



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

---

Tuesday, September 24, 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

Ty Bailey, Board Member

Deputy 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.

**PUBLIC COMMENT:**

None

**PRESENTATION:**

None

**RECESS TO CLOSED SESSION:**

1. CONFERENCE WITH LABOR NEGOTIATOR\*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel

Derek Parker, Chief Executive Director

Employee Organization(s)

Teamsters Local 150/Local 522

Teamsters Local 856/Local 522

Unrepresented Administrators

2. PERSONNEL ISSUES\*

\*INDICATES NO ATTACHMENT

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Pursuant to California Governing Code Section 54957

Employee Evaluation: Chief Executive Director  
Operations Manager  
Administrative Manager

- 3. **CONFERENCE WITH LEGAL COUNSEL:** Anticipated Litigation\*  
Pursuant to California Government Code Section 54956.9(b) The Board will meet in closed session to discuss significant exposure to litigation.

One (1) potential case(s).

**RECONVENE TO OPEN SESSION:**

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

- 1. Regular Board Meeting Synopsis (September 10, 2024) Page 4

PROPOSED ACTION: Motion to Approve Consent Agenda

**STAFF REPORTS/ACTION ITEMS:**

- 1. **SUBJECT: New Board Policy – 3.019 Budget Process (REVISED)** (Staff Report 24-18) Page 8

***Recommendation:***

- Approve the draft board policy 3.019 Budget Process.

- 2. **SUBJECT: Accessing State/Federal Level Criminal History For Employment** (Staff Report 24-23) Page 12

***Recommendation:***

- Approve and adopt Resolution 24-02, allowing the Center to access State and Federal level criminal history for employment.

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

- 1. Communications Center Statistics Page 14
- 2. Financial Reports Page 18
  - a. Monthly Credit Card Usage Statement
  - b. Budget to Actuals
  - c. Cash Flow Report
  - d. Monthly Lease Update
  - e. PAD Update
- 3. Service Anniversaries – August 2024 Page 27

**CORRESPONDENCE:**

\*INDICATES NO ATTACHMENT

None

**CENTER REPORTS:**

1. Administration Manager Shmatovich
2. Interim Operations Manager Vazquez
3. Chief Executive Director Parker

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

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is Tuesday, September 24, 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.srfecc.ca.gov](http://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 October 8, 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.srfecc.ca.gov](http://www.srfecc.ca.gov)
- 10545 Armstrong Ave, Mather, CA 95655-4102

ATTEST:



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MELLISA BERNETT  
CLERK OF THE BOARD

\*INDICATES NO ATTACHMENT

**MEETING MINUTES  
GOVERNING BOARD MEETING**

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**Tuesday, September 10, 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
Ty Bailey, Board Member	Deputy Chief, Sacramento Metropolitan Fire District
Dan Quiggle, Alternate	Deputy Chief, Cosumnes Community Services District

**GOVERNING BOARD MEMBERS ABSENT**

Troy Bair, Board Member	Deputy Chief, Cosumnes Community Services District
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**COMMUNICATIONS CENTER MANAGEMENT**

Derek Parker	Executive Director
Julee Todd	Operations Manager
Marissa Shmatovich	Administration Manager

**OTHERS IN ATTENDANCE**

Lindsay Moore	Counsel, SRFECC
Mellisa Bernett	Executive Assistant, SRFECC
Bayleigh Nichols	Office Specialist, SRFECC

The meeting was called to order and roll call was taken at 9:07 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 Derek Parker, Chief Executive Director
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\*INDICATES NO ATTACHMENT

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 9:08 a.m.

The open session was reconvened at 9:50 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 Quiggle and seconded by Chief Williams to approve the Consent Agenda for the following:

- a. Regular Board Meeting Synopsis – August 27, 2024

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

NOES:

ABSENT:

ABSTAIN:

Motion passed.

**ACTION ITEMS:**

1. New Building (The Annex) Furnishing Project (Staff Report 24-22)

- a. A motion was made by Chief Wilson and seconded by Chief Williams to approve the quote from Western Contract in the amount of \$283,524.10 for office furnishing, and the quote from SED Electric in the amount of \$42,703 for electrical and low voltage preparation for furniture installation.

AYES: Sacramento Fire Department, Sacramento Metropolitan Fire, Cosumnes

\*INDICATES NO ATTACHMENT

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 Quiggle

Chief Quiggle stated that he was filling in for Chief Bair and would ensure that he was updated on the meeting. He thanked Casey for his time as the interim Operations Manager and wished Tara and Yvonne well as they take on this responsibility in the future rotations. Quiggle shared insights from his visit to the Elk Grove Police Department's Real-Time Information Center, highlighting advancements in video monitoring and the use of live cameras. The center is becoming regionalized, with analysts from Rancho Cordova PD working within the Elk Grove center. He also mentioned their First Responder Drone Program, nearing completion, with drones stationed at fixed locations to provide live video feeds within 2 minutes of an incident at any address in the city of Elk Grove. Quiggle suggested that chief officers, command officers, and dispatch staff tour the center to explore potential collaborations, noting that this would be a great location to go during a major fire related emergency or disaster to maintain situational awareness. He also shared about a possible integration to share live feed with Tablet Command.

2. Chief Bailey

Chief Bailey expressed gratitude to Casey for his contributions during his time in the interim position and to Chief Greene for previously holding the position of the primary board member. He appreciated being welcomed back.

3. Chief Williams

Chief Williams thanked Casey for his continued hard work and acknowledged the team's collective pride in the progress. He looked forward to the upcoming opening of the SRFECB Annex and welcomed Chief Bailey back.

4. Chief Wilson

Chief Wilson extended thanks to Chief Greene for his contributions as a board member and wished him success in his future endeavors. He welcomed Chief Bailey back and expressed appreciation for Casey's efforts in the role. Wilson also looked forward to seeing the rotation of leadership in the interim Operations Manager role and shared excitement about the progress on the SRFECB Annex, noting how well it is coming together.

**ADJOURNMENT:**

The meeting was adjourned at 9:56 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.srfecc.ca.gov

STAFF REPORT (REPORT 24-18)

DATE: September 24, 2024

TO: Board of Directors

FROM: Derek Parker, Chief Executive Director

BY: Marissa Shmatovich, Administration Manager

**SUBJECT: NEW BOARD POLICY – 3.019 BUDGET PROCESS (REVISED)**

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RECOMMENDATION

The Board of Directors:

1. Approve the draft board policy 3.019 Budget Process.

BACKGROUND/ANALYSIS

The Center presented a draft board policy to the board of directors on August 27, 2024. The Board of Directors reviewed the policy and recommended revisions. The Center incorporated revisions as recommended and presents a revised Budget Process policy.

FINANCIAL ANALYSIS

There is no immediate fiscal impact with the approval of this policy, however, this will lead to additional stability and predictability in future budget planning.

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

- 1B: Continuously improve and document organizational standards and protocols.

DocuSigned by:

Handwritten signature of Marissa Shmatovich in black ink.

MARISSA SHMATOVICH  
ADMINISTRATION MANAGER

Attachments:

3.019 Budget Process



## SACRAMENTO REGIONAL PUBLIC SAFETY COMMUNICATIONS CENTER MANUAL OF POLICIES

**POLICY:** 3.019

**TITLE:** BUDGET PROCESS

**ADOPTED:**

**REVISED:**

### **Purpose:**

To establish clear guidelines and procedures for the systematic allocation, management, and oversight of financial resources within the Center. This policy aims to ensure fiscal discipline, transparency, and accountability in budgetary decisions and expenditures, supporting the Center's Strategic Plan and enhancing operational efficiency.

### **Balance Budget Policy Statement:**

The Center's balanced budget policy stipulates that the total sum of beginning fund balance, revenues, and other financing sources must equal the total sum of expenditures, other financing uses, and ending fund balance for each fiscal year. This ensures financial stability and accountability, aligning budget allocations with strategic priorities and available resources. This policy requires thorough review and approval by the Board to maintain fiscal discipline and support sustainable growth.

### **Roles and Responsibilities:**

- **Board:** Review, approve, and oversee the Center's financial plans and expenditures.
- **Executive Management:** Direct the budget preparation process and ensure alignment with Center goals.
- **Department Administrators:** Prepare and justify budget requests, ensuring they align with departmental objectives and contribute to overall agency goals.
- **Finance Department:** Provides technical support, financial analysis, and ensures compliance with fiscal policies and guidelines.

### **Communication and Transparency:**

The Center emphasizes open communication and transparency throughout our budgeting process. Regular updates and detailed financial reports are provided to ensure clarity regarding budget allocations, expenditures, and financial performance. This proactive approach not only enhances accountability but also facilitates informed decision-making aligned with our organizational goals and strategic priorities. By maintaining clear lines of communication and transparency in our financial processes, we aim to build trust and confidence among all members of our organization and external partners.

**Budget Calendar Timeline:**

The Center utilizes a July 1 – June 30 fiscal year. The budget process begins immediately after the previous fiscal year ends.

- A. **Preparation (July 1 – September 30)**
  - i. Analyze Historical Data: Review past financial performance.
  - ii. Collect Departmental Input: Gather expense estimates.
  - iii. Develop and Review Scenarios: Create budget scenarios and perform sensitivity analyses.
- B. **Preliminary Budget (October 1 – November 30)**
  - i. Compile Inputs: Integrate data from all departments.
  - ii. Align with Objectives: Ensure draft aligns with organizational goals and strategic priorities.
  - iii. Conduct Preliminary Review: Review for accuracy, consistency, and feasibility
  - iv. Preliminary Budget presentation: No later than the first board meeting in November
- C. **Final Budget (December 1 – May 30)**
  - i. Incorporate Feedback: Adjust the budget based on Board input.
  - ii. Obtain Approval: Secure formal approval from the Board.
  - iii. Distribute and Implement: Communicate the adopted budget
  - iv. Final Budget Presentation: No later than the second meeting in May
- D. **Implementation (July 1)**
  - i. The final budget is published.
  - ii. The final budget is fully executed.

	Month	Milestone	Activity
Preparation	July	Review	Previous year-end review. Budget v Actual Analysis Document and audit preparation.
	August	Budget Kick-Off	Comprehensive overview of budget goals with department administrators. Conduct prioritization exercise, ranking budget needs. Facilitate budget allocation simulation.
	September	Prelim Budget Draft	Analyze historical financial data to understand trends and patterns. Gather input on anticipated costs and expenses. Develop multiple budget scenarios and conduct sensitivity analyses.
Prelim Budget	October	Review and Analysis	Review budgeted amounts versus actual expenditures for the previous period. Analyze significant deviations from planned budget. Evaluate effectiveness of budget allocations in achieving organizational objectives.
	November	Initial Presentation	Consolidate feedback and make appropriate adjustments. Validate budget components, ensuring alignment with organizational goals. Present the finalized prelim budget to executive team for review.
Final Budget	December	Prelim Presentation	Present overview of budget, highlighting assumptions, projections and priorities. Facilitate discussion for questions, provide feedback. Seek approval or recommendations for adjustments from the Board.
	January	Prepare Mid-Year Budget Requests	Present requests for one-time allocation requests to be supported at mid-year. Requested items for non-personnel expenses.
	April/May	Budget Adoption	Formal presentation of finalized budget. Board to review proposed budget, addressing questions during review process. Seek formal motion and vote to adopt the budget.
	July	Implementation	Completion of final budget implementation.

**Budget Approval:**

The Board approval process starts with the preliminary budget, which allows the Board to ask questions or express concerns. Once the necessary adjustments have been made, the final budget packet, along with a three-year projection in revenue and expenditure, are presented for final adoption by the Board.

**Budget Adjustments/Control:**

During the year, there could be projects or expenses that surpass the approved budget. If deemed necessary, an adjustment will then be formally proposed by the Administration Manager for approval at a subsequent Board meeting.

**Capital Improvement Program:**

The Capital Improvement Program (CIP) is the Center's comprehensive plan that outlines and schedules significant investments in infrastructure, facilities, and other long-term capital assets. It typically includes projects that involve substantial expenditure and have a useful life of at least three years. The CIP helps the Center prioritize and manage capital investments, ensuring they align with strategic goals and are funded appropriately.

**Conclusion:**

This policy establishes a structured framework for the budget process at SRFEC, ensuring that its budget remains balanced on an annual basis and all financial resources are allocated efficiently and in support of Center priorities.



**Sacramento Regional Fire/EMS Communications Center**  
10230 Systems Parkway, Sacramento, CA 95827-3007  
www.sfecc.ca.gov

STAFF REPORT (REPORT 24-23)

DATE: September 24, 2024  
TO: Board of Directors  
FROM: Derek Parker, Chief Executive Director  
BY: Marissa Shmatovich, Administration Manager

**SUBJECT: ACCESSING STATE/FEDERAL LEVEL CRIMINAL HISTORY FOR EMPLOYMENT**

RECOMMENDATION

The Board of Directors:

1. Approve and adopt Resolution 24-02, allowing the Center to access State and Federal level criminal history for employment.

BACKGROUND/ANALYSIS

The Center is assessing current recruiting and hiring processes. Through analysis, the Center noted a vulnerability in the recruitment process in which livescan only screened at the state level. Resolution 24-02 has been vetted by the FBI and meets the requirements of Pub. L. 92-544 for access to FBI CHRI.

Upon signature of Resolution 24-02 by the board chairperson and vice chairperson, the Center will submit the adopted resolution for final FBI finalization. Once finalized, the Center will be authorized to access state and federal level criminal history via livescan processes.

FINANCIAL ANALYSIS

There is no immediate fiscal impact noted by adopting Resolution 24-02, however there may be increased livescan costs which can be absorbed into the 6610 – Recruitment budget line.

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.

DocuSigned by:

*Marissa Shmatovich*

MARISSA SHMATOVICH  
ADMINISTRATION MANAGER

Attachments:

Resolution 24-02, Accessing State and Federal Level Criminal History for Employment



**Sacramento Regional Fire/EMS Communications Center**  
10230 Systems Parkway, Sacramento, CA 95827-3006  
[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

**Resolution #24-02**  
**Accessing State and Federal Level Criminal History for Employment**

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Sacramento Regional Fire/EMS Communications Center is hereby authorized to access state and federal level summary criminal history information for employment with Sacramento Regional Fire/EMS Communications Center (including volunteers and contract employees) and may not disseminate the information to a private entity; and

BE IT FURTHER RESOLVED that the District shall not consider a person who has been convicted of a violent or serious felony or misdemeanor eligible for employment (including volunteers and contract employees, if applicable).

The Clerk of the Sacramento Regional Fire/EMS Communications Center JPA Board shall certify as to the adoption of this Resolution.

Passed and adopted by the Governing Board of Center this 24th day of September, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

BY:

ATTEST:

\_\_\_\_\_  
Chad Wilson, Chairperson

\_\_\_\_\_  
Scott Williams, Vice Chairperson



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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

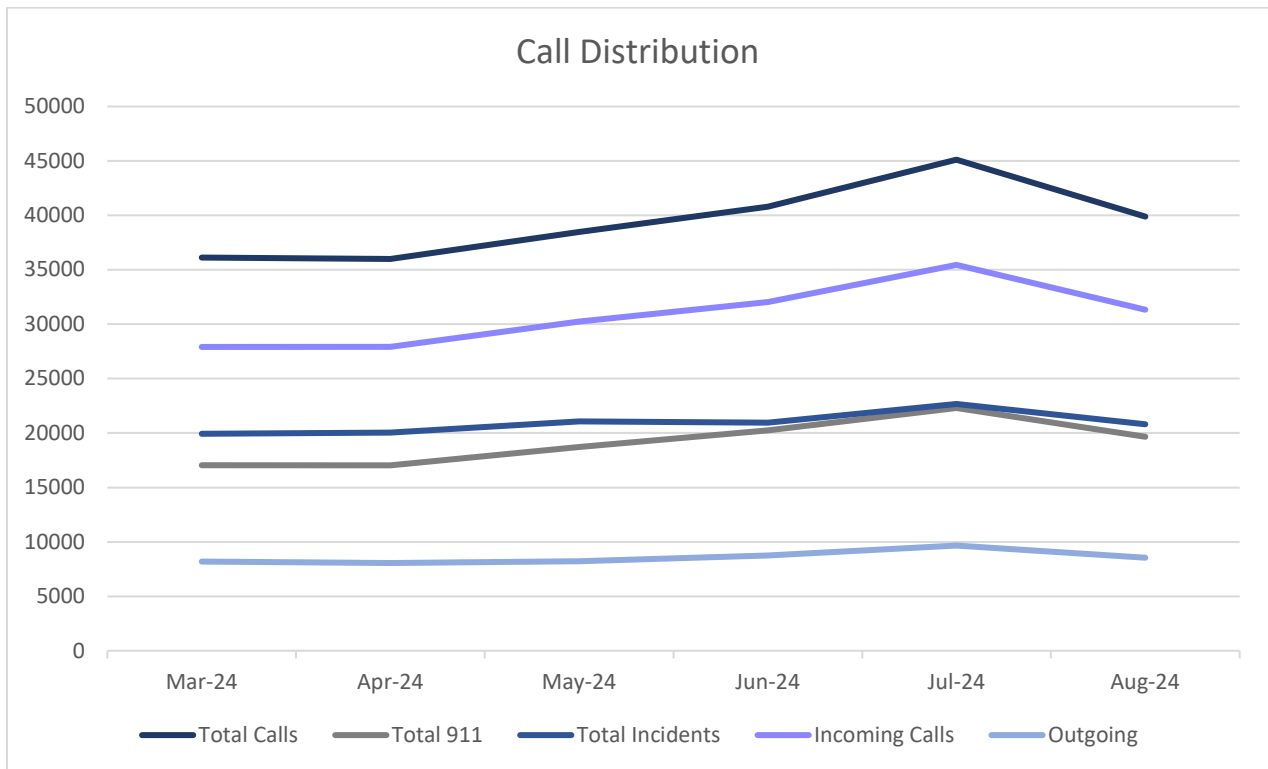
## Telephony Performance Measure August 2024

### Overview

TOTAL CALL VOL.	39,882
TOTAL INCIDENTS	20,817
INCOMING CALLS	31,334
OUTGOING CALLS	8,548

### Incoming Lines Detail

911 LINES	19,655
SEVEN DIGIT EMERGENCY	4,187
ALLIED/ADMIN	7,492





# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

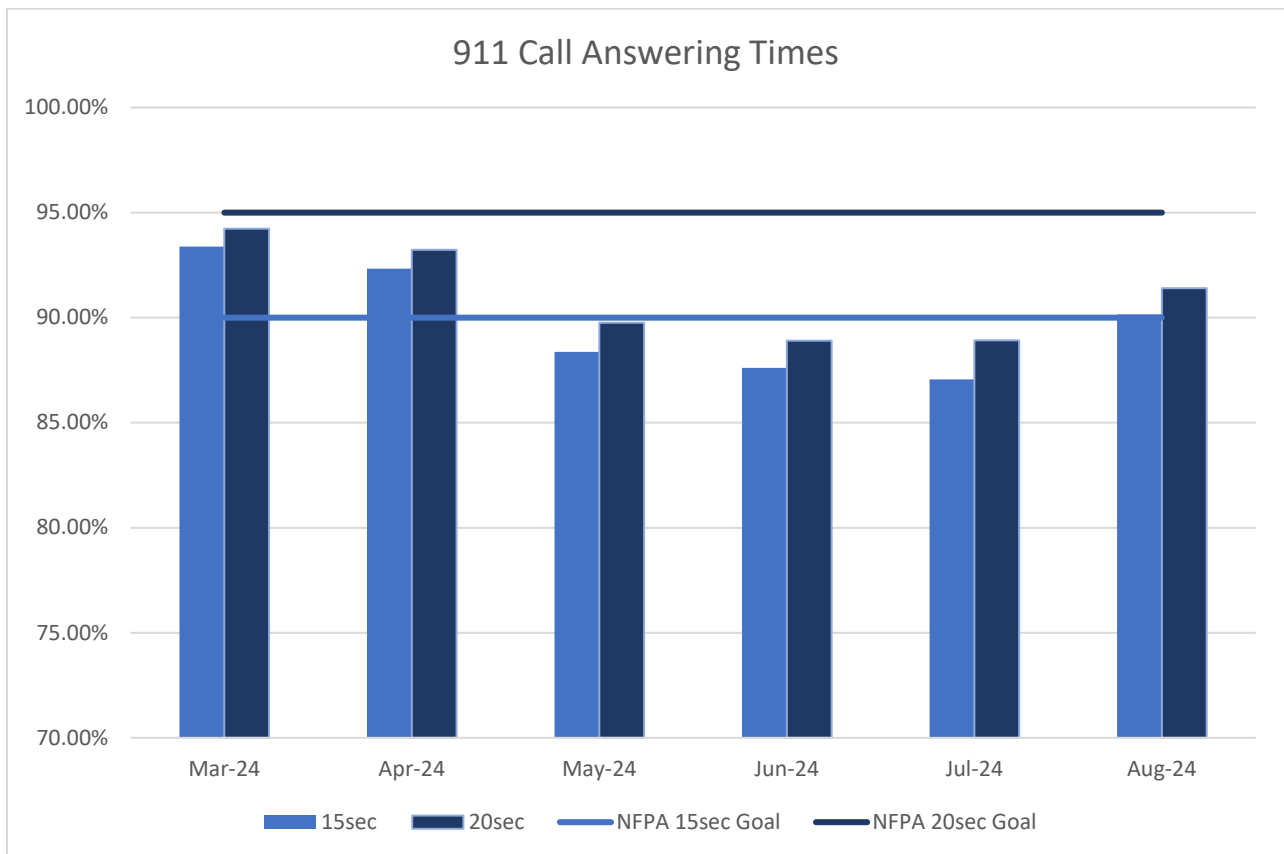
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## Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

**90% answered within 15 seconds**

**95% answered within 20 seconds**

Month	15 Seconds Compliance	20 Seconds Compliance
March	93.38%	94.24%
April	92.33%	93.23%
May	88.37%	89.76%
June	87.61%	89.90%
July	87.06%	88.92%
Aug	90.15%	91.41%

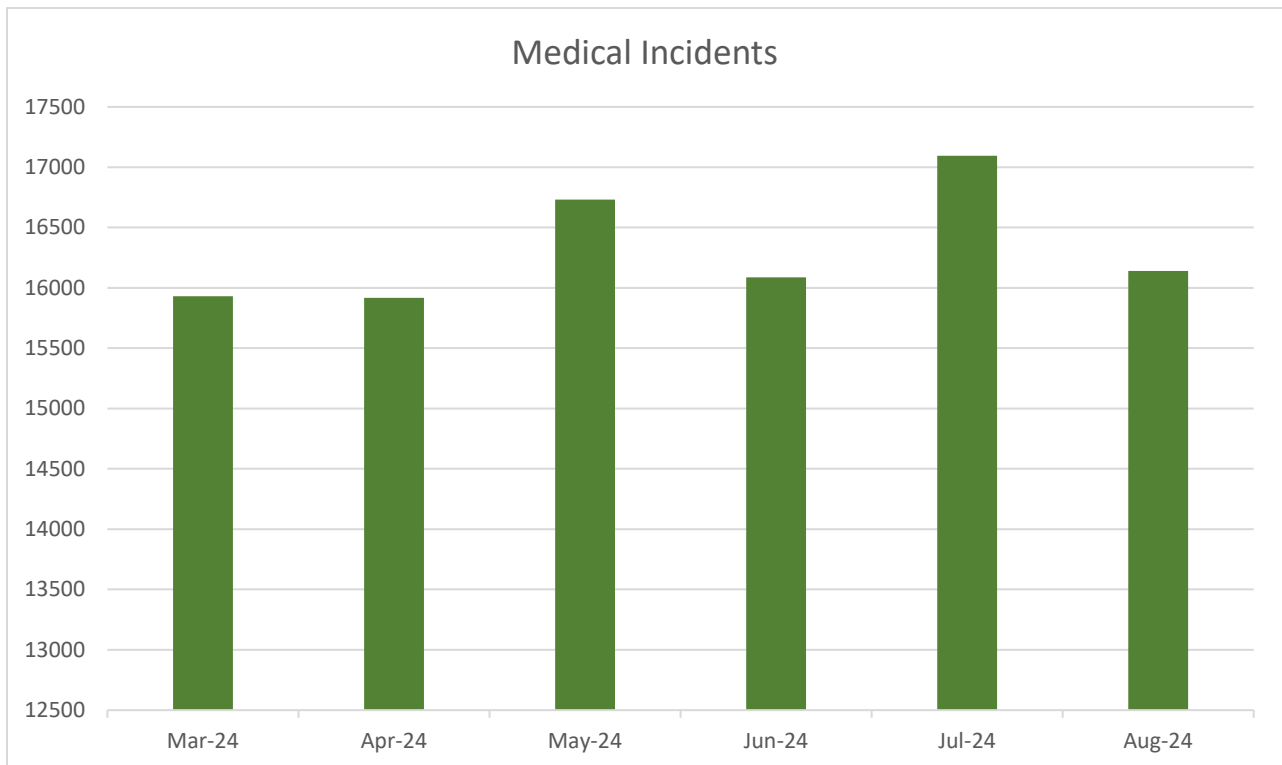
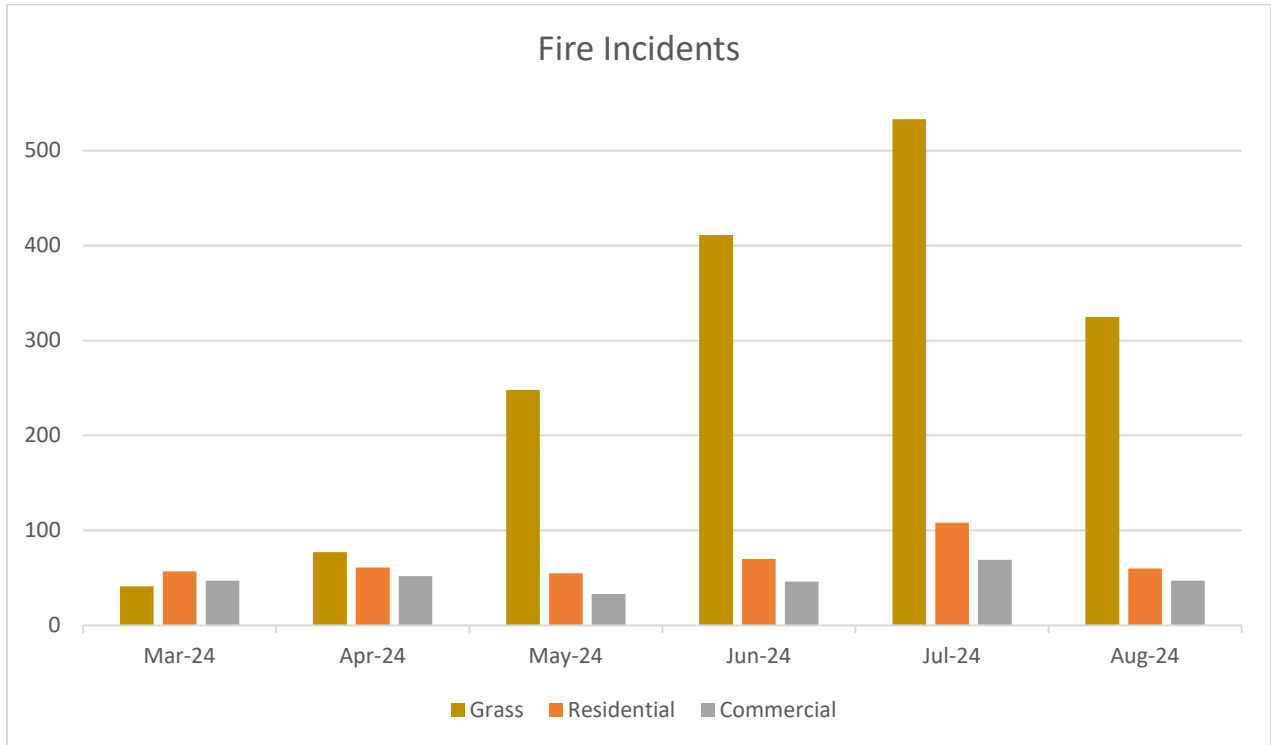




# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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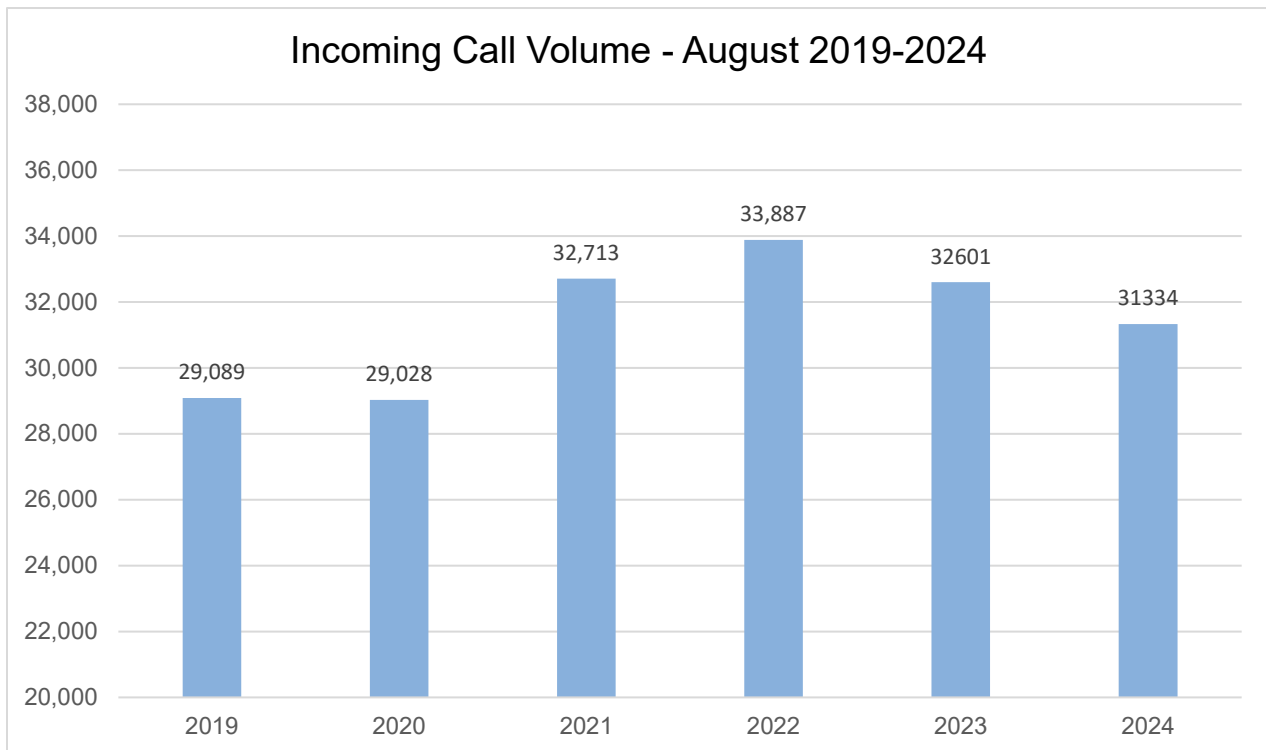
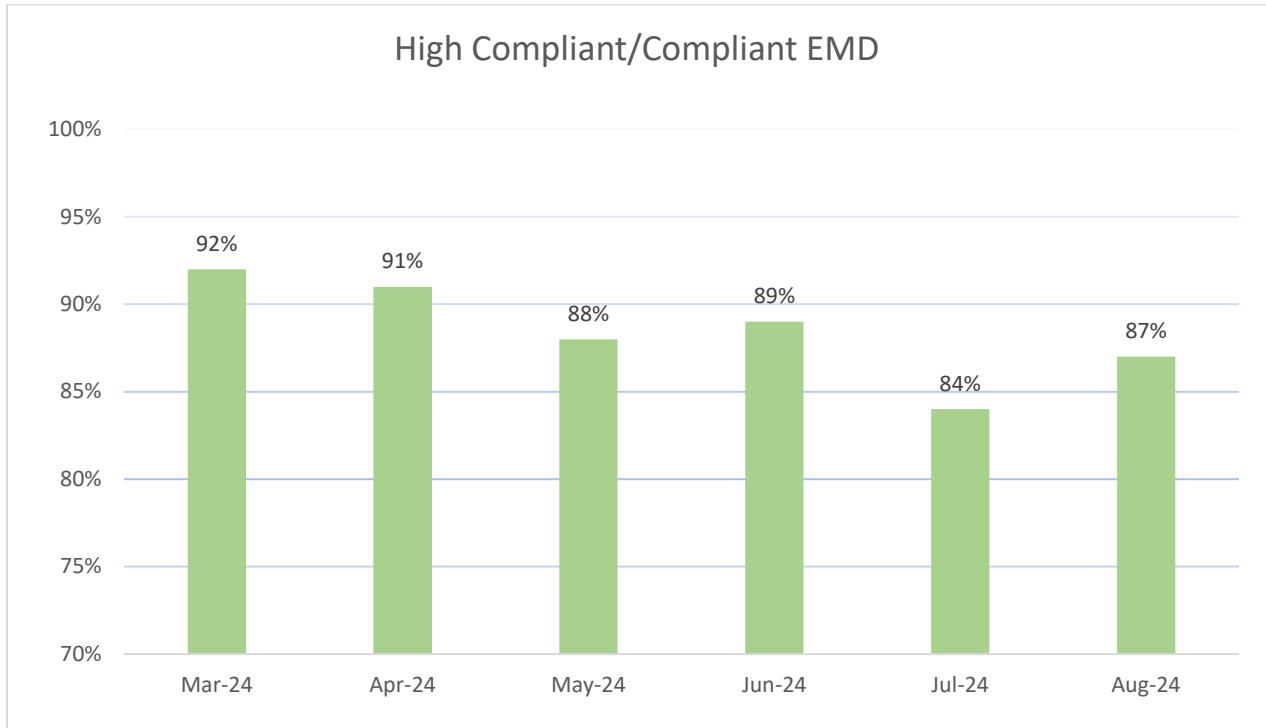




## Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

**Executive Monthly Credit Card Usage Report  
FY 24-25**

**Reporting Month: July 2024**

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	Manager	CED
5543	Bernett	Open	\$ 15,000.00	\$ 4,991.11	MB	MS	DP
9801	Kukharets	Open	\$ 1,000.00	\$ 210.61	RE	MS	DP
9339	Shmatovich	Open	\$ 2,000.00	\$ 308.34	MS	JT	DP
8505	Todd	Open	\$ 3,000.00	\$ 3,831.83	JT	MS	DP
0835	Vargo	Open	\$ 40,000.00	\$ 37,350.39	CV	MS	DP
4445	Parker	Open	\$ 5,000.00	\$ -			
		<b>Total:</b>	<b>\$ 66,000.00</b>	<b>\$ 46,692.28</b>			

**New/Closed Accounts Added:** No

**Cards Reported Lost or Stolen:** None

**Disputed Transactions:** None

**Changes in Authorization Limits:** Yes

-Chia Vargo: temporary limit increase to \$40,000

**Monthly Liability:** \$66,000.00



**Sacramento Regional Fire/EMS Communications Center**

10230 Systems Parkway, Sacramento, CA 95827-3006

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FY 24-25			
Total Monthly Credit Card Usage			
July	\$ 46,692.28	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:  
  
 7687B8D85FB9421...

8/7/2024

Chief Executive Director Signature

Date



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 24/25 Budget to Actuals Report

Month End July 2024

Page 1 of 4

GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>REVENUE</b>					
4010-910	Member Contribution SMFD	(5,365,300)	0	0	(5,365,300)
4010-920	Member Contribution SFD	(5,552,898)	0	0	(5,552,898)
4010-930	Member Contribution CFD	(1,138,093)	0	0	(1,138,093)
4010-940	Member Contribution FFD	(450,235)	0	0	(450,235)
4014-000	OES Deployment	0	0	0	0
4015:4998	Other Revenue	0	6,972	6,972	(6,972)
<b>TOTAL REVENUE</b>		<b>(12,506,526)</b>	<b>6,972</b>	<b>6,972</b>	<b>(12,513,498)</b>

GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>EMPLOYEE-RELATED EXPENSES</b>					
5010	Base Salaries and Wages	5,149,031	368,985	368,985	5,023,906
5020	Overtime	300,000	37,401	37,401	262,599
5030	Overtime - FLSA	115,000	4,934	4,934	114,340
5035	OES Deployment	1	44,348	44,348	(44,347)
5040	Uniform Allowance	41,700	100	100	41,600
5050	Night/Admin Shift Differential	97,000	8,092	8,092	89,843
5055	Out-of-Class Pay	38,000	1,400	1,400	37,500
5060	Longevity	60,000	2,800	2,800	57,200
5065	On-Call Pay	82,000	6,425	6,425	76,150
5115	Vacation Cash Out	54,000	5,545	5,545	48,455
5120	Sick Leave	0	14,277	14,277	(14,277)
5130	CTO Leave	0	0	0	0
5140	Holiday Pay	225,000	16,865	16,865	210,281
5220	Training Pay	42,000	1,250	1,250	40,774
5310	Workers Compensation Insurance	80,000	6,483	6,483	100,017
5410	FED ER Tax - Medicare	70,000	6,888	6,888	63,112
5413	FED ER Tax - Social Security	1,000	0	0	1,000
5420	State ER Tax - ETT	2,300	0	0	2,350
5423	State ER Tax- UI-	20,000	0	0	20,000
5510	Medical Insurance	1,200,000	98,825	98,825	1,147,944
5520	Dental Insurance	110,000	8,443	8,443	104,036
5530	Vision Insurance	11,000	780	780	10,955
5610	Retirement Benefit Expense	1,280,000	98,526	98,526	1,190,317
5620	OPEB Benefit Expense	435,000	32,966	32,966	403,252
5625	Education Incentive	35,000	2,312	2,312	47,655
5690	Other Salary and Benefit Expens	14,000	1,525	1,525	12,475
<b>TOTAL EMPLOYEE-RELATED EXPENSES</b>		<b>9,462,032</b>	<b>769,170</b>	<b>769,170</b>	<b>9,047,137</b>



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

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## FY 24/25 Budget to Actuals Report

Month End July 2024

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GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>MATERIALS &amp; SUPPLIES</b>					
6010	Office Supplies	10,000	411	411	9,589
6013	Office Supplies - Ink Cartridge	1,500	0	0	1,500
6015	Equipment Rental	12,500	848	848	11,652
6020	Postage	1,000	0	0	1,000
6050	Center Supplies	18,500	906	906	17,594
6090	Other Materials and Supplies	1,000	0	0	1,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>44,500</b>	<b>2,165</b>	<b>2,165</b>	<b>42,335</b>

GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>PROFESSIONAL SERVICES</b>					
6110	Legal Services	240,000	5,000	5,000	235,000
6115	Accounting and Audit Services	24,500	143	143	24,357
6120	Actuary Services	10,000	0	0	10,000
6125	Consulting Services	637,572	34,595	34,595	602,977
6140	Technological Services	195,050	9,668	9,668	185,383
6190	Other Professional Services	500	0	0	500
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>1,107,622</b>	<b>49,406</b>	<b>49,406</b>	<b>1,058,217</b>

GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>COMMUNICATION EQUIPMENT &amp; SERVICES</b>					
6220	Maintenance - Radios & Radio Equipment	41,000	0	0	41,000
6221	Maintenance - Radio Consoles & Other	86,900	5,556	5,556	81,344
6223	Radio - Backbone Subscription SRRCS	20,000	1,852	1,852	18,148
6230	Communication Services	266,140	23,483	23,483	242,657
6245	Maintenance - Tower Equipment	16,740	130	130	16,610
6250	Communication Supplies	10,000	0	0	10,000
6290	Other Communication Services and Equipment	1,000	310	310	690
<b>TOTAL COMMUNICATION EQUIPMENT &amp; SERVICES</b>		<b>441,780</b>	<b>31,331</b>	<b>31,331</b>	<b>410,449</b>



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## FY 24/25 Budget to Actuals Report

Month End July 2024

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GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>HW &amp; SW MAINT</b>					
6315	Hardware Maintenance - Network	750	45	45	705
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	138,278	9,041	9,041	144,237
6322	CAD Maintenance and Support/Northrop Grumman	599,352	41,198	41,198	558,155
6323	Software Maintenance - GIS	84,738	13,113	13,113	71,624
6330	Software Maintenance - Network	6,450	0	0	6,450
6350	Computer Supplies	5,000	0	0	5,000
6390	Other, Computer Services and Supplies	1,000	0	0	1,000
<b>TOTAL HW &amp; SW MAINT</b>		<b>836,568</b>	<b>63,397</b>	<b>63,397</b>	<b>788,171</b>

GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>FACILITIES &amp; FLEET</b>					
6410	Services - Landscaping	4,800	399	399	4,401
6415	Maintenance - Building	33,600	488	488	16,112
6260	Lease - CTC	80,818	7,005	7,005	73,813
6420	Services - Custodial	66,300	4,250	4,250	62,050
6421	Services - Center Security	520	40	40	480
6425	Maintenance - HVAC	15,538	0	0	15,538
6235	Maintenance - Power Supply	24,000	999	999	23,001
6430	Services - Cable	2,415	176	176	2,239
6435	Services - Pest Control	1,000	77	77	923
6490	Other, Facilities and Fleet	20,609	186	186	20,422
6510	Utilities - Electric	57,981	5,483	5,483	52,498
6515	Utilities - Water	7,728	1,079	1,079	6,649
6520	Utilities - Refuse Collection / Disposal	9,636	671	671	8,965
6525	Utilities - Sewage Disposal Services	1,890	0	0	1,890
6635	Services - Bottled Water	5,000	331	331	4,669
6645	Services - Printing	3,000	406	406	2,594
6650	Services - Shredding	3,600	272	272	3,328
6652	Fleet - Maintenance	5,000	1,634	1,634	3,366
6654	Fleet - Fuel	13,000	581	581	12,419
6655	Insurance (Property and Fleet)	68,200	4,462	4,462	59,293
6690	Other - Facility & Fleet Management	1,000	0	0	1,000
<b>TOTAL FACILITIES &amp; FLEET</b>		<b>425,635</b>	<b>28,539</b>	<b>28,539</b>	<b>375,650</b>



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## FY 24/25 Budget to Actuals Report

Month End July 2024

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GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 YTD Actual	Budget Remainder
<b>RECRUITMENT, RETENTION &amp; TRAINING</b>					
6610	Recruitment	23,700	1,258	1,258	22,442
6612	Employee Retention	20,700	1,957	1,957	18,743
6615	Employee Education & Training	26,550	6,811	6,811	19,739
6618	Conference Registration	3,000	0	0	3,000
6621	Air	10,000	2,328	2,328	7,672
6622	Lodging	10,000	2,230	2,230	7,769
6623	Rental Cars	2,500	0	0	2,500
6624	Parking	1,500	12	12	1,488
6625	Membership Dues	6,690	100	100	6,590
6626	Taxi, Uber, Mileage, Other	4,000	2,504	2,504	1,497
6627	Per Diem	9,000	1,797	1,797	7,203
6639	Accrediations - ACE	650	0	0	650
6640	Uniform/Badges/Shirts	10,000	(532)	(532)	10,531
6660	Operations Support	41,500	1,073	1,073	40,427
6661	Administration Support	18,600	302	302	18,298
<b>TOTAL RECRUITMENT, RETENTION &amp; TRAINING</b>		<b>188,390</b>	<b>19,840</b>	<b>19,840</b>	<b>168,550</b>
<b>GRAND TOTAL EXPENSES</b>		<b>12,506,527</b>	<b>963,848</b>	<b>963,848</b>	<b>11,890,507</b>

GL Account	Description	FY 24/25 Budget	Period 1 Actual	FY 24/25 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	10,400	0	0	10,400
6997-024	Capital Improvement - Facility	753,674	0	0	753,674
6997-025	Capital Improvement - Hardware	480,000	0	0	480,000
6997-026	Capital Improvement - Software	74,362	1,102	1,102	73,260
6997-027	Capital Improvement - Technology	12,000	0	0	12,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>		<b>2,124,433</b>	<b>1,102</b>	<b>1,102</b>	<b>2,123,331</b>

CASH FLOW FY 24-25	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1116 Operating - opening balance	1,496,635.90	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	
IN	51,338.05	-	-	-	-	-	-	-	-	-	-	-	51,338.05
Member Agencies Contributions	-												-
Sum of Debits	51,338.05												51,338.05
OUT	(701,322.55)	-	-	-	-	-	-	-	-	-	-	-	(701,322.55)
Employee Related Expenses	(352,005.00)												(352,005.00)
CalPERS Expenses	(905,153.40)												(905,153.40)
Operating Expenses	(344,164.15)												(344,164.15)
Transfer Out / Transfer In	900,000.00												900,000.00
1116 Operating - closing balance	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	846,651.40	
1197 CIP - opening balance	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	
IN	-	-	-	-	-	-	-	-	-	-	-	1,306,002.38	1,306,002.38
OUT	-	-	-	-	-	-	-	-	-	-	-	-	-
CAD	-												-
DRC	-												-
Equipment	-												-
Facility	-												-
Hardware	-												-
Software	-												-
Technology	-												-
1197 CIP - closing balance	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	2,124,432.35	3,430,434.73	
1113 Lease - beginning balance	379,603.48	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	
IN	3.04												3.04
OUT	(22,394.34)												(22,394.34)
1113 Lease - closing balance	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	357,212.18	
1114 Reserve - opening balance	1,719,708.14	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	-
IN	4,233.78												4,233.78
OUT	(900,000.00)												(900,000.00)
1114 Reserve - closing balance	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	823,941.92	-
1126 HF - opening balance	174.38	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	
IN	330.00												330.00
OUT	(303.46)												(303.46)
1126 HF - closing balance	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	200.92	
<b>TOTAL</b>	<b>4,152,438.77</b>	<b>4,152,237.85</b>	<b>4,152,237.85</b>	<b>4,152,237.85</b>	<b>4,152,237.85</b>	<b>4,152,237.85</b>	<b>4,152,237.85</b>	<b>4,152,438.77</b>	<b>4,152,438.77</b>	<b>4,152,438.77</b>	<b>4,152,438.77</b>	<b>5,458,441.15</b>	







**Sacramento Regional Fire/EMS Communications Center**

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SRFECC Positions & Authorization Document (PAD) - Revised 08/31/2024			
FY 24/25			
Center Management			
Position	Authorized	Actual	Comments
Chief Executive Director	1	1	
Operations Manager	1	1	
Administration Manager	1	1	
Executive Assistant	1	1	
<b>Totals</b>	<b>4</b>	<b>4</b>	
Operations Division			
Position	Authorized	Actual	Comments
Dispatcher Supervisor	7	7	
Dispatcher	38	36	
Annuitants	3	2	Extra Help
<b>Totals</b>	<b>45</b>	<b>43</b>	
Administration and IT Division			
Position	Authorized	Actual	Comments
Human Resource Analyst	1	1	
Human Resource Technician	1	0	
CAD Administrator	1	1	
Telecommunications Engineer	1	1	
CAD/Radio Technician	1	1	
GIS Analyst	1	0	
Systems Engineer	1	0	
Office Specialist	1	1	
Accounting Specialist II	1	1	
Payroll & Benefits Administrator	1	1	
<b>Totals</b>	<b>10</b>	<b>7</b>	
<b>Totals</b>	<b>59</b>	<b>54</b>	



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Service Anniversaries 2024

**Service Anniversaries – August 2024**

1. Mellisa Bernett – 3 years
2. Alicia Ilaga – 3 years
3. Tyler Stoddard – 3 years
4. Barbara Vatalaro – 26 years
5. Chia Vargo – 7 years
6. Tara Poirier – 19 years
7. Corbyn Brooker – 1 year

**Service Anniversaries So Far in 2024:**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Roman Kukharets – 12 years    | 26. Summer Carroll – 24 years    |
| 2. Natalie Beletskiy – 1 year    | 27. Julia McDaniel – 2 years     |
| 3. Abby Castillo – 1 year        | 28. Olivia LaFace – 2 years      |
| 4. Jennifer Hottal – 1 year      | 29. Lauren Beck – 1 year         |
| 5. Mary White – 1 year           | 30. Sarah Rodriguez – 4 years    |
| 6. Lenny Sina – 1 year           | 31. Jenna Walkingstick – 4 years |
| 7. Julee Todd – 21 years         | 32. Yvonne Vazquez – 7 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      |                                  |
| 16. Jason Comilang – 4 years     |                                  |
| 17. Nolan Saulter – 4 years      |                                  |
| 18. Brittany Won – 1 year        |                                  |
| 19. Sydney Stevens – 1 year      |                                  |
| 20. Bayleigh Nichols – 1 year    |                                  |
| 21. Eric Kizzie – 6 years        |                                  |
| 22. Jenn Edwards – 15 years      |                                  |
| 23. Chuck Schuler – 11 years     |                                  |
| 24. Katherine Shelton – 12 years |                                  |
| 25. Amanda Stone-Hodge – 5 years |                                  |