



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

UPDATED MEETING AGENDA REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC

Tuesday, February 14, 2023

9:00 AM

10545 Armstrong Ave – Room #385
Mather, CA 95655-4102

PUBLIC REMOTE ACCESS AT:

[Join Microsoft Teams Meeting](#)

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

Conference ID: 950 282 072#

THE BOARD WILL CONVENE IN AN OPEN SESSION AT 9:00 A.M.

Call to Order

Chairperson

Roll Call of Member Agencies

Clerk of the Board

PRIMARY BOARD MEMBERS

Chad Wilson, Chairperson

Assistant Chief, Folsom Fire Department

Scott Williams, Vice Chairperson

Assistant Chief, Sacramento Fire Department

Tyler Wagaman, Board Member

Deputy Chief, Sacramento Metropolitan Fire District

Dan Quiggle, Board Member

Deputy Chief, Cosumnes Community Services District

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. The duration of the comment is limited to three (3) minutes.

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:

- 1. Casey Quintard – January Weather Events, After Action Report

Page 5

CENTER REPORTS:

- 1. Dr. Tressa Naik*

RECESS TO CLOSED SESSION:

- 1. CONFERENCE WITH LABOR NEGOTIATOR*
Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Troy Bair, Chief Executive Director
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Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators
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- 2. PERSONNEL ISSUES*
Pursuant to California Governing Code Section 54957

Employee Evaluation:	Chief Executive Director Operations Manager Administrative Manager Medical Director
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- 3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*
Pursuant to California Government Code Section 54956.9(b) The Board will meet in closed session to discuss significant exposure to litigation.

One (1) potential case.

RECONVENE TO OPEN SESSION:

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

- 1. Regular Board Meeting – Synopsis (January 10, 2022)

Page 8

PROPOSED ACTION: Motion to Approve Consent Agenda

*INDICATES NO ATTACHMENT

STAFF REPORTS/ACTION ITEMS:

1. **SUBJECT:** OTM Cyber Profession Services (*Staff Report 23-02*) Page 14
a. Recommendation: Approve OTM Cyber Quote for annual Cybersecurity services

2. **SUBJECT:** Financial Management Consulting Services (*Staff Report 23-03*) Page 23
a. Recommendation: Approve the following contract with Kenneth Campo for Financial Management Consulting Services.

3. **SUBJECT:** Launch On-Site Technical Support (*Staff Report 23-04*) Page 35
a. Recommendation: Approve the following Statement of Work with Launch Consulting Technical Support.

4. **SUBJECT:** Tentative Agreement by and between Sacramento Regional Fire/EMS Communications Center and Local Teamsters Local 856 Page 40
a. Recommendation: Adopt and Ratify a one-year extension for Local 856

5. **SUBJECT:** Tentative Agreement by and between Sacramento Regional Fire/EMS Communications Center and Local Teamsters Local 150 Page 47
a. Recommendation: Adopt and Ratify a one-year extension for Local 150

6. **SUBJECT:** Board Meeting Schedule Change (Policy 5.001) Page 53
a. Recommendation: Pursuant to policy no. 5.001, the board is to set a meeting schedule for the calendar year 2023

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

1. Communications Center Statistics Page 54
2. Financial Reports Page 59
 - a. Monthly Credit Card Usage Statement
 - b. Budget to Actuals
 - c. Cash Flow Report
 - d. Monthly Lease Update
 - e. PAD Update Page 70

CORRESPONDENCE:

None

*INDICATES NO ATTACHMENT

CENTER REPORTS:

1. Operations Manager Todd*
2. Administration Manager Shmatovich*
3. Chief Executive Director Bair*

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

1. Updated SRF ECC Legal Name*

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is Tuesday, February 28, 2023.

LOCATION: Cosumnes CSD Administrative Services
8820 Elk Grove Blvd., Elk Grove, CA 95624

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

POSTED: 10230 Systems Parkway, Sacramento, CA 95827
www.sfecc.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 Chief 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.

POSTING:

This is to certify that on February 10, 2023, a copy of the agenda was posted at the following locations:

- 10230 Systems Parkway, Sacramento, CA 95827
- 10411 Old Placerville Rd – Suite #210, Sacramento, CA 95827
- The Center's website at – www.sfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102

ATTEST:



CLERK OF THE BOARD

*INDICATES NO ATTACHMENT

**MEETING MINUTES
SPECIAL GOVERNING BOARD MEETING**

Tuesday, January 10, 2023

9:00 AM

**10545 Armstrong Ave – Room #385
Mather, CA 95655-4102**

PUBLIC REMOTE ACCESS AT:

Join Microsoft Teams Meeting

+1 916-245-8065 United States, Sacramento (Toll)
Conference ID: 950 282 072#

GOVERNING BOARD MEMBERS

Tyler Wagaman, Chairperson	Deputy Chief, Sacramento Metropolitan Fire District
Chad Wilson, Vice Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Board Member	Assistant Chief, Sacramento Fire Department
Dan Quiggle, Board Member	Deputy Chief, Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

None

COMMUNICATIONS CENTER MANAGEMENT

Troy Bair	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Casey Quintard	Dispatch Supervisor, 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.

The meeting was called to order and roll call taken at 9:00 a.m.

1. The Pledge of Allegiance was recited.
2. There were no agenda updates.
3. There was no public comment.
4. ENP Challenge Coin: Casey Quintard was awarded the challenge coin for the accomplishment of Emergency Number Professional Certification.

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s) Lindsay Moore, Counsel
Troy Bair, Chief 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: Chief Executive Director
Administration Manager
Operations Manager

b. Employee Appointment: Medical Director

c. Discipline/Dismissal/Release: One (1) position

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (1) potential case

Closed session was convened at 9:04 a.m.

Open session was reconvened at 10:36 a.m.

1. The Board received an update; no formal action was taken.
2. The Board received an update; no formal action was taken.
3. The Board received an update; no formal action was taken.

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

1. A motion was made by Chief Wilson and seconded by Chief Quiggle to approve the consent agenda, Richardson & Company, LLP Audit Invoice, Peraton Inc. CP CAD Maintenance Invoice, and FY 2023 Funds Transfer (Staff Report 23-2).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

1. Approval of Axim Support Block (*Staff Report 23-1*)

- a. A motion was made by Chief Wagaman and seconded by Chief Williams to approve the Firewall and Switches Upgrade.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. Election/ Reelection of Board Chairperson*

- a. A motion was made by Chief Wagaman and seconded by Chief Williams to elect Chief Chad Wilson as Board Chairperson.

AYES: Sacramento Fire Department, Cosumnes Community Services District, Sacramento Metropolitan Fire

NOES:

ABSENT:

ABSTAIN: Folsom Fire

Motion passed.

3. Election/ reelection of Board Vice Chairperson

- a. A motion was made by Chief Wilson and seconded by Chief Wagaman to elect Chief Scott Williams as Board Vice Chairperson.

AYES: Folsom Fire, Cosumnes Community Services District, Sacramento Metropolitan Fire

NOES:

ABSENT:

ABSTAIN: Sacramento Fire Department

Motion passed.

DISCUSSION/POSSIBLE ACTION:

Board Meeting Schedule Update occurs every 2nd and 4th Tuesday monthly, beginning with the 4th Tuesday in February 2023. Policy to be completed and submitted to board by February 28th, 2023.

INFORMATION

None

CENTER REPORTS:

1. Operations Manager Todd

Operations Manager Julee Todd expressed gratitude for the amazing accomplishments over the last several weeks.

911 Call Statistics:

- December 31 – 1030
- January 1 – 900
- January 8 – 1424

The average number of 911 calls processed during other weeks during December 2022 was 570.

On January 8th the Center experienced a power outage and was on generator power for several hours. This was accompanied by a CAD issue that slowed some of the call-taking efforts. SFD MDCs went down, creating additional radio traffic during an already critically high period causing some stations to be without alerting for a period. During this time, the Staff handled it with grace and professionalism. Special thanks to Brad and Roman for their constant support!

Here are some of the other items we've learned or are working on as outcomes of the recent intense weather days:

- An efficient system for alerting SMUD with information transfer for WD and TRANS calls
- Secondary On-Call to allow for flexibility with staffing and additional surge protection.
- The recent pre-positioning of internal resources gave the dispatch floor 4 additional staff within a matter of minutes when the weather and events began quickly deteriorating.

The weather also created issues for one of our allied agency partners CHP, as you know they evacuated to different parts of their building, using backup systems. Thank you, Nolan, for delivering snacks to CHP to hopefully ease some of the pains of this transition.

The continued response by internal staff and agency partners speaks volumes to the level of support and teamwork is so fortunate to be surrounded by. The new year has challenged us more than ever anticipated, yet has demonstrated immense dedication, professionalism, and adaptability in the face of a challenge.

The Center has several dispatchers in various stages of training with the new Academy starting on January 31, 2023.

The following staff celebrates a service anniversary in the months of December and January.

- Kylee Soares
- Megan Wright
- Elizabeth Strong
- Laura Macias
- Julia McDaniel
- Olivia LaFace
- Roman Kukharets

2. Administration Manager Shmatovich

Administration Manager Shmatovich opened by introducing Kristin Ellis, as the new Clerk of the Board.

The Center completed the Firewall cutover to new hardware in December. Appreciating the patience from the agencies as our team worked through the cutover as well as troubleshooting items after completion. Valuable lessons were learned, and the Center will be prepared for additional projects like this in the future.

Marissa Shmatovich gave special mention to Launch for their work on this project, with a special mention to our CAD Administrator, Brad Dorsett CAD/Radio Technician Roman Kukharets – as they both were in the Center for twenty-four hours working on this project, and the Center acknowledges their efforts and value to our agency and the region. They continue to show the same level of dedication and support for the region through every need that arises and SRFECC is grateful for them.

The Center has received most of the hardware and all PO's have been issued for the radio project hardware for the SHSGR20 Grant front. Thank you to CalOES for extending the work period until the end of January, which the project is on track for completion within the revised working period.

Preparations are continuing to recruit for unfilled administrative positions. Challenges have prolonged the process longer than anticipated but we are continuing to recruit to fill the vacancies.

3. Chief Executive Director Bair

Chief Bair echoed the gratitude to all Center staff, Administrative, and Executive Team, acknowledging the immense amount of work that has been done in recent weeks due to historic weather conditions.

Prepositioned staff was an enormous benefit to the Center.

Thank you to the Board for their support.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief Quiggle

Chief Quiggle thanked the Center for their work, dedication, and professionalism. Chief Quiggle acknowledged that while the last few weeks have been challenging, the last few weeks of 2022 and the first days into 2023 were met. The new lessons and opportunities in process development will minimize future problems.

2. Chief Williams

Chief Williams is proud of the teamwork that has been accomplished over the last several weeks; thankful for the JPA.

He is thankful for the nomination of Vice Chairperson.

3. Chief Wilson

Chief Wilson echoed the celebration of the success of the Center.

He congratulated Casey Quintard on receiving his ENP Challenge Coin and Kylee Soares on her service of twenty-seven years.

Chief Wilson also commended the IT team for their hard work during the Firewall support with their mastery and understanding of the system that ensures Center stability.

Chief Wilson continued by expressing appreciation for the Center that is "World Class". The Center continues to portray its professionalism, confidence, and competence and is truly honored to be a part of this organization.

He is humbled by the nomination of Chairperson and will do his best.

4. Chief Wagaman

He congratulated Casey Quintard on receiving his ENP Challenge Coin.

Chief Wagaman made a point to mention how impressed he was with the work on the dispatch floor during his visit and admired the staff's ability to remain calm during "chaos" as it speaks to the professionalism and dedication of individuals hired at the Center.

He is looking forward to the next academy in January; hoping to fill all positions available.

Lastly, he thanked the board for their dedication and work during his role as Chairperson.

ADJOURNMENT:

The meeting was adjourned at 11:04 p.m.

ATTEST:



Kristin Diane Ellis
Clerk of the Board

Chad Wilson, Chairperson

Scott Williams, Vice Chairperson



2023 January Storm Event

After Action Report

February 14, 2023

Event Summary

January's heavy rainfall and wind in California caused widespread damage and disruption, leading to a sharp increase in emergency calls. The intense storms, brought on by multiple atmospheric rivers, resulted in a range of incidents such as flooding, fallen trees, transformer fires, and more. To cope with the increased demand, OES authorized the pre-positioning of four dispatchers at the Center from January 4th - 11th. The two largest storms occurred on December 31st and January 8th, with wind gusts reaching 59 mph and 68 mph respectively, leading to a surge of over 1000 and 1400 911 calls during the 24-hour period, which is more than double the average.

Positive Outcomes

1. During the storm operations on New Year's Eve and 1/8, both internal and field personnel responded promptly, and along with our allied agencies, worked tirelessly to ensure operations continued and the safety of the community. The dispatch floor expanded operations to the best of their ability with limited resources. Overall, the response efforts were successful and demonstrated the strong teamwork and dedication of all those involved.
2. Deploying dispatchers at the Center was successful and should be considered in the future for potential high impact events. The team answered over 1500 calls, entered over 1000 incidents, and assisted with IROC needs. Recalling deployed dispatchers utilizing CAD pages allowed the dispatch floor to expand operations within minutes.
3. The Center and staff were prepared for extended operations including the possibility of evacuating to the disaster recovery site. Thankfully this was not needed, however preparations did not go unnoticed.

Lessons Learned

1. CAD has a limit of how many incidents can be open, requiring incidents to be closed when units are clear, possibly before non-urgent notifications are made.
2. Along with dispatchers, having I.T support staff pre-positioned at the Center for immediate assistance would be useful.
3. Weather is unpredictable at times; although SRFECC along with many other agencies were monitoring EOC calls with NWS updates twice a day, agencies had little to no warning for the NYE event; similarly, many other predictions given by NWS may or may not had come to fruition which lead to the Center being over or understaffed at times.

Areas of Improvement

1. Non-dispatch staff could consistently monitor, communicate, and alleviate critical infrastructure impacts including MDC status, ventilation, door access, etc.
2. Ensuring EOCs and outside agencies include SRFECC in preliminary conference calls to allow the Center to have awareness and a voice if needed.

3. Field units should continue working on reducing radio traffic, minimizing MDC messages, and being clear and concise when responding to incidents.
4. Partner agencies ensuring deployed personnel are in IROC with correct qualifications and communicating IROC needs.
5. Further develop and communicate Center deployment operations including selection process, shift hours, and expected responsibilities.

Action Items

1. Create position specific E-mail addresses for outside agencies to utilize to reduce emergent notifications going to an infrequently monitored E-mail inbox.
2. Create an expanded operations document outlining trigger points, roles, and responsibilities to streamline operations in future events.
3. Establish means for mass notification of dispatch personnel, both line staff and leadership.
4. Partner with SMUD to create automatic notifications of certain incident types and clarify what updates are essential- at times these notifications were severely delayed due to emergent call volume/radio traffic.
5. Partner with OES to create IROC templates for infrequently used teams and communicate the necessity of IROC qualifications to our allied agencies.
6. Work with our CAD provider to increase the limit of incidents and units it can handle at one time.

In Conclusion

The storm operations during New Year's Eve and 1/8 were largely successful, demonstrating the prompt response and strong teamwork of both internal and field personnel along with allied agencies. Deploying dispatchers at the Center was a success and should be considered for future high impact events. Preparations were made in advance for extended operations, however, some areas for improvement were identified. To enhance future operations, several action items were proposed, many of which preliminary conversations have already begun. Overall, the Center performed well considering the extreme circumstances, and efforts are being made to continuously improve operations and ensure the safety of the community.



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

www.srfecc.ca.gov

STAFF REPORT (REPORT 23-2)

DATE: February 14, 2023
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: **OTM CYBER PROFESSIONAL SERVICES**

RECOMMENDATION

The Board of Directors:

1. Approve OTM Cyber Quote for annual cybersecurity services.

BACKGROUND/ANALYSIS:

Cybersecurity threats are consistently on the rise. The Center is in a unique threat category, in which the effects of a cybersecurity attack on critical infrastructure would have tremendous regional public safety implications.

OTM Cyber specializes in providing cybersecurity for PSAPs, providing customized solutions for each client. The services provided include constant, proactive monitoring on a cybersecurity dashboard, with a team of analysts who work with the client to provide solutions and suggestions for protection, often before an attack even occurs. The OTM Cyber team will work with any in-house IT team to provide monitoring and solutions.

FINANCIAL ANALYSIS

The Center has received a quote for annual cybersecurity monitoring at a cost tier commensurate with the size of the Center. The Center budgets \$186,000 for Technology Professional Services, and performance year to date indicates this service will be within budget for this fiscal year. The Center will add this to the following year's budget to more accurately account for the additional service.

Should you have any questions, please contact me prior to the Board meeting.

Marissa Shmatovich
Administration Manager

Attachment – OTM Cyber Professional Services Quote

Staff Report recommendation authorized by: Approved as to Form:

Chief Executive Director

Legal Counsel



Sacramento Regional FIRE/EMS Communications Center - 2023 Deal

Quote created: January 12, 2023 Reference: 20230112-205312738

**Sacramento Regional
FIRE/EMS
Communications Center**
1500 11th Street
Sacramento, CA 95814
United States

Marissa Shmatovich
mshmatovich@srfecc.ca.gov
9165173824

Comments

Cole Clemens - Business Development Specialist OTM Cyber



Products & Services

OTM Service (Tier 3 Management CyberBox)

Managed Detection and Response service with 24/7/365 monitoring, regular reporting, Incident Response first aid, assigned analysts, cyber event escalation, and much more for a Tier 3 customer with 1 management appliance.

1 x \$18,000.00 / year
for 3 years

Advanced Server Protection Agent

Advanced server protection agent with enhanced detection and response helps protect your servers against malicious attacks and includes advanced features such as lock-down and remote management

1 x \$60.00 / year
for 3 years

Tier 3 Installation Fee

This is the one-time fee for the installation of our CyberBox for a Tier 3 partner.

1 x \$2,000.00
for 1 months

Advanced Email Protection

50 x \$12.00 / year

Email management subscription to help protect your email infrastructure against malicious emails and phishing attacks.	for 3 years
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Phishing Campaign	50 x \$25.00 /year
Allows for testing your user's phishing awareness and your phishing prevention measures.	for 3 years

Advanced Endpoint Protection Agent	50 x \$24.00 /year
Endpoint protection agent with enhanced detection and response for workstation appliances.	for 3 years

Annual subtotal	\$21,110.00
One-time subtotal	\$2,000.00
Total	\$23,110.00

This quote expires on April 12, 2023

Purchase terms

OTM CYBER Optimized Threat Management Cybersecurity Services Terms and Conditions
This Service Agreement (SA) addresses Services, standards, and responsibilities of OTM CYBER and the Customer. OTM CYBER offers professional cybersecurity services to ___Sacramento Regional FIRE/EMS Communications Center_____ (hereinafter "Customer").

The Customer agrees to the following:

1. **Representations and Warranties.** OTM CYBER represents and warrants to the Customer that: (i) there are no contracts and/or restrictive covenants preventing full performance of its duties and obligations under this Agreement; and (ii) it has the requisite qualifications, knowledge, and experience to perform the obligations under this Agreement.
2. **The Engagement.** OTM CYBER will provide the Customer with the services and equipment as outlined in the "Quote" section of this document. The nature and scope of the Services may be updated and adjusted from time to time, upon a mutual written consent by the parties.
3. **Compensation.** In consideration for Services, OTM CYBER will be entitled to the compensation set forth in this document.
4. **Independent Contractor; Taxes.** The parties understand and agree that OTM CYBER is an independent contractor and there are and will not be employer-employee or partnership relationship between the parties. OTM CYBER recognizes that it will have sole responsibility to pay any taxes or to any other compensation it will receive from the Customer in consideration for the Services.
5. **Duties of OTM CYBER.** OTM CYBER hereby affirms and undertakes that, in the process of providing the Services to the Customer it will: (a) devote its time, know-how, energy, expertise, talent, experience and best efforts, to the business and affairs of the Customer as assigned in the line items of this document, and to the performance of its duties with the Customer within the framework of tasks assigned to it during the tenure of this engagement, by mutual agreement between OTM CYBER and the Customer; (b) perform and discharge well and faithfully, with devotion, honesty and fidelity, its obligations as set forth herein; (c) comply with all of Customer's disciplinary regulations, work rules, policies, procedures and objectives, as may be determined by Customer from time to time, and as notified to OTM CYBER by the Customer; (d) immediately and without delay, inform the designated Customer point of contact of any affairs and/or matters that might constitute a conflict of interest with its position in the Customer; and (e) not use any trade secrets or proprietary information in such a manner that may breach any confidentiality and/or other obligation OTM CYBER may have undertaken relating to any former employer(s) and/or any third party.
6. **Proprietary Information and Confidentiality.**
 - 6.1. OTM CYBER is aware that in the course of its engagement with the Customer and/or in connection therewith, OTM CYBER may have access to, and be entrusted with, technical, proprietary, sales, legal, financial, and other data and information with respect to the affairs and business of the Customer, its affiliates, customers and suppliers. This information may include information received by the Customer from any third party subject to obligations of confidentiality towards said third party, all of which data and information, whether documentary, written, oral or computer generated, will be deemed to be, and referred to as "Proprietary Information", which, by way of illustration but not limitation, will include trade and business secrets, processes, patents, improvements, ideas, inventions (whether reduced to practice or not), techniques, products, and technologies (actual or planned), financial statements, marketing plans, strategies, forecasts, customer and/or supplier lists and/or relations, research and development activities, formula, data, know-how, designs, discoveries, models, computer hardware and software and any and all documentation relating thereto, drawings, dealings and transactions, except for such information which, on

the date of disclosure, is, or thereafter becomes, available in the public domain or is generally known in the industry through no fault on the part of OTM CYBER.

6.2. OTM CYBER agrees and declares that all Proprietary Information, patents and/or patent applications, copyrights, and other intellectual property rights in connection therewith, are and will remain the sole property of the Customer and its assigns. During the Term and upon its expiration thereafter, OTM CYBER will keep in confidence and trust all Proprietary Information, and any part thereof, and will not use or disclose and/or make available, directly or indirectly, to any third party any Proprietary Information without the prior written consent of the Customer, except and to the extent as may be necessary in the ordinary course of performing OTM CYBER's duties pertaining to the Customer and except and to the extent as may be required under any applicable law, regulation, judicial decision or determination of any governmental entity.

6.3. Without derogating from the generality of the foregoing, OTM CYBER agrees: (a) not to copy, transmit, reproduce, summarize, quote, publish and/or make any commercial or other use whatsoever of the Proprietary Information, or any part thereof, without the prior written consent of Customer, except as may be necessary in the performance of its duties pertaining to the Customer; (b) to exercise the highest degree of care in safeguarding the Proprietary Information against loss, theft or other inadvertent disclosure and to take all reasonable steps necessary to ensure the maintaining of confidentiality; (c) upon a request by the Customer to do so, OTM CYBER will immediately deliver to the Customer or remove all Proprietary Information and any and all copies thereof, in whatever form, that had been furnished to OTM CYBER, prepared thereby and/or came to its possession in any manner whatsoever, during and in the course of its engagement with the Customer, and will not retain and/or make copies thereof in whatever form.

7. Term and Termination.

7.1. This Agreement will be effective as of the signature date of this Agreement (the "Effective Date") and will remain in full force and effect until terminated by either party (the "Term").

7.2. Either party may terminate this Agreement, for any reason by furnishing the other party with a notice of termination (the "Notice of Termination") 30 days prior to such Notice of Termination having effect (the "Notice Period"). Unless the Customer has waived any and/or all of OTM CYBER's Services under this Agreement during the Notice Period, or any part thereof, OTM CYBER will be obligated to continue to discharge and perform all of its duties and obligations under this Agreement and to take all steps, satisfactory to Customer, to ensure the orderly transition to any persons or entity designated by the Customer of all matters handled by the OTM CYBER during the course of the provision of the Services. Should either party terminate the agreement, OTM Cyber will refund the remainder of the paid term within 30 days of termination to the customer and the customer will return all of OTM Cyber's property within 30 days of termination.

7.3. Notwithstanding the foregoing to the contrary, the Customer will be entitled to terminate this Agreement with immediate effect as a result of a breach by OTM CYBER of any provisions of this Agreement.

7.4. Upon termination of the OTM CYBER's Services, the OTM CYBER affirms and undertakes to (i) terminate its Services to the Customer in an efficient, complete, appropriate, and orderly manner; and (ii) return to the Customer's principal office all equipment or documentation, in any media which was given to it by the Customer in connection with its Services (collectively, the "Equipment"). OTM CYBER will have no (and hereby waives any) rights of lien with respect to any asset or right comprising the Equipment.

8. **Assignment.** The rights and liabilities of the parties hereto will bind and inure to the benefit of their respective successors, heirs, executors, and administrators. OTM CYBER may not assign any of its rights or obligations hereunder without first obtaining the Customer's written consent. The Customer may assign its rights and obligations hereunder to any person or entity that succeeds to all or substantially all the Customer's business.

9. General. (a) Either party's failure at any time to require strict compliance by the other party of the provisions of this Agreement will not diminish such party's right thereafter to demand strict compliance therewith or with any other provision. Waiver of any default will not waive any other default. (b) All disputes with respect to this Agreement will be determined in accordance with the laws of the State of Alabama, without giving effect to any principles of conflict of law, and the competent courts Alabama will have exclusive jurisdiction of any such dispute. (c) In the event that any provision of this Agreement will be deemed unlawful or otherwise unenforceable, such provision will be severed from this Agreement and all other provisions of the Agreement will continue in full force and effect. (d) This Agreement contains and sets forth the entire agreement and understanding between the parties with respect to the subject matter contained herein, and as such supersedes all prior discussions, agreements, representations, and understandings in this regard. This Agreement will not be modified except by an instrument in writing signed by both parties. (e) Provisions intended to survive the termination of this Agreement, will so survive. (f) Each notice and/or demand given by one party to the other pursuant to this Agreement will be given in writing and will be sent by registered mail or delivered by hand to the other party at the addresses set forth above, and such notice and/or demand will be deemed given at the expiration of 3 days from the date of mailing by registered mail or immediately if delivered by hand. Such address will be effective unless notice of a change in address is provided by registered mail to the other party. (g) This Agreement may be executed in counterparts, which may be faxed counterparts, each of which when so delivered will be deemed an original, and together, an original instrument.

10. Disclaimers.

10.1. Customer recognizes its own responsibilities herein with respect to its cybersecurity program. Customer acknowledges that it must participate in its own defense and work with OTM CYBER to create a prioritized, flexible, repeatable, performance-based, and cost-effective approach, including information security measures and controls, to establish an ongoing process to identify, assess, and manage cyber risk throughout Customer's network.

10.2. Customer acknowledges that OTM CYBER is not responsible for customer's use of or response to alerts or reports from the OTM CYBER Optimized Threat Management Services and that customer maintains sole liability for the cybersecurity maintenance of its digital infrastructure.

10.3. OTM CYBER does not make any guarantees regarding the effectiveness of its Services with respect to overall cybersecurity program, due to lack of control over numerous aspects of customer's operations, personnel, and information systems.

11. Customer Obligations.

11.1. Cooperation with OTM CYBER. Customer will cooperate and assist OTM CYBER as reasonably necessary regarding installation and maintenance of the OTM CYBER Services, including but not limited to (a) the review and acceptance of the Order and any schedules or other documentation applicable to the Order; (b) if customer elects additional services, the review and acceptance of the Order and any other documentation applicable to the Order; (c) the prompt communication of any questions or issues potentially affecting or pertaining to performance of the OTM CYBER Services; and (d) prompt response to OTM CYBER queries and requests on issues and matters pertaining to the OTM CYBER Services and other matters arising under this Service Guide.

11.2. Data and Information. Customer will make available in a timely manner at no charge to OTM CYBER all technical data, computer facilities, programs, files, documentation, test data, sample output, or other information and resources reasonably required by OTM CYBER for the implementation and provisioning of the OTM CYBER Services. Customer will be responsible for ensuring the correctness, accuracy, and completeness of all data, materials, and information supplied by customer.

11.3. Equipment. Customer will provide access to equipment, network connectivity, personnel and customer expertise and institutional knowledge required by OTM CYBER for

the implementation and provisioning of the OTM CYBER Services.

11.4. OTM CyberBox®. OTM CyberBoxes® are the physical (or virtual) hardware that allows cyber threats to be detected. OTM CyberBoxes® include various software platforms and features that enable OTM CYBER to perform the security services as outlined in this document. Customer acknowledges that any OTM CyberBox® is the property of OTM CYBER. If an OTM CyberBox® is physically located at a Customer site, Customer will provide and maintain a secure environment at its facilities for the OTM CyberBox®(es), including safeguards to prevent unauthorized physical access and ensure protection against fire and other disasters. Customer will ensure that the OTM CyberBox®(es) have reliable power, reliable connectivity to the network(s) to be monitored, and reliable connectivity to the internet, and will notify OTM CYBER reasonably in advance of any planned outages affecting power or connectivity of the OTM CyberBox®(es). Customer will permit OTM CYBER as the delivery agent, to inspect the OTM CyberBox®(es) during ordinary business hours upon reasonable prior notice.

CyberBox®(es) must be returned to OTM CYBER within 14 days of the end of service term. End of service may be the end of the service term, end of a trial period, or other reason for termination. CyberBox®(es) can be mailed to OTM CYBER offices.

11.5. Customer Security Program. Customer acknowledges that it will provide the following controls, tools, and processes to directly support the OTM CYBER Services, and that failure to do so may impact OTM CYBER's ability to perform the Services effectively:

- A written governance, risk and compliance (GRC) policy or policies, approved by a Senior Officer or equivalent, setting forth customer's policies and procedures for the protection of its information systems and nonpublic information stored on those information systems (aka "Cybersecurity Policy");
- A written Incident Response Action Plan (IRAP) that is exercised and/or practiced with key scenario driven evaluations (i.e., tabletop exercises) on at least an annual basis;
- Designate two or more employees, executives, or agents who will respond to any security alerts and take recommended actions to mitigate harm to customer's network; and,
- Although not required, it is recommended that each customer conducts a periodic risk and vulnerability assessment (RVA) to address changes to information systems, nonpublic information, and/or business operations. The risk and vulnerability assessment should allow for revision of controls to respond to technological developments and evolving threats.

12.6. Customer Incident Response and Remediation. Customer will be responsible for determining and undertaking or arranging for the undertaking of any action(s) in response to a security alert or report.

12.7. Customer Contacts. Customer will appoint in writing a primary and alternate technical-level employee or agent to act as the primary contact person for all technical communication between the customer and OTM CYBER related to the Services. Customer will also designate a managerial-level contact person.

12.8. Network Change Notification. Customer will immediately inform OTM CYBER of any physical change to the customer network.

12.9. Other Customer Obligations. Customer will be solely responsible for ensuring that it is not subject to contractual obligations materially affecting the implementation or use of the OTM CYBER Services.

13. Service Limitations. The following Services limitations and disclaimers apply:

13.1. Services provide information to customer to enable customer to better assess security threats and take appropriate action. Although some OTM CYBER Optimized Threat Management Service features perform automatic remediation and protection, the customer is ultimately responsible for the security of their own infrastructure.

13.2. Customer may contact OTM CYBER for support for any issues with Services.

13.3. For OTM CYBER Optimized Threat Management, customer must:

- Maintain internet connectivity to enable remote monitoring; and
- Facilitate proper technical controls to allow OTM CYBER to effectively monitor, inspect, and filter traffic.

Position: _____

Date: _____

Signature: _____

If applicable, please provide your purchase order number below and return this signed document with any relevant attachments.

Purchase Order: _____

Questions? Contact me



Cole Clemens

Business Development Specialist

cclemens@otmcyber.com

OTM Cyber

600 Boulevard S SW Suite 104

Huntsville AL 35802

USA



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

www.sfecc.ca.gov

STAFF REPORT (REPORT 23-3)

DATE: February 14, 2023
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: **FINANCIAL MANAGEMENT CONSULTING SERVICES**

RECOMMENDATION

The Board of Directors:

1. Approve the following contract with Kenneth Campo for Financial Management Consulting Services.

BACKGROUND/ANALYSIS:

On or around August 1, 2020, the Center entered into a contract for Financial Management Consulting services with Kenneth Campo. Over the last 2 years, the Center has utilized Mr. Campo's services for auditing preparation and budgetary oversight/recommendations. The contract between Mr. Campo and the Center has expired and the Center wishes to continue working with Mr. Campo and renew the contract for professional services.

FINANCIAL ANALYSIS

The Center has budgeted \$90,000 for professional services in FY22/23. The contract stipulates the Center will only be billed for services rendered, and there are no unanticipated fiscal impacts.

Respectfully submitted,

Marissa Shmatovich
Administration Manager
Attachment – Sacramento Regional Fire/EMS Communications Center Standard Agreement for Independent Contractor Services with Kenneth Campo

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

Legal Counsel

**SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
STANDARD AGREEMENT
FOR INDEPENDENT CONTRACTOR SERVICES**

THIS AGREEMENT (hereinafter referred to as “Agreement”) is made and entered into this 1st day of February 1, 2023, by and between the Sacramento Regional Fire/EMS Communications Center (“SRFECC”), a joint powers authority organized pursuant to the California Government Code, and (Kenneth Campo) (“CONTRACTOR”), who agree as follows:

RECITALS

WHEREAS, SRFECC desires to have certain services provided as set forth in Exhibit A, attached and incorporated by this reference; and,

WHEREAS, Contractor represents that it is qualified and able to perform services; and,

WHEREAS, the SRFECC is authorized to enter into contracts under Public Contract Code section 20810 *et seq.*

NOW THEREFORE, the parties agree as follows:

1. **Term of Agreement**: The Term of this Agreement shall extend from February 1, 2023 (“**Commencement Date**”) until termination by either Party as set forth under Section 14 (the “**Termination Date**”).
2. **Contractors Services**. Contractor shall perform the services described in Exhibit A (“**Scope of Work**” and/or “**Services**”) to the full satisfaction of SRFECC.
3. **Time of Performance**. Contractor shall perform the Services on or by the Termination Date set forth in Agreement section 1, unless extended in writing by the parties pursuant to the terms of this Agreement.
4. **Compensation**. SRFECC agrees to compensate Contractor, and Contractor agrees to accept in full satisfaction for the Services required by this Agreement the Consideration set forth in Exhibit B, attached and incorporated by this reference (“**Payment**”). SRFECC shall pay Contractor in accordance with the schedule of payment set forth in Exhibit B.
5. **Independent Contractor**. Contractor is and shall at all times remain, as to SRFECC, a wholly independent contractor. Neither SRFECC nor any of its agents shall have control over the conduct of Contractor or any of Contractor’s employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of SRFECC.
6. **Assignment**. Contractor shall not assign or attempt to assign any portion of this Agreement without prior written approval by SRFECC.
7. **Responsible Principal of Contractor**: The Responsible Principal of the Contractor is Ken Campo who shall be the individual responsible for Contractor’s obligations under this Agreement and shall service as principal liaison between SRFECC and Contractor. Designation of another Responsible Principal by Contractor shall not be made without the prior written consent of SRFECC.

8. **Personnel.** Contractor represents that all work performed under this Agreement shall be performed by the Responsible Principal and that no additional personnel will be used to perform Contractor's services.
9. **Changes to Scope of Work.** SRFECC may, by written notice, initiate any change to the Scope of Work. A corresponding equitable change in the Payment of this Agreement will be made for each change ordered as mutually agreed upon by the parties in writing.
10. **Interests of Contractor.** Contractor affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Services contemplated by this Agreement.
11. **Responsibility of Contractor.** Contractor shall take all responsibility for the work, shall bear all losses and damages directly or indirectly resulting to Contractor or any subcontractor, to the SRFECC, its elected and appointed officials, officers, attorneys, agents, employees, volunteers and each of them from any and all loss or damage on account of the performance or character of the work, unforeseen difficulties, accidents, occurrences or other causes predicated on active or passive negligence of the Contractor or of any subcontractors.
12. **Insurance.** Contractor agrees to have and maintain the policies set forth in Exhibit C entitled "INSURANCE REQUIREMENTS," which is attached and incorporated by this reference. All policies, endorsements, certificates, and/or binders shall be subject to approval by the SRFECC as to form and content. These requirements are subject to amendment or waiver only if approved in writing by the SRFECC. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.
 - a. Contractor shall procure and maintain for the duration of this Agreement insurance as set forth in Exhibit C, attached and incorporated by this reference. The cost of such insurance shall be included in the Contractor's bid.
 - b. Contractor agrees to maintain in force at all times during the performance of the Scope of Work under this Agreement, workers' compensation insurance as required by law.
 - c. Contractor shall require each of its sub-consultants or subcontractors to maintain insurance coverage which meets all the requirements of this Agreement.
 - d. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California.
 - e. Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, SRFECC may terminate this Agreement.
 - f. At all times during the term of this Agreement, and if requested to do so, Contractor shall maintain on file with the SRFECC a certificate or certificates of the required insurance as set forth in Exhibit C showing that the required insurance policies are in effect in the required amounts.
13. **Indemnification.** To the fullest extent permitted by law Contractor agrees to defend (with legal counsel selected by the SRFECC), including, without limitation, cost and fees of litigation, to defend, indemnify and hold harmless SRFECC, its elected and appointed officials, officers, attorneys, agents, employees, volunteers and each of them from and against any and all liability, loss, damage, expense, costs of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to

comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the SRFECC.

- a. **General.** This obligation to indemnify and defend SRFECC as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this Agreement or this section. By execution of this Agreement, Contractor acknowledges and agrees that it has read and understands the provisions hereof and that this section is a material element of consideration. The parties agree that if any part of this Indemnification is found to conflict with applicable laws, such part shall be unenforceable only insofar as it conflicts with said laws, and that this indemnification shall be judicially interpreted and rewritten to provide the broadest possible indemnification legally allowed and shall be legally binding upon Contractor.

14. **Termination.**

- a. In addition to any other rights of termination and suspension set forth in this Agreement or at law, either party may terminate this Agreement with or without cause by providing ten (10) days' notice in writing to the other party.
- b. The SRFECC may terminate this Agreement at any time without prior notice if Contractor commits a material breach of the terms of this Agreement.
- c. In the event of termination of this Agreement by SRFECC, due to no fault or failure of performance by Contractor, Contractor shall be paid full compensation for all services performed by Contractor, in an amount to be determined as follows: For work done in accordance with the terms and provisions of this Agreement, Contractor shall be paid an amount equal to the amount of services performed prior to the effective date of termination or cancellation; provided, in no event shall the amount of money paid under the foregoing provisions of this paragraph exceed the amount which would be paid to Contractor for the full performance of the Scope of Work under this Agreement.
- d. Upon termination, this Agreement shall become of no further force or effect and all parties shall be discharged from their duties and obligations under this Agreement. Notwithstanding, the provisions of this Agreement concerning retention of records, SRFECC's rights to material produced, confidential information, Contractor's responsibility, indemnification, insurance, dispute resolution, litigation, and jurisdiction and severability shall survive termination of this Agreement.

15. **Notice.** All notices that are required either expressly or by implication to be given by one party to the other under this Agreement shall be signed for Contractor by its Responsible Principal and for SRFECC by Fire Chief or, for either party, by such officer as it may, from time to time, be authorized to so act. All such notices shall be deemed to have been given if delivered personally or if enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail or overnight express carrier. Unless and until formally notified otherwise, all notices shall be addressed to the parties at their addresses as follows:

Contractor shall address notices to:

Marissa Shmatovich, Administration Manager
Sacramento Regional Fire/EMS Communications Center
10411 Old Placerville Rd, Suite 210, Sacramento, CA 95827

SRFECC shall address notices to:

Kenneth R. Campo

2000 McGary Road, Vallejo, CA

16. Compliance with Laws.

- a. In General. Contractor shall observe and comply with all laws, policies, general rules and regulations established by SRFECC and shall comply with the common law and all laws, ordinances, codes and regulations of governmental agencies, (including federal, state, municipal and local governing bodies) applicable to the performance of the Scope of Work hereunder, including, but not limited to, all provisions of the Occupational Safety and Health Act of 1979 as amended.
- b. Labor Laws: Contractor shall comply with and adhere to all applicable labor laws, including, but not limited to, alien labor, prevailing wages, etc. Contractor shall comply with all applicable provisions of the California Labor Code.
- c. Drug-free Workplace. Contractor's employees and subcontractors shall comply with the SRFECC's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees and/or subcontractors shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code section 812, including marijuana, heroin, cocaine, and amphetamines, at any facility, premises or worksite used in any manner in connection with performing services pursuant to this Agreement. If Contractor or any employee or subcontractor is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at such a facility, premises, or worksite, the Contractor shall notify the SRFECC within five (5) days.
- d. Discrimination Prohibited. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, religious creed, marital status, denial of family and medical care leave, ancestry, national origin, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation. Contractor and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 *et seq.*) and the applicable regulations promulgated thereunder (Cal. Code Regs, tit. 2, §7285.0 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12990 (a)–(f), are incorporated into this Agreement by reference and made a part hereof as if set forth in full (Cal. Code Regs, tit. 2, §7285.0 *et seq.*). Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. Harassment Prohibited. Contractor and Contractor's employees and subcontractors shall comply with the SRFECC's Workplace Harassment and Discrimination Policy.

17. Facilities and Equipment: Except as set forth in Exhibit D (“Facilities and Equipment”), Contractor shall, at its sole cost and expense, furnish all facilities and equipment, which may be required for completing the Scope of Work pursuant to this Agreement. SRFECC shall furnish to Contractor only the facilities and equipment listed in Exhibit D according to the terms and conditions set forth in Exhibit D.

18. **Special Conditions.** None
19. **Exhibits.** All exhibits referred to in this Agreement are attached and incorporated by this reference.
20. **Benefits and Taxes.** Contractor shall not have any claim under this Agreement or otherwise against SRFECC for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, including, but not limited to, federal and state income taxes, for which Contractor shall indemnify and hold SRFECC harmless from any and all liability that SRFECC may incur because of Contractor's failure to pay such taxes. SRFECC shall have no obligation whatsoever to pay or withhold any taxes on behalf of Contractor.
21. **Dispute Resolution.** Should any dispute arise concerning any provisions of this Agreement, or the parties' rights and obligations hereunder, the parties shall meet and confer in an attempt to resolve the dispute. Prior to commencing any legal action, the complaining party shall provide to the other party thirty (30) days' written notice of the intent to take such action; provided that such notice shall not be required where a delay in commencing an action would prejudice the interests of the party that intends to file suit. During the thirty (30) day notice period, the parties shall meet and confer in an attempt to resolve the dispute. Except as specifically provided, nothing herein is intended to waive or abridge any right or remedy that either party may have.
22. **Default and Remedies.**
- a. **Events of Default.** Each of the following shall constitute an event of default hereunder:
 - i. Failure to perform any obligation under this Agreement and failure to cure such breach immediately upon receiving notice of such breach, if the breach is such that the SRFECC determines the health, welfare, or safety of the public is immediately endangered; or
 - ii. Failure to perform any obligation under this Agreement and failure to cure such breach within fifteen (15) days of receiving notice of such breach, if the breach is such that the SRFECC determines that the health, welfare, or safety of the public is not immediately endangered, provided that if the nature of the breach is such that the SRFECC determines it will reasonably require more than fifteen (15) days to cure, Contractor shall not be in default if Contractor promptly commences the cure and diligently proceeds to completion of the cure.
 - b. **Remedies upon Default.** Upon any Contractor default, SRFECC shall have the right to immediately suspend or terminate the Agreement, seek specific performance, contract with another party to perform this Agreement and/or seek damages including incidental, consequential and/or special damages to the full extent allowed by law.
23. **Attorneys' Fees.** In the event any legal action is commenced to enforce this Agreement, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred.
24. **Documents and Records.**
- a. **Property of SRFECC.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda or other written documents or materials prepared by Contractor pursuant to this

Agreement shall become the property of SRFECC upon completion of the work to be performed hereunder or upon termination of this Agreement.

- b. **Retention of Records.** Until the expiration of five (5) years after the furnishing of any services pursuant to this Agreement, Contractor shall retain and, upon written request by SRFECC, make available to the SRFECC or any party designated by the SRFECC this Agreement, and such books, documents and records of Contractor and subcontractor that are necessary or convenient for audit purposes to certify the nature and extent of the reasonable cost of services to SRFECC.

25. **Inspection of Books and Records.** During regular office hours, each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records, or reports of the other party pertaining to this Agreement or matters related hereto. Each of the parties hereto shall maintain and make available for such inspection accurate records of all its costs, disbursements and receipts with respect to its activities under this Agreement.
26. **Confidential Information.** Contractor shall hold any confidential information received from SRFECC in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, Contractor shall return materials which contain any confidential information to SRFECC. Contractor may keep one copy for its confidential file. For purposes of this paragraph, confidential information is defined as all information disclosed to Contractor which relates to SRFECC's past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law.
27. **Successors and Assigns.** This Agreement and all of its provisions shall apply to and bind the successors and assigns of the parties hereto.
28. **Waiver.** Any waiver at any time by either party hereto of its rights with respect to a default or any other matter arising in connection with this Agreement shall not be deemed to be a waiver with respect to any other default or matter.
29. **Modifications.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.
30. **Agreement Interpretation.** Each party to this Agreement has had an opportunity to review the Agreement, confer with legal counsel regarding the meaning of the Agreement, and negotiate revisions to the Agreement. Accordingly, neither party shall rely upon Civil Code section 1654 in order to interpret any uncertainty in the meaning of the Agreement.
31. **Entire Agreement.** This Agreement, including all documents incorporated herein by reference, comprises the entire integrated understanding between the parties concerning the subject matter described herein.
32. **Jurisdiction and Severability.** This Agreement shall be governed and construed in accordance with California law. Jurisdiction of litigation arising from this Agreement shall be in California and venue shall be in Contra Costa County, California. If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected.
33. **Signatures.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Contractor and SRFECC.

IN WITNESS WHEREOF, Sacramento Regional Fire/EMS Communications Center and Contractor do hereby agree to the full performance of the terms set forth herein.

**Sacramento Regional Fire/EMS
Communications Center**

Contractor

BY: _____
**Marissa Shmatovich,
Administration Manager**

BY: _____
Kenneth R. Campo

Attachments:

- Exhibit A – Scope of Work
- Exhibit B – Payment and Schedule of Payments
- Exhibit C – Insurance Requirements
- Exhibit D – Facilities and Equipment

EXHIBIT A
SCOPE OF WORK

Provide ongoing financial consulting services and support to the Board of Directors, Administration Manager and other SRFECC personnel as directed; duties to include, but not limited to, the following:

- Financial management consultation to the Administration Manager and Board of Directors;
- Conduct a general overview and provide recommendations regarding the financial management of the SRFECC;
- Long-range fiscal planning, including but not limited to developing a financial forecast and capital improvement financing plan;
- Ensure internal and external financial reporting requirements are met, and reports meet the needs and expectations of users;
- Assist the SRFECC in identifying and implementing reasonable cost recovery measures to the extent deemed appropriate by the Administration Manager and Board of Directors;
- Review management of capital assets and provide recommendations;
- Review of inventory process and provide recommendations;
- Review of purchasing /procurement process and provide recommendations
- Other financial planning-and operational activities as may be directed by the Administration Manager and Board of Directors.

The results of the financial consulting services outlined above will be communicated to the SRFECC as directed by the Administration Manager.

EXHIBIT B
PAYMENT AND SCHEDULE OF PAYMENTS

1. TOTAL COMPENSATION

SRFECC shall compensate Contractor for the satisfactory performance of the work described in this Agreement to not exceed the amount of \$140.00 per hour.

2. Contractor shall submit an itemized statement to SRFECC on a SRFECC approved form for its services performed, which shall include documentation setting forth in detail a description of the services rendered, and the hours of service, if appropriate. SRFECC shall compensate Contractor the amount of such billing within thirty (30) days receipt of same.
3. There shall be no right to reimbursement of expenses incurred by Contractor unless specified in Exhibit A to this Agreement.

EXHIBIT C
INSURANCE REQUIREMENTS

Please refer to the insurance requirements listed below. Those that have an “X” indicated in the space before the requirement apply to Contractor’s or Consultant’s Agreement.

Contractor or Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor or Consultant, its agents, representatives, employees or subcontractors.

Contractor or Consultant shall provide its insurance broker(s)/agent(s) with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements.

Contractor or Consultant shall furnish SRFECC with copies of original endorsements affecting coverage required by this Exhibit C. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements and certificates are to be received and approved by SRFECC before work commences. SRFECC has the right to require Contractor’s or Consultant’s insurer to provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Automobile Liability:

ISO Form Number CA 0001 covering, Code 1 (any auto), of if Contractor or Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than **\$500,000** per accident for bodily injury and property damage.

ISO Form Number CA 0001 covering, Code 1 (any auto), with limits no less than **\$5,000,000** per accident for bodily injury and property damage.

Garage keepers’ extra liability endorsement to extend coverage to all vehicles in the care, custody and control of the Contractor or Consultant, regardless of where the vehicles are kept or driven.

Professional Liability (Errors and Omissions):

The Employer’s Liability policy shall be endorsed to waive any right of subrogation as respects the SRFECC, its elected and appointed officials, officers, attorneys, agents, employees and volunteers.

Insurance appropriate to the Contractor’s or Consultant’s profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

(if Design/Build), with limits no less than **\$1,000,000** per occurrence or claim, and **\$2,000,000** policy aggregate.

Insurance appropriate to the Contractor’s or Consultant’s profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate.

Primary Coverage:

The insurance policies are to contain, or be endorsed to contain the following provision:

For any claims related to this contract, the **Contractor’s or Consultant’s insurance coverage shall be primary insurance** as respects the SRFECC, its elected and appointed

officials, officers, attorneys, agents, employees and volunteers. Any insurance or self-insurance maintained by the SRFECC, its elected and appointed officials, officers, attorneys, agents, employees and volunteers shall be in excess of the Contractor's or Consultant's insurance and shall not contribute with it.

Waiver of Subrogation:

Contractor or Consultant hereby grants to SRFECC a waiver of any right to subrogation which any insurer of said Contractor or Consultant may acquire against the SRFECC by virtue of the payment of any loss under such insurance. Contractor or Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SRFECC has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to SRFECC.

Claims Made Policies: (note - should be applicable only to professional liability, see below)

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of contract of work.**
3. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Contractor or Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.
4. A copy of the claims reporting requirements must be submitted to the SRFECC for review.
5. If the services involve lead-based paint or asbestos identification/remediation, the Contractor's Pollution Liability Policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability Policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

Verification of Coverage:

Upon request, Contractor or Consultant shall furnish the SRFECC with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the SRFECC before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's or Consultant's obligation to provide them. The SRFECC reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Failure to Comply:

Each insurance policy required above shall contain or be endorsed to contain that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the SRFECC, its elected and appointed officials, officers, attorneys, agents, employees and volunteers.

Applicability of Coverage:

Each insurance policy required above shall contain or be endorsed to contain that the Contractor's or Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

EXHIBIT D
FACILITIES AND EQUIPMENT

SRFECC shall furnish such physical facilities as may be reasonably necessary for Contractor's use while consulting with SRFECC employees and reviewing records and the information in possession of SRFECC. The location, quantity, and time of furnishing said physical facilities shall be in the sole discretion of SRFECC. In no event shall SRFECC be obligated to furnish any facility which may involve incurring any direct expense, including, but not limiting the generality of this exclusion, long-distance telephone or other communication charges, vehicles, and reproduction facilities. Contractor shall not use such services, premises, facilities, supplies or equipment for any purpose other than in the performance of Contractor's obligations under this Agreement.



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

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STAFF REPORT (REPORT 23-04)

DATE: February 14, 2023
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: **ON-SITE TECHNICAL SUPPORT**

RECOMMENDATION

The Board of Directors:

1. Approve the following Statement of Work with Launch Consulting for On-Site Technical Support

BACKGROUND/ANALYSIS:

The Center has been under contract with Launch Consulting for Managed Services since 2020, and also utilizes T & M (Time and Materials) support hour blocks for additional technical support that falls outside the Managed Services agreement.

The Center currently has a roadmap of IT projects for the next 12-18 months as well as a significant ongoing workload of current projects and issues. In order to better fulfill the technical needs and projects of the Center, there is a need for additional IT support and technical knowledge.

FINANCIAL ANALYSIS

The Center has received a Statement of Work to initiate On-site support with Launch. The monthly rate for 2 days per week of on-site support is \$8,640 with additional days optional at additional cost. The Center's Board Approved FY 2022-23 budget does not include On-site technical support, as the Center anticipated hiring a Systems Engineer, budgeted at \$120,000 for the full year. Due to ongoing recruitment, the Center has full salary savings for the Systems Engineer position. With the critical need for this support moving forward and the anticipated ongoing need, the Center is requesting an initial 6 months commitment to Launch on-site support.

Marissa Shmatovich
Administration Manager

Attachment – Launch Consulting Statement of Work for On-site Support

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

Legal Counsel

Statement of Work

Sacramento Regional Fire/EMS
Communications Center
Onsite Support

launch

Launch Consulting
Prepared by
Jared Coleman
P: 916.246.4982
Jcoleman@launchcg.com

Table Contents

Onsite Support..... 3

Onsite TASKS **Error! Bookmark not defined.**

Estimates 3

Assumptions 4

Payment Terms..... 4

Agreement..... 4

Onsite Support

The purpose of this proposal is to detail the tasks and operations that could be delivered with an onsite resource. This onsite resource will function as an extension of the Launch Managed Services team and will take direction from the SRFECCE stakeholders. Launch will guide this resource and be an escalation and collaboration point for them.

Tasks performed by the onsite resource should not include general maintenance tasks that are included in the Managed Services Agreement. The tasks listed below are types of task to be completed and can include other tasks not on the list.

Staffing Profile

Onsite resource will be a System Engineer consistent with the system engineers that Launch has historically hired to support the customer base.

Resource will be proficient in the following:

- Virtual Servers
- Firewalls
- Networking
- Backup and restore
- Desktops

Onsite TASKS

While onsite, the resource can complete the below tasks and other technical tasks within skill set that support SRFECCE technology:

- Cable Management
- Networking optimization
- Resolving issues with non-managed network devices
- Server optimization
- Upgrade and migration of software and hardware
- Virtual Server creations, moves, changes.
- Advanced documentation
- Technical supporting dispatch workstations
- Technical tasks that need to be completed under direction of onsite team

Estimates

Launch will provide an onsite resource for a minimum of two days per week for a flat a monthly fee of \$8,640. Additional days can be added to the contract in 4-hour increments at a price of \$540.

Hourly rates for this resource and other Launch Consulting IT Engineering bench resources will remain \$150 per hour.

Assumptions

- Work to be performed at dispatch center or admin building. Trips to other locations to be discussed and pre-approved in writing..
- Resource is a Launch employee and can be used on other projects unrelated to SRFECC projects.
- Resource can respond to Managed Service contract tasks as needed and where appropriate
- When resource is utilized remotely for Time and Materials or projects, the hourly rate for those contracts will be recognized.
- Resource will have access to Launch tool sets and SRFECC environment.
- Initial term is 6 months and month to month thereafter with a 30 day written cancellation notice.
- The Company offices are closed on the following holidays unless otherwise requested in writing by the client, and additional costs may apply:

	Location	Holidays
<input checked="" type="checkbox"/>	US	8 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day

Payment Terms

- Monthly, recurring billing schedule.
- Net 30 payment terms.

Agreement

Authorized signatures below indicate acceptance by both parties of this Statement of Work..

LAUNCH CONSULTING

SRFECC

Signature

Signature

Name (please print)

Name (please print)

Title (please print)

Title (please print)

Date

Date



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

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STAFF REPORT (REPORT 23-09)

DATE: February 8, 2023

TO: Board of Directors

FROM: Troy A. Bair, Chief Executive Director

SUBJECT: APPROVE TENTATIVE AGREEMENT BY AND BETWEEN SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER AND LOCAL TEAMSTERS FOR LOCAL 856

RECOMMENDATION:

The Board of Directors:

1. Approve a one-year extension of the July 1, 2021-June 30, 2023, Memorandum of Understanding (MOU) between the Sacramento Regional Public Safety Communications Center and Teamsters, Local 856.
2. Approve adjustments to the language in the sections identified and the salary schedule adjustments as identified in the signed tentative agreement.

BACKGROUND/ANALYSIS:

The Center's current MOU with Teamsters, Local 856 expires on June 30, 2023. The Center's Executive staff and legal counsel in discussions with the Teamsters, Local 150 negotiating team have collaboratively worked over the past several months to reach a tentative agreement on an extension to the current MOU, subject to the Board's approval.

ANALYSIS

The proposed MOU contains the following items as identified in the attached tentative agreement:

1. Effective July 1, 2023, the term of the agreement shall be extended through June 30, 2024.
2. 10% salary/wage adjustment for Local 856-unit members effective January 1, 2023.
3. All new members hired after July 1, 2023, will be credited with 32 hours of sick leave upon hiring. Employees banks will not begin to increase until they begin to accrue more hours than the 32 initially credited.
4. A change to seniority date language to simplify, modernize, and streamline the process for accrual of benefits.

Staff Report: Teamsters, Local 856 MOU

Extension Date: February 8, 2023

Page 2

5. An update to the initial allotment of uniforms for newly hired personnel and combine the annual allowances for uniforms to one payout of \$900 per year.
6. A change to CTO language to allow employees to have 108 hours credited to their account and to be paid out only once a year.

The signed tentative agreement is attached as attachment A and provides a greater level of detail regarding these items.

Should you have any questions, please contact me prior to the Board meeting.

Troy A. Bair
Chief Executive Director

Attachments: A - Tentative agreement between SRPSCC and Teamsters, Local 856
B - Revised Salary Schedule

Staff Report recommendation authorized by:

Approved as to Form:

**TENTATIVE AGREEMENT
BY AND BETWEEN
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
AND
TEAMSTERS LOCAL 856**

The Sacramento Regional Fire/EMS Communications Center (“SRFECC”) and Teamsters Local 856 are parties to a Memorandum of Understanding with a term through June 30, 2023 (“MOU”). The Parties enter into this Tentative Agreement to close negotiations through June 30, 2024.

This Tentative Agreement extends the existing MOU through June 30, 2024, with only the below modifications.

I. Term

Effective July 1, 2023, the term of the MOU shall be extended through June 30, 2024.

II. Salary

Effective January 1, 2023, unit members shall receive a ten percent (10%) increase on the salary schedule. The Salary Schedule is attached hereto as Attachment 1 and will replace Appendix D of the MOU.

III. Article 9

Effective July 1, 2023, add a new 9.3.2.1 and re-number existing articles.

9.3.2.1 Each new unit member, hired on or after July 1, 2023, shall be credited with thirty-two (32) hours of sick leave. Thus, as the member accrues sick leave they will not increase their bank until they accrue more hours than what was credited. In the event that a unit member leaves the employment of the Center and has used sick leave in excess of what they have accrued the excess dollar amount shall be deducted from their final paycheck.

(Note: Existing MOU language shall apply until June 30, 2023.)

IV. Article 24

Effective April 1, 2022, Article 24.1 shall be replaced with the following language:

24.1 Seniority Dates

24.1.1 The seniority date for employees in the bargaining unit shall be:

- 24.1.1.1 The employee's actual, initial date of hire in a probationary capacity; or when applicable, their actual date of classification change from Dispatcher 1 to Dispatcher 2. The employee's promotional pay increase shall be effective on the actual date of classification change from Dispatcher 1 to Dispatcher 1(M) or Dispatcher 1(M) to Dispatcher 2
- 24.1.1.2 With respect to step raises and leave accrual rates, the initial date of hire shall be used to calculate/implement these items.

V. Article 29 – Uniforms

Effective July 1, 2023, Article(s) 29.1 and 29.2 Shall be replaced with the following language:

29.1 Initial Hire

Upon initial hire each unit member shall be issued three (3) polo shirts, three (3) pairs of tactical style pants, two (2) quarter-zip sweatshirts, and one (1) belt. Upon successful completion of Main Dispatch Training and appointment to Dispatcher 1(M), each unit member shall receive a uniform voucher in an amount not to exceed the cost of a Class B Uniform.

29.2. Annual Allowances

Effective July 1, 2023, and every July 1 thereafter, each unit member shall receive Nine Hundred Dollars (\$900.00) for the purchase of additional uniforms or for uniform maintenance.

(Note: Existing MOU language regarding uniforms shall apply until June 30, 2023.)

VI. Article 30 – Salary

Effective July 1, 2023, Article(s) 30.6.1.1, 30.6.1.2 and 30.6.1.3 shall be replaced with the following language:

- 30.6.1.1 If CTO is granted, no unit member may have credited to his/her account more than one hundred eight (108) hours of CTO at any time.
- 30.6.1.2 All hours worked, when the total credited CTO exceeds one hundred (108) hours, shall be compensated in accordance with FLSA standards.
- 30.6.1.3 All CTO credited to a unit member's account shall be paid in cash to the unit member on the June payroll. Any CTO scheduled as time off in the month following the scheduled payout is exempt from this cash-out.

(Note: Existing MOU language regarding CTO shall apply until June 30, 2023.)

All other terms and conditions of the MOU shall remain unchanged.

FOR LOCAL 856

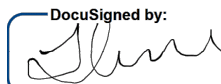
FOR THE SACRAMENTO REGIONAL
FIRE/EMS COMMUNICATIONS CENTER

BY: 
85298543A92B420...

BY: 

DATE: 2/7/2023

DATE: 13 FEB 2023

BY: 
F689F474A92D421...
Theresa Miller

DATE: 2/9/2023

BY: 
745E5A31EEB94EC...
Daniel Hess

DATE: 2/10/2023

**ATTACHMENT 1
TO TENTATIVE AGREEMENT**

		Step 1	Step 2	Step 3	Step 4
Recruit	\$27.02				
Dispatcher 1		\$28.36	\$29.78	\$31.27	\$32.84
Dispatcher 1M	\$32.84				
Dispatcher 2		34.47	\$36.20	\$38.01	\$39.91

- Employees who were on Step 3 will now be on Step 2, Step 4 will now be on Step 3 etc. to account for the establishment of separate Recruit and Dispatcher 1M rates.



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STAFF REPORT (REPORT 23-08)

DATE: February 8, 2023

TO: Board of Directors

FROM: Troy A. Bair, Chief Executive Director

SUBJECT: APPROVE TENTATIVE AGREEMENT BY AND BETWEEN SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER AND LOCAL TEAMSTERS FOR LOCAL 150

RECOMMENDATION:

The Board of Directors:

1. Approve a one-year extension of the July 1, 2021-June 30, 2023, Memorandum of Understanding (MOU) between the Sacramento Regional Public Safety Communications Center and Teamsters, Local 150.
2. Approve adjustments to the language in the sections identified and the salary schedule adjustments as identified in the signed tentative agreement.

BACKGROUND/ANALYSIS:

The Center's current MOU with Teamsters, Local 150 expires on June 30, 2023. The Center's Executive staff and legal counsel in discussions with the Teamsters, Local 150 negotiating team have collaboratively worked over the past several months to reach a tentative agreement on an extension to the current MOU, subject to the Board's approval.

ANALYSIS

The proposed MOU contains the following items as identified in the attached tentative agreement:

1. Effective July 1, 2023, the term of the agreement shall be extended through June 30, 2024. 10% salary/wage adjustment for Local 150-unit members effective January 1, 2023.
2. A change to seniority date language to simplify, modernize, and streamline the process for accrual of benefits.
3. A change to CTO language to allow employees to have 108 hours credited to their account and to be paid out only once a year.

Staff Report: Teamsters, Local 150 MOU Extension

Date: February 8, 2023

Page 2

The signed tentative agreement is attached as attachment A and provides a greater level of detail regarding these items.

Should you have any questions, please contact me prior to the Board meeting.

Troy A. Bair
Chief Executive Director

Attachments: A – Tentative agreement between SRPSCC and Teamsters, Local 150
B – Revised Salary Schedule

Staff Report recommendation authorized by:

Approved as to Form:

**TENTATIVE AGREEMENT
BY AND BETWEEN
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
AND
TEAMSTERS LOCAL 150**

The Sacramento Regional Fire/EMS Communications Center (“SRFECC”) and Teamsters Local 150 are parties to a Memorandum of Understanding with a term through June 30, 2023 (“MOU”). The Parties enter into this Tentative Agreement to close negotiations through June 30, 2024.

This Tentative Agreement extends the existing MOU through June 30, 2024, with only the below modifications.

I. Term

Effective July 1, 2023, the term of the MOU shall be extended through June 30, 2024.

II. Salary

Effective January 1, 2023, unit members shall receive a ten percent (10%) increase on the salary schedule. The Salary Schedule is attached hereto as Attachment 1 and will replace Appendix C of the MOU.

III. Article 23

Effective July 1, 2023, Article 23 shall be modified as set forth below:

23.1. Seniority List

There shall be two (2) seniority lists for members of the bargaining unit. See Appendix D.

23.1.1 List # 1 (Promotion Date) shall be:

- 23.1.1.1 *Status Quo*
- 23.1.1.2 used for shift bids and step raises.

23.1.2 List # 2 (Center Hire Date) shall be:

- 23.1.2.1 based on the unit member’s actual date of hire by the Center in a probationary capacity.
- 23.1.2.2 used for leave accrual rates and longevity increases, and reduction in forces.

(Note: Existing MOU language shall apply until June 30, 2023.)

IV. Article 28 – Uniforms

Effective July 1, 2023, Article 28.3 shall be replaced with the following language:

28.3 Annual Allowances

Effective July 1, 2023, and every July 1 thereafter, each unit member shall receive Nine Hundred Dollars (\$900.00) for the purchase of additional uniforms or for uniform maintenance.

(Note: Existing MOU language for Article 28.3 shall apply until June 30, 2023.)

V. Article 29 – Salary

Effective July 1, 2023, 29.6.1.1, 29.6.1.2, and 29.6.1.3 shall be replaced with:

29.6.1.1 If CTO is granted, no unit member may have credited to his/her account more than one hundred eight (108) hours of CTO at any time.

29.6.1.2 All hours worked, when the total credited CTO exceeds one hundred (108) hours, shall be compensated in accordance with FLSA standards.

29.6.1.3 All CTO credited to a unit member’s account shall be paid in cash to the unit member on the June payroll. Any CTO scheduled as time off in the month following the scheduled payout is exempt from this cash-out.

(Note: Existing MOU language for Articles 29.6.1.1, 29.6.1.2, and 29.6.1.3 shall apply until June 30, 2023.)

All other terms and conditions of the MOU shall remain unchanged.

FOR LOCAL 150


FOR THE SACRAMENTO REGIONAL
FIRE/EMS COMMUNICATIONS CENTER

BY: 
Local 150 Unit Representative

BY: _____
Executive Director, SRFECC

DATE: 2/7/2023

DATE: _____

BY: 
Teamsters Local 150 Elizabeth Strong

DATE: 2/8/2023

**ATTACHMENT 1
TO TENTATIVE AGREEMENT**

APPENDIX C

**SALARY RANGES
DISPATCH SUPERVISORS
(Exclusive of FSA)**

Effective January 1, 2023, the following salary ranges shall be implemented:

	Step 1	Step 2	Step 3	Step 4	Step 5
Supervisor	42.37	44.50	46.72	49.05	51.50



Sacramento Regional Fire/EMS Communications Center

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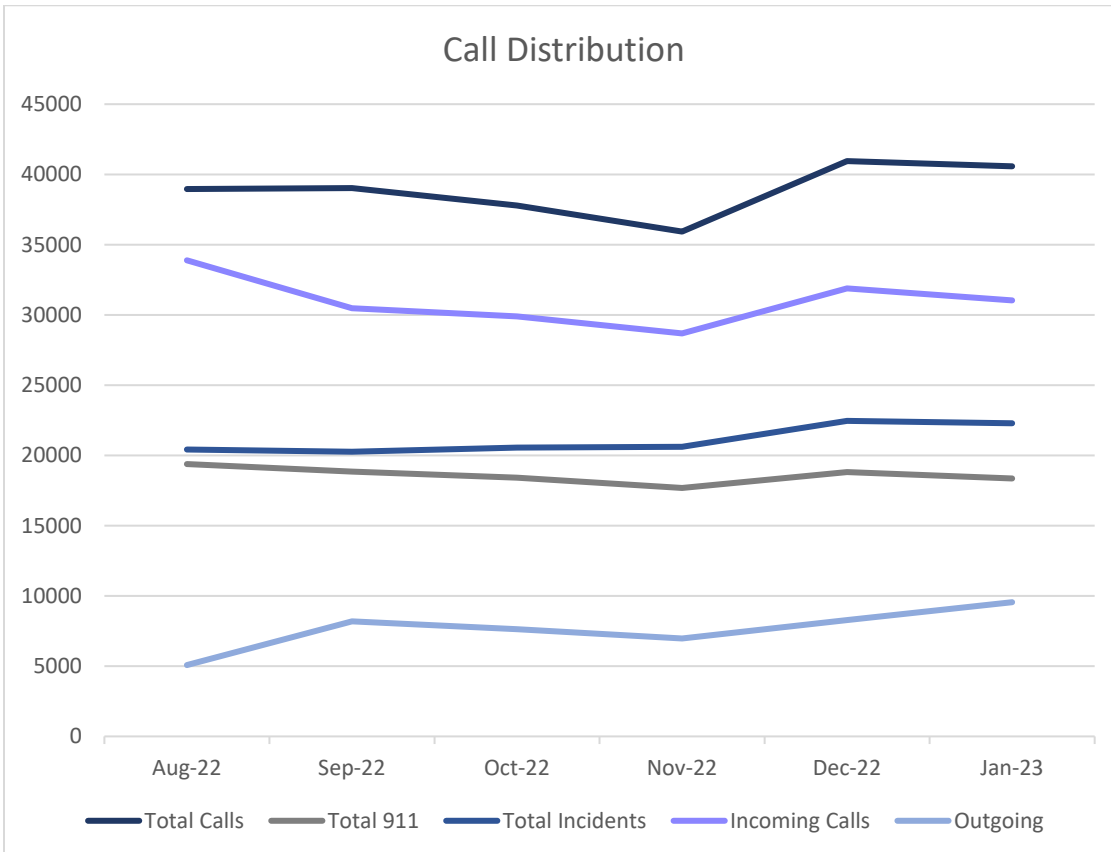
Telephony Performance Measure January 2023

Overview

TOTAL CALL VOL.	40,582
TOTAL INCIDENTS	22,292
INCOMING CALLS	31,030
OUTGOING CALLS	9552

Incoming Lines Detail

911 LINES	18,362
SEVEN DIGIT EMERGENCY	4,717
ALLIED/ADMIN	4,338



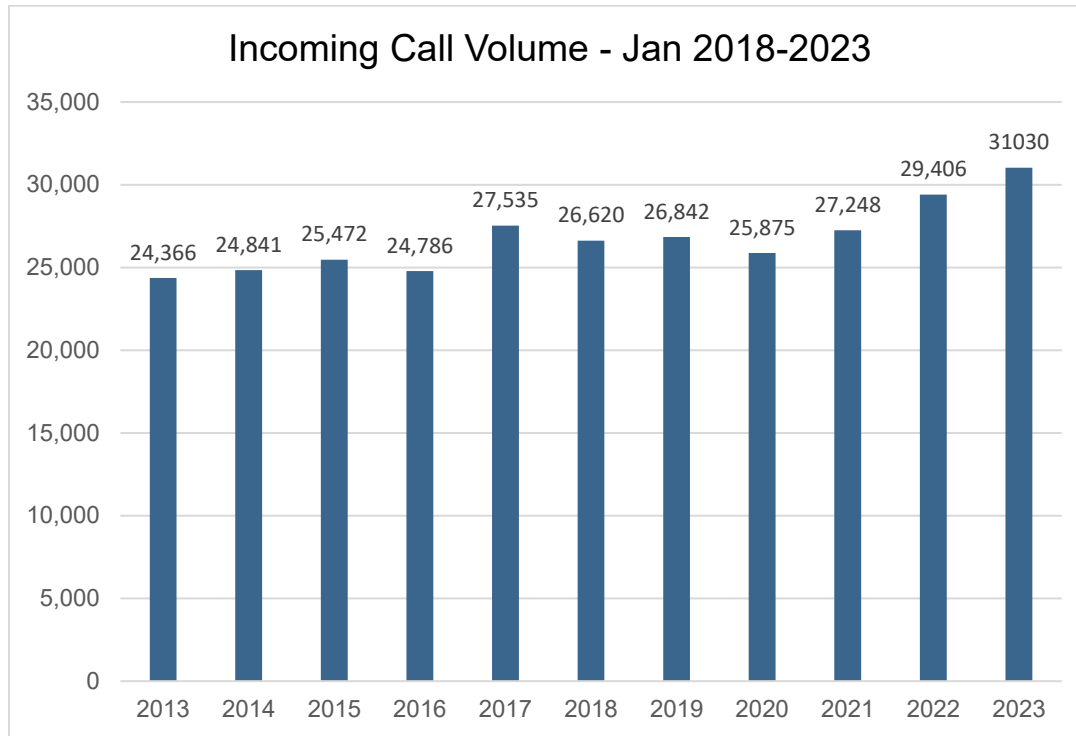


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Incoming Call Volume Comparison – Month of January 2018 through 2023





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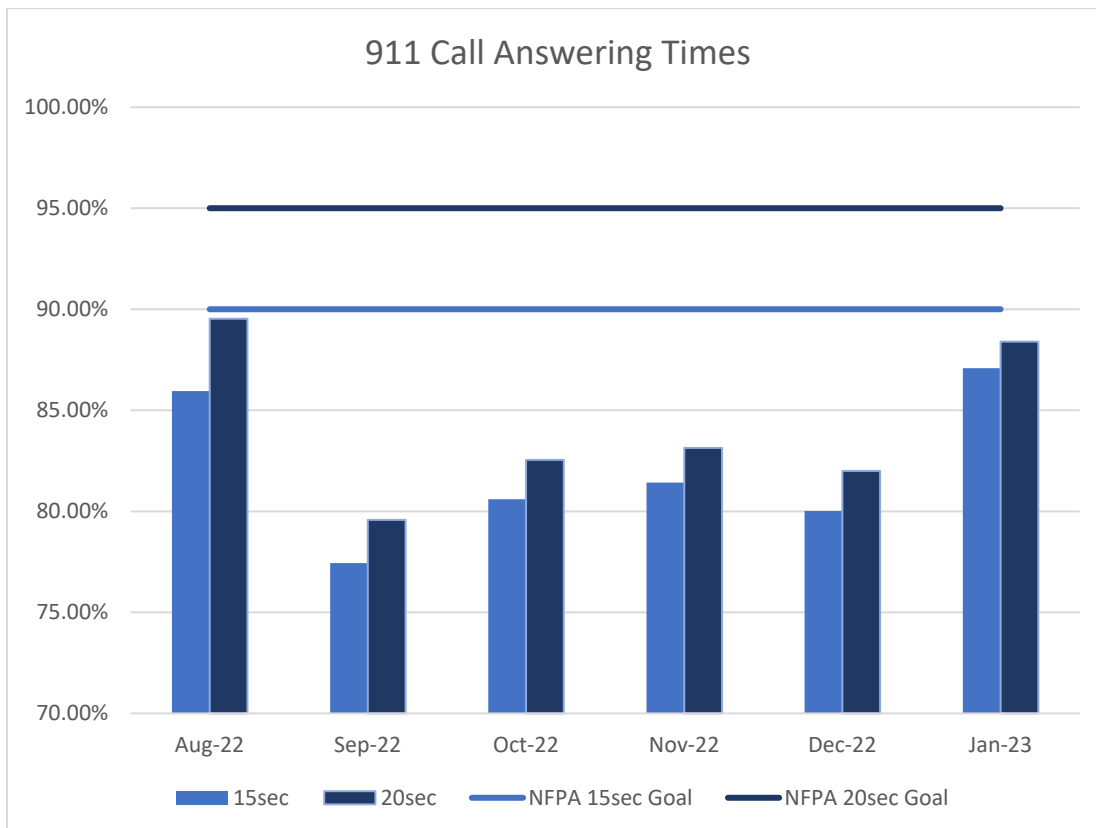
www.sfecc.ca.gov

Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

90% answered within 15 seconds

95% answered within 20 seconds

Month	15 Seconds Compliance %	20 Seconds Compliance %
August	85.95%	89.53%
September	77.44%	79.58%
October	80.60%	82.55%
November	81.42%	83.14%
December	80.02%	82.00%
January	87.08%	88.40%

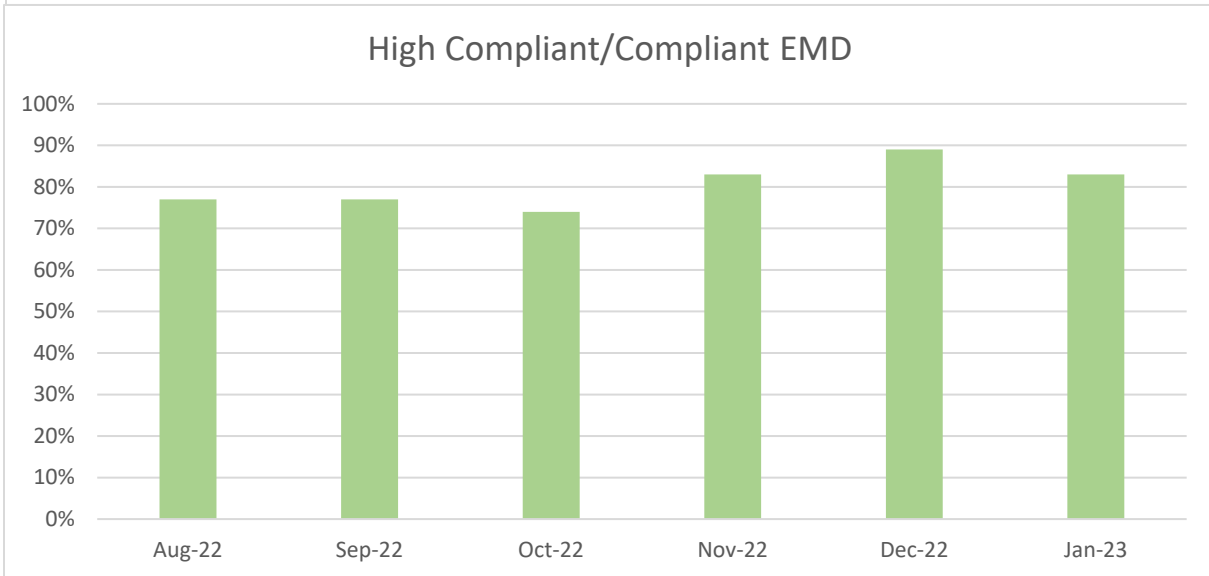
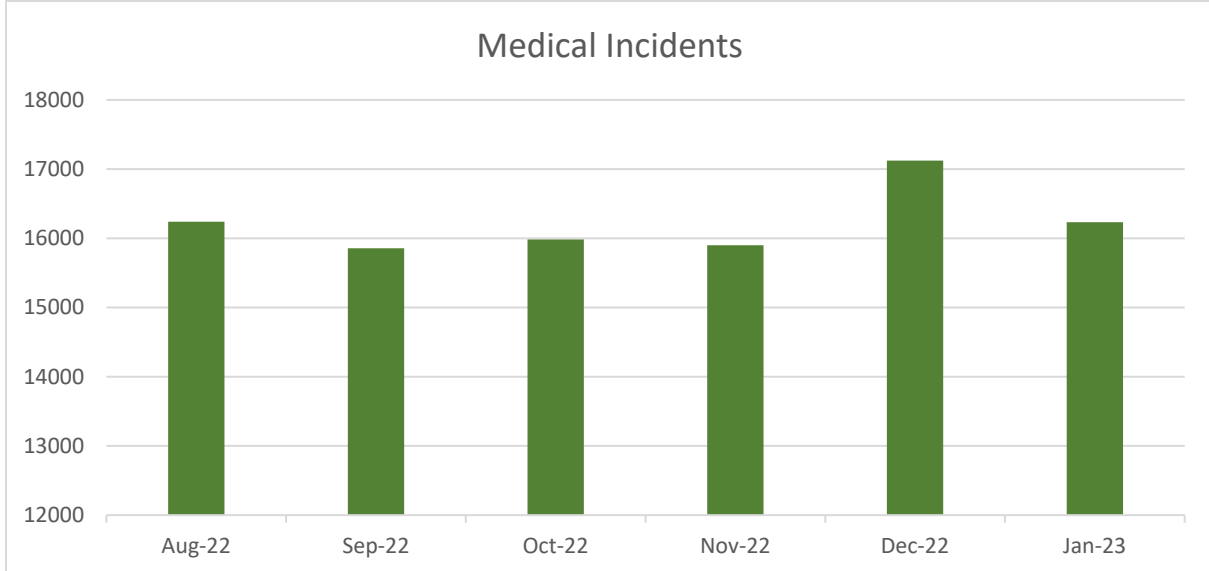
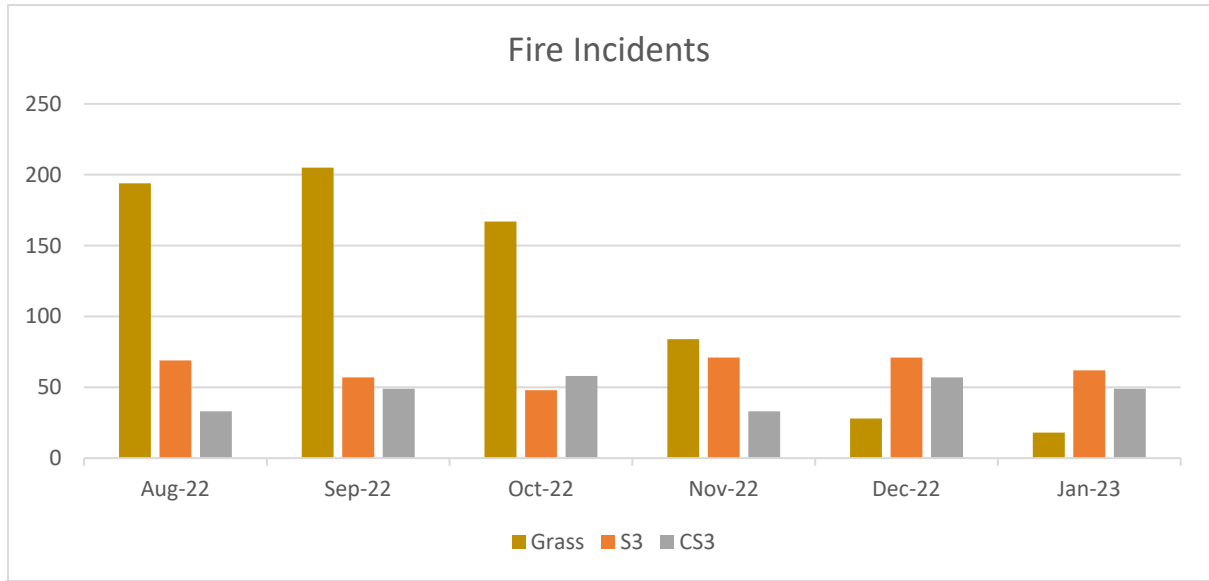




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Sacramento Regional Fire/EMS Communications Center

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Executive Monthly Credit Card Usage Report FY 22-23

Reporting Month: December 2022

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 2,000.00	\$ 494.82	^{DS} MB	^{DS} MS	^{DS} TB
7358	Ellis	Open	\$ 5,000.00	\$ 3,061.91	^{DS} KDE	^{DS} MS	^{DS} TB
0827	Shmatovich	Closed	\$ 2,000.00	\$ 122.05	^{DS} MS	^{DS} JT	^{DS} TB
9339	Shmatovich	New	\$ 2,000.00	\$ 523.82	^{DS} MS	^{DS} JT	^{DS} TB
0239	Todd	Open	\$ 2,000.00	\$ 404.68	^{DS} JT	^{DS} MS	^{DS} TB
0835	Vargo	Open	\$ 5,000.00	\$ 802.96	^{DS} CV	^{DS} MS	^{DS} TB
1105	Bair	Open	\$ 5,000.00	\$ -			
		Total:	\$ 23,000.00	\$ 5,410.24			

Monthly Activity: December 2022

New/Closed Accounts Added: New card issued for Marissa Shmatovich.

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: None

Monthly Liability: \$23,000.00



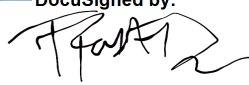
Sacramento Regional Fire/EMS Communications Center

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FY 22-23			
Total Monthly Credit Card Usage			
July	\$	4,263.61	January
August	\$	14,193.91	February
September	\$	5,285.46	March
October	\$	1,452.08	April
November	\$	5,187.76	May
December	\$	5,410.24	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:

 AA03C6432AF9462...

1/9/2023

Chief Executive Director Signature

Date



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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Executive Monthly Credit Card Usage Report FY 22-23

Reporting Month: January 2023

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 2,000.00	\$ 1,559.38	MB	MS	JB
7358	Ellis	Open	\$ 10,000.00	\$ 2,197.68	KDE	MS	JB
9339	Shmatovich	Open	\$ 2,000.00	\$ 794.85	MS	JT	JB
0239	Todd	Open	\$ 5,000.00	\$ 4,129.30	JT	MS	JB
0835	Vargo	Open	\$ 10,000.00	\$ 10,070.39	CV	MS	JB
1105	Bair	Open	\$ 5,000.00	\$ -			
		Total:	\$ 34,000.00	\$ 18,751.60			

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: Temporary increases:

1. Kristin Ellis = \$10,000
2. Chia Vargo = \$10,000
3. Julee Todd = \$5,000

Monthly Liability: \$34,000.00




Sacramento Regional Fire/EMS Communications Center

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FY 22-23					
Total Monthly Credit Card Usage					
July	\$	4,263.61	January	\$	18,751.60
August	\$	14,193.91	February		
September	\$	5,285.46	March		
October	\$	1,452.08	April		
November	\$	5,187.76	May		
December	\$	5,410.24	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:

 AA03C6432AF9462...

2/6/2023

Chief Executive Director Signature

Date



Sacramento Regional Fire/EMS Communications Center

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FY 22/23 Budget to Actuals Report

Quarter End December 2022

Page 1 of 3

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
REVENUE										
4010-910	Member Contribution Metro Fire	(4,793,636)	0	0	2,396,818	4,793,636	(2,396,818)	(7,190,454)	300%	(9,587,271)
4010-920	Member Contribution SFAD	(4,891,955)	0	0	2,445,978	4,891,955	(2,445,978)	(7,337,933)	300%	(9,783,910)
4010-930	Member Contribution CDF	(996,341)	0	0	498,170	996,341	(498,170)	(1,494,511)	300%	(1,992,681)
4010-940	Member Contribution FFD	(414,139)	0	0	207,069	414,139	(207,069)	(621,208)	300%	(828,277)
4014	OES Deployment	0	43,690	0	69,502	165,427	0	(165,427)	0%	(165,427)
4015:4998	Other Revenue	0	4,408	4,065	25,303	87,127	0	(87,127)	0%	(87,127)
TOTAL REVENUE		(11,096,071)	48,098	4,065	5,642,840	11,348,625	(5,548,035)	(16,896,659)	305%	(22,444,694)

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
EMPLOYEE-RELATED EXPENSES										
5010	Base Salaries and Wages	4,282,707	262,938	278,533	268,079	1,549,911	2,141,354	591,442	28%	2,732,796
5020	Overtime	300,000	24,920	29,686	20,937	131,495	150,000	18,505	12%	168,505
5030	Overtime - FLSA	129,590	3,463	3,986	2,865	22,466	64,795	42,329	65%	107,124
5035	OES Deployment	1	13,255	20,131	4,971	91,627	1	(91,626)	(9162558%)	(91,626)
5040	Uniform Allowance	39,000	100	116	100	22,455	19,500	(2,955)	(15%)	16,545
5050	Night/Admin Shift Differential	78,831	6,603	6,583	6,198	37,963	39,415	1,452	4%	40,867
5055	Out-of-Class Pay	35,800	500	325	600	4,925	17,900	12,975	72%	30,875
5060	Longevity	28,200	2,250	2,500	2,100	13,450	14,100	650	5%	14,750
5065	On-Call Pay	73,400	5,900	6,200	6,450	34,225	36,700	2,475	7%	39,175
5115	Vacation Cash Out	49,000	4,538	5,134	3,875	28,390	24,500	(3,890)	(16%)	20,610
5120	Sick Leave	0	13,954	27,800	11,424	86,051	0	(86,051)	0%	(86,051)
5130	CTO Leave	0	0	0	10,314	10,314	0	(10,314)	0%	(10,314)
5140	Holiday Pay	208,137	11,696	12,878	21,222	68,889	104,068	35,179	34%	139,248
5220	Training Pay	40,800	1,583	2,777	2,245	13,377	20,400	7,023	34%	27,423
5310	Workers Compensation Insurance	62,903	5,242	5,242	5,242	31,452	31,452	0	0%	31,452
5410	FED ER Tax - Medicare	87,640	5,142	5,358	5,048	30,938	43,820	12,882	29%	56,703
5413	FED ER Tax - Social Security	1,000	0	0	0	0	500	500	100%	0
5420	State ER Tax - ETT	2,350	3	18	10	31	1,175	1,144	97%	2,319
5423	State ER Tax - UI	30,000	60	490	215	766	15,000	14,234	95%	29,234
5510	Medical Insurance	1,091,779	73,860	59,261	71,378	414,938	545,890	130,951	24%	676,841
5520	Dental Insurance	105,098	6,290	6,463	6,529	39,157	52,549	13,392	25%	65,941
5530	Vision Insurance	10,900	582	596	618	3,506	5,450	1,943	36%	7,393
5610	Retirement Benefit Expense	1,073,076	79,634	82,194	80,083	484,337	536,538	52,201	10%	588,739
5611	Pension Adjustment-	0	0	0	0	0	0	0	0%	0
5620	OPEB Benefit Expense	386,632	26,329	26,329	25,597	161,420	193,316	31,897	16%	225,213
5625	Education Incentive	30,000	1,703	1,981	1,885	10,733	15,000	4,267	28%	19,267
5690	Other Salary and Benefit Expns	10,000	1,000	1,232	1,018	6,508	5,000	(1,508)	(30%)	3,492
TOTAL EMPLOYEE-RELATED EXPENSES		8,156,844	551,545	585,813	559,003	3,299,324	4,078,423	779,099	19%	4,857,520

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
MATERIALS & SUPPLIES										
6010	Office Supplies	12,000	139	2,117	18	2,510	6,000	3,490	58%	9,490
6013	Office Supplies - Ink Cartridge	4,000	0	2,163	0	2,163	2,000	(163)	(8%)	1,836
6015	Equipment Rental	9,500	870	930	848	5,355	4,750	(605)	(13%)	4,145
6020	Postage	1,000	0	61	114	310	500	191	38%	691
6050	Center Supplies	10,000	303	1,761	645	7,787	5,000	(2,787)	(56%)	2,213
6090	Other Materials and Supplies	1,000	0	0	0	0	500	500	100%	1,000
TOTAL MATERIALS & SUPPLIES		37,500	1,312	7,032	1,625	18,125	18,750	626	3%	19,376

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
PROFESSIONAL SERVICES										
6110	Legal Services	240,000	40,673	23,889	5,000	127,071	120,000	(7,071)	(6%)	112,929
6115	Accounting and Audit Services	23,300	110	19,900	0	27,632	11,650	(15,982)	(137%)	(4,332)
6125	Consulting Services	778,544	48,447	50,407	48,477	292,312	389,272	96,960	25%	486,232
6140	Technological Services	186,000	15,032	8,981	8,852	91,486	93,000	1,514	2%	94,514
6190	Other Professional Services	500	0	0	0	0	250	250	100%	500
TOTAL PROFESSIONAL SERVICES		1,228,344	104,262	103,177	62,329	538,501	614,172	75,672	12%	689,844



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COMMUNICATION EQUIPMENT & SERVICES										
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	0	0	16,465	16,465	100%	32,930
6221	Maintenance - Radio Consoles & Other	86,400	4,857	4,857	4,857	29,144	43,200	14,056	33%	57,256
6223	Radio - Backbone Subscription SRRCS	20,000	2,400	2,400	2,400	14,400	10,000	(4,400)	(44%)	5,600
6230	Communication Services	225,924	18,801	18,746	19,299	117,245	112,962	(4,283)	(4%)	108,679
6245	Maintenance - Tower Equipment	16,560	0	222	111	555	8,280	7,725	93%	16,005
6250	Communication Supplies	10,000	0	0	0	133	5,000	4,867	97%	9,866
6290	Other Communication Services and Equipment	1,000	0	0	0	0	500	500	100%	1,000
TOTAL COMMUNICATION EQUIPMENT & SERVICES		392,814	26,058	26,225	26,667	161,477	196,407	34,930	18%	231,337

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
HW & SW MAINT										
6310	Hardware Maintenance - Equipment	44,900	1,882	1,882	1,882	11,291	22,450	11,159	50%	33,609
6315	Hardware Maintenance - Network	8,150	433	433	433	3,033	4,075	1,042	26%	5,117
6319	Hardware Maintenance Other	1,000	0	0	0	0	500	500	100%	1,000
6320	Software Maintenance - Applications	76,075	4,921	6,150	6,243	31,955	38,037	6,082	16%	44,120
6322	CAD Maintenance and Support/Northrop Grumman	458,623	41,410	39,738	39,738	245,117	229,312	(15,805)	(7%)	213,506
6323	Software Maintenance - GIS	79,490	6,298	6,298	6,298	35,385	39,745	4,360	11%	44,105
6330	Software Maintenance - Network	19,200	0	0	0	0	9,600	9,600	100%	19,200
6350	Computer Supplies	10,000	0	0	0	95	5,000	4,905	98%	9,905
6390	Other, Computer Services and Supplies	1,000	0	0	0	0	500	500	100%	1,000
TOTAL HW & SW MAINT		698,438	54,944	54,501	54,594	326,876	349,219	22,342	6%	371,561

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
FACILITIES & FLEET										
6410	Services - Landscaping	4,800	399	399	399	2,392	2,400	8	0%	2,408
6415	Maintenance - Building	24,695	10,950	112	0	11,493	12,348	854	7%	13,202
6260	Lease - CTC	79,242	6,567	6,567	6,567	39,402	39,621	219	1%	39,840
6420	Services - Custodial	42,000	3,500	3,500	4,250	21,750	21,000	(750)	(4%)	20,250
6421	Services - Center Security	480	40	40	40	240	240	0	0%	240
6425	Maintenance - HVAC	17,480	1,162	0	0	1,372	8,740	7,368	84%	16,108
6235	Maintenance - Power Supply	14,000	1,042	1,042	1,042	6,252	7,000	748	11%	7,748
6430	Services - Cable	2,300	179	184	184	1,086	1,150	64	6%	1,213
6435	Services - Pest Control	1,200	0	140	70	619	600	(19)	(3%)	581
6490	Other, Facilities and Fleet	14,043	624	250	1,014	4,293	7,022	2,729	39%	9,750
6510	Utilities - Electric	50,200	4,106	3,512	4,004	25,804	25,100	(704)	(3%)	24,396
6515	Utilities - Water	7,360	456	270	178	2,726	3,680	953	26%	4,633
6520	Utilities - Refuse Collection / Disposal	6,900	726	735	731	3,812	3,450	(362)	(10%)	3,088
6525	Utilities - Sewage Disposal Services	1,800	139	0	139	416	900	484	54%	1,384
6635	Services - Bottled Water	4,800	374	397	192	1,784	2,400	616	26%	3,016
6645	Services - Printing	2,500	379	39	280	939	1,250	311	25%	1,561
6650	Services - Shredding	2,000	254	254	256	1,802	1,000	(802)	(80%)	198
6652	Fleet - Maintenance	5,000	135	389	66	1,798	2,500	702	28%	3,202
6654	Fleet - Fuel	13,000	882	648	791	4,330	6,500	2,170	33%	8,670
6655	Insurance (Property and Fleet)	62,000	4,281	4,281	4,281	25,686	31,000	5,314	17%	36,314
6690	Other - Facility & Fleet Management	1,000	0	12	0	270	500	230	46%	731
TOTAL FACILITIES & FLEET		356,800	36,195	22,771	24,484	158,266	178,401	20,132	11%	198,532



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RECRUITMENT, RETENTION & TRAINING										
6610	Recruitment	41,700	1,657	1,513	306	8,164	20,850	12,686	61%	33,536
6612	Employee Retention	10,250	181	880	3,553	6,424	5,125	(1,299)	(25%)	3,826
6615	Employee Education & Training	28,850	354	2,279	219	5,334	14,425	9,091	63%	23,516
6618	Conference Registration	19,548	0	50	0	4,598	9,774	5,176	53%	14,950
6621	Air	15,500	0	0	0	2,100	7,750	5,650	73%	13,400
6622	Lodging	31,000	0	859	0	8,070	15,500	7,430	48%	22,930
6623	Rental Cars	7,750	0	400	0	3,604	3,875	271	7%	4,146
6624	Parking	0	0	30	0	186	0	(186)	0%	(186)
6625	Membership Dues	2,320	1,176	168	78	1,846	1,160	(686)	(59%)	474
6626	Taxi, Uber, Mileage, Other	2,000	177	1,420	52	2,747	1,000	(1,747)	(175%)	(747)
6627	Per Diem	2,480	0	1,121	0	4,703	1,240	(3,463)	(279%)	(2,223)
6640	Uniform/Badges/Shirts	6,000	502	1,045	66	2,433	3,000	567	19%	3,567
6660	Operations Support	35,100	0	2,579	7,605	11,338	17,550	6,212	35%	23,762
6661	Administration Support	22,833	0	997	938	2,673	11,416	8,743	77%	20,160
TOTAL RECRUITMENT, RETENTION & TRAINING		225,331	4,047	13,341	12,817	64,220	112,665	48,445	43%	161,110
GRAND TOTAL EXPENSES		11,096,071	778,363	812,860	741,519	4,566,789	5,548,037	981,246	18%	6,529,280

GL Account	Description	FY 22/23 Budget	Period 4 Actual	Period 5 Actual	Period 6 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
CAPITAL IMPROVEMENTS										
6997-021	Capital Improvement - CAD	793,997	0	0	0	80,863	396,998	316,135	80%	713,133
6997-023	Capital Improvement - Equipment	14,000	10,658	2,649	0	13,307	7,000	(6,307)	(90%)	693
6997-024	Capital Improvement - Facility	150,525	3,786	0	0	3,786	75,263	71,477	95%	146,740
6997-025	Capital Improvement - Hardware	232,921	0	125,185	96,711	221,896	116,460	(105,436)	(91%)	11,025
6997-026	Capital Improvement - Software	424,100	195,875	0	0	468,033	212,050	(255,983)	(121%)	(43,932)
6997-027	Capital Improvement - Technology	12,000	0	0	0	0	6,000	6,000	100%	12,000
TOTAL CAPITAL IMPROVEMENTS		1,627,543	210,319	127,834	96,711	787,885	813,771	25,887	3%	839,659



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REVENUE								
4010-910	Member Contribution Metro Fire	(4,793,636)	0	4,793,636	(2,796,287)	(7,589,923)	271%	(9,587,271)
4010-920	Member Contribution SFAD	(4,891,955)	0	4,891,955	(2,853,640)	(7,745,596)	271%	(9,783,910)
4010-930	Member Contribution CDF	(996,341)	0	996,341	(581,199)	(1,577,539)	271%	(1,992,681)
4010-940	Member Contribution FFD	(414,139)	0	414,139	(241,581)	(655,720)	271%	(828,277)
4014	OES Deployment	0	0	165,427	0	(165,427)	0%	(165,427)
4015:4998	Other Revenue	0	6,119	93,247	0	(93,247)	0%	(93,247)
TOTAL REVENUE		(11,096,071)	6,119	11,354,745	(6,472,707)	(17,827,451)	275%	(22,450,814)

GL Account	Description	FY 22/23 Budget	Period 7 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
EMPLOYEE-RELATED EXPENSES								
5010	Base Salaries and Wages	4,282,707	289,932	1,839,844	2,498,246	658,402	26%	2,442,863
5020	Overtime	300,000	20,016	151,511	175,000	23,489	13%	148,489
5030	Overtime - FLSA	129,590	4,504	26,970	75,594	48,624	64%	102,620
5035	OES Deployment	1	27,634	119,261	1	(119,260)	(11925996%)	(119,260)
5040	Uniform Allowance	39,000	8,150	30,605	22,750	(7,855)	(35%)	8,395
5050	Night/Admin Shift Differential	78,831	7,223	45,186	45,985	798	2%	33,645
5055	Out-of-Class Pay	35,800	1,475	6,400	20,883	14,483	69%	29,400
5060	Longevity	28,200	2,100	15,550	16,450	900	5%	12,650
5065	On-Call Pay	73,400	7,550	41,775	42,816	1,041	2%	31,625
5115	Vacation Cash Out	49,000	0	28,390	28,583	194	1%	20,610
5120	Sick Leave	0	10,296	96,347	0	(96,347)	0%	(96,347)
5130	CTO Leave	0	0	10,314	0	(10,314)	0%	(10,314)
5140	Holiday Pay	208,137	55,900	124,790	121,413	(3,376)	(3%)	83,347
5220	Training Pay	40,800	4,344	17,721	23,800	6,079	26%	23,079
5310	Workers Compensation Insurance	62,903	5,242	36,693	36,693	0	0%	26,210
5410	FED ER Tax - Medicare	87,640	5,877	36,815	51,123	14,308	28%	50,825
5413	FED ER Tax - Social Security	1,000	0	0	584	584	100%	1,000
5420	State ER Tax - ETT	2,350	309	340	1,371	1,031	75%	2,010
5423	State ER Tax - UI-	30,000	6,793	7,559	17,500	9,941	57%	22,441
5510	Medical Insurance	1,091,779	72,834	487,772	636,871	149,099	23%	604,007
5520	Dental Insurance	105,098	6,639	45,797	61,307	15,510	25%	59,301
5530	Vision Insurance	10,900	619	4,125	6,358	2,233	35%	6,775
5610	Retirement Benefit Expense	1,073,076	82,898	567,235	625,961	58,726	9%	505,841
5611	Pension Adjustment-	0	0	0	0	0	0%	0
5620	OPEB Benefit Expense	386,632	26,806	188,226	225,536	37,310	17%	198,406
5625	Education Incentive	30,000	2,073	12,806	17,500	4,694	27%	17,194
5690	Other Salary and Benefit Expens	10,000	1,027	7,536	5,833	(1,702)	(29%)	2,464
TOTAL EMPLOYEE-RELATED EXPENSES		8,156,844	650,241	3,949,568	4,758,158	808,593	17%	4,207,277

GL Account	Description	FY 22/23 Budget	Period 7 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
MATERIALS & SUPPLIES								
6010	Office Supplies	12,000	745	3,254	7,000	3,746	54%	8,746
6013	Office Supplies - Ink Cartridge	4,000	0	2,164	2,333	169	7%	1,836
6015	Equipment Rental	9,500	848	6,203	5,542	(661)	(12%)	3,297
6020	Postage	1,000	59	369	584	215	37%	632
6050	Center Supplies	10,000	1,295	9,081	5,833	(3,248)	(56%)	919
6090	Other Materials and Supplies	1,000	370	370	584	214	37%	631
TOTAL MATERIALS & SUPPLIES		37,500	3,317	21,441	21,876	434	2%	16,059



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PROFESSIONAL SERVICES								
6110	Legal Services	240,000	12,428	139,499	140,000	501	0%	100,501
6115	Accounting and Audit Services	23,300	58	27,690	13,592	(14,098)	(104%)	(4,390)
6125	Consulting Services	778,544	48,602	340,914	454,151	113,237	25%	437,630
6140	Technological Services	186,000	8,587	100,073	108,500	8,427	8%	85,927
6190	Other Professional Services	500	0	0	292	292	100%	500
TOTAL PROFESSIONAL SERVICES		1,228,344	69,675	608,176	716,535	108,358	15%	620,168

GL Account	Description	FY 22/23 Budget	Period 7 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES								
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	19,209	19,209	100%	32,930
6221	Maintenance - Radio Consoles & Other	86,400	3,497	32,641	50,400	17,759	35%	53,759
6223	Radio - Backbone Subscription SRRCS	20,000	2,400	16,800	11,667	(5,133)	(44%)	3,200
6230	Communication Services	225,924	19,827	137,072	131,789	(5,283)	(4%)	88,852
6245	Maintenance - Tower Equipment	16,560	111	666	9,660	8,994	93%	15,894
6250	Communication Supplies	10,000	0	133	5,833	5,700	98%	9,866
6290	Other Communication Services and Equipment	1,000	2,773	2,773	583	(2,190)	(375%)	(1,773)
TOTAL COMMUNICATION EQUIPMENT & SERVICES		392,814	28,608	190,085	229,141	39,056	17%	202,729

GL Account	Description	FY 22/23 Budget	Period 7 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
HW & SW MAINT								
6310	Hardware Maintenance - Equipment	44,900	1,882	13,173	26,192	13,018	50%	31,727
6315	Hardware Maintenance - Network	8,150	433	3,467	4,754	1,288	27%	4,683
6319	Hardware Maintenance Other	1,000	0	0	583	583	100%	1,000
6320	Software Maintenance - Applications	76,075	6,166	38,121	44,377	6,256	14%	37,954
6322	CAD Maintenance and Support/Northrop Grumman	458,623	39,938	285,055	267,530	(17,525)	(7%)	173,568
6323	Software Maintenance - GIS	79,490	6,298	41,683	46,369	4,686	10%	37,807
6330	Software Maintenance - Network	19,200	0	0	11,200	11,200	100%	19,200
6350	Computer Supplies	10,000	942	1,036	5,833	4,797	82%	8,963
6390	Other, Computer Services and Supplies	1,000	0	0	583	583	100%	1,000
TOTAL HW & SW MAINT		698,438	55,659	382,535	407,421	24,887	6%	315,902



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FY 22/23 Budget to Actuals Report

Month End January 2023

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GL Account	Description	FY 22/23 Budget	Period 7 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
RECRUITMENT, RETENTION & TRAINING								
6610	Recruitment	41,700	1,120	9,284	24,325	15,041	62%	32,416
6612	Employee Retention	10,250	380	6,804	5,979	(824)	(14%)	3,447
6615	Employee Education & Training	28,850	1,219	6,553	16,829	10,276	61%	22,296
6618	Conference Registration	19,548	6,631	11,229	11,403	174	2%	8,319
6621	Air	15,500	1,956	4,055	9,042	4,986	55%	11,445
6622	Lodging	31,000	1,886	9,956	18,083	8,127	45%	21,044
6623	Rental Cars	7,750	0	3,604	4,521	917	20%	4,146
6624	Parking	0	0	186	0	(186)	0%	(186)
6625	Membership Dues	2,320	454	2,300	1,353	(947)	(70%)	20
6626	Taxi, Uber, Mileage, Other	2,000	148	2,895	1,167	(1,729)	(148%)	(895)
6627	Per Diem	2,480	875	5,578	1,447	(4,132)	(286%)	(3,098)
6640	Uniform/Badges/Shirts	6,000	0	2,433	3,500	1,067	30%	3,567
6660	Operations Support	35,100	3,818	15,155	20,475	5,320	26%	19,945
6661	Administration Support	22,833	838	3,511	13,319	9,808	74%	19,321
TOTAL RECRUITMENT, RETENTION & TRAINING		225,331	19,325	83,543	131,443	47,897	36%	141,785
GRAND TOTAL EXPENSES		11,096,071	850,644	5,417,435	6,472,707	1,055,273	16%	5,678,635

GL Account	Description	FY 22/23 Budget	Period 7 Actual	FY 22/22 YTD Actual	FY 22/22 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
CAPITAL IMPROVEMENTS								
6997-021	Capital Improvement - CAD	793,997	0	80,863	463,165	382,301	83%	713,133
6997-023	Capital Improvement - Equipment	14,000	0	13,307	8,167	(5,140)	(63%)	693
6997-024	Capital Improvement - Facility	150,525	0	3,786	87,806	84,021	96%	146,740
6997-025	Capital Improvement - Hardware	232,921	11,185	233,081	135,871	(97,210)	(72%)	(160)
6997-026	Capital Improvement - Software	424,100	0	468,033	247,392	(220,641)	(89%)	(43,932)
6997-027	Capital Improvement - Technology	12,000	0	0	7,000	7,000	100%	12,000
TOTAL CAPITAL IMPROVEMENTS		1,627,543	11,185	799,070	949,401	150,331	16%	828,474

CASH FLOW FY 22-23	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	3,713,962.11	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	7,874,413.16	6,999,413.16	6,124,413.16	5,249,413.16	4,374,413.16	
IN	8,898.68	5,592,625.90	15,248.21	5,324.36	67,482.07	9,242.89	5,548,035.07	-	-	-	-	-	11,246,857.18
Member Agencies Contributions	-	5,548,035.07	-	-	-	-	5,548,035.07	-	-	-	-	-	11,096,070.14
Sum of Debits	8,898.68	44,590.83	15,248.21	5,324.36	67,482.07	9,242.89	-	-	-	-	-	-	150,787.04
OUT	(1,460,779.51)	(2,048,356.03)	(701,107.89)	(630,321.81)	(683,713.54)	(687,127.35)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(885,290.64)	(11,471,696.77)
Employee Related Expenses	(265,683.99)	(255,815.01)	(263,539.70)	(246,950.56)	(280,530.26)	(260,534.05)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(3,463,053.57)
CalPERS Expenses	(762,471.00)	(173,338.72)	(162,714.45)	(168,599.74)	(158,095.74)	(164,934.64)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(2,850,154.29)
Operating Expenses	(432,624.52)	(193,266.66)	(274,853.74)	(214,771.51)	(245,087.54)	(261,658.66)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(360,290.64)	(3,732,553.27)
Transfer Out	-	(1,425,935.64)	-	-	-	-	-	-	-	-	-	-	(1,425,935.64)
1116 Operating - closing balance	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	7,874,413.16	6,999,413.16	6,124,413.16	5,249,413.16	4,374,413.16	3,489,122.52	
1197 CIP - opening balance	201,607.13	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	
IN	-	1,425,935.64	-	-	-	-	-	-	-	-	-	-	1,425,935.64
OUT	-	(85,282.73)	(265,338.29)	(12,785.50)	(125,185.37)	(96,710.61)	-	-	-	-	-	-	(585,302.50)
CAD													-
DRC													-
Equipment													-
Facility				(3,785.50)									(3,785.50)
Hardware					(125,185.37)	(96,710.61)							(221,895.98)
Software		(85,282.73)	(265,338.29)	(9,000.00)									(359,621.02)
Technology													-
Other													-
1197 CIP - closing balance	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	1,042,240.27	
1113 Lease - beginning balance	379,555.84	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,810.90	200,416.56	178,022.22	155,627.88	133,233.54	
IN	3.04	2.84	2.57	2.39	10,767.78	2.08							10,780.70
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(33,159.60)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(279,497.34)
1113 Lease - closing balance	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,810.90	200,416.56	178,022.22	155,627.88	133,233.54	110,839.20	
Grant - opening balance	-	-	-	-	-	-	-	-	-	-	-	-	-
IN	-	-	-	-	-	-	-	-	-	-	-	-	-
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
Grant - closing balance	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - opening balance	908,183.04	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	912,562.31	912,562.31	912,562.31	912,562.31	912,562.31	-
IN	7.71	7.72	7.46	1,465.57	1,420.58	1,470.23							4,379.27
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - closing balance	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	912,562.31	912,562.31	912,562.31	912,562.31	912,562.31	912,562.31	
House Fund/FLSA Adjustment												3,917.26	
TOTAL	3,729,043.70	8,591,582.70	7,618,000.42	6,948,525.83	6,196,903.01	5,401,385.91	10,052,026.64	9,154,632.30	8,257,237.96	7,359,843.62	6,462,449.28	5,554,764.30	

CASH FLOW FY 22-23	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	3,713,962.11	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	5,065,152.15	4,190,152.15	3,315,152.15	2,440,152.15	1,565,152.15	
IN	8,898.68	5,592,625.90	15,248.21	5,324.36	67,482.07	9,242.89	3,108,368.64	-	-	-	-	-	8,807,190.75
Member Agencies Contributions	-	5,548,035.07	-	-	-	-	3,102,057.54	-	-	-	-	-	8,650,092.61
Sum of Debits	8,898.68	44,590.83	15,248.21	5,324.36	67,482.07	9,242.89	6,311.10	-	-	-	-	-	157,098.14
OUT	(1,460,779.51)	(2,048,356.03)	(701,107.89)	(630,321.81)	(683,713.54)	(687,127.35)	(1,244,594.58)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(885,290.64)	(11,841,291.35)
Employee Related Expenses	(265,683.99)	(255,815.01)	(263,539.70)	(246,950.56)	(280,530.26)	(260,534.05)	(331,468.74)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(3,479,522.31)
CalPERS Expenses	(762,471.00)	(173,338.72)	(162,714.45)	(168,599.74)	(158,095.74)	(164,934.64)	(102,039.70)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(2,742,193.99)
Operating Expenses	(432,624.52)	(193,266.66)	(274,853.74)	(214,771.51)	(245,087.54)	(261,658.66)	(357,189.55)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(360,290.64)	(3,739,742.82)
Transfer Out	-	(1,425,935.64)	-	-	-	-	(453,896.59)	-	-	-	-	-	(1,879,832.23)
1116 Operating - closing balance	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	5,065,152.15	4,190,152.15	3,315,152.15	2,440,152.15	1,565,152.15	679,861.51	
1197 CIP - opening balance	201,607.13	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,031,215.27	1,031,215.27	1,031,215.27	1,031,215.27	1,031,215.27	
IN	-	1,425,935.64	-	-	-	-	-	-	-	-	-	-	1,425,935.64
OUT	-	(85,282.73)	(265,338.29)	(12,785.50)	(125,185.37)	(96,710.61)	(11,025.00)	-	-	-	-	-	(596,327.50)
CAD													-
DRC													-
Equipment													-
Facility				(3,785.50)									(3,785.50)
Hardware					(125,185.37)	(96,710.61)	(11,025.00)						(232,920.98)
Software		(85,282.73)	(265,338.29)	(9,000.00)									(359,621.02)
Technology													-
Other													-
1197 CIP - closing balance	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,031,215.27	1,031,215.27	1,031,215.27	1,031,215.27	1,031,215.27	1,031,215.27	
1113 Lease - beginning balance	379,555.84	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,812.80	200,418.46	178,024.12	155,629.78	133,235.44	
IN	3.04	2.84	2.57	2.39	10,767.78	2.08	1.90						10,782.60
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(33,159.60)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(279,497.34)
1113 Lease - closing balance	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,812.80	200,418.46	178,024.12	155,629.78	133,235.44	110,841.10	
Grant - opening balance	-	-	-	-	-	-	-	-	-	-	-	-	-
IN	-	-	-	-	-	-	453,896.59	-	-	-	-	-	453,896.59
OUT	-	-	-	-	-	-	(453,896.59)	-	-	-	-	-	(453,896.59)
Grant - closing balance	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - opening balance	908,183.04	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	914,034.91	914,034.91	914,034.91	914,034.91	914,034.91	-
IN	7.71	7.72	7.46	1,465.57	1,420.58	1,470.23	1,472.60						5,851.87
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - closing balance	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	914,034.91	914,034.91	914,034.91	914,034.91	914,034.91	914,034.91	-
House Fund/FLSA Adjustment												3,917.26	
TOTAL	3,729,043.70	8,591,582.70	7,618,000.42	6,948,525.83	6,196,903.01	5,401,385.91	7,233,215.13	6,335,820.79	5,438,426.45	4,541,032.11	3,643,637.77	2,735,952.79	

ENCUMBRANCES FY 2021-2022	
Amount	Project
793,996.50	Peraton CP CAD
186,875.00	Deccan LiveMUM
80,863.29	Peraton LiveMUM Interface
9,000.00	Westnet Migration
74,362.00	AT&T ACD
232,920.98	Firewall & Switches
82,000.00	Nice Logger SW Upgrade
1,460,017.77	CIP SUBTOTAL
3,743,290.35	GRAND TOTAL



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC Positions & Authorization Document (PAD) - Revised 01/31/2023			
FY 22/23			
Center Management			
Position	Authorized	Actual	Comments
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	1	
Totals	4	4	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	7	
Dispatcher	35	38	
Annuitants	3	2	Extra Help
Totals	42	45	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Manager	1	0	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Coordinator	1	0	
Systems Engineer	1	0	
Office Specialist	1	1	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
Totals	9	6	
Totals	55	55	