



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

UPDATED MEETING AGENDA REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC

Tuesday, June 27, 2023

9:00 AM

Sacramento Metropolitan Fire District
10545 Armstrong Avenue, CA 95655

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

Dan Quiggle, Board Member

Deputy Chief, Cosumnes Community Services District

PLEDGE OF ALLEGIANCE

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

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

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

PRESENTATION:

None

CENTER REPORTS:

None

*INDICATES NO ATTACHMENT

RECESS TO CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Troy Bair, Chief Executive Director
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Employee Organization(s)	Teamsters Local 150 Teamsters Local 856 Unrepresented Administrators
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2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

Employee Evaluation:	Chief Executive Director Operations Manager Administrative Manager Medical Director
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3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

One (2) 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.

None

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

1. **SUBJECT:** Concern EAP Contract Increase (*Staff Report 23-14*) Page 5
 - a. **Recommendation:** Approve a two-year contract renewal with Concern EAP at \$11,638 annually
2. **SUBJECT:** Final Budget FY 2023-2024 (*Staff Report 23-15*) Page 6
 - a. **Recommendation:** Approve the following for FY 2023-2024 budget
 - Approve the final FY 2023/2024 budget and adopt Resolution 23-02.
 - Approve the transfer of \$268,732.08 from the operating account to the savings account to make Equipment Lease payments to Umpqua through the end of FY 2024.
 - Approve the transfer of \$76,953.65 from the operating account to the CIP accounts to fully fund FY 2024 CIP projects.
3. **SUBJECT:** Tabletcommand Contract Management (*Staff report 23-16*) * Page 12

- a. **Recommendation:** Approve the centralized TabletCommand contract management under the Center and pass-through of contract costs.

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

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

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Page 20

CORRESPONDENCE:

None

CENTER REPORTS:

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

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

The next scheduled Board Meeting is Tuesday, July 11, 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.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 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 June 23, 2023, a copy of the agenda was posted at the following locations:

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

ATTEST:



KRISTIN DIANE ELLIS
CLERK OF THE BOARD



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

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STAFF REPORT (REPORT 23-14)

DATE: June 27, 2023

TO: Board of Directors

FROM: Troy A. Bair, Chief Executive Director

BY: Marissa Shmatovich, Administration Manager

SUBJECT: **CONCERN EAP CONTRACT INCREASE**

RECOMMENDATION

The Board of Directors:

1. Approve the Concern EAP 2-year Contract Renewal at \$11,638 annually.

BACKGROUND/ANALYSIS:

The Center entered into contract with Concern Employee Assistance Program (EAP) in October of 2021 as an additional EAP option for Center employees. The original contract amount was based on an assumed annual usage of 15% of 55 employees. In the last two years, Concern EAP usage has been over 35% and to maintain the level of service currently available, Concern has increased the contract amount commensurate to usage, from \$6,650 to \$11,638. The Center wishes to continue offering this benefit for employees based on the higher-than-expected utilization and positive outcome this benefit provides.

FINANCIAL ANALYSIS

The Center anticipated an increase in the Concern contract amount based on reports of high employee engagement and increased the Other Salary and Benefits line, which includes Concern EAP, for FY23/24. The 2-year contract renewal will be for the contract period of November 1, 2023, through October 31, 2025, at an annual rate of \$11,638. The increase is sufficient to cover the Concern EAP contract increase as well as additional Other Salary and Benefits expenditures.

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

Attachments: CONCERN EAP Amendment #2 between Concern and SRPSCC

Staff Report recommendation authorized by:

Approved as to Form:

TROY A. BAIR
CHIEF EXECUTIVE DIRECTOR

LINDSAY K. MOORE
LEGAL COUNSEL

CONCERN: EMPLOYEE ASSISTANCE PROGRAM
Amendment #2 to Agreement for Employee Assistance Services
by and between

CONCERN: EAP and Sacramento Regional Public Safety Communications Center

This Amendment #2 to Agreement for Employee Assistance Services (the “Amendment #2”) is made by and between CONCERN: Employee Assistance Program (the “Plan”) and Sacramento Regional Public Safety Communications Center (the “Group”) as of November 1, 2023 (“Amendment Effective Date”).

WHEREAS, the Plan and the Group entered into and executed that certain Agreement for Employee Assistance Services dated November 1, 2021 (the “Agreement”).

WHEREAS, the Plan and the Group now desire to amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree to amend the Agreement as follows:

1. **Term.** This amendment #2 is in effect for the term of November 1, 2023 to October 31, 2025. This term may be extended or modified by a written amendment, which must be executed by the Plan and the Group.
2. **Attachment A.** Section G of the Agreement is amended in its entirety and replaced with the following:
Section G. Upon request, the Plan shall provide (3) hours per contract year of onsite or virtual educational seminars and crisis response. Seminars are to be selected from a list of topics provided by the Plan. Cancellation of educational seminars within three business days of their scheduled time shall be counted as used onsite hours, or subject to a late cancellation billing of \$450.00, whichever applies. Additional hours may be purchased by the Group at current pricing.
3. **Compensation.** The Group shall pay \$11,638.00 per year, based on a group size of up to 55 benefits-eligible employees.
4. **Effect of Amendment.** Except as set forth in this Amendment #2, the Agreement remains in full force and effect, according to its terms.

IN WITNESS WHEREOF, the Plan and Group have executed this Amendment on the dates set forth below, to be effective as of the date set forth above.

CONCERN: Employee Assistance Program

Sacramento Regional Public Safety
Communications Center

Name Sign: _____

Name Sign: _____

Name Print: Cecile Currier

Name Print: _____

Title: CEO

Title: _____

Date: _____

Date: _____

2490 Hospital Drive, Suite 310
Mountain View, CA 94040

10230 Systems Parkway
Sacramento, CA 95827



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.sfecc.ca.gov

STAFF REPORT (23-15)

DATE: June 27, 2023
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: FY 2023/2024 FINAL BUDGET

RECOMMENDATION

The Center recommends:

1. Approve the final FY 2023/2024 budget and adopt Resolution 23-02.
2. Approve the transfer of \$268,732.08 from the operating account to the savings account to make Equipment Lease payments to Umpqua through the end of FY 2024.
3. Approve the transfer of \$76,953.65 from the operating account to the CIP accounts to fully fund FY 2024 CIP projects.

BACKGROUND/ANALYSIS:

The Center presents the 2023/2024 final budget for Board review and adoption via Resolution 23-02, Final Budget FY 2023-2024.

By allocating limited resources effectively and appropriately, the Center will continue delivering high-quality services while being mindful of our commitment to financial stability and responsibility.

FINANCIAL ANALYSIS

The Center’s fiscal budget is a comprehensive outline of the upcoming year’s budget necessities, maintaining the recruitment levels as well as vital infrastructure upgrades. The Center has a history of intentional and proactive planning to ensure long-term sustainable fiscal health.

A truncated summary of the final budget is as follows:

Expenses	FY 22/23 Final	FY 23/24 Final	% Change
Total Employee-Related Expenses	8,156,843.33	8,985,799.80	10.16%
Total Professional Services	1,228,344.05	1,274,129.14	3.73%
Total Materials and Supplies	37,500.00	46,500.00	24.00%
Total Hardware & Software Maintenance	698,438.28	782,384.06	12.02%
Total Communications Equipment and Services	392,814.00	575,950.00	46.62%
Total Facilities and Fleet Management	356,799.80	389,738.60	9.23%
Total Employee Recruitment, Retention and Training	224,980.69	270,485.00	20.23%
Total Budgeted Expenses - OPEX	\$ 11,095,720.15	\$ 12,324,986.60	11.08%

REVENUES

The Center is funded by its four paying member agencies Sacramento Metropolitan Fire, Sacramento Fire, Folsom Fire, and Cosumnes Community Services District. Member contributions are projected to increase by 11.08%. Reimbursable mutual aid deployments with Cal OES cannot be estimated, therefore have not been budgeted. All other streams of revenue, including board-up administrative fees, are minimal and are not budgeted as well.

EXPENDITURES

As with the previous year, this budget was prepared in collaboration with all departments within the Center, using actual activities and statistical estimations. A great effort was made to obtain quotes and updated costs to accurately project future expenses.

Salaries and fringe benefits combine for \$8.98 million or roughly 72.90% of the operating budget. This is a 10.16% increase from the previous year, per the passing of the Tentative Agreement between the Center and Local 150, Local 856, and the administration staff.

There are eminent radio projects that the Center has identified as a high priority. There is a significant budget increase of 46.62% in Total Communications Equipment and Services over the previous fiscal year to upgrade the radio logger, replace aging portable dispatch radios to augment the FY 2022 radio purchase, back up control stations connected to the MCC7500 radio console system (these are out of service and in need of replacement) and start the next phase of the VHF simulcast project.

Another Center commitment is to the health and wellness of each employee, to ensure the future success of its operations, its constituents, and all the residents it serves. The deliberate expansion of Employee Recruitment, Retention, and Training of 20.23% supports this initiative. Investing in the professional development of the employees will ensure that dispatchers are challenged and excited about growing with the Center while avoiding employee burnout. This will in turn improve employee retention, increase engagement, lead to more productivity, and boost morale.

EQUIPMENT LEASE PAYMENTS

The Center currently holds an Equipment Lease with Umpqua Bank for the Command Point CAD project. The monthly lease payments are made from the Savings account, created in FY 2020 and funded in the amount of \$648K. This account has not been replenished. At the fiscal year-end close of FY 2023, the remaining funds will be exhausted in four months. The Center must transfer \$268,732.08 from the Operating account to fund all equipment lease payments for FY 2024.

CAPITAL IMPROVEMENT PROJECTS (CIP)

While the Center has made significant progress with the Peraton CP CAD upgrade, unforeseen and unprecedented conditions have delayed full implementation. The CAD upgrade remains the Center's primary CIP project into the new fiscal year.

With the approval of the fund's transfer for facilities improvements in FY 2023, as referenced in Staff Report 23-2, the Center also continues to concentrate on implementing the new workstation project and facility upgrade.

There are several projects (both budgeted and unbudgeted) in FY 2023 that remain 'in progress' status.

The Center plans to carry over the appropriated funds to bring these projects to completion. New CIP projects for FY 2024 include Server Operating Upgrade and Dispatch Office PC Upgrade.

Description	FY 2023	FY 2024	Amount
CAD Enhancement #155	17,325.00	-	17,325.00
CAD Additional Training	88,653.00	-	88,653.00
CAD Complete System Readiness Demo	344,009.00	-	344,009.00
CAD Completion of Peraton Training	86,002.00	-	86,002.00
CAD Go-Live	172,005.50	-	172,005.50
CAD Final Acceptance	86,002.00	-	86,002.00
	\$ 793,996.50	\$ -	\$ 793,996.50
Automatic Call Distribution (ACD)	74,362.00	-	74,362.00
Modular Center Space	65,525.00	-	65,525.00
Computer and Equipment Room Project	60,000.00	-	60,000.00
Recabling workstations	15,000.00	-	15,000.00
Office Furniture	10,000.00	-	10,000.00
Netclocks x 2	5,000.00	-	5,000.00
Hue & Cry Fire Alarm - second deposit	4,183.00	-	4,183.00
Mid-year Budget Revision: Facility	95,815.00	-	95,815.00
Mid-year Budget Revision: New Workstations	150,000.00	-	150,000.00
Server Operating Upgrade	-	16,000.00	16,000.00
Dispatch Office PC Upgrade	-	30,000.00	30,000.00
Total Budgeted Expenses - CIP	\$ 479,885.00	\$ 46,000.00	\$ 525,885.00
		Total	\$ 1,319,881.50
		CIP Cash	\$ 1,242,927.85
		Amount Needed	\$ 76,953.65

To fully fund all CIP projects, an additional \$76,953.65 is needed to be transferred from the operating account to the CIP account. With anticipated surplus funds in FY 2023, the Center, with confidence, can absorb this variance within the OPEX account.

As with all projects, the Center recognizes that funding is essential. All amounts are estimates based on research obtained at the time of initial discussion. Actual amounts will be recalculated and presented to the Board for final approval before kickoff.

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

 MARISSA SHMATOVICH
 ADMINISTRATION MANAGER

Attachments – FY 2023/2024 Final Budget

Staff Report recommendation authorized by:

Approved as to form:

 TROY A. BAIR
 CHIEF EXECUTIVE DIRECTOR

 LINDSAY K. MOORE
 LEGAL COUNSEL



Sacramento Regional Fire/EMS Communications Center

*10230 Systems Parkway, Sacramento, CA 95827-3006
(916) 228-3058 – Fax (916) 228-3079*

Resolution #23-02 Resolution to Adopt Final Budget FY 2023/2024

A Resolution Summarizing Expenditures and Revenues and Adopting a Final Budget for Sacramento Regional Fire/EMS Communications Center, for the Calendar Year Beginning on the First Day of July, 2023, and Ending on the Last Day of June, 2024

Whereas, The Sacramento Regional Fire/EMS Communications Center Governing Board has appointed the Chief Executive Director to prepare and submit a final budget to said governing body at the proper time; and

Whereas, the Chief Executive Director has submitted a final budget to this governing body on June 27, 2023, for its consideration, and;

Whereas, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so the budget remains in balance, as required by law.

Now therefore, be it resolved, that the Governing Board of the Sacramento Regional Fire/EMS Communications Center adopts the Final Budget, FY 23/24 as described in Attachment A.

Passed and adopted by the Governing Board of the Sacramento Regional Fire/EMS Communications Center this 27th day of June 2023 by the following vote, to with:

AYES:

NOES:

ABSTAIN:

ABSENT:

BY:

ATTEST:

Chad Wilson, Chairperson

Scott Williams, Vice Chairperson

GL Account #	Expenses	FY 22-23 Final	FY 23-24 Final	% Change
	Total Employee-Related Expenses	8,156,843.33	8,985,799.80	10.16%
6110-100	Legal Services	240,000.00	240,000.00	
6115-XXX	Accounting and Audit Services	23,300.00	24,300.00	
6120-XXX	Actuary Services	-	10,000.00	
6125-XXX	Consulting Services	90,000.00	140,000.00	
6125-XXX	County of Sacramento DHS Emergency Control Fee	164,691.53	172,926.10	
6125-XXX	Med Contr Services/Fire Service Medical Director	200,000.00	45,000.00	
6125-XXX	SRFECC Chief Executive Director	323,852.52	335,003.04	
6140-XXX	Technology Services	186,000.00	306,400.00	
6190-XXX	Other Professional Services	500.00	500.00	
6710-XXX	Debt Interest - Umpqua Lease Interest Only	-	-	
	Total Professional Services	1,228,344.05	1,274,129.14	3.73%
6010-XXX	Office Supplies	12,000.00	12,000.00	
6013-XXX	Office Supplies - Ink Cartridges	4,000.00	4,000.00	
6015-XXX	Equipment Rental - Konica Printers	9,500.00	12,500.00	
6020-XXX	Postage	1,000.00	1,000.00	
6050-XXX	Center Supplies	10,000.00	16,000.00	
6090-XXX	Other Materials and Supplies	1,000.00	1,000.00	
	Total Materials and Supplies	37,500.00	46,500.00	24.00%
6310-XXX	Hardware Maintenance - Equipment	44,900.00	-	
6315-XXX	Hardware Maintenance - Network	8,150.00	750.00	
6319-XXX	Hardware Maintenance Other	1,000.00	1,000.00	
6320-XXX	Software Maintenance - Applications	76,075.00	107,088.00	
6322-XXX	CAD Maintenance and Support	458,623.28	476,928.06	
6323-XXX	Software Maintenance - GIS	79,490.00	158,768.00	
6330-XXX	Software Maintenance - Network	19,200.00	26,850.00	
6350-XXX	Computer Supplies	10,000.00	10,000.00	
6390-XXX	Other, Computer Services and Supplies	1,000.00	1,000.00	
	Total Hardware & Software Maintenance	698,438.28	782,384.06	12.02%
6220-XXX	Maintenance - Radios & Radio Equipment	32,930.00	200,000.00	
6221-XXX	Maintenance - Radio Consoles & Other	86,400.00	86,400.00	
6223-XXX	Radio - Backbone Subscription	20,000.00	20,000.00	
6230-XXX	Communication Services	225,924.00	241,990.00	
6247-XXX	Comm Van Materials/Equipment	-	-	
6245-XXX	Maintenance - Tower Equipment	16,560.00	16,560.00	
6250-XXX	Communication Supplies	10,000.00	10,000.00	
6290-XXX	Other Communication Services and Equipment	1,000.00	1,000.00	
	Total Communications Equipment and Services	392,814.00	575,950.00	46.62%
6410-XXX	Services - Landscaping	4,800.00	4,800.00	
6415-XXX	Maintenance - Building	24,695.00	33,000.00	
6260-XXX	Lease - Admin	79,241.80	78,628.60	
6420-XXX	Services - Custodial	42,000.00	51,000.00	
6421-XXX	Services - Center Security	480.00	480.00	
6425-XXX	Maintenance - HVAC	17,480.00	13,000.00	
6235-XXX	Maintenance - Power Supply	14,000.00	24,000.00	
6430-XXX	Services - Cable	2,300.00	2,300.00	
6435-XXX	Services - Pest Control	1,200.00	1,000.00	
6490-XXX	Other, Facilities and Fleet	14,043.00	17,842.00	
6510-XXX	Utilities - Electric	50,200.00	52,710.00	
6515-XXX	Utilities - Water	7,360.00	7,728.00	
6520-XXX	Utilities - Refuse Collection/Disposal	6,900.00	8,760.00	
6525-XXX	Utilities - Sewage Disposal Services	1,800.00	1,890.00	
6635-XXX	Services - Bottled Water	4,800.00	5,000.00	
6645-XXX	Services - Printing	2,500.00	3,000.00	
6650-XXX	Services - Shredding	2,000.00	3,600.00	
6652-XXX	Fleet - Maintenance	5,000.00	5,000.00	
6654-XXX	Fleet - Fuel	13,000.00	13,000.00	
6655-XXX	Insurance (Property and Fleet)	62,000.00	62,000.00	
6690-XXX	Other - Facility and Fleet Management	1,000.00	1,000.00	
	Total Facilities and Fleet Management	356,799.80	389,738.60	9.23%
6610-XXX	Recruitment	41,700.00	41,700.00	
6612-XXX	Employee Retention	10,250.00	23,875.00	
6615-XXX	Employee Education & Training	28,850.00	30,500.00	
6618-XXX	Conference Registration	19,548.00	24,500.00	
6620-XXX	Travel & Transportation	-	-	
6621-XXX	Air	15,500.00	20,000.00	
6622-XXX	Lodging	31,000.00	31,000.00	
6623-XXX	Rental cars	7,750.00	7,750.00	
6624-XXX	Parking	-	2,000.00	
6625-XXX	Membership Dues	2,320.00	6,060.00	
6626-XXX	Taxi, Uber, Mileage, other	2,000.00	4,000.00	
6627-XXX	Per Diem	2,480.00	12,000.00	
6639-XXX	Accreditations - ACE	-	-	
6640-XXX	Uniform/Badges/Shirts	6,000.00	8,000.00	
6660-XXX	Operations Support	35,700.00	37,500.00	
6661-XXX	Administration Support	21,882.69	21,600.00	
	Total Employee Recruitment, Retention and Training	224,980.69	270,485.00	20.23%
	Total Budgeted Expenses - OPEX	11,095,720.15	12,324,986.60	11.08%



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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STAFF REPORT (23-16)

DATE: June 27, 2023

TO: Board of Directors

FROM: Troy Bair, Chief Executive Director

BY: Marissa Shmatovich, Administration Manager

SUBJECT: **TABLETCOMMAND CONTRACT MANAGEMENT**

RECOMMENDATION

The Center recommends:

1. Approve the centralized TabletCommand contract management under the Center and pass-through of contract costs.

BACKGROUND/ANALYSIS:

The SRFECJ board gave the Center direction at the TabletCommand Workshop on June 13, 2023 to manage the regional TabletCommand contract for member fire agencies and pass-through invoice amounts to each respective user agency.

FINANCIAL ANALYSIS

There is no financial impact to the Center as all TabletCommand costs will be passed on to the respective member agency.

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

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

Staff Report recommendation authorized by:

Approved as to form:

TROY A. BAIR
CHIEF EXECUTIVE DIRECTOR

LINDSAY K. MOORE
LEGAL COUNSEL

QUOTE

Sacramento Regional Fire/EMS Communications Center
 10230 Systems Pkwy
 SACRAMENTO CA 95827
 USA

Date
 26 Jun 2023

Expiry
 19 Jul 2023

Quote Number
 QU-0624

Reference
 2023 Consolidation and
 Renewal

Tablet Command, Inc.
 822 Hartz Way, Suite 235
 Danville, CA 94526-3473

Sacramento Regional Account Consolidation

This quote includes the consolidation of all Sac Regional Fire Agencies. This quote also includes the previous agreement 4 Month prorated amount for Sacramento City Fire (SCR) and Folsom (FOL) to bring SCR and FOL onto the same service term of 7/1/2023 - 6/30/2024.

Description	Quantity	Unit Price	Amount USD
SERVICE TERM 7/1/23-6/30/24			
CAD 1-Way License	1.00	2,500.00	2,500.00
Agency License Fee	1.00	1,650.00	1,650.00
TC Mobile Unlimited	1.00	3,750.00	3,750.00
COSUMNES COMMUNITY SERVICE DISTRICT FIRE DEPARTMENT (CSM)			
Pro Licenses (CSM)	10.00	500.00	5,000.00
Manage (CSM)	10.00	50.00	500.00
Staffing Integration (CSM)	1.00	1,000.00	1,000.00
CITY OF FOLSOM FIRE DEPARTMENT (FOL)			
Pro Licenses (FOL)	12.00	500.00	6,000.00
Manage (FOL)	12.00	50.00	600.00
Staffing Integration (FOL)	1.00	1,000.00	1,000.00
Fire Mapper (FOL)	3.00	250.00	750.00
Previous Agreement 4 Month Prorated Amount (FOL)	1.00	(1,500.00)	(1,500.00)

Description	Quantity	Unit Price	Amount USD
SACRAMENTO FIRE DEPARTMENT (SCR)			
Pro Licenses (SCR)	21.00	500.00	10,500.00
Manage (SCR)	21.00	50.00	1,050.00
Staffing Integration (SCR)	1.00	1,000.00	1,000.00
Previous Agreement 4 Month Prorated Amount (SCR)	1.00	(5,333.00)	(5,333.00)
SACRAMENTO METROPOLITAN FIRE DEPARTMENT (SAC)			
Pro Licenses (SAC)	13.00	500.00	6,500.00
Manage (SAC)	13.00	50.00	650.00
Staffing Integration (SAC)	1.00	1,000.00	1,000.00
SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS (SRFECC)			
Pro Licenses (SRFECC)	3.00	500.00	1,500.00
Manage (SRFECC)	3.00	50.00	150.00
ADDITIONAL OPTIONS			
TC Streaming - Per Audio Stream	0.00	600.00	0.00
		Subtotal	38,267.00
		TOTAL USD	38,267.00

Terms

Net 30



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.sfecc.ca.gov

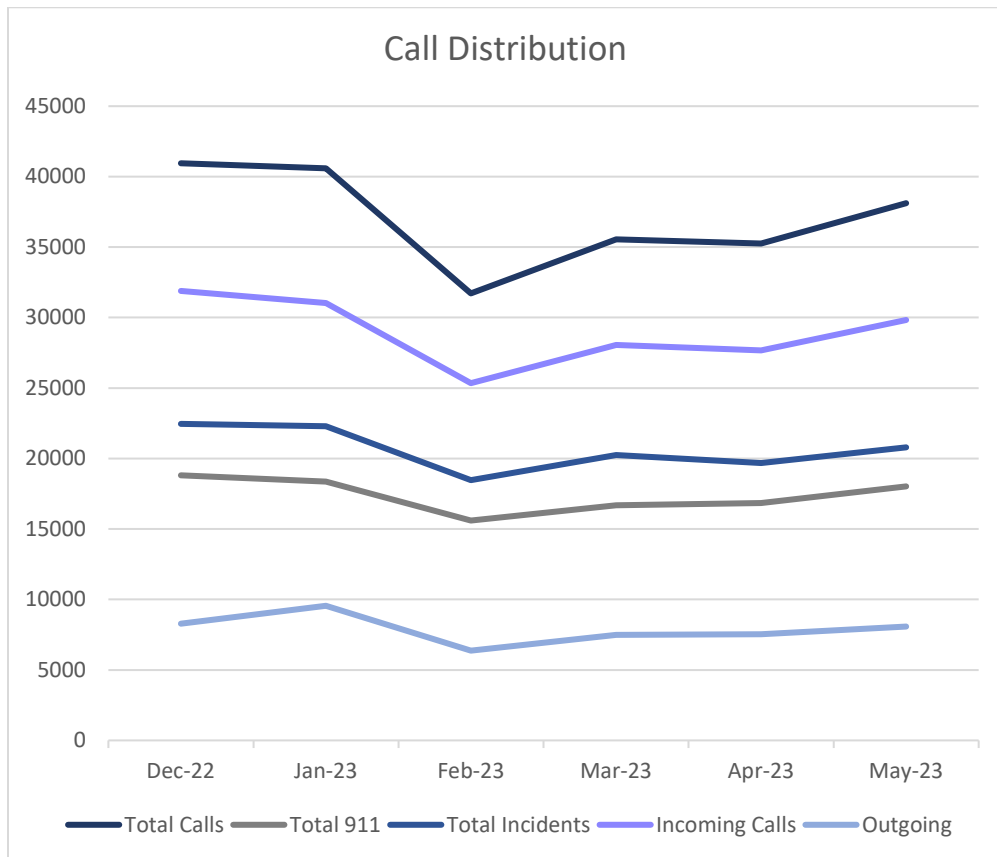
Telephony Performance Measure May 2023

Overview

TOTAL CALL VOL.	38,109
TOTAL INCIDENTS	20,789
INCOMING CALLS	29,840
OUTGOING CALLS	8074

Incoming Lines Detail

911 LINES	18,027
SEVEN DIGIT EMERGENCY	4,454
ALLIED/ADMIN	7,431



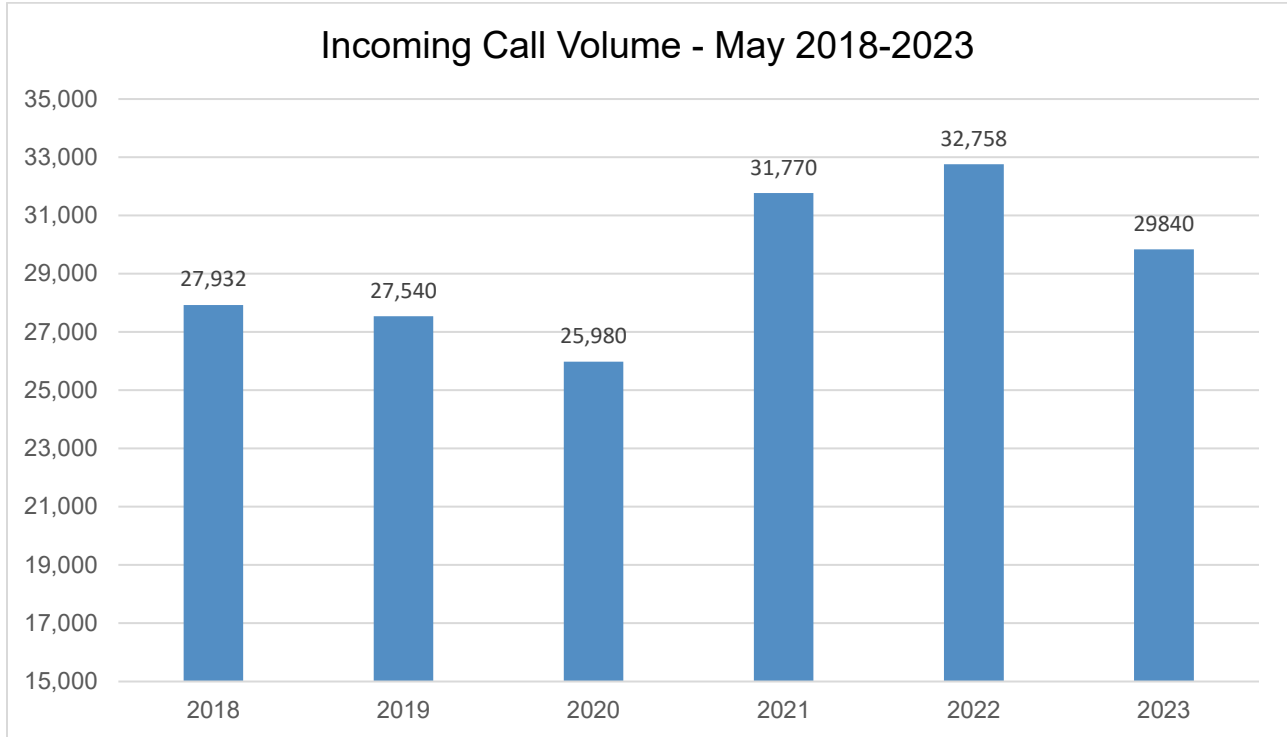


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Incoming Call Volume Comparison – Month of May 2018 through 2023





Sacramento Regional Fire/EMS Communications Center

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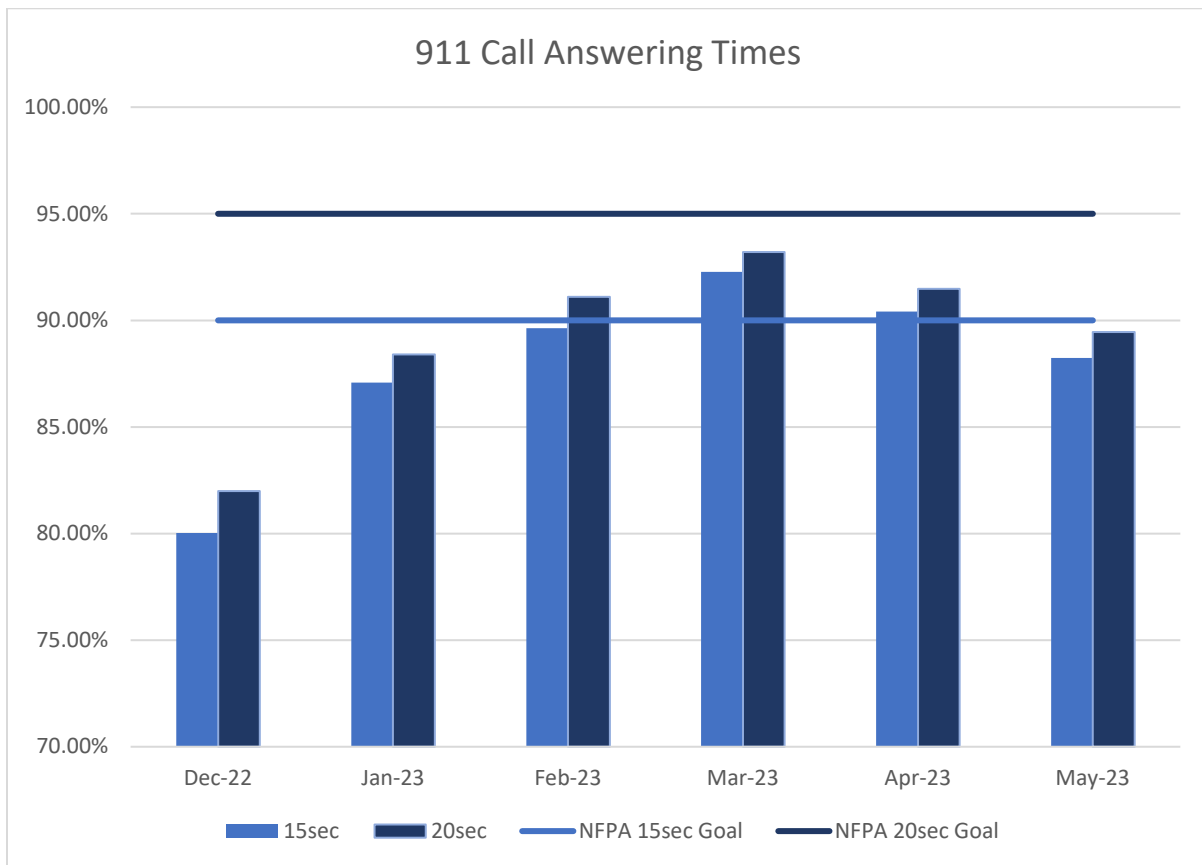
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Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

90% answered within 15 seconds

95% answered within 20 seconds

Month	15 Seconds Compliance %	20 Seconds Compliance %
December	80.02%	82.00%
January	87.08%	88.40%
February	89.64%	91.11%
March	92.27%	93.21%
April	90.41%	91.48%
May	88.23%	89.46%

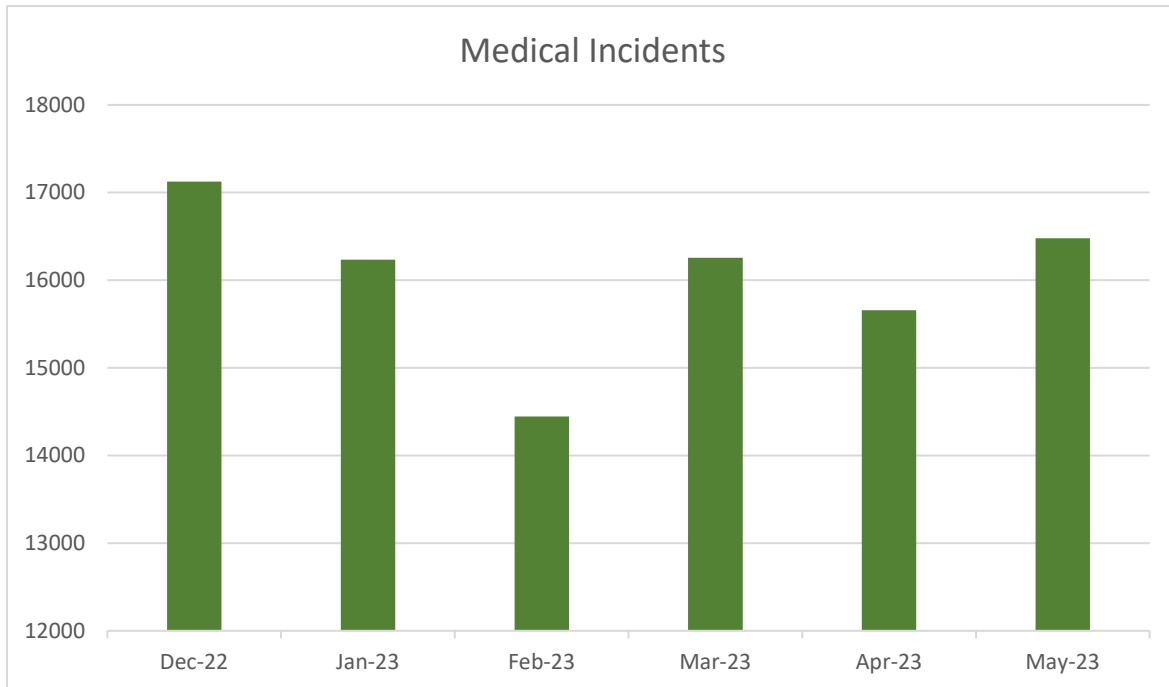
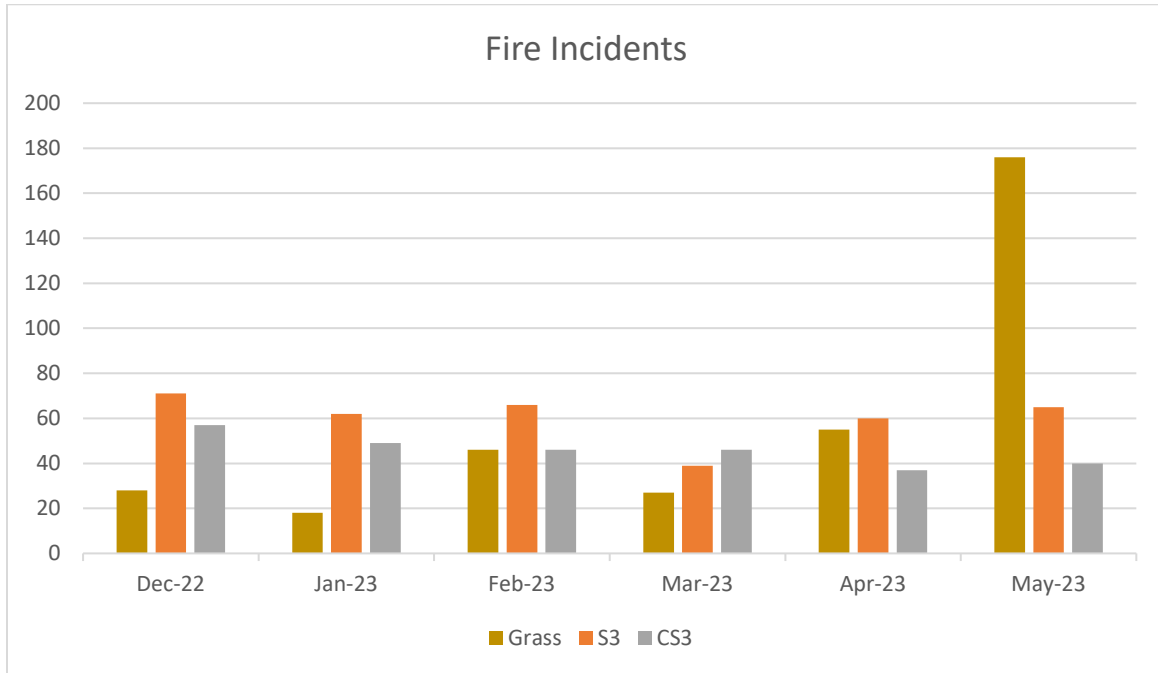




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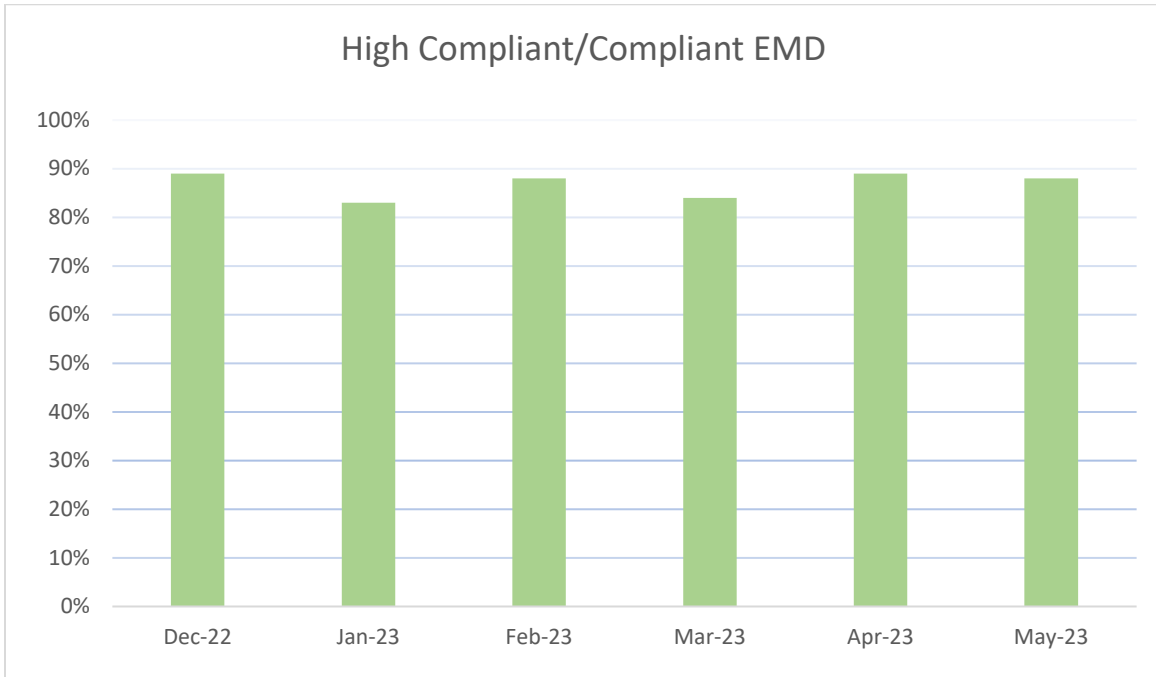




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**Executive Monthly Credit Card Usage Report
FY 22-23**

Reporting Month: May 2023

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 5,000.00	\$ -			
7358	Ellis	Open	\$ 10,000.00	\$ 9,721.31	EE	MS	B
9339	Shmatovich	Open	\$ 2,000.00	\$ 820.35	MS	JT	B
0239	Todd	Open	\$ 3,000.00	\$ 1,012.03	JT	MS	B
0835	Vargo	Open	\$ 10,000.00	\$ 8,605.68	CV	MS	B
1105	Bair	Open	\$ 5,000.00	\$ -			
		Total:	\$ 35,000.00	\$ 20,159.37			

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits:

-Temporary increase to Julee Todd: \$3,000

Monthly Liability: \$35,000.00




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FY 22-23					
Total Monthly Credit Card Usage					
July	\$	4,263.61	January	\$	18,751.60
August	\$	14,193.91	February	\$	8,942.54
September	\$	5,285.46	March	\$	18,646.41
October	\$	1,452.08	April	\$	13,454.77
November	\$	5,187.76	May	\$	20,159.37
December	\$	5,410.24	June		

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

DocuSigned by:

 AA03C6432AF9462...

6/6/2023

Chief Executive Director Signature

Date



Sacramento Regional Fire/EMS Communications Center

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FY 22/23 Budget to Actuals Report

Month End May 2023

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GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
REVENUE					
4010-910	Member Contribution Metro Fire	(4,793,636)	0	4,793,636	0
4010-920	Member Contribution SFAD	(4,891,955)	0	4,891,955	0
4010-930	Member Contribution CDF	(996,341)	0	996,341	0
4010-940	Member Contribution FFD	(414,139)	0	414,139	0
4014	OES Deployment	0	0	165,427	0
4015:4998	Other Revenue	0	4,277	603,433	0
TOTAL REVENUE		(11,096,071)	4,277	11,864,931	(768,860)

GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
EMPLOYEE-RELATED EXPENSES					
5010	Base Salaries and Wages	4,282,707	343,930	3,207,104	1,075,603
5020	Overtime	300,000	20,006	230,666	69,334
5030	Overtime - FLSA	129,590	6,697	52,304	77,286
5035	OES Deployment	1	0	128,650	(128,649)
5040	Uniform Allowance	39,000	100	31,005	7,995
5050	Night/Admin Shift Differential	78,831	7,568	73,948	4,882
5055	Out-of-Class Pay	35,800	1,375	10,600	25,200
5060	Longevity	28,200	2,450	25,000	3,200
5065	On-Call Pay	73,400	7,000	70,350	3,050
5115	Vacation Cash Out	49,000	6,660	44,356	4,644
5120	Sick Leave	0	7,199	145,688	(145,688)
5130	CTO Leave	0	473	10,787	(10,787)
5140	Holiday Pay	208,137	0	158,363	49,774
5220	Training Pay	40,800	4,113	32,457	8,343
5310	Workers Compensation Insurance	62,903	5,242	57,661	5,242
5410	FED ER Tax - Medicare	87,640	5,582	59,498	28,142
5413	FED ER Tax - Social Security	1,000	0	0	1,000
5420	State ER Tax - ETT	2,350	3	415	1,935
5423	State ER Tax- UI-	30,000	64	9,222	20,777
5510	Medical Insurance	1,091,779	77,002	802,463	289,316
5520	Dental Insurance	105,098	7,112	73,060	32,038
5530	Vision Insurance	10,900	670	6,711	4,189
5610	Retirement Benefit Expense	1,073,076	85,653	908,862	164,214
5611	Pension Adjustment-	0	0	0	0
5620	OPEB Benefit Expense	386,632	28,448	306,039	80,593
5625	Education Incentive	30,000	2,196	21,598	8,402
5690	Other Salary and Benefit Expens	10,000	1,284	11,994	(1,995)
TOTAL EMPLOYEE-RELATED EXPENSES		8,156,844	620,827	6,478,801	1,678,044



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GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
MATERIALS & SUPPLIES					
6010	Office Supplies	12,000	165	4,009	7,991
6013	Office Supplies - Ink Cartridge	4,000	1,210	3,373	626
6015	Equipment Rental	9,500	848	9,596	(96)
6020	Postage	1,000	0	388	613
6050	Center Supplies	10,000	806	13,059	(3,059)
6090	Other Materials and Supplies	1,000	0	1,318	(318)
TOTAL MATERIALS & SUPPLIES		37,500	3,029	31,743	5,756

GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
PROFESSIONAL SERVICES					
6110	Legal Services	240,000	26,105	225,978	14,023
6115	Accounting and Audit Services	23,300	55	29,284	(5,984)
6125	Consulting Services	778,544	48,807	538,391	240,153
6140	Technological Services	186,000	23,374	203,377	(17,377)
6190	Other Professional Services	500	0	0	500
TOTAL PROFESSIONAL SERVICES		1,228,344	98,341	997,030	231,315

GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES					
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	32,930
6221	Maintenance - Radio Consoles & Other	86,400	5,129	54,584	31,816
6223	Radio - Backbone Subscription SRCS	20,000	2,400	26,400	(6,400)
6230	Communication Services	225,924	18,732	223,986	1,938
6245	Maintenance - Tower Equipment	16,560	111	1,110	15,451
6250	Communication Supplies	10,000	0	133	9,866
6290	Other Communication Services and Equipment	1,000	0	4,691	(3,691)
TOTAL COMMUNICATION EQUIPMENT & SERVICES		392,814	26,372	310,904	81,910



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GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
HW & SW MAINT					
6310	Hardware Maintenance - Equipment	44,900	0	15,055	29,845
6315	Hardware Maintenance - Network	8,150	433	8,412	(262)
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	76,075	6,517	64,273	11,802
6322	CAD Maintenance and Support/Northrop Grumman	458,623	20,532	399,572	59,051
6323	Software Maintenance - GIS	79,490	6,607	69,621	9,869
6330	Software Maintenance - Network	19,200	0	0	19,200
6350	Computer Supplies	10,000	142	1,976	8,024
6390	Other, Computer Services and Supplies	1,000	0	0	1,000
TOTAL HW & SW MAINT		698,438	34,231	558,909	139,530

GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
FACILITIES & FLEET					
6410	Services - Landscaping	4,800	399	3,987	813
6415	Maintenance - Building	24,695	0	12,938	11,757
6260	Lease - CTC	79,242	6,550	70,049	9,192
6420	Services - Custodial	42,000	4,250	43,000	(1,000)
6421	Services - Center Security	480	40	400	80
6425	Maintenance - HVAC	17,480	790	3,102	14,378
6235	Maintenance - Power Supply	14,000	1,625	12,045	1,955
6430	Services - Cable	2,300	184	2,008	291
6435	Services - Pest Control	1,200	70	969	231
6490	Other, Facilities and Fleet	14,043	516	13,863	180
6510	Utilities - Electric	50,200	3,899	45,013	5,187
6515	Utilities - Water	7,360	246	3,770	3,590
6520	Utilities - Refuse Collection / Disposal	6,900	687	7,298	(398)
6525	Utilities - Sewage Disposal Services	1,800	0	693	1,107
6635	Services - Bottled Water	4,800	483	3,778	1,022
6645	Services - Printing	2,500	279	2,579	(78)
6650	Services - Shredding	2,000	111	2,832	(832)
6652	Fleet - Maintenance	5,000	270	2,608	2,392
6654	Fleet - Fuel	13,000	1,089	7,230	5,770
6655	Insurance (Property and Fleet)	62,000	4,281	47,092	14,908
6690	Other - Facility & Fleet Management	1,000	1,869	2,138	(1,138)
TOTAL FACILITIES & FLEET		356,800	27,638	287,392	69,407



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GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
RECRUITMENT, RETENTION & TRAINING					
6610	Recruitment	41,700	556	13,621	28,079
6612	Employee Retention	10,250	572	18,403	(8,153)
6615	Employee Education & Training	28,850	204	17,818	11,032
6618	Conference Registration	19,548	7,849	27,223	(7,675)
6621	Air	15,500	8,500	15,498	2
6622	Lodging	31,000	1,354	17,069	13,931
6623	Rental Cars	7,750	270	4,649	3,101
6624	Parking	0	197	407	(407)
6625	Membership Dues	2,320	250	3,513	(1,193)
6626	Taxi, Uber, Mileage, Other	2,000	341	3,547	(1,547)
6627	Per Diem	2,480	514	9,996	(7,515)
6640	Uniform/Badges/Shirts	6,000	0	4,234	1,766
6660	Operations Support	35,100	2,913	20,197	14,903
6661	Administration Support	22,833	261	4,299	18,534
TOTAL RECRUITMENT, RETENTION & TRAINING		225,331	23,781	160,474	64,857
GRAND TOTAL EXPENSES		11,096,071	834,219	8,825,253	2,270,820

GL Account	Description	FY 22/23 Budget	Period 11 Actual	FY 22/22 YTD Actual	Budget Remainder
CAPITAL IMPROVEMENTS					
6997-021	Capital Improvement - CAD	793,997	0	80,863	713,133
6997-022	Capital Improvement - DRC	0	0	0	0
6997-023	Capital Improvement - Equipment	164,000	0	21,741	142,259
6997-024	Capital Improvement - Facility	250,525	0	7,971	242,555
6997-025	Capital Improvement - Hardware	232,921	0	235,639	(2,718)
6997-026	Capital Improvement - Software	424,100	0	468,033	(43,932)
6997-027	Capital Improvement - Technology	12,000	23,110	23,110	(11,110)
TOTAL CAPITAL IMPROVEMENTS		1,877,543	23,110	837,357	1,040,186

CASH FLOW FY 22-23	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	3,713,962.11	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	5,065,152.15	6,834,733.59	4,681,666.24	4,409,212.25	3,723,699.16	
IN	8,898.68	5,592,625.90	15,248.21	5,324.36	67,482.07	9,242.89	3,108,368.64	2,553,715.14	9,063.20	467,502.82	8,536.07	-	11,392,300.98
Member Agencies Contributions	-	5,548,035.07	-				3,102,057.54	2,445,977.53					11,096,070.14
Grant										453,707.00			
Sum of Debits	8,898.68	44,590.83	15,248.21	5,324.36	67,482.07	9,242.89	6,311.10	107,737.61	9,063.20	13,795.82	8,536.07		296,230.84
OUT	(1,460,779.51)	(2,048,356.03)	(701,107.89)	(630,321.81)	(683,713.54)	(687,127.35)	(1,244,594.58)	(784,133.70)	(2,162,130.55)	(739,956.81)	(694,049.16)	(1,154,022.72)	(12,990,293.65)
Employee Related Expenses	(265,683.99)	(255,815.01)	(263,539.70)	(246,950.56)	(280,530.26)	(260,534.05)	(331,468.74)	(331,090.94)	(310,855.79)	(331,377.91)	(314,787.37)	(315,000.00)	(3,507,634.32)
CalPERS Expenses	(762,471.00)	(173,338.72)	(162,714.45)	(168,599.74)	(158,095.74)	(164,934.64)	(102,039.70)	(257,756.30)	(193,833.60)	(208,674.55)	(192,004.91)	(210,000.00)	(2,754,463.35)
Operating Expenses	(432,624.52)	(193,266.66)	(274,853.74)	(214,771.51)	(245,087.54)	(261,658.66)	(357,189.55)	(195,286.46)	(659,414.16)	(199,904.35)	(187,256.88)	(360,290.64)	(3,581,604.67)
Transfer Out	-	(1,425,935.64)	-	-	-	-	(453,896.59)	-	(998,027.00)	-	-	(268,732.08)	(3,146,591.31)
1116 Operating - closing balance	2,262,081.28	5,806,351.15	5,120,491.47	4,495,494.02	3,879,262.55	3,201,378.09	5,065,152.15	6,834,733.59	4,681,666.24	4,409,212.25	3,723,699.16	2,569,676.44	
1197 CIP - opening balance	201,607.13	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,031,215.27	1,031,215.27	1,267,546.37	1,266,037.85	1,266,037.85	
IN	-	1,425,935.64	-	-	-	-	-	-	250,000.00	-	-	-	1,675,935.64
OUT	-	(85,282.73)	(265,338.29)	(12,785.50)	(125,185.37)	(96,710.61)	(11,025.00)	-	(13,668.90)	(1,508.52)	-	(23,110.00)	(634,614.92)
CAD			(80,863.29)										(80,863.29)
DRC													-
Equipment									(8,433.90)				(8,433.90)
Facility				(3,785.50)					(4,185.00)				(7,970.50)
Hardware					(125,185.37)	(96,710.61)	(11,025.00)		(1,050.00)	(1,508.52)			(235,479.50)
Software		(85,282.73)	(184,475.00)	(9,000.00)									(278,757.73)
Technology												(23,110.00)	(23,110.00)
1197 CIP - closing balance	201,607.13	1,542,260.04	1,276,921.75	1,264,136.25	1,138,950.88	1,042,240.27	1,031,215.27	1,031,215.27	1,267,546.37	1,266,037.85	1,266,037.85	1,242,927.85	
1113 Lease - beginning balance	379,555.84	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,812.80	200,420.00	178,027.17	155,634.12	133,240.92	
IN	3.04	2.84	2.57	2.39	10,767.78	2.08	1.90	1.54	1.51	1.29	1.14	268,732.08	279,520.16
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(33,159.60)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(279,497.34)
1113 Lease - closing balance	357,164.54	334,773.04	312,381.27	279,224.06	267,597.50	245,205.24	222,812.80	200,420.00	178,027.17	155,634.12	133,240.92	379,578.66	
Grant - opening balance	-	-	-	-	-	-	-	-	-	-	-	-	-
IN	-	-	-	-	-	-	453,896.59	-	-	-	-	-	453,896.59
OUT	-	-	-	-	-	-	(453,896.59)	-	-	-	-	-	(453,896.59)
Grant - closing balance	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - opening balance	908,183.04	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	914,034.91	915,367.15	1,665,805.80	1,668,407.19	1,671,099.50	-
IN	7.71	7.72	7.46	1,465.57	1,420.58	1,470.23	1,472.60	1,332.24	750,438.65	2,601.39	2,692.31	-	762,916.46
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - closing balance	908,190.75	908,198.47	908,205.93	909,671.50	911,092.08	912,562.31	914,034.91	915,367.15	1,665,805.80	1,668,407.19	1,671,099.50	1,671,099.50	-
1126 HF - opening balance								223.30	223.30	214.69	211.30	244.69	
IN									180.00	187.50	195.00		562.50
OUT									(188.61)	(190.89)	(161.61)		(541.11)
1126 HF - closing balance								223.30	214.69	211.30	244.69	244.69	
TOTAL	3,729,043.70	8,591,582.70	7,618,000.42	6,948,525.83	6,196,903.01	5,401,385.91	7,233,215.13	8,981,959.31	7,793,268.88	7,499,506.10	6,794,288.73	5,863,527.14	

