



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

9:00 a.m.

Tuesday, February 11, 2020
Conference and Training Center
3121 Gold Canal – Regional Room
Rancho Cordova, CA 95670

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

Call to Order

Chairperson

Roll Call of Member Agencies

Secretary

Primary Board Members

Chris Costamagna, Chairperson

Deputy Chief, Sacramento Fire Department

Mike McLaughlin, Vice Chairperson

Fire Chief, Cosumnes Fire Department

Chad Wilson, Board Member

Division Chief, Folsom Fire Department

Brian Shannon, Board Member

Deputy Chief, Sacramento Metropolitan Fire District

Pledge of Allegiance

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

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

RECESS TO CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel
Tyler Wagaman, Executive Director

Employee Organization(s)

Teamsters Local 150
Teamsters Local 856
Unrepresented Administrators

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

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

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

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

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

** INDICATES NO ATTACHMENT*

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

- | | |
|--|-------------|
| 1. Board Meeting Synopsis (Board Meeting, January 28, 2020)
PROPOSED ACTION: Motion to Approve Consent Agenda | Page
4-8 |
|--|-------------|

PRESENTATION:

None

ACTION ITEMS:

- | | |
|--|--------------|
| 1. Ratify Agreement with Local 150 regarding Article 11/Appendix B grievance* | |
| 2. Ratify Agreement with Local 856 regarding Article 11/Appendix C grievance* | |
| 3. Approval of Independent Contractor Agreement for Special Services
Between SRFECC and Integrated Communications Services, LLC | Page
9-10 |
| 4. Approval of Revised PAD | Page
11 |

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

None

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is February 25, 2020.

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

Time: 9:00 a.m.

Distribution: Board Members, Alternates, and Chiefs

**INDICATES NO ATTACHMENT*

This is to certify that on February 7, 2020, I posted a copy of the agenda:

Posted at: 10230 Systems Parkway, Sacramento, CA 95827

www.srfecc.ca.gov

10545 Armstrong Ave, Mather, CA 95655-4102

3121 Gold Canal, Rancho Cordova, CA 95670

DISABILITY INFORMATION:

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



Clerk of the Board

**INDICATES NO ATTACHMENT*

REGULAR GOVERNING BOARD MEETING

January 28, 2020

GOVERNING BOARD MEMBERS

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

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Tyler Wagaman	Executive Director
Kylee Soares	Deputy Director – Operations

OTHERS IN ATTENDANCE

Chief Gary Loesch	Sacramento Fire Department
Dr. Kevin Mackey	Medical Director, SRFEC
Lindsay Moore	Counsel, SRFEC
Marissa Shmatovich	Executive Assistant, SRFEC
Janice Parker	Administrative Analyst, SRFEC
Jill Short	Local 856 Representative

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

1. The Pledge of Allegiance was recited.
2. There were no agenda updates.
3. There was no public comment.
4. Due to a scheduling conflict the Medical Director report was given out of order.

Medical Director – Dr. Kevin Mackey

1. The EMS Officers completed an update to extend the established protocols for the Coronavirus due to the potential of “person to person” transmission outside of Wuhan China.
2. For 2020 Dr. Mackey would like to extend his “Medic Minute” from Sac City to also include monthly training for all of Metro crews beginning in March titled “Metro Minute”.

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

5. CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

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

Pursuant to California Governing Code Section 54957

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

3. **CONFERENCE WITH L COUNSEL: Anticipated Litigation***

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

Open session was convened at 10:17 a.m.

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

- 2a. Board received an update; no action was taken.
- 2b. During closed session direction was given.
- 2c. Direction was given to the Executive Director.

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

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

A motion was made by Division Chief Wilson and seconded by Deputy Chief Shannon to approve the consent agenda and Board Meeting minutes (Special Board Meeting December 19, 2019 and Regular Board Meeting January 14, 2020).

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

7. **PRESENTATION:**

None

8. **ACTION ITEMS:**

- 1. Ratify Agreement with Local 150 Regarding Article 11/Appendix B Grievance
- 2. Ratify Agreement with Local 856 Regarding Article 11/Appendix C Grievance

These two items were tabled until the February 11, 2020, Board Meeting.

9. **DISCUSSION/POSSIBLE ACTION:**

None

10. **INFORMATION:**

- 1. Communications Center Statistics

These statistics were contained in the Board packet.

2. Financial Reports:

- a. Monthly Credit Card Usage Statement (December)
- b. Budget to Actuals

These reports were contained in the Board packet.

11. CENTER REPORTS:

Executive Director Wagaman

1. E/D Wagaman has hit the ground running at the Center and was grateful to the staff for their assistance.

He said that every employee is doing their best to get “the job done”; especially with dispatch staffing being down by 25%. E/D Wagaman said that he, along with the support of the Board, will continue to work to eliminate this shortage.

2. We have migrated to phase I of the Westnet project and have received very little negative feedback. E/D thanked the staff for all their hard work to accomplish this.

Deputy Director Soares (Operations)

1. D/D Soares welcomed Chief Wagaman to the Center and expressed appreciation to Chief Bentovoja for his contribution during his time as Interim Executive Director.
2. We have one employee in radio training and one employee in Call Taker training and two employees who have successfully completed their radio training – we are definitely headed in the right direction.

Thank you to Supervisors Tara Poirier and Elizabeth Strong for being co-Training Supervisors for the past two years.

Beginning in January, 2020, Supervisor Casey Quintard assumed the full time position of Training Supervisor.

3. We have continued to meet with the agencies to update our move-up matrixes.

We are working with the County to update our MCI policies, as well.

Additional screening questions have been implemented to assist with identifying cases of the Coronavirus.

4. The HR team is intensifying recruitment processes with candidate screening and oral interviews.

The Center has implemented Criticall testing which better measures a candidate’s ability to perform the necessary tasks of a dispatcher.

5. We have implemented Westnet and D/D Soares expressed her appreciation to the IT team as well as dispatchers on the floor for their active participation to accomplish this successfully implementation.

6. An Intrado upgrade was implemented last week. This installation will help to modify the incoming volume to the dispatcher headset.

7. A team at the Center is working on implementing and testing Telestaff to assist with our scheduling and help move us away from "paper".
8. The last week in February and first week in March we will be conducting FitGap training. We have a meeting to review the training syllabus this afternoon.
9. Call volumes were contained in the Board packet, but D/D Soares called attention to the 3% increase in volume from 2018 to 2019.

In 2018, we had 18 text-to-911 and in 2019, we had 64 text-to-911.

10. Training Supervisor Quintard will be teaching at Sacramento Fire BC training academy.
11. In the recent past we have had conversations regarding SRFEC being the back up for Region IV and the adverse impact it was having on our personnel. After much discussion with OES, effective immediately SRFEC will no longer be the back-up for Region IV. Overhead requests will be issued to fulfill this role.
12. D/D Soares acknowledged all of the time and energy expended by the dispatch staff with the recent Westnet installation and training, many sit-alongs and the phone upgrades and the impact all of these have on the dispatch floor.
13. Last week at the State Capital an assemblyman from the Central Valley introduced AB 1945 which would classify dispatchers as first responders within the California Statute.
14. Our Dispatcher Banquet will be Saturday, April 4th at 5:00 p.m. in Lincoln. A percentage of the proceeds from this year's banquet will be used for scholarships to attend the West Coast Post Trauma Retreat.
15. Thank you to the dispatchers and first responders who worked on the holidays as well as to all of the staff who coordinated donations to various causes and organizations.
16. Congratulations to Elizabeth Strong who celebrated her 15 year employment anniversary.

12. **CORRESPONDENCE:**

None

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

None

14. **BOARD MEMBER COMMENTS:**

Division Chief Wilson:

He appreciated D/D Soares' report. He thanked her for acknowledging all of those employees who worked the holidays – it is always very difficult to be away from our families during the holidays.

He thanked Chief Bentovoja for assuming the role of Interim Executive Director. He also welcomed Chief Wagaman as new Executive Director.

His thoughts remain with Diane for a speedy recovery.

He is excited to have Westnet implemented and he is so glad the lights are working at Folsom!

Congratulations for being relieved from the role of Region IV back-up.

Deputy Chief Zehnder:

Welcome Chief Wagaman and thank you Chief Bentovoja.

Congratulations to Elizabeth Strong on her 15-year employment anniversary.

Thank you D/D's Soares and House for affording the dispatchers an opportunity to share breakfast together.

Great job implementing Westnet – I realize what a tremendous amount of work on everyone's part it took to accomplish this.

Deputy Chief Shannon

He appreciated all the effort it took to implement Westnet. He is looking forward to seeing the first group of "stats".

Congratulations to Elizabeth Strong.

Chief Wagaman, welcome; and thank you Chief Bentovoja.

Deputy Chief Costamagna

Thank you D/D Soares for implementing the updated protocols addressing the Coronavirus.

Thank you D/D Soares, Janice and Marissa for all you do and congratulations to Elizabeth Strong.

The meeting was adjourned at 10:43 a.m.

Respectfully submitted,



Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES

Strategic Communications Services

This agreement ("Agreement") is by and between the Sacramento Regional Public Safety Communications Center ("Center") and Integrated Communications Services, LLC ("Contractor" or "ICS") (together, they are referred to as "Parties," and individually as a "Party").

RECITALS

1. Center is authorized by Section 53060 of the California Government Code to contract with and employ any persons to furnish special services and aid in the financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special service that are required.
2. Center is in need of such services and advice and the Contractor warrants that it is specially trained, licensed and experienced and competent to perform the services required by the Center.

AGREEMENT

1. EFFECTIVE DATE AND TERM

- a. This Agreement is effective on February 1, 2020.
- b. Unless terminated by either Party with 30 days advance notice, the term of this agreement shall be: (i) from the Effective Date to (ii) December 31, 2020.

2. INDEPENDENT CONTRACTOR

Contractor, in the performance of this Agreement, is and shall act as an independent contractor. Contractor understands and agrees that Contractor and all of Contractor's employees shall not be considered officers, employees, agents, partner or joint venture of the Center, and are not entitled to benefits of any kind or nature normally provided to employees of the Center and/or to which Center's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income tax with respect to Contractor's employees.

3. SCOPE OF SERVICES

Contractor shall provide strategic communications consulting services to the Center's staff, Board of Directors and legal counsel, as directed by Center.

4. COMPENSATION

Contractor shall be paid a monthly retainer of \$5,000.00 per month. Contractor shall bill against this retainer each month, in accordance with its usual and customary rates. Contractor may bill Center for time in excess of this retainer in any given month, provided that total compensation under the Agreement shall not exceed \$70,000.00.

Contractor shall be reimbursed for any expenses incurred in performance of this agreement.

Contractor's invoices shall be paid within 30 days of receipt.

5. PERSONNEL AND RATES

The following ICS personnel will perform services on behalf of Center:

Name	Title	Hourly Rate
Jose Hermocillo	Partner	\$300
Jerry Azevedo	Partner	\$300
Bill Mueller	Partner	\$300

6. INSURANCE

Contractor shall maintain general and professional liability insurance, and furnish proof of such insurance to the Center.

7. LIMITATION OF LIABILITY


Other than as provided in the Agreement, Center's financial obligations under this Agreement shall be limited to the payment of the compensation provide din this Agreement.


Notwithstanding any other provision of the Agreement, in no event shall Center be liable for any special consequential, indirect or incidental damages, including but not limited to, lost provides or revenue, arising out of or in connection with this Agreement for the services performed.

AGREED AND ACCEPTED:

Integrated Communications Strategies, LLC

Sacramento Public Safety Communications Center

By: 
Name: Jose Hermocillo
Title: Managing Partner
Date: 2-3-2020

By: 
Name: TYLER WAGAMAN
Title: EXECUTIVE DIRECTOR
Date: 2/3/2020



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

SRFECC Positions & Authorization Document (PAD) - Revised 2/5/2020				
FY 20/21				
Center Management				
Position	FTE Positions	Part Time or Temporary	Vacancies	Comments
Executive Director	1			
Deputy Director, Operations	1			
Deputy Director, Administration	1			
Executive Assistant	1			
Administrative Analyst	1			
Totals	5	0		
Operations Division				
Position	FTE Positions	Part Time or Temporary	Vacancies	Comments
EMS Coordinator		1		Temp in 19/20 for 7 months
Dispatcher Supervisor	7		2	
Dispatcher	38		13	
Recruit Dispatcher	0			
Part Time Dispatcher				
Totals	45	1	15	
Administration and IT Division				
Position	FTE Positions	Part Time or Temporary	Vacancies	Comments
HR Coordinator		1		Temp in 19/20 for 7 months
CAD Administrator	1			
Facilities Manager	1			
CAD Technician	1			
GIS Coordinator	2			
Telecommunications Engineer	1			
Systems Engineer	0		0	Contract with DT, MCP in budget
Help Desk Technician	1			
Office Specialist - Center	1			
Office Specialist - CTC	1			
Financial Analyst	0		0	
Accounting Specialist	1			
Accounting Specialist II	1			
Payroll & Benefits Administrator	1			
Totals	12	1	0	
Totals	57	2	15	