



Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway, Sacramento, CA 95827-3006
www.srfecc.ca.gov

9:00 a.m.

Tuesday, February 25, 2020

Sacramento Metropolitan Fire District
10545 Armstrong Ave – Room #384-385
Mather, CA 95655

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

Call to Order

Chairperson

Roll Call of Member Agencies

Secretary

Primary Board Members

Chris Costamagna, Chairperson

Deputy Chief, Sacramento Fire Department

Mike McLaughlin, Vice Chairperson

Fire Chief, Cosumnes Fire Department

Chad Wilson, Board Member

Division Chief, Folsom Fire Department

Brian Shannon, Board Member

Deputy Chief, Sacramento Metropolitan Fire 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. Duration of comment is limited to three (3) minutes.

RECESS TO CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel
Tyler Wagaman, Executive Director

Employee Organization(s)

Teamsters Local 150
Teamsters Local 856
Unrepresented Administrators

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

a. Public Employment: Executive Director
Medical Director

b. Employee Evaluation: Executive Director
Deputy Director, Administration

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

RECONVENE TO OPEN SESSION AT 10:00 a.m.

** INDICATES NO ATTACHMENT*

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

- | | | |
|--|------|-----|
| 1. Board Meeting Synopsis (February 11, 2020)
PROPOSED ACTION: Motion to Approve Consent Agenda | Page | 4-7 |
|--|------|-----|

PRESENTATION:

None

ACTION ITEMS:

- | | | |
|---|------|------|
| 1. Approval of Executive Director Employment Contract | Page | 8-17 |
|---|------|------|

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

- | | | |
|--|------|-------|
| 1. Communications Center Statistics | Page | 18-23 |
| 2. Financial Reports | Page | 24-28 |
| a. Monthly Credit Card Usage Statement (January) | | |
| b. Budget to Actuals | | |

CENTER REPORTS:

1. Executive Director Wagaman*
2. Deputy Director House (Administration)*
3. Deputy Director Soares (Operations)*
4. Medical Director Mackey*

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is March 10, 2020.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102
Time: 9:00 a.m.

Distribution: Board Members, Alternates, and Chiefs

**INDICATES NO ATTACHMENT*

Posted at: 10230 Systems Parkway, Sacramento, CA 95827
www.srfecc.ca.gov
10545 Armstrong Ave, Mather, CA 95655-4102

DISABILITY INFORMATION:

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

POSTING:

This is to certify that on February 20, 2020, I posted a copy of the agenda:

- at 10230 Systems Parkway, Sacramento, CA 95827
- on the Center's website which is: www.srfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102



Clerk of the Board

**INDICATES NO ATTACHMENT*

REGULAR GOVERNING BOARD MEETING

February 11, 2020

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Brian Shannon	Sacramento Metropolitan Fire District
Chief Mike McLaughlin	Cosumnes Community Services District
Division Chief Chad Wilson	Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Tyler Wagaman	Executive Director
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OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Janice Parker	Administrative Analyst, SRFEC
Marissa Shmatovich	Executive Assistant, SRFECC
Cinthia Saylor	Board Member, Sacramento Metropolitan Fire District
Theresa Miller	Local 856 Representative

The meeting was called to order and roll call taken at 9:07 a.m.

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

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Tyler Wagaman, 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

- a. Discipline/Dismissal/Release (1 matter)
- b. Public Employment:
Executive Director
Medical Director
- c. Employee Evaluation: Executive Director

3. CONFERENCE WITH L COUNSEL: Anticipated Litigation*

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

Closed session was convened at 9:05 a.m.

Open session was reconvened at 11:00 a.m.

The Board received an update regarding labor negotiations; no action was taken.

During Closed Session the Board discussed public employment of the Executive Director and Medical Director as well as an employee evaluation. No formal action was taken.

The Board received an update regarding anticipated litigation; no action was taken.

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

A motion was made by Chief McLaughlin and seconded by Deputy Chief Shannon to approve the consent agenda and Board Meeting minutes (Regular Board Meeting, January 28, 2020).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

6. **PRESENTATION:**

None

7. **ACTION ITEMS:**

1. Ratify Agreement with Local 150 Regarding Article 11/Appendix B Grievance

Local 150 added language to paragraph 5: "Local 150 reserves all rights with regard to the funding of the Pool in 2021."

A motion was made by Division Chief Wilson and seconded by Deputy Chief Shannon to approve the agreement as presented which includes the additional language.

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

2. Ratify Agreement with Local 856 Regarding Article 11/Appendix C Grievance

Local 856 added language to paragraph 5: "Local 856 reserves all rights with regard to the funding of the Pool in 2021."

A motion was made by Division Chief Wilson and seconded by Chief McLaughlin to approve the agreement as presented which includes the additional language.

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

NOES:

ABSENT:
ABSTAIN:

Motion passed.

3. Approval of Independent Contractor Agreement for Special Services Between SRFECC and Integrated Communications Services, LLC

A motion was made by Chief McLaughlin and seconded by Division Chief Wilson to approve the independent contractor agreement for special services between SRFECC and Integrated Communications Services, LLC. It was noted that this is a continuation of an existing contract with the exception of a change in name for the Independent Contractor.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

4. Approval of Revised PAD

The revised PAD incorporated an additional five (5) dispatchers for a total of 38 dispatchers and seven (7) supervisors.

One correction was noted as the total number of Center employees would be 62 – the PAD had stated 57.

A motion was made by Division Chief Wilson and seconded by Chief McLaughlin to approve the revised PAD incorporating the correct total number of Center employees.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

7. DISCUSSION/POSSIBLE ACTION:

None

8. CENTER REPORTS:

None

9. CORRESPONDENCE:

None

10. ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

11. BOARD MEMBER COMMENTS:

Division Chief Wilson

Division Chief Wilson is looking forward to seeing what the future of the Center will be.

He emphasized the need for all of the agencies to work together to accomplish regional goals.

Deputy Chief Shannon

Deputy Chief Shannon echoed the sentiments expressed by Division Chief Wilson.

Deputy Chief Costamagna

Deputy Chief Costamagna said he also appreciates the shared vision that is emerging.

He reminded the Board about Dispatcher Appreciation Week and said that Deputy Chief Wagaman has reached out to the agencies to request they more fully participate in Dispatcher Appreciation Week.

Chief McLaughlin

Chief McLaughlin said this has been a very challenging year for the Comm Center. He said that the Board is “in this for the long hall” and each member is dedicated to making the Center succeed.

He said the dispatchers are “rock stars” who continue to perform in a professional, efficient manner to fully serve the public in spite of the tremendous staff shortage that currently exists.

The meeting of the Governing Board was adjourned at 11:11 a.m.

The next regular Board Meeting is scheduled for Tuesday, February 25, 2020, at 9:00 a.m., at Metro Headquarters, 10545 Armstrong Ave – Rooms #320, Mather, CA 95655-4102.

Respectfully submitted,



Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson

**AGREEMENT FOR SERVICES OF AN
EXECUTIVE DIRECTOR
BETWEEN THE
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER
AND
SACRAMENTO METROPOLITAN FIRE DISTRICT**

This Agreement (hereinafter "Agreement") for the services of an Executive Director is by and between the Sacramento Regional Fire/EMS Communications Center (hereinafter "Center"), and the Sacramento Metropolitan Fire District (hereinafter "Sac Metro"). The Center and Sac Metro shall be hereinafter referred to collectively as "parties."

**A.
RECITALS**

1. Tyler Wagaman ("Wagaman") is employed by Sac Metro as an Assistant Chief.
2. Wagaman has been appointed Executive Director ("ED") by the Center Governing Board ("Center Board"), and Sac Metro has agreed to allow Wagaman to accept this assignment.
3. The Center and Sac Metro enter into this Agreement in order to allow Wagaman to serve as ED, while remaining an employee of Sac Metro, under assignment to the Center.
4. While serving as ED, Wagaman shall serve at the direction of the Center Board and all communications regarding the Center shall be made through the Center Board.

**B.
TERMS AND CONDITIONS**

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

1. Provision of Executive Director

Sac Metro shall make Wagaman available to serve as ED for the full term of this Agreement, and subsequent renewal periods, if any. If his employment as ED terminates at other than the end of the initial term of this Agreement or any subsequent renewal period, the Board shall promptly discuss options.

2. Duties of ED

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

3. Initial Term of Agreement

The initial term of this Agreement shall commence on January 14, 2020 and shall end on June 30, 2021.

4. Renewals

With mutual consent, this Agreement may be renewed for one (1) additional year.

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

5. Employee Status

While serving as ED, Wagaman shall remain an employee of Sac Metro for the purpose of receiving compensation, retirement benefits, state mandated requirements and other employer provided benefits. Any workers' compensation claim that Wagaman may have while performing services as ED shall be administered and paid, if at all, by Sac Metro.

6. Compensation

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

Center's reimbursement to Sac Metro shall be at six (6) month intervals, within one (1) month of each semi-annual assessment. Reimbursement shall be for service provided to the Center by Wagaman during the preceding six (6) months.

7. Direction and Control

In his capacity as ED, Wagaman shall be solely under the direction and control of the Center Board.

8. Indemnity

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

Sac Metro shall indemnify, defend, and hold harmless the Center, its officers, directors, employees and agents from and against all claims, losses, actions, liabilities, suits, procedures, and damages, including attorneys' fees and legal costs, arising out of or as a

result of, the action or conduct, of Wagaman outside of the terms and conditions of this Agreement.

9. Complaints

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

a. Complaint Received by Sac Metro

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

b. Complaint Received by Center

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

c. Investigation

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

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

Following an investigation by the Center of any such allegation or complaint, the Center Board may, in its sole discretion, either terminate this Agreement pursuant to Paragraph 10 below, or take other appropriate action. Nothing set forth in this Paragraph shall prohibit Sac Metro from imposing discipline against ED as it deems appropriate.

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

10. Termination of Agreement

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

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended or modified by an agreement in writing signed by all the parties.

12. Waiver

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

13. Severability

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

14. Attorney's Fees

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

15. Governing Law/Venue

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

16. Execution

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

17. Notices

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

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

If to Sac Metro: Fire Chief
Sacramento Metropolitan Fire District
10545 Armstrong Avenue
Mather, CA 95655-4102

18. Counterparts

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

[Signatures on the Following Page]

Dated: _____

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: T. [Signature]

Attest: Melissa Penilla

Dated: _____

SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER

By: _____
Governing Board Chairperson

APPROVED AS TO FORM AND CONTENT

APPROVED AS TO FORM AND CONTENT

By: [Signature]
John Lavra
General Counsel for
Sacramento Metropolitan Fire District

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

I, Tyler Wagaman, agree to serve as the Executive Director, and agree to the terms and conditions set forth in this Agreement.

Dated: _____

TYLER WAGAMAN

**EXHIBIT A
AGREEMENT FOR SERVICES
EXECUTIVE DIRECTOR**

JOB DESCRIPTION AND MINIMUM QUALIFICATIONS

POSITION SUMMARY:

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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

Knowledge of:

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

Ability to:

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

ESSENTIAL FUNCTIONS:

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

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

00131528.4

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

MINIMUM QUALIFICATIONS:

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

EDUCATION/EXPERIENCE:

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

Education/Training:

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

Experience:

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

PERSONAL QUALITIES:

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

PHYSICAL REQUIREMENTS:

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

LICENSE:

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

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

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

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

A. Compensation

1. January 14, 2020 – June 30, 2020

Center shall reimburse Sac Metro Twenty-Thousand Two Hundred Forty-Four Dollars and Forty-Seven Cents (\$20,244.27), monthly. Such monthly payment shall be pro-rated, to the effective date of this Agreement.

2. July 1, 2020 – June 30, 2021

The Center's reimbursement for the fiscal year beginning July 1, 2020, shall be:

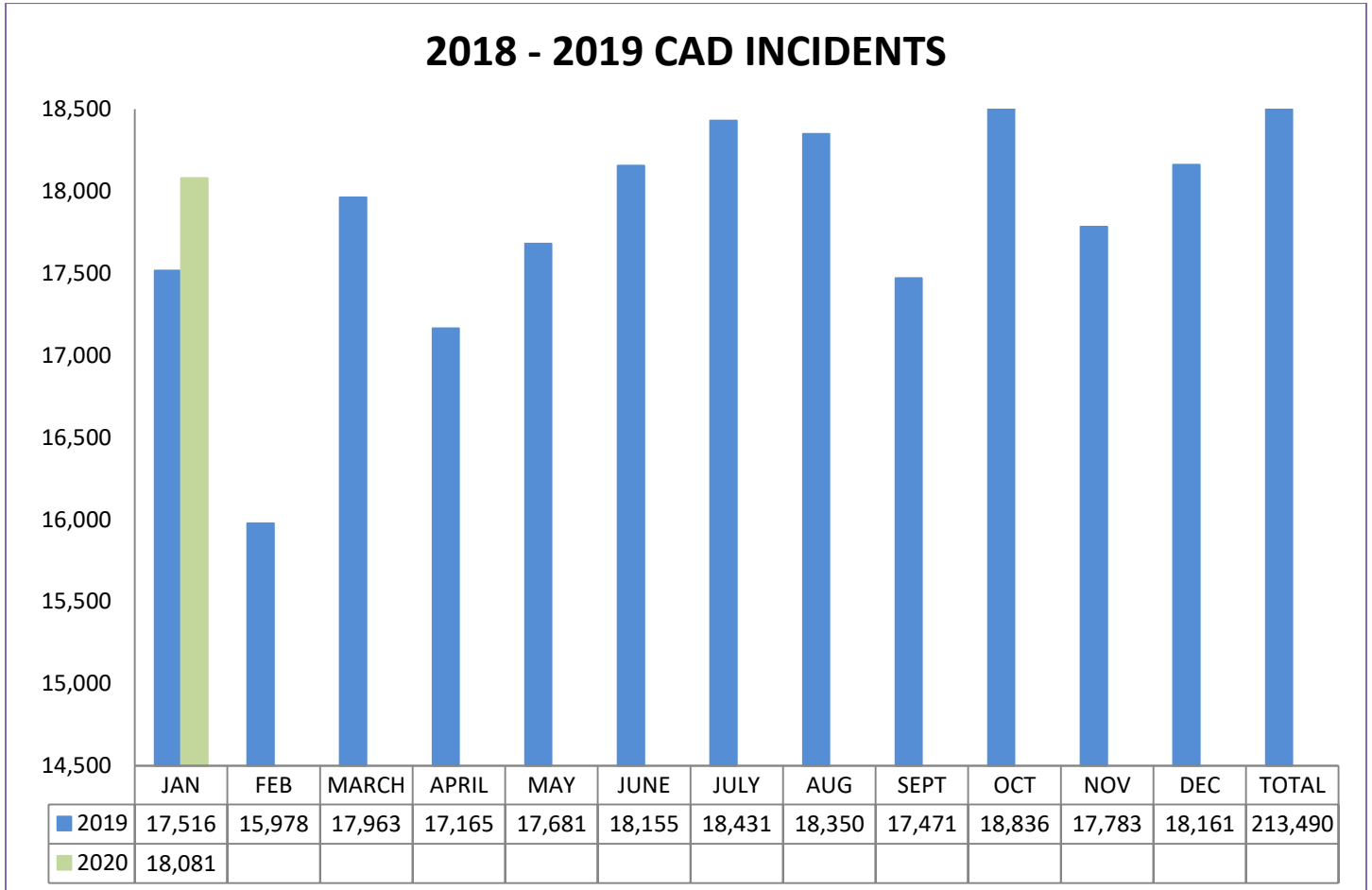
- a. agreed upon by the Center Board and Sac Metro; and
- b. accounted for in each of the Member Agencies' assessment.

B. Promotion and Cost of Living Increases

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

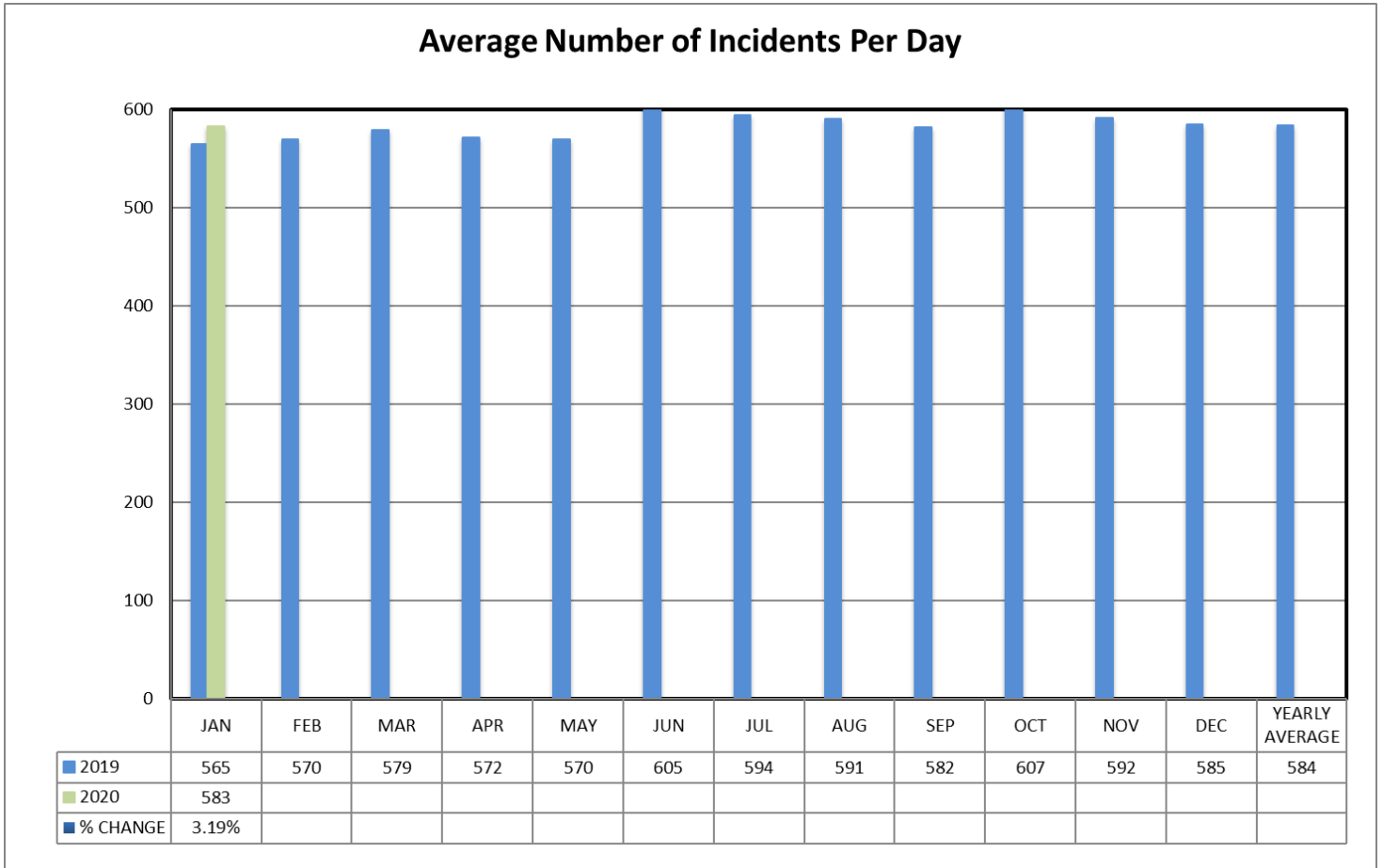
CAD Incidents - JANUARY, 2020

Total number of CAD incidents entered for JANUARY: 18,081



CAD Incidents - JANUARY, 2020

Average number of CAD incidents entered per day for JANUARY: 583



SRFECC Telephony Performance Measure January 2020

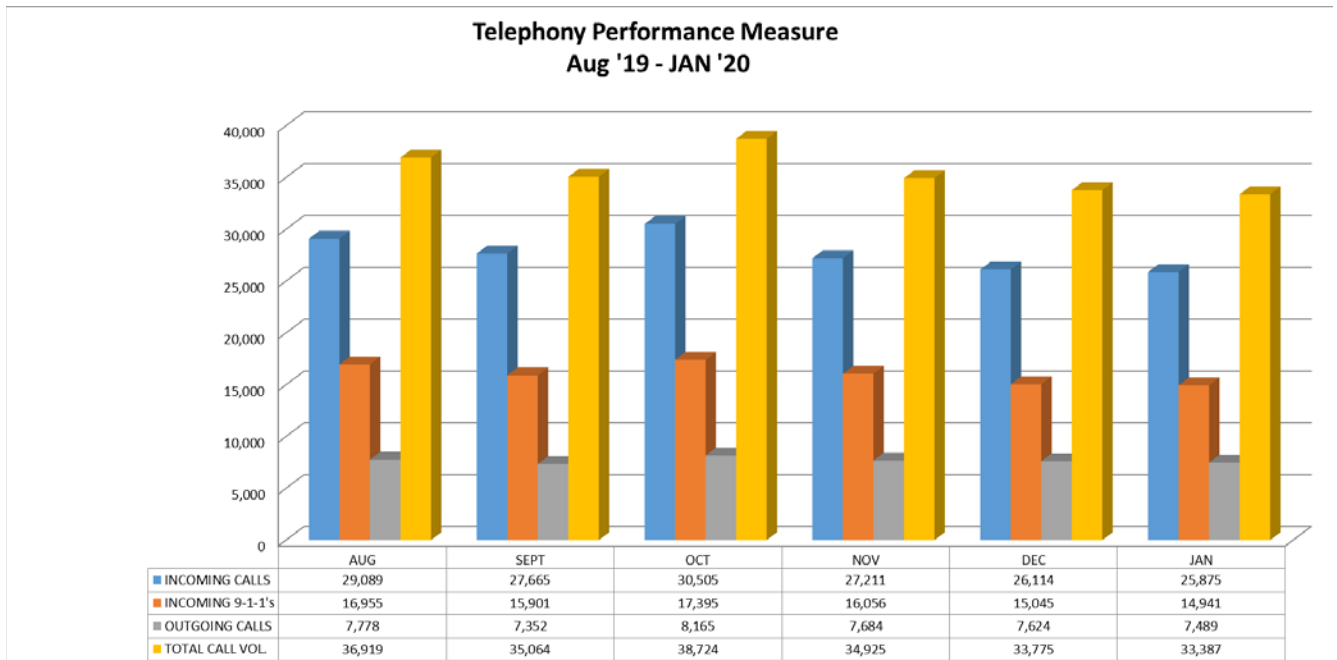
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of January, 2020 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police Dept.), Alarm Company lines, as well as Seven-Digit Administrative lines.

Summary of Information

During the month of January, 2020 dispatch staff processed **25,875** incoming calls and **7,489** outgoing calls for a total call volume of **33,387**.

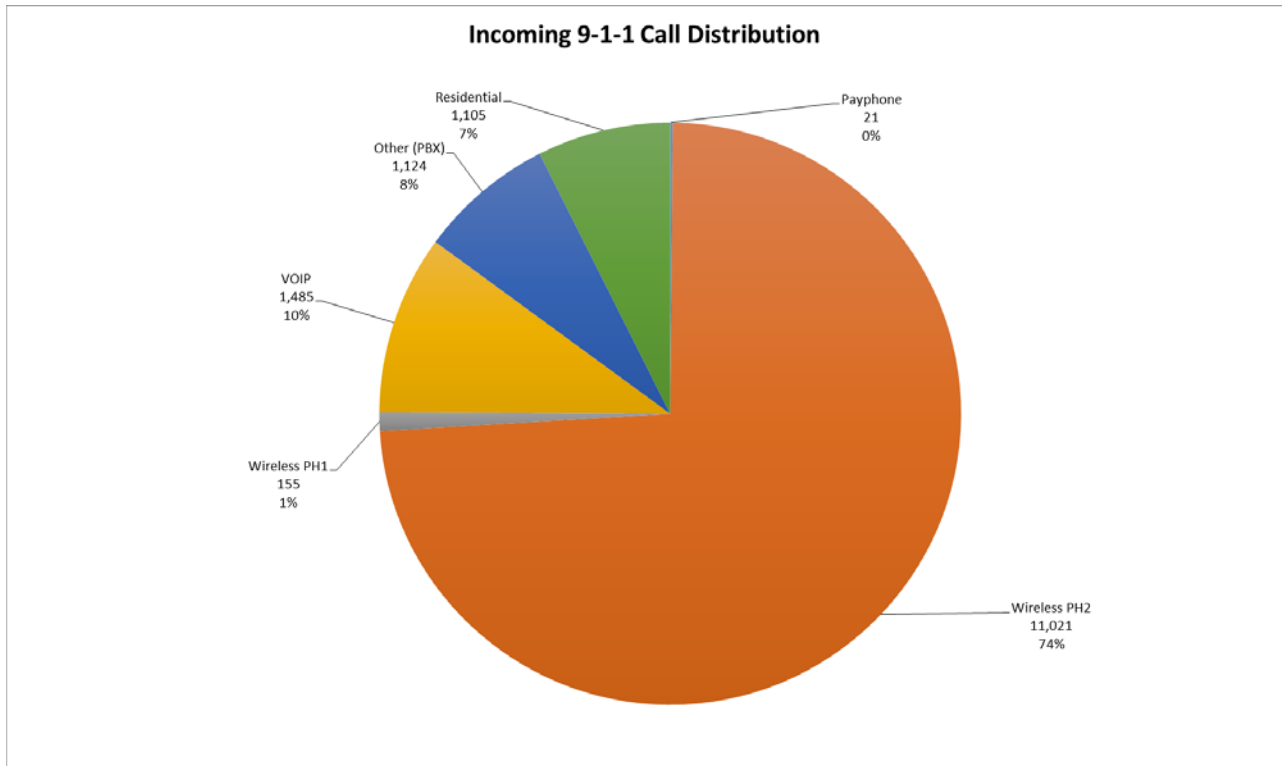
Detailed Breakdown of Information – Incoming Lines

- **9-1-1 Emergency lines: 14,941**
- **“Seven-Digit” Emergency lines (7DE): 4,200**
- **Allied Agency/Alarm Companies: 2,964**
- **Non-Emergency/Administrative (7DA) lines: 4,048**



SRFECC Telephony Performance Measure January 2020

The following data represents incoming call distribution according to class of service.
January totals: **14,941** incoming 9-1-1 calls:



SRFECC Telephony Performance Measure January 2020

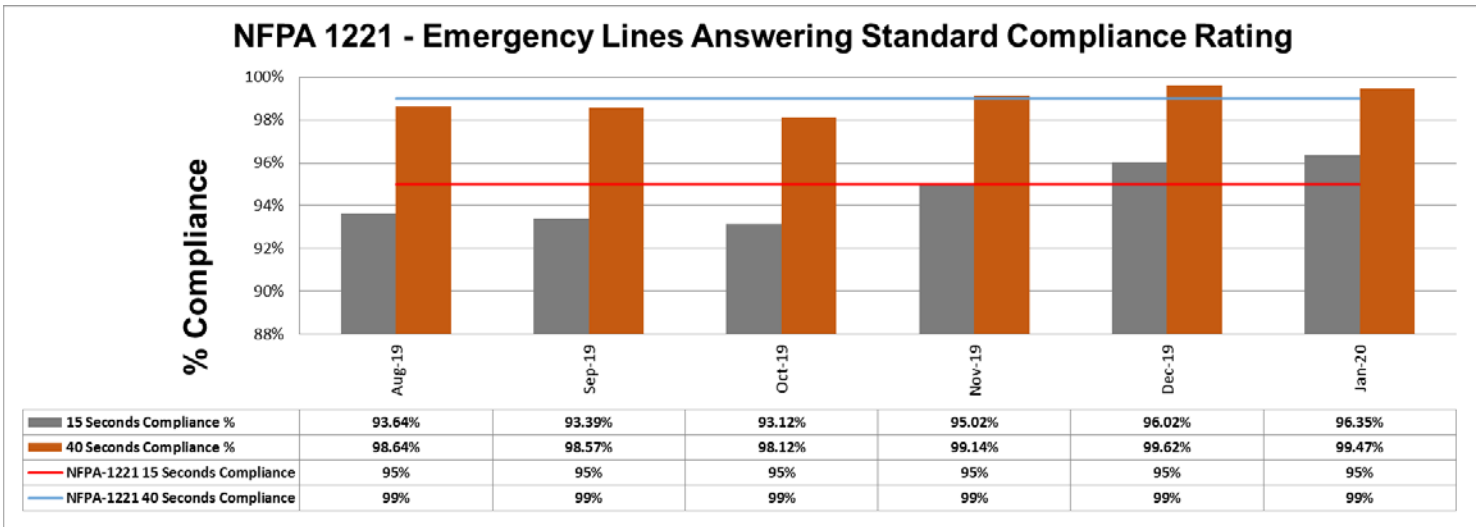
Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

According to NFPA-1221 (2016 ed.), Chp. 7, Sec. 7.4 – Operating Procedures:

Rule 7.4.1: *“Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.”*

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In January, the dispatch team answered all calls on emergency lines within 15 seconds **96.35%** of the time and answered within 40 seconds **99.47%**.

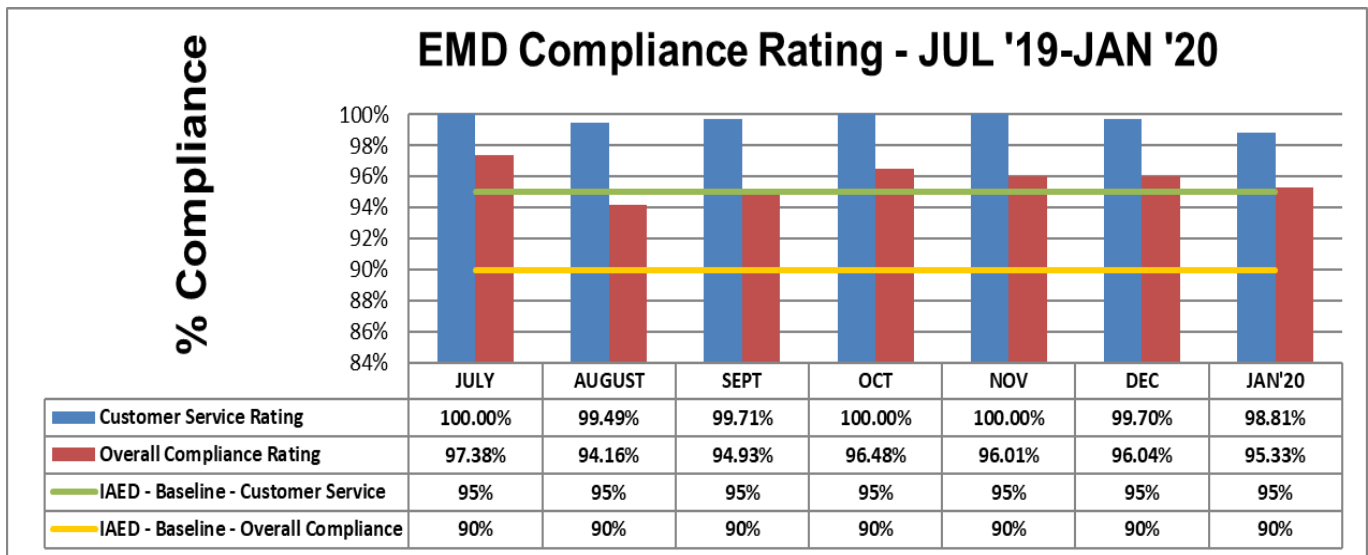
The following chart represents the Emergency Lines Answering Standard under NFPA-1221 (2016 ed.), Chapter 7, Section 7.4 – Operating Procedures, Rule 7.4.1 for identifying the 2017-2019 compliance performance ratings.



Emergency Medical Dispatching (EMD) Compliance Scores

- Customer Service Score Average* (Baseline Requirement of 95%)
 - Overall Customer Service Score – JANUARY: 98.81%

- Overall Compliance Score Average* (Baseline Requirement of 90%)
 - Overall Compliance Score – JANUARY: 95.33%



**Effective Emergency Medical Dispatch (EMD) practices are based on the consistent use of medically approved dispatch protocols. EMD or the Medical Priority Dispatching System (MPDS) is in part based on published standards of the International Academy of Emergency Dispatch (IAED) in consultation with the National Association of EMS Physicians (NAEMSP), the American Society for Testing and Materials (ASTM), the American College of Emergency Physicians (ACEP), the U.S. Department of Transportation (USDOT), the National Institutes of Health (NIH), the American Medical Association (AMA), and more than 30 years of research, development, and field testing throughout the world. Overall, the dispatch protocols are established by the IAED Board of Fellows, which is also responsible for setting the accreditation process of the International Academy. Per IAED, the Quality Improvement/Assurance standards require a consistent, cumulative MPDS incident case review of at or above the stated baseline percentage.*



Sacramento Regional Fire/EMS Communications Center
 10230 Systems Parkway, Sacramento, CA 95827-3006
 www.srfecc.ca.gov

Executive Monthly Credit Card Usage Report

Reporting Month: January 2020

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	ED
5961	Patterson	Open	\$ 5,000.00	\$ 723.39	KP	KJS	J
3418	Shmatovich	Open	\$ 5,000.00	\$ 590.61	umd	KJS	J
7447	Tackett	Open	\$ 1,500.00	\$ 761.59	ST	KJS	J
4358	Vargo	Open	\$ 5,000.00	\$ 164.82	CV	KJS	J
6115	Mackey	Open	\$ 1,500.00	\$ -			
		Total:	\$ 18,000.00	\$ 2,240.41			

Monthly Activity: January 2020

Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: None

Monthly Liability: \$18,000.00



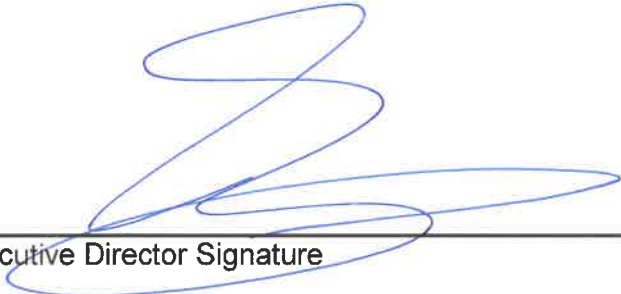
Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

FY 19-20					
Total Monthly Credit Card Usage					
July	\$	7,437.00	January	\$	2,240.41
August	\$	3,068.91	February		
September	\$	2,463.44	March		
October	\$	9,164.62	April		
November	\$	3,371.55	May		
December	\$	5,066.94	June		

I certify I have review 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.


Executive Director Signature

2/7/20
Date



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC – FY 19/20 Budget to Actuals Report

Month of January 2020

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GL Account	Description	FY 19/20 Budget	Jan-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	Remaining Budget
EMPLOYEE-RELATED EXPENSES							
5010	Base Salaries and Wages	4,697,256	317,276	2,115,399	2,770,380	654,981	2,581,857
5020	Overtime	210,000	26,353	161,817	122,334	(39,483)	48,183
5030	Overtime - FLSA	137,436	5,173	36,906	80,172	43,266	100,530
5040	Uniform Allowance	31,000	9,261	27,111	27,100	(11)	3,889
5050	Night/Admin Shift Differential	29,910	2,708	18,653	17,715	(938)	11,258
5055	Out-of-Class Pay	25,000	100	17,727	22,000	4,273	7,273
5060	Longevity	30,800	2,750	25,350	17,800	(7,550)	5,450
5065	On-Call Pay	73,000	4,600	32,225	42,700	10,475	40,775
5115	Vacation Cash Out	64,998	10,298	66,578	42,055	(24,523)	(1,580)
5120	Sick Leave	0	12,196	61,432	0	(61,432)	(61,432)
5130	CTO Leave	0	0	12,353	0	(12,353)	(12,353)
5140	Holiday Pay	192,640	20,194	104,799	128,426	23,627	87,841
5220	Training Pay	31,000	3,868	18,127	18,083	(43)	12,873
5225	Medical Insurance Pool	0	0	14,971	0	(14,971)	(14,971)
5310	Workers Compensation Insurance	60,000	2,202	15,414	35,000	19,586	44,586
5410	FED ER Tax - Medicare	70,000	5,838	36,991	40,833	3,842	33,009
5413	FED ER Tax - Social Security	10,500	0	369	6,125	5,756	10,131
5420	State ER Tax - ETT	2,100	305	356	1,225	869	1,744
5423	State ER Tax- UI-	22,000	13,107	15,292	12,833	(2,459)	6,708
5510	Medical Insurance	896,412	64,307	360,455	519,117	158,662	535,957
5520	Dental Insurance	48,608	6,000	42,216	27,861	(14,355)	6,392
5530	Vision Insurance	5,003	552	3,262	2,868	(395)	1,741
5610	Retirement Benefit Expense	1,126,492	91,886	613,977	657,114	43,138	512,515
5620	OPEB Benefit Expense	281,683	20,749	124,167	161,611	37,444	157,516
5625	Education Incentive	30,000	2,098	10,403	17,500	7,097	19,597
5690	Other Salary and Benefit Expens	12,000	1,052	10,426	9,500	(926)	1,574
TOTAL EMPLOYEE-RELATED EXPENSES		8,087,838	622,873	3,946,776	4,780,352	833,576	4,141,063

GL Account	Description	FY 19/20 Budget	Jan-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	Remaining Budget
MATERIALS & SUPPLIES							
6010	Office Supplies	10,000	567	3,676	5,833	2,157	6,324
6011	Office Supplies CTC	2,000	0	7	1,167	1,159	1,993
6013	Office Supplies - Ink Cartridge	8,200	658	3,230	4,783	1,553	4,970
6015	Equipment Rental	7,200	582	4,266	4,200	(66)	2,934
6020	Postage	1,000	32	194	583	390	806
6090	Other Materials and Supplies	13,500	1,583	11,532	7,875	(3,657)	1,968
TOTAL MATERIALS & SUPPLIES		41,900	3,422	22,905	24,441	1,536	18,995

GL Account	Description	FY 19/20 Budget	Jan-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	Remaining Budget
PROFESSIONAL SERVICES							
6110	Legal Services	180,000	21,492	94,637	105,000	10,363	85,363
6115	Accounting and Audit Services	16,000	0	12,880	9,333	(3,547)	3,120
6120	Actuary Services	17,000	0	5,000	17,000	12,000	12,000
6125	Consulting Services	349,657	28,100	221,704	203,967	(17,737)	127,953
6140	Technological Services	57,500	540	1,680	33,542	31,862	55,820
6190	Other Professional Services	0	345	30,983	0	(30,983)	(30,983)
TOTAL PROFESSIONAL SERVICES		620,157	50,477	366,884	368,842	1,958	253,273



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GL Account	Description	FY 19/20 Budget	Jan-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	Remaining Budget
COMMUNICATION EQUIPMENT & SERVICES							
6220	Maintenance - Radios & Radio Equipment	32,930	19,054	19,320	19,209	(111)	13,610
6221	Maintenance - Radio Consoles & Other	73,415	40,410	48,746	42,825	(5,921)	24,669
6223	Radio - Backbone Subscription SRRCS	108,674	53,204	77,659	63,393	(14,265)	31,015
6230	Communication Services	293,193	27,270	150,338	171,029	20,691	142,855
6245	Maintenance - Tower Equipment	15,000	8,750	8,750	8,750	0	6,250
6247	Comm Van Materials/Equipment	9,120	0	40	5,320	5,280	9,080
6290	Other Communication Services and Equipment	20,000	100	1,773	11,667	9,893	18,227
TOTAL COMMUNICATION EQUIPMENT & SERVICES		552,332	148,788	306,626	322,193	15,568	245,706

GL Account	Description	FY 19/20 Budget	Jan-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	Remaining Budget
HW & SW MAINT							
6310	Hardware Maintenance - Equipment	22,289	12,994	13,008	13,002	(6)	9,281
6316	Hardware Maint - Network	41,900	24,442	24,442	24,442	0	17,458
6319	Hardware Maintenance Other	14,500	11,657	11,657	8,458	(3,199)	2,843
6320	Software Maintenance - Applications	181,058	760	86,232	105,617	19,385	94,826
6322	CAD Maintenance and Support/Northrop Grumman	236,690	11,117	91,482	138,069	46,587	145,208
6323	Software Maintenance - GIS	69,287	5,411	39,437	40,417	980	29,850
6330	Software Maintenance - Network	16,630	8,403	10,995	9,701	(1,294)	5,635
6390	Other, Computer Services and Supplies	12,000	586	2,263	7,000	4,737	9,737
TOTAL HW & SW MAINT		594,354	75,370	279,516	346,706	67,191	314,839

GL Account	Description	FY 19/20 Budget	Jan-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	Remaining Budget
FACILITIES & FLEET							
6410	Services - Landscaping	9,800	800	4,800	5,717	917	5,000
6415	Maintenance - Building	28,119	253	1,060	16,403	15,343	27,059
6260	Lease - CTC	18,000	1,500	10,500	10,500	0	7,500
6420	Services - Custodial	73,320	4,000	28,140	42,770	14,630	45,180
6421	Services - Center Security	53,400	160	41,502	31,150	(10,352)	11,898
6425	Maintenance - HVAC	16,742	8,079	13,581	9,766	(3,814)	3,162
6235	Maintenance - Power Supply	73,180	40,795	44,965	42,688	(2,276)	28,215
6430	Services - Cable	1,920	167	1,170	1,120	(50)	750
6435	Services - Pest Control	600	50	400	350	(50)	200
6490	Other, Facilities and Fleet	5,623	0	3,588	3,280	(308)	2,035
6510	Utilities - Electric	86,700	6,331	35,569	50,575	15,006	51,131
6515	Utilities - Water	9,250	230	6,411	5,396	(1,015)	2,839
6520	Utilities - Refuse Collection / Disposal	5,916	1,031	3,918	3,451	(467)	1,998
6525	Utilities - Sewage Disposal Services	1,442	53	1,783	841	(942)	(341)
6635	Services - Bottled Water	3,000	0	1,682	1,750	68	1,318
6645	Services - Printing	2,000	96	791	1,167	375	1,209
6650	Services - Shredding	2,000	0	767	1,167	399	1,233
6652	Fleet - Maintenance	7,500	75	1,249	4,375	3,126	6,251
6654	Fleet - Fuel	14,950	653	4,973	8,721	3,748	9,977
6655	Insurance (Property and Fleet)	45,500	3,632	25,694	26,542	848	19,806
6690	Other - Facility & Fleet Management	7,180	(2,352)	3,388	4,188	800	3,792
TOTAL FACILITIES & FLEET		466,142	65,553	235,931	271,917	35,986	230,212



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RECRUITMENT, RETENTION & TRAINING							
6610	Recruitment	30,210	464	5,750	17,623	11,872	24,460
6612	Employee Retention	15,500	188	662	9,042	8,379	14,838
6615	Employee Education & Training	19,950	575	6,642	11,638	4,996	13,308
6618	Conference Registration	12,766	0	0	7,447	7,447	12,766
6621	Air	13,000	(346)	(346)	7,583	7,929	13,346
6622	Lodging	22,500	0	370	13,125	12,755	22,130
6623	Rental Cars	2,040	0	0	1,190	1,190	2,040
6624	Parking	1,000	5	5	583	579	995
6625	Membership Dues	3,340	0	2,363	1,948	(415)	977
6626	Taxi, Uber, Mileage, Other	3,000	1,027	1,126	1,750	624	1,874
6627	Per Diem	7,711	189	935	4,498	3,564	6,777
6639	Accrediations - ACE	4,250	0	0	2,479	2,479	4,250
6640	Uniform/Badges/Shirts	6,000	(6,983)	1,203	3,500	2,297	4,797
6660	Operations Support	49,300	1,319	2,243	28,758	26,515	47,057
6661	Administration Support	27,000	7,514	11,661	15,750	4,089	15,339
TOTAL RECRUITMENT, RETENTION & TRAINING		217,567	3,952	32,614	126,914	94,300	184,952
GRAND TOTAL		10,580,290	970,435	5,191,252	6,241,365	1,050,115	5,389,040