



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

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**Tuesday, November 14, 2023**                      **9:00 AM**                      **Sacramento Metropolitan Fire Department**  
**10545 Armstrong Avenue, CA 95655**

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**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
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy A. Bair, 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.

**PRESENTATION:**

1. Richardson & Company FY 22/23 Audit Presentation\*

**RECESS TO CLOSED SESSION:**

1. CONFERENCE WITH LABOR NEGOTIATOR\*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Josh Freeman, 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
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\*INDICATES NO ATTACHMENT

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Employee Discipline/Dismissal/Release: (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(s).

**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 (October 24, 2023) Page 4

PROPOSED ACTION: Motion to Approve Consent Agenda

**STAFF REPORTS/ACTION ITEMS:**

- 1. **SUBJECT:** Center Bathroom Remodel – (Staff Report 23-30) Page 8

**Recommendation:**

- a. Approve the expenditure of an amount not to exceed \$51,000 for the remodel of both bathrooms at the Center.
- b. Allow the CED to enter into a contract with LnL Construction Inc.

- 2. **SUBJECT:** Bullpen Remodel Project – (Staff Report 23-32) Page 22

**Recommendation:**

- a. Approve Xybix quote 32908F for materials and install six workstations.

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

- 1. Cancellation of November 28 Board Meeting \*
- 2. Financial Reports Page 29
  - a. Monthly Credit Card Usage Statement
  - b. Budget to Actuals
  - c. Cash Flow Report
  - d. Monthly Lease Update
- 3. PAD Update Page 37
- 4. Communication Center Statistics Page 38

**CORRESPONDENCE:**

None

**CENTER REPORTS:-**

\*INDICATES NO ATTACHMENT

- 1. Service Anniversaries\*

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

None

**BOARD MEMBER COMMENTS:**

None

**ADJOURNMENT:**

The next scheduled Board Meeting is Tuesday, December 12, 2023

LOCATION: Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, CA 95655

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

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

ATTEST:



MARISSA SHMATOVICH  
Signed on behalf of

KRISTIN D. ELLIS  
CLERK OF THE BOARD

\*INDICATES NO ATTACHMENT

**MEETING MINUTES  
GOVERNING BOARD MEETING**

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**Tuesday, October 24, 2023,                      9:00 AM                      Sacramento Metropolitan Fire Department  
10545 Armstrong Avenue, CA 95655**

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**GOVERNING BOARD MEMBERS PRESENT**

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
Troy A. Bair, Board Member	Deputy Chief, Cosumnes Community Services District

**GOVERNING BOARD MEMBERS ABSENT**

Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
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**COMMUNICATIONS CENTER MANAGEMENT**

Josh Freeman	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

**OTHERS IN ATTENDANCE**

Lindsay Moore	Counsel, SRFECC
Kristin Ellis	Executive Assistant, SRFECC
Casey Quintard	Dispatcher Supervisor, SRFECC
Corbyn Brooker	Human Resources Analyst, SRFECC
Mellisa Bernett	Office Specialist, SRFECC

**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 was taken at 9:10 a.m.

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

**PRESENTATION:**

None

**CLOSED SESSION:**

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

\*INDICATES NO ATTACHMENT

Center Negotiator(s)

Lindsay Moore, Counsel  
Josh Freeman, 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  
Operations Manager  
Administration Manager

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(s)

The closed session was convened at 9:02 a.m.

The open session was reconvened at 9:39 a.m.

1. For items one, two, and three, the Board met in closed session; updates were provided, and 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 Bair and seconded by Chief Wagaman to approve the Consent Agenda for the following:
- a. Regular Board Meeting Synopsis - August 26, 2023
  - b. Regular Board Meeting Synopsis – September 24, 2023
  - c. Side Letter between SRFEC and Teamsters, Local 150 (*Admin Supervisor Lunch Period*)
  - d. Administrative Benefit Resolution 23-01 (*Revised Job Titles*)
  - e. Amending Medical and Hospital Care Act 2024 Resolution 23-04 (*Revised Resolution Numbers*)

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

**ACTION ITEMS:**

None

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

None

**CENTER REPORTS:**

1. Operations Manager Julee Todd

Operations Manager Todd extended her gratitude to the Board for their approval of the Delphini project. She noted that the Center is currently finalizing details for the bull pen remodel that is tentatively scheduled for the end of January '24.

**SERVICE ANNIVERSARIES:**

Catherine Roman – 1 year  
Marissa Shmatovich – 6 years  
Tim Goodnow – 8 years

2. Administration Manager Marissa Shmatovich

Administration Manager Shmatovich provided an update on the financial audit's successful advancement with an anticipated completion in early November. Mentioned ongoing Q and A sessions regarding the strategic blueprint and growth plan. Shmatovich highlighted all of the capital improvement projects at the Center including the secure parking initiative and exploring contractor options or the bathroom facility remodel.

**IT UPDATES**

Administration Manager Shmatovich noted that the server operating system upgrade process is near completion. Alongside that project is the cloud backup solution that will require additional licensing before moving further.

3. Chief Executive Josh Freeman

Chief Freeman extended his appreciation to the Board for acknowledging the Strategic Growth Plan. He noted that the interaction with staff regarding this plan has been exceptionally positive. Freeman ended with emphasizing that the Strategic Plan serves as an invaluable document and it will consistently guide current and future projects.

**CORRESPONDENCE:**

None

\*INDICATES NO ATTACHMENT

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

None

**BOARD MEMBER COMMENTS:**

1. Chief Wagaman

Chief Wagaman made note of the positive atmosphere in the room attributing it to effective leadership. He acknowledged the necessity of incorporating new technology into the Communications Center for progress and ended with affirming confidence in the current team’s ability to handle this task.

2. Chief Bair

Chief Bair echoed Chief Wagaman’s sentiments regarding the positive atmosphere and enthusiasm among staff. He conveyed excitement about the engagement in the strategic plan and its active implementation. Chief Bair also extended congratulations to individuals celebrating service anniversaries.

3. Chief Williams

Chief Williams congratulated those with service anniversaries.

4. Chief Wilson

Chief Wilson extended his appreciation for everyone and their great work.

**ADJOURNMENT:**

The meeting was adjourned at 09:47 a.m.

ATTEST:

*Marissa Shmatovich*

\_\_\_\_\_  
MARISSA SHMATOVICH  
Signed on behalf of

KRISTIN D. ELLIS  
CLERK OF THE BOARD

\_\_\_\_\_  
CHAD WILSON  
CHAIRPERSON

\_\_\_\_\_  
SCOTT WILLIAMS  
VICE CHAIRPERSON

\*INDICATES NO ATTACHMENT



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

10230 Systems Parkway, Sacramento, CA 95827-3007

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

### **STAFF REPORT (REPORT 23-30)**

DATE: November 14, 2023  
TO: Board of Directors  
FROM: Josh Freeman, Chief Executive Director  
SUBJECT: **CENTER BATHROOM REMODEL**

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### **RECOMMENDATION**

The Board of Directors:

1. Approve the expenditure of an amount not to exceed \$51,000 for the remodel of both bathrooms at the Center.
2. Allow the CED to enter into a contract with LnL Construction Inc.

### **BACKGROUND/ANALYSIS**

With continued efforts to address the facility needs of Center personnel, the remodel of the Center's restroom facilities has been identified as a priority to address. Center staff solicited quotes from multiple contractors (listed below) and have determined that the quote submitted by LnL Construction best meets the needs of the Center.

- LnL Construction - \$50,703.37
- All About Building Inc. - No quote submitted.
- Lawson Mechanical – Verbal quote with no follow-up.
- GSP Construction - No quote submitted.

This project directly supports the 2030 Strategic Blueprint and Growth Strategy Focus Area 4.C. by investing in the Center's long-term facility needs.

### **FINANCIAL ANALYSIS**

This project is currently in the FY 23/24 CIP budget for \$50,000.00. Staff will utilize identified budget funding from FY 23/24 GL 6690-Other Facility and Fleet Management to address the remainder of this estimate.

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JOSH FREEMAN  
CHIEF EXECUTIVE DIRECTOR

Attachments: LnL Estimate





# Estimate

2310-1110-1711  
2023-10-17

LnL Construction  
8698 Elk Grove Blvd Ste 1-277  
CSLB 721831  
Elk Grove CA 95624  
lnlconstructionandremodel@gmail.com  
916-247-0770

Sacramento Regional Fire/EMS Communications  
Center - Melissa Bernett  
10230 Systems Pkwy  
Sacramento Ca. 95827  
mbernett@srfecc.ca.gov  
(916) 228-3070  
  
Melissa Bernett  
10230 Systems Pkwy, Sacramento, Ca., 95827

## Architectural plans

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Building plans and permit</u> Provide a full set of architectural plans to the Sacramento Fire Call Center department.  These plans are meant for the sole purposes, to clarify the scope of work and the submitted finishes for both the male and female restrooms.  These plans are not meant for submission to the building department.	\$3,500.00	1.00 per project	\$3,500.00
<u>Project management</u> Provide continual and clear communication with the client while maintaining the schedule. Maintaining interaction with the construction team for the duration of the entire project.	\$175.00	80.00 per hr	\$14,000.00

## Demo

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Demo</u>	\$13.57	324.64	\$4,405.36

Demo and haul away all materials pertaining to the scope of work. Reference approved set of plans.

per sq. ft

Containment of the affected areas, per the scope of work.

DEMO- Removal of the existing construction materials to access the scope of work. While performing the demo work, we may encounter additional work, that were not available to inspect at the time of estimation. This is work that is hidden behind solid surfaces, such as siding, sheetrock, sub floor, etc. This is additional work will be a change to the scope of work in the original contract. A written change order will be written and sign by the customer and the contractor, prior to any work is to be performed.

324.64 \$4,405.36

### Drywall

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>General Remodel - Drywall (\$).</u> general remodel - Furnish drywall,texture to blend with existing- Replace drywall, where missing	\$13.07	211.00 \$sqft	\$2,757.77

### Paint

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Interior paint</u> Paint interior ceilings, walls, doors and window sills. Scope of work: male and female restrooms only .	\$5.70	324.64 per sq ft.	\$1,850.45

### Plumbing

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Auto flushing toilet</u> Furnish (3) auto flush toilets, and (1) auto-flush urinal, per the scope of work.	\$1,750.00	4.00 per unit	\$7,000.00
<u>Bathroom Faucet with Touch-Free Sensor</u> American Standard Selectronic 0.5 GPM Deck Mounted Electronic Bathroom Faucet with Touch-Free Sensor - Requires Power Source	\$657.38	2.00 per unit	\$1,314.76
<u>Vanity sink</u> Furnish standard round/ square (white) undermount sink.	\$150.00	2.00 Per unit	\$300.00

### Counter tops

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Pre-fab granite countertops</u> Furnish standard granite/quartz countertops, with standard edge detail. Material allowance is \$73.50 a sq ft. EXCLUSIONS: Back splash, demo. Scope of work- furnish new ADA compliant countertops for each bathroom.	\$145.00	10.00 per sq ft.	\$1,450.00
<u>6" Backsplash</u> Furnish and install 6" backsplash for the countertops and front apron. Scope of work- male and female bathrooms only	\$20.50	52.00 per ln ft	\$1,066.00

### **commercial bathroom accessories**

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Commercial door closure</u> LYNN HARDWARE Medium/Heavy Duty Commercial Door Closer - DC7016 Surface Mounted, Grade 1-ADA & UL 3 Hour Fire Rated, Adjustable Size 1-6 for entrances & Aluminum storefronts- US26D Aluminum	\$388.80	2.00 per unit	\$777.60

### **Electrical**

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Motion sensor light switch</u> Furnish a motion sensing light switch, per the scope of work. Scope of work- male and female bathroom only.	\$235.00	2.00 per unit	\$470.00
<u>Electrical work</u> Electrical work, per scope of work- Furnish wire, rough in labor, top out labor and materials. Provide electrical for the vanity faucets. EXCLUSIONS: New circuits for the faucets. Tap into existing electrical for power to the faucets.	\$155.00	4.00 hour	\$620.00
<u>4" Halo LED canless downlight</u> Furnish 4" Ultra-Thin LED Downlight, Selectable CCT, White trim. 6 lights for each bathroom.	\$235.00	12.00 per unit	\$2,820.00

### **Carpentry**

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>General Remodel - Finish Carpentry_(\$).</u>	\$155.00	12.00 per project	\$1,860.00

general remodel - finish carpentry Remove existing metal partitions, and reinstall in the same location. Remove and reinstall the exiting (4) toilet paper dispensers, (4) ADA grab bars, (3) toilet seat holders, (1) female napkin dispensers, (2) soap dispensers.

**Wall furnishings**

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>FRP/ Fiberglass resin panels</u> Furnish new FRP where the existing wall tile is located.	\$12.03	211.00 per sq ft	\$2,538.33

**Floor covering**

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>LVP Flooring</u> Furnish new LVP flooring. Lite commercial grade material. Price allowance of \$5.00 a Sq ft.	\$15.00	287.54 Per Sq.ft	\$4,313.10
<u>6" Rubber baseboards</u> Furnish rubber base to compliment the flooring.	\$5.50	120.00 per ln ft.	\$660.00

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>First responder discount</u> First responder discount for being a Teacher and Fire tech.	\$-500.00	2.00 per project	\$-1,000.00

*Total* \$50,703.37

NOTE: Due to the market instability, estimates will be honored for 10 days.

Compensation. Client shall pay in the form of progress payments, if the project takes longer than 1 business day. Due to the present demand and availability, any/all material pricing are subject to change without notice. ALL OVERHEAD AND PROFIT, IS TO BE PAID IN FULL AT THE TIME OF COMPLETION OF THE PROJECT, ALONG WITH ANY OUTSTANDING PAYMENTS.

LnL Construction Inc. progress payment schedule

- Demo work- payments to be made throughout the project, due to the ongoing demo work. 40%-25%-25% then final of 10% @ the completion of the project.
- Site work-65% of the payment is due at the start for the procurement of the materials. The remainder 35% is due once the work has been completed.
- Concrete-65% of the payment is due at the start of the concrete work (including all ground & form work) for the procurement of the materials and the form work labor portion. The remainder 35% is due once the work has passed inspection, and the concrete is finished.

- Framing- 65% of the payment is due at the start for the procurement of the materials and the carpentry labor portion. The remainder 35% is due once the work has passed inspection.
- Electrical- 65% of the payment is due at the start for the procurement of the materials and the rough-in labor portion. The remainder 35% is due once Top-out is completed and the work has passed final inspection.
- Plumbing-65% of the payment is due at the start for the procurement of the materials and the rough-in labor portion. The remainder 35% is due once Top-out is completed and the work has passed final inspection.
- Insulation- 65% of the payment is due at the start for the procurement of the materials. The remainder 35% is due once the work has been completed.
- Sheet rock-65% of the payment is due at the start for the procurement of the materials. The remainder 35% is due once the work has completed.
- Stucco-65% of the payment is due at the start for the procurement of the materials and once the completion of the Lath has passed inspection. The remaining 35% is due once the final coat has been completed.
- Siding- 65% is due at the start for the procurement of the materials. The remainder 35% is due once the work has been completed.
- Millwork- 65% of the payment is due at the start for the procurement of the materials. The remainder 35% is due once the work has been completed.
- Flooring- 65% of the payment is due at the start for the procurement of the materials. The remainder 35% once the work has been completed.
- Counter top/Solid surfaces- 65% of the payment is due at the start for the procurement of the materials. The remainder 35% is due once the work has been completed.
- Cabinetry-25% of payment is due at the start of the design. 45% is due once the shop drawings have been approved. The remainder 30% is due at the completion of the installation.
- Paint- 65% of the payment is due at the start for the procurement of the materials. The remainder 35% is due once the work has been completed.

Invoicing & Payment. Invoice will be issued to Client upon completion of the Work. Client shall pay the outstanding invoice within 5 days of Client's receipt of the invoice. Client shall also pay a late charge of 1-1/2% per month on all balances unpaid 30 days after the invoice date.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

LNL Construction Inc. Landon Linville 8698 Elk Grove Blvd, suite 1-277 Elk Grove, CA 95624  
[lnlconstructionandremodel@gmail.com](mailto:lnlconstructionandremodel@gmail.com) 916-247-0770 LIC# 721831

NOTE: Due to the instability in the present economy the estimate is valid for 15 days. After the 15 days has expired, the estimate will be then removed.

PLEASE READ: It is important that you carefully read this proposal and make sure that it contains all aspects of the job that you want and no additional aspects. Anything not mentioned in this proposal is excluded. We want to be as clear as possible to make sure the project to goes as scheduled.

Invoicing & Payment: We will invoice as each phase is completed. Progress payments for rough-in & top-out are due at the completion of each phase. 65% of the rough-in portion is due when completed and has passed inspection. The remaining 35% is due at time of completion of top-out. Refer to the itemized portion of the estimate for clarification of the scope of work, in the Terms portion of this contract.

Payment is due within 5 days of the client's receipt of the invoice. Client shall pay a late charge of 1.5% per month on all unpaid balances 30 days after the invoice date.

THE DOWNPAYMENT MAY NOT EXCEED \$1,000 OR 10 PERCENT OF THE CONTRACT PRICE, WHICHEVER IS LESS.

It is mutually agreed that the Contractor shall render Services as an independent contractor. Contractor maintains his or her independent business, including appropriate business insurance and Workers Compensation Policy. Contractor shall use his or her own tools and equipment to render Services under this Agreement. Description of the Project and Description of the Significant Materials to be Used and Equipment to be Installed: LnL Construction Inc. will furnish all labor, equipment, materials, transportation, supervision, coordination, communication, and storage to complete in a good and workmanlike manner the listed work. Business License and Registration Contractor shall comply with all state and local licensing and registration requirements for the type of Services to be rendered under this Agreement. If applicable, the Contractor's license and/or registration number is listed in the header of this Agreement. Confidentiality Under this Agreement, Customer may provide certain confidential Information or Nonpublic Personal Information ("Confidential Information") to the Contractor. Contractor will not disclose any Confidential Information to any third party except to those employees or agents of Contractor who are required to have such information for purposes under this Agreement. Contractor shall take reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. Without limiting the foregoing, Contractor shall take at least those measures that it employs to protect its own confidential information of a similar nature and shall ensure that its employees and/or agents who have access to Confidential Information employ reasonable measures to protect the secrecy and avoid disclosure and any unauthorized use. Miscellaneous Authority: Each party represents and warrants that, as of the Effective Date, it has all rights, power, and authority to enter into this Agreement and to perform its obligations. Assignment. Neither party may, by operation of law or otherwise, directly or indirectly assign this Agreement without the prior express written consent of the other party. If either party want to provide notices pursuant to this Agreement, the notices will be provided in writing and sent via email to the email addresses listed in the header of this Agreement. Counterparts: This Agreement may be executed in counterparts, each of which will constitute an original, and all of which will constitute one agreement. The parties agree that they will sign this agreement electronically. Attachments: Any photos or images referenced in this Agreement are attached to the Agreement under "Attachments". Notice: The client understands that the contractor does not control

any outside material price increases. Due to the current market status, prices are subject to change at any time, without notice. LNL Construction will do diligence to inform the client in a timely manner, of the increases. Note about Extra Work and Change Orders: Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Release: Upon satisfactory payment being made for any portion of the work performed, the Contractor shall, prior to any further payment being made, furnish to the person contracting for the home improvement or swimming pool work a full and unconditional release from any claim or mechanic's lien pursuant to Section 3114 of the Civil Code for that portion of the work for which payment has been made. List of Documents to be Incorporated into the Contract: Arbitration of Disputes; Mechanics Lien Warning; Note About Change Orders; Notice of Cancellation; Three-Day Right to Cancel (except if damaged by a disaster); Seven-Day Right to Cancel

(only if damaged by a disaster); "Protect Your Family From Lead In Your Home" handout; Commercial General Liability Insurance (CGL): LNL CONSTRUCTION INC. carries commercial general liability insurance written by Houston Casualty Company. Call HCC at (713) 462-1000 to check the contractor's insurance coverage. Workers' Compensation Insurance: N/A Information about the Contractors' State License Board (CSLB): CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions and civil judgments that are reported to CSLB. Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees. For more information: Visit CSLB's Website at <https://www.cslb.ca.gov> Call CSLB at 800-321-CSLB (2752) Write the CSLB at P.O. Box 26000, Sacramento, CA 95826. The law requires that the contractor give you a notice explaining your right to cancel. By signing this contract you are acknowledging the "Notice of the Three-Day Right to Cancel."

"The law requires that the contractor give you a notice explaining your right to cancel. Initial the check box if the contractor has given you a 'Notice of the Five-Day Right to Cancel.'" This applies to anyone over the age of 62.

You, the Owner or Tenant, have the right to require the contractor to furnish you with a performance and payment bond; however, the contractor can require you to pay for that bond. TERMS AND CONDITIONS. 1. CHANGES IN THE WORK- CONCEALED CONDITIONS: Should the Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. NOTE: A remobilization fee of \$2500 will be added to the contract (per occurrence), in form of a change order, along with the additional expenses. The causes for the temporary removal of our teams is defined by any non-agreement to a submitted change order, additional architectural/structural engineering design work, material availability and specialized labor to complete this additional work, that has not cleared the "right of refusal" clause. This includes any client changes in design/materials/services. Modification or addition to the work shall be executed only when a Change Order has been signed by both the Owner and LNL CONSTRUCTION INC. The change in the contract price caused by such Change Order shall be as agreed to in writing, or if the parties are not in agreement as to the change in contract price, LNL CONSTRUCTION INC's actual cost of all labor, equipment, subcontracts and materials, plus 25% for its overhead and 25% for profit shall be the change in contract price. The Change Order may also

increase the time within which the contract is to be completed. Any Change Orders shall be incorporated in, and become a part of the contract. However, in the event that the building department or other governing body requires a change or modification then LNL CONSTRUCTION INC. may make that change prior to receiving written authorization and thereafter negotiate the effect of that change with the Owner. LNL CONSTRUCTION INC. shall promptly notify the Owner of: (a) latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Any expense incurred due to such conditions shall be paid for by Owner as added work. Payments for extra work will be made as extra work progresses.

2. OWNER'S RESPONSIBILITIES: The Owner is responsible to supply water, gas, sewer and electrical utilities unless otherwise agreed to in writing. Electricity and water to the site is necessary. Owner agrees to allow and provide LNL CONSTRUCTION INC. and LNL CONSTRUCTION INC.'s equipment access to the property. The Owner is responsible for having sufficient funds to comply with this agreement. This is a cash transaction unless otherwise specified. The Owner is responsible to remove or protect any personal property and LNL CONSTRUCTION INC. is not responsible for the same nor for any carpets, drapes, furniture, driveways, lawns, shrubs, etc. The Owner will point out and warrant the property lines to LNL CONSTRUCTION INC..

3. DAMAGE CAUSED BY OTHERS: LNL CONSTRUCTION INC. shall not be responsible for damage caused by others or for damage due to conditions beyond the reasonable control of LNL CONSTRUCTION INC. that were not apparent under normal lighting at the time of the initial painting or decorating. In the event that LNL CONSTRUCTION INC. is asked to correct such damages, LNL CONSTRUCTION INC. will do so only after receiving a change order from the Owner, which includes a time and/or price adjustment agreed to by LNL CONSTRUCTION INC..

4. FEES, TAXES AND ASSESSMENTS; COMPLIANCE WITH LAW: Taxes, Permits, Fees, and assessments of all descriptions will be paid for by the Owner. LNL CONSTRUCTION INC. will obtain all required building permits, at the sole expense of Owner. Upon demand by LNL CONSTRUCTION INC., Owner shall provide ample funds to acquire any and all necessary permits on a timely basis. Owner will pay assessments and charges required by public bodies and utilities for financing or repayment of the cost of sewers, storm drains, water service, schools and school facilities, other utilities, hook-up charges and the like. LNL CONSTRUCTION INC. shall comply with all federal, state, county and local laws, ordinances and regulations.

5. SUBCONTRACTS: Contractor may subcontract portions of this work to properly licensed and qualified subcontractors.

6. LABOR AND MATERIAL: LNL CONSTRUCTION INC. shall pay all valid charges for labor and material incurred by LNL CONSTRUCTION INC. and used in the construction or repair of the Project. LNL CONSTRUCTION INC. is excused from this obligation for bills received in any period during which the Owner is in arrears in making progress payments to LNL CONSTRUCTION INC.. No waiver or release of mechanic's lien given by LNL CONSTRUCTION INC. shall be binding until all payments due to LNL CONSTRUCTION INC. when the release was executed have been made.

7. DESTRUCTION OF WORK, WORKERS' COMP INSURANCE & OTHER FORMS OF INSURANCE: Owner will procure at his own expense and before the commencement of any work hereunder, "all risk" insurance with course of construction, vandalism and malicious mischief clauses attached, such insurance to be a sum at least equal to the Contract price with loss, if any, payable to any beneficiary under any deed of trust covering the project. Such insurance shall also name Contractor and its subcontractors as additional insured, and include sufficient funds to protect Owner, Contractor and its subcontractors and any construction lender as their interests may appear; should Owner fail to do so, Contractor may procure such insurance as agent for and at the expense of Owner, but is not required to do so. If the project is destroyed or damaged by accident, disaster or calamity, such as fire, storm, earthquake, flood, landslide, or by theft or vandalism, any work done by LNL CONSTRUCTION INC. in rebuilding or restoring the project shall be paid by the Owner as extra work. If LNL CONSTRUCTION INC. has employees, LNL CONSTRUCTION INC. shall carry Workers Compensation Insurance for the protection of LNL CONSTRUCTION INC.'s employees during the progress of the work. Owner shall obtain and pay for



insurance against injury to Owner's own employees and persons under Owner's discretion and persons on the job site at Owner's invitation. 8. PAYMENTS AND RIGHT TO STOP WORK: Past due payments shall bear interest at the rate of 1.5% per month (18% per annum), until paid in full. LNL CONSTRUCTION INC. shall have the right to stop work if any payment shall not be made, when due, to LNL CONSTRUCTION INC. under this Agreement; LNL CONSTRUCTION INC. may keep the job idle until all payments due are received. This remedy is in addition to any other right or remedy that LNL CONSTRUCTION INC. may have. Such failure by Owner to make payment, when due, is a material breach of this Agreement. Unless otherwise specified herein, payment is due within 5 days of completion of work. This contract shall be enforceable in the Sacramento Judicial District of Superior Court for Sacramento County, California. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications will involve an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. 9. CLEAN-UP: LNL CONSTRUCTION INC. will remove from Owner's property debris and surplus material created by its operation and leave it in a neat and broom clean condition. 10. LIMITATIONS: No action of any character arising from or related to this contract, or the performance thereof, shall be commenced by either party against the other more than two years after completion or cessation of work under this contract. 11. VALIDITY: In case one or more of the provisions of this Agreement or any application thereof shall be invalid, unenforceable or illegal, the validity, enforceability and legality of the remaining provisions and any other application shall not in any way be impaired thereby. 12. LIMITED WARRANTY: LNL CONSTRUCTION INC. warrants that all work performed by it and its subcontractors shall be done in a good and workmanlike manner in accordance with accepted trade standards for CSLB contractors. Said warranty shall extend for one year from the date of substantial completion of LNL CONSTRUCTION INC. 's portion of the project. However, the warranties for assemblies, appliance, or any other product which carries its own warranty, shall be those warranties provided exclusively by the manufacturer or supplier of that product and is not covered by LNL CONSTRUCTION INC.s warranty herein. LNL CONSTRUCTION INC. shall assemble and provide to Owner warranty documentation included with such products, if any. 13. EXISTING CONDITIONS: LNL CONSTRUCTION INC. calls attention to Owner the limitations of patching plaster, stucco, matching paint, matching texture and/or matching any finished product, etc... LNL CONSTRUCTION INC. will make every effort to match all existing conditions, i.e., textures and colors, however exact duplication is not promised or guaranteed. Any door alarm and sensors will be removed and reinstalled, at the customers expense. LnL Construction is not alarm company! We will do our best to remove and reinstall the existing alarm sensors. However, if the alarm sensors do not work, after the door installation, the customer will be required to contact their alarm company and make the necessary repairs, at the customers expense.

14. ASBESTOS, MOLD AND HAZARDOUS SUBSTANCES: Owner hereby represents that Owner has no knowledge of the existence on or in any portion of the premises affected by the Project of any asbestos, lead paint, mold (including all types of microbial matter or microbiological contamination, mildew or fungus), or other hazardous materials. Testing for the existence of mold and other hazardous materials shall only be performed as expressly stated in writing. Contractor shall not be testing or performing any work whatsoever in an area that is not identified in the Scope of Work. Unless the contract specifically calls for the removal, disturbance, or transportation of asbestos, polychlorinated biphenyl (PCB), mold, lead paint, or other hazardous substances or materials, the parties acknowledge that such work requires special procedures, precautions, and/or licenses. Therefore, unless the contract specifically calls for the same, if Contractor encounters such substances, Contractor shall immediately stop work and allow the Owner to obtain a duly qualified asbestos and/or hazardous material contractor to perform the work or Contractor may perform the work itself at Contractor's option. Said work will be treated as an extra under this contract, and the Contract Term setting forth the time for completion of the project may be delayed. In the event that

mold or microbial contamination is removed by Contractor, Owner understands and agrees that due to the unpredictable characteristics of mold and microbial contamination, Contractor shall not be responsible for any recurring incidents of mold or microbial contamination appearing in the same or any adjacent location, subsequent to the completion of the work performed by Contractor. Owner agrees to hold Contractor harmless, and shall indemnify Contractor harmless for any recurrence of mold or microbial contamination. Owner also agrees that Contractor shall not be responsible, and agrees to hold Contractor harmless and indemnify Contractor, for the existence of mold or microbial contamination in any area that Contractor was not contracted to test and/or remediate. Further, Owner is hereby informed, and hereby acknowledges, that most insurers expressly disclaim coverage for any actual or alleged damages arising from mold or microbial contamination; Contractor makes no representations whatsoever as to coverage for mold contamination, though at Owner's additional expense, if requested in writing, Contractor will inquire as to the availability of additional coverage for such contamination or remediation, and if available, will obtain such coverage if the additional premium is paid for by Owner as an extra.

15. STANDARDS OF MATERIALS AND WORKMANSHIP: Labor and material pricing are subject to change without notice. LNL CONSTRUCTION INC. shall use and install "Standard grade" or "builder's grade" materials on the project unless otherwise stated in the Scope of Work, the plans and/or specifications provided to Contractor prior to the execution of this Agreement. Unless expressly stated in the Scope of Work, LNL CONSTRUCTION INC. shall have no liability or responsibility to restore or repair the whole or any part of the premises affected by the work of LNL CONSTRUCTION INC. to be performed herein or by any subsequently agreed-upon change order, including as an illustration and not as a limitation, any landscaping, sprinkler system, flooring and carpet, wall coverings, paint, tile, or decorator items.

16. DELAYS AND INCREASES IN MATERIAL COSTS: LNL CONSTRUCTION INC. shall be excused for any delay in completion of the contract caused by acts of God; stormy or inclement weather; strikes, lockouts, boycotts or other labor union activities; acts of Owner, of Owner's agents, or of Owner's employees or independent contractors; disbursement of funds into funding control or escrow; acts of public utilities or public bodies; acts of public enemy, riots or civil commotion; inability to secure material through regular recognized channels; imposition of Government priority or allocation of materials; delays caused by inspection or changes ordered by the inspectors of authorized governmental bodies; changes requested by Owner; Owner's failure to make progress payments promptly; failure of the issuance of all necessary building permits within a reasonable length of time; or other contingencies unforeseen by LNL CONSTRUCTION INC. and beyond its reasonable control. Additionally, while LNL CONSTRUCTION INC. believes that it can complete the Project without any increases in costs, to the extent that material costs increase by more than 25% from the costs of said materials on the date this Agreement was signed, LNL CONSTRUCTION INC. shall be entitled to an increase in the contract price equal to the increased costs above the 25% increase in material cost. To the extent material costs increase due to delay caused by Owner, Owner's agents or separate contractors, LNL CONSTRUCTION INC. shall be entitled to all cost increases incurred as a result, in addition to any extended field and home office expenses. There shall be no additional markup for overhead or profit on the increased cost, except as otherwise indicated.

17. RIGHT TO CURE: In the event that Owner alleges that some of the work is not or has not been done correctly or timely, Owner shall give LNL CONSTRUCTION INC. written notice that LNL CONSTRUCTION INC. shall commence to cure the condition that Owner has alleged is insufficient within ten days of discovering the alleged condition.

18. WEATHER AND OTHER DAMAGE: LNL CONSTRUCTION INC. shall attempt to keep the project reasonably covered during the construction. However, Owner understands that unexpected weather conditions can arise that might cause damage to the project or its contents. LNL CONSTRUCTION INC. shall not be responsible for any such damage beyond its reasonable control.

19. BUILDING INSPECTIONS/INSPECTOR: LNL CONSTRUCTION INC. shall construct your project to the current building codes. NOTE: each building inspector can request additional work to be performed, not shown on the approved set of plans by the local building department. If this happens, we will be

required to perform and complete the requested work by the inspector, at the expense of the client. If the client believes that this is injustice request, they can request a meeting with the building department for a hearing to discuss other options. NOTE: there is a fee that is associated with this course of action and does not mean that the building department will change their position in the disputed complaint. ARBITRATION OF DISPUTES: ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS CONTRACT, OR THE BREACH THEREOF, SHALL BE SETTLED BY BINDING ARBITRATION IN ACCORDANCE WITH THE CONSTRUCTION INDUSTRY ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION, AND JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR(S) MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. CLAIMS WITHIN THE MONETARY LIMIT OF THE SMALL CLAIMS COURT SHALL BE LITIGATED IN SUCH COURT AT THE REQUEST OF EITHER PARTY, SO LONG AS BOTH PARTIES LIMIT THEIR RIGHT TO RECOVERY TO THE JURISDICTION OF THE SMALL CLAIMS COURT. ANY CLAIM FILED IN SMALL CLAIMS COURT SHALL NOT BE DEEMED TO BE A WAIVER OF THE RIGHT TO ARBITRATE, AND IF A COUNTER CLAIM IN EXCESS OF THE JURISDICTION OF THE SMALL CLAIMS COURT IS FILED IN THE MUNICIPAL OR SUPERIOR COURT, THEN THE PARTY FILING IN SMALL CLAIMS COURT MAY DEMAND ARBITRATION PURSUANT TO THIS PARAGRAPH. NOTICE: BY SIGNING THIS, YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION

AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAWS. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE `ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION. By accepting the terms and conditions of this agreement, I/We agree to arbitration. NOTE ABOUT CHANGE ORDERS: You, the buyer, may not require a contractor to perform extra or change-order work without providing written authorization prior to the commencement of any work covered by the new change order. Extra work or a change order is not enforceable against a buyer unless the change order also identifies all of the following in writing prior to the commencement of any work covered by the new change order: (i) The scope of work encompassed by the order. (ii) The amount to be added or subtracted from the contract. (iii) The effect the order will make in the progress payments or the completion date. The contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment. In today's electronic world a change order can be approved via email and text, and is legally binding. MECHANICS LIEN WARNING: Anyone who helps improve your property, but who is not paid, may record what is called a mechanics' lien on your property. A mechanics' lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder. Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit. To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a '20-day Preliminary Notice.' This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid. BE CAREFUL. The Preliminary Notice can be sent up to 20 days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary Notices. You will not get Preliminary Notices from

your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property. PROTECT YOURSELF FROM LIENS. You can protect yourself from liens by getting a list from your contractor of all the subcontractors and material suppliers that work on your project. Find out from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait 20 days, paying attention to the Preliminary Notices you receive. PAY WITH JOINT CHECKS. One way to protect yourself is to pay with a joint check. When your contractor tells you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to both the contractor and the subcontractor or material supplier. For other ways to prevent liens, visit CSLB's Web site <https://www.cslb.ca.gov> or call CSLB at 800-321- CSLB (2752). REMEMBER, IF YOU DO NOTHING, YOU RISK HAVING A LIEN PLACED ON YOUR HOME. This can mean that you may have to pay twice, or face the forced sale of your home to pay what you owe. Three-Day Right to Cancel: You, the buyer, have the right to cancel this contract within three business days.

SENIOR CITIZEN CANCELLATION: FOR ANYONE OVER THE AGE OF 62, YOU MAY CANCEL THIS TRANSACTION WITHOUT PENALTY OR OBLIGATION WITHIN FIVE (5) BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN (10) BUSINESS DAYS FOLLOWING RECEIPT BY LNL CONSTRUCTION OF YOUR CANCELLATION NOTICE, AND SECURITIES INTEREST ARISING OUT OF THE TRANSACTIONS WILL BE CANCELLED. TO CANCEL THIS TRANSACTION, DELIVER A SIGNED AND DATED COPY OF THE CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A CERTIFIED LETTER --cancel by e-mailing, mailing, faxing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice. If you cancel, the contractor must return to you anything you paid within 10 days of receiving the notice of cancellation. For your part, you must make available to the contractor at your residence, in substantially as good condition as you received them, goods delivered to you under this contract or sale. Or, you may, if you wish, comply with the contractor's instructions on how to return the goods at the contractor's expense and risk. If you do make the goods available to the contractor and the contractor does not pick them up within 20 days of the date of your notice of cancellation, you may keep them without any further obligation. If you fail to make the goods available to the contractor, or if you agree to return the goods to the contractor and fail to do so, then you remain liable for performance of all obligations under the contract. You may cancel this transaction, without any penalty or obligation, within three business days from the above date. If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk. If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice within 72 hours of signing this contract.

Remit to the following address-

LNL CONSTRUCTION INC. 8698 Elk Grove BLVD, Suite 1-277 Elk Grove, Ca. 95624 916-247-0770  
Lic#721831 within 72 hours of signing this contract.



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

10230 Systems Parkway, Sacramento, CA 95827-3007

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

### **STAFF REPORT (REPORT 23-32)**

DATE: November 14, 2023  
TO: Board of Directors  
BY: Marissa Shmatovich, Administration Manager  
FROM: Josh Freeman, Chief Executive Director  
SUBJECT: **BULLPEN REMODEL PROJECT – XYBIX WORKSTATIONS**

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### **RECOMMENDATION**

The Board of Directors:

1. Approve Xybix quote 32908F for materials and install for six workstations

### **BACKGROUND/ANALYSIS**

In or around 2020, the Center converted the previous IT bullpen to a dispatch bullpen with six workstations utilizing surplus equipment and furniture at the Center. Since that time, the bullpen has been utilized for training new dispatchers and as an overflow workspace during the pandemic and high-volume events.

Today, with all authorized dispatcher positions filled, the Center utilizes the bullpen daily to support operations and will continue to be utilized for additional staff during high-volume events. To make those workstations more effective and ergonomic, they will need to be converted to full size dispatch workstations.

The Center collaborated with Xybix and Center staff to create a layout that best meets the training and operational needs. There will be six workstations in the new dispatch bullpen with fully equipped and updated ergonomic workstations. There is additional electrical work that needs to be completed prior to the installation of the new workstations; quotes will be forthcoming.

This project is in direct support of Strategic Blueprint and Growth Strategy Focus Area 4.C. Invest in the Center's long-term facility, technology, and communication needs and a modern disaster recovery site.

FINANCIAL ANALYSIS

The bullpen remodel is a funded Capital Improvements Project (CIP) expense, at \$150,000. Xybix is an approved CMAS vendor, eliminating the requirement for additional quotes and ensuring the Center receives the best pricing. Xybix quote #32908 totals \$136,669 and is within the established budget for the bullpen remodel project.

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

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MARISSA SHMATOVICH  
ADMINISTRATION MANAGER

Staff Report recommendation authorized by:

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JOSH FREEMAN  
CHIEF EXECUTIVE DIRECTOR

Attachments: Xybix Quote # 32908F

Xybix Systems, Inc.  
 8207 SouthPark Circle  
 Littleton CO 80120  
 Phone: 303-683-5656  
 Fax: 303-683-5454  
 taylorn



Quote Number: 32908

Quote Date: 11/9/2023  
 Revision: F  
 Orig Create Date: 11/9/2023  
 Expires: 2/7/2024  
 Opp #: 0027650

**Quote**

Terms: 1.5% 20 Days, NET 30 Days

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<p><b>QUOTE TO:</b>          Acct: SACREGSACA          Accounts Payable          Sacramento Regional Fire Department          10230 Systems Pkwy.          Sacramento CA 95827-3006</p> <p>Phone: 916-228-3057          Email: AccountsPayable@srfecc.ca.gov</p>	<p><b>SHIP TO:</b>          Sacramento Regional Fire/EMS Comm Center          10230 Systems Parkway          Sacramento, CA 95827          USA</p> <p>Salesperson: CHAD CHEWNING          Phone: (720) 876-8657          Email: chadc@xybix.com</p>
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CMAS 4-22-03-1035  
 Eagle Line w/axys  
 Install Type: Prevailing Wage  
 \*Opp 0028662 to also ship and install together

- 11.9.23, NO Removal or Disposal, customer responsible/ TAN
- 10.31.23, R5 Drawing/TAN
- 09.25.23, R2, reduce and relocate center mobile storage fixed surface to wall by door to fit 6 mobile peds, replace (2) corner desks with Straight stations, reconfigure layout/ TAN
- 08.22.2023 Remove Acrylic Cleaning Kit per customer request. MND
- 8.9.23: R1, Remove all mobile peds/ TAN
- 7.26.23: R0 Drawing Creation/ TAN

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.00	12343.	Panel System Priced by the Linear Foot: Grade 3 Fabric 12343-1-SS - 29-48in - 22.5 LF @ \$185.00/LF 12343-1-DS - 29-48in - 63.5 LF @ \$251.00/LF  Acrylic 16715 - Unlit & Blank - 67.0 LF @ 156.00/LF  Upper Tiles Fabric Color: TBD Grade 3 G2 Lower Tiles Fabric Color: TBD Grade 3 G2 Panel Trim Color: Black	1	1.00 EA	\$30,553.00	51.00 %	\$14,970.97	\$14,970.97
2.00	14486-3D.	Adj. Table Worksurface - Corner Dual Surface - 72L x 72R - Cable Management Included  <div style="background-color: #cccccc; padding: 2px;"><b>OPEN MARKET</b></div>	2	4.00 EA	\$2,999.00	51.00 %	\$1,469.51	\$5,878.04
2.01	14498-3D.	Adj. Table Worksurface - Straight Dual Surface - 84W x 44D - Cable Management Included  <div style="background-color: #cccccc; padding: 2px;"><b>OPEN MARKET</b></div>	34	2.00 EA	\$2,037.00	51.00 %	\$998.13	\$1,996.26
3.00	15844	L5S Table Base for 72X72 Corner Worksurface	3	4.00 EA	\$9,128.00	51.00 %	\$4,472.72	\$17,890.88



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Page: 2 of 5

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
<b>OPEN MARKET</b>								
3.01	15701	L4 Table Base	35	2.00 EA	\$5,324.00	51.00 %	\$2,608.76	\$5,217.52
4.00	16744.	Monitor Mount 3 - Rollervision - Corner Dual Surface - 72L x 72R	4	4.00 EA	\$7,401.00	51.00 %	\$3,626.49	\$14,505.96
16676 - Std VESA Mount 2 HI 2 Knuckle Qty = 2 Total: \$2,030.00 - OPEN MARKET 16677 - Heavy Duty VESA Mount Qty = 1 Total: \$1,006.00 - OPEN MARKET 16765 - Heavy Duty VESA Mount 2 HI 1 Knuckle Qty = 1 Total: \$1,578.00 - OPEN MARKET								
<b>OPEN MARKET</b>								
4.01	16745.	Monitor Mount 3 - Rollervision - Straight Dual Surface - 84W x 44D	36	2.00 EA	\$7,401.00	51.00 %	\$3,626.49	\$7,252.98
16676 - Std VESA Mount 2 HI 2 Knuckle Qty = 2 Total: \$2,030.00 - OPEN MARKET 16677 - Heavy Duty VESA Mount Qty = 1 Total: \$1,006.00 - OPEN MARKET 16765 - Heavy Duty VESA Mount 2 HI 1 Knuckle Qty = 1 Total: \$1,578.00 - OPEN MARKET								
<b>OPEN MARKET</b>								
5.00	16873	HDMI Cable 20 ft M/M	5	36.00 EA	\$124.00	51.00 %	\$60.76	\$2,187.36
<b>OPEN MARKET</b>								
5.01	16130-8	Datadock2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	6	6.00 EA	\$841.00	51.00 %	\$412.09	\$2,472.54
<b>OPEN MARKET</b>								
5.02	16838	Cable, Display Port/M ini Display Port, Female/Male, 6 in, Black	43	24.00 EA	\$52.00	51.00 %	\$25.48	\$611.52
<b>OPEN MARKET</b>								
6.00	15848	Grounding Kit Full Station R56 Compliant	7	6.00 EA	\$1,665.00	51.00 %	\$815.85	\$4,895.10
<b>OPEN MARKET</b>								
6.01	11792.	Power Bar - 10 Outlet	8 25	12.00 EA	\$135.00	51.00 %	\$66.15	\$793.80

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Page: 3 of 5

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
7.00	16708.	Axys Control System with Fan Base Price: \$2,121.00 16707AXS - Heat - \$675.00 - OPEN MARKET 16709AXS - Task Lights - \$270.00 - OPEN MARKET 16711AXS - Footwell Lighting - \$259.00 - OPEN MARKET 16712AXS - Down Bias Lighting - \$159.00 - OPEN MARKET 16713AXS - Arc Lighting - \$530.00 - OPEN MARKET	11	6.00 EA	\$4,014.00	51.00 %	\$1,966.86	\$11,801.16
8.00	16909	Shelf, Under Surface, With Power, 1 AC Outlet, 1 USB Charge, 1 USB-C Charge, Metal, Black  <b>OPEN MARKET</b>	17	6.00 EA	\$364.00	51.00 %	\$178.36	\$1,070.16
10.00	12031-3D.	Return Worksurface - 60Wx23.5D  <b>OPEN MARKET</b>	18	2.00 EA	\$979.00	51.00 %	\$479.71	\$959.42
10.01	12033-3D-FT.	Flip Top Return Worksurface - 18Wx36D  <b>OPEN MARKET</b>	19	2.00 EA	\$782.00	51.00 %	\$383.18	\$766.36
10.02	12033-3D.	Return Worksurface - 21.25Wx36D  <b>OPEN MARKET</b>	20	2.00 EA	\$782.00	51.00 %	\$383.18	\$766.36
10.03	12033-3D-FT.	Flip Top Return Worksurface - 36Wx36D  <b>OPEN MARKET</b>	21	1.00 EA	\$782.00	51.00 %	\$383.18	\$383.18
10.04	12033-3D.	Return Worksurface - 39.25Wx36D  <b>OPEN MARKET</b>	37	2.00 EA	\$782.00	51.00 %	\$383.18	\$766.36
11.00	16209	Cable Bridge Corner Angled Left Side  <b>OPEN MARKET</b>	22	4.00 EA	\$289.00	51.00 %	\$141.61	\$566.44
11.01	16210	Cable Bridge Corner Angled Right Side  <b>OPEN MARKET</b>	23	4.00 EA	\$289.00	51.00 %	\$141.61	\$566.44
11.02	15709	Cable Bridge Straight Left Side	39	2.00 EA	\$200.00	51.00 %	\$98.00	\$196.00
11.03	15710	Cable Bridge Straight Right Side	40	2.00 EA	\$200.00	51.00 %	\$98.00	\$196.00

Xybix Systems, Inc.  
 8207 SouthPark Circle  
 Littleton CO 80120  
 Phone: 303-683-5656  
 Fax: 303-683-5454  
 taylorn



Quote Number: 32908

Quote Date: 11/9/2023  
 Revision: F  
 Orig Create Date: 11/9/2023  
 Expires: 2/7/2024  
 Opp #: 0027650

Quote

Terms: 1.5% 20 Days, NET 30 Days

Page: 4 of 5

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
11.04	15482-3D-FT.	CPU Cabinet - ERGO ACCESS Under Work Surface 18Wx34.5D With Flip Top Hinge	24	2.00 EA	\$1,439.00	51.00 %	\$705.11	\$1,410.22
<b>OPEN MARKET</b>								
11.05	15488-3D-FT.	CPU Cabinet - ERGO ACCESS Under Work Surface 36Wx34.5D With Flip Top Hinge	44	1.00 EA	\$1,812.00	51.00 %	\$887.88	\$887.88
<b>OPEN MARKET</b>								
11.06	15219-3D.	CPU Cabinet - ERGO ACCESS Tech Tower 12Wx48H Back Access	41	2.00 EA	\$2,152.00	51.00 %	\$1,054.48	\$2,108.96
<b>OPEN MARKET</b>								
18.00	11099-3D.	Under Return End Support	26	12.00 EA	\$320.00	51.00 %	\$156.80	\$1,881.60
<b>OPEN MARKET</b>								
18.01	12235	Bracket, Support, L, 18 in, Black	27	4.00 EA	\$34.00	51.00 %	\$16.66	\$66.64
18.02	16877.	Under Surface Support Bars Priced by Linear Foot: 10.0ft	28	1.00 EA	\$500.00	51.00 %	\$245.00	\$245.00
<b>OPEN MARKET</b>								
18.04	12081	Seismic Anchoring	30	6.00 EA	\$452.00	51.00 %	\$221.48	\$1,328.88
18.05	14655	Wall Screw Anchor Kit	42	4.00 EA	\$9.00	51.00 %	\$4.41	\$17.64
19.00	10176EXT	Cup Holder - Extended for Eagle	31	6.00 EA	\$125.00	51.00 %	\$61.25	\$367.50
<b>OPEN MARKET</b>								
90.00	16139	Installers Kit Eagle Line	32	6.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	33	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00

**Line (33) - Miscellaneous Charge -**

Description	Ext. Price
1.) Freight - Full Truck	3,519.00
2.) Install Prevailing Wage	18,934.50

List Price Total:	\$214,337.00	Lines Total:	\$105,025.13
		Line Miscellaneous Charges Total:	\$22,453.50
		Taxes Total:	\$9,189.72
		<b>Quote Total:</b>	<b>\$136,668.35</b>

Xybix Systems, Inc.  
 8207 SouthPark Circle  
 Littleton CO 80120  
 Phone: 303-683-5656  
 Fax: 303-683-5454  
 taylorn



**Quote Number: 32908**

**Quote Date:** 11/9/2023  
**Revision:** F  
**Orig Create Date:** 11/9/2023  
**Expires:** 2/7/2024  
**Opp #:** 0027650

**Quote**

**Terms:** 1.5% 20 Days, NET 30 Days

**Page:** 5 of 5

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
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Note 1:  
 All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:  
 Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.  
 Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.



**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

**Executive Monthly Credit Card Usage Report  
FY 23-24**

**Reporting Month: September 2023**

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 5,000.00	\$ 917.09			
7358	Ellis	Open	\$ 20,000.00	\$ 5,415.90			
9801	Kukharets	Open	\$ 1,000.00	\$ 21.20			
9339	Shmatovich	Open	\$ 2,000.00	\$ 863.53			
8505	Todd	Open	\$ 2,000.00	\$ 1,827.21			
0835	Vargo	Open	\$ 5,000.00	\$ 4,228.51			
5192	Freeman	Open	\$ 5,000.00	\$ -			
		<b>Total:</b>	<b>\$ 40,000.00</b>	<b>\$ 13,273.44</b>			

**New/Closed Accounts Added: None**

**Cards Reported Lost or Stolen: None**

**Disputed Transactions: None**

**Changes in Authorization Limits: None**

**Monthly Liability: \$40,000.00**



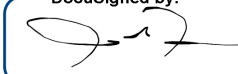
**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 23-24			
Total Monthly Credit Card Usage			
July	\$ 33,485.32	January	
August	\$ 10,252.44	February	
September	\$ 13,273.44	March	
October		April	
November		May	
December		June	

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

DocuSigned by:  
  
 65B602DAE5EF4D2...

10/12/2023

---

Chief Executive Director Signature

Date



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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

## FY 23/24 Budget to Actuals Report

Month End October 2023

Page 1 of 4

GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>REVENUE</b>					
4010-910	Member Contribution SMFD	(5,351,509)	0	2,675,755	(8,027,264)
4010-920	Member Contribution SFD	(5,436,552)	0	2,718,276	(8,154,827)
4010-930	Member Contribution CFD	(1,109,249)	0	554,624	(1,663,873)
4010-940	Member Contribution FFD	(427,677)	0	213,839	(641,516)
4014-000	OES Deployment	0	48,160	92,368	(92,368)
4015:4998	Other Revenue	0	4,904	48,459	(48,459)
<b>TOTAL REVENUE</b>		<b>(12,324,987)</b>	<b>53,064</b>	<b>6,303,321</b>	<b>(18,628,307)</b>

GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>					
5010	Base Salaries and Wages	4,900,152	388,114	1,512,433	3,387,719
5020	Overtime	300,000	16,158	75,201	224,799
5030	Overtime - FLSA	100,000	7,137	29,187	70,813
5035	OES Deployment	1	0	19,724	(19,723)
5040	Uniform Allowance	41,700	100	400	41,300
5050	Night/Admin Shift Differential	82,983	7,349	29,670	53,313
5055	Out-of-Class Pay	20,000	1,950	6,950	13,050
5060	Longevity	34,200	2,400	10,050	24,150
5065	On-Call Pay	82,575	8,050	30,600	51,975
5115	Vacation Cash Out	54,000	2,534	11,232	42,768
5120	Sick Leave	0	16,403	52,627	(52,627)
5130	CTO Leave	0	0	438	(438)
5140	Holiday Pay	248,665	15,571	47,819	200,846
5220	Training Pay	35,000	4,229	13,560	21,441
5310	Workers Compensation Insurance	77,793	6,483	25,931	51,862
5410	FED ER Tax - Medicare	70,000	6,306	24,870	45,130
5413	FED ER Tax - Social Security	1,000	0	0	1,000
5420	State ER Tax - ETT	2,350	7	39	2,311
5423	State ER Tax- UI-	20,000	154	852	19,148
5510	Medical Insurance	1,224,016	88,599	351,664	872,352
5520	Dental Insurance	104,150	7,983	32,168	71,982
5530	Vision Insurance	11,781	747	2,989	8,792
5610	Retirement Benefit Expense	1,110,514	90,207	356,038	754,476
5611	Pension Adjustment-	0	0	0	0
5620	OPEB Benefit Expense	419,000	28,453	112,932	306,068
5625	Education Incentive	31,920	2,236	8,837	23,083
5690	Other Salary and Benefit Expens	14,000	1,176	3,571	10,429
<b>TOTAL EMPLOYEE-RELATED EXPENSES</b>		<b>8,985,800</b>	<b>702,346</b>	<b>2,759,782</b>	<b>6,226,018</b>



# Sacramento Regional Fire/EMS Communications Center

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## FY 23/24 Budget to Actuals Report

Month End October 2023

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GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>MATERIALS &amp; SUPPLIES</b>					
6010	Office Supplies	12,000	139	4,514	7,486
6013	Office Supplies - Ink Cartridge	4,000	0	3,373	627
6015	Equipment Rental	9,500	870	10,442	(942)
6020	Postage	1,000	0	424	576
6050	Center Supplies	10,000	303	14,416	(4,416)
6090	Other Materials and Supplies	1,000	0	1,318	(318)
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>37,500</b>	<b>1,312</b>	<b>34,487</b>	<b>3,013</b>

GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>PROFESSIONAL SERVICES</b>					
6110	Legal Services	240,000	44,509	86,344	153,656
6115	Accounting and Audit Services	24,300	0	972	23,328
6120	Actuary Services	10,000	0	2,100	7,900
6125	Consulting Services	692,929	52,677	210,372	482,557
6140	Technological Services	306,400	9,262	54,313	252,087
6190	Other Professional Services	500	0	0	500
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>1,274,129</b>	<b>106,448</b>	<b>354,101</b>	<b>920,028</b>

GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>COMMUNICATION EQUIPMENT &amp; SERVICES</b>					
6220	Maintenance - Radios & Radio Equipment	200,000	0	1,650	198,350
6221	Maintenance - Radio Consoles & Other	86,400	5,129	20,515	65,885
6223	Radio - Backbone Subscription SRRCs	20,000	2,469	9,875	10,125
6230	Communication Services	241,990	23,529	88,018	153,972
6245	Maintenance - Tower Equipment	16,560	111	444	16,116
6250	Communication Supplies	10,000	0	98	9,902
6290	Other Communication Services and Equipment	1,000	0	29	971
<b>TOTAL COMMUNICATION EQUIPMENT &amp; SERVICES</b>		<b>575,950</b>	<b>31,238</b>	<b>120,629</b>	<b>455,321</b>





# Sacramento Regional Fire/EMS Communications Center

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## FY 23/24 Budget to Actuals Report

Month End October 2023

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GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>HW &amp; SW MAINT</b>					
6310	Hardware Maintenance - Equipment	0	0	0	0
6315	Hardware Maintenance - Network	750	45	180	570
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	107,088	24,094	51,811	55,277
6322	CAD Maintenance and Support/Northrop Grumman	476,928	15,953	68,396	408,532
6323	Software Maintenance - GIS	158,768	12,674	31,446	127,322
6330	Software Maintenance - Network	26,850	0	0	26,850
6350	Computer Supplies	10,000	122	122	9,878
6390	Other, Computer Services and Supplies	1,000	333	333	666
<b>TOTAL HW &amp; SW MAINT</b>		<b>782,384</b>	<b>53,221</b>	<b>152,288</b>	<b>630,095</b>

GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>FACILITIES &amp; FLEET</b>					
6410	Services - Landscaping	4,800	0	797	4,003
6415	Maintenance - Building	33,000	73	8,614	24,386
6260	Lease - CTC	78,629	6,550	26,201	52,427
6420	Services - Custodial	51,000	4,250	17,000	34,000
6421	Services - Center Security	480	80	417	63
6425	Maintenance - HVAC	13,000	0	11,325	1,676
6235	Maintenance - Power Supply	24,000	1,021	12,594	11,406
6430	Services - Cable	2,300	189	743	1,557
6435	Services - Pest Control	1,000	70	280	720
6490	Other, Facilities and Fleet	17,842	1,527	6,085	11,757
6510	Utilities - Electric	52,710	3,870	18,321	34,389
6515	Utilities - Water	7,728	688	2,794	4,934
6520	Utilities - Refuse Collection / Disposal	8,760	781	2,936	5,824
6525	Utilities - Sewage Disposal Services	1,890	139	277	1,613
6635	Services - Bottled Water	5,000	699	1,785	3,215
6645	Services - Printing	3,000	226	925	2,075
6650	Services - Shredding	3,600	226	1,169	2,430
6652	Fleet - Maintenance	5,000	135	4,660	340
6654	Fleet - Fuel	13,000	607	2,541	10,459
6655	Insurance (Property and Fleet)	62,000	4,462	17,847	44,153
6690	Other - Facility & Fleet Management	1,000	0	218	782
<b>TOTAL FACILITIES &amp; FLEET</b>		<b>389,739</b>	<b>25,593</b>	<b>137,529</b>	<b>252,208</b>



# Sacramento Regional Fire/EMS Communications Center

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## FY 23/24 Budget to Actuals Report

Month End October 2023

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GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>RECRUITMENT, RETENTION &amp; TRAINING</b>					
6610	Recruitment	41,700	96	10,426	31,274
6612	Employee Retention	23,875	1,192	6,293	17,582
6615	Employee Education & Training	30,500	1,210	10,043	20,457
6618	Conference Registration	24,500	1,350	3,047	21,453
6621	Air	20,000	70	11,494	8,506
6622	Lodging	31,000	2,605	25,075	5,925
6623	Rental Cars	7,750	168	787	6,964
6624	Parking	2,000	246	960	1,040
6625	Membership Dues	6,060	1,226	1,401	4,659
6626	Taxi, Uber, Mileage, Other	4,000	836	2,522	1,478
6627	Per Diem	12,000	390	5,924	6,076
6640	Uniform/Badges/Shirts	8,000	652	1,903	6,097
6660	Operations Support	37,500	679	4,231	33,269
6661	Administration Support	21,600	53	4,202	17,398
<b>TOTAL RECRUITMENT, RETENTION &amp; TRAINING</b>		<b>270,485</b>	<b>10,773</b>	<b>88,308</b>	<b>182,177</b>
<b>GRAND TOTAL EXPENSES</b>		<b>12,324,987</b>	<b>932,338</b>	<b>3,623,153</b>	<b>8,701,832</b>

GL Account	Description	FY 23/24 Budget	Period 4 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>CAPITAL IMPROVEMENTS</b>					
6997-021	Capital Improvement - CAD	793,997	0	0	793,997
6997-022	Capital Improvement - DRC	0	0	0	0
6997-023	Capital Improvement - Equipment	5,000	0	0	5,000
6997-024	Capital Improvement - Facility	385,523	0	0	385,523
6997-025	Capital Improvement - Hardware	30,000	0	0	30,000
6997-026	Capital Improvement - Software	90,362	12,600	38,475	51,887
6997-027	Capital Improvement - Technology	15,000	0	0	15,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>		<b>1,319,882</b>	<b>12,600</b>	<b>38,475</b>	<b>1,281,407</b>

<b>CASH FLOW FY 23-24</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
1116 Operating - opening balance	2,418,078.76	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	
IN	221,450.68	3,242,071.69	2,772,116.73	11,130.00	-	-	-	-	-	-	-	-	6,246,769.10
Member Agencies Contributions	213,838.52	3,230,378.99	2,718,275.79	-									6,162,493.30
Sum of Debits	7,612.16	11,692.70	53,840.94	11,130.00									84,275.80
OUT	(1,570,187.70)	(891,751.85)	(935,799.62)	(795,408.54)	-	-	-	-	-	-	-	-	(4,193,147.71)
Employee Related Expenses	(306,195.01)	(317,757.59)	(332,127.76)	(328,695.56)									(1,284,775.92)
CalPERS Expenses	(762,370.06)	(209,420.86)	(216,315.63)	(217,073.40)									(1,405,179.95)
Operating Expenses	(501,622.63)	(364,573.40)	(387,356.23)	(249,639.58)									(1,503,191.84)
Transfer Out	-	-	-	-									-
1116 Operating - closing balance	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	4,471,700.15	

1197 CIP - opening balance	1,319,881.50	1,319,881.50	1,319,881.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	
IN	-	-	-	-	-	-	-	-	-	-	-	-	-
OUT	-	-	(25,875.00)	-	-	-	-	-	-	-	-	-	(25,875.00)
CAD	-	-	-	-									-
DRC	-	-	-	-									-
Equipment	-	-	-	-									-
Facility	-	-	-	-									-
Hardware	-	-	-	-									-
Software	-	-	(25,875.00)	-									(25,875.00)
Technology	-	-	-	-									-
1197 CIP - closing balance	1,319,881.50	1,319,881.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	1,294,006.50	

1113 Lease - beginning balance	379,579.71	357,188.42	334,796.92	312,405.15	290,013.28	267,618.94	245,224.60	222,830.26	200,435.92	178,041.58	155,647.24	133,252.90	
IN	3.05	2.84	2.57	2.47									10.93
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(268,732.08)
1113 Lease - closing balance	357,188.42	334,796.92	312,405.15	290,013.28	267,618.94	245,224.60	222,830.26	200,435.92	178,041.58	155,647.24	133,252.90	110,858.56	

1114 Reserve - opening balance	1,673,709.16	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	-
IN	2,700.87	2,705.22	2,622.18	2,713.81									10,742.08
OUT	-	-	-	-									-
1114 Reserve - closing balance	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	1,684,451.24	-

1126 HF - opening balance	94.43	123.82	129.98	125.53	124.60	124.60	124.60	124.60	124.60	124.60	124.60	124.60	
IN	187.50	187.50	195.00	202.50									-
OUT	(158.11)	(181.34)	(199.45)	(203.43)									-
1126 HF - closing balance	123.82	129.98	125.53	124.60	124.60	124.60	124.60	124.60	124.60	124.60	124.60	124.60	

<b>TOTAL</b>	<b>4,422,945.51</b>	<b>6,753,455.25</b>	<b>8,544,127.77</b>	<b>7,740,171.17</b>	<b>7,717,776.83</b>	<b>7,695,382.49</b>	<b>7,672,988.15</b>	<b>7,650,718.41</b>	<b>7,628,324.07</b>	<b>7,605,929.73</b>	<b>7,583,535.39</b>	<b>7,561,141.05</b>	
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**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

<b>SRFECC Positions &amp; Authorization Document (PAD) - Revised 10/31/2023</b>			
<b>FY 23/24</b>			
<b>Center Management</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	1	
<b>Totals</b>	<b>4</b>	<b>4</b>	
<b>Operations Division</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Dispatcher Supervisor	7	7	
Dispatcher	38	40	
Annuitants	3	2	Extra Help
<b>Totals</b>	<b>45</b>	<b>47</b>	
<b>Administration and IT Division</b>			
<b>Position</b>	<b>Authorized</b>	<b>Actual</b>	<b>Comments</b>
Human Resource Analyst	1	1	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Analyst	1	1	
Systems Engineer	1	0	
Office Specialist	1	1	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
<b>Totals</b>	<b>9</b>	<b>8</b>	
<b>Totals</b>	<b>58</b>	<b>59</b>	



# Sacramento Regional Fire/EMS Communications Center

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

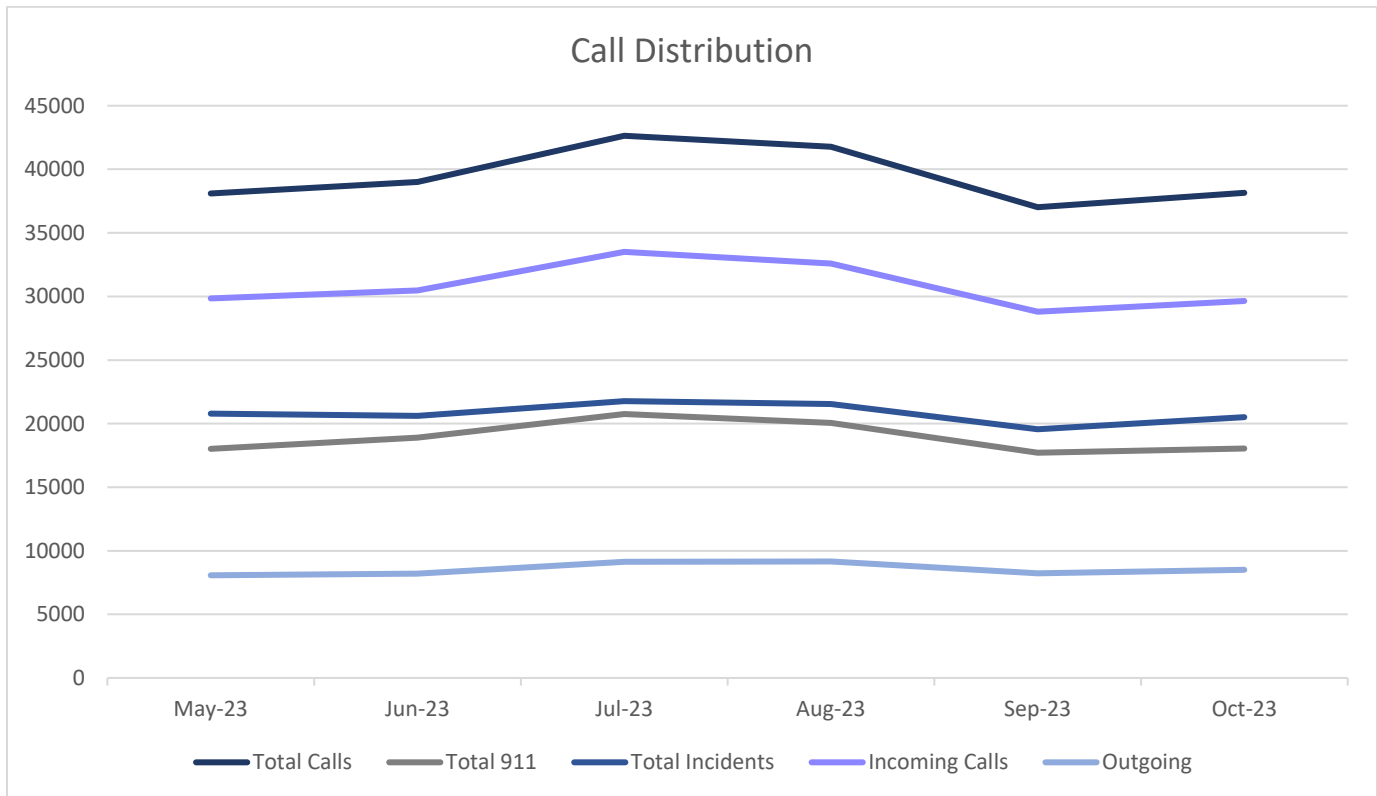
## Telephony Performance Measure October 2023

### Overview

TOTAL CALL VOL.	38,149
TOTAL INCIDENTS	20,521
INCOMING CALLS	29,648
OUTGOING CALLS	8,501

### Incoming Lines Detail

911 LINES	18,047
SEVEN DIGIT EMERGENCY	4,312
ALLIED/ADMIN	7,206





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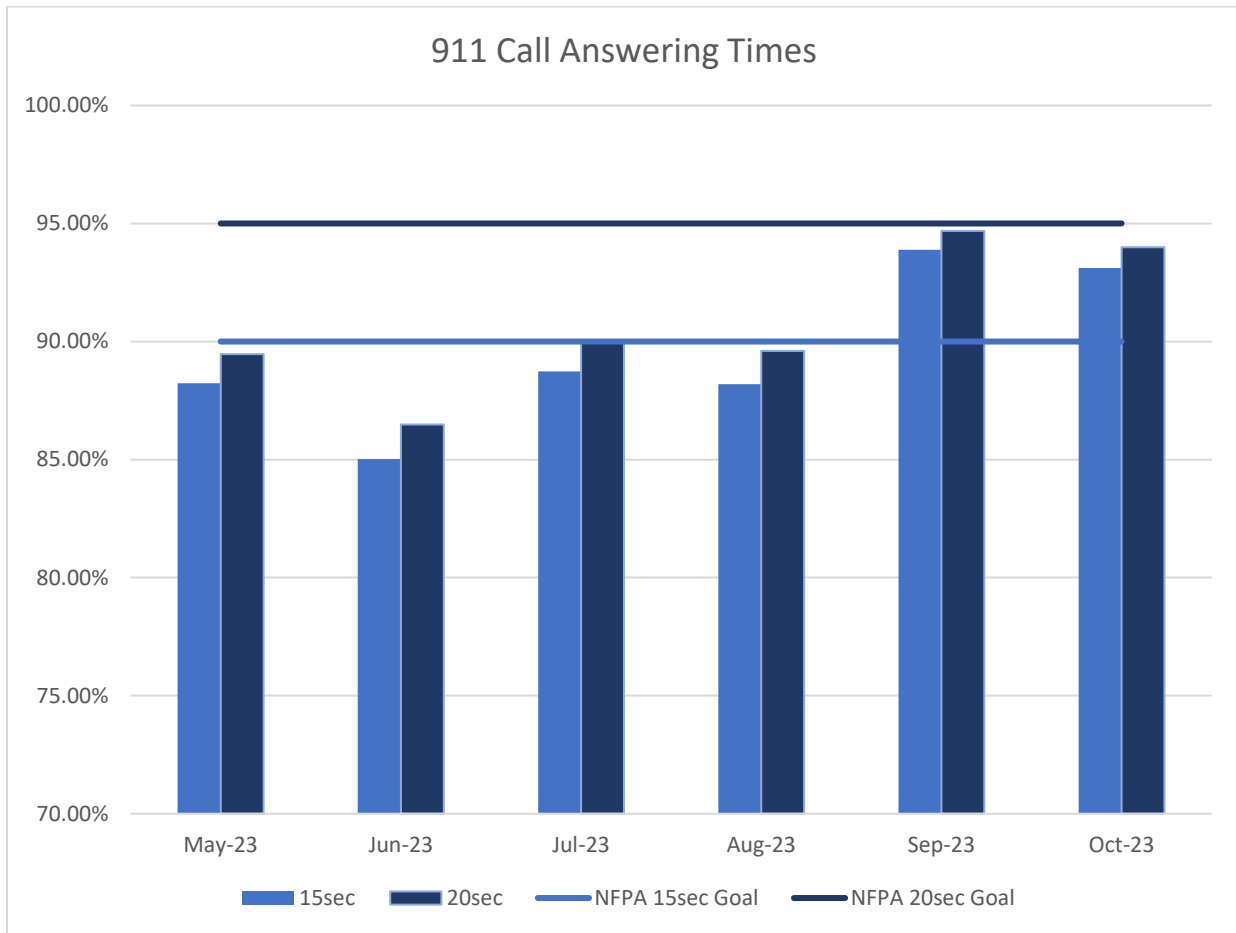
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

**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 %
May	88.23%	89.46%
June	85.02%	86.48%
July	88.73%	90.06%
August	88.19%	89.60%
September	93.89%	94.68%
October	93.11%	93.99%

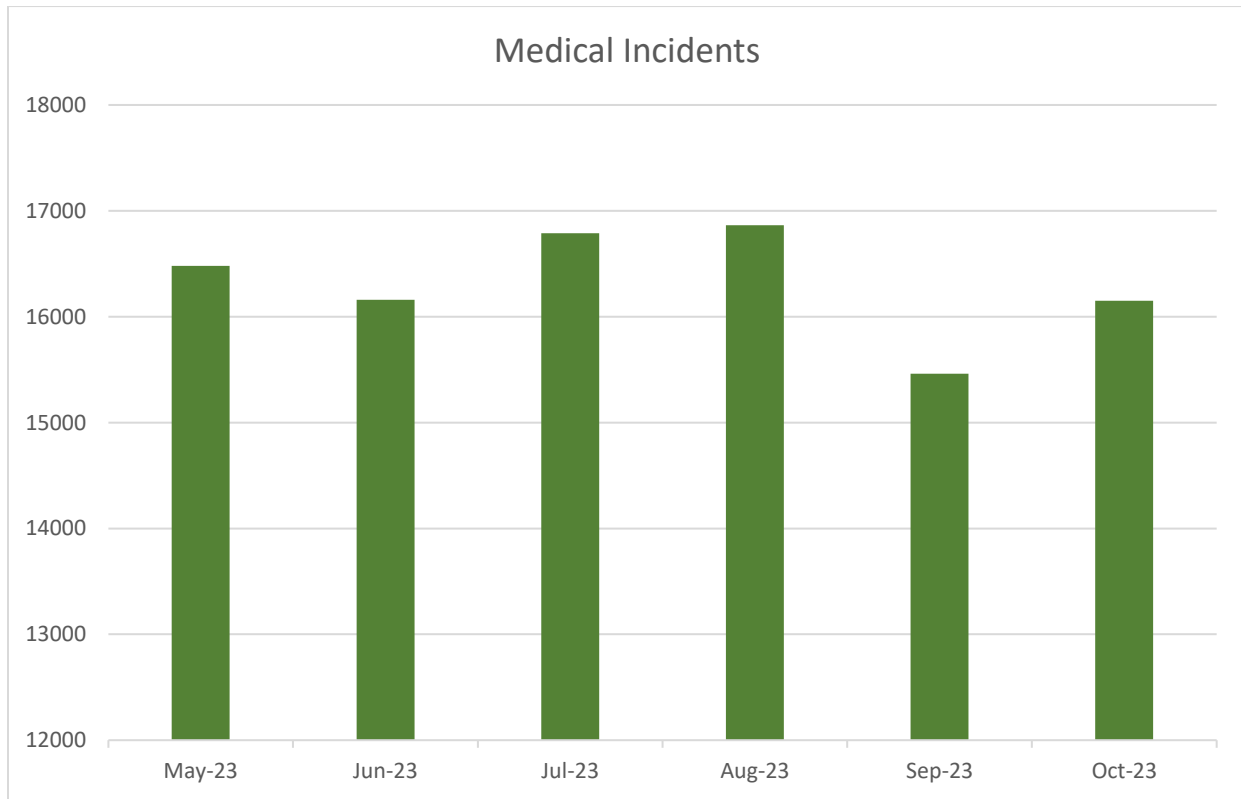
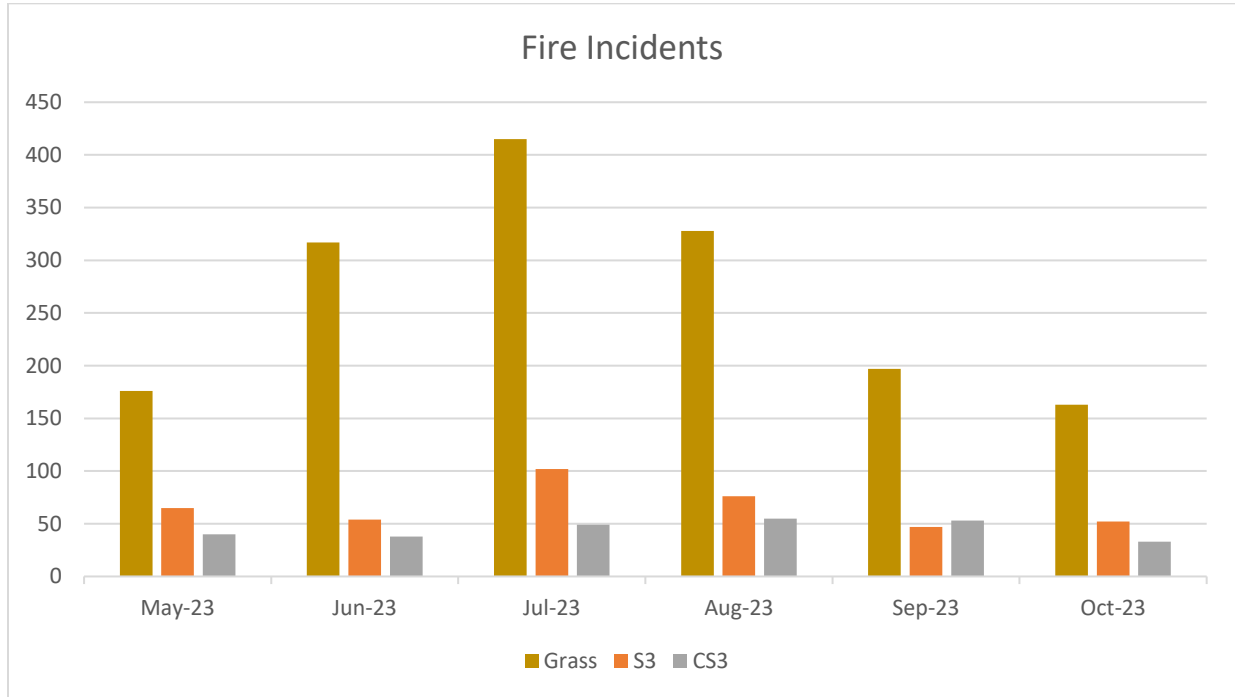




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