

Regular Board Meeting Agenda

January 14, 2025

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

Employee Evaluation: Chief Executive Director
Administrative 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).

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 (December 10, 2024)
- 2. Staff Report 25-1: Facilities Improvements

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PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CORRESPONDENCE:

None

CENTER REPORTS:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

*INDICATES NO ATTACHMENT

Regular Board Meeting Agenda

January 14, 2025

The next scheduled Board Meeting is Tuesday, January 28, 2025

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
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 January 9, 2025, 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:



 MELLISA GINGERY
 CLERK OF THE BOARD

*INDICATES NO ATTACHMENT

**MEETING MINUTES
GOVERNING BOARD MEETING**

**Tuesday, December 10, 2024 9:00 AM Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655**

GOVERNING BOARD MEMBERS PRESENT

Ty Bailey, Chairperson	Deputy Chief, Sacramento Metropolitan Fire District
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Troy Bair, Board Member	Deputy Chief, Cosumnes Community Services District
Matt McGee, Board Member	Battalion Chief, Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

None

COMMUNICATIONS CENTER MANAGEMENT

Derek Parker	Executive Director
Kylee Soares	Interim Operations Manager
Marissa Shmatovich	Administration Manager

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Theresa Miller	Dispatcher II, SRFECC
Corbyn Brooker	Human Resources Analyst, SRFECC
Courtney McClelland	Human Resources Technician, SRFECC
Chuck Schuler	Telecommunications Engineer, SRFECC
Roman Kukharets	Cad/Radio Technician, SRFECC
Yvonne Vazquez	Training Supervisor, SRFECC
Bayleigh Nichols	Office Specialist, SRFECC
Mellisa Bernett	Executive Assistant, SRFECC

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

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

PRESENTATION:

None

*INDICATES NO ATTACHMENT

CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel
Derek Parker, 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 9:09 a.m.

The open session was reconvened at 10:02 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. The Board received an update; 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 Bailey to approve the Consent Agenda for the following:

a. Regular Board Meeting Synopsis – November 12, 2024

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

ACTION ITEMS:

1. Election of Board Chairperson and Board Vice Chairperson

*INDICATES NO ATTACHMENT

- a. A motion was made by Chief Wilson and seconded by Chief Bair to appoint Chief Ty Bailey as the new Board chairperson. A motion was made by Chief Bair and seconded by Chief Bailey to reappoint Chief Wilson as Board Vice Chairperson.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

2. Performance Management Software (Staff Report 24-28)

- a. A motion was made by Chief Bair and seconded by Chief Bailey to approve Miratech/Trakstar quote for performance management and employee engagement software.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

3. Resolution 24-04, Resolution to Adopt Administrative Benefits (Staff Report 24-29)

- a. A motion was made by Chief Bailey and seconded by Chief McGee to approve and ratify Resolution 24-04, Resolution to adopt Administrative Benefits.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

4. Deputy Director of Administration Employment Contract Recommendation (Staff Report 24-30)

- a. A motion was made by Chief Bailey and seconded by Chief Williams to approve the Employment Contract for the position of Deputy Director of Administration.

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

NOES:

ABSENT:
ABSTAIN:

Motion passed.

5. Simulcast VHF Equipment Order (Staff Report 24-31)

- a. A motion was made by Chief Bair and seconded by Chief Williams to approve Simulcast project equipment and service expenditures.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

6. Generator Repair (Staff Report 24-32)

- a. A motion was made by Chief McGee and seconded by Chief Bailey to approve CD & Power quote for generator alternator repair work.

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

1. Administration Manager Marissa Shmatovich

Shmatovich provided an update on the Annex project, with furniture installation complete and blast film installation scheduled for completion soon. Wi-Fi and badge scanner integration with cloud servers is pending, and work continues on a cloud-based backup system, to support disaster recovery. The HR team is preparing to launch an employee recognition program in January, which will include milestone anniversaries and notable achievements. Recruitment for the GIS position concluded successfully, with the selected candidate set to join the team in February. Efforts are underway to streamline

performance management processes, emphasizing coaching and continuous feedback. Budget work remains a focus, with the FY24 audit completed, unexpended funds identified, and plans progressing for FY26. The amended FY25 budget will be presented to the board upon the completion of negotiations. Kylee's service anniversary was acknowledged for her 28 years of service at the Center. Congratulations were extended to Chief Wilson on retirement, and a welcome was given to Chief McGee as a new board member.

2. Interim Operations Manager Kylee Soares

Soares began with updates from the training department. There are nine employees in various stages of development, including six continuing in PODS training, two in CRO training, and one in Main training. Kylee congratulated Catherin Rominger on her recent CRO sign off. There is continued work on acting supervisor training and creating additional tests for CRO and Main promotional processes. The Center's internal CPR team completed the annual training this year. A special thank you was extended to training supervisor Yvonne Vazquez for leading the training division and managing all that was required to keep training moving forward. An update was provided on the EMS ongoing, with congratulations extended to the dispatchers for meeting ACE compliance numbers in November. Thanks was given to EMS supervisor Tara Poirier for her guidance, reviews and one on one feedback provided on the EMS side. Shift bidding is complete, with new schedules set to begin in January, and personnel transitions are underway. Thanks were extended to Operations Supervisor Casey Quintard for his part in managing shift bid and handling operational needs. Administrative supervisor changes will include Yvonne Vazquez and Casey Quintard transitioning back to dispatch floor roles. Katherine Shelton will be assuming the role of Training Supervisor and Kylee Soares will transition into the Operations Supervisor role. Service anniversaries were highlighted, with Ava Donna Fender (25 years), Denise Tackett, Jennifer Rooke, and Theresa Miller (11 years), and Elizabeth Strong (20 years) recognized for their contributions. Gratitude was expressed for Chief Wilson's leadership and support while extending well wishes in his retirement.

3. Chief Executive Director Derek Parker

Parker acknowledged Chief Wilson's calm and effective leadership under stress while noting his appreciation for their time working together. Progress in HR initiatives was highlighted, along with optimism for the AVL project's advancements over the next 6-12 months. Holiday wishes were extended to all attendees.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief McGee

Chief McGee congratulated Marissa on her new role and acknowledged Chief Wilson's mentorship and impact on the dispatch center's development.

2. Chief Bailey

Chief Bailey thanked Chief Wilson for guidance and mentorship. Congratulations were extended to Marissa on her reclassification, noting that it was well deserved. He praised Kylee for her 28 years of service to the Center and congratulated all others who celebrated their service anniversary. Bailey shared his appreciation for the work done on the preliminary budget. He concluded by extending his thanks to the board for the nomination as board chairperson, expressing his commitment to collaboration and organizational progress.

3. Chief Bair

Chief Bair celebrated Marissa in her reclassification and Kylee on her service anniversary. He expressed his thankfulness in the inclusion of tying in projects to the strategic plan. Bair thanked Chief Wilson for his leadership and service here at the Center and within the agencies.

4. Chief Williams

Chief Williams recognized Marisa for all of her hard work and achievements. He thanked Chief Parker for his leadership within the Center. Williams congratulated Kylee and others who celebrated service milestones. He thanked the board members for their leadership and vision, with special gratitude to Chief Wilson on retirement.

ADJOURNMENT:

The meeting was adjourned at 10:31 a.m.

ATTEST:



MELLISA GINGERY
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.sfecc.ca.gov

STAFF REPORT (25-1)

DATE: January 14, 2025

TO: Board of Directors

FROM: Derek Parker, Chief Executive Director

BY: Marissa Shmatovich, Administration Manager

SUBJECT: FACILITIES IMPROVEMENTS

RECOMMENDATION

The Center recommends the Board of Directors authorize the expenditure of two Capital Improvement Projects as outlined below, which are included in the FY24/25 Budget under CIP and are considered necessary work to maintain and enhance operational infrastructure.

1. Authorize the replacement of the restroom exhaust fan with a motion-activated system as quoted by Lawson SSP Group for \$5,957, with an additional option for rewiring at \$1,329.
2. Authorize restroom repairs and installation of four office windows at the SRFEECC Annex as quoted by L&L Construction for \$13,659.75.

BACKGROUND/ANALYSIS:

Restroom Exhaust Fan Replacement (Lawson SSP Group):

The existing exhaust fan serving the restrooms is 28 years old and showing signs of wear, including damaged bearings and a noisy operation. Replacing the fan with a modern, like-for-like system, and converting it to motion-activated operation, will improve efficiency and reduce unnecessary wear. Lawson SSP Group has provided a quote of \$7,286 in total for the replacement. The work will include removal and disposal of the existing unit, installation of the new system and testing.

Restroom Repairs and Office Windows Installation (L&L Construction):

Restroom repairs include tightening faucets and inspecting/restoring urinals and toilets. Additionally, four office windows will be installed to enhance workplace functionality and communication. L&L Construction has provided a quote of \$13,659.75 which includes labor, materials, and finishing work to match existing designs.

FINANCIAL ANALYSIS

Both projects are budgeted under the FY24/25 CIP and align with strategic goals to maintain and modernize infrastructure. Allocated CIP funds will be used to ensure timely completion of necessary improvements.

- 4C: Invest in the Center's long-term facility, technology and communication needs and a modern disaster recovery site.

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

Signed by:

MARISSA SHMATOVICH
ADMINISTRATION MANAGER

Attachments –
Lawson SSP Group Proposal
L&L Construction Estimate #93



December 31, 2024

Roman Kukharets
Sacramento Regional Fire/EMS Communication Center
 10230 Systems Parkway, Sacramento, CA 95827

Job Site Location: **Sac Regional Fire** 10230 Systems Parkway, Sacramento, CA 95827
 In Reference To: EF-01 Replacement

Roman:

Proposal Q23-1632_REV.1 has been revised/updated to reflect December's condition status, replacement pricing, and parts availability. Any additional adjustments/repair recommendations gathered from December's inspection have been included. *This proposal was previously sent on November 8, 2023.*

EF-01 was operating during our inspection.

The motor bearings are permanently sealed and have a slight resistance when turned. The fan bearings rotate freely but make a noise in one particular spot during rotation. Both sheaves and the belt are showing signs of wear. The cover/housing for the exhaust fan has damage at the mounting hardware nuts/bolts. EH-01 is operating loudly due to the failing pulley, bearings, and hardware; the noise is audible from the building's restroom.

The unit is 28 years. Due to unit age, we recommend continuing to monitor performance. We recommend conducting repairs if the condition worsens and planning for replacement as the system reaches its end of life. *We are providing the unit replacement per customer's request.*

Unit ID	Area Served	Equipment Age	Warranty	Found On	Lead Time
EF-01	Men & Women Restroom	28 Yrs.	Outside of mfr. warranty period	Preventative Maintenance, WO #: 71676	Approximately 6 – 8 Weeks

Assumptions and Clarifications:

- We have added an "Add Alternative" below, to have an electrician go out and convert the current exhaust fan to motion-activated (to reduce wear and tear on the "always on" exhaust fan).
- "5-Day Quick Ship" is no longer available.

Scope of Work: EF-01 Replacement

- Coordinate access and work schedule.
 - Customer to place any fire/life BMS controls in/out of test mode before/after fan replacement.
- Perform detailing, measuring, and verification of the existing fan curb.
- Fabricate the curb adapter to accommodate the new fan dimensions.
- Safe off and disconnect the existing exhaust fan.
- Disassemble, remove, and properly dispose of the existing exhaust fan.
- Install a new like-for-like exhaust fan with a motor (PennBarry 1/4 HP, 115 V, 1 Phase) and set in place on the new curb adapter.
- Utilize existing electrical connections.
- Perform start-up; test and verify operations.
- Clean up and remove any debris from the work area generated by Lawson SSP Group, LLC.
- All work to be performed during normal operating hours (Monday - Friday 7:00 AM - 4:00 PM).

Quotation:

The total price for this agreement, including all labor, material, and tax, will be **\$5,957.00** (Five Thousand Nine Hundred Fifty-Seven Dollars and No Cents). This quote is valid for **30 (Thirty) days** from the proposal date.

Add Alternative: Exhaust Fan Electrician Rewiring..... **Add: \$1,329.00**

Initial to Select Electrician: _____

Exclusions:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Overtime labor. • Patching and painting of drywall/sheetrock. • Electrical Upgrades Permits, permit fees, and acquisition by others. | <ul style="list-style-type: none"> • New wire or breakers. • Electrical upgrades. • Duct smoke detectors. • Air Balance/3rd Party Air Balance. |
|--|--|

- All 3rd party testing.
- Mechanical engineering, load calculations
- Structural review, engineering, modifications, or framing.
- Asbestos or lead testing or removal.

- Any and all items not specified.

To approve this proposal, please execute and send a copy to Lawson SSP Group at Service@LawsonMechanical.com.

Sincerely,

Jason Mizimakoski
 Service Technician
 M: 916-607-7704
 Fax: 916-362-4905

Acceptance:

By: _____
 Name: _____
 Title: _____
 Date: _____
 Purchase Order: _____

Photos/Attachments:



Terms and Conditions:

- A. **Work Scope Scheduled** during normal business hours (Monday – Friday 7:00 AM – 4:00 PM) unless specified in “Scope of Work”
- B. **Access** by Sacramento Regional Fire/EMS Communication Center will provide and permit reasonable access to applicable equipment dictated in “Scope of Work”. Lawson SSP Group, LLC will be allowed to start and stop equipment as necessary to perform its services and be permitted to use of existing facilities and building services
- C. **Supply Chain Delays – Economic Market Impacting Current Delivery Schedule(s)** from vendors and manufacturers. Delivery schedules have been missed and extended intermittently at times, impacting schedule expectations negatively. Lawson SSP Group, LLC will keep you abreast of changes impacting the project to the best of our ability. Lawson SSP Group, LLC will not be held liable for any losses, including but not limited to, profits, products, or production impacted by these extensions. Due to current material shortage, staffing limitations, and transportation delays, lead times and expedited freight/shipping are not guaranteed. Expedited freight will be prioritized over standard delivery.
- D. **Material Delays and Price Increases** during the current volatile market, are reviewed periodically. Updates will be provided per customer request.
- E. **Warranty** Non-Service Contract: 90 days labor, 90 days parts
- F. **Warranty** Active Service Contract: See your agreement for details (1+1, 2+2, 3+3, or 5+5) Labor and Materials
- G. **Customer Supplied Materials/Equipment:** Material cut sheets and/or submittals must be approved by Lawson SSP Group, LLC prior to scheduling this work. No Lawson SSP Group, LLC or factory warranties will be recognized for all customer-supplied equipment and/or materials.
- H. **Termination of Work Scope or Change Order After Award (Material)** All unused parts, material or equipment that can be returned will be charged 20% for return to manufacture and manufacture restocking charge.
- I. **Termination of Work Scope or Change Order After Award (Labor)** All existing labor performed on the project will be invoiced and paid by Sacramento Regional Fire/EMS Communication Center.
- J. **Price is valid 30 days** from the proposed date. Due to the volatile cost of equipment and materials, Lawson SSP Group, LLC will reserve the right to revise our proposal if the cost impact is greater than 8% within the 30-day period.
- K. **Refrigerant Phase Out:** On January 1, 2020, The U.S. Environmental Protection Agency (EPA) banned the production and import of HCFC-22 freon (aka R22). Additionally, in 2023, R410A a commonly used refrigerant, will be phased out. The many changes of regulation provide no replacement that can meet the exact performance as originally designed for your system.
- K.1 Limited Guarantee: Lawson SSP Group, LLC will provide the best-known choice(s) of refrigerant option(s) based on customer parameters and requirements. Lawson SSP Group, LLC recommends using Rx11 flush or super change and properly labeling the system indicating the new refrigerant type.
- K.2 Limited Warranty: Lawson SSP Group, LLC will only provide warranty for the workmanship of the repair and not unforeseen performance issues related to refrigerant parameters.
- K.3 Lawson SSP Group, LLC Service Contract Warranty: Refrigerant retrofits are excluded from Service Contract warranty agreements.
- K.4 Factory Warranty: Refrigerant retrofit may void the factory warranty.
- L. **Minor Repairs** Lawson SSP Group, LLC defines a minor repair as a correction, adjustment, or slight modification of an existing component. If “repair minor”, is included in the scope of work. A minor repair has an allowance in regard to the proposal amount. Examples of minor repairs include but are not limited to, tightening a loose connection, adjusting a belt or pulley, and brazing a pinhole leak.
- M. **Major Repairs** Any major repair outside of the scope of work will be reported to the customer. Major repairs will not be conducted without verbal or written approval.



LNL Construction, Inc.

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

☎ (916) 517-3824
 ✉ MShmatovich@srfecc.ca.gov

ESTIMATE	#93
ESTIMATE DATE	Dec 12, 2024
EXPIRATION DATE	Dec 27, 2024
TOTAL	\$13,659.75

CONTACT US

8698 Elk Grove Blvd., Suite 1-277
 Elk Grove, CA 95624

☎ (916) 247-0770
 ✉ lnconstructionandremodel@gmail.com

ESTIMATE

Services	qty	unit price	amount
Plumbing repair - Plumbing repair services Plumbing repairs as follows- tighten the faucets in the mens and womens restrooms. (4) in total. Inspection of the (2) urinals in the mens restroom, (1) middle wall hung toilet in the women's restroom. If the work can not be performed, during the inspection process, then a written estimate, will be provided for the additional work to repair/replace if needed for the urinals and the wall hung toilet.	7.0	\$349.83	\$2,448.81
Commercial/bathroom/ labor - Commercial partion lockset installation Preparation: Assess partition doors for lockset compatibility. Prepare necessary tools and materials. Installation: Install partition door locksets, ensuring secure and proper fit. Align and test lockset functionality. Finishing: Make necessary adjustments for optimal performance. Clean the work area. Quality Assurance: Inspect the installation for quality and functionality. Conduct a final walk-through with the client to ensure satisfaction.	2.0	\$105.47	\$210.94
Interior storefront office windows Furnish the following- LnL Construction Inc. will furnish (4) new interior storefront windows in their rented office space. (2) windows in the middle office section, (1) in the office, left of the new breakarea AKA Marissa's office, and (1) office, located on furthest office, on the outside wall. All locations are hereby agreed upon by the acceptance of this estimate.	4.0	\$2,750.00	\$11,000.00

The following work includes all necessary finishes to match/blend with the existing building.

NOTE: all windows are spec'd for standard 1/4" clear non tempered windows, with bronze metal framing. If the location of the windows are within 24" of the door opening, then tempered windows are then required and an additional cost will added to the final invoice.

Services subtotal: \$13,659.75

Subtotal \$13,659.75

Total \$13,659.75

Dear Mr./Mrs.

Thank you for choosing LnL Construction, Inc. for your project. Enclosed, please find your [invoice/receipt/estimate] detailing the services provided and/or proposed. As we move forward, we remain committed to our core values of building with honesty, integrity, and common sense. These principles guide us in delivering quality workmanship and ensuring your satisfaction at every step.

Should you have any questions or require further clarification, please don't hesitate to reach out. We appreciate the opportunity to work with you and are here to support your project needs.

Warm regards,

LnL Construction, Inc.