



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

9:00 a.m.

Tuesday, September 13, 2022

REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC
10545 Armstrong Ave – Room #385
Mather, CA 95655-4102

Public Remote Access at:

[Join Microsoft Teams Meeting](#)

[+1 916-245-8065](tel:+19162458065) United States, Sacramento (Toll)

Conference ID: 950 282 072#

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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

Michael Taylor, Board Member

Dan Quiggle, Board Member

Deputy Chief, Sacramento Metropolitan Fire District

Assistant Chief, Folsom Fire Department

Deputy 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 within the subject matter jurisdiction of the Board. Duration of comment is limited to three (3) minutes.

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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.

* INDICATES NO ATTACHMENT

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
Medical Director
- b. Public Employee Appointment: Executive Assistant
Office Specialist
- c. Discipline/Dismissal/Release: One (1) position

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. One (1) potential case.

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.

2. Dell Laptop Package – CIP Purchase (Staff Report 22-30) Page 5

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

- 1. **SUBJECT:** Accepting SHSGP20 Funding for Regional Radio and Server Replacement Projects (Staff Report 22-26) Page 7
 - 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*
- 2. **SUBJECT:** Server Replacement Project (Staff Report 22-27) Page 17
 - a. **Recommendation:** *Approve Server Replacement Project*
- 3. **SUBJECT:** GIS Coordinator Job Description (Staff Report 22-28) Page 33
 - a. **Recommendation:** *Approve GIS Job Description*

* INDICATES NO ATTACHMENT

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

- 1. Communications Center Statistics Page 37
- 2. Financial Reports Page 42
 - a. Monthly Credit Card Usage Statement
 - b. Budget to Actuals
 - c. Cash Flow Report
 - d. Monthly Lease Update
- 3. Recruitment Update Page 49
- 4. PAD Update Page 50

CENTER REPORTS:

- 1. Operations Manager Todd*
- 2. Administration Manager Shmatovich*

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is October 11, 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 9, 2022, a copy of the agenda was posted:

-at 10230 Systems Parkway, Sacramento, CA 95827

* INDICATES NO ATTACHMENT

-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

Marissa Shmatovich

Clerk of the Board

* INDICATES NO ATTACHMENT



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007

www.srfecc.ca.gov

STAFF REPORT (REPORT 22-30)

DATE: September 13, 2022
TO: Board of Directors
FROM: Marissa Shmatovich, Administration Manager
BY: Roman Kukharets, CAD/Radio Technician
SUBJECT: Direct Technology Laptop Package Quote

RECOMMENDATION

The Board of Directors:

1. Approve Direct Technology Quote #816 for 7 new laptops.

BACKGROUND/ANALYSIS:

The Center has an aging fleet of laptops that are currently in use by staff. Most machines are 5+ years old and are experiencing hardware/battery failures, and/or software slowdowns. These machines have reached end of service life and no longer can be renewed, upgraded or extended by Dell. Replacing these laptops would improve reliability, much needed battery life, and overall productivity.

The Center intends to have a regular laptop replacement schedule moving forward and this is the first of that schedule.

FINANCIAL ANALYSIS

This is a CIP budgeted item and there are no unexpected fiscal impacts.

In accordance with the Board Policy 3.017 – Procurement, the purchase of tangible personal property between \$5,000 - \$50,000 requires an informal bidding process by which three (3) quotes must be obtained. As such, three (3) quotes were obtained, and Direct Technology provided the lowest quote.

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

Respectfully submitted,

Marissa Shmatovich
Administration Manager
Attachment: Direct Technology Quote #816

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

5 Legal Counsel



Quote

Quote Number: 816

Expiration Date:
09/15/2022

Quote Prepared For

Marissa Shmatovich
Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Sacramento, CA 95827-3006
United States
Phone:916-365-6238
MShmatovich@srfec.ca.gov

Quote Prepared By

Jared Coleman
Launch Consulting
3009 Douglas Blvd., Ste 300
Roseville, CA 95661
United States
Phone:916-246-4982
Jcoleman@launchcg.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	7	Dell Latitude 5520 Laptop 15 in Laptops 16gb ram I7 Processor 512 SSD Storage 10key	\$1,400	\$1,400	\$9,800
				One-Time Total	\$9,800
				Subtotal	\$9,800
				Total Taxes @ 8.75%	\$857.50
				Total	\$10,657.50

Authorizing Signature Marissa Shmatovich

Date 08/29/2022

Customer's purchase is subject to Direct Technologies conditions of sale, unless customer has a separate purchase agreement with Direct Technology.

All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.

All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.

Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



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STAFF REPORT (REPORT 22-26)

DATE: September 13, 2022
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: FY2020 State Homeland Security Grant Award Acceptance

RECOMMENDATION

The Board of Directors:

1. Approve Resolution 2-22, Accepting FY2020 State Homeland Security Grant and Resolution 3-22, FY22/23 First Budget Amendment.

BACKGROUND/ANALYSIS:

An application for grant funding in the amount of \$549,938 was submitted to the Sacramento County Office of Emergency Services (SacOES) for the FY2020 State Homeland Security Grant (SHSGP) Program on February 18, 2021, on behalf of the Sacramento Regional Fire/EMS Communications Center (Center), for the purposes of funding a computer-aided dispatch Live Move-Up Module (LiveMUM). In April 2022, the Center received sole source approval from CalOES. In preparation to present the sole source approval to the Board of Directors, the Center reviewed the project and the grant with the grant underwriter and concluded the project was not eligible for the grant. Subsequently, the Center submitted a SHSGP20 Notification of Adverse Development and Scope Amendment Request to SacOES, requesting to amend the approved scope of work to utilize grant funding for a Regional Radio Replacement project and a Dispatch Center Server Hardware Replacement project in order to replace outdated hardware, maintain operational capabilities, and address current system vulnerabilities.

The Server Replacement Project will increase the Center's cybersecurity and network reliability by replacing aging and obsolete server infrastructure and migrate virtual servers to new hardware that enhances capabilities and addresses existing operational and security vulnerabilities. Current server infrastructure hosts all Center data and integrations to the CAD system and is already experiencing failed drives, with limited to no support available on the equipment. In addition to the risks associated with equipment failure, existing hardware uses obsolete operating systems that will no longer be compatible with security patches in 2023. Existing hardware is also not compatible updated operating systems software, increasing malware vulnerability. Postponing replacement of this equipment increases the risk of failures that would force Dispatch into manual operations. This type of failure would severely impact emergency response throughout the County and result in greater likelihood of human error, inefficient deployment of resources, and increased response times. Replacement hardware will have updated VMware and support newer operating systems that receive critical security updates on a regular basis.

The Regional Radio Replacement project is comprised of three main objectives: replacement of VHF base radios/transmitters; replacement of 800 MHz portable radios; and purchase of critical radio programming/testing equipment.

VHF Radio Replacement

Aging equipment has put The Center in a position where it is increasingly difficult to support the radio system that serves not only the backup fire station alerting platform, but also as a primary means of interoperability with neighboring agencies. Existing equipment is over 10 years old and beyond its serviceable life. If the infrastructure of the 800 MHz trunked radio system (which is relied on for daily operations) was compromised, it is the VHF transmitters that will provide Dispatch voice to field units. Replacement of the VHF radios and transmitters will improve radio coverage for all SRFEC member agencies and will simulcast all radio transmissions, providing redundancy in the event primary communications are compromised, and reducing inefficiencies in the current system.

Portable Radio Replacement

Existing 800 MHz portable radios are beyond their useful life and no longer supported by the manufacturer, leaving The Center with a critical vulnerability gap. These radios are critical to maintain operations for personnel deployed out in the field and to keep communications intact during power outages or other equipment failures at the Center. Replacement radios will allow for all dispatch positions to have a radio as well as key admin personnel who are currently utilizing antiquated radios with failing batteries.

Radio Programming/Testing Equipment

Without the availability of proper service equipment, SRFEC technicians have had to rely on borrowing equipment from neighboring agencies or outsourcing this work to private companies at a high cost. It is becoming increasingly difficult to find vendors that can provide this service in the critical timeframes required to maintain operational readiness, and most do not provide any service after-hours or on holidays, which is not acceptable for SRFEC's 24/7 operations. The purchase of this equipment will enable the SRFEC to provide this service in-house and allow for localized testing with reduced service turnaround times, resulting in more up-time on equipment that is necessary for dispatch operations. This enhanced capability will increase operational readiness and ensure more efficient dispatch communications in support of regional fire/EMS response.

The Center received a notice of award from SacOES on **August 18, 2022** in the amount of **\$453,750** which is expected to fully fund both projects. In order to accept the award, the Center must execute a Subaward Agreement with SacOES as well as amend the FY2022/2023 Final Budget to reflect the grant award.

The attached resolutions accept the grant award, authorize the Chief Executive Director or his designee to act as the Center's Authorized Agent(s) for the purposes of executing all necessary documents to administer the grant, and amend the Center's FY2022/2023 Final Budget to reflect the acceptance of the award.

FINANCIAL ANALYSIS

The **\$453,750** grant award will be added to the FY2022/2023 budget. There is no match requirement.

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

Respectfully submitted,

Marissa Shmatovich
Administration Manager

Attachments:

Resolution 2-22, Accepting a FY2020 State Homeland Security Grant Award,
Resolution 3-22, FY22/23 First Budget Amendment

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

Legal Counsel

COUNTY OF SACRAMENTO

FIRST AMENDMENT TO SUBAWARD AGREEMENT FOR 2020 HOMELAND SECURITY GRANT PROGRAM (SHSGP).

THIS FIRST AMENDMENT to the Subaward Agreement is made and entered into this 18th day of August 2022, by and between the **COUNTY OF SACRAMENTO**, a political subdivision of the State of California, hereinafter referred to as "**COUNTY**", and **SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER (SRFECC)**, hereinafter referred to as "**SUB-RECIPIENT**".

RECITALS

WHEREAS, the COUNTY and the SUB-RECIPIENT have previously entered into an agreement on September 27, 2021 to provide the services to complete Project 013 of COUNTY's SHSGP grant award from California Governor's Office of Emergency Services (Cal OES), hereinafter "Subaward Agreement"; and

WHEREAS, the COUNTY and SUB-RECIPIENT desire to amend the Subaward Agreement to update the project scope; and

NOW, THEREFORE, the parties agree as follows:

1. REVISED PROJECT AND SCOPE

The project scope for Project 013 is hereby amended as reflected in Exhibit A-1. The maximum total payment amount under this Subaward Amendment Agreement is decreased from \$549,938 to \$453,750, payable from the 2020 SHSGP.

2. REAFFIRMATION

In all other respects, the above referenced Subaward Agreement, as amended, remains in full force and effect.

3. ENTIRE AGREEMENT

This Subaward Agreement, as amended, and any attachments hereto, constitute the entire understanding between the COUNTY and SUB-RECIPIENT concerning the subject matter contained herein.

4. EFFECTIVE DATE

This First Amendment shall be deemed effective as of last date signed by

signatories and shall terminate on January 31, 2023.

COUNTY OF SACRAMENTO,

SUB-RECIPIENT,

By: _____
Mary Jo Flynn-Nevins, Chief of Sac OES

By: _____
Ty Bailey, Executive Director SRFECC

Date: _____

Date: _____

**Reviewed and Approved by County
Counsel**

By: _____
Krista Whitman, Assistant County Counsel

Date: _____

EXHIBIT A-1 to Agreement
Between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY," and
SACRAMENTO REGIONAL FIRE/EMS
COMMUNICATIONS CENTER (SRFECC),
hereinafter referred to as "SUB-RECIPIENT".

SCOPE OF GRANT ACTIVITIES

I. Total Allocation:

Project 013:

1. Regional Radio Replacement- replacement of aging and obsolete VHF radios 800 MHz portable radios, and radio programming equipment
\$281,750
2. Dispatch Center Server Hardware Replacement- replacement of aging and obsolete server hardware and migration of virtual servers to new hardware \$172,000

Total Amount for all projects= \$453,750

The Maximum Total Payment Amount under this Agreement is \$453,750 from the 2020 Homeland Security Grant (Grant#2020-00095) CFDA#97.067.

II. Project Performance Period.

End of Performance period expires 1/31/2023.

III. Milestones.

Request quotes and check vendors against sam.gov to ensure they are not suspended or debarred. Purchase equipment, pay invoice and inspect equipment upon delivery. Ensure that the equipment is delivered and paid by the 2020 SHSGP deadlines, such as the performance period for this grant 1/31/2023. At the end of the Performance period (January 31, 2023) this project will be 100% completed and the \$453,750 grant funds will be expended.

1. Milestones can be adjusted upon agreement of both parties without amendment to the contract.
2. Sixty (60) days' notice is required to request extension from the milestone end date.
3. Failure to meet milestones without prior extension agreement can result in termination and obligation of funds.

IV. Scope of Project and Budget.

Sacramento Regional Fire EMS Communications Center (SRFECC) will complete Project 13 scope funded with 2020 SHSGP grant as described in the Amendment request submitted to the Approval Authority.

Total available allocation for this project is \$453,750.



Sacramento Regional Fire/EMS Communications Center

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

Resolution #3-22

Resolution to Approve FY 2022/2023 First Budget Amendment

WHEREAS, the Sacramento Regional Fire/EMS Communications Center ("Center") is a joint powers authority duly organized and existing under Section 6500 et seq. of the Government Code and the Third Amended Joint Powers Agreement dated July 10, 2014 (the "JPA") by and between various political subdivisions of the State of California (collectively, the "JPA Parties"); and

WHEREAS, the Governing Board of the Center adopted its FY2022/2023 Final Budget at its Regular Meeting on July 12, 2022; and

WHEREAS, the Center has subsequently accepted a FY2020 State Homeland Security Grant in the amount of \$453,750; and

WHEREAS, the Center intends on expending these funds in the FY2022/2023 Budget year as described in Attachment A.

NOW, THEREFORE, BE IT RESOLVED THAT: the Governing Board of the Sacramento Regional Fire/EMS Communications Center amends the FY2022/2023 Final budget as described in Attachment A.

Passed and adopted by the Governing Board of Center this 13th day of September, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

BY:

ATTEST:

Tyler Wagaman, Chairperson

Chad Wilson, Vice Chairperson



Sacramento Regional Fire/EMS Communications Center

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

Resolution #3-22

Resolution to Approve FY 2022/2023 First Budget Amendment

WHEREAS, the Sacramento Regional Fire/EMS Communications Center ("Center") is a joint powers authority duly organized and existing under Section 6500 et seq. of the Government Code and the Third Amended Joint Powers Agreement dated July 10, 2014 (the "JPA") by and between various political subdivisions of the State of California (collectively, the "JPA Parties"); and

WHEREAS, the Governing Board of the Center adopted its FY2022/2023 Final Budget at its Regular Meeting on July 12, 2022; and

WHEREAS, the Center has subsequently accepted a FY2020 State Homeland Security Grant in the amount of \$453,750; and

WHEREAS, the Center intends on expending these funds in the FY2022/2023 Budget year as described in Attachment A.

NOW, THEREFORE, BE IT RESOLVED THAT: the Governing Board of the Sacramento Regional Fire/EMS Communications Center amends the FY2022/2023 Final budget as described in Attachment A.

Passed and adopted by the Governing Board of Center this 13th day of September, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

BY:

ATTEST:

Tyler Wagaman, Chairperson

Chad Wilson, Vice Chairperson



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

ATTACHMENT A

Fiscal Year 2022/2023 Budget

September 13, 2022

Resolution #3-22

Resolution to Approve FY 2022/2023 First Budget Amendment Board Resolution

The JPA Board adopted its FY2022/2023 Final Budget at its regular meeting on July 12, 2022. The JPA Board and Center have subsequently been awarded the FY2020 State Homeland Security Grant in the amount of \$453,750. The Center intends on expending these funds in the FY2022/2023 budget year.

Herein you will find the overview of the Centers’ contributions and budgets for FY 2022/2023:

- A. Budget Revenue/Funding – Agency Contributions
- B. Operating Budget
- C. CIP Budget
- D. Umpqua Lease
- E. NEW – SHSGP20 Grant Fund – Restricted

1. Budget Revenue/Funding – Agency Contributions for FY 2022/2023

AGENCY	TOTAL INCIDENTS	PERCENT	Contributions
SMFD	94,297	43.20%	4,793,635.71
SFD	96,247	44.09%	4,891,955.07
CSD	18,984	8.98%	996,340.60
FFD	7,437	3.73%	414,138.76
Subtotal			11,096,070.15
SHSGP20 Grant			453,750.00
Grand Total			11,549,820.15

2. OPEX – Operating Budget for FY 2022-2023

Expenses	Final Budget
Total Employee-Related Expenses	8,156,843.33
Total Professional Services	1,228,344.05
Total Materials and Supplies	37,500.00
Total Hardware & Software Maintenance	698,438.28
Total Communications Equipment and Services	392,814.00
Total Facilities and Fleet Management	356,799.80
Total Employee Recruitment, Retention and Training	225,330.69
Total Operating Expenses	11,096,070.15



Sacramento Regional Fire/EMS Communications Center

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3. Capital Investment Plan (CIP) Budget for FY 2022-2023

Description	Amount
Modular Center Space	65,525.00
Computer and Equipment Room Project	60,000.00
Laptop Packages	12,000.00
Recabling Workstations	15,000.00
Office Furniture	10,000.00
Netclocks x 2	5,000.00
Total	167,525.00

4. Umpqua Lease

In FY 2022/2023, the fixed lease payment will be paid from the lease savings account.

Date	Description	Amount
July 2022	Lease Payment	22,394.34
August 2022	Lease Payment	22,394.34
September 2022	Lease Payment	22,394.34
October 2022	Lease Payment	22,394.34
November 2022	Lease Payment	22,394.34
December 2022	Lease Payment	22,394.34
January 2023	Lease Payment	22,394.34
February 2023	Lease Payment	22,394.34
March 2023	Lease Payment	22,394.34
April 2023	Lease Payment	22,394.34
May 2023	Lease Payment	22,394.34
June 2023	Lease Payment	22,394.34
FY 22/23	Total	268,732.08

5. FY2020 State Homeland Security Grant (SHSGP20) – Restricted Funds

In FY 2022/2023, the project expenses will be paid from the SHSGP20 Grant account.

Project Name	Description	Project Type	Total Cost
Regional Radio Replacement	Replacement of aging and obsolete VHF radios, 800 MHz portable radios, and radio programming equipment.	Equipment	281,750.00
Dispatch Center Server Hardware Replacement	Replacement of aging and obsolete server hardware and migration of virtual servers to new hardware.	Equipment	172,000.00
		Total	453,750.00



Sacramento Regional Fire/EMS Communications Center

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STAFF REPORT (REPORT 22-27)

DATE: September 13, 2022
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: Server Replacement Project, SHSGP20 Grant Funded

RECOMMENDATION

The Board of Directors:

1. Approve Launch Consulting Server Replacement labor and equipment quotes for implementation of the SHSGP20 Server Replacement Project.

BACKGROUND/ANALYSIS:

The Center received approval from SacOES to reallocate SHSGP20 Grant funding to complete a Server Replacement Project to increase the Center's cybersecurity and network reliability by replacing aging and obsolete server infrastructure and migrate virtual servers to new hardware that enhances capabilities and addresses existing operational and security vulnerabilities. The Center received the attached quotes totaling \$172,000 from Launch Consulting for the required server hardware and migration/installation.

In accordance with the Board Policy 3.017 – Procurement, while this project is over \$50,000 and would typically require a RFP or RFB, this contract may be awarded without a formal bidding process based on the following exceptions:

- Due to the high degree of professional or technical skill of the services provided, professional services are exempt from the bidding process and selection shall be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
- Property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service.

Launch Consulting is the Center's current IT Managed Services vendor and has exclusive knowledge and responsibility for the Center's network infrastructure. Utilizing any other vendor to complete the Server Replacement Project is not possible as this server is part of a larger network system that must be configured together.

The Center has done their due diligence to confirm that the pricing offered by Launch Consulting is consistent with previous services rendered to the Center. Further, the Center has confirmed that the vendor is also under contract with Delta Conveyance Design & Construction Authority for like services at comparable pricing.

FINANCIAL ANALYSIS

The total proposed cost is \$172,000 and will be fully funded by the SHSGP20 grant award.

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

Respectfully submitted,

Marissa Shmatovich
Administration Manager

Attachments:

Launch Consulting Quote #212, Dell Servers and Storage

Launch Consulting Statement of Work for Server Hardware Implementation and Migration

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

Legal Counsel



Quote

Quote Number: 212

Payment Terms: Expiration
Date: 08/15/2022

Quote Prepared For

Marissa Shmatovich
Sacramento Regional Fire/EMS Communications Center
10230 Systems Parkway
Sacramento, CA 95827-3006
United States
Phone:916-365-6238
MShmatovich@srfcecc.ca.gov

Quote Prepared By

Jared Coleman
Launch Consulting
3009 Douglas Blvd., Ste 300
Roseville, CA 95661
United States
Phone:916-246-4982
Jcoleman@launchcg.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	1	PowerStore 500T 25GbE/10GbE IP Optical OR 10/1GbE, 9 x 1.92 NVMe SSD	\$53,303.35	\$53,303.35	\$53,303.35
2)	3	PowerEdge R650 VMware and OS Licenses included	\$27,950.71	\$27,950.71	\$83,852.14
				One-Time Total	\$137,155.49
				Subtotal	\$115,112.98
				Total Taxes @ 8.75%	\$12,001.11
				Total	\$149,156.59

Authorizing Signature _____

Date _____

Customer's purchase is subject to Direct Technologies conditions of sale, unless customer has a separate purchase agreement with Direct Technology.

All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.

All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.

Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.

Statement of Work

Sacramento Regional Fire/EMS

Communications Center

Server Hardware Implementation and Migration

launch

Launch Consulting

Prepared by

Jared Coleman

P: 916.246.4982

Jccoleman@launchcg.com

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Server Hardware Implementation and Migration

The purpose of this proposal is to detail the tasks and operations that will be involved with deploying new hardware and migrating virtual servers for SRFECC. The hardware that currently exists onsite is due to be replaced. In preparation for the design we have monitored the network usage, validated storage needs and future growth. These services will move the current virtual environment to new hardware with updated VMware.

CONFIGURATION AND DEPLOYMENT TASKS

- Clear existing racks
- Rack new servers
- Rack storage
- Connect fiber interconnects
- Connect hosts to network
- Configure hosts/storage management interfaces
- Upgrade V-center appliance to 7.x
- Upgrade esxi host to 6.5 (1 host)
- Add new hosts to V-center
- Create new clusters
- Configure Storage
- VM Migration to new host (40 qty)
 - Decomm old hosts/storage

Estimates

The following table represents the estimated costs of the goods and services described in this document.

Contracted Service	Quantity	Rate	Per Project Price
Systems Engineers	132	\$150	\$19,800
Project Manager	20	\$150	\$3,000
Total			\$22,800

Payment Terms

- Monthly, recurring billing schedule.
- Net 30 payment terms.

Agreement

Authorized signatures below indicate acceptance by both parties of this Work Order.

Launch Consulting

SRFECC

Printed Name

Printed Name

Title

Title

Signature

Signature

Date

Date



Task Order			
Agreement No.:	190014	Task Order No.:	0004
Consultant:	Direct Apps, Inc., DBA Launch Consulting		
Maximum Task Order Value:	\$241,433.96		
Period of Performance:	From:	07.01.2022	To: 06.30.2023
Approvals:			
	Insert Signatures Below	Insert Date Signed Below	
Authorized Consultant Representative:	<p>DocuSigned by: BA5D6E04F8FC4EF...</p>	7/6/2022	Date:
Agreement Administrator:	<p>DocuSigned by: 417246723FF9408...</p>	7/6/2022	Date:
Functional Lead:			Date:
Executive Director: (If > \$250K Only)			Date:

Attachment A – Scope of Services

Task Order 0004

Task 1: IT Professional Services

1. IT Professional Services

Launch Consulting will provide comprehensive IT Infrastructure design, configuration, coordination and support to include:

1. Infrastructure - Domain controllers, DHCP Management, DNS Management, Network
2. Switches, Firewall, Dual Internet Feed, Wired & wireless networks, UPS's
3. Server Image Development, testing & deployment
4. Remote monitoring
5. Equipment IMAC's
6. Vendor coordination – VoIP, Audio-Visual, Printers, Security
7. Cyber Security Administration
8. Backup and disaster recovery
9. Change Management
10. Event Management
11. Project Management
12. Office 365 Suite of Products (SharePoint, OneDrive, Teams, Flow, etc.)

Deliverables:

IT Professional Services Monthly Status Report due by the 5th business day following the close of the month, to include:

- A. Monthly infrastructure design and configuration activities
- B. Server Image Development status
- C. Monitoring outcomes
- D. Summary IMAC activities
- E. Summary Vendor Coordination activities
- F. Summary Cyber Security alerts, remediation activities, ongoing threats
- G. Backup status
- H. Summary Change, Event & Project Management activities

2. Desktop Support – Remote

Launch Consulting will provide the staffing, equipment, system and software required to provide remote Desktop Support to all DCA staff to include:

1. Self-help portal, email and phone access for ticket generation, ticket management (automation, escalation, resolution, reporting)
2. Office 365 Administration
3. Security administration
4. Smart phone support
5. Desktop image management and deployment
6. Audio/Visual support
7. Remote user management

8. Cross team IT coordination
9. Vendor Management
10. Operational Change Management
11. Anti-Virus: patches, virus & malware mitigation
12. Security Access
13. Operational Reporting and Quality Assurance
14. Service Level Management and Reporting
15. Event Management
16. Problem Management
17. Release Management
18. Change Management
19. Asset Management

Deliverables:

Desktop Support Remote Monthly Status Report due by the 5th business day following the close of the month, to include:

- I. Service Level Metrics including
- J. # of Tickets Created
- K. Average Time to Respond
- L. Average Time to Resolve
- M. Tickets by Severity Level
- N. Summary Desktop Images activities
- O. Summary Vendor Management activities
- P. Summary Change, Event, Problem, Release and Asset Management activities
- Q. Summary virus, patch and malware mitigation activities
- R. One month look-ahead

3. Onsite IT Support

Launch Consulting will provide staffing onsite at DCA Headquarters, or at remote locations as directed to provide:

1. Desktop and user support
2. Coordination of support with contractor parent company IT services
3. Coordination and support with DCA licensed software
4. Hands on troubleshooting
5. Single point of resolution support
6. Problem Management
7. Release Management
8. Change Management
9. Anti-Virus: patches, virus & malware mitigation
10. Equipment IMAC's
11. Audio/Visual equipment support
12. Monthly Audio/Visual equipment check prior to public meetings
13. Onsite maintenance

Deliverables:

Onsite IT Support Monthly Status Report due by the 5th business day following the close of the month, to include:

- A. Summary activities

- B. Summary Problem, Release, Change Management activities
- C. Summary Anti-virus, patch & malware mitigation activities
- D. Summary IMAC activities
- E. A/V equipment check results
- F. Summary accomplishments
- G. One month look-ahead

4. Server Support

Launch Consulting will provide the following Server Support activities remotely. When required, technicians will be dispatched to DCA Headquarters to resolve issues that cannot be addressed remotely.

- 1. General services
- 2. Firewall Administration
- 3. Cyber Security – patches, security remediation, virus protection
- 4. Event Management
- 5. Problem Management
- 6. Release Management
- 7. Change Management
- 8. Routing and switching support
- 9. Monitoring – vulnerability scanning and alerting

Deliverables:

- A. Summary activities
- B. Summary Cyber Security alerts, remediation activities, ongoing threats
- C. Summary Event, Problem, Release & Change Management activities
- D. Summary Anti-virus, patch & malware mitigation activities
- E. Summary Monitoring activities, alerts

Task 2: Data Warehouse

Launch Consulting will implement Data Warehouse services for DCA to include:

- 1. Implementation engineering services
- 2. Data Analysis/Dashboard creation & management
- 3. Hosting
- 4. Database development and maintenance
- 5. Cyber Security

Deliverables:

Data Warehouse Monthly Status Report due by the 5th business day following the close of the month to include:

- A. Data Warehouse Monthly Status Report due by the 5th business day following the close of the month, to include:
 - B. Summary Database Activities
 - C. Summary Cyber Security alerts, remediation activities, ongoing threats

Task 3: Microsoft 365 & Licenses

Launch Consulting will provide:

1. Microsoft license procurement and management
2. Other software license procurement & management as requested

Deliverables:

DCA License Monthly Status Report due by the 5th business day following the close of the month to include:

- A. Active Microsoft 365 licensee list
- B. Monthly Installation, Move, Add and Change summary
- C. Other Software license summary

Task 4: Technology Equipment

Launch Consulting will provide procurement, warehousing, setup, delivery and installation of all necessary technology equipment including:

1. Laptops, desktops
2. Monitors
3. Docking Stations
4. Peripherals including but not limited to keyboards, mice, speakers, headsets
5. Printers

Deliverables:

Technology Equipment Monthly Status Report due by the 5th business day following the close of the month, to include:

- A. Monthly purchases

Launch Consulting | Agreement # 190014 | Task Order 0004

Attachment B - Deliverables

WBS Code	Item Number	Deliverable Title	Due Date
13006-AD-IT Services	001	Monthly Status Report	8/6/2022
13006-AD-IT Services	002	Monthly Status Report	9/7/2022
13006-AD-IT Services	003	Monthly Status Report	10/7/2022
13006-AD-IT Services	004	Monthly Status Report	11/7/2022
13006-AD-IT Services	005	Monthly Status Report	12/7/2022
13006-AD-IT Services	006	Monthly Status Report	1/6/2023
13006-AD-IT Services	007	Monthly Status Report	2/7/2023
13006-AD-IT Services	008	Monthly Status Report	3/7/2023
13006-AD-IT Services	009	Monthly Status Report	4/7/2023
13006-AD-IT Services	010	Monthly Status Report	5/5/2023
13006-AD-IT Services	011	Monthly Status Report	6/7/2023
	012		
	013		
	014		
	015		
	016		
	017		
	018		
	019		
	020		
	021		

Launch Consulting | Agreement # 190014 | Task Order 0004

Attachment C - Budget Summary (Unit Price Task Order)

WBS Code	Item Number	Item Description	Item Unit of Measure	Item Quantity	Item Unit Cost	Task Order Value
13006-AD-IT Services	001	Managed Support Services	MO - Months	12	\$ 11,773.33	\$ 141,279.96
13007-AD-IT Software	002	Microsoft 365 & Licenses	MO - Months	12	\$ 750.00	\$ 9,000.00
13007-AD-IT Software	003	Data Warehouse	MO - Months	12	\$ 4,679.50	\$ 56,154.00
13008-AD-IT Hardware	004	Technology Equipment	EA - Each	1	\$ 35,000.00	\$ 35,000.00
	005				\$ -	\$ -
	006				\$ -	\$ -
Total						\$ 241,433.96

Note: Technical team may leave WBS Code blank, Project Controls will confirm coding. Units of measure available are Months or Each

Attachment D – Payment Terms

Per Agreement 190014:

9. Billings and Payments

a. Consultant shall submit monthly invoices to the DCA's Accounts Payable Section, whose email address is DocControl@dcdca.org, and provide a copy to the Agreement Administrator at, jennifermalone@dcdca.org. Consultant address change must be submitted in writing to the DCA at DocControl@dcdca.org. Without proper notification of an address change, Consultant's invoice payment may be delayed.

b. The individual listed in the agreement as Consultant's key personnel or other identified designee shall sign and certify the invoice to be true and correct to the best of his/her knowledge. Consultant's invoices shall include the following information:

- i. Consultant's name and mailing address, the DCA's project name and agreement number, task order number, the beginning and ending billing dates, the maximum amount payable, a summary of costs for the current invoice, amount due for this invoice, and cumulative total amount previously invoiced.
- ii. Those invoices with consultant and sub-consultant labor charges shall be itemized by date of service, employee name, title/classification, corresponding labor rate, number of hours worked, description of work performed, total amount due for labor charges, and shall include the following affirmation: "By signing this invoice, consultant certifies that the billing hours and work described herein is an accurate and correct record of services performed for the DCA under this Agreement and these hours have not been billed on any other client invoices."
- iii. Invoices shall itemize allowable expenses and include receipts for which reimbursement is sought. Attached receipts should itemize each cost and provide descriptive information so that expenses are separately identified.
- iv. Consultant shall attach a copy of each sub-consultant invoice for which reimbursement is sought. Sub-consultant's invoices shall set forth the actual rates and expenses charged to the Consultant.
- v. Multiple Task Orders may be billed on a single invoice; however, the charges and supporting documentation (receipts) shall be separately identified to the appropriate Task Order.

c. Subject to the approval of the Agreement Administrator, the DCA shall make payment of undisputed amounts to Consultant the later of 45 days after DCA's receipt of the invoice or the DCA's receipt of funding from the California Department of Water Resources in accordance with Government Code Section 927 et seq. Consultant's invoices submitted 90 days after completion of work, may be delayed or not paid. Notwithstanding anything to the contrary, Consultant understands and agrees that funding for this Agreement is obtained from the California Department of Water Resources and, therefore, the DCA's obligation to provide payment shall be fully contingent upon appropriation by and receipt of adequate funding from the California Department of Water Resources.

Launch Consulting | Agreement # 190014 | Task Order 0004

Attachment E - Schedule

WBS Code	Item Number	Scope of Work Task Title	Start Date	End Date	Comments
13006-AD-IT Services	001	Managed Support Services	7/1/2022	6/30/2023	
13007-AD-IT Software	002	Microsoft 365 & Licenses	7/1/2022	6/30/2023	
13007-AD-IT Software	003	Data Warehouse	7/1/2022	6/30/2023	
13008-AD-IT Hardware	004	Technology Equipment	7/1/2022	6/30/2023	
	005				
	006				
	007				
	008				
	009				
	010				
	011				



Sacramento Regional Fire/EMS Communications Center

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STAFF REPORT (22-28)

DATE: September 13, 2022
TO: Board of Directors
FROM: Troy Bair, Chief Executive Director
BY: Marissa Shmatovich, Administration Manager
SUBJECT: GIS Coordinator Job Description

RECOMMENDATION

The Center recommends:

1. The Board of Directors approve the updated GIS Coordinator job description.

BACKGROUND/ANALYSIS:

The Center previously had a GIS Coordinator on staff, but the position was unfunded and removed from the PAD in 2020. Since that time, the Center has been in contract with AXIM, previously GIS Inc, to provide GIS deliverables for the Commandpoint CAD project.

Commandpoint CAD has higher GIS demands than current COBOL CAD, and the GIS HelpDesk ticket queue is extensive and growing every day with new construction, parcel changes, and needed map updates. Current staff is unable to keep up with the GIS tickets in addition to their assigned duties, and the Center's GIS need is anticipated to continue to grow.

FINANCIAL ANALYSIS

This position was approved as a part of the final budget, approved and resolved at the July 28, 2022 Special Board Meeting.

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

Respectfully submitted,

Marissa Shmatovich
Executive Assistant

Attachments: GIS Coordinator Job Description

Staff Report recommendation authorized by:

Approved as to Form:

Chief Executive Director

Legal Counsel



Sacramento Regional Fire/EMS Communications Center

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GEOGRAPHIC INFORMATION SYSTEMS ANALYST

JOB DESCRIPTION AND MINIMUM QUALIFICATIONS

Salary Range: \$7,247.05-\$8,808.78 Monthly

POSITION SUMMARY:

This is a non-exempt position under the guidelines of the Fair Labor Standards Act (FLSA), and is not represented by the employee bargaining unit. Under the guidance of the Administration Manager, the Geographic Information Systems Coordinator is responsible for testing, maintaining, and modifying a county-wide automated Graphic Information System for the purposes of dispatching emergency services.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

The Geographic Information Systems Coordinator should possess the following specific knowledge and abilities:

Knowledge of:

- Principles, procedures, techniques, nomenclature, and operation of GIS workstations
- Principles and characteristics of automated mapping and spatial information processing methods and techniques
- Mapping tools and programs including ESRI-based GIS software programs such as ArcMap, ArcGIS Desktop, ArcGIS Pro and ArcGIS Online

Skills in:

- Techniques of digitizing, drafting, and automated mapping
- Troubleshooting and performing routine maintenance on GIS workstations, related peripherals, and Communication networks

Ability to:

- Establish and maintain harmonious and effective working relationships
- Perform professional level of work in GIS database, system management and analysis
- Operate GIS workstations and related peripherals and communications networks
- Perform digitizing and drafting using AutoCAD and other computer assisted drafting software and digitizing equipment
- Train others on the use of the GIS hardware and software
- Develop and maintain user documentation
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with SFRECC staff, member agency staff, and vendors
- Pass a physical exam that relates to the job requirements
- Successfully pass a background investigation
- Possess a valid Class C driver's license

ESSENTIAL JOB FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the



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scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Maintains the graphical base map for the geographic area served by the SFRECC agencies and the border areas
- Plans and coordinates the administration and maintenance of all layers defined in the GIS
- Provides guidance to Database Coordinators from the Fire Districts for inputting street and response data
- Performs digitizing and drafting; Develops and documents GIS procedures
- Researches and prepares budget proposals for inclusion in the annual budget
- Prioritizes job tasks with public safety in mind
- Coordinates and verifies the accuracy of geographical data used in the CAD system
- Provides statistical information from the GIS for use by management
- Works with software and hardware vendors on purchasing, installing, and operating GIS equipment
- Processes requests for changes in the GIS in a timely manner
- Accepts and completes all staff assignments and/or special projects as directed by the Chief Executive Director or Manager
- Performs related duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Age:

- Must be at least eighteen (18) years of age.

Education/Training:

- A Bachelor's Degree Bachelor's Degree from an accredited college or university with major work in GIS, Geography, Information Systems, or a closely related field. ESRI certification strongly preferred.

Experience:

- Experience operating, maintaining, and implementing automated mapping and/or GIS.

DISCLAIMER

This classification is not an exhaustive statement of duties, responsibilities and requirements. Employees are required to perform other job-related tasks/functions as assigned by their supervisor.



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NONDISCRIMINATION IN EMPLOYMENT

The SRFECC shall not unlawfully discriminate against employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, status as a veteran or any other basis prohibited by federal, state or local law.

The SRFECC shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.



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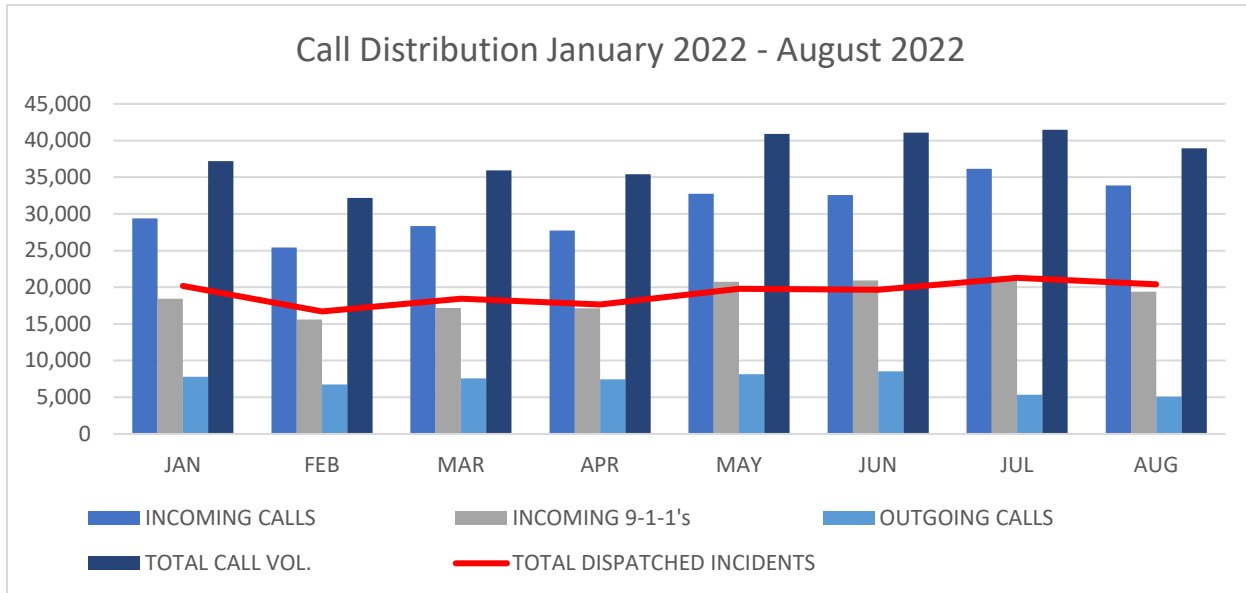
Telephony Performance Measure August 2022

Overview

INCOMING CALLS	33,887
OUTGOING CALLS	5,078
TOTAL CALL VOL.	38,965
TOTAL DISPATCHED INCIDENTS	20,416

Incoming Lines Detail

911 LINES	19,385
SEVEN DIGIT EMERGENCY	3,952
ALLIED/ADMIN	10,550



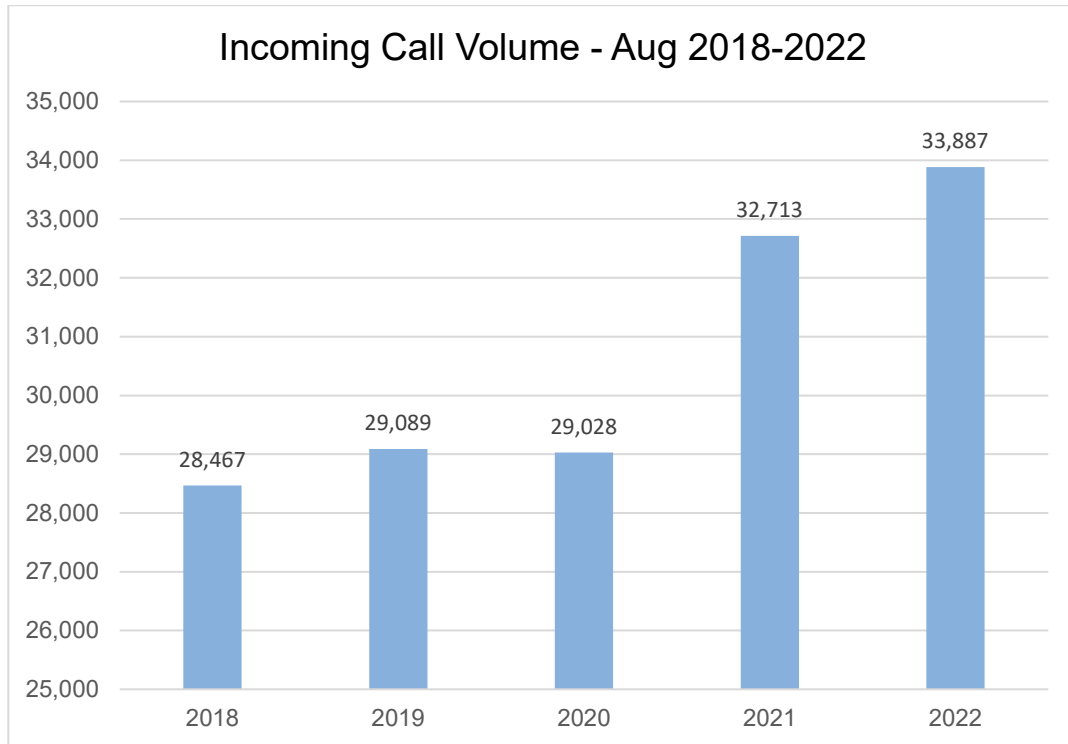


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Incoming Call Volume Comparison – Month of August 2018 through 2022





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

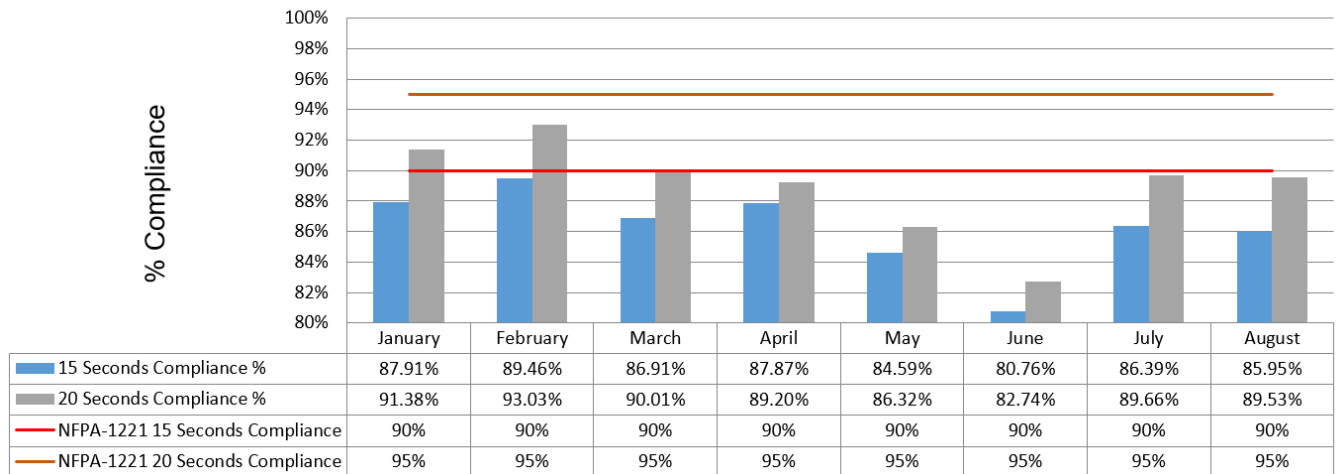
90% answered within 15 seconds

95% answered within 20 seconds

In June, the dispatch team answered all calls on emergency lines within 15 seconds **80.76%** of the time and answered within 20 seconds **82.74%** of the time.

Month	15 Seconds Compliance %	20 Seconds Compliance %
January	87.91%	91.38%
February	89.46%	93.03%
March	86.91%	90.01%
April	87.87%	89.20%
May	84.59%	86.32%
June	80.76%	82.74%
July	86.39%	89.66%
August	85.95%	89.53%

NFPA 1221 - Emergency Lines Answering Standard Compliance Rating





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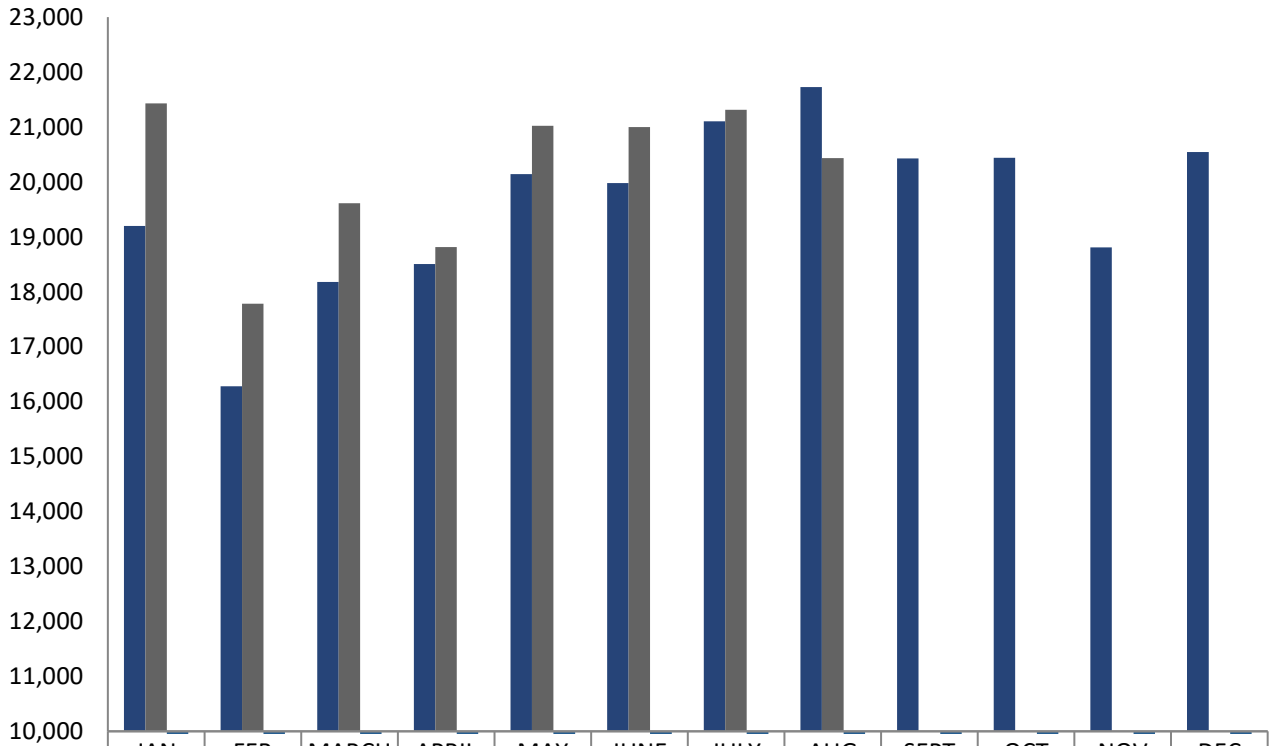
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CAD Incidents

AUGUST 2022

Total number of CAD incidents entered for AUGUST: 20,436

Number of CAD Incidents Per Month





Sacramento Regional Fire/EMS Communications Center

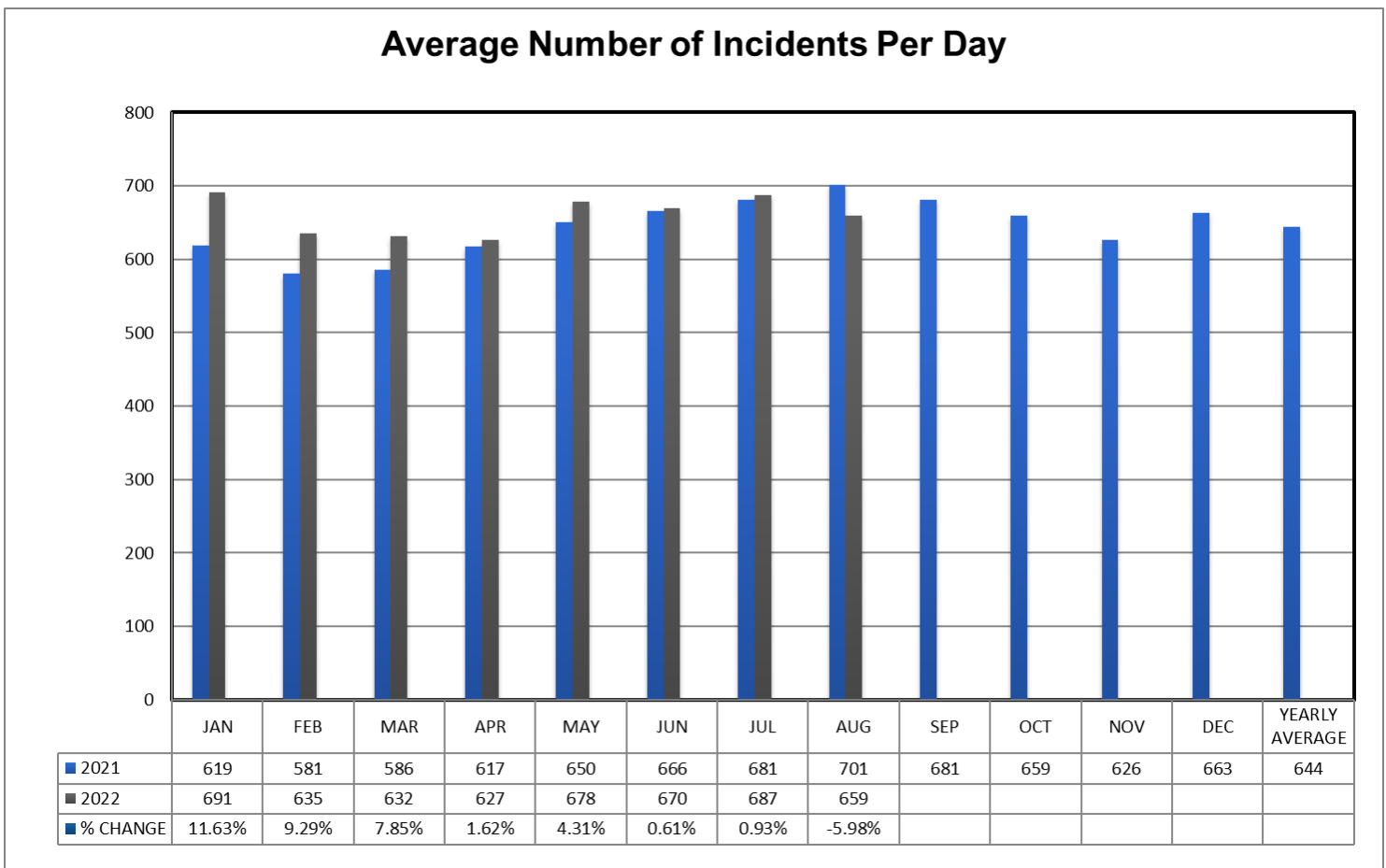
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CAD Incidents AUGUST 2022

Average number of CAD incidents entered per day for

AUGUST: 659





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Executive Monthly Credit Card Usage Report FY 22-23

Reporting Month: July 2022

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
0827	Shmatovich	Open	\$ 5,000.00	\$ 2,908.41	^{DS} MS	^{DS} JT	^{DS} TB
0239	Todd	Open	\$ 5,000.00	\$ -			
0835	Vargo	Open	\$ 5,000.00	\$ 1,355.20	^{DS} CV	^{DS} MS	^{DS} TB
1105	Bair	Open	\$ 5,000.00	\$ -			
		Total:	\$ 20,000.00	\$ 4,263.61			

Monthly Activity: July 2022

New/Closed Accounts Added: Yes – Operations Manager Todd

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: None

Monthly Liability: \$20,000.00




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FY 22-23			
Total Monthly Credit Card Usage			
July	\$ 4,263.61	January	
August		February	
September		March	
October		April	
November		May	
December		June	

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

DocuSigned by:

 AA03C6432AF9462...

8/8/2022

Chief Executive Director Signature

Date



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FY 22/23 Budget to Actuals Report

Month End July 2022

Page 1 of 3

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
REVENUE								
4010-910	Member Contribution Metro Fire	(4,793,636)	2,396,818	2,396,818	(399,470)	(2,796,288)	700%	(7,190,454)
4010-920	Member Contribution SFAD	(4,891,955)	2,445,978	2,445,978	(407,663)	(2,853,640)	700%	(7,337,933)
4010-930	Member Contribution CDF	(996,341)	498,170	498,170	(83,028)	(581,199)	700%	(1,494,511)
4010-940	Member Contribution FFD	(414,139)	207,069	207,069	(34,512)	(241,581)	700%	(621,208)
4014	OES Deployment	0	0	0	0	0	0%	0
4015-4998	Other Revenue	0	27,567	27,567	0	(27,567)	0%	(27,567)
TOTAL REVENUE		(11,096,071)	5,575,602	5,575,602	(924,673)	(6,500,274)	703%	(16,671,672)

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
EMPLOYEE-RELATED EXPENSES								
5010	Base Salaries and Wages	4,282,707	281,943	281,943	356,892	74,949	21%	4,000,764
5020	Overtime	300,000	26,037	26,037	25,000	(1,037)	(4%)	273,963
5030	Overtime - FLSA	129,590	4,201	4,201	10,799	6,598	61%	125,389
5040	Uniform Allowance	39,000	21,550	21,550	3,250	(18,300)	(563%)	17,450
5050	Night/Admin Shift Differential	78,831	6,756	6,756	6,569	(187)	(3%)	72,075
5055	Out-of-Class Pay	35,800	1,775	1,775	2,983	1,208	41%	34,025
5060	Longevity	28,200	2,250	2,250	2,350	100	4%	25,950
5065	On-Call Pay	73,400	5,925	5,925	6,117	192	3%	67,475
5115	Vacation Cash Out	49,000	4,538	4,538	4,083	(455)	(11%)	44,462
5120	Sick Leave	0	10,377	10,377	0	(10,377)	0%	(10,377)
5130	CTO Leave	0	0	0	0	0	0%	0
5140	Holiday Pay	208,137	12,632	12,632	17,345	4,713	27%	195,505
5220	Training Pay	40,800	1,587	1,587	3,400	1,813	53%	39,213
5310	Workers Compensation Insurance	62,903	5,242	5,242	5,242	0	0%	57,661
5410	FED ER Tax - Medicare	87,640	5,307	5,307	7,303	1,996	27%	82,333
5413	FED ER Tax - Social Security	1,000	0	0	83	83	100%	1,000
5420	State ER Tax - ETT	2,350	0	0	196	196	100%	2,350
5423	State ER Tax- UI-	30,000	0	0	2,500	2,500	100%	30,000
5510	Medical Insurance	1,091,779	74,941	74,941	90,982	16,041	18%	1,016,838
5520	Dental Insurance	105,098	6,955	6,955	8,758	1,803	21%	98,143
5530	Vision Insurance	10,900	607	607	908	301	33%	10,293
5610	Retirement Benefit Expense	1,073,076	81,100	81,100	89,423	8,323	9%	991,976
5620	OPEB Benefit Expense	386,632	30,506	30,506	32,219	1,713	5%	356,126
5625	Education Incentive	30,000	1,745	1,745	2,500	755	30%	28,255
5690	Other Salary and Benefit Expens	10,000	932	932	833	(99)	(12%)	9,068
TOTAL EMPLOYEE-RELATED EXPENSES		8,156,843	586,906	586,906	679,735	92,830	14%	7,569,935

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
MATERIALS & SUPPLIES								
6010	Office Supplies	12,000	0	0	1,000	1,000	100%	12,000
6013	Office Supplies - Ink Cartridge	4,000	0	0	333	333	100%	4,000
6015	Equipment Rental	9,500	585	585	792	207	26%	8,915
6020	Postage	1,000	16	16	83	67	80%	984
6050	Center Supplies	10,000	891	891	833	(57)	(7%)	9,109
6090	Other Materials and Supplies	1,000	0	0	83	83	100%	1,000
TOTAL MATERIALS & SUPPLIES		37,500	1,492	1,492	3,124	1,633	52%	36,008



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FY 22/23 Budget to Actuals Report

Month End July 2022

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GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
PROFESSIONAL SERVICES								
6110	Legal Services	240,000	11,520	11,520	20,000	8,480	42%	228,480
6115	Accounting and Audit Services	23,300	6,875	6,875	1,942	(4,933)	(254%)	16,425
6125	Consulting Services	778,544	48,717	48,717	64,879	16,162	25%	729,827
6140	Technological Services	186,000	33,403	33,403	15,500	(17,903)	(116%)	152,597
6190	Other Professional Services	500	0	0	42	42	100%	500
TOTAL PROFESSIONAL SERVICES		1,228,344	100,515	100,515	102,363	1,847	2%	1,127,830

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES								
6220	Maintenance - Radios & Radio Equipment	32,930	0	0	2,744	2,744	100%	32,930
6221	Maintenance - Radio Consoles & Other	86,400	4,857	4,857	7,200	2,343	33%	81,543
6223	Radio - Backbone Subscription SRCS	20,000	2,400	2,400	1,667	(733)	(44%)	17,600
6230	Communication Services	225,924	20,018	20,018	18,827	(1,191)	(6%)	205,906
6245	Maintenance - Tower Equipment	16,560	0	0	1,380	1,380	100%	16,560
6250	Communication Supplies	10,000	133	133	833	700	84%	9,866
6290	Other Communication Services and Equipment	1,000	0	0	83	83	100%	1,000
TOTAL COMMUNICATION EQUIPMENT & SERVICES		392,814	27,408	27,408	32,734	5,325	16%	365,405

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
HW & SW MAINT								
6310	Hardware Maintenance - Equipment	44,900	1,882	1,882	3,742	1,860	50%	43,018
6315	Hardware Maintenance - Network	8,150	867	867	679	(187)	(28%)	7,283
6319	Hardware Maintenance Other	1,000	0	0	83	83	100%	1,000
6320	Software Maintenance - Applications	76,075	4,876	4,876	6,340	1,463	23%	71,199
6322	CAD Maintenance and Support/Northrop Grumman	458,623	41,410	41,410	38,219	(3,191)	(8%)	417,213
6323	Software Maintenance - GIS	79,490	6,156	6,156	6,624	468	7%	73,334
6330	Software Maintenance - Network	19,200	0	0	1,600	1,600	100%	19,200
6350	Computer Supplies	10,000	51	51	833	782	94%	9,949
6390	Other, Computer Services and Supplies	1,000	0	0	83	83	100%	1,000
TOTAL HW & SW MAINT		698,438	55,242	55,242	58,203	2,961	5%	643,196



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 22/23 Budget to Actuals Report

Month End July 2022

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GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
FACILITIES & FLEET								
6410	Services - Landscaping	4,800	399	399	400	1	0%	4,401
6415	Maintenance - Building	24,695	112	112	2,058	1,946	95%	24,583
6260	Lease - CTC	79,242	6,567	6,567	6,603	36	1%	72,675
6420	Services - Custodial	42,000	3,500	3,500	3,500	0	0%	38,500
6421	Services - Center Security	480	40	40	40	0	0%	440
6425	Maintenance - HVAC	17,480	111	111	1,457	1,346	92%	17,369
6235	Maintenance - Power Supply	14,000	1,042	1,042	1,167	125	11%	12,958
6430	Services - Cable	2,300	179	179	192	12	6%	2,120
6435	Services - Pest Control	1,200	269	269	100	(169)	(169%)	931
6490	Other, Facilities and Fleet	14,043	320	320	1,170	850	73%	13,723
6510	Utilities - Electric	50,200	4,595	4,595	4,183	(412)	(10%)	45,605
6515	Utilities - Water	7,360	649	649	613	(35)	(6%)	6,711
6520	Utilities - Refuse Collection / Disposal	6,900	324	324	575	251	44%	6,576
6525	Utilities - Sewage Disposal Services	1,800	0	0	150	150	100%	1,800
6635	Services - Bottled Water	4,800	361	361	400	39	10%	4,439
6645	Services - Printing	2,500	87	87	208	121	58%	2,413
6650	Services - Shredding	2,000	378	378	167	(211)	(127%)	1,622
6652	Fleet - Maintenance	5,000	135	135	417	282	68%	4,865
6654	Fleet - Fuel	13,000	613	613	1,083	470	43%	12,387
6655	Insurance (Property and Fleet)	62,000	4,281	4,281	5,167	886	17%	57,719
6690	Other - Facility & Fleet Management	1,000	0	0	83	83	100%	1,000
TOTAL FACILITIES & FLEET		356,800	23,962	23,962	29,733	5,771	19%	332,837

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
RECRUITMENT, RETENTION & TRAINING								
6610	Recruitment	41,700	2,016	2,016	3,475	1,459	42%	39,684
6612	Employee Retention	10,250	613	613	854	241	28%	9,637
6615	Employee Education & Training	28,850	970	970	2,404	1,434	60%	27,880
6618	Conference Registration	19,548	0	0	1,629	1,629	100%	19,548
6621	Air	15,500	2,100	2,100	1,292	(808)	(63%)	13,400
6622	Lodging	31,000	0	0	2,583	2,583	100%	31,000
6623	Rental Cars	7,750	0	0	646	646	100%	7,750
6624	Parking	0	0	0	0	0	0%	0
6625	Membership Dues	2,320	65	65	193	128	66%	2,255
6626	Taxi, Uber, Mileage, Other	2,000	0	0	167	167	100%	2,000
6627	Per Diem	2,480	2,516	2,516	207	(2,309)	(1117%)	(36)
6640	Uniform/Badges/Shirts	6,000	290	290	500	210	42%	5,710
6660	Operations Support	35,100	0	0	2,925	2,925	100%	35,100
6661	Administration Support	22,833	0	0	1,903	1,903	100%	22,833
TOTAL RECRUITMENT, RETENTION & TRAINING		225,331	8,570	8,570	18,778	10,207	54%	216,760
GRAND TOTAL EXPENSES		11,096,070	804,095	804,095	924,670	120,575	13%	10,291,971

GL Account	Description	FY 22/23 Budget	Period 1 Actual	FY 22/23 YTD Actual	FY 22/23 YTD Budget	YTD Variance Bud - Act	YTD Var % Bud - Act	Budget Remainder
CAPITAL IMPROVEMENTS								
6997-021	Capital Improvement - CAD	793,997	0	0	66,166	66,166	100%	793,997
6997-023	Capital Improvement - Equipment	14,000	0	0	1,167	1,167	100%	14,000
6997-024	Capital Improvement - Facility	150,525	0	0	12,544	12,544	100%	150,525
6997-025	Capital Improvement - Hardware	232,921	0	0	19,410	19,410	100%	232,921
6997-026	Capital Improvement - Software	424,100	0	0	35,342	35,342	100%	424,100
6997-027	Capital Improvement - Technology	12,000	0	0	1,000	1,000	100%	12,000
TOTAL CAPITAL IMPROVEMENTS		1,627,543	-	-	135,629	135,629	100%	1,627,543

CASH FLOW FY 22-23	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	3,713,962.11	2,262,081.28	5,509,180.71	4,634,180.71	3,759,180.71	2,884,180.71	2,009,180.71	6,682,215.79	5,807,215.79	4,932,215.79	4,057,215.79	3,182,215.79	
IN	8,898.68	5,548,035.07	-	-	-	-	5,548,035.07	-	-	-	-	-	11,104,968.83
Member Agencies Contributions	-	5,548,035.07					5,548,035.07						11,096,070.15
Sum of Debits	8,898.68												8,898.68
OUT	(1,460,779.51)	(2,300,935.64)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(875,000.00)	(885,290.64)	(12,522,005.79)
Employee Related Expenses	(265,683.99)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(315,000.00)	(3,730,683.99)
CalPERS Expenses	(762,471.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(210,000.00)	(3,072,471.00)
Operating Expenses	(432,624.52)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(350,000.00)	(360,290.64)	(4,292,915.16)
Transfer Out	-	(1,425,935.64)											(1,425,935.64)
1116 Operating - closing balance	2,262,081.28	5,509,180.71	4,634,180.71	3,759,180.71	2,884,180.71	2,009,180.71	6,682,215.79	5,807,215.79	4,932,215.79	4,057,215.79	3,182,215.79	2,296,925.15	
1197 CIP - opening balance	201,607.13	201,607.13	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	
IN	-	1,425,935.64	-	-	-	-	-	-	-	-	-	-	1,425,935.64
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
CAD													-
DRC													-
Equipment													-
Facility													-
Hardware													-
Software													-
Technology													-
Other													-
1197 CIP - closing balance	201,607.13	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	1,627,542.77	
1113 Lease - beginning balance	379,555.84	357,164.54	334,770.20	312,375.86	289,981.52	267,587.18	245,192.84	222,798.50	200,404.16	178,009.82	155,615.48	133,221.14	
IN	3.04												3.04
OUT	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(22,394.34)	(268,732.08)
1113 Lease - closing balance	357,164.54	334,770.20	312,375.86	289,981.52	267,587.18	245,192.84	222,798.50	200,404.16	178,009.82	155,615.48	133,221.14	110,826.80	
Grant - opening balance	-	-	-	-	-	-	-	-	-	-	-	-	-
IN	-	-	-	-	-	-	-	-	-	-	-	-	-
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
Grant - closing balance	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - opening balance	908,183.04	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	-
IN	7.71												7.71
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - closing balance	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	908,190.75	
House Fund/FLSA Adjustment													3,917.26
TOTAL	3,729,043.70	8,379,684.43	7,482,290.09	6,584,895.75	5,687,501.41	4,790,107.07	9,440,747.81	8,543,353.47	7,645,959.13	6,748,564.79	5,851,170.45	4,943,485.47	



Recruiting Report August 2022

202 > **59** > **9** > **1**

Critical tests
sent

Critical tests
taken

Applicants
that passed
Critical

Applicants
in back-
ground
process

Center Vacancies: 6

1 candidate through background. Pending psych and physical

1 candidate pending practical sit a long evaluation 9/12

1 candidate declined CJO



Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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SRFECC Positions & Authorization Document (PAD) - Revised 09/01/2022			
FY 22/23			
Center Management			
Position	Authorized	Actual	Comments
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	0	
Totals	4	3	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	7	
Dispatcher	35	30	
Annuitants	3	2	Extra Help
Totals	42	37	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Manager	1	1	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Coordinator	1	0	
Systems Engineer	1	0	
Office Specialist	1	0	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
Totals	9	6	
Totals	55	46	