



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

9:00 a.m.

Friday, November 4, 2022

SPECIAL MEETING OF THE GOVERNING BOARD OF SRFECC
10411 Old Placerville Rd, Ste 210
Sacramento, CA 95827

Public Remote Access at:

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Meeting ID: 227 726 966 64

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

Call to Order

Chairperson

Roll Call of Member Agencies

Clerk of the Board

Primary Board Members

Tyler Wagaman, Chairperson

Chad Wilson, Vice Chairperson

Scott Williams, Board Member

Dan Quiggle, Board Member

Deputy Chief, Sacramento Metropolitan Fire District

Assistant Chief, Folsom Fire Department

Assistant Chief, Sacramento Fire Department

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 on the agenda. Duration of comment is limited to three (3) minutes.

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* INDICATES NO ATTACHMENT

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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

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
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 Administrative Manager
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RECONVENE TO OPEN SESSION

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 (October 11, 2022) Page 4

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

1. **SUBJECT:** Radio Replacement Project (Staff Report 22-27)*
 - a. **Recommendation:** *Approve Server Replacement Project*

2. **SUBJECT:** Second Budget Amendment, FY22/23, Amending Regional Radio Project Amount*
 - a. **Recommendation:** *Adopt and Ratify Resolutions 22-3 and 22-3, Accepting Grant Funding and Amending Budget, and Approve First Amendment to Subaward Agreement for 2020 SHSGP*

3. **SUBJECT:** Dispatch Console Cleaning Quote Page 10
 - a. **Recommendation:** *Approve Communications Center Specialists Dispatch Console*

* INDICATES NO ATTACHMENT

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

None

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

ADJOURNMENT:

The next scheduled Board Meeting is December 13, 2022.

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

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

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

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the 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 September 21, 2022, a copy of the agenda was posted:

- at 10230 Systems Parkway, Sacramento, CA 95827
- at 10411 Old Placerville Rd – Suite #210, Sacramento, CA 95827
- on the Center's website which is: www.srfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102



Clerk of the Board

* INDICATES NO ATTACHMENT

REGULAR GOVERNING BOARD MEETING

October 11, 2022

GOVERNING BOARD MEMBERS

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

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Mellisa Bernett	Office Specialist, SRFECC
Dr. Tressa Naik	Medical Director, SRFECC
Theresa Miller	Dispatcher, SRFECC

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Join Microsoft Teams Meeting

+1 916-245-8065 United States, Sacramento (Toll)

Conference ID: 950 282 072#

The meeting was called to order and roll call taken at 9:02 a.m.

1. The Pledge of Allegiance was recited.
2. AGENDA UPDATE:
 - a. Request to remove Action Item number one (1) The Regional Radio Replacement Project.
3. **PUBLIC COMMENT:**
 - a) Theresa Miller shared that she and a few dispatchers participated in the 3rd annual Sacramento Fire Departments girl's firefighter camp. She expressed that this was an outstanding event to witness and be a part of. Miller praised Chief

Lanucci, Captain Macintyre and Firefighter/Paramedics Weebler and Wilouza for the amazing gift that they provided for 50 teenagers in the area. The Center hosted the OPST Banquet where dispatchers, supervisors and trainers from the area were publicly acknowledged. Awards were accepted by those voted for by their peers at the various centers. Miller made a request that when the Fire Agencies host their award banquets, they would include the dispatcher and supervisor of the year.

4. PRESENTATION:

- a. Medical Director Dr. Naik opened with introducing herself and stating her background and the various titles she has held throughout her career. MD Dr Naik shared her gratitude in being welcomed by the center and she looks forward to working together.

5. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

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

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

- a. Employee Evaluation: Chief Executive Director
Operations Manager
Administrative Manager
Medical 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.

Closed session was convened at 9:09 a.m.

Open session was reconvened at 9:59 a.m.

- 1. The Board received an update; no formal action was taken
- 2. The Board received an update; no formal action was taken
- 3. Approval of conflict resolution 22-5, rejecting a court case submitted to the center.

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 Chief Quiggle and seconded by Chief Wilson to approve the consent agenda, Accepting a FY2020 State Homeland Security Grant Award and Pulsepoint Annual Licensing Invoice (Staff Report 22-35).

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

NOES

ABSENT:

ABSTAIN:

Motion passed.

7. **ACTION ITEMS**

1. Regional Radio Replacement Project – Removed

The Regional Radio Replacement Project was removed from the agenda.

2. Approval of Resolution 22-4, Fixing Employer Health Care Contribution.

A motion was made by Chief Wilson and seconded by Chief Williams to approve resolution 22-4.

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

NOES:

ABSENT:

ABSTAIN:

3. Approval of Updated Organizational Chart.

A motion was made by Chief Wilson and seconded by Chief Williams to approve the updated organizational chart.

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

NOES:

ABSENT:

ABSTAIN:

4. Approval of Updated Job Description for Executive Assistant.

A motion was made by Chief Williams and seconded by Chief Wagaman to approve the updated job description.

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

NOES:

ABSENT:

ABSTAIN:

5. Approval of Strategic Plan Proposal and Funding.

A motion was made by Chief Wagaman and seconded by Chief Wilson to approve the strategic plan proposal and funding.

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

NOES:

ABSENT:

ABSTAIN:

8. DISCUSSION/ POSSIBLE ACTION:

None

9. INFORMATION:

None

10. CENTER REPORTS:

1. Operations Manager Todd

OM Todd began with an update from the training department. Recently Tyler Stoddard and Marissa Wittmann were signed off on Main Dispatch Capabilities and Dan Hess signed off as CRO (Command Radio Operator). The most recent pod has all been signed off as call takers. Looking ahead there will be a new recruit academy starting with 4 personnel.

OM Todd shared information about projects that are pending including LiveMum and Peraton. Recently the Center provided on-site support with Metro for the air show. OM Todd gave thanks to Casey Quintard for taking the lead with staffing and making sure proper equipment was available. OM Todd extended thanks to Elizabeth Strong for coordinating the meet and greet with Dr. Naik and our staff, looking forward to the next meet and greet with the other half of staff. Recently the Center had a Media visit highlighting the Center and dispatcher Marissa Wittmann. OM Todd shared numbers on staffing updates. Congratulations to this month's service anniversaries including Marissa Shmatovich (since 2017) and Tim Goodnow (since 2015).

2. Administration Manager Shmatovich

AM Shmatovich began by extending her gratitude to the board for their patience and flexibility during the navigation of the Radio Replacement Project. The Server Replacement Project is underway with hardware on order and planning is underway both internally and with the vendor. The Firewall and Switches project is in progress, there are delays in the switch hardware.

AM Shmatovich shared that the financial audit is still on track to be presented at the November Regular Board Meeting and continues to go very well. AM Shmatovich gave thanks to and congratulated the financial team for their hard work.

The Centers Wellness Program continues to develop. AM Shmatovich shared that Dispatcher Nicole Curto is a huge asset to this program with her formal education and passion for health and wellness. Nicole Curto led the center staff in completing a step challenge at the beginning of the month and the winner completed over 100,000 steps in 9 days. There will be more Wellness Program projects to come.

AM Shmatovich closes by extending her thanks to the board for their help in getting the grant projects approved.

11. **BOARD MEMBER COMMENTS:**

Chief Williams

Chief Williams started by thanking Theresa Miller for her comments on and for participating in the girl's firefighter camp. He shared with Miller that at Cosumnes's next award ceremony he will be sure to include dispatch. Chief Williams extended his thanks and welcome to Dr. Naik.

Chief Wilson

Chief Wilson began by thanking Dr. Naik for being there and extended his welcome. He gave congratulations to those who were awarded at OPST and stated how impressed he is with how the Center keeps track of everyone's successes. Chief Wilson acknowledges that there are a vast amount of projects on going and relayed his appreciation for how organized the Center is in accomplishing each task. Chief Wilson concluded by giving his appreciation for Julee Todd and Marissa Shmatovich on their leadership and keeping everything on track.

Chief Quiggle

Chief Quiggle opened by welcoming Dr. Naik. He thanked Theresa for her and the dispatcher's participation in girl's fire camp. Chief Quiggle advised that there will be a girls camp on November 5th and 6th in Oakland and that Cosumnes will be working to host a girl's camp in spring of 2023. He thanked the executive staff for the presentation on the strategic plan and for moving that project forward. Chief Quiggle congratulated the Center's staff on their recent sign offs and service anniversaries. He extended his thanks to everyone involved in helping with deployments and distribution of resources.

Chief Wagaman

Chief Wagaman began with thanking Theresa for continually attending board meetings and providing comment. He extended his thanks to Dr. Naik for her presentation and welcomed her to the team. Chief Wagaman congratulated Marissa on her five (5) year service anniversary. He shared his appreciation for the Social Media Team at the Center and expressed that it is a positive tool that provides great information on the happenings at dispatch. Chief Wagaman closed by expressing his interest and support in the Strategic Plan for the Center.

14. ADJOURNMENT:

The meeting was adjourned at 10:12 a.m.

Respectfully submitted,



Marissa Shmatovich

Clerk of the Board

Chris Costamagna, Chairperson

Tyler Wagaman, Vice Chairperson



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

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STAFF REPORT (REPORT 22-36)

DATE: November 4th, 2022
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Julee Todd, Operations Manager
SUBJECT: Console Cleaning

RECOMMENDATION

The Board of Directors:

1. Approve Communication Center Specialists Estimate 4930 to facilitate professional console cleaning of the dispatch positions and the additional 6 administrative side consoles

BACKGROUND/ANALYSIS:

The Center has conducted annual professional console cleaning for the purpose of preventative maintenance and disinfection of dispatch floor. This is conducted by a vendor specifically adept at understanding the importance of 911 operations and equipment maintenance while performing a deep cleaning of this nature. Due to increased utilization of the administrative side consoles, we will be including those consoles in this and future cleaning processes.

FINANCIAL ANALYSIS

The Center budgeted \$5,400.00 however the cost increased when the number of consoles being cleaned increased from 12 to 18. The service cost of \$7,200.00 will be covered by the budgeted amount and surplus from other budget line items in current fiscal year.

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

Respectfully submitted,

Julee Todd
Operations Manager
Attachment: Communications Center Specialists Estimate 4930

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

Legal Counsel



Console Cleaning Specialists DBA Communication Cen
 PO Box 538
 Chehalis, WA 98532 US
 855.227.2329
 sales@commcenterspecialists.com
 www.commcenterspecialists.com

Communication Center Specialists

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 10230 Systems Parkway
 , Ca
 Sacramento, CA 95827

SHIP TO

Sacramento Regional Fire/EMS
 10230 Systems Parkway
 Sacramento , CA 95827

Estimate 4930

DATE 10/25/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	1001	<p>One intensive preventative maintenance & detailed cleaning performed once a year by trained technicians. Service includes vacuuming, cleaning and/or sanitizing all reachable interior & exterior surfaces. Our team is CJIS Certified and trained to work in an active 9-1-1 environment so there is no need to halt operations.</p> <p>This item is sold with the preventative maintenance agreement below and will not be sold separately.</p>	18	370.00	6,660.00
	2001	<p>Preventative maintenance of dispatch console furniture. We will inspect, repair (if possible) and calibrate your console furniture to lessen the likelihood of a breakdown. For additional details please see our scope of work. (Pricing does not include additional parts & pieces needed for repair.)</p> <p>This item is sold with the detailed cleaning above and will not be sold separately.</p> <p>12 main + 6 additional</p>	18	30.00	540.00T

We look forward to working with you! We highly recommend having IT on site during the cleaning process to help troubleshoot any issues that can arise during the cleaning process.

SUBTOTAL 7,200.00
TAX 0.00

Quotes are valid 30 days past the date.

If you have any questions please contact us!

TOTAL	\$7,200.00
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Accepted By

Accepted Date