



MEETING AGENDA
REGULAR MEETING OF THE GOVERNING BOARD OF SRFECC

Tuesday, February 27, 2024 9:00 AM Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655

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:

None

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 Teamsters Local 856 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

Medical Director

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 (January 23, 2024) Page 4
- 2. Special Board Meeting Synopsis (February 13, 2024) Page 8
- 3. Executive Assistant Job Description (Staff Report 24-5) Page 11
- 4. Launch Support Hours Purchase (Staff Report 24-4) Page 15

PROPOSED ACTION: Motion to Approve Consent Agenda

STAFF REPORTS/ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

- 1. Communications Center Statistics Page 17
- 2. Financial Reports Page 21
 - a. Monthly Credit Card Usage Statement
 - b. Budget to Actuals
 - c. Cash Flow Report
 - d. Monthly Lease Update
 - e. PAD Update

CORRESPONDENCE:

None

CENTER REPORTS:

- 1. Operations Manager Todd
- 2. Administration Manager Shmatovich
- 3. Chief Executive Director Freeman

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

*INDICATES NO ATTACHMENT

None

BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

The next scheduled Board Meeting is Tuesday, March 12, 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
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 February 23, 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
- 10545 Armstrong Ave, Mather, CA 95655-4102

ATTEST:



MELLISA BERNETT
CLERK OF THE BOARD

*INDICATES NO ATTACHMENT

**MEETING MINUTES
GOVERNING BOARD MEETING**

**Tuesday, January 23, 2024, 9:00 AM Sacramento Metropolitan Fire Department
10545 Armstrong Avenue, CA 95655**

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 A. 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, SRFECC
Dr. Tressa Naik	Medical Director, SRFECC
Mellisa Bernett	Office Specialist, SRFECC
Jenn Edwards	Dispatcher II, SRFECC

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

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

PRESENTATION:

Dr. Naik delivered a comprehensive year-end update, highlighting call statistics and commending the dedication of the dispatchers.

CLOSED SESSION:

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

Center Negotiator(s)

Lindsay Moore, Counsel

*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

Employee Discipline/Dismissal/Release: (1) position

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 9:06 a.m.

The open session was reconvened at 10:47 a.m.

- 1. The board met in closed session; 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 – December 12, 2023

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

NOES:
ABSENT:
ABSTAIN:

Motion passed.

ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

None

*INDICATES NO ATTACHMENT

INFORMATION:

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

CENTER REPORTS:

1. Operations Manager Julee Todd
 - a. Provided training updates, with two ongoing CRO trainings and plans for a spring academy. Delphini radio transcription project progressing. Service anniversaries: Celebrating one year is Abby Castillo, Jennifer Hottal, Natalie Beletskiy, Lauren Beck, Mary White and Lenny Sina. Celebrating 2 years is Olivia LaFace, Julia McDaniel and Megan Wright. Celebrating 12 years is Roman Kukharets.
2. Administration Manager Marissa Shmatovich
 - a. Shared project updates, including the commencement of the restroom remodel. The fencing project is set to begin mid-February. Server operating system and cloud-based backup projects are on track for completion by month-end. Bullpen remodel preparations underway, with PC and workstation projects to follow. Budget work in progress, aiming for a preliminary budget presentation soon.
3. Chief Executive Director Josh Freeman:
 - a. Acknowledged staff adaptability during ongoing projects, emphasizing their significant contributions to advancing the center.

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

1. Chief Greene

Chief Greene expressed appreciation for everyone's hard work and thanked the team for hitting the ground running in 2024.

2. Chief Bair

*INDICATES NO ATTACHMENT

Chief Bair congratulated service anniversaries and commended the swift movement of Ace Accreditation, providing kudos to Tara and those who worked with her on that endeavor. Anticipated positive impacts in the future.

3. Chief Williams

Chief Williams expressed excitement for the future, citing pride in the centers accreditation achievements.

4. Chief Wilson

Chief Wilson congratulated service anniversaries and emphasized the transformative impact of ongoing projects, urging everyone to lean in to the coming year.

ADJOURNMENT:

The meeting was adjourned at 11:06 a.m.

ATTEST:



MELLISA BERNETT
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON

**MEETING MINUTES
SPECIAL BOARD MEETING**

Tuesday, February 13, 2024,

7:00 AM

**SRFECC Administration Building
10411 Old Placerville Rd #210, CA 95627**

GOVERNING BOARD MEMBERS PRESENT

Ken Cusano, Alternate Board Member	Fire 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

GOVERNING BOARD MEMBERS ABSENT

Chad Wilson, Chairperson	Assistant Chief, Folsom Fire Department
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COMMUNICATIONS CENTER MANAGEMENT

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

OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFECC
Mellisa Bernett	Office Specialist, SRFECC
Tara Poirier	Dispatch Supervisor/EMS Supervisor, SRFECC
Summer Carroll	Dispatcher II, SRFECC
Jenn Edwards	Dispatcher II, SRFECC
Eric Kizzie	Dispatcher II, SRFECC
Julia McDaniel	Dispatcher II, SRFECC

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

Chief Greene was participating virtually; under the government code there were emergency circumstances that required him to participate in that manner.

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

PRESENTATION:

None

*INDICATES NO ATTACHMENT

ACTION ITEMS:

1. Voyager AI – (Staff Report 24-1)

- a. A motion was made by Chief Bair and seconded by Chief Cusano to approve the six-month pilot program and five year price lock quote.

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

NOES:
ABSENT:
ABSTAIN:

2. Updated Circuitry and Grounding Project – (Staff Report 24-2)

- a. A motion was made by Chief Bair and seconded by Chief Cusano to approve the electrical quote from PSI for \$38,829.84.

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

NOES:
ABSENT:
ABSTAIN:

3. NICE Hardware Upgrade – (Staff Report 24-3)

- a. A motion was made by Chief Cusano and seconded by Chief Bair to approve the NICE hardware upgrade quote #USC000907886.

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

NOES:
ABSENT:
ABSTAIN:

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

*INDICATES NO ATTACHMENT

None

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

None

BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 7:10 a.m.

ATTEST:



MELLISA BERNETT
CLERK OF THE BOARD

CHAD WILSON
CHAIRPERSON

SCOTT WILLIAMS
VICE CHAIRPERSON



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STAFF REPORT (24-5)

DATE: February 22, 2024

TO: Board of Directors

FROM: Josh Freeman, Chief Executive Director

BY: Marissa Shmatovich, Administrative Manager

SUBJECT: Updated Executive Assistant Job Description

RECOMMENDATION

The Board of Directors approve the updated Executive Assistant job description.

BACKGROUND/ANALYSIS:

This positions are currently authorized in the PAD and budgeted. Recent staff changes opened the Executive Assistant position, prompting review of the current job description. The review included reflecting actual tasks and expectations of the positions and bringing salary ranges current with the 2024 wage table. The Center intends to recruit for, and ultimately fill, the Executive Assistant position to provide additional administrative support.

FINANCIAL ANALYSIS

This position is currently budgeted for and will incur no additional or unexpected financial impacts.

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

Respectfully submitted,

Marissa Shmatovich
 Executive Assistant
Attachments: Executive Assistant Job Description

Staff Report recommendation authorized by:

DocuSigned by:


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Chief Executive Director



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EXECUTIVE ASSISTANT [CONFIDENTIAL]

JOB DESCRIPTION AND MINIMUM QUALIFICATIONS

Salary Range: \$6,217.64 - \$7,557.58 Monthly

POSITION SUMMARY:

Under general supervision of the Chief Executive Director (CED), the Executive Assistant is responsible for executive staff coordination, and other administrative support functions in the office of the CED and Executive Staff; performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The Executive Assistant should possess the following specific knowledge and abilities:

Knowledge of:

- Principles and practices of modern Joint Powers Authority management and administration
- Modern office methods, equipment, and procedures, including use of microcomputer database, spreadsheet applications, and software warehouse systems. Complex filing systems management and document administration.
- Principles of effective customer service.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Work with and maintain highly sensitive, confidential information
- Understand the organization and operation of the SRF ECC and affiliated agencies
- Interpret and apply administrative and departmental policies, procedures, laws, rules and regulations
- Establish and maintain harmonious and effective cooperative working relationships with a wide variety of people that include executive management, employees, outside agencies, and the general public
- Understand and interpret the policies and procedures and other pertinent laws and regulations
- Compile information, research data, and access a variety of databases for tracking and generating reports
- Utilize Business English, including letter writing formats and technical report preparation
- Work independently in the absence of supervision; attend and participate in a variety of professional association meetings
- Communicate effectively, clearly, and concisely in English, both orally and in writing
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner
- Ability to reason and act decisively under stressful situations

ESSENTIAL JOB FUNCTIONS:

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

- Plan, coordinate, assign, review, and supervise all administrative and clerical staff work functions in support of the CED's office.



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- Recommend organizational, staffing, and procedural changes affecting activities of the CED's office; including inform the CED on sensitive matters with potential impact to the SRF ECC's operations and relationships
- Respond to, initiate and/or maintain a variety of files and records of information related to the CED's office and the Center, including general correspondence, letters, agendas, reports, policy and procedure manuals as well as other materials of a routine nature; prepare reports regarding SRF ECC.
- Act as the Clerk of the Board for Joint Powers Authority Board meetings
- Act as Custodian of Records for the agency, receiving, processing, and responding to Public Records requests or subpoenas
- Process requests for commendatory resolutions and certificates of appreciation; purchase and maintain a supply of commemorative gifts for honorees and others.
- Plan, coordinate, and supervise special events as requested by the CED.
- Research, compile, and analyze data for special projects and various reports.
- Obtain, relay, and coordinate information and activities as well as determine priority of and route correspondence to CED and/or Executive Staff.
- Maintain, coordinate, arrange, and confirm meetings, schedules, calendars, conferences, and appointments involving CED and/or Executive Staff.
- General supervision of the work of support staff; review work upon completion for quality control and compliance with all policies, procedures, rules, and regulations.
- Keeping minutes and notes and assign/track action items
- Relieve the CED and/or Executive Staff of routine personnel duties such as timecard processing, vacation calendar maintenance, and other administrative bookkeeping and support duties.
- Represent the CED at staff meetings, committees, and other related meetings.

EDUCATION AND EXPERIENCE:

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

Age:

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

Education/Training:

- Possess a high school diploma or equivalent GED certificate.
- An Associate's Degree from a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education with a major in public or business administration or closely related field is required
- Additional qualifying experience may substitute for the education requirement on a year-for-year basis.
- An Executive Assistant Certification may be substituted for the education requirement.
- Brown Act and Public Records Act Training OR must complete training within first 60 days of employment.

Experience:

- Administrative support, preferably at the executive level. Five years of increasingly responsible work experience including at least two of the five years' experience should be working in a public agency.



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



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STAFF REPORT (24-4)

DATE: February 22, 2024

TO: Board of Directors

FROM: Josh Freeman, Chief Executive Director

BY: Marissa Shmatovich, Administrative Manager

SUBJECT: Launch Support Hours Purchase

RECOMMENDATION

The Board of Directors approve Quote #2024-0213SF for support hours with Launch Consulting for \$21,000.

BACKGROUND/ANALYSIS:

Launch Consulting has been a long-standing IT partner for the Center. Over the years, the Center has purchased blocks of support hours from Launch Consulting to take advantage of lower hourly rates and more predictable budgeting and expense planning.

The Center utilizes the support hours for high priority items that require escalation and cannot be resolved in-house or by the Launch HelpDesk team. With the contracted on-site Systems Engineer, these instances occur less frequently, however, they have not been eliminated and therefore a block of support hours is recommended to accommodate emergent and/or highly technical IT tickets.

FINANCIAL ANALYSIS

The block of support hours will be funded by the Technology Services line item with no unanticipated financial impacts.

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

Respectfully submitted,

Marissa Shmatovich
 Administration Manager
Attachments: Launch Quote #2024-0213SF

Staff Report recommendation authorized by:

DocuSigned by:

A handwritten signature in black ink, appearing to be "J. Freeman", written over a horizontal line.

65B602DAE5EF4DZ...

Chief Executive Director



QUOTE

DATE: **2/13/2024**

QUOTE #: **2024-0213SF**

QUOTE PREPARED BY:
Cory Sytsma
Client Services Manager
Launch Consulting
 3013 Douglas Boulevard, Suite 170
 Roseville, CA 95661

QUOTE PREPARED FOR:
Marissa Shmatovich
Sacramento Regional Fire
EMS Communications Center
 10230 Systems Pkwy
 Sacramento, CA 95827
MShmatovich@srfecc.ca.gov

ITEM #	DESCRIPTION	QTY	UNIT PRICE	ANNUAL AMOUNT
1	Prepaid hours to be used for general IT services within the Professional Services and Managed Services agreements.	150.00	\$ 140.00	\$ 21,000.00
				\$ -
All terms and conditions from the Master Services Agreement implied herein				
Payment Terms: 30 days				
Bill to:				
Launch Consulting				
3013 Douglas Boulevard, Suite 170				
Roseville, CA 95661				
			Subtotal	\$ 21,000.00
			Tax (8.75%)	\$ -
			TOTAL	\$ 21,000.00

Quote Approval
 Sacramento Regional Fire

 Signature

 Title



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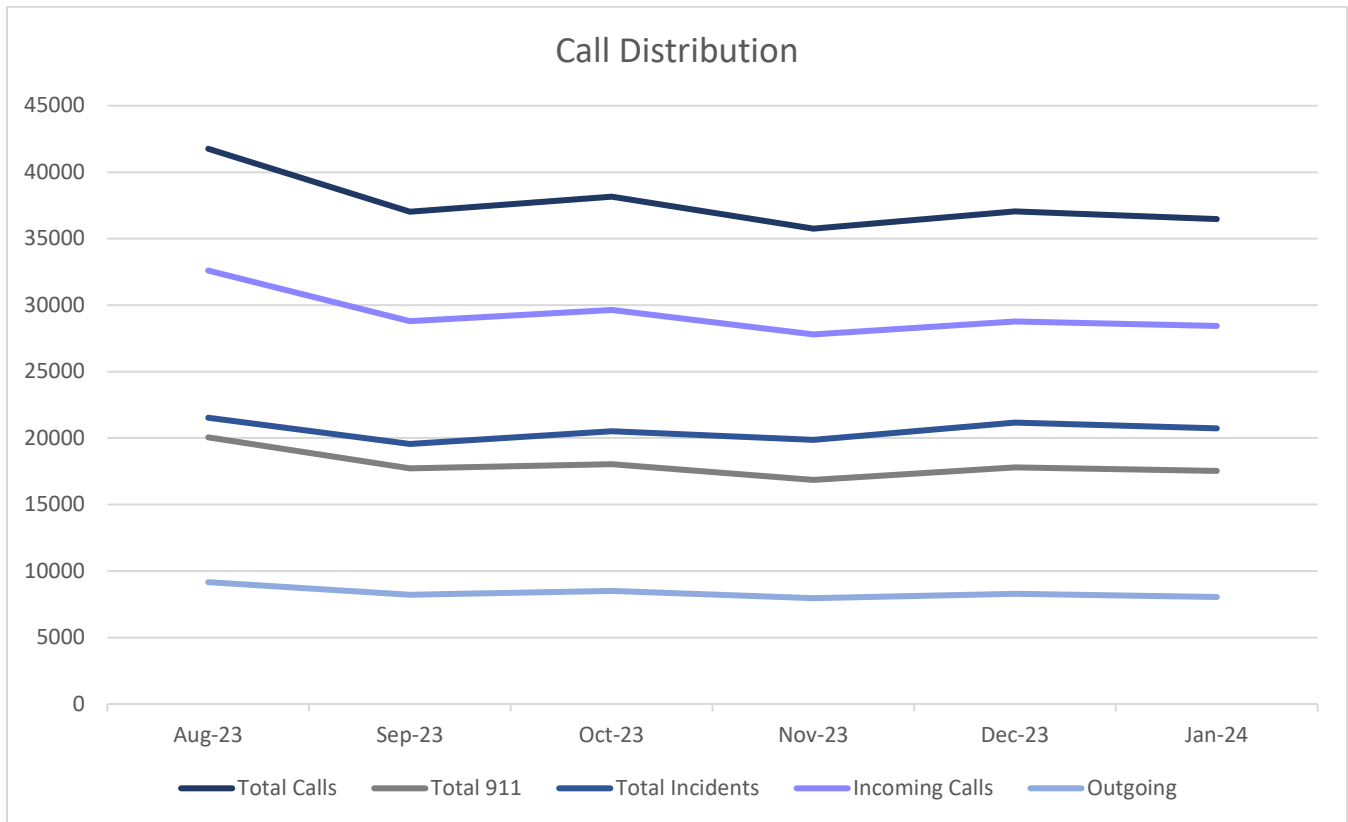
Telephony Performance Measure January 2024

Overview

TOTAL CALL VOL.	36,463
TOTAL INCIDENTS	20,739
INCOMING CALLS	28,423
OUTGOING CALLS	8,040

Incoming Lines Detail

911 LINES	17,541
SEVEN DIGIT EMERGENCY	4,101
ALLIED/ADMIN	6,745





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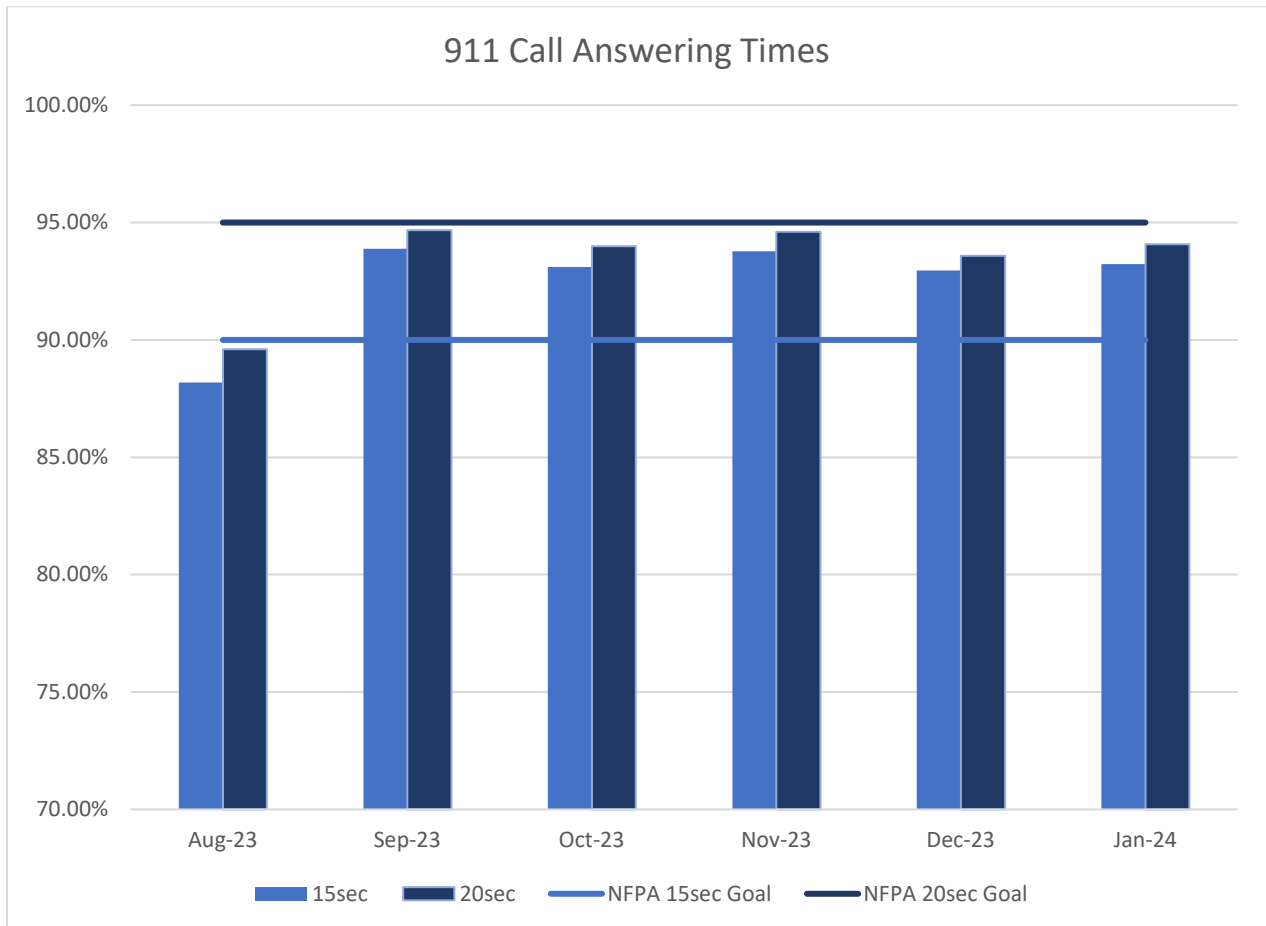
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Emergency Lines Answering Standard: NFPA-1221 (2019 Edition)

90% answered within 15 seconds

95% answered within 20 seconds

Month	15 Seconds Compliance %	20 Seconds Compliance %
August	88.19%	89.60%
September	93.89%	94.68%
October	93.11%	93.99%
November	93.78%	94.61%
December	92.95%	93.59%
January	93.23%	94.07%

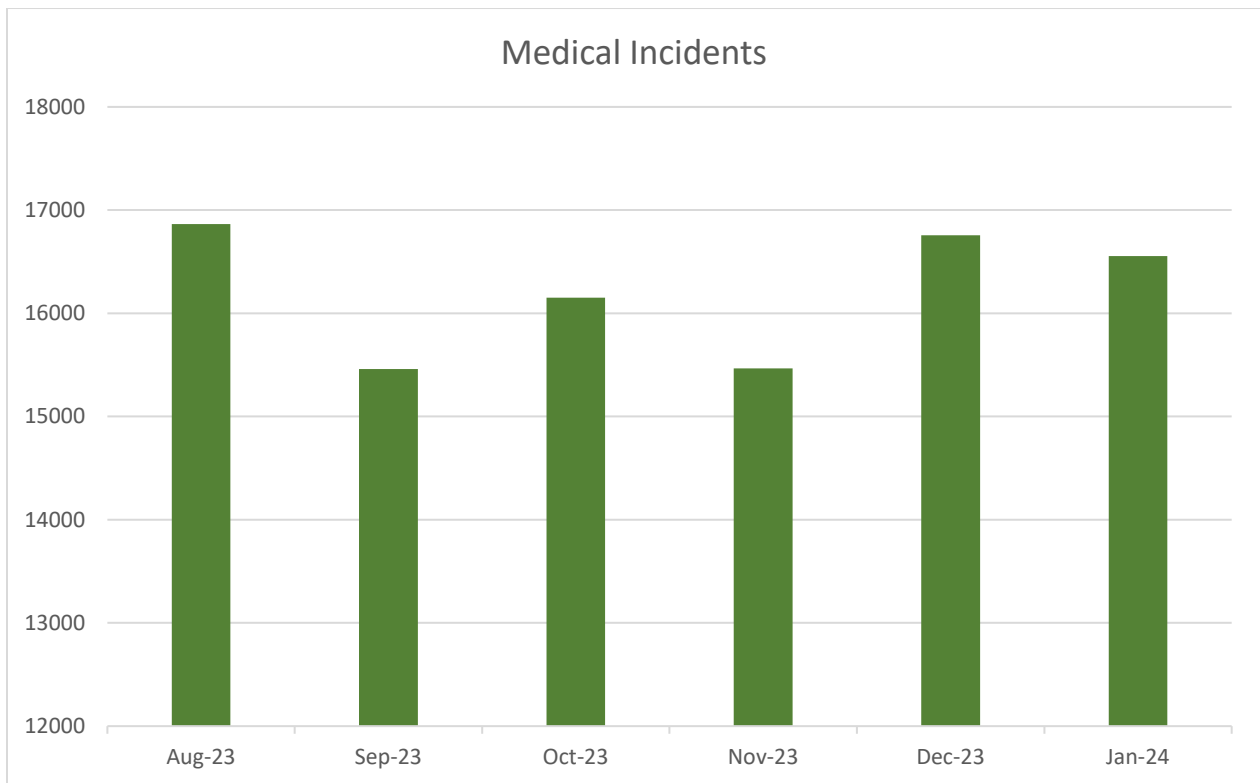
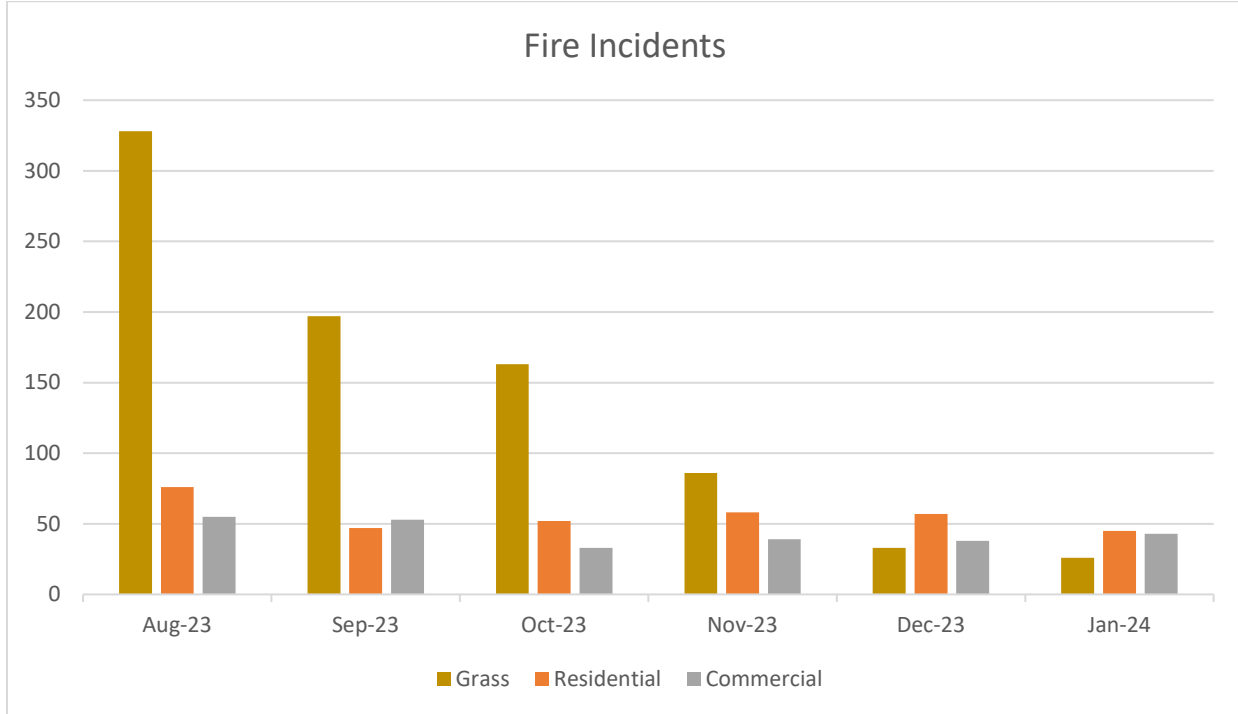




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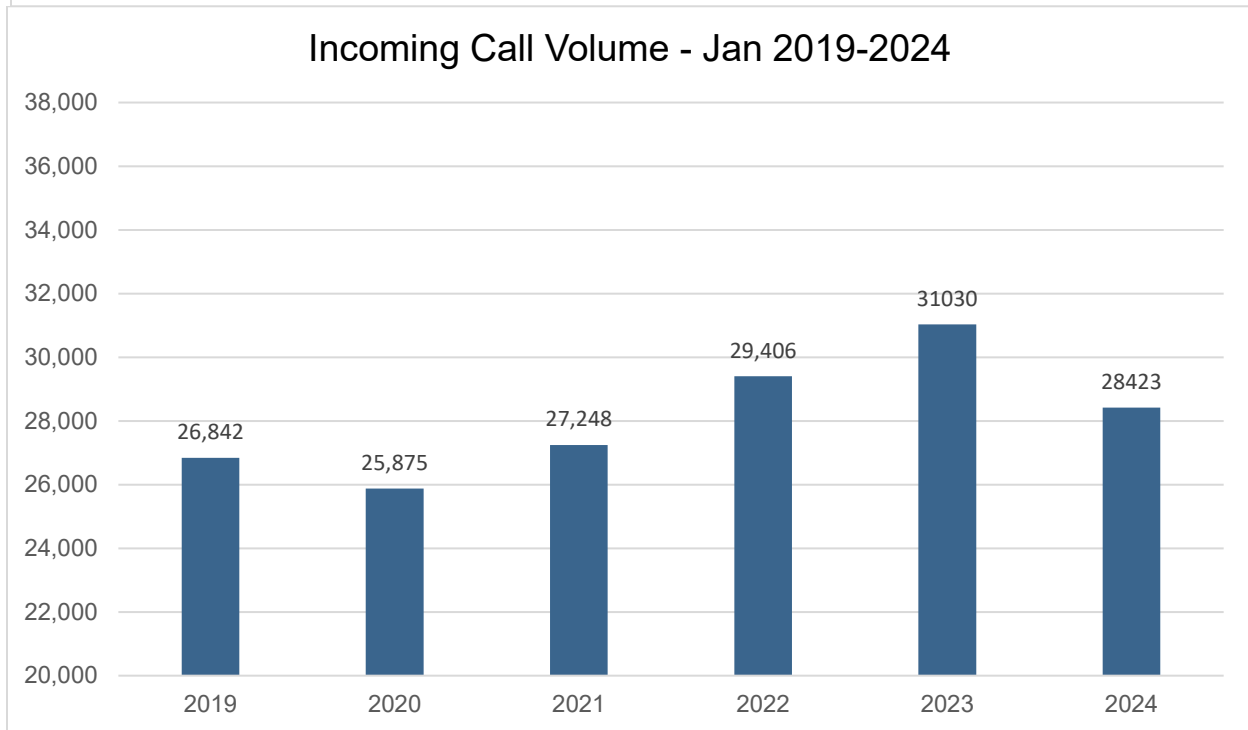
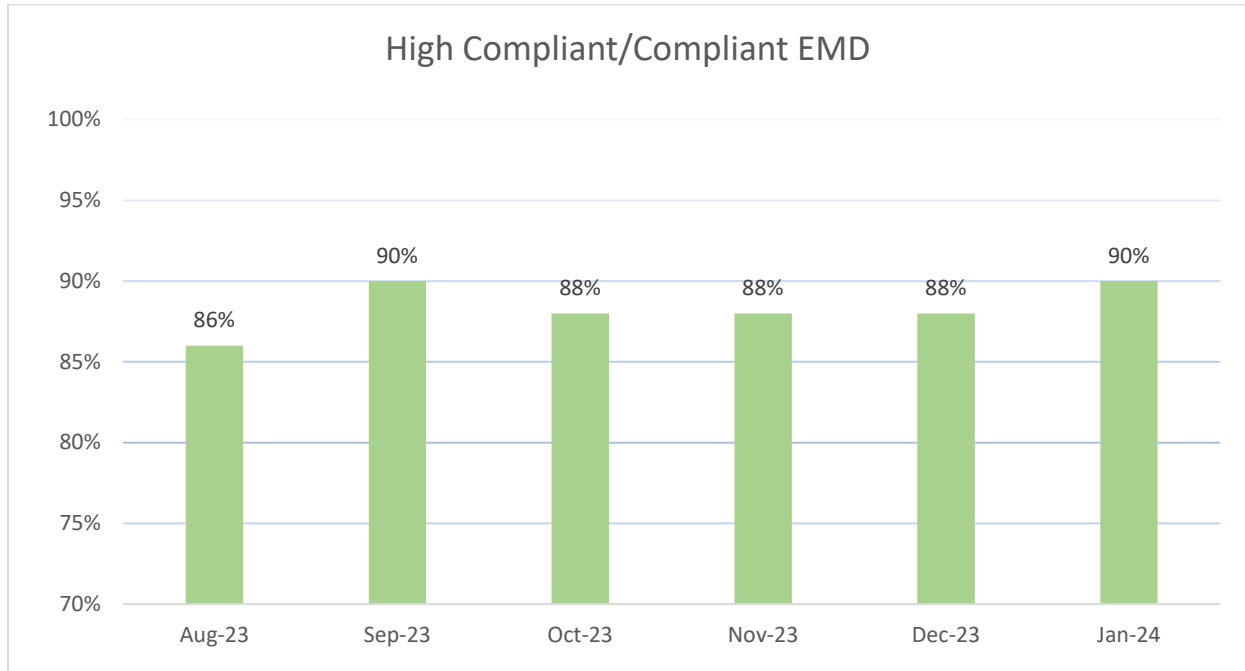




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**Executive Monthly Credit Card Usage Report
FY 23-24**

Reporting Month: January 2024

Last Name	Status	Credit Limit	Monthly Usage	Approvals		
				Employee	Manager	CED
Bernett	Open	\$ 15,000.00	\$ 1,709.35	<i>MB</i>	<i>MS</i>	<i>JF</i>
Kukharets	Open	\$ 1,000.00	\$ 279.48	<i>KL</i>	<i>MS</i>	<i>JF</i>
Shmatovich	Open	\$ 4,000.00	\$ 2,442.98	<i>MS</i>	<i>JT</i>	<i>JF</i>
Todd	Open	\$ 2,000.00	\$ 194.41	<i>JT</i>	<i>MS</i>	<i>JF</i>
Vargo	Open	\$ 10,000.00	\$ 8,888.21	<i>CV</i>	<i>MS</i>	<i>JF</i>
Freeman	Open	\$ 7,000.00	\$ 5,290.89	<i>JF</i>	<i>JT</i>	<i>MS</i>
	Total:	\$ 39,000.00	\$ 18,805.32			

New/Closed Accounts Added: None

Cards Reported Lost or Stolen: None

Disputed Transactions: None

Changes in Authorization Limits: Yes

- Chia Vargo: permanent increase to \$10,000
- Josh Freeman: temporary increase to \$7,000
- Marissa Shmatovich: temporary increase to \$4,000

Monthly Liability: \$39,000.00



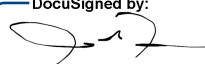
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FY 23-24			
Total Monthly Credit Card Usage			
July	\$ 33,485.32	January	\$ 18,805.32
August	\$ 10,252.44	February	
September	\$ 13,273.44	March	
October	\$ 7,772.73	April	
November	\$ 4,414.42	May	
December	\$ 10,400.72	June	

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...

2/14/2024

Chief Executive Director Signature

Date



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 January 2024

Page 1 of 4

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
REVENUE					
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	8,168	108,951	(108,951)
TOTAL REVENUE		(12,324,987)	8,168	12,526,306	(201,319)

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
EMPLOYEE-RELATED EXPENSES					
5010	Base Salaries and Wages	4,900,152	369,326	2,702,555	2,197,597
5020	Overtime	300,000	13,906	127,017	172,983
5030	Overtime - FLSA	100,000	6,115	50,540	49,460
5035	OES Deployment	1	0	19,724	(19,723)
5040	Uniform Allowance	41,700	100	700	41,000
5050	Night/Admin Shift Differential	82,983	17,059	61,430	21,553
5055	Out-of-Class Pay	20,000	1,475	12,325	7,675
5060	Longevity	34,200	2,850	18,550	15,650
5065	On-Call Pay	82,575	8,200	55,600	26,975
5115	Vacation Cash Out	54,000	5,114	34,542	19,458
5120	Sick Leave	0	24,440	112,761	(112,761)
5130	CTO Leave	0	553	2,355	(2,355)
5140	Holiday Pay	248,665	74,803	170,962	77,703
5220	Training Pay	35,000	3,100	26,848	8,152
5310	Workers Compensation Insurance	77,793	0	38,897	38,896
5410	FED ER Tax - Medicare	70,000	7,081	45,294	24,706
5413	FED ER Tax - Social Security	1,000	0	0	1,000
5420	State ER Tax - ETT	2,350	378	417	1,933
5423	State ER Tax- UI-	20,000	8,317	9,169	10,831
5510	Medical Insurance	1,224,016	92,301	621,583	602,433
5520	Dental Insurance	104,150	7,726	55,927	48,223
5530	Vision Insurance	11,781	739	5,220	6,561
5610	Retirement Benefit Expense	1,110,514	90,536	626,523	483,990
5611	Pension Adjustment-	0	0	0	0
5620	OPEB Benefit Expense	419,000	31,154	201,529	217,471
5625	Education Incentive	31,920	2,339	15,696	16,224
5690	Other Salary and Benefit Expens	14,000	1,530	7,436	6,564
TOTAL EMPLOYEE-RELATED EXPENSES		8,985,800	769,142	5,023,600	3,962,199



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GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
MATERIALS & SUPPLIES					
6010	Office Supplies	12,000	139	1,900	10,100
6013	Office Supplies - Ink Cartridge	4,000	0	0	4,000
6015	Equipment Rental	12,500	848	5,939	6,562
6020	Postage	1,000	26	235	765
6050	Center Supplies	16,000	1,922	8,961	7,039
6090	Other Materials and Supplies	1,000	0	609	391
TOTAL MATERIALS & SUPPLIES		46,500	2,935	17,644	28,857

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
PROFESSIONAL SERVICES					
6110	Legal Services	240,000	19,768	131,749	108,251
6115	Accounting and Audit Services	24,300	490	22,251	2,049
6120	Actuary Services	10,000	0	2,100	7,900
6125	Consulting Services	692,929	52,127	374,445	318,485
6140	Technological Services	306,400	21,115	109,256	197,144
6190	Other Professional Services	500	0	0	500
TOTAL PROFESSIONAL SERVICES		1,274,129	93,500	639,801	634,328

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
COMMUNICATION EQUIPMENT & SERVICES					
6220	Maintenance - Radios & Radio Equipment	200,000	0	1,650	198,350
6221	Maintenance - Radio Consoles & Other	86,400	3,700	34,472	51,928
6223	Radio - Backbone Subscription SRRCs	20,000	2,469	17,281	2,719
6230	Communication Services	241,990	23,652	152,573	89,417
6245	Maintenance - Tower Equipment	16,560	111	777	15,783
6250	Communication Supplies	10,000	0	98	9,902
6290	Other Communication Services and Equipment	1,000	0	29	971
TOTAL COMMUNICATION EQUIPMENT & SERVICES		575,950	29,932	206,880	369,070



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HW & SW MAINT					
6310	Hardware Maintenance - Equipment	0	0	0	0
6315	Hardware Maintenance - Network	750	45	315	435
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	107,088	10,657	96,726	10,363
6322	CAD Maintenance and Support/Northrop Grumman	476,928	11,534	112,086	364,842
6323	Software Maintenance - GIS	158,768	12,674	69,467	89,301
6330	Software Maintenance - Network	26,850	10,800	17,148	9,703
6350	Computer Supplies	10,000	0	335	9,665
6390	Other, Computer Services and Supplies	1,000	0	333	666
TOTAL HW & SW MAINT		782,384	45,710	296,410	485,974

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
FACILITIES & FLEET					
6410	Services - Landscaping	4,800	798	2,791	2,009
6415	Maintenance - Building	33,000	5,806	14,420	18,581
6260	Lease - CTC	78,629	6,550	45,852	32,776
6420	Services - Custodial	51,000	4,250	29,750	21,250
6421	Services - Center Security	480	40	457	23
6425	Maintenance - HVAC	13,000	0	13,499	(499)
6235	Maintenance - Power Supply	24,000	1,021	15,658	8,342
6430	Services - Cable	2,300	189	1,219	1,081
6435	Services - Pest Control	1,000	70	490	510
6490	Other, Facilities and Fleet	17,842	251	7,722	10,120
6510	Utilities - Electric	52,710	4,235	30,228	22,482
6515	Utilities - Water	7,728	222	3,567	4,161
6520	Utilities - Refuse Collection / Disposal	8,760	675	4,998	3,763
6525	Utilities - Sewage Disposal Services	1,890	0	416	1,474
6635	Services - Bottled Water	5,000	387	2,921	2,079
6645	Services - Printing	3,000	221	1,654	1,346
6650	Services - Shredding	3,600	275	2,308	1,292
6652	Fleet - Maintenance	5,000	188	5,118	(118)
6654	Fleet - Fuel	13,000	0	3,760	9,240
6655	Insurance (Property and Fleet)	62,000	4,462	31,233	30,767
6690	Other - Facility & Fleet Management	1,000	0	218	782
TOTAL FACILITIES & FLEET		389,739	29,640	218,279	171,461



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GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
RECRUITMENT, RETENTION & TRAINING					
6610	Recruitment	41,700	15	10,567	31,133
6612	Employee Retention	23,875	1,389	13,016	10,859
6615	Employee Education & Training	30,500	6,040	18,254	12,246
6618	Conference Registration	24,500	11,030	14,176	10,324
6621	Air	20,000	811	14,052	5,948
6622	Lodging	31,000	458	27,374	3,626
6623	Rental Cars	7,750	0	787	6,964
6624	Parking	2,000	0	1,012	988
6625	Membership Dues	6,060	1,051	2,577	3,483
6626	Taxi, Uber, Mileage, Other	4,000	403	3,375	625
6627	Per Diem	12,000	1,775	7,714	4,286
6640	Uniform/Badges/Shirts	8,000	538	2,968	5,032
6660	Operations Support	37,500	1,239	20,397	17,103
6661	Administration Support	21,600	0	9,232	12,368
TOTAL RECRUITMENT, RETENTION & TRAINING		270,485	24,749	145,501	124,985
GRAND TOTAL EXPENSES		12,324,987	995,608	6,548,115	5,776,873

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
CAPITAL IMPROVEMENTS					
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	5,588	35,189	350,334
6997-025	Capital Improvement - Hardware	30,000	0	0	30,000
6997-026	Capital Improvement - Software	90,362	12,075	111,099	(20,737)
6997-027	Capital Improvement - Technology	15,000	0	0	15,000
TOTAL CAPITAL IMPROVEMENTS		1,319,882	17,663	160,615	1,159,267

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	5,353,667.84	5,353,667.84	5,353,667.84	5,353,667.84	
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	-	-	-	-	-	9,844,556.12
Member Agencies Contributions	213,838.52	3,230,378.99	2,718,275.79	-	-	213,838.52	3,272,900.19						9,649,232.01
Sum of Debits	7,612.16	11,692.70	53,840.94	11,130.00	67,144.72	34,479.11	9,424.48						195,324.11
OUT	(1,570,187.70)	(891,751.85)	(935,799.62)	(795,408.54)	(835,719.70)	(990,858.48)	(889,241.15)	-	-	-	-	-	(6,908,967.04)
Employee Related Expenses	(306,195.01)	(317,757.59)	(332,127.76)	(328,695.56)	(343,259.39)	(356,630.10)	(366,528.90)						(2,351,194.31)
CalPERS Expenses	(762,370.06)	(209,420.86)	(216,315.63)	(217,073.40)	(139,528.64)	(214,164.26)	(226,633.04)						(1,985,505.89)
Operating Expenses	(501,622.63)	(364,573.40)	(387,356.23)	(249,639.58)	(352,931.67)	(420,064.12)	(323,280.42)						(2,599,468.05)
Transfer Out / Transfer In	-	-	-	-	-	-	27,201.21						27,201.21
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	5,353,667.84	5,353,667.84	5,353,667.84	5,353,667.84	5,353,667.84	5,353,667.84

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	1,159,266.86	1,159,266.86	1,159,266.86	1,159,266.86	
IN	-	-	-	-	-	-	-	-	-	-	-	-	-
OUT	-	-	(25,875.00)	(12,600.00)	(53,038.34)	(47,538.80)	(21,562.50)	-	-	-	-	-	(160,614.64)
CAD	-	-	-	-	-	-	-						-
DRC	-	-	-	-	-	-	-						-
Equipment	-	-	-	-	(14,327.13)	-	-						(14,327.13)
Facility	-	-	-	-	(29,561.21)	(40.00)	(5,587.50)						(35,188.71)
Hardware	-	-	-	-	-	-	-						-
Software	-	-	(25,875.00)	(12,600.00)	(9,150.00)	(47,498.80)	(15,975.00)						(111,098.80)
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	1,159,266.86	1,159,266.86	1,159,266.86	1,159,266.86	1,159,266.86	1,159,266.86

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	200,442.10	178,047.76	155,653.42	133,259.08	
IN	3.05	2.84	2.57	2.47	2.20	2.08	1.90						17.11
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	200,442.10	178,047.76	155,653.42	133,259.08	110,864.74	

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	1,698,522.94	1,698,522.94	1,698,522.94	1,698,522.94	-
IN	2,700.87	2,705.22	2,622.18	2,713.81	2,630.52	7,124.43	4,316.75						24,813.78
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	1,698,522.94	1,698,522.94	1,698,522.94	1,698,522.94	1,698,522.94	1,698,522.94

1126 HF - opening balance	94.43	123.82	129.98	125.53	124.60	147.01	127.11	128.68	128.68	128.68	128.68	128.68	
IN	187.50	187.50	195.00	202.50	195.00	187.50	187.50						1,342.50
OUT	(158.11)	(181.34)	(199.45)	(203.43)	(172.59)	(207.40)	(185.93)						(1,308.25)
1126 HF - closing balance	123.82	129.98	125.53	124.60	147.01	127.11	128.68	128.68	128.68	128.68	128.68	128.68	128.68

TOTAL	4,422,945.51	6,753,455.25	8,544,127.77	7,727,571.17	6,886,196.23	6,080,848.75	8,434,294.08	8,412,028.42	8,389,634.08	8,367,239.74	8,344,845.40	8,322,451.06	
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REVENUE					
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	8,168	108,951	(108,951)
TOTAL REVENUE		(12,324,987)	8,168	12,526,306	(201,319)

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
EMPLOYEE-RELATED EXPENSES					
5010	Base Salaries and Wages	4,900,152	369,326	2,702,555	2,197,597
5020	Overtime	300,000	13,906	127,017	172,983
5030	Overtime - FLSA	100,000	6,115	50,540	49,460
5035	OES Deployment	1	0	19,724	(19,723)
5040	Uniform Allowance	41,700	100	700	41,000
5050	Night/Admin Shift Differential	82,983	17,059	61,430	21,553
5055	Out-of-Class Pay	20,000	1,475	12,325	7,675
5060	Longevity	34,200	2,850	18,550	15,650
5065	On-Call Pay	82,575	8,200	55,600	26,975
5115	Vacation Cash Out	54,000	5,114	34,542	19,458
5120	Sick Leave	0	24,440	112,761	(112,761)
5130	CTO Leave	0	553	2,355	(2,355)
5140	Holiday Pay	248,665	74,803	170,962	77,703
5220	Training Pay	35,000	3,100	26,848	8,152
5310	Workers Compensation Insurance	77,793	0	38,897	38,896
5410	FED ER Tax - Medicare	70,000	7,081	45,294	24,706
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6250	Communication Supplies	10,000	0	98	9,902
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HW & SW MAINT					
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6315	Hardware Maintenance - Network	750	45	315	435
6319	Hardware Maintenance Other	1,000	0	0	1,000
6320	Software Maintenance - Applications	107,088	10,657	96,726	10,363
6322	CAD Maintenance and Support/Northrop Grumman	476,928	11,534	112,086	364,842
6323	Software Maintenance - GIS	158,768	12,674	69,467	89,301
6330	Software Maintenance - Network	26,850	10,800	17,148	9,703
6350	Computer Supplies	10,000	0	335	9,665
6390	Other, Computer Services and Supplies	1,000	0	333	666
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6415	Maintenance - Building	33,000	5,806	14,420	18,581
6260	Lease - CTC	78,629	6,550	45,852	32,776
6420	Services - Custodial	51,000	4,250	29,750	21,250
6421	Services - Center Security	480	40	457	23
6425	Maintenance - HVAC	13,000	0	13,499	(499)
6235	Maintenance - Power Supply	24,000	1,021	15,658	8,342
6430	Services - Cable	2,300	189	1,219	1,081
6435	Services - Pest Control	1,000	70	490	510
6490	Other, Facilities and Fleet	17,842	251	7,722	10,120
6510	Utilities - Electric	52,710	4,235	30,228	22,482
6515	Utilities - Water	7,728	222	3,567	4,161
6520	Utilities - Refuse Collection / Disposal	8,760	675	4,998	3,763
6525	Utilities - Sewage Disposal Services	1,890	0	416	1,474
6635	Services - Bottled Water	5,000	387	2,921	2,079
6645	Services - Printing	3,000	221	1,654	1,346
6650	Services - Shredding	3,600	275	2,308	1,292
6652	Fleet - Maintenance	5,000	188	5,118	(118)
6654	Fleet - Fuel	13,000	0	3,760	9,240
6655	Insurance (Property and Fleet)	62,000	4,462	31,233	30,767
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RECRUITMENT, RETENTION & TRAINING					
6610	Recruitment	41,700	15	10,567	31,133
6612	Employee Retention	23,875	1,389	13,016	10,859
6615	Employee Education & Training	30,500	6,040	18,254	12,246
6618	Conference Registration	24,500	11,030	14,176	10,324
6621	Air	20,000	811	14,052	5,948
6622	Lodging	31,000	458	27,374	3,626
6623	Rental Cars	7,750	0	787	6,964
6624	Parking	2,000	0	1,012	988
6625	Membership Dues	6,060	1,051	2,577	3,483
6626	Taxi, Uber, Mileage, Other	4,000	403	3,375	625
6627	Per Diem	12,000	1,775	7,714	4,286
6640	Uniform/Badges/Shirts	8,000	538	2,968	5,032
6660	Operations Support	37,500	1,239	20,397	17,103
6661	Administration Support	21,600	0	9,232	12,368
TOTAL RECRUITMENT, RETENTION & TRAINING		270,485	24,749	145,501	124,985
GRAND TOTAL EXPENSES		12,324,987	995,608	6,548,115	5,776,873

GL Account	Description	FY 23/24 Budget	Period 7 Actual	FY 23/24 YTD Actual	Budget Remainder
CAPITAL IMPROVEMENTS					
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	5,588	35,189	350,334
6997-025	Capital Improvement - Hardware	30,000	0	0	30,000
6997-026	Capital Improvement - Software	90,362	12,075	111,099	(20,737)
6997-027	Capital Improvement - Technology	15,000	0	0	15,000
TOTAL CAPITAL IMPROVEMENTS		1,319,882	17,663	160,615	1,159,267