.29	908,130.29	908,130.29	908,130.29	908,130.29	908,130.29	908,130.29	<b>908,130.29</b>	-
<b>House Fund/FLSA Adjustment</b>	3,917.26													
<b>GRAND TOTAL</b>	3,996,111.42	2,248,189.44	7,095,575.81	6,407,693.07	5,766,740.58	5,088,137.30	3,881,617.96	8,381,691.70	7,519,297.36	6,656,903.02	5,794,508.68	4,932,114.34	<b>3,342,011.70</b>	





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

10230 Systems Parkway, Sacramento, CA 95827-3006

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

### **SRFECC Staff Report – January 4, 2021**

#### **Dispatcher Positions:**

1 Dispatcher

1 Dispatch Supervisor, Operations

#### **Academy 21-2:**

Academy 21-2 started on September 7<sup>th</sup>. We have 6 of the 10 dispatchers remaining and 4 of those have successfully passed Call Taker Training and are taking calls independently.

#### **Academy 22-1:**

Academy 22-1 started on January 3<sup>rd</sup>. We hired 4 New Hires for this academy.

#### **Recruitment Activity:**

Our 911 Dispatcher Job opening is posted on Indeed.com and we are coordinating with our agencies to help spread the word about the 911 position. We continue to ask candidates and employees for referrals and new avenues to help market this opportunity. It's a very difficult recruiting environment and we are not seeing the applicant numbers we saw back in the first half of 2020.





# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC Positions & Authorization Document (PAD) - Revised 01/03/2022			
FY 21/22			
Center Management			
Position	Authorized	Actual	Comments
Executive Director	1	1	
Operations Manager	1	1	
Deputy Director, Administration	1	1	
Executive Assistant	1	1	
<b>Totals</b>	<b>4</b>	<b>4</b>	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	6	
Dispatcher	35	29	
Annuitants	3	3	Extra Help
<b>Totals</b>	<b>42</b>	<b>35</b>	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Manager	1	1	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
Office Specialist	1	0	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
<b>Totals</b>	<b>7</b>	<b>6</b>	
<b>Totals</b>	<b>53</b>	<b>45</b>	



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007  
www.srfecc.ca.gov

## SRFECC Projects Update – 1/11/2022

Project Number	Project Description	Operations Lead	IT/Admin Lead	Center Priority	Key Dates	Project Update
8000B	WestNet and AVD		Brad Dorsett Chuck Schuler Roman Kukharets	2	Q1 2022	12/20/21: Received final invoice. Working on server down notification. 11/3/2021: Pending AVD patch 11/9 to address stability, AVD3 update week of 11/15 to address timing and editor playback error. Peraton to address community code and directional street articulation solution. Fine time city VHF audio.
	ACE Accreditation	Elizabeth Strong Julee Todd	Diane House	2	TBD	EMS Supervisor reviewing weekly. Expected plan in January 2022 when EMS Supervisor is back off the floor.
8000D	NG CommandPoint Hardware	Tara Poirier	Brad Dorsett	1	Q4 2021	12/20/21: Hardware received and software installed. Additional applications to be installed and testing to occur. 11/3/21: DR server install is completed. CP software install at Admin is complete. Additional hardware still pending deliver.
8000	NG CAD CommandPoint CAD	Tara Poirier	Brad Dorsett	1	Q4 2022	12/20/21: Data File Maintenance and GIS Admin training complete. Additional tasks: MDC software, GIS data verification, data files task list, testing. 10/26/21: GIS Deliverable completed, waiting for Peraton to update data in CP/ Training sessions begin 11/1
	ACD - Automatic Call Distribution	Julee Todd	Roman Kukharets Diane House	1	Q2 2022	1/5/22: ACD was approved, kickoff begins Q1 2022 12/8/2021: Received reduced quote from AT&T. Anticipate SETNA funding from NICE Logger to cover cost.
	Deccan LiveMUM and Barb		Diane House	1	Q4 2022	Grand awarded, working through sole sourcing.
9016	NextGen (NG) 911		Roman Kukharets Diane House	2	Q4 2022	11/1: Cutover postponed pending update from CalOES. 10/28/21: AT&T onsite to reinstall their equipment in the correct rack. 8/4/21: Awaiting report confirming Site Survey is completed. 7/15/21 Site visit completed.

8005	SharePoint	Amy Wolfe	Diane House	3	Q1 2022	12/8/2021: Cleanup S and H drives prior to Sharepoint migration. 11/1/21: Amy will take over as the lead of the project. Migration from shared drive in progress.
	Audio Files - Move to OneDrive/SP	Amy Wolfe	Diane House	2	Q1 2022	Working through the workflow and requests. Email group set up.
9007A	OES Radius Mapping Plus		Roman Kukharets Diane House	3	Q2 2022	11/1: cutover postponed pending update from CalOES. Added feature of Text FROM 911, need Center deployment plan.
9003	Employee Handbook Update		Marissa Shmatovich	1	Q1 2022	Reviewed with Union and approved. Awaiting association policy finalization.