



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

9:00 a.m.
Tuesday, March 24, 2020
Held Remotely at:

[Join Microsoft Teams Meeting](#)
+1 916-245-8065 United States, Sacramento (Toll)
Conference ID: 647 050 795#

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

The Public's health and well-being are the top priority for the Board of Directors ("Board") of Sacramento Regional Fire/EMS Communications Center ("Center") and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

[Join Microsoft Teams Meeting](#)

+1 916-245-8065 United States, Sacramento (Toll)
Conference ID: 647 050 795#

Note: The meeting is being held solely by telephonic means and will be made accessible to members of the public seeking to attend and to address the Board solely through the link set forth above, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Tyler Wagaman
Executive Director
(916) 228-3070
twagaman@srfecc.ca.gov

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

Mike McLaughlin, Vice Chairperson

Chad Wilson, Board Member

Brian Shannon, Board Member

Deputy Chief, Sacramento Fire Department

Fire Chief, Cosumnes Fire Department

Division Chief, Folsom Fire Department

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. Public Employment: Executive Director
Medical Director
- b. 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 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 (March 10, 2020)
PROPOSED ACTION: Motion to Approve Consent Agenda

Page

5-7

PRESENTATION:

None

ACTION ITEMS:

1. Lease Agreement*
2. MOU/Use Agreement*

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

1. Communications Center Statistics	Page	8-13
2. Financial Reports	Page	14-19
a. Monthly Credit Card Usage Statement (February)		
b. Budget to Actuals (February)		
c. Umpqua Lease Update (March)		
3. Projects Update	Page	20
4. Recruitment Update	Page	21
5. PAD Update	Page	22

CENTER REPORTS:

1. Executive Director Wagaman*
2. Deputy Director House (Administration)*
3. Deputy Director Soares (Operations)*
4. Medical Director Mackey*

CORRESPONDENCE:

None

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

MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is April 14, 2020.

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 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 March 20, 2020, a copy of the agenda was posted:

- at 10230 Systems Parkway, Sacramento, CA 95827
- on the Center's website which is: www.srfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102



REGULAR GOVERNING BOARD MEETING

March 10, 2020

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Brian Shannon	Sacramento Metropolitan Fire Distric
Division Chief Chad Wilson	Folsom Fire Department

GOVERNING BOARD MEMBERS ABSENT

Fire Chief Mike McLaughlin	Cosumnes Community Services District
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COMMUNICATIONS CENTER MANAGEMENT

Tyler Wagaman	Executive Director
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OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Janice Parker	Administrative Analyst, SRFEC

The meeting was called to order and roll call taken at 9:03 a.m.

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

4. 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
Medical 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

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

Open session was reconvened at 10:20 a.m.

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

During Closed Session the Board received an update regarding public employment of the Executive Director and Medical Director, no formal action was taken.

The Board received an update regarding anticipated litigation; no action was taken.

5. **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 Deputy Chief Shannon and seconded by Chief Rodriguez to approve the consent agenda and Board Meeting minutes (Regular Board Meeting, February 25, 2020).

AYES: Sacramento Fire Department, Sacramento Metro, Folsom

NOES:

ABSENT: Cosumnes Community Services District

ABSTAIN:

Motion passed.

6. **PRESENTATION:**

None

7. **ACTION ITEMS:**

1. For Approval: Northrup Grumman Amendment #6 – Schedule and Milestone Payment Update

A motion was made by Deputy Chief Shannon and seconded by Deputy Chief Costamagna to approve Northrup Grumman Amendment #6 – Schedule and Milestone Payment Update.

AYES: Sacramento Fire Department, Sacramento Metro, Folsom

NOES:

ABSENT: Cosumnes Community Services District

ABSTAIN:

Motion passed.

7. **DISCUSSION/POSSIBLE ACTION:**

None

8. **CENTER REPORTS:**

None

9. **CORRESPONDENCE:**

None

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

None

11. BOARD MEMBER COMMENTS:

Chief Rodriguez

The Chief thanked everyone at the Comm for all they do and encouraged everyone to stay safe.

Deputy Chief Shannon

Deputy Chief Shannon thanked Chief Wagaman for his leadership at the Comm Center and said he is looking forward to the future.

Deputy Chief Costamagna

Deputy Chief Costamagna also expressed his appreciation.

The meeting of the Governing Board was adjourned at 10:23 a.m.

The next regular Board Meeting is scheduled for Tuesday, March 24, 2020, at 9:00 a.m., at Metro Headquarters, 10545 Armstrong Ave – Rooms #320, Mather, CA 95655-4102.

Respectfully submitted,



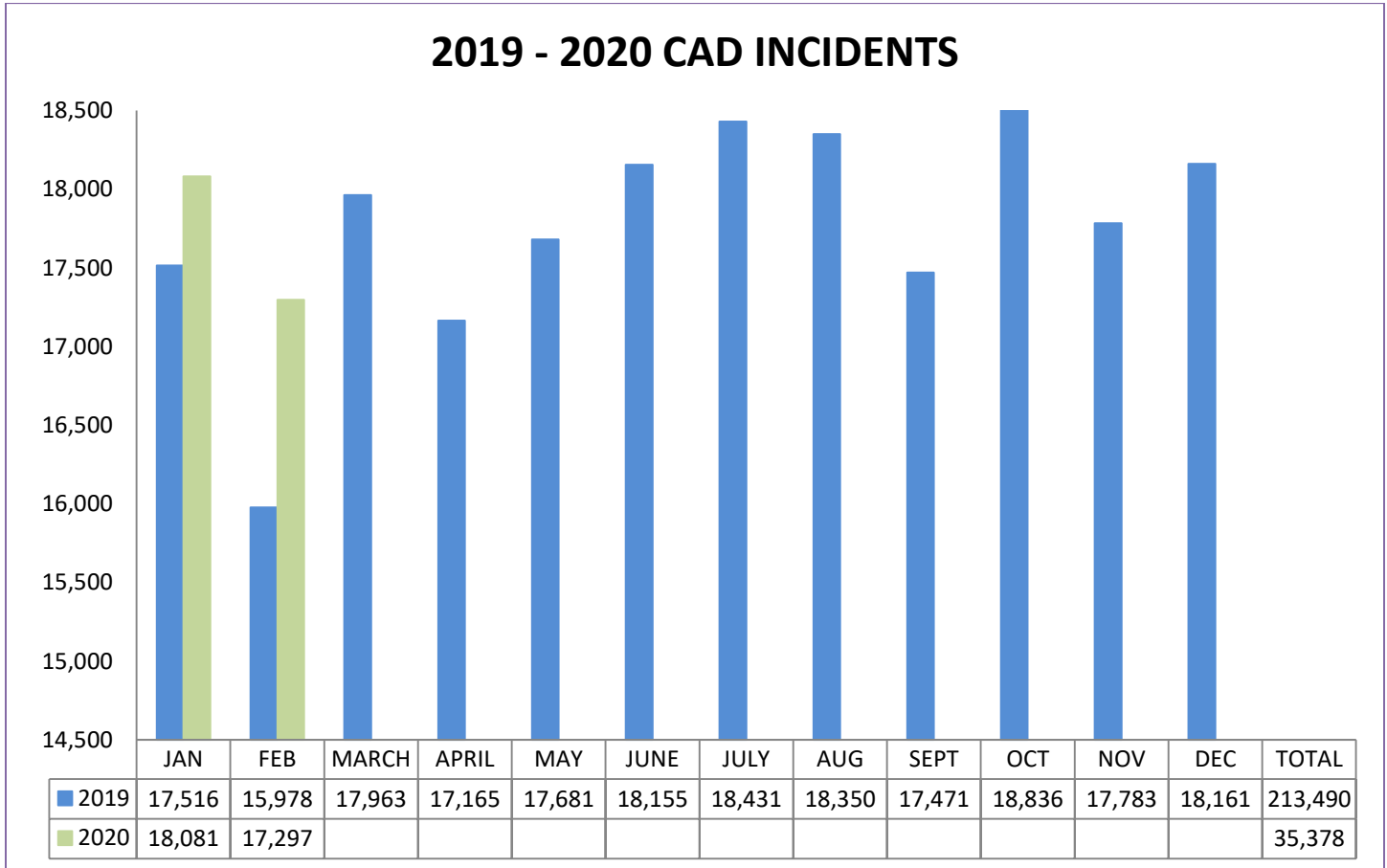
Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson

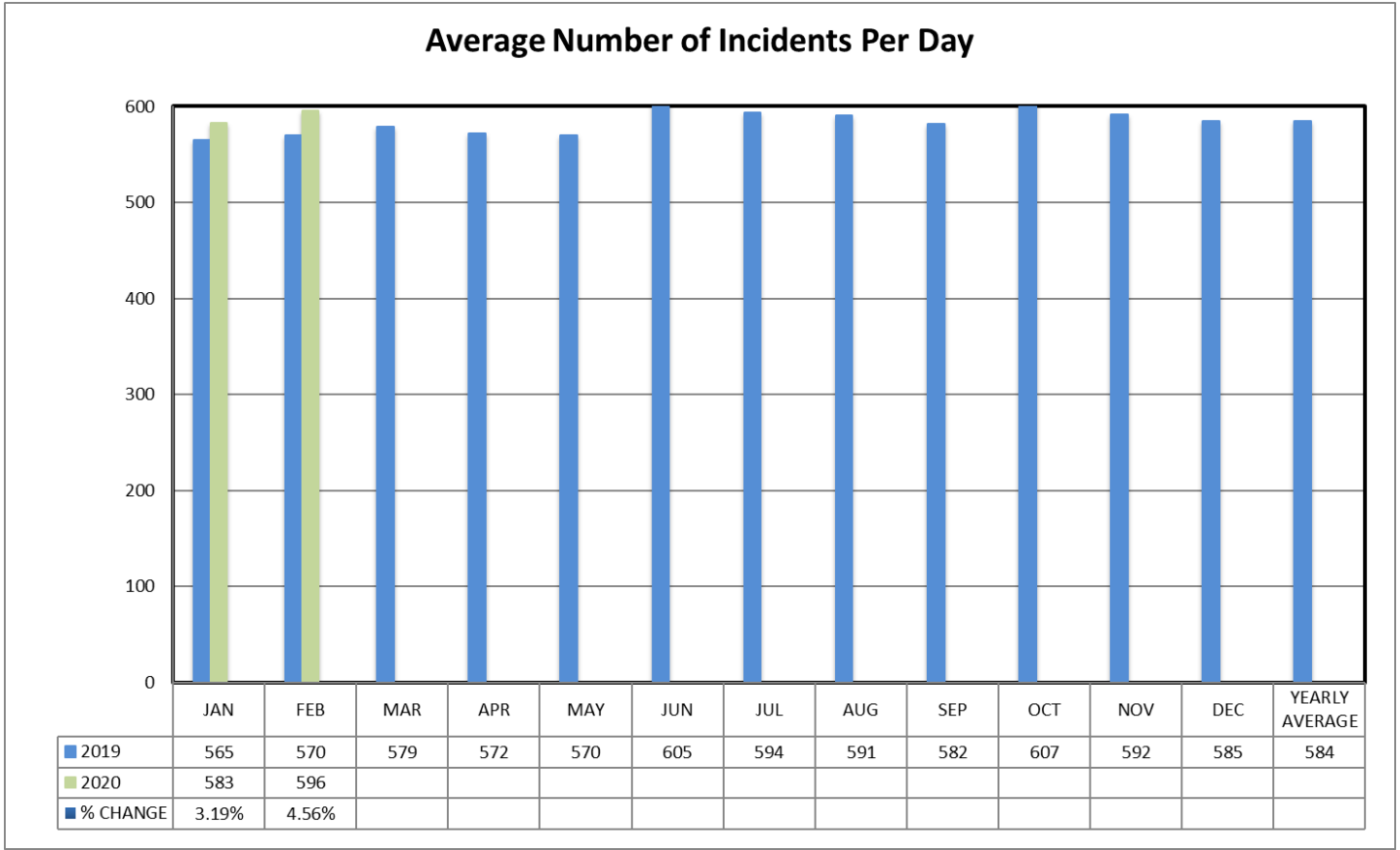
CAD Incidents - FEBRUARY, 2020

Total number of CAD incidents entered for FEBRUARY: 17,297



CAD Incidents - FEBRUARY, 2020

Average number of CAD incidents entered per day for FEBRUARY: 596



SRFECC Telephony Performance Measure February 2020

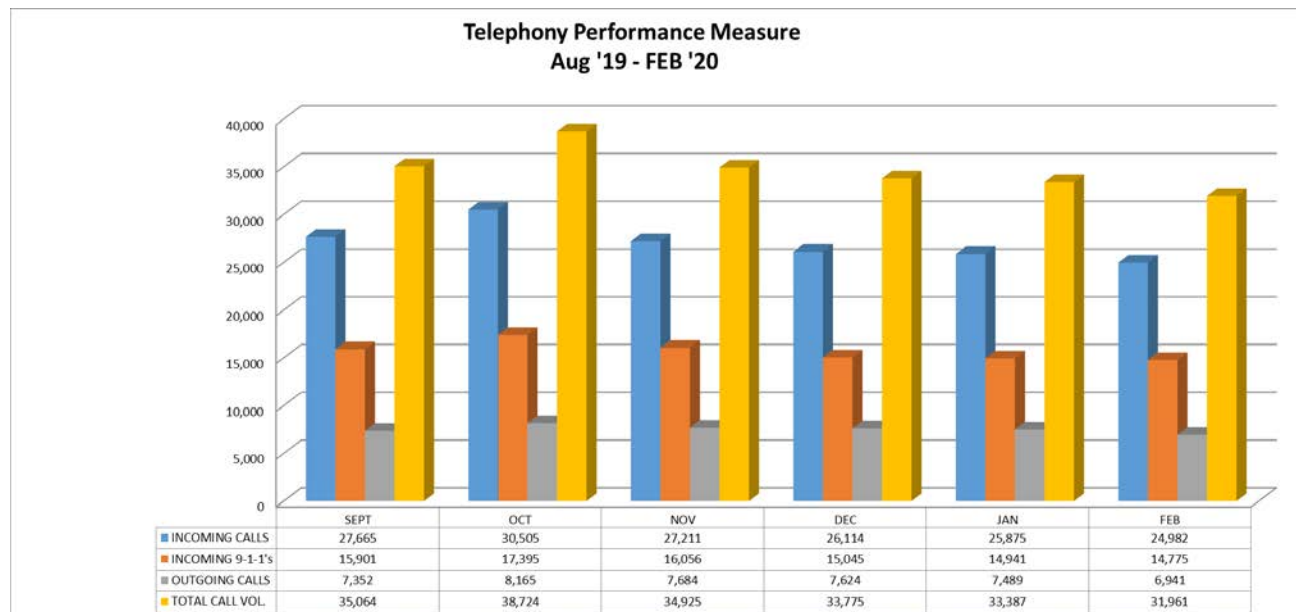
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of February, 2020 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police Dept.), Alarm Company lines, as well as Seven-Digit Administrative lines.

Summary of Information

During the month of February, 2020 dispatch staff processed **24,982** incoming calls and **6,941** outgoing calls for a total call volume of **31,961**.

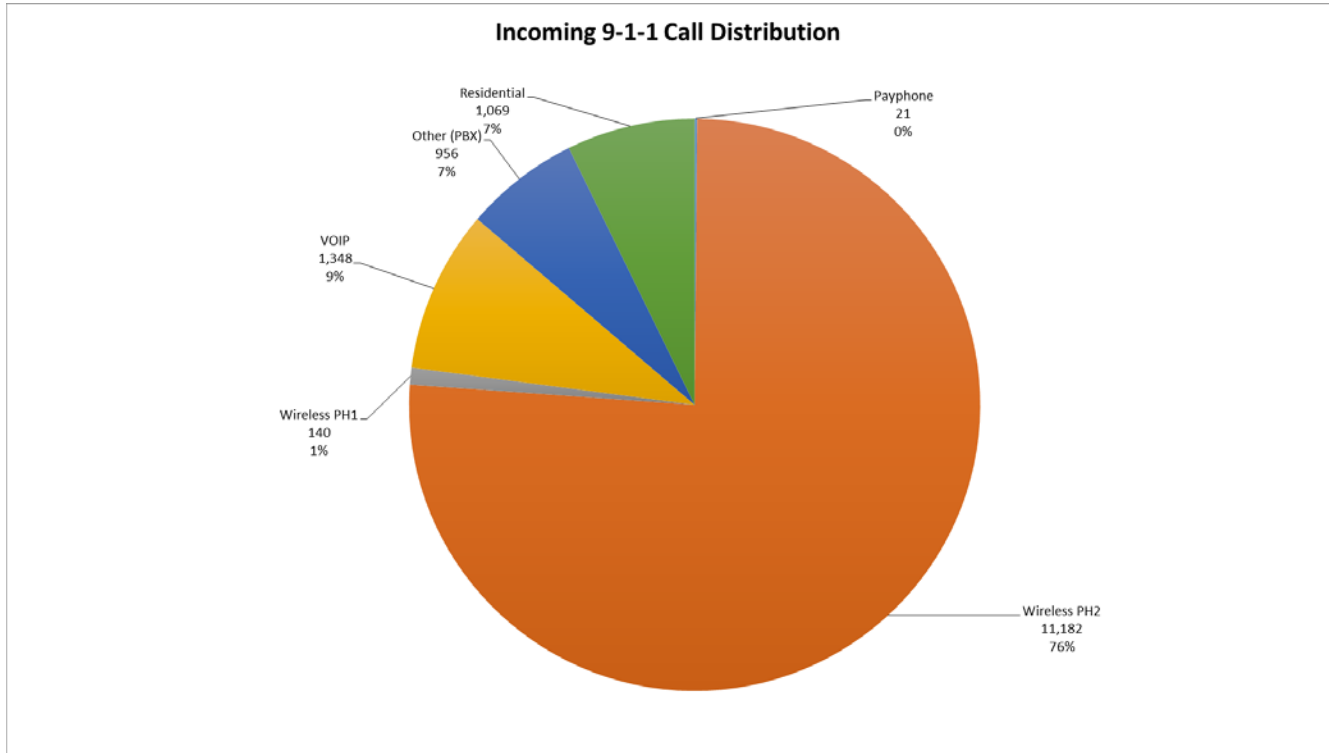
Detailed Breakdown of Information – Incoming Lines

- **9-1-1 Emergency lines: 14,775**
- **“Seven-Digit” Emergency lines (7DE): 4,125**
- **Allied Agency/Alarm Companies: 2,773**
- **Non-Emergency/Administrative (7DA) lines: 3,583**



SRFECC Telephony Performance Measure February 2020

The following data represents incoming call distribution according to class of service.
February totals: **14,775** incoming 9-1-1 calls:



SRFECC Telephony Performance Measure February 2020

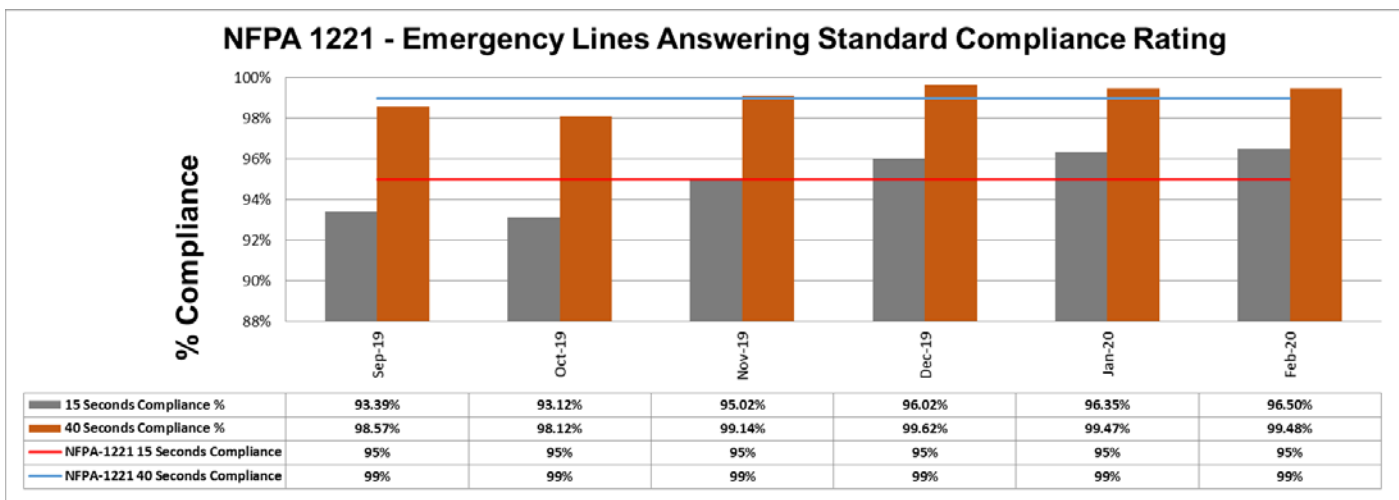
Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

According to NFPA-1221 (2016 ed.), Chp. 7, Sec. 7.4 – Operating Procedures:

Rule 7.4.1: *“Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.”*

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In February, the dispatch team answered all calls on emergency lines within 15 seconds **96.50%** of the time and answered within 40 seconds **99.48%**.

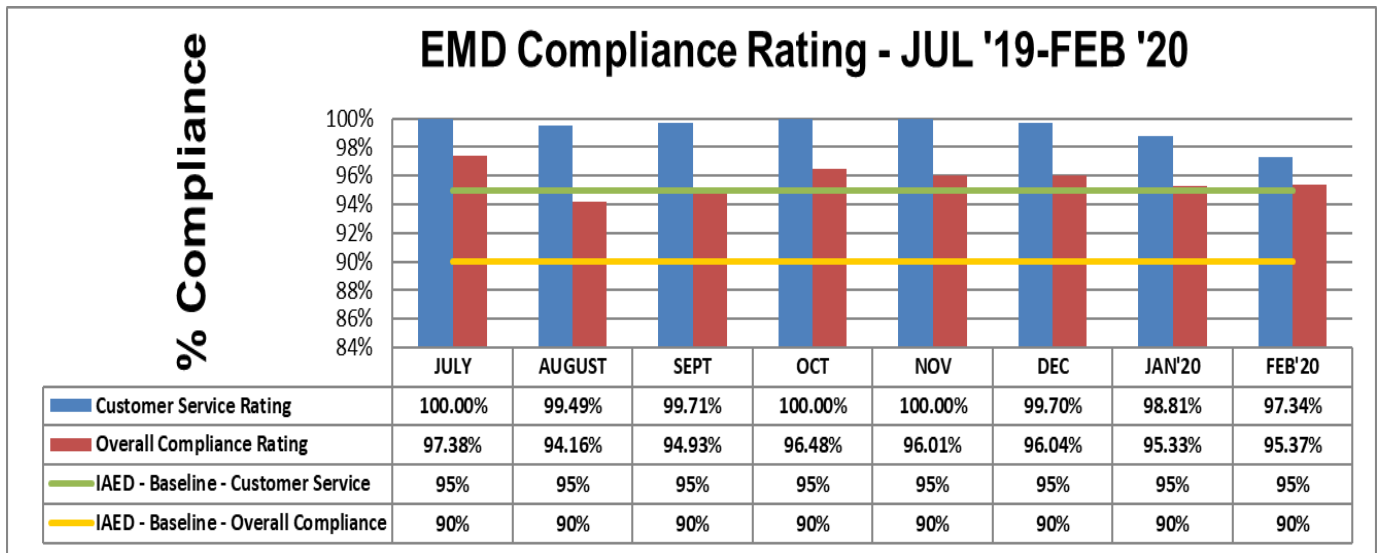
The following chart represents the Emergency Lines Answering Standard under NFPA-1221 (2016 ed.), Chapter 7, Section 7.4 – Operating Procedures, Rule 7.4.1 for identifying the 2017-2019 compliance performance ratings.



Emergency Medical Dispatching (EMD) Compliance Scores

- Customer Service Score Average* (Baseline Requirement of 95%)
 - Overall Customer Service Score – FEBRUARY: 97.34%

- Overall Compliance Score Average* (Baseline Requirement of 90%)
 - Overall Compliance Score – FEBRUARY: 95.37%



**Effective Emergency Medical Dispatch (EMD) practices are based on the consistent use of medically approved dispatch protocols. EMD or the Medical Priority Dispatching System (MPDS) is in part based on published standards of the International Academy of Emergency Dispatch (IAED) in consultation with the National Association of EMS Physicians (NAEMSP), the American Society for Testing and Materials (ASTM), the American College of Emergency Physicians (ACEP), the U.S. Department of Transportation (USDOT), the National Institutes of Health (NIH), the American Medical Association (AMA), and more than 30 years of research, development, and field testing throughout the world. Overall, the dispatch protocols are established by the IAED Board of Fellows, which is also responsible for setting the accreditation process of the International Academy. Per IAED, the Quality Improvement/Assurance standards require a consistent, cumulative MPDS incident case review of at or above the stated baseline percentage.*



Executive Monthly Credit Card Usage Report

Reporting Month: February 2020

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	ED
5961	Patterson	Open	\$ 5,000.00	\$ 1,191.22	K.P.	RA	ED
3418	Shmatovich	Open	\$ 5,000.00	\$ 1,862.85	U.S.A	RA	ED
7447	Tackett	Open	\$ 1,500.00	\$ 380.98	ST	RA	ED
4358	Vargo	Open	\$ 5,000.00	\$ 282.64	CV	RA	ED
6115	Mackey	Open	\$ 1,500.00	\$ 475.00		RA	ED
8740	Wagaman	Open	\$ 2,000.00	\$ -		RA	ED
				Adjustments	\$ (437.09)		
		Total:	\$ 20,000.00	\$ 3,755.60			

Monthly Activity: February 2020

New/Closed Accounts Added: One – new card activated for ED Wagaman on 02/25/2020

Cards Reported Lost or Stolen: None

Disputed Transactions: None – credit \$437.09 from October 2019 for DD Soares

Changes in Authorization Limits: None

Monthly Liability: \$20,000.00



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FY 19-20					
Total Monthly Credit Card Usage					
July	\$	7,437.00	January	\$	2,240.41
August	\$	3,068.91	February	\$	3,755.60
September	\$	2,463.44	March		
October	\$	9,164.62	April		
November	\$	3,371.55	May		
December	\$	5,066.94	June		

I certify I have review 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.

A large, stylized handwritten signature in blue ink, written over a horizontal line.

Executive Director Signature

3/17/20

Date



Sacramento Regional Fire/EMS Communications Center

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SRFECC – FY 19/20 Budget to Actuals Report

Month of February 2020

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GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
EMPLOYEE-RELATED EXPENSES								
5010	Base Salaries and Wages	4,697,256	275,374	2,390,773	3,149,128	758,355	24%	2,306,484
5020	Overtime	210,000	13,637	175,454	139,867	(35,587)	(25%)	34,546
5030	Overtime - FLSA	137,436	7,371	44,277	91,626	47,349	52%	93,159
5040	Uniform Allowance	31,000	2,574	29,685	27,900	(1,785)	(6%)	1,315
5050	Night/Admin Shift Differential	29,910	2,295	20,948	20,108	(840)	(4%)	8,963
5055	Out-of-Class Pay	25,000	375	18,102	22,600	4,498	20%	6,898
5060	Longevity	30,800	2,750	28,100	20,400	(7,700)	(38%)	2,700
5065	On-Call Pay	73,000	4,575	36,800	48,500	11,700	24%	36,200
5115	Vacation Cash Out	64,998	550	67,128	46,908	(20,220)	(43%)	(2,130)
5120	Sick Leave	0	12,695	74,127	0	(74,127)	0%	(74,127)
5130	CTO Leave	0	0	12,353	0	(12,353)	0%	(12,353)
5140	Holiday Pay	192,640	18,979	123,777	160,532	36,755	23%	68,863
5220	Training Pay	31,000	8,171	26,298	20,667	(5,631)	(27%)	4,702
5225	Medical Insurance Pool	0	0	14,971	0	(14,971)	0%	(14,971)
5310	Workers Compensation Insurance	60,000	7,487	22,900	40,000	17,100	43%	37,100
5410	FED ER Tax - Medicare	70,000	4,645	41,637	46,667	5,030	11%	28,364
5413	FED ER Tax - Social Security	10,500	0	369	7,000	6,631	95%	10,131
5420	State ER Tax - ETT	2,100	22	378	1,400	1,022	73%	1,722
5423	State ER Tax- UI	22,000	951	16,243	14,667	(1,577)	(11%)	5,757
5510	Medical Insurance	896,412	62,494	422,950	595,102	172,152	29%	473,462
5520	Dental Insurance	48,608	9,106	51,322	32,010	(19,312)	(60%)	(2,714)
5530	Vision Insurance	5,003	608	3,870	3,295	(576)	(17%)	1,133
5610	Retirement Benefit Expense	1,126,492	88,521	702,498	750,988	48,490	6%	423,994
5620	OPEB Benefit Expense	281,683	21,328	145,495	185,625	40,130	22%	136,188
5625	Education Incentive	30,000	1,824	12,228	20,000	7,772	39%	17,772
5690	Other Salary and Benefit Expens	12,000	2,387	12,813	9,500	(3,313)	(35%)	(813)
TOTAL EMPLOYEE-RELATED EXPENSES		8,087,838	548,719	4,495,496	5,454,490	958,993	18%	3,592,344

GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
MATERIALS & SUPPLIES								
6010	Office Supplies	10,000	84	3,760	6,667	2,906	44%	6,240
6011	Office Supplies CTC	2,000	0	7	1,333	1,326	99%	1,993
6013	Office Supplies - Ink Cartridge	8,200	0	3,230	5,467	2,237	41%	4,970
6015	Equipment Rental	7,200	582	4,848	4,800	(48)	(1%)	2,352
6020	Postage	1,000	6	200	667	466	70%	800
6090	Other Materials and Supplies	13,500	1,617	13,149	9,000	(4,149)	(46%)	351
TOTAL MATERIALS & SUPPLIES		41,900	2,289	25,194	27,934	2,738	10%	16,705

GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
PROFESSIONAL SERVICES								
6110	Legal Services	180,000	5,230	99,867	120,000	20,133	17%	80,133
6115	Accounting and Audit Services	16,000	5,220	18,100	10,667	(7,433)	(70%)	(2,100)
6120	Actuary Services	17,000	0	5,000	17,000	12,000	71%	12,000
6125	Consulting Services	349,657	30,317	252,021	233,105	(18,916)	(8%)	97,636
6140	Technological Services	57,500	540	2,220	38,333	36,113	94%	55,280
6190	Other Professional Services	0	0	30,983	0	(30,983)	0%	(30,983)
TOTAL PROFESSIONAL SERVICES		620,157	41,307	408,191	419,105	10,914	3%	211,966



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC – FY 19/20 Budget to Actuals Report

Month of February 2020

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GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES								
6220	Maintenance - Radios & Radio Equipment	32,930	2,722	22,042	21,953	(89)	(0%)	10,888
6221	Maintenance - Radio Consoles & Other	73,415	6,717	55,463	48,943	(6,519)	(13%)	17,952
6223	Radio - Backbone Subscription SRRCS	108,674	11,094	88,753	72,449	(16,303)	(23%)	19,921
6230	Communication Services	293,193	21,021	171,359	195,462	24,103	12%	121,834
6245	Maintenance - Tower Equipment	15,000	1,250	10,000	10,000	0	0%	5,000
6247	Comm Van Materials/Equipment	9,120	0	40	6,080	6,040	99%	9,080
6290	Other Communication Services and Equipmer	20,000	183	1,957	13,333	11,377	85%	18,043
TOTAL COMMUNICATION EQUIPMENT & SERVICES		552,332	42,987	349,614	368,220	18,609	5%	202,719

GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
HW & SW MAINT								
6310	Hardware Maintenance - Equipment	22,289	1,856	14,864	14,859	(5)	(0%)	7,425
6315	Hardware Maintenance - Network	0	0	0	0	0	0%	0
6316	Hardware Maint - Network	41,900	3,492	27,933	27,933	0	0%	13,967
6319	Hardware Maintenance Other	14,500	1,208	12,866	9,667	(3,199)	(33%)	1,634
6320	Software Maintenance - Applications	181,058	780	87,012	120,705	33,693	28%	94,046
6322	CAD Maintenance and Support/Northrop Gru	236,690	11,117	102,599	157,793	55,194	35%	134,091
6323	Software Maintenance - GIS	69,287	8,019	47,456	46,191	(1,265)	(3%)	21,831
6330	Software Maintenance - Network	16,630	1,384	12,379	11,087	(1,292)	(12%)	4,251
6390	Other, Computer Services and Supplies	12,000	690	2,952	8,000	5,048	63%	9,048
TOTAL HW & SW MAINT		594,354	28,546	308,061	396,235	88,175	22%	286,293

GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
FACILITIES & FLEET								
6410	Services - Landscaping	9,800	800	5,600	6,533	933	14%	4,200
6415	Maintenance - Building	28,119	0	1,060	18,746	17,686	94%	27,059
6260	Lease - CTC	18,000	1,500	12,000	12,000	0	0%	6,000
6420	Services - Custodial	73,320	4,000	32,140	48,880	16,740	34%	41,180
6421	Services - Center Security	53,400	160	41,662	35,600	(6,062)	(17%)	11,738
6425	Maintenance - HVAC	16,742	937	14,517	11,161	(3,356)	(30%)	2,225
6235	Maintenance - Power Supply	73,180	6,290	51,254	48,787	(2,468)	(5%)	21,926
6430	Services - Cable	1,920	172	1,342	1,280	(62)	(5%)	578
6435	Services - Pest Control	600	101	501	400	(101)	(25%)	99
6490	Other, Facilities and Fleet	5,623	2,834	6,422	3,749	(2,673)	(71%)	(799)
6510	Utilities - Electric	86,700	4,202	39,771	57,800	18,029	31%	46,929
6515	Utilities - Water	9,250	262	6,673	6,167	(507)	(8%)	2,577
6520	Utilities - Refuse Collection / Disposal	5,916	514	4,433	3,944	(488)	(12%)	1,484
6525	Utilities - Sewage Disposal Services	1,442	450	2,233	961	(1,272)	(132%)	(791)
6635	Services - Bottled Water	3,000	552	2,234	2,000	(234)	(12%)	766
6645	Services - Printing	2,000	128	919	1,333	414	31%	1,081
6650	Services - Shredding	2,000	82	849	1,333	484	36%	1,151
6652	Fleet - Maintenance	7,500	79	1,327	5,000	3,673	73%	6,173
6654	Fleet - Fuel	14,950	520	5,493	9,967	4,474	45%	9,457
6655	Insurance (Property and Fleet)	45,500	3,632	29,326	30,333	1,008	3%	16,174
6690	Other - Facility & Fleet Management	7,180	150	3,538	4,787	1,249	26%	3,642
TOTAL FACILITIES & FLEET		466,142	27,365	263,294	310,761	47,468	15%	202,849



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SRFECC – FY 19/20 Budget to Actuals Report

Month of February 2020

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GL Account	Description	FY 19/20 Budget	Feb-20 Actual	FY 19/20 YTD Actual	FY 19/20 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
RECRUITMENT, RETENTION & TRAINING								
6610	Recruitment	30,210	3,667	9,417	20,140	10,723	53%	20,793
6612	Employee Retention	15,500	687	1,349	10,333	8,984	87%	14,151
6615	Employee Education & Training	19,950	179	6,820	13,300	6,480	49%	13,130
6618	Conference Registration	12,766	725	725	8,511	7,786	91%	12,041
6621	Air	13,000	0	(346)	8,667	9,013	104%	13,346
6622	Lodging	22,500	292	662	15,000	14,338	96%	21,838
6623	Rental Cars	2,040	0	0	1,360	1,360	100%	2,040
6624	Parking	1,000	9	13	667	653	98%	987
6625	Membership Dues	3,340	40	2,403	2,227	(176)	(8%)	937
6626	Taxi, Uber, Mileage, Other	3,000	193	1,319	2,000	681	34%	1,681
6627	Per Diem	7,711	332	1,266	5,141	3,875	75%	6,445
6639	Accrediations - ACE	4,250	0	0	2,833	2,833	100%	4,250
6640	Uniform/Badges/Shirts	6,000	0	1,203	4,000	2,797	70%	4,797
6660	Operations Support	49,300	0	2,243	32,867	30,624	93%	47,057
6661	Administration Support	27,000	1,167	12,829	18,000	5,171	29%	14,171
TOTAL RECRUITMENT, RETENTION & TRAI		217,567	7,291	39,903	145,046	105,140	72%	177,663
GRAND TOTAL		10,580,290	698,504	5,889,753	7,121,791	1,232,037	17%	4,690,539



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC – Umpqua Lease Agreement Monthly Report March 3, 2020

Umpqua Lease-Purchase Budget	\$	4,000,000	Hardware	Software & Services	Warranty Mnt
NG COBOL CAD Hardware Stabilization	\$	(429,446)	\$ 97,411.00	\$ 262,679.00	\$ 69,356.00
NG Command Point SW Upgrade	\$	(1,991,562)		\$ 1,720,047.00	\$ 271,515.00
NG CommandPoint Fit Gap	\$	(199,381)		\$ 199,381.00	
NG CommandPoint Hardware Upgrade	\$	(512,171)	\$ 512,171.00		
NG CommandPoint switches and power	\$	(200,000)	\$ 200,000.00		
Westnet Hardware and Software	\$	(667,440)	\$ 412,633.40	\$ 254,806.60	
Total	\$	-			

Umpqua Payment Schedules		Lease Payments		
Schedule 1 - Funding Request #1		Date	Description	Amount
NG Invoice 1001	\$ 52,487.00	10/1/2019	Lease Initiation	\$ 500.00
NG Invoice 0011	\$ 88,214.00	10/1/2019	Legal Fees (June)	\$ 385.00
NG Invoice 0003	\$ 150,306.10	10/1/2019	Legal Fees (July)	\$ 6,757.50
NG Invoice 1002Z	\$ 37,487.00	10/3/2019	Interest Payment	\$ 4,318.69
NG Invoice 0001R	\$ 214,723.00	11/1/2019	Interest Payment	\$ 10,558.31
NG Invoice 0002	\$ 516,014.00	12/2/2020	Interest Payment	\$ 7,656.19
Schedule 1 - Funding Request #1 Total:	\$ 1,059,231.10	1/2/2020	Interest Payment	\$ 7,656.19
		2/1/2020	Interest Payment	\$ 7,656.19
		3/2/2020	Interest Payment	\$ 7,360.20
Schedule 1 - Funding Request #2				
NG Invoice 0004	\$ 406,993.50			
Schedule 1 - Funding Request #3				
Westnet Invoice 24637	\$ 242,269.09			
Total Schedule 1	\$ 1,708,494			
Schedule 2 - Estimate Q2 2020	\$ 1,300,000			
Schedule 2 - Estimate Dec 2020	\$ 1,000,000			
Total	\$ 4,008,494		Total	\$ 52,848.27



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SRFECC Projects Update – March 24, 2020

Project Description	Operations Lead	IT/Admin Lead	Key Dates	Project Update
NG CAD CommandPoint CAD	Tara Poirier	Brad Dorsett	Fit Gap In Progress	Fit Gap In Progress
WestNet	Roman Kukharets	Brad Dorsett Chuck Schuler	Wrapping Phase 1	Wrapping Phase 1 and working on Phase 2 - AVD
NG FitGap	Tara Poirier Casey Quintard Summer Carroll	Brad Dorsett	Fit Gap In Progress	Fit Gap In Progress
NG CommandPoint Hardware	Tara Poirier	Brad Dorsett	Q4 2020	Pending FitGap results
NG Time and Materials		Brad Dorsett	On going	
KVM Switches		Brad Dorsett	Q4 2020	Pending FitGap results
Mission Critical Electrical Services		Kelson Patterson	Apr-20	Rescheduled from December to April.
Kronos Upgrade - TeleStaff	Marissa	Cierra Lewandowski	Cutover: April 2020	WFR configuration issues created delay.
SharePoint	Katherine Shelton Kylee Soares	Tara Springer	Q2 2020	In progress, team by team migrating over. Finance and Facilities complete.
SysAid to the Cloud		Brandon Nguyen	Q2 2020	To be scheduled
UPS - Phase 3		Kelson Patterson	Q4 2019	Scheduled, kick off meeting scheduled for 9/2/19
Priority Dispatch - ProQA	Jen Curtis	Brad Dorsett	Q3 2020	Delay due to COVID -19
Contract Metadata and Cleanup		Tara Springer	Q2 2020	
SOPs - Administration		Diane House Tara Springer	Q3 2020	
Employee Handbook Update		Marissa Shmatovich	Q1 2020	Rough draft completed
Rules and Regulations Update		Marissa Shmatovich	Q1 2020	In review.
JPA Board Policies Review and Update		Marissa Shmatovich	Q2 2020	
Center Policies and Procedure Review and Update		Marissa Shmatovich	Q2 2020	
AAR Power Outage		Kelson Patterson	Q4 2019	In progress
Verizon Cellular Data Review		Tara Springer	3/31/2020	Updated review on all accounts.
ATT Circuits Data and Phone Review		Tara Springer Jeff Davis	Q2 2020	Updating review and disconnection follow up.
Radio Inventory 2020		Tara Springer	5/1/2020	Working with Chuck for turn over
P25 Radio Programming and Training		Chuck Schuler	On going	Radio Failure Plan in progress.
NG 911		Kelson Patterson	4/1/2021	Site visit rescheduled from 3/18 due to COVID-19
Update Financial Policies - AP, Procurement, Travel and Expenses		Tara Springer Chia Vargo	4/30/2020	



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March 24, 2020

Recruitment Update for March Board Meeting –

Dispatcher Positions –

We conducted three Critical dispatch exams during the month of March. Below are the results of each stage of the hiring process for both exams.

Candidates Phone Screened:

Week of:	Feb 24-28 = 74 ;	Mar 2-6 = 51	Mar 9-13 = 10
Candidates Invited to Test:	20	27	10*

Test Date: March 9, 2020

Number of Testors: 10/12 (12 signed up – 10 took the test)

Number Passing: 5

Test Date: March 12, 2020

Number of Testors: 12/12 (12 signed up – 12 took the test)

Number Passing: 5

Test Date: March 16, 2020

Number of Testors: 6/11 (11 signed up – 6 took the test) – *some re-takes

Number Passing: 2

Panel Interviews: March 19, 2020

Number Interviewed: 10/12 (12 signed up – 10 were interviewed)

Conditional Job Offers: 6

Backgrounds 6 (candidates have been submitted for backgrounds)

Psychological Evaluations: TBD

Failed Psychological Evaluations: TBD

Hired: TBD

SRFECC Positions & Authorization Document (PAD) - Revised 03/24/2020

FY 19/20

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	0	

Operations Division

Position	FTE Positions	Part Time or Temporary	Vacancies	Comments
EMS Coordinator		1		
Dispatcher Supervisor	7		2	
Dispatcher 2	18			Dispatcher retiring in April 2020
Dispatcher 1	20		13	
Part Time Dispatcher				
Totals	45	1	15	

Administration and IT Division

Position	FTE Positions	Part Time or Temporary	Vacancies	Comments
HR Coordinator		1		
CAD Administrator	1			
Facilities Manager	1			
CAD Technician	1		1	
GIS Coordinator	2			
Telecommunications Engineer	1			
Systems Engineer	0			
Help Desk Technician	1		1	
Office Specialist - Center	1			
Office Specialist - CTC	1			
Financial Analyst	0			
Accounting Specialist	1		1	
Accounting Specialist II	1			
Payroll & Benefits Administrator	1			
Totals	12	1	3	
Totals	62	2	18	