



**MEETING AGENDA**  
**REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC**

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**Tuesday, May 28, 2024**                      **9:00 AM**                      **Sacramento Metropolitan Fire Department**  
**10545 Armstrong Avenue, CA 95655**

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**THE BOARD WILL CONVENE IN AN OPEN SESSION AT 9:00 A.M.**

Call to Order    Chairperson  
Roll Call of Member Agencies                      Clerk of the Board

**PRIMARY BOARD MEMBERS**

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy A. Bair, Board Member	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. The duration of the comment is limited to three (3) minutes.

**PRESENTATION:**

1. Recognition of Yvonne Vazquez and Amanda Stone-Hodge for Passing ENP\*

**RECESS TO CLOSED SESSION:**

1. CONFERENCE WITH LABOR NEGOTIATOR\*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel Josh Freeman, Chief Executive Director
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Employee Organization(s)	Teamsters Local 150/Local 522 Teamsters Local 856/Local 522 Unrepresented Administrators
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2. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

Employee Evaluation:	Chief Executive Director Operations Manager Administrative Manager
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\*INDICATES NO ATTACHMENT

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3. **CONFERENCE WITH LEGAL COUNSEL:** Anticipated Litigation\*

Pursuant to California Government Code Section 54956.9(b) The Board will meet in closed session to discuss significant exposure to litigation.

One (1) potential case(s).

**RECONVENE TO OPEN SESSION:**

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

- 1. Regular Board Meeting Synopsis (May 14, 2024)

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PROPOSED ACTION: Motion to Approve Consent Agenda

**STAFF REPORTS/ACTION ITEMS:**

- 1. **SUBJECT: Robert Half Technology Recruiting Agreement** (Staff Report 24-6) Page 8

**Recommendation:**

- Authorize the Chief Executive Director to enter into a contract with Robert Half Technology to recruit for the Systems Engineer position with a not-to-exceed cost of \$26,896.

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

- 1. Communications Center Statistics
- 2. Financial Reports
  - a. Monthly Credit Card Usage Statement
  - b. Budget to Actuals
  - c. Cash Flow Report
  - d. Monthly Lease Update
  - e. PAD Update
- 3. Service Anniversaries – May 2024

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**CORRESPONDENCE:**

None

**CENTER REPORTS:**

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

\*INDICATES NO ATTACHMENT

3. Chief Executive Director Freeman

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

None

**BOARD MEMBER COMMENTS:**

None

**ADJOURNMENT:**

The next scheduled Board Meeting is Tuesday, June 11, 2024

LOCATION: Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, CA 95655

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

POSTED: 10230 Systems Parkway, Sacramento, CA 95827  
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)  
10545 Armstrong Ave, Mather, CA 95655-4102

**DISABILITY INFORMATION:**

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

**POSTING:**

This is to certify that on May XX, 2024, a copy of the agenda was posted at the following locations:

- 10230 Systems Parkway, Sacramento, CA 95827
- 10411 Old Placerville Rd – Suite #210, Sacramento, CA 95827
- The Center’s website at – [www.sfecc.ca.gov](http://www.sfecc.ca.gov)
- 10545 Armstrong Ave, Mather, CA 95655-4102

ATTEST:



MELLISA BERNETT  
CLERK OF THE BOARD

\*INDICATES NO ATTACHMENT

**MEETING MINUTES  
GOVERNING BOARD MEETING**

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**Tuesday, May 14, 2024,      9:00 AM      Sacramento Metropolitan Fire Department  
10545 Armstrong Avenue, CA 95655**

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**GOVERNING BOARD MEMBERS PRESENT**

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
Scott Williams, Vice Chairperson	Assistant Chief, Sacramento Fire Department
Christopher Greene, Board Member	Assistant Chief, Sacramento Metropolitan Fire District
Troy Bair, Board Member	Deputy Chief, Cosumnes Community Services District

**GOVERNING BOARD MEMBERS ABSENT**

None

**COMMUNICATIONS CENTER MANAGEMENT**

Josh Freeman	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

**OTHERS IN ATTENDANCE**

Lindsay Moore	Counsel, SRF ECC
Yvonne Vazquez	Training Supervisor, SRF ECC
Corbyn Brooker	Human Resources Analyst, SRF ECC
Mellisa Bernett	Executive Assistant, SRF ECC

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

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

**PRESENTATION:**

None

**CLOSED SESSION:**

1. CONFERENCE WITH LABOR NEGOTIATOR\*  
Pursuant to Government Code Section 54957.6

Center Negotiator(s)	Lindsay Moore, Counsel
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\*INDICATES NO ATTACHMENT

Josh Freeman, Chief Executive Director

Employee Organization(s)                      Teamsters Local 150  
Teamsters Local 856  
Unrepresented Administrators

2. PERSONNEL ISSUES\*

Pursuant to California Governing Code Section 54957

a. Employee Evaluation:                      Chief Executive Director  
Operations Manager  
Administration Manager

3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\*

Pursuant to California Government Code Section 54956.9 (b) The Board will meet in closed session to discuss significant exposure to litigation.

One (1) potential case(s)

The closed session was convened at 9:02 a.m.

The open session was reconvened at 9:48 a.m.

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

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

1. A motion was made by Chief Bair and seconded by Chief Williams to approve the Consent Agenda for the following:

a. Regular Board Meeting Synopsis – April 23, 2024

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

NOES:  
ABSENT:  
ABSTAIN:

Motion passed.

**ACTION ITEMS:**

1. Administration Office Space Lease (Staff Report 24-6)

a. A motion was made by Chief Greene and seconded by Chief Bair to approve the Administration Office Space Lease and adopt both recommendations.

\*INDICATES NO ATTACHMENT

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

NOES:  
ABSENT:  
ABSTAIN:

Motion passed.

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

None

**CENTER REPORTS:**

None

**CORRESPONDENCE:**

None

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

None

**BOARD MEMBER COMMENTS:**

1. Chief Williams

Chief Williams expressed excitement for the administration transition into the IBEW building while noting that this move will help to push the Center in the right direction.

2. Chief Greene

Chief Greene echoed Chief Williams' comments and congratulated the Center on this new endeavor.

3. Chief Bair

Chief Bair echoed the other board member comments and thanked staff for their work.

4. Chief Wilson

Chief Wilson thanked the staff for their dedication and work. He expressed excitement for the move into the new building.

\*INDICATES NO ATTACHMENT

**ADJOURNMENT:**

The meeting was adjourned at 9:55 a.m.

ATTEST:



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MELLISA BERNETT  
CLERK OF THE BOARD

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CHAD WILSON  
CHAIRPERSON

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SCOTT WILLIAMS  
VICE CHAIRPERSON



**Sacramento Regional Fire/EMS Communications Center**  
10230 Systems Parkway, Sacramento, CA 95827-3007  
[www.sfecc.ca.gov](http://www.sfecc.ca.gov)

STAFF REPORT (REPORT 24-7)

DATE: May 23, 2024  
TO: Board of Directors  
FROM: Josh Freeman, Chief Executive Director  
BY: Marissa Shmatovich, Administration Manager  
**SUBJECT: ROBERT HALF TECHNOLOGY RECRUITING AGREEMENT**

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RECOMMENDATION

The Board of Directors:

1. Authorize the Chief Executive Director to enter into a contract with Robert Half Technology to recruit for the Systems Engineer position with a not-to-exceed cost of \$26,896.

BACKGROUND/ANALYSIS

The Systems Engineer position has been a funded, unfilled position for the last two fiscal years. During that time, the Center has utilized an on-site support contract for two days per week (equivalent of a Systems Engineer) with Launch Consulting to provide support otherwise received through invoiced support hours.

The Center has received significant benefit from the on-site support contract and values the partnership with Launch Consulting. However, there remains a need for a full time Systems Engineer to provide further technical support, infrastructure management and recommendations, and additional Center IT Team support.

Current Center staff does not have the technical knowledge required to recruit a Systems Engineer sufficiently and effectively. Human Resources has recommended utilizing a recruiting service to find the best permanent placement.

FINANCIAL ANALYSIS

The Center received two quotes and submitted an additional inquiry for recruiting services for the Systems Engineer position in accordance with the procurement policy.

The Center recommends utilizing Robert Half Technology for permanent placement services due to the cost and technical expertise to provide a thorough assessment of candidates. Robert Half fees will amount to 20% of the selected candidate's annual salary, and based on the Systems Engineer salary range that fee will not exceed \$26,896.



Staff Report: Robert Half Technology Recruiting Agreement, Report #24-7

Date: May 23, 2024

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The permanent placement fee will be funded by cost savings in the Employee Expenses which can be attributed to unfilled positions. The Center is currently \$448,000 under budget year-to-date in Employee Expenses.

These requests are in alignment and support the 2030 Strategic Blueprint and Growth Strategy focus areas:

- 1A: Effectively hire, retain, compensate and continuously train dispatch, administrative, and support personnel.
- 4C: Invest in the Center's long-term facility, technology and communication needs and a modern disaster recovery site.

DocuSigned by:

*Marissa Shmatovich*

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MARISSA SHMATOVICH  
ADMINISTRATION MANAGER

Attachments:

Robert Half Technology Permanent Services Letter  
MOTUS SRFECC Contingency Direct Hire Agreement  
Systems Engineer Job Description



May 1, 2024

Personal & Confidential  
Corbyn Brooker  
Sacramento Regional Fire/EMS Comms Ctr  
10411 Old Placerville Road  
Rancho Cordova, California 95827

Dear Corbyn,

Thank you for selecting Robert Half to meet your permanent placement needs. We look forward to working with you in your search for any Technology Position.

Based on our conversation, if Robert Half refers a successful candidate for the position(s) noted above, the terms of this letter shall apply. We agree to a fee of 20% of the hired candidate's annual starting salary.

Instead of the 15-day payment term set forth in the Fee Schedule & Guarantee, we agree that invoices are payable no later than thirty (30) calendar days from the start date of employment.

For any candidate we refer for this position(s), this letter and all additional terms in the enclosed Fee Schedule & Guarantee will represent the terms of our agreement. **In the event of any conflicting terms between this letter and the Fee Schedule & Guarantee, this letter will govern.** This letter agreement is only applicable to, and the only Robert Half Inc. practice group and branch obligated under this letter agreement is, the technology practice group of the branch located at 2180 Harvard Street, Suite 250, Sacramento, CA 95815. We will send you a letter of confirmation regarding this agreement when a candidate has been selected.

We appreciate your business and look forward to working with you to locate a candidate who will be a valuable addition to your company. In the meantime, please do not hesitate to contact me if you have questions or if I can be of additional service.

Sincerely,

*Brooke Lambert*

Brooke Lambert  
Director of Permanent Services



## FEE SCHEDULE & GUARANTEE

Thank you for your confidence in *Robert Half*!

Our fees, payable by you, the employer, are contingent on the hiring of a candidate referred by one of our offices. Our standard fee is 35% of the hired candidate's annual salary. However, as discussed and agreed upon for this placement only to further promote our partnership with you, we agree to a reduced fee of 20% of the hired candidate's annual starting salary.

All fees are earned at the time the candidate accepts the position and the fees will be invoiced no more than ten (10) calendar days before the scheduled starting day of employment. Invoices are payable fifteen (15) calendar days from the invoice date. Applicable sales and service taxes will be added to the above amounts.

We reserve the right to include as annual salary any expected bonus, commission or guaranteed increase in salary which is part of the initial employment offer.

### **ROBERT HALF GUARANTEE**

If the full fee is paid within fifteen (15) calendar days from the invoice date, a ninety (90) calendar day pro rata guarantee will be in effect. Otherwise, a thirty (30) calendar day pro rata guarantee will be in effect. In either case, if the employee's employment terminates for any reason other than reorganization, elimination of position, takeover or material change in job responsibility within the applicable guarantee period, we will refund a pro rata portion of the full fee actually paid to us for such candidate or issue a pro rata credit for such amount in the event we provide a replacement. The refund or credit will be equal to 1/90th or 1/30th of the full fee actually paid to us for such candidate, as applicable, multiplied by the number of calendar days remaining in the guarantee period as of the last day of employment.

### **REFERRALS**

The fee applies to candidates referred by us for a specified or an alternate position, and employed by you (or an affiliate or any other entity as a result of subsequent referrals by you), either as an employee, consultant or independent contractor, within twelve (12) months from the date of our last referral of a candidate. Please notify us immediately if you require Robert Half to perform background checks or other placement screenings of the final candidate selected for employment. We will conduct such checks or screenings only if they are described in a signed, written amendment to this Fee Schedule & Guarantee.

### **NO CONTRARY AGREEMENTS**

This Fee Schedule & Guarantee and the attached cover letter contain the complete and final agreement on the topics discussed herein and supersede any prior agreements or understandings on these topics. If there is a conflict between this Fee Schedule & Guarantee and the attached cover letter, the attached cover letter will prevail over a conflicting term in this Fee Schedule & Guarantee. Our employees do not have the authority either to verbally modify this Fee Schedule & Guarantee or to assume additional responsibilities (except as set forth in the attached cover letter) other than those set forth in this Fee Schedule & Guarantee.

All referrals are made in confidence. Acceptance of our candidate referrals constitutes acceptance of the terms of this fee schedule.

**Sacramento Regional Fire/EMS Communications Center  
Contingency Direct Hire Agreement**

Our fee schedule is based on a percentage of the candidate's first year base compensation only and excludes any guaranteed bonuses, other payments, or awards and/or sign on bonuses. Our fee is contingent and is calculated at 30% of the annual salary.

- All candidates of Motus Recruiting & Staffing, Inc. have completed in-depth references.
- Criminal background checks will be performed at the request of the client only.
- Motus Recruiting & Staffing, Inc. is 100% employer paid.
- Acceptance of our candidate referrals confirms your acceptance of this fee schedule.

Our reputation for professionalism and unparalleled customer service ensures you will only receive those candidates that are most qualified for your position. We stand behind our work and if for any reason the candidate quits or is terminated (with the exception of layoff) within 30 days of starting the position, we offer a free replacement or 100% refund of our fee at your discretion. If we are unable to locate a suitable replacement *within* 90 days, we offer a 100% refund of our fee. If the candidate quits or is terminated 31 to 90 days after beginning employment, we offer a prorated refund of our fee:

Days Worked	% of Prorated Refund
31 – 60 Days	50%
61 – 90 Days	25%

This guarantee is contingent upon payment received no later than 30 days from employee offer and acceptance date. This agreement shall remain in force for one year from the acceptance date.

Your signature indicates your acceptance of this agreement as well as the terms and conditions.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_





# ***Sacramento Regional Fire/EMS***

## ***Communications Center***

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

### **SYSTEMS ENGINEER**

#### **JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**Salary Range: \$9,219.60 - \$11,206.48 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 Administrative Manager, the Systems Engineer is responsible for supporting the Windows and VMware ESXi based servers. This will include best practices administration, configuration and development within a virtualized environment. Candidates should have a generalized knowledge of routing, switching, security and data backup and disaster recovery.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

The Systems Engineer should possess the following specific knowledge and abilities:

##### Knowledge of:

- Windows 2016 and 10; Active Directory configuration, administration and maintenance
- VMware and VCenter configuration, administration and maintenance
- Cisco Routing and Switching configuration, administration and maintenance
- SAN configuration, administration and maintenance
- On and Off-site Backup Storage
- Microsoft SharePoint
- Checkpoint Firewall configuration, administration and maintenance
- Database knowledge is a plus

##### Skills in:

- Problem Solving;
- Time Management;
- Written and oral communications;

##### Ability to:

- Provide highly technical Microsoft Active Directory and Exchange support to SRFECC and affiliated agencies;
- Oversee multiple projects, tasks, and priorities to achieve desired goals;
- Work independently with minimum supervision;
- Work a minimum of a 40 hour workweek, be available on-call and work overtime on short notice;
- Be on call after work hours and respond to the center on a 24 hour basis;
- Drive center vehicles
- Move about the Center and Fire Stations unassisted;
- Communicate effectively in English, in both oral and written forms;
- Accurately estimate work effort;
- Complete assignments in a timely manner;
- Reason and act decisively under stressful and/or emergency situations;
- Possess and maintain a valid California drivers license;

- Pass a background investigation and,
- Pass a physical exam that relates to the job requirements.

## **ESSENTIAL JOB FUNCTIONS:**

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Configures, Administers and Maintains Windows Active Directory;
- Configures, Administers and maintains Cisco routing and switches devices
- Configures, Administers and maintains Checkpoint firewall devices
- Monitors and analyzes Windows operating systems for optimum availability;
- Configures Administers and Maintains VMware environment;
- Coordinates with technology vendors in repairing problems;
- Maintains security of hardware, software and data file access;
- Accomplishes backups and restoration of archival data in a timely, efficient and reliable manner;
- Accepts and completes all assignments and/or special projects as directed;
- 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/EXPERIENCE:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

### Education/Training:

- A Bachelor of Science Degree in computer science, management information systems, or a related field is required. Work experience may be substituted at management's discretion. Other recognized Information System certification programs may be accepted.

### Experience:

- A minimum of five (5) years full time employment experience working with Windows AD, Windows Server, Windows Exchange, and Virtualization.

## **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.

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



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

## Telephony Performance Measure

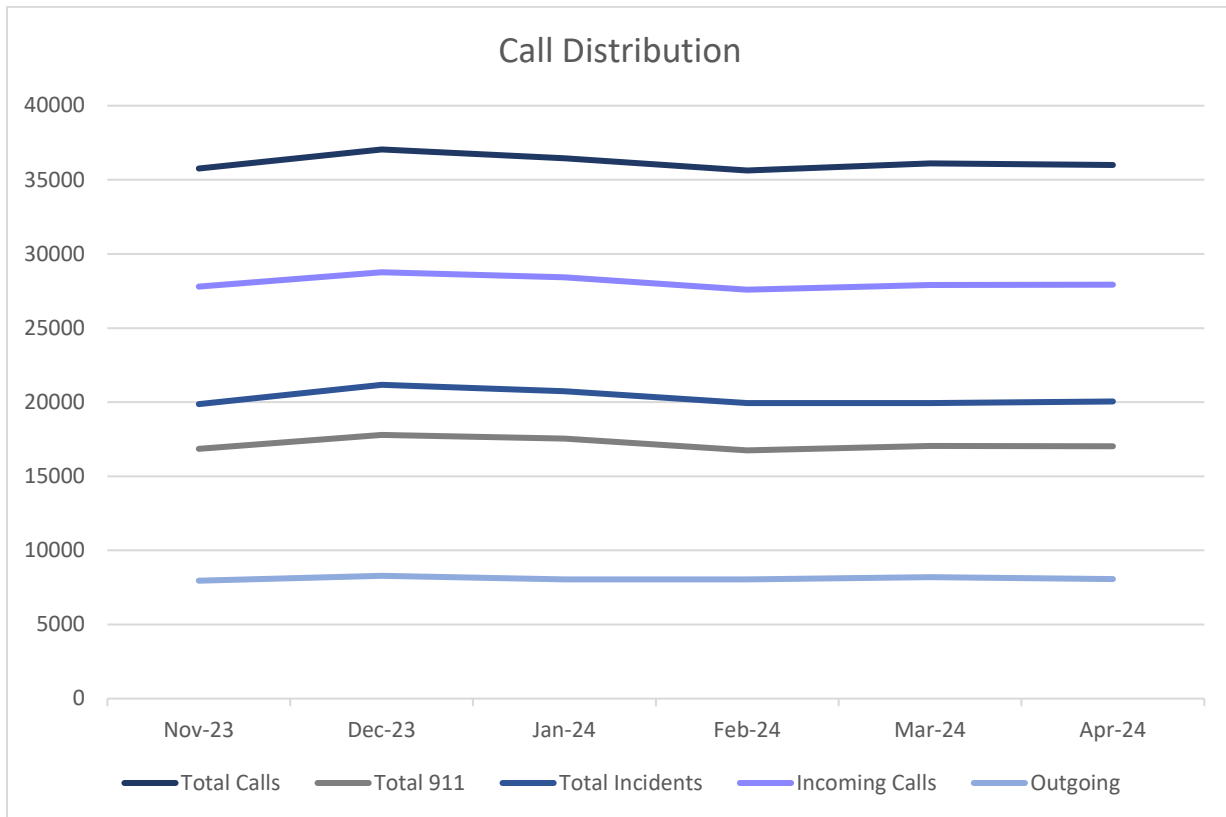
April 2024

### Overview

TOTAL CALL VOL.	35,994
TOTAL INCIDENTS	20,041
INCOMING CALLS	27,934
OUTGOING CALLS	8,060

### Incoming Lines Detail

911 LINES	17,034
SEVEN DIGIT EMERGENCY	4,135
ALLIED/ADMIN	6,679







# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

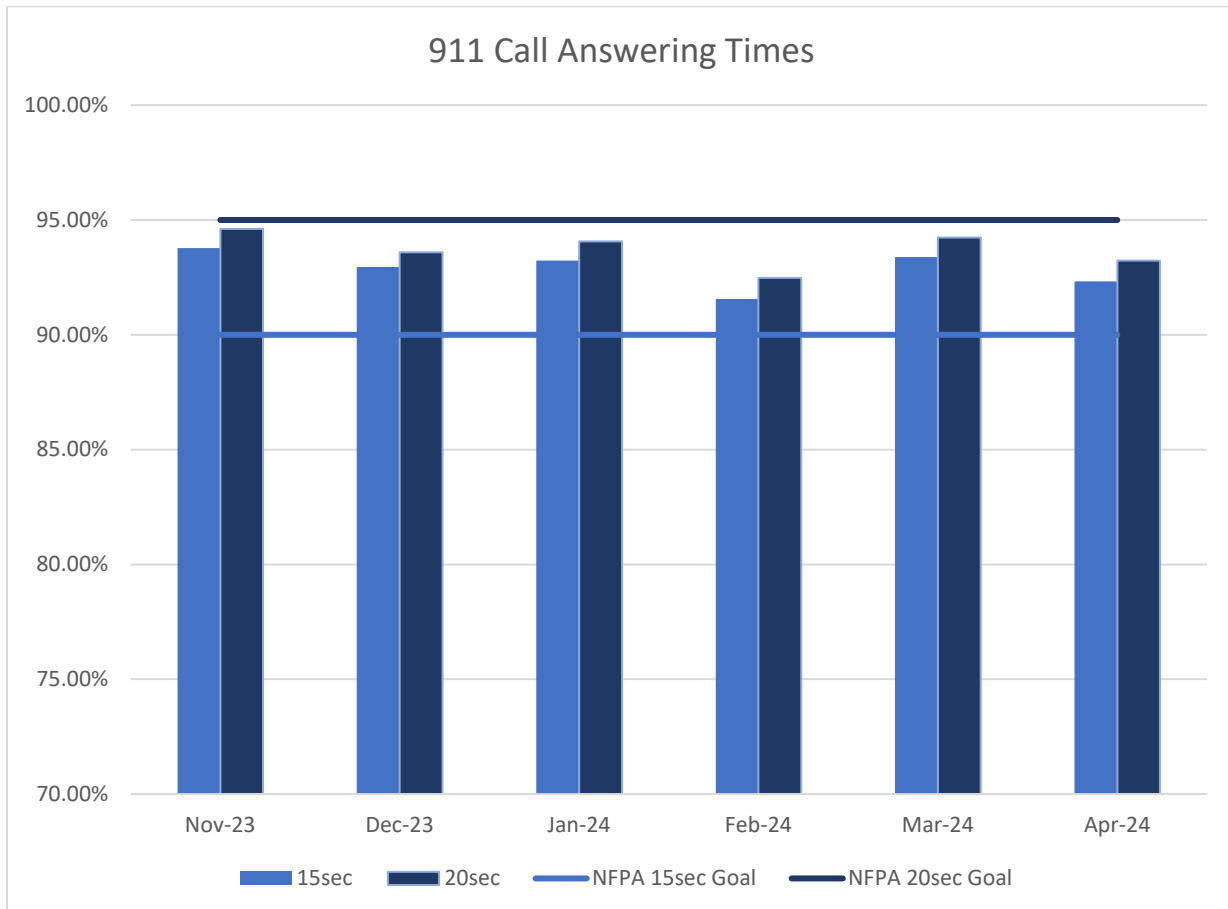
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

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

**90% answered within 15 seconds**

**95% answered within 20 seconds**

Month	15 Seconds Compliance %	20 Seconds Compliance %
November	93.78%	94.61%
December	92.95%	93.59%
January	93.23%	94.07%
February	91.56%	92.48%
March	93.38%	94.24%
April	92.33%	93.23%

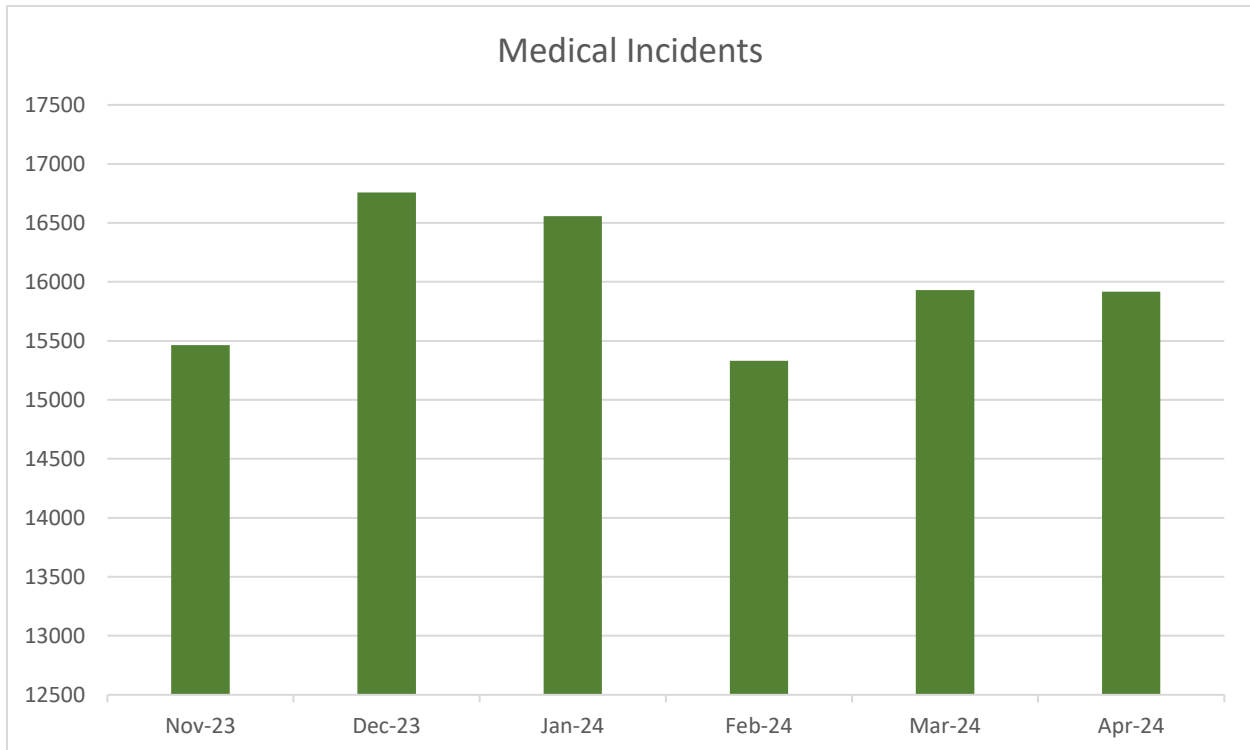
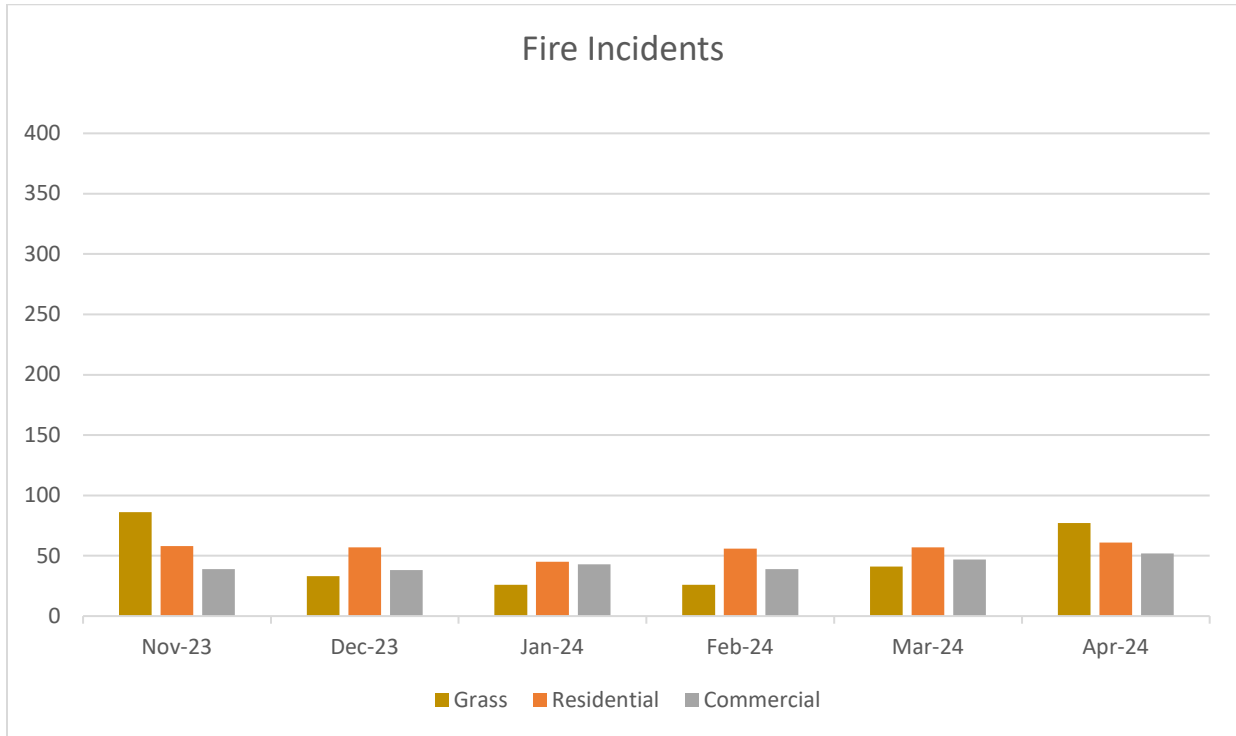




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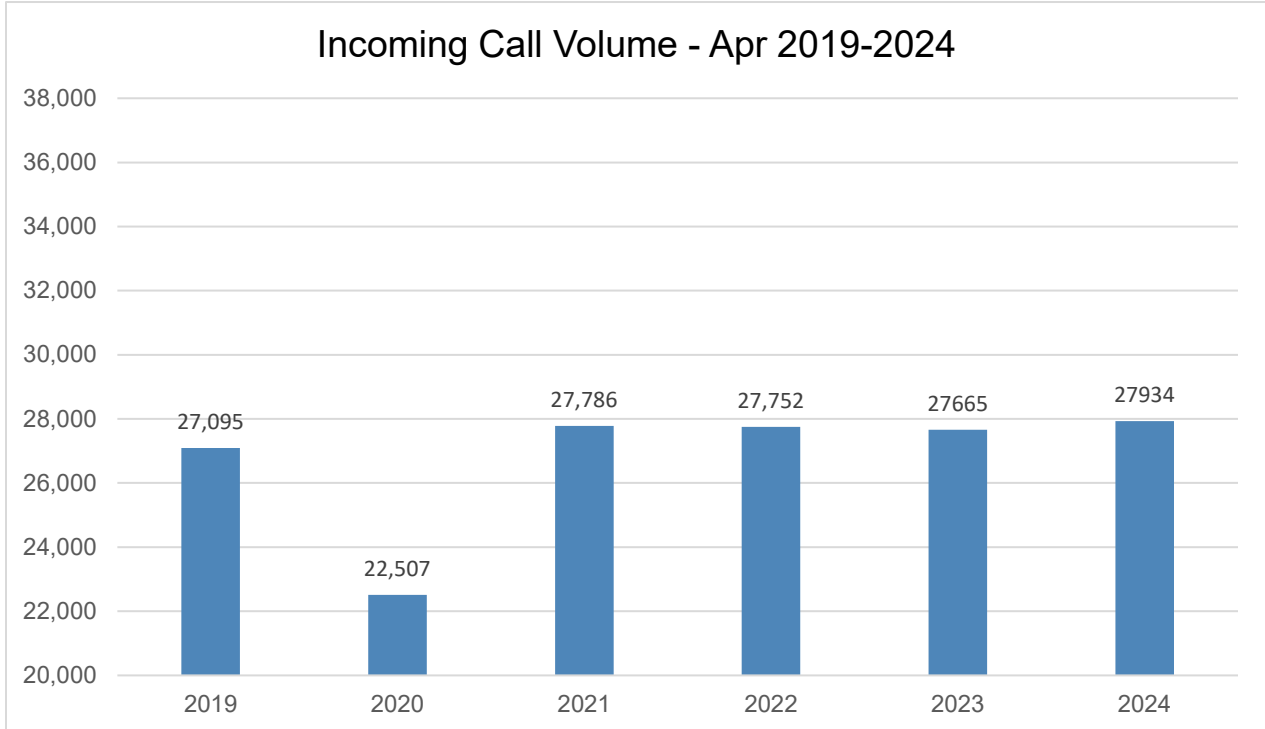
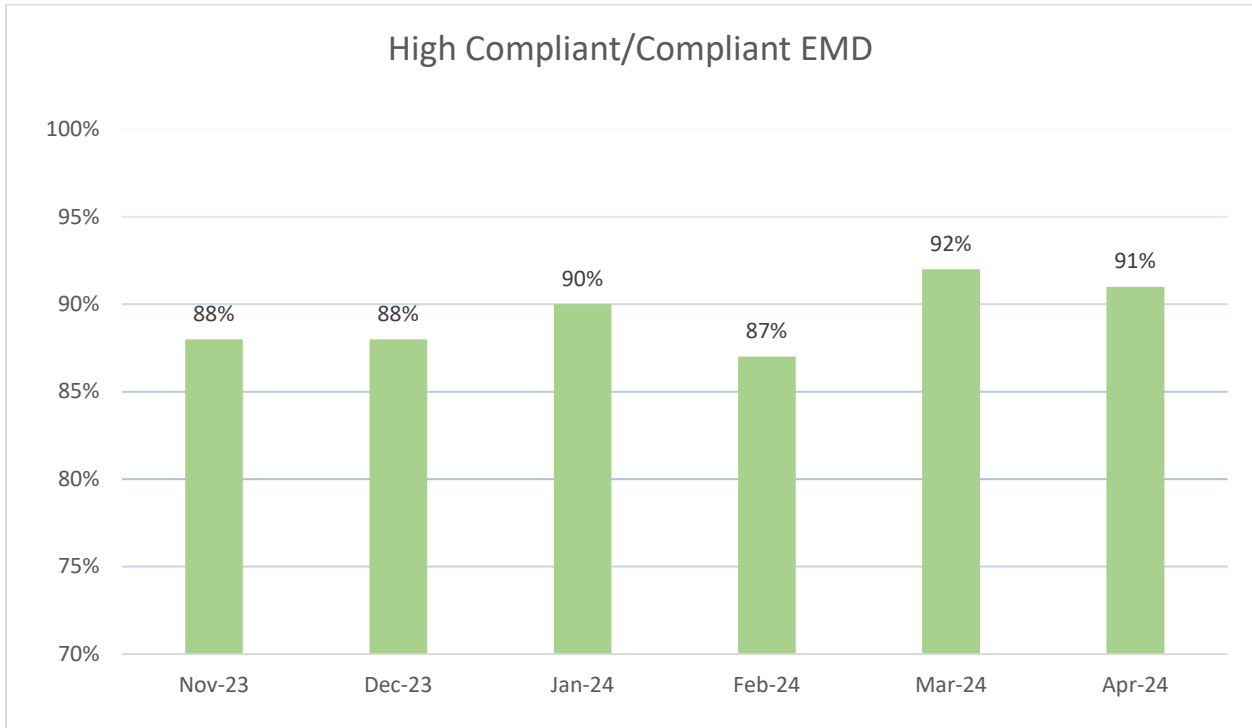




## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

[www.sfecc.ca.gov](http://www.sfecc.ca.gov)







**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

**Executive Monthly Credit Card Usage Report  
FY 23-24**

**Reporting Month: April 2024**

Last Name	Status	Credit Limit	Monthly Usage	Approvals		
				Employee	Manager	CED
Bernett	Open	\$ 15,000.00	\$ 3,095.08	<sup>DS</sup> MB	<sup>DS</sup> MS	<sup>DS</sup> SF
Kukharets	Open	\$ 1,000.00	\$ 31.26	<sup>DS</sup> RE	<sup>DS</sup> MS	<sup>DS</sup> SF
Shmatovich	Open	\$ 2,000.00	\$ 849.53	<sup>DS</sup> MS	<sup>DS</sup> JT	<sup>DS</sup> SF
Todd	Open	\$ 3,000.00	\$ 730.90	<sup>DS</sup> JT	<sup>DS</sup> MS	<sup>DS</sup> SF
Vargo	Open	\$ 15,000.00	\$ 12,849.65	<sup>DS</sup> CV	<sup>DS</sup> MS	<sup>DS</sup> SF
Freeman	Open	\$ 5,000.00	\$ 1,256.42	<sup>DS</sup> SF	<sup>DS</sup> JT	<sup>DS</sup> MS
	<b>Total:</b>	<b>\$ 41,000.00</b>	<b>\$ 18,812.84</b>			

**New/Closed Accounts Added:** None

**Cards Reported Lost or Stolen:** None

**Disputed Transactions:** None

**Changes in Authorization Limits:** Yes

-Chia Vargo: temporary credit limit increase to \$15,000

**Monthly Liability:** \$41,000.00



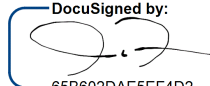
**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

FY 23-24			
Total Monthly Credit Card Usage			
July	\$ 33,485.32	January	\$ 18,805.32
August	\$ 10,252.44	February	\$ 8,485.55
September	\$ 13,273.44	March	\$ 24,808.85
October	\$ 7,772.73	April	\$ 18,812.84
November	\$ 4,414.42	May	
December	\$ 10,400.72	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:  
  
 65B602DAE5EF4D2...

5/2/2024

Chief Executive Director Signature

Date



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

## FY 23/24 Budget to Actuals Report

Month End April 2024

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GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>REVENUE</b>					
4010-910	Member Contribution SMFD	(5,351,509)	0	5,351,509	0
4010-920	Member Contribution SFD	(5,436,552)	0	5,436,552	0
4010-930	Member Contribution CFD	(1,109,249)	0	1,109,249	0
4010-940	Member Contribution FFD	(427,677)	0	427,677	0
4014-000	OES Deployment	0	0	92,368	(92,368)
4015:4998	Other Revenue	0	15,193	136,187	(136,187)
<b>TOTAL REVENUE</b>		<b>(12,324,987)</b>	<b>15,193</b>	<b>12,553,542</b>	<b>(228,555)</b>

GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>					
5010	Base Salaries and Wages	4,900,152	361,384	3,758,563	1,141,589
5020	Overtime	300,000	24,578	199,955	100,045
5030	Overtime - FLSA	100,000	5,761	70,688	29,312
5035	OES Deployment	1	0	19,724	(19,723)
5040	Uniform Allowance	41,700	100	1,000	40,700
5050	Night/Admin Shift Differential	82,983	8,200	85,176	(2,193)
5055	Out-of-Class Pay	20,000	1,250	17,468	2,532
5060	Longevity	34,200	2,750	26,900	7,300
5065	On-Call Pay	82,575	7,350	78,875	3,700
5115	Vacation Cash Out	54,000	4,046	43,942	10,058
5120	Sick Leave	0	13,324	170,445	(170,445)
5130	CTO Leave	0	0	2,355	(2,355)
5140	Holiday Pay	248,665	883	202,505	46,160
5220	Training Pay	35,000	1,269	31,901	3,100
5310	Workers Compensation Insurance	77,793	6,483	64,828	12,965
5410	FED ER Tax - Medicare	70,000	4,965	61,986	8,014
5413	FED ER Tax - Social Security	1,000	0	0	1,000
5420	State ER Tax - ETT	2,350	0	431	1,919
5423	State ER Tax- UI-	20,000	0	9,450	10,550
5510	Medical Insurance	1,224,016	88,844	890,641	333,375
5520	Dental Insurance	104,150	7,629	78,814	25,336
5530	Vision Insurance	11,781	718	7,375	4,406
5610	Retirement Benefit Expense	1,110,514	86,779	886,993	223,521
5611	Pension Adjustment-	0	0	0	0
5620	OPEB Benefit Expense	419,000	31,681	297,622	121,378
5625	Education Incentive	31,920	2,358	22,413	9,507
5690	Other Salary and Benefit Expens	14,000	1,525	11,822	2,178
<b>TOTAL EMPLOYEE-RELATED EXPENSES</b>		<b>8,985,800</b>	<b>661,877</b>	<b>7,041,872</b>	<b>1,943,929</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 23/24 Budget to Actuals Report

Month End April 2024

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GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>MATERIALS &amp; SUPPLIES</b>					
6010	Office Supplies	12,000	160	2,616	9,384
6013	Office Supplies - Ink Cartridge	4,000	0	0	4,000
6015	Equipment Rental	12,500	848	8,484	4,016
6020	Postage	1,000	0	239	761
6050	Center Supplies	16,000	1,372	12,503	3,497
6090	Other Materials and Supplies	1,000	0	609	391
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>46,500</b>	<b>2,380</b>	<b>24,451</b>	<b>22,049</b>

GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>PROFESSIONAL SERVICES</b>					
6110	Legal Services	240,000	15,373	162,556	77,444
6115	Accounting and Audit Services	24,300	(67)	23,422	878
6120	Actuary Services	10,000	0	2,100	7,900
6125	Consulting Services	692,929	52,732	548,092	144,837
6140	Technological Services	306,400	15,445	161,033	145,367
6190	Other Professional Services	500	0	343	157
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>1,274,129</b>	<b>83,483</b>	<b>897,546</b>	<b>376,582</b>

GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>COMMUNICATION EQUIPMENT &amp; SERVICES</b>					
6220	Maintenance - Radios & Radio Equipment	200,000	0	1,650	198,350
6221	Maintenance - Radio Consoles & Other	86,400	5,556	52,640	33,760
6223	Radio - Backbone Subscription SRCS	20,000	2,469	24,688	(4,687)
6230	Communication Services	241,990	21,990	225,592	16,398
6245	Maintenance - Tower Equipment	16,560	130	1,167	15,393
6250	Communication Supplies	10,000	0	98	9,902
6290	Other Communication Services and Equipment	1,000	0	29	971
<b>TOTAL COMMUNICATION EQUIPMENT &amp; SERVICES</b>		<b>575,950</b>	<b>30,145</b>	<b>305,864</b>	<b>270,087</b>





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GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>HW &amp; SW MAINT</b>					
6315	Hardware Maintenance - Network	750	45	450	300
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	107,088	12,984	134,372	(27,283)
6322	CAD Maintenance and Support/Northrop Grumman	476,928	60,925	238,315	238,613
6323	Software Maintenance - GIS	158,768	13,316	111,555	47,213
6330	Software Maintenance - Network	26,850	0	17,148	9,703
6350	Computer Supplies	10,000	133	4,977	5,022
6390	Other, Computer Services and Supplies	1,000	0	333	666
<b>TOTAL HW &amp; SW MAINT</b>		<b>782,384</b>	<b>87,403</b>	<b>507,150</b>	<b>275,234</b>

GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>FACILITIES &amp; FLEET</b>					
6410	Services - Landscaping	4,800	399	3,987	813
6415	Maintenance - Building	33,000	277	15,497	17,503
6260	Lease - CTC	78,629	7,005	65,924	12,705
6420	Services - Custodial	51,000	4,250	42,500	8,500
6421	Services - Center Security	480	40	697	(217)
6425	Maintenance - HVAC	13,000	0	16,294	(3,293)
6235	Maintenance - Power Supply	24,000	1,021	18,722	5,278
6430	Services - Cable	2,300	108	1,516	784
6435	Services - Pest Control	1,000	70	700	300
6490	Other, Facilities and Fleet	17,842	1,384	13,396	4,446
6510	Utilities - Electric	52,710	3,654	41,300	11,410
6515	Utilities - Water	7,728	294	4,209	3,519
6520	Utilities - Refuse Collection / Disposal	8,760	755	7,275	1,485
6525	Utilities - Sewage Disposal Services	1,890	139	693	1,197
6635	Services - Bottled Water	5,000	192	4,379	621
6645	Services - Printing	3,000	172	2,174	826
6650	Services - Shredding	3,600	404	3,275	325
6652	Fleet - Maintenance	5,000	943	6,467	(1,467)
6654	Fleet - Fuel	13,000	639	5,267	7,733
6655	Insurance (Property and Fleet)	62,000	4,462	44,618	17,382
6690	Other - Facility & Fleet Management	1,000	0	433	567
<b>TOTAL FACILITIES &amp; FLEET</b>		<b>389,739</b>	<b>26,208</b>	<b>299,323</b>	<b>90,418</b>



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## FY 23/24 Budget to Actuals Report

Month End April 2024

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GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>RECRUITMENT, RETENTION &amp; TRAINING</b>					
6610	Recruitment	41,700	160	11,186	30,514
6612	Employee Retention	23,875	3,061	22,461	1,415
6615	Employee Education & Training	30,500	6,675	28,450	2,051
6618	Conference Registration	24,500	0	20,524	3,976
6621	Air	20,000	0	20,744	(745)
6622	Lodging	31,000	4,422	36,844	(5,844)
6623	Rental Cars	7,750	0	787	6,964
6624	Parking	2,000	159	1,534	466
6625	Membership Dues	6,060	0	2,577	3,483
6626	Taxi, Uber, Mileage, Other	4,000	595	4,441	(441)
6627	Per Diem	12,000	1,588	10,303	1,697
6639	Accrediations - ACE	0	0	3,750	(3,750)
6640	Uniform/Badges/Shirts	8,000	94	3,853	4,147
6660	Operations Support	37,500	919	25,396	12,104
6661	Administration Support	21,600	853	10,914	10,686
<b>TOTAL RECRUITMENT, RETENTION &amp; TRAINING</b>		<b>270,485</b>	<b>18,526</b>	<b>203,764</b>	<b>66,722</b>
<b>GRAND TOTAL EXPENSES</b>		<b>12,324,987</b>	<b>910,022</b>	<b>9,279,970</b>	<b>3,045,021</b>

GL Account	Description	FY 23/24 Budget	Period 10 Actual	FY 23/24 YTD Actual	Budget Remainder
<b>CAPITAL IMPROVEMENTS</b>					
6997-021	Capital Improvement - CAD	793,997	0	0	793,997
6997-022	Capital Improvement - DRC	0	0	0	0
6997-023	Capital Improvement - Equipment	5,000	0	14,327	(9,327)
6997-024	Capital Improvement - Facility	385,523	94,537	344,695	40,828
6997-025	Capital Improvement - Hardware	30,000	0	149,347	(119,347)
6997-026	Capital Improvement - Software	90,362	3,050	117,374	(27,012)
6997-027	Capital Improvement - Technology	15,000	0	0	15,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>		<b>1,319,882</b>	<b>97,587</b>	<b>625,743</b>	<b>694,139</b>

CASH FLOW FY 23-24	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	2,418,078.76	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	3,703,125.17	2,960,584.32	5,353,667.84	7,123,901.40	5,914,867.69	5,110,779.00	5,110,779.00	
IN	221,450.68	3,242,071.69	2,772,116.73	11,130.00	67,144.72	248,317.63	3,282,324.67	2,677,219.48	1,294.70	3,463.18	-	-	12,526,533.48
Member Agencies Contributions	213,838.52	3,230,378.99	2,718,275.79	-	-	213,838.52	3,272,900.19	2,675,754.59	-	-	-	-	12,324,986.60
Sum of Debits	7,612.16	11,692.70	53,840.94	11,130.00	67,144.72	34,479.11	9,424.48	1,464.89	1,294.70	3,463.18	-	-	201,546.88
OUT	(1,570,187.70)	(891,751.85)	(935,799.62)	(795,408.54)	(835,719.70)	(990,858.48)	(889,241.15)	(906,985.92)	(1,210,328.41)	(807,551.87)	-	-	(9,833,833.24)
Employee Related Expenses	(306,195.01)	(317,757.59)	(332,127.76)	(328,695.56)	(343,259.39)	(356,630.10)	(366,528.90)	(327,455.75)	(280,650.48)	(293,260.33)	-	-	(3,252,560.87)
CalPERS Expenses	(762,370.06)	(209,420.86)	(216,315.63)	(217,073.40)	(139,528.64)	(214,164.26)	(226,633.04)	(227,276.44)	(224,443.60)	(216,028.68)	-	-	(2,653,254.61)
Operating Expenses	(501,622.63)	(364,573.40)	(387,356.23)	(249,639.58)	(352,931.67)	(420,064.12)	(323,280.42)	(226,987.73)	(705,234.33)	(298,262.86)	-	-	(3,829,952.97)
Transfer Out / Transfer In	-	-	-	-	-	-	27,201.21	(125,266.00)	-	-	-	-	(98,064.79)
1116 Operating - closing balance	1,069,341.74	3,419,661.58	5,255,978.69	4,471,700.15	3,703,125.17	2,960,584.32	5,353,667.84	7,123,901.40	5,914,867.69	5,110,779.00	5,110,779.00	5,110,779.00	

1197 CIP - opening balance	1,319,881.50	1,319,881.50	1,319,881.50	1,294,006.50	1,281,406.50	1,228,368.16	1,180,829.36	1,159,266.86	1,128,166.85	916,992.38	824,092.38	824,092.38	
IN	-	-	-	-	-	-	-	125,266.00	-	-	-	-	125,266.00
OUT	-	-	(25,875.00)	(12,600.00)	(53,038.34)	(47,538.80)	(21,562.50)	(156,366.01)	(211,174.47)	(92,900.00)	-	-	(621,055.12)
CAD	-	-	-	-	-	-	-	-	-	-	-	-	-
DRC	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	(14,327.13)	-	-	-	-	-	-	-	(14,327.13)
Facility	-	-	-	-	(29,561.21)	(40.00)	(5,587.50)	(31,100.01)	(183,868.48)	(92,900.00)	-	-	(343,057.20)
Hardware	-	-	-	-	-	-	-	(125,266.00)	(24,080.99)	-	-	-	(149,346.99)
Software	-	-	(25,875.00)	(12,600.00)	(9,150.00)	(47,498.80)	(15,975.00)	-	(3,225.00)	-	-	-	(114,323.80)
Technology	-	-	-	-	-	-	-	-	-	-	-	-	-
1197 CIP - closing balance	1,319,881.50	1,319,881.50	1,294,006.50	1,281,406.50	1,228,368.16	1,180,829.36	1,159,266.86	1,128,166.85	916,992.38	824,092.38	824,092.38	824,092.38	

1113 Lease - beginning balance	379,579.71	357,188.42	334,796.92	312,405.15	290,013.28	267,621.14	245,228.88	222,836.44	200,443.70	178,050.87	155,657.81	133,263.47	
IN	3.05	2.84	2.57	2.47	2.20	2.08	1.90	1.60	1.51	1.28	-	-	21.50
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	357,188.42	334,796.92	312,405.15	290,013.28	267,621.14	245,228.88	222,836.44	200,443.70	178,050.87	155,657.81	133,263.47	110,869.13	

1114 Reserve - opening balance	1,673,709.16	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,687,081.76	1,694,206.19	1,698,522.94	1,702,571.47	1,706,909.53	1,711,118.35	1,711,118.35	-
IN	2,700.87	2,705.22	2,622.18	2,713.81	2,630.52	7,124.43	4,316.75	4,048.53	4,338.06	4,208.82	-	-	37,409.19
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
1114 Reserve - closing balance	1,676,410.03	1,679,115.25	1,681,737.43	1,684,451.24	1,687,081.76	1,694,206.19	1,698,522.94	1,702,571.47	1,706,909.53	1,711,118.35	1,711,118.35	1,711,118.35	-

1126 HF - opening balance	94.43	123.82	129.98	125.53	124.60	147.01	127.11	128.68	139.14	136.12	187.72	187.72	
IN	187.50	187.50	195.00	202.50	195.00	187.50	187.50	195.00	202.50	300.00	-	-	2,040.00
OUT	(158.11)	(181.34)	(199.45)	(203.43)	(172.59)	(207.40)	(185.93)	(184.54)	(205.52)	(248.40)	-	-	(1,946.71)
1126 HF - closing balance	123.82	129.98	125.53	124.60	147.01	127.11	128.68	139.14	136.12	187.72	187.72	187.72	

<b>TOTAL</b>	<b>4,422,945.51</b>	<b>6,753,455.25</b>	<b>8,544,127.77</b>	<b>7,727,571.17</b>	<b>6,886,196.23</b>	<b>6,080,848.75</b>	<b>8,434,294.08</b>	<b>10,155,212.10</b>	<b>8,716,959.61</b>	<b>7,801,783.66</b>	<b>7,779,440.92</b>	<b>7,757,046.58</b>	
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## **Sacramento Regional Fire/EMS Communications Center**

**10230 Systems Parkway, Sacramento, CA 95827-3006**  
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### Service Anniversaries 2024

#### **Service Anniversaries – April 2024**

1. Jason Comilang – 4 years
2. Nolan Saulter – 4 years
3. Brittany Won – 1 year
4. Sydney Stevens – 1 year
5. Bayleigh Nichols – 1 year

#### **Service Anniversaries So Far in 2024:**

1. Roman Kukharets – 12 years
2. Natalie Beletskiy – 1 year
3. Abby Castillo – 1 year
4. Jennifer Hottal – 1 year
5. Mary White – 1 year
6. Lenny Sina – 1 year
7. Julee Todd – 21 years
8. Cierra Lewandowski – 26 years
9. Brad Dorsett – 11 years
10. Casey Quintard – 15 years
11. Dan Hess – 3 years
12. Alex Burns – 3 years
13. Anna Meyer – 11 years
14. Linzie Lewis – 2 years
15. Cooper Seyfer – 2 years