



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

9:00 a.m.

**Tuesday, August 27, 2019**

**REGULAR MEETING OF THE GOVERNING BOARD**  
10545 Armstrong Ave – Rooms #384-385  
Mather, CA 95655-4102

**The Board will convene in open session at 9:00 a.m.**

**Call to Order** Chairperson

**Roll Call of Member Agencies** Secretary

**Primary Board Members**

Chris Costamagna, Chairperson	Deputy Chief, Sacramento Fire Department
Mike McLaughlin, Vice Chairperson	Fire Chief, Cosumnes Fire Department
Chad Wilson, Board Member	Division Chief, Folsom Fire Department
Tyler Wagaman, Board Member	Assistant Chief, Sacramento Metropolitan Fire District

**Pledge of Allegiance**

**AGENDA UPDATE:** An opportunity for Board members to (1) reorder the agenda; and (2) remove agenda items that are not ready for presentation and/or action at the present Board meeting.

**PUBLIC COMMENT:** An opportunity for members of the public to address the Governing Board on items within the subject matter jurisdiction of the Board. Duration of comment is limited to three (3) minutes.

**RECESS TO CLOSED SESSION: Approximately 1 hour (9:00 – 10:00 a.m.)**

1. PERSONNEL ISSUES\*  
Pursuant to California Governing Code Section 54957
  - a. Discipline/Dismissal/Release (2 matters)
2. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\*  
Pursuant to California Government Code Section 54956.9(b)
  - a The Board will meet in closed session to discuss significant exposure to litigation.  
One (1) potential case

**RECONVENE TO OPEN SESSION: Begins at 10:00 a.m.**

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

- |   |      |     |
|---|------|-----|
| 1. Board Meeting Synopsis (August 15, 2019) | Page | 4-7 |
|---|------|-----|

PROPOSED ACTION: Motion to Approve Consent Agenda

**ACTION ITEMS:**

- |                                       |      |      |
|---------------------------------------|------|------|
| 1. Approve Revised Credit Card Policy | Page | 8-18 |
|---------------------------------------|------|------|

**DISCUSSION/POSSIBLE ACTION:**

- 1. Discussion/Direction Regarding SRFECC Remaining the Back-up To Region IV\*

**INFORMATION:**

1. Update of SRFECC Projects	Page	19
2. Center Personnel Update	Page	20
3. Center Financial Reports		
a. Monthly Credit Card Report	Page	21-22
4. Communications Center Reports	Page	23-34

**CENTER REPORTS:**

- 1. Executive Director Bentovoja\*
- 2. Deputy Director Soares (Operations)\*
- 3. Deputy Director House (Administration)\*

**CORRESPONDENCE:**

1. Correspondence From Jeff Armstrong, Fire Chief, Rio Vista Fire Department, Requesting the Termination of the Automatic Aid Agreement with River Delta Fire District	Page	35-38
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**ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is September 10, 2019.

Location: 10545 Armstrong Ave, Mather, CA 95655-4102  
 Time: 9:00 a.m.  
 Distribution: Board Members, Alternates, and Chiefs

Posted at: 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 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 August 23, 2019, I posted a copy of the agenda:  
-at 10230 Systems Parkway, Sacramento, CA 95827

-on the Center's website which is: [www.srfecc.ca.gov](http://www.srfecc.ca.gov)  
-10545 Armstrong Ave, Mather, CA 95655-4102

A handwritten signature in black ink that reads "Juise Parker". The signature is written in a cursive, flowing style.

Clerk of the Board

# SPECIAL GOVERNING BOARD MEETING

August 15, 2019

## GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Assistant Chief Tyler Wagaman	Sacramento Metropolitan Fire District
Chief Mike McLaughlin	Cosumnes Community Services District
Division Chief Chad Wilson	Folsom Fire Department

## GOVERNING BOARD MEMBERS ABSENT

## COMMUNICATIONS CENTER MANAGEMENT

Marc Bentovoja	Interim Executive Director
Kylee Soares	Deputy Director - Operations
Diane House	Deputy Director – Administration

## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Janice Parker	Administrative Analyst, SRFEC
Jill Short	Local 856 Representative

The meeting was called to order and roll call taken at 1:00 p.m.

1. The Pledge of Allegiance was recited
2. There were no agenda updates.
3. There was no public comment.
4. **CLOSED SESSION:**

Closed session was convened at 1:01 p.m.

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

District Negotiator(s)	Lindsay Moore, Counsel Marc Bentovoja, Executive Director,
Employee Organization(s)	Teamsters Local 150 Teamsters Local 856

2. **PERSONNEL ISSUES\***  
Pursuant to California Governing Code Section 54957

- a. Discipline/Dismissal/Release (2 matters)
- b. Evaluation of Performance: Interim Executive Director

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

- a. Pursuant to California Government Code Section 54956.9(b)  
The Board will meet in closed session to discuss significant exposure to litigation.  
One (1) potential case

5. **OPEN SESSION:**

Open session was re-convened at 2:57 p.m.

The Board met in closed session and had a conversation with the labor negotiator regarding

negotiations; no action was taken.

During closed session the Board met to discuss personnel issues and unanimously took action to authorize the termination of two employees.

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

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

1. Board Meeting(s) Synopsis (July 9, 2019)

A motion was made by Division Chief Wilson and seconded by Chief McLaughlin to approve the consent agenda.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

7. **ACTION ITEMS:**

1. Resolution #5-19, Approval of Lease Purchase Agreement with Umpqua Bank

Counsel said there are actually two documents that are being approved and signed. One of the documents being signed is procuring a loan from Umpqua Bank and the other document is the Municipal Lease Purchase Agreement and a related interim funding agreement.

A motion was made by Chief McLaughlin and seconded by Division Chief Wilson to approve Resolution #5-19, Approval of a Municipal Lease Purchase Agreement with Umpqua Bank

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

2. Ratify Agreement Between Teamsters Local 150 and Sacramento Regional Fire/EMS Communications Center.

A motion was made by Assistant Chief Wagaman and seconded by Chief McLaughlin to ratify the Agreement Between Teamsters Local 150 and Sacramento Regional Fire/EMS Communications Center.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

**8. DISCUSSION/POSSIBLE ACTION:**

1. Acknowledge Final Agreement Language Between Teamsters Local 856 and Sacramento Fire/EMS Communications Center

Executive Director Bentovoja thanked the members of Local 856 for their patience and diligence during this negotiation process.

A motion was made by Division Chief Wilson and seconded by Chief McLaughlin to acknowledge the Final Agreement Language Between Teamsters Local 856 and Sacramento Fire/EMS Communications Center.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

**9. INFORMATION:**

1. CAD Project Update (House)

Our CAD upgrade is going very well and all of the interface testing has been successful with the exception of the "push to talk" marquee and paging.

We are on track for a Tuesday September 24<sup>th</sup> cutover to that hardware.

2. Westnet Project Update (House)

The Westnet project will immediately follow the Northrup Grumman hardware upgrade. They will be on site September 30<sup>th</sup> and begin testing of the radio frequency side of the Westnet interface and then we will move into interface between Westnet and CAD. We anticipate going live with Westnet in early November.

3. Annual Financial Audit

Our annual financial audit has begun and it is progressing very well.

D/D House thanked counsel for providing information to the auditors indicating that our Tyler/New World settlement had been reached in June which allows us to move this transaction into FY 2018/2019.

**10. CENTER REPORTS:**

1. Dr. Mackey provided a written report outlining his accomplishments.

**11. CORRESPONDENCE:**

None

**12. ITEMS FOR DISCUSSION AND POTENTIAL PLACEMNT ON A FUTURE AGENDA:**

E/D Bentovoja would like to have an open discussion with the Board regarding SRFECC remaining the back up for Region IV.

A report will be brought back to the Board for their review addressing this issue and A/C Wagaman asked that a recommendation accompany this report.

**13. BOARD MEMBER COMMENTS:**

A/C Wagaman said the Comm Center continues to make huge forward strides and he expressed his appreciation for the tremendous amount of effort this takes on the part of Center personnel.

Division Chief Wilson echoed A/C Wagaman's comments and said the Center is an example to other agencies.

Chief McLaughlin said that we have managed to continue to on a forward path due to the great effort on the part of Center personnel.

D/C Costamagna said he looks forward to continuing our journey.

The meeting of the Governing Board was adjourned at 3:12 p.m.

The next scheduled Board Meeting is Tuesday, August 27, 2019, at 9:00 a.m., at Metro Headquarters, 10545 Armstrong Ave – Rooms #320, Mather, CA 95655-4102.

Respectfully submitted,



Janice Parker  
Clerk of the Board

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Chris Costamagna, Chairperson

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Mike McLaughlin, Vice Chairperson

**I. Purpose**

To set forth the Sacramento Regional Fire/EMS Communications Center (SRFECC, or The Center) Accounting Policy for the use and reporting of credit card transactions.

**II. Eligibility**

All employees and departments of the Center are eligible for a credit card upon approval by the Executive Director, or his/her designee based on the Center's business need.

**III. Card Limits**

Cardholder and single purchase limits are determined by the Executive Director, or his/her designee. Single purchase limits will not exceed the spending authority of the Executive Director.

**IV. Authorized Uses**

Except for those transactions specifically prohibited, a credit card may be used to pay any business related purchase transaction that has been authorized by the Executive Director, or his/her designee.

**V. Prohibited Transactions**

A credit card may not be used for the following purchase types:

- Financial institution/manual cash
- Financial institution/auto cash
- Financial institution/merchandise
- Non-financial institution/Foreign Currency/Money Order/Travelers Checks
- Security brokers and dealers
- Timeshares
- Fines

- Bail and bond payments
- Court costs – alimony, child support payments
- Wire transfer – money order
- Dating and escort services
- Massage parlors
- Alcohol or tobacco products
- Betting/track/casino/lotto
- Gift cards or gift certificates
- XM Sirius Radio
- Car wash memberships

## **VI. Cardholder Responsibilities**

All cardholders maintain the following responsibilities:

- Complete New Cardholder Training with the Program Administrator, or his/her designee.
- Sign Cardholder Acknowledgement form confirming acceptance of the Center's Credit Card policy and receipt of the credit card.
- The card may only be used for authorized business-related expenses.
- Create an online account to monitor transactions.
- Sign the card in the signature panel.
- Maintain card security to prevent unauthorized charges.
- Monitor transactions and account activity for any unauthorized transactions.

- Immediately dispute any unauthorized transactions and notify the Program Administrator via email with Deputy Director of Administration in copy.
- Obtain a receipt at the point of purchase and verify it for accuracy.
- Immediately report lost or stolen cards to the Program Administrator and send a follow up email to both the Program Administrator and Deputy Director of Administration.
- On a monthly basis, reconcile the cardholder statement with purchase documentation and all associated receipts/charge slips.
- Complete and sign the Monthly Credit Card Purchase Approval Form, attached your cardholder statement along with all original purchase documentation.
- Complete a Lost Receipt Affidavit Form for any lost receipts.
- Submit your form, statement and original purchase documentation to your Deputy Director for approval no later than the 5<sup>th</sup> of every month
- Inform Program Administrator of name, telephone, address or other account changes.

## **VII. Disciplinary Action(s)**

Appropriate disciplinary action, up to and including termination, will be taken should a cardholder be found, through proper investigation, to have violated their cardholder responsibilities and/or the Center's credit card policy.

Immediate card suspension will occur on the 10th of the month if the approved documentation has not been received by the Program Administrator.

Immediate card suspension occurs with the third lost receipt in a fiscal year.

## **VIII. Internal Controls**

The Center will establish internal controls designed to prevent and detect errors in the use and reporting of credit card transactions.

### **A. Approvals**

Each Deputy Director will review all submissions for approval prior to the 10<sup>th</sup> of every month and submit the approved documentation to the Program Administrator. Any unapproved documentation will be returned back to the employee for correction.

On a monthly basis, the Executive Director will review a monthly credit card usage report prepared by the Deputy Director of Administration detailing all account changes including new and closed accounts, cards reported as lost or stolen, disputed transactions, and changes in authorization limits.

The Program Administrator will maintain a binder by fiscal year of all Monthly Credit Card Approval Forms, original purchase documentation, lost receipt affidavits and Deputy Director approvals.

The Executive Director will submit their Monthly Credit Card Purchase Approval Form, original purchase documentation and any Lost Receipt Affidavits to the Chairman of the Board for signature approval at the first board meeting of each month. The approval documentation will be submitted to the Program Administrator.

#### B. Monitoring

All account activity and credit card transactions will be monitored by the Deputy Director of Administration and the Program Administrator through the online card access system.

#### C. Authorization

All new cards will be approved by the Executive Director.

All account changes are approved by the Executive Director.

Credit cards will be inactivated upon separation of any cardholder from the Center.

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- Financial institution/merchandise
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- Security brokers and dealers
- Timeshares
- Fines
- Bail and bond payments
- Court costs – alimony, child support payments
- Wire transfer – money order
- Dating and escort services
- Massage parlors

- Alcohol or tobacco products
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- Create an online account to monitor transactions, ~~reconcile monthly billing statements, and approve transactions.~~
- Sign the card in the signature panel.
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- Inform Program Administrator of name, telephone, address or other account changes.

**VII. Disciplinary Action(s)**

Appropriate disciplinary action, up to and including termination, will be taken should a cardholder ~~should~~ be found, through proper investigation, to have violated their cardholder responsibilities and/or the Center’s credit card policy.

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Immediate card suspension will occur on the 10th of the month if the approved documentation has not been received by the Program Administrator.

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Immediate card suspension occurs with the third lost receipt in a fiscal year.

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On a monthly basis, the Executive Director will review a monthly credit card usage report prepared by the Deputy Director of Administration detailing all account changes, including new and closed accounts, cards reported as lost or stolen, disputed transactions, and changes in authorization limits.

The Program Administrator will maintain a binder by fiscal year of all Monthly Credit Card Approval Forms, original purchase documentation, lost receipt affidavits and Deputy Director approvals.

The Executive Director will submit their Monthly Credit Card Purchase Approval Form, original purchase documentation and any Lost Receipt Affidavits to the Chairman of the Board for signature approval at the first board meeting of each month. The approval documentation will be submitted to the Program Administrator.

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A.B. Monitoring

All account activity and credit card transactions will be monitored by the Deputy Director of Administration ~~Command Staff~~ and the Program Administrator through the online card access system.

~~On a monthly basis, the Chief Executive Director will review a system generated report from the online card access system detailing all account changes including new and closed accounts, cards reported as lost or stolen, disputed transactions, and changes in authorization limits.~~

~~On a monthly basis, the Chief Executive Director will review a monthly reconciliation prepared by accounting staff reconciling receipts with the master billing statement and transaction approvals.~~

C. Authorization

~~Each transaction will be approved within the online card access system by the cardholder who verifies that the transaction amount and description is accurate.~~

~~Once approved by the cardholder, the transaction is then approved by the cardholder's direct supervisor and reviewed for proper business purpose. All new cards will be approved by the Executive Director.~~

All account changes are approved by the ~~Chief~~ Executive Director.

Credit cards will be inactivated upon separation of any cardholder from the Center.

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**Monthly Credit Card Purchase Approval Form**

Reporting Month: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Employee Number: \_\_\_\_\_

I certify that the attached credit card statement and corresponding original receipts represent legitimate expenses incurred solely for the benefit of SRFECB business. I also certify that no alcoholic beverages, tobacco products, gift cards or gift certificates were purchased.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Deputy Director Signature Date

\_\_\_\_\_  
Deputy Director or Executive Director Signature Date

\_\_\_\_\_  
Accounting – Program Administrator Signature Date

**Lost Receipt Affidavit**

Employee Name: \_\_\_\_\_  
Employee Number: \_\_\_\_\_

This is to certify on \_\_\_\_\_, I purchase in the sum of \$\_\_\_\_\_  
(date) (amount of purchase)

For \_\_\_\_\_  
(item purchased and business need for item)

I made the purchase at \_\_\_\_\_  
(vendor or store)

located at \_\_\_\_\_  
(vendor or store address)

I further certify that the itemized receipt for this purchase has been lost or was not received from the vendor. This lost receipt affidavit statement is given in lieu of that itemized receipt to obtain credit card purchase approval or reimbursement for this expenditure.

I certify this purchase represents a legitimate expense incurred solely for the benefit of SRFECC business. I also certify that no alcoholic beverages, tobacco products, gift cards or gift certificates were purchased.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Deputy Director Signature Date

\_\_\_\_\_  
Deputy Director or Executive Director Signature Date

\_\_\_\_\_  
Accounting – Program Administrator Signature Date

### Cardholder Acknowledgement Form

I, \_\_\_\_\_ (employee name) hereby acknowledge and agree that I have received a corporate credit card from SRFEC, and I have read the Credit Card Use Policy as approved by the SRFEC Board on August 27, 2019. I will observe and be bound by its terms and conditions. I further acknowledge any violation of this policy, may subject me to discipline up to and including termination.

I have also attended the New Cardholder Training with the Program Administrator, or his/her designee.

Credit Card Number: \_\_\_\_\_

Credit Card Monthly Limit: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Deputy Director Signature Date

\_\_\_\_\_  
Deputy Director or Executive Director Signature Date

\_\_\_\_\_  
Accounting – Program Administrator Signature Date

## Update of SRFECC Projects – August 27, 2019

Project Description	Operations Lead	IT/Admin Lead	Key Dates	Project Update
NG CAD CommandPoint CAD	Tara Poirier	Brad Dorsett	Project Kickoff: 12/3/19	Kickoff scheduled, NG confirming dates internally
NG COBOL CAD Hardware Upgrade		Brad Dorsett	Go Live: 9/24/19	On schedule for cutover
WestNet	Roman Kukharets	Brad Dorsett	Hardware Install: 9/30/19	On schedule for installation
NG FitGap	Tara Poirier	Brad Dorsett	Training: 12/4/19	NG confirming dates internally
NG CommandPoint Hardware	Tara Poirier	Brad Dorsett	Q2 2020	Pending FitGap results
NG Time and Materials		Brad Dorsett	On going	
KVM Switches		Brad Dorsett	Q2 2020	Pending FitGap results
Mission Critical Electrical Services		Kelson Patterson	Q4 2019	Scheduled
CritiCall	Tara Poirier	Brad Dorsett	Q4 2019	Invoice paid, install and training to be scheduled
Kronos Upgrade - Payroll		Cierra Lewandowski	Q4 2019	Contract signed, project kickoff to be scheduled
Kronos Upgrade - TeleStaff	Kylee Soares	Cierra Lewandowski Brad Dorsett	Cutover: 12/1/19	Kickoff scheduled for all staff on 8/29/19
Center Security	Julee Todd Dispatchers TBD	Kelson Patterson	Q3 2019	Vendor determined, proposal received
SharePoint	Katherine Shelton Kylee Soares	Linda Biagi Marissa Shmatovich Matt Wooden Brad Dorsett	Q4 2019	In progress
VDI Replacement with Laptops		Linda Biagi Brad Dorsett	Q4 2019	Test laptop with image received. To be tested.
SysAid to the Cloud		Brandon Nguyen (Direct Technologies)	Q4 2019	To be scheduled
Keepass to LastPass		Brad Dorsett	Evaluating	Evaluating if needed or not
UPS - Phase 3		Kelson Patterson	Q4 2019	Scheduled, kick off meeting on 9/2/19
Complete Contract Review		Linda Biagi Marissa Shmatovich	Q4 2019	In progress
SOPs - Operations	Kylee Soares	Marissa Shmatovich	Q4 2019	Complete and out for staff review
SOPs - Administration		Diane House Marissa Shmatovich	Q2 2020	
Employee Handbook Update		Diane House Cierra Lewandowski	Q4 2019	Rough draft completed
Rules and Regulations Update		Diane House Cierra Lewandowski	Q4 2019	
JPA Board Policies Review and Update		Marc Bentovoja	Q1 2020	
Center Policies and Procedure Review and Update	Kylee Soares	Marc Bentovoja Diane House	Q1 2020	
OES Radius Map	Supervisors	Brad Dorsett Linda Biagi	Q3 2019	Installed, bug with plotting location
Chair Inventory Surplus		Kelson Patterson	Q3 2019	In progress
AAR Power Outage		Linda Biagi	Q4 2019	In progress
GIS Regionalization		John Herrera Matthew Wooden	Q4 2019	Preparing for 10/8/19 board presentation
Verizon Cellular Data Review		Kelson Patterson Linda Biagi	Q3 2019	On going, monthly savings reduced from \$2500/month to \$500/month
ATT Circuits Data and Phone Review		Jeff Davis Linda Biagi	Q3 2019	On going, monthly savings reduced from \$7500/month to \$3700/month
Intrado Personal Greeting	Kylee Soares Supervisors	Brad Dorsett Linda Biagi	Complete	Completed in August
Radio Inventory		Linda Biagi	Complete	Completed in July
P25 Radio Programming and Training		Chuck Schuler	On going	Radio Failure Plan in progress
OES EDI Project		Linda Biagi	Complete	Completed in August

<b>SRFECC Positions &amp; Authorization Document (PAD)</b>				
<b>FY 19/20</b>				
<b>Center Management</b>				
<b>Position</b>	<b>FTE Positions</b>	<b>Part Time Positions</b>	<b>Vacancies</b>	<b>Comments</b>
Executive Director	1		1	Interim contract
Deputy Director, Operations	1			
Deputy Director, Administration	1			
Executive Assistant	1		1	
Administrative Analyst	1			
	5	0	2	
<b>Operations Division</b>				
<b>Position</b>	<b>FTE Positions</b>	<b>Part Time Positions</b>	<b>Vacancies</b>	<b>Comments</b>
Dispatcher Supervisor	7		2	
Dispatcher	29		6	
Recruit Dispatcher	4			
Part Time Dispatcher				
	40	0	8	
<b>Administration and IT Division</b>				
<b>Position</b>	<b>FTE Positions</b>	<b>Part Time Positions</b>	<b>Vacancies</b>	<b>Comments</b>
CAD Technician	1			
GIS Coordinator	2			
Telecommunications Engineer	1			
Systems Engineer	1		1	
Help Desk Technician	1			
Office Specialist - Center	1			
Office Specialist - CTC	1			
Financial Analyst	1		1	
Payroll & Benefits Technician	1			
Accounting Specialist	1			
Office Specialist Volunteer			1	
	11	0	3	
<b>Total Personnel</b>	<b>56</b>	<b>0</b>	<b>13</b>	



**Sacramento Regional Fire/EMS Communications Center**  
 10230 Systems Parkway, Sacramento, CA 95827-3006  
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**Executive Monthly Credit Card Usage Report**

**Reporting Month: July 2019**

Last 4 of card	Last Name	Status	Credit Limit	Monthly Usage	Approvals		
					Employee	DD	ED
6167	Dorsett	Open	\$ 1,500.00	\$ 7.60		DH	MS
xxxx	Parker	Closed	\$ 1,500.00	\$ 743.83		DH	MS
5961	Patterson	Open	\$ 5,000.00	\$ 2,691.45		DH	MS
3418	Shmatovich	Open	\$ 1,500.00	\$ 1,317.77		DH	MS
4343	Soares	Open	\$ 5,000.00	\$ 709.96		DH	MS
7785	Strong	Open	\$ 1,500.00	\$ 203.98		KJS	MS
7447	Tackett	Open	\$ 1,500.00	\$ 878.03		DH	MS
4358	Vargo	Open	\$ 1,500.00	\$ 336.38		DH	MS
6142	Wolfe	Open	\$ 1,500.00	\$ 548.00		KJS	MS
		<b>Total:</b>		<b>\$ 7,437.00</b>			
6001	AP	Open	\$ 10.00	\$ -			
0796	Meyer	Open	\$ 1,500.00	\$ -			
5033	Fender	Open	\$ 1,500.00	\$ -			
6159	Schuler	Open	\$ 2,500.00	\$ -			
6115	Mackey	Open	\$ 1,000.00	\$ -			
9466	Todd	Open	\$ 1,500.00	\$ -			
5946	Macias	Open	\$ 1,500.00	\$ -			
4129	Kukharets	Open	\$ 1,500.00	\$ -			
6092	Poirier	Open	\$ 1,500.00	\$ -			
4584	Goodnow	Open	\$ 1,500.00	\$ -			
		<b>Total:</b>	<b>\$34,510.00</b>				



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3006

www.srfecc.ca.gov

## Monthly Activity: July 2019

**New accounts added:** None

**Closed accounts:** House, Quintard, Wooden, Herrera, Lewandowski, Chao, Miller, Tackett, Steckelberg, Parker

**Cards reported lost or stolen:** None

**Disputed transactions:** None

**Changes in authorization limits:** AP from \$30,000 to \$10

**Monthly Liability:** Previous monthly liability was \$200,000. Currently, our monthly liability is \$34,510.00. During the month of August, our goal is to reduce the monthly liability to \$25,000.

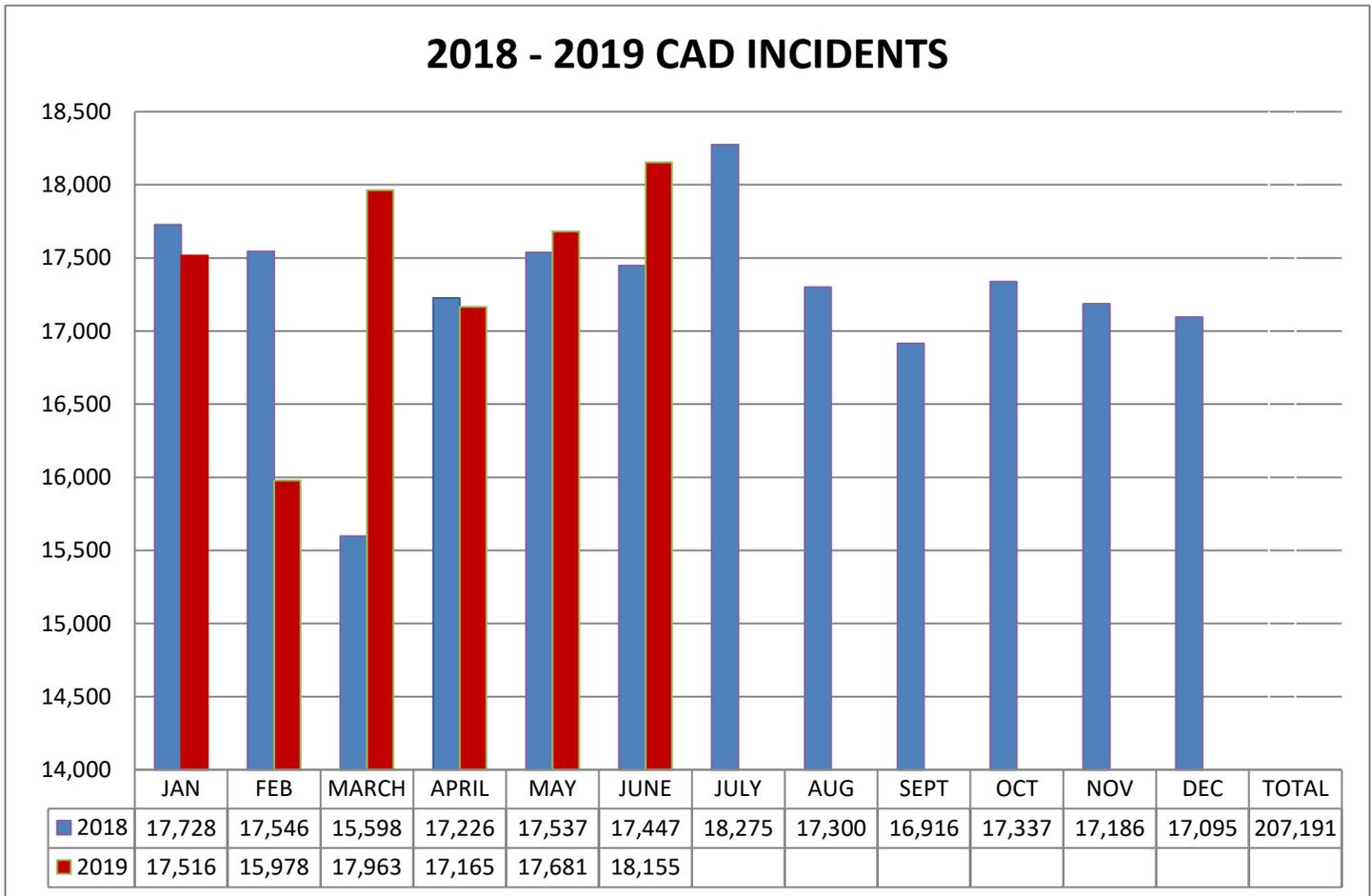
FY 19-20			
Total Monthly Credit Card Usage			
July	\$ 7,437.00	January	\$ -
August	\$ -	February	\$ -
September	\$ -	March	\$ -
October	\$ -	April	\$ -
November	\$ -	May	\$ -
December	\$ -	June	\$ -

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.

  
Executive Director Signature

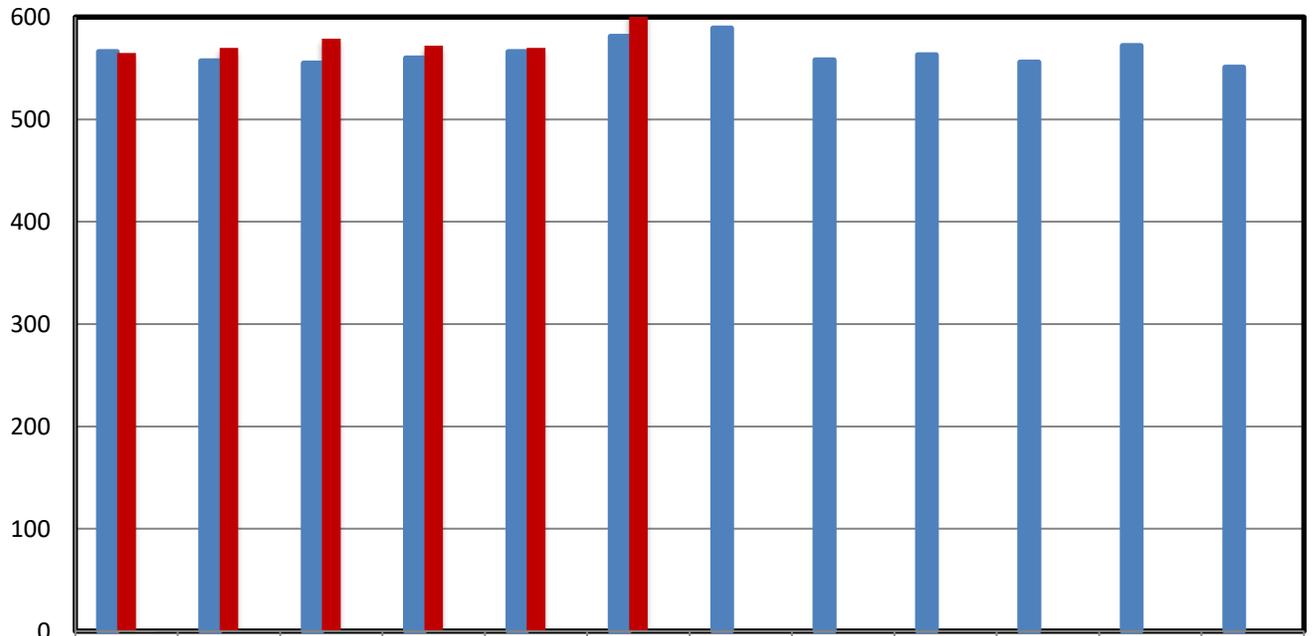
8-22-19  
Date

**Total number of CAD incidents entered for June: 18,155**



**Average number of CAD incidents entered per day for June: 605**

### Average Number of Incidents Per Day



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
■ 2018	566	557	555	560	566	581	589	558	563	556	572	551
■ 2019	565	570	579	572	570	605						
■ % CHANGE	-0.18%	2.28%	4.15%	2.10%	0.70%	3.97%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

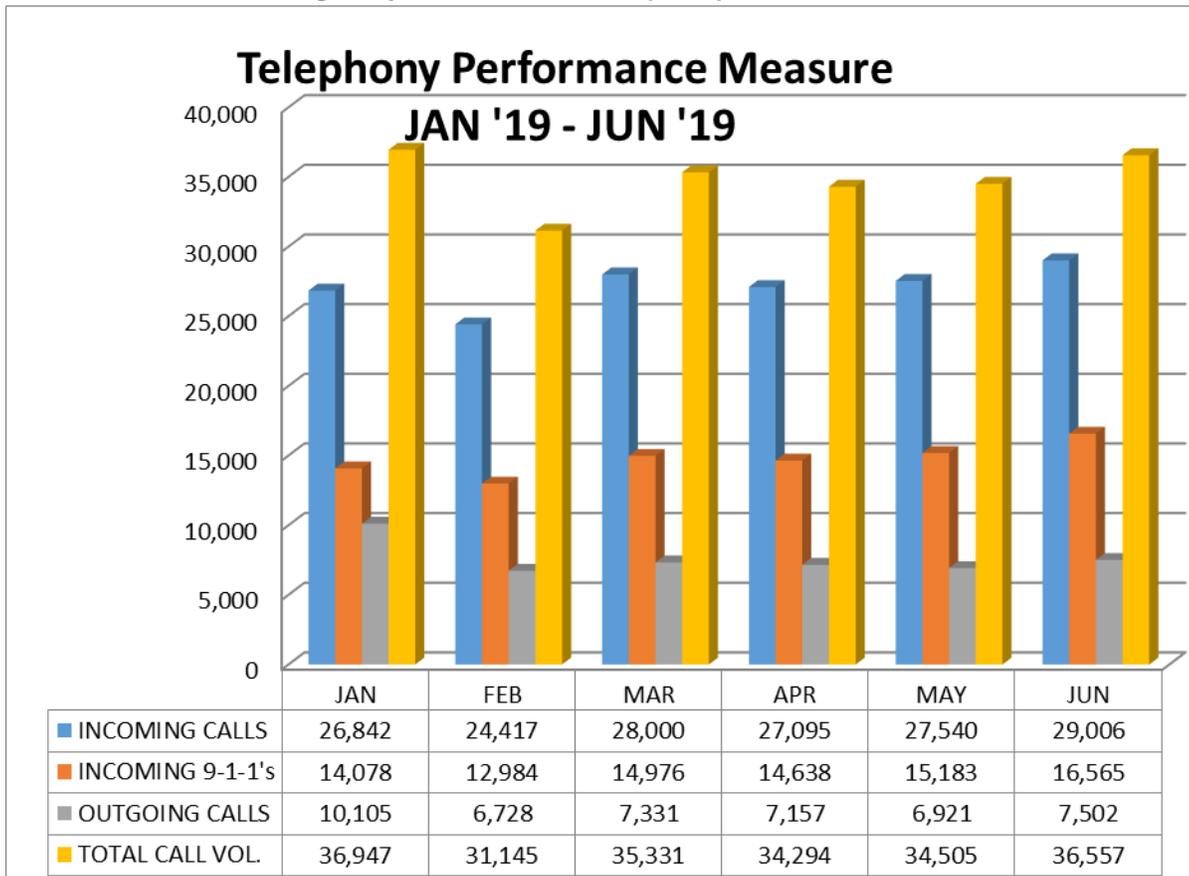
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of June, 2019 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police Dept.), Alarm Company lines, as well as Seven-Digit Administrative lines.

**Summary of Information**

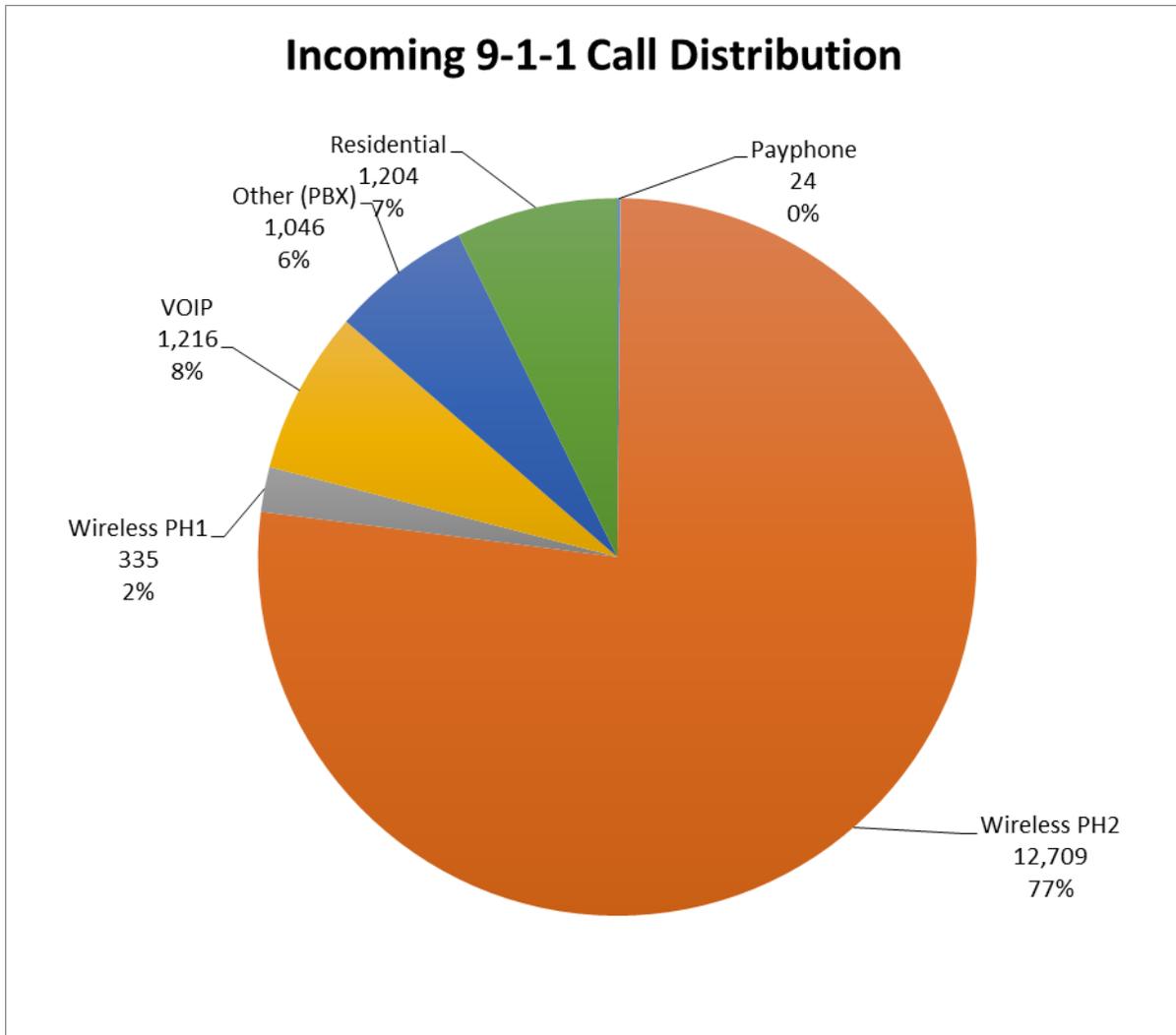
During the month of June, 2019 dispatch staff processed **29,006** incoming calls and **7,502** outgoing calls for a total call volume of **36,557**.

**Detailed Breakdown of Information – Incoming Lines**

- ***9-1-1 Emergency lines: 16,565***
- ***“Seven-Digit” Emergency lines (7DE): 4,685***
- ***Allied Agency/Alarm Companies: 3,407***
- ***Non-Emergency/Administrative (7DA) lines: 4,737***



The following data represents incoming call distribution according to class of service. June totals: **16,565** incoming 9-1-1 calls:



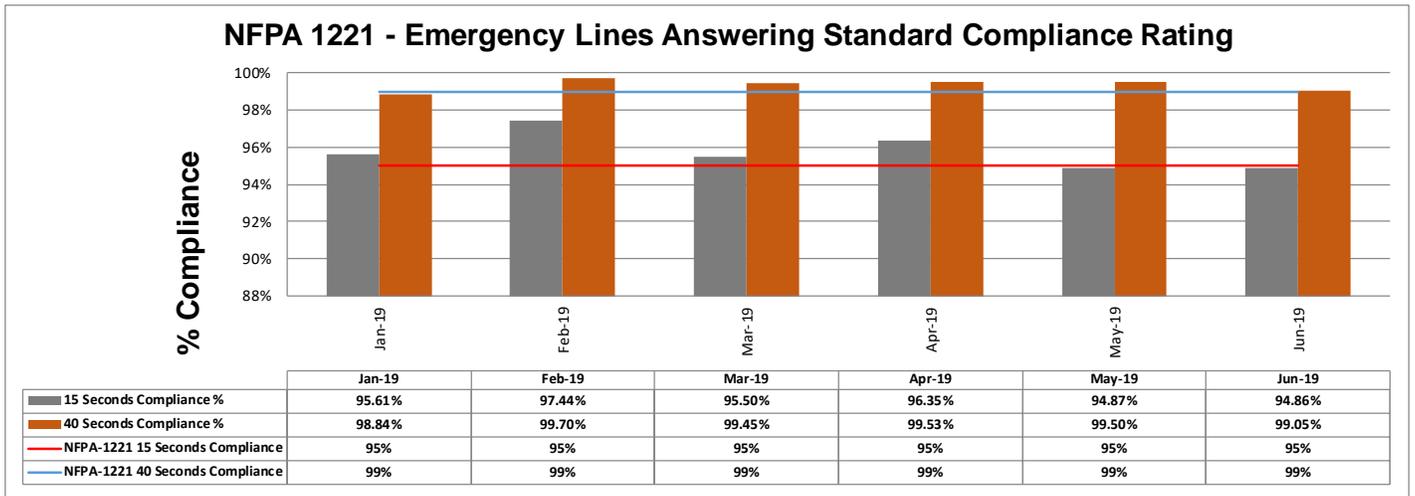
## Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

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

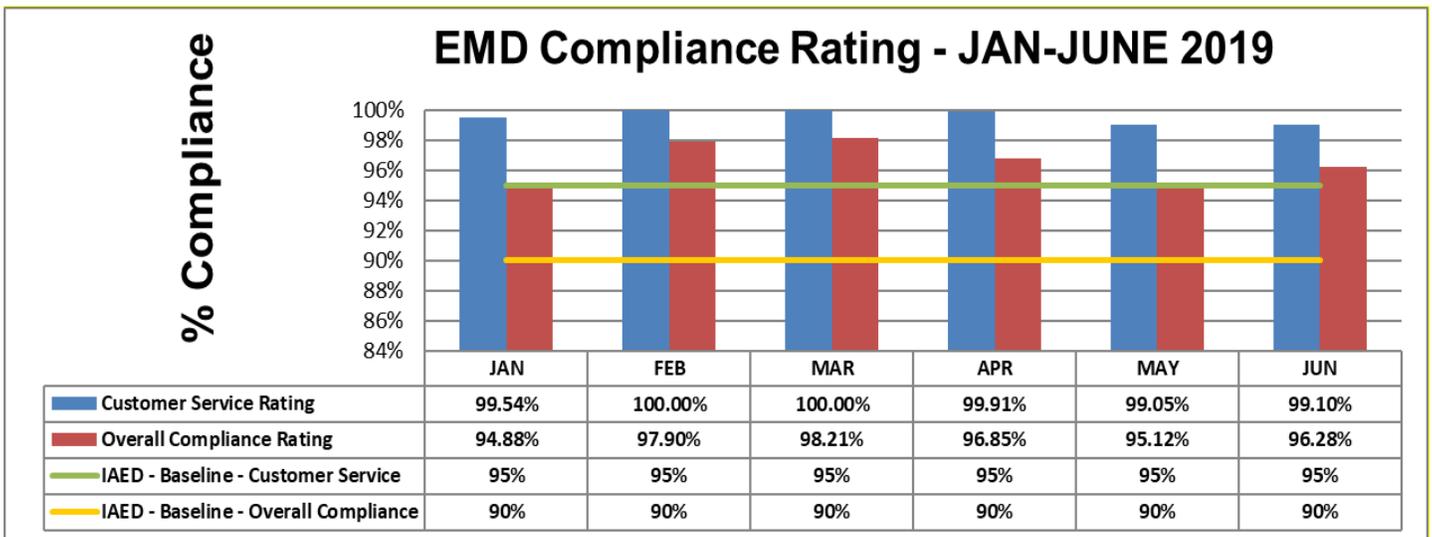
**Rule 7.4.1:** *“Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.”*

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In June, the dispatch team answered all calls on emergency lines within 15 seconds **94.86%** of the time and answered within 40 seconds **99.05%**.

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

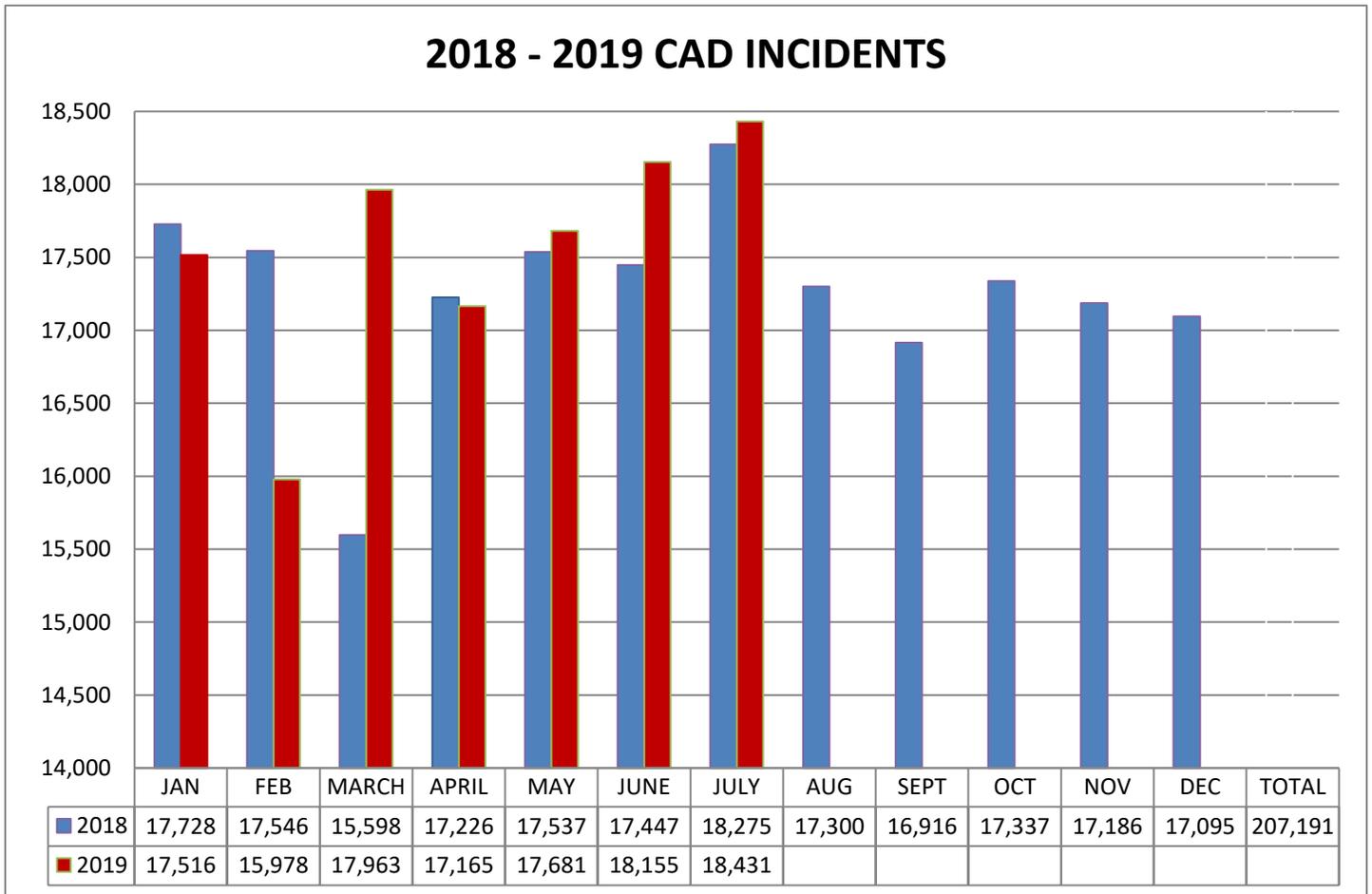


- **Customer Service Score Average\* (Baseline Requirement of 95%)**
  - **Overall Customer Service Score – JUNE: 99.10%**
  - **Overall Customer Service Score – JAN to JUNE: 99.58%**
  
- **Overall Compliance Score Average\* (Baseline Requirement of 90%)**
  - **Overall Compliance Score – JUNE: 96.28%**
  - **Overall Compliance Score – JAN to JUNE: 96.39%**



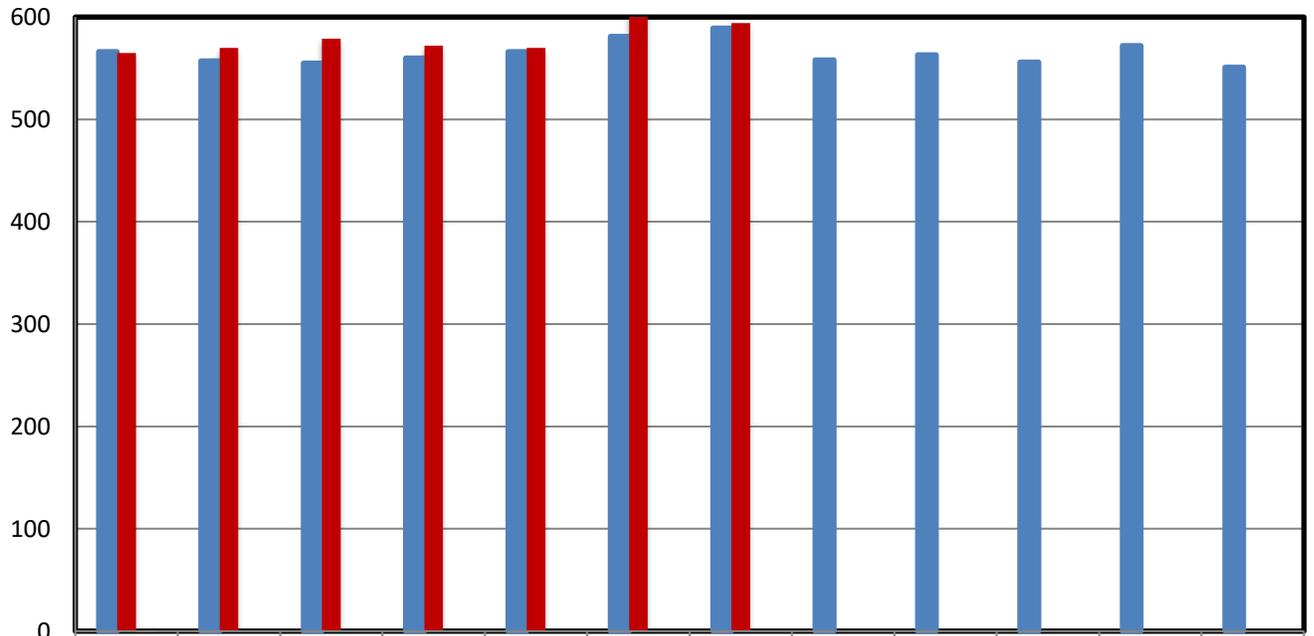
*\*Effective Emergency Medical Dispatch (EMD) practices are based on the consistent use of medically approved dispatch protocols. EMD or the Medical Priority Dispatching System (MPDS) is in part based on published standards of the International Academy of Emergency Dispatch (IAED) in consultation with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

**Total number of CAD incidents entered for July: 18,431**



**Average number of CAD incidents entered per day for July: 594**

**Average Number of Incidents Per Day**

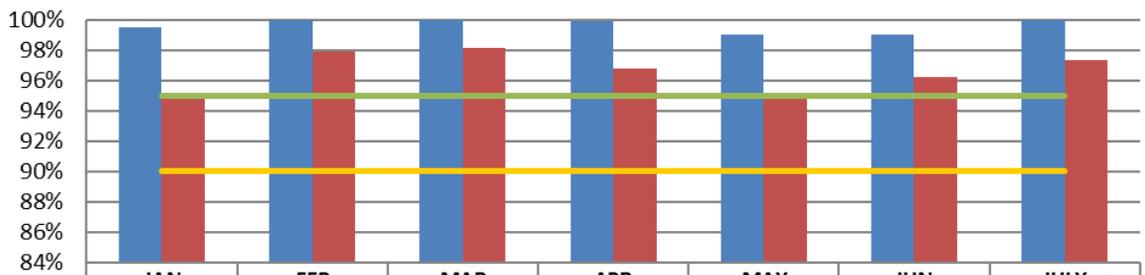


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2018	566	557	555	560	566	581	589	558	563	556	572	551
2019	565	570	579	572	570	605	594					
% CHANGE	-0.18%	2.28%	4.15%	2.10%	0.70%	3.97%	0.84%	0.00%	0.00%	0.00%	0.00%	0.00%

- **Customer Service Score Average\* (Baseline Requirement of 95%)**
  - **Overall Customer Service Score – JULY: 100.00%**
  - **Overall Customer Service Score – JAN to JULY: 99.50%**
  
- **Overall Compliance Score Average\* (Baseline Requirement of 90%)**
  - **Overall Compliance Score – JULY: 97.38%**
  - **Overall Compliance Score – JAN to JULY: 96.15%**

**% Compliance**

### EMD Compliance Rating - JAN-JULY 2019



	JAN	FEB	MAR	APR	MAY	JUN	JULY
Customer Service Rating	99.54%	100.00%	100.00%	99.91%	99.05%	99.10%	100.00%
Overall Compliance Rating	94.88%	97.90%	98.21%	96.85%	95.12%	96.28%	97.38%
IAED - Baseline - Customer Service	95%	95%	95%	95%	95%	95%	95%
IAED - Baseline - Overall Compliance	90%	90%	90%	90%	90%	90%	90%

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

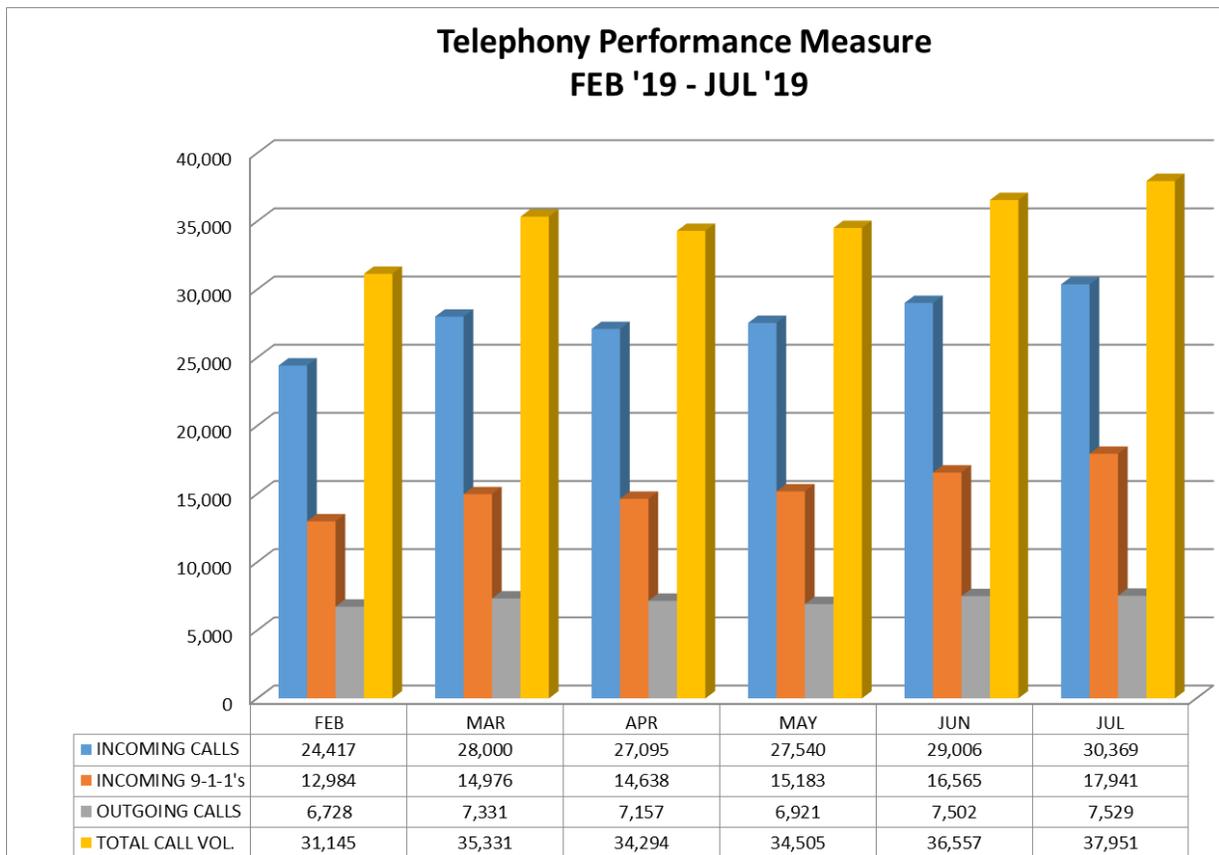
The following data is the telephony performance measures for the Sacramento Regional Fire/EMS Communications Center (SRFECC) during the month of July, 2019 for all incoming and outgoing calls to and from the Center on 9-1-1 lines, Seven-Digit Emergency (7DE) lines, Allied Agencies (i.e. Sacramento Police Dept.), Alarm Company lines, as well as Seven-Digit Administrative lines.

**Summary of Information**

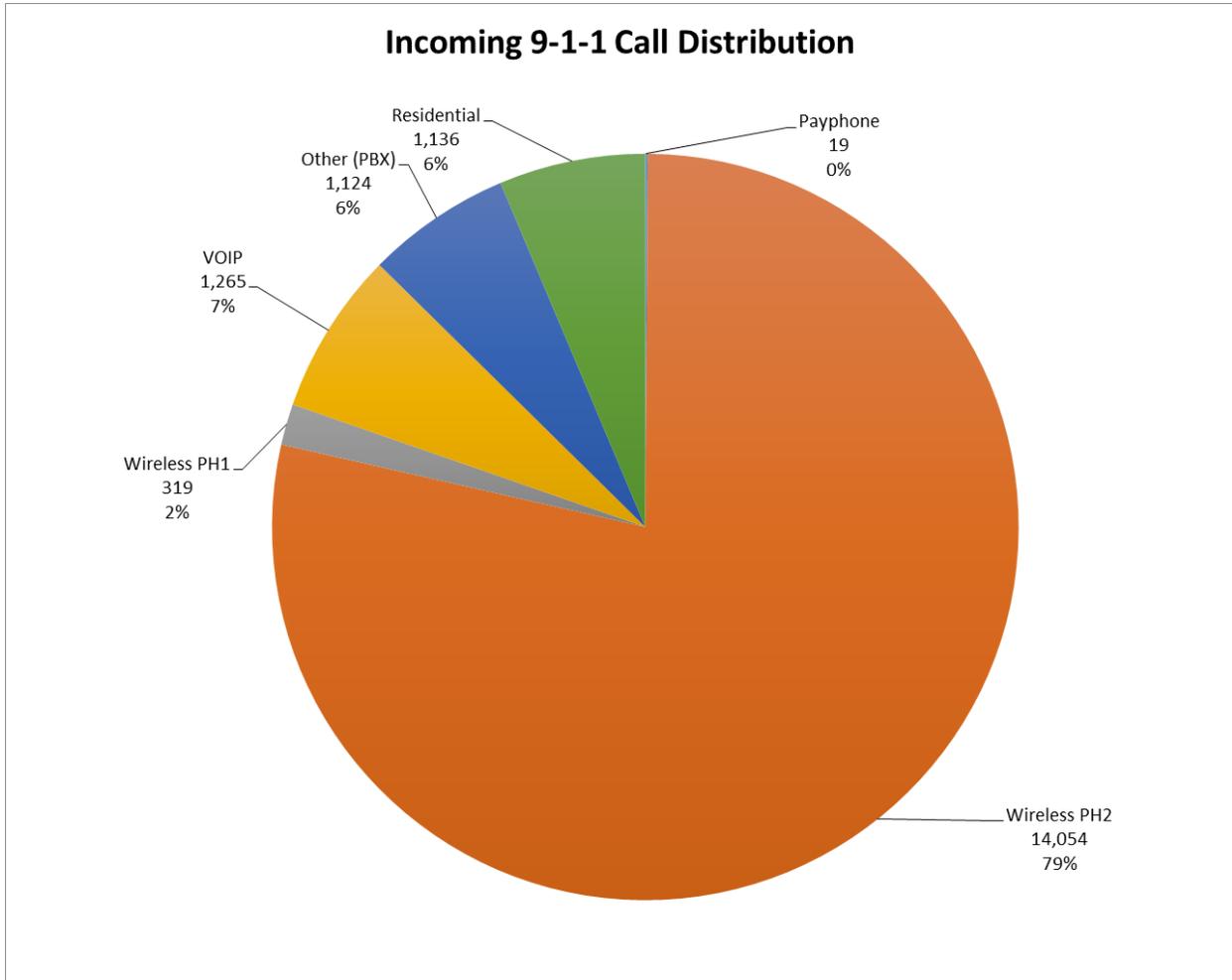
During the month of July, 2019 dispatch staff processed **30,369** incoming calls and **7,529** outgoing calls for a total call volume of **37,951**.

**Detailed Breakdown of Information – Incoming Lines**

- **9-1-1 Emergency lines: 17,917**
- **“Seven-Digit” Emergency lines (7DE): 4,923**
- **Allied Agency/Alarm Companies: 3,429**
- **Non-Emergency/Administrative (7DA) lines: 4,509**



The following data represents incoming call distribution according to class of service. July totals: **17,917** incoming 9-1-1 calls:



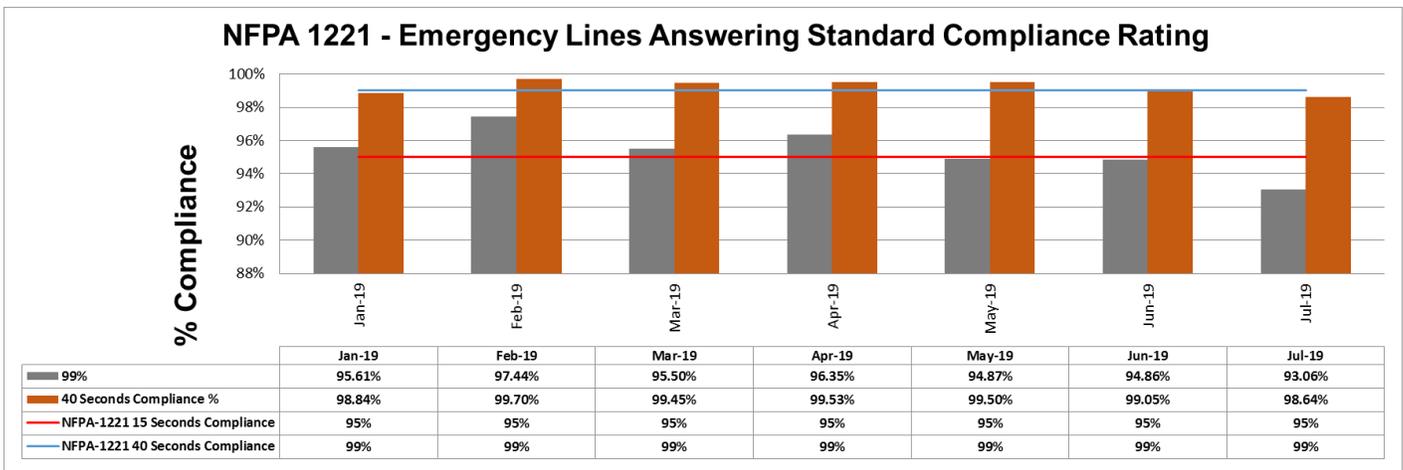
## Emergency Lines Answering Standard: NFPA-1221 (2016 Edition)

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

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

NFPA-1221 (2016 ed.) recommends that all calls received on emergency lines shall be answered within 15 seconds 95% of the time and 99% percent of emergency lines shall be answered within 40 seconds – In July, the dispatch team answered all calls on emergency lines within 15 seconds **94.86%** of the time and answered within 40 seconds **99.05%**.

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





# RIO VISTA FIRE DEPARTMENT

350 Main Street | Rio Vista, CA. 94571

Ph: 707.374.2233 | F: 707.374.6324



August 2, 2019

River Delta Fire District  
PO Box 541  
Isleton, CA. 95641

Attn: Board of Directors & Fire Chief Paul Cutino

RE: Termination of Automatic Aid Agreement (2005)

To Whom It May Concern,

This letter is to serve as our written notice of intent to terminate the Automatic Aid Agreement (enclosed) dated 12/3/2005. Our notification is in accordance with the termination clause contained on Page 1 of the agreement (30-day notice in writing).

Please be advised that on September 2, 2019 at 17:00 hours, the Rio Vista Fire Department will suspend "automatic" responses to the River Delta Fire District. Future assistance will be under Master Mutual Aid in accordance with Policies for out-of-county mutual aid and may only be filled when staffing levels and available apparatus allow.

It has been a pleasure to work closely with the District over the last several years. We wish you continued success and all the best in future endeavors.

Sincerely,

Jeff Armstrong, Fire Chief

Encl. 2005 Automatic Aid Agreement (copy)

cc. Rio Vista City Manager, Delta Fire Protection District Board, Isleton Fire Department, Solano County Sheriff Dispatch Center & Sac Regional Dispatch Center.

*Providing contract services for the Delta Fire Protection District in Sacramento County  
[www.riovistacity.com/fire-department](http://www.riovistacity.com/fire-department)*

## AUTOMATIC AID AGREEMENT

This Cooperative Automatic Aid Agreement made and agreed to this 3 day of December, 1998, between Delta Fire Protection District, and the City of Rio Vista Fire Department, hereinafter called Rio Vista, and the Isleton Fire Protection District, and the City of Isleton Fire Department, hereinafter called Isleton.

### WITNESSETH

Whereas, Rio Vista maintains and operates a fire protection organization in the City of Rio Vista and Southwest Sacramento County;

And

Whereas, Isleton maintains and operates a fire protection organization in the City of Isleton and Southeast Sacramento County;

And

Whereas, Rio Vista and Isleton are desirous of additional fire protection service in their adjacent areas especially in providing additional manpower to cover the OSHA two in two out regulation.

Now Therefore, the parties hereto agree as follows,

Rio Vista agrees to furnish a fire engine and crew to all structure fires in the Isleton City and District.

Isleton agrees to furnish a fire engine and crew to all structure fires in the Rio Vista and Delta District.

Notwithstanding the above, no response shall require that Rio Vista or Isleton deplete its own fire protection resources to the detriment of its normal fire protection responsibilities.

The assurance of cooperation set forth herein shall constitute the sole considerations for the performance hereof and neither party shall be obligated to reimburse the other on account of any action taken or aid rendered hereunder or for any use of material, damage to equipment, facilities, or liability incurred which may occur in the course of rendering the services herein provided for.

This agreement shall remain in full force and effect unless terminated by Rio Vista or Isleton giving to the other thirty (30) days notice in writing of such termination.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year first herein above written.

BY  \_\_\_\_\_

Fred Harris, Mayor City of Rio Vista

BY \_\_\_\_\_

Carl Hendren, Mayor City of Isleton

BY \_\_\_\_\_

\_\_\_\_\_ Member of the Board  
Directors Delta Fire Protection District

BY \_\_\_\_\_

Kirk West, Member of the Board of Directors  
Isleton Fire Protection District

RESOLUTION 98-95

RESOLUTION APPROVING AUTOMATIC AID AGREEMENT BETWEEN  
DELTA PROTECTION DISTRICT, CITY OF RIO VISTA FIRE  
DEPARTMENT, ISLETON PROTECTION DISTRICT  
AND THE CITY OF ISLETON FIRE DEPARTMENT

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIO VISTA that said Council hereby approves of the AUTOMATIC AID AGREEMENT between Delta Fire Protection District, the City of Rio Vista Fire Department, the Isleton Fire Protection District and the City of Isleton Fire Department, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference. Under said agreement, Delta Protection District and the City of Rio Vista Fire Department between them agree to furnish a fire engine and crew to all structure fires in the Isleton City and District, and Isleton Fire Protection District and the City of Isleton Fire Department, between them, agree to furnish a fire engine and crew to all structure fires in the City of Rio Vista and the Delta District. Said agreement may be terminated upon thirty (30) days notice.

BE IT FURTHER RESOLVED that the Mayor is authorized to execute said agreement on behalf of the City and to take such other action as may be necessary to carry out the terms and conditions contained therein.

I, ANITA REINEKE, CITY CLERK OF THE CITY OF RIO VISTA, and ex-officio Clerk of the City Council of said City, do hereby certify the above and foregoing to be a full, true and correct copy of a Resolution of said City Council which was regularly introduced, passed and adopted by said City Council at a regular meeting thereof, by the following vote:

AYES: COUNCILMEMBERS	<u>Alphin, Bidou, Coglianesi, DeSilva, Harris</u>
NOES: COUNCILMEMBERS	<u>None</u>
ABSENT: COUNCILMEMBERS	<u>None</u>

WITNESS my hand and seal of said City this third day of December, 1998.

Anita Reineke  
ANITA REINEKE, CMC/AAE, CITY CLERK

COPY