



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

9:00 a.m.

Tuesday, November 12, 2019

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. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel

Employee Organization(s)

Marc Bentovoja, Executive Director

Teamsters Local 150

Teamsters Local 856

2. PERSONNEL ISSUES*

Pursuant to California Governing Code Section 54957

a. Public Employment

Titles: Executive Director

Medical 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.

Two (2) potential cases

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

CONSENT AGENDA: Matters of routine approval including, but not limited to Board meeting synopsis,

00129538.1

* INDICATES NO ATTACHMENT

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.

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|------------------------------------------------------|------|-------|
| 1. Board Meeting Synopsis (October 22, 2019) | Page | 4-10 |
| 2. Special Board Meeting Synopsis (November 1, 2019) | Page | 11-12 |

PROPOSED ACTION: Motion to Approve Consent Agenda

PRESENTATION:

1. GIS Presentation – Herrera and Wooden*

ACTION ITEMS:

None

DISCUSSION/POSSIBLE ACTION:

None

INFORMATION:

None

CENTER REPORTS:

None

CORRESPONDENCE:

None

ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next scheduled Board Meeting is November 26, 2019.

Location: 10545 Armstrong Ave – Room #384-385
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
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

00129538.1

**INDICATES NO ATTACHMENT*

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 November 8, 2019, I posted a copy of the agenda:

- at 10230 Systems Parkway, Sacramento, CA 95827
- on the Center's website which is: www.sfecc.ca.gov
- 10545 Armstrong Ave, Mather, CA 95655-4102



Clerk of the Board

GOVERNING BOARD MEETING

October 22, 2019

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Deputy Chief Eric Bridge	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
Marissa Shmatovich	Interim Executive Assistant, SRFEC
Theresa Miller	Local 856 Representative
Cindy Saylor	Sacramento Metro Director, Division 1

The meeting was called to order and roll call 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.
4. **CLOSED SESSION:**

Closed session was convened at 9:04 a.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 (1 matters)
- b. Public Employment

Titles: Executive Director
Medical 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.
Three (3) potential cases

5. OPEN SESSION:

Open session was re-convened at 11:00 a.m.

The Board met in closed session and received an update regarding negotiations with Local 150 and Local 856; no action was taken.

During closed session the Board met to discuss one personnel issue; no action was taken.

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 (September 24, 2019) and Special Board Meeting (September 27, 2019)

A motion was made by Chief McLaughlin and seconded by Division Chief Wilson 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. Approval of Revised PAD

D/D House explained that two of the new positions on this PAD are temporary positions: EMS Coordinator and HR Coordinator. Their relevance will be re-evaluated at a later date to determine if they should be made permanent.

The other positions listed for approval by the Board are full-time permanent positions which we will begin recruiting for immediately upon approval: Facilities Manager, CAD Administrator, Accounting Specialist II.

The Payroll/Benefits Administrator position is a re-classification of an existing position and we have current personnel functioning in that capacity.

A motion was made by Chief McLaughlin and seconded by Division Chief Wilson to approve the revised PAD.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

2. Resolution #6-19, Adopt Classifications of Descriptions for: Human Resource Coordinator; Facilities Manager, CAD Administrator, Accounting Specialist II, EMS Coordinator and Payroll/Benefits Administrator.

This Resolution #6-19, allows the Board to formally adopt the job descriptions proposed on the revised PAD.

A motion was made by Deputy Chief Costamagna and seconded by Chief McLaughlin to adopt Resolution #6-19.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

3. Approval of Independent Contractor Agreement for Project Management Services – Tara Springer

D/D House explained that with the installation of Westnet and the new CAD hardware and software along with all of the other on-going projects at the Center we need to have someone oversee the projects to be sure we remain on track.

A motion was made by Chief McLaughlin and seconded by Division Chief Wilson to approve the Independent Contractor Agreement for Project Manager, Tara Springer.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

4. Approval of First Amendment to Agreement for Services Between the Sacramento Regional Public Safety Communications Center and Retired Annuitant, Marc Bentovoja.

In order to better accommodate the needs of the Center, Chief Bentovoja shall document for the Center a monthly rendering of hours worked on behalf of the Center. Previously the reporting method had been defined as a full-day or a half-day.

A motion was made by Chief McLaughlin and seconded by Deputy Chief Costamagna to approve the amendment to Interim Executive Director's Agreement for Services.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

5. Approval of Contract Amendment #4 – Letter of Credit Northrup Grumman Command Point CAD

A motion was made by Deputy Chief Costamagna and seconded by Deputy Chief Bridge to approve Contract Amendment #4 – Letter of Credit Northrup Grumman Command Point CAD.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

6. Approval to Initiate Discussions for a Lease Extension of the Conference and Training Center (CTC)

A motion was made by Chief McLaughlin and seconded by Deputy Chief Costamagna to approve the initiation of discussions with Metro Fire to extend the lease for our Conference and Training Center which is currently set to expire in June of 2020.

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

NOES:

ABSENT:

ABSTAIN:

Motion carried.

8. DISCUSSION/POSSIBLE ACTION:

None

9. INFORMATION:

1. Update of SRFECC Projects

A list of the current SRFECC projects were contained in the packet.

2. Center Personnel Update

The most recent PAD was contained in the packet.

3. Center Financial Reports

- a. Budget to Actuals (July)

The Budget to Actuals report for August was contained in the packet.

- b. Monthly Credit Card Usage Report

The Monthly Credit Card Usage Report for August was contained in the packet.

- c. Monthly Umpqua Lease Agreement (August)

The Monthly Umpqua Lease Agreement for August was contained in the packet.

4. Communications Center Reports

The Communications Center Statistics (Reports) were contained in the packet.

Deputy Chief Bridge thanked Center personnel for all of the reports contained in the Board packet. He said they were clear, concise and easy to understand and he appreciated the effort by the staff.

10. CENTER REPORTS:

1. Interim Executive Director Bentovoja

- a. Our CAD system is stable and testing has occurred in four areas: live; test; CAD,Jr; and back up.
- b. The Westnet project is moving forward. Westnet has to do some “catch up” so completion has been moved back to October 28th. IED Bentovoja thanked all the fire agencies for completing all their “prep” work in anticipation of the Westnet implementation.
- c. IED Bentovoja and the D/D’s Soares and House will be meeting with the Fire Chiefs on November 1st.
- d. An academy of two entry level dispatchers will begin November 5th.

We also have two additional dispatch candidates who are currently in the background process.

We are aggressively pursuing additional dispatch candidates and anticipate conducting an academy in April, 2020.

- e. We are reviewing all of our hard copy documents and archiving, updating them as necessary and destroying those documents that have become obsolete.

We will be bringing before the Board for approval update/revised Center policies.

Our updated/revised employee handbook should be completed for approval at the next Regular Board Meeting.

2. Deputy Director Soares (Operations)

- a. We had two of our dispatch personnel out at the Rancho Cordova Air Show.
- b. The operation shift bid has been completed and we will be moving forward with our vacation bid next week.
- c. At the present time we have no one in “dispatch” training, but will have two floor employees moving into radio training and two addition employees moving into CRO training.
- d. One of our dispatchers provided outstanding customer service which resulted not only in a positive outcome, but the caller reached out to meet the dispatcher in person and thanked her.

- e. We are continuing our conversations regarding Region IV in an effort to relinquish our role as back-up to them.
 - f. The dispatcher shift bid will be initiated October 1, 2019. The administrative supervisor position has been reinstated.
 - g. During Supervisor Strong's recent vacation, Supervisors Poirier and Todd stepped up to cover her shifts on the floor. D/D Soares expressed her appreciation to them.
3. Deputy Director House (Administration)
- a. The GIS team will be doing a presentation at our next Board Meeting.
 - b. The FitGap portion of the Northrup Grumman Command Point project will begin December 3rd. They will do a virtual install of our system for us to explore and determine where we might have gaps. Northrup Grumman has also provided us the opportunity to utilize FitGap with a different data set.
- Two of our agencies lent us mobiles to use during this FitGap evaluation, as well.
- c. SCEMSA had requested a CAD interface for EM Resource and we have completed the prep work, but SCEMSA is still in the process of securing funding, but we will be ready when funding is secured.
 - d. Chief McLaughlin asked if a demo with Northrup Grumman could be set up for the individuals who had not been involved with the initial CAD build. D/D House said she will look into scheduling that.
4. Medical Director Mackey
- No report.

11. CORRESPONDENCE:

None

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

The GIS Presentation

13. BOARD MEMBER COMMENTS:

Division Chief Wilson expressed appreciation to all the Center employees for their hard work and continuing to move forward.

He thanked D/D Soares for helping Folsom with an issue they had recently experienced.

Deputy Chief Bridge congratulated Dispatcher Anna Meyers.

He also thanked Supervisors Poirier and Todd for their selflessness.

Deputy Chief Bridge also said he really enjoys the Board reports and finds them very helpful and enlightening.

Deputy Chief Costamagna echoed Deputy Chief Bridge and thanked all the Center employees for their hard work and dedication.

The meeting of the Governing Board was adjourned at 11:22 a.m.

The next scheduled Board Meeting is Tuesday, November 12, 2019, at 9:00 a.m., at Metro Fire Board Chambers – 10545 Armstrong Ave; Mather, CA 95655-4102

Respectfully submitted,

A handwritten signature in cursive script that reads "Janice Parker".

Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson

SPECIAL MEETING OF THE GOVERNING BOARD

November 1, 2019

GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna
Chief Mike McLaughlin
Division Chief Chad Wilson
Assistant Chief Tyler Wagaman

Sacramento Fire Department
Cosumnes Community Services District
Folsom Fire Department
Sacramento Metropolitan Fire District

GOVERNING BOARD MEMBERS ABSENT

OTHERS IN ATTENDANCE

Marc Bentovoja
Kylee Soares
Diane House
Lindsay Moore
Todd Harms
Felipe Rodriguez
Gary Loesch
Niko King
Chad Augustine
Troy Bair

Janice Parker

Interim Executive Director, SRFECC
Deputy Director – Operations, SRFECC
Deputy Director – Administration, SRFECC
Counsel, SRFECC
Chief, Sacramento Metropolitan Fire District
Chief, Folsom Fire Department
Chief Sacramento Fire Department
Deputy Chief, Sacramento Fire Department
Deputy Chief, Sacramento Fire Department
Deputy Chief, Cosumnes Community
Service District
Administrative Analyst

The meeting was called to order and roll call taken at 12 noon.

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 12:01 p.m.

1. **PERSONNEL ISSUES***
Pursuant to California Governing Code Section 54957
The Board will meet in closed session:
 - a. Public Employment
Title: Executive Director

5. **OPEN SESSION:**

Open session was re-convened at 1:46 p.m.

The Board met in closed to discuss employment of an Executive Director. No action was taken.

*Indicates no attachment

The meeting of the Governing Board was adjourned at 1:46 p.m.

The next scheduled Board Meeting is Tuesday, November 12, 2019, at 9:00 a.m. at 10545 Armstrong Avenue – Room #384-385, Mather, CA 95655-4102.

Respectfully submitted,

Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Mike McLaughlin, Vice Chairperson