



BOARD OF DIRECTORS Meeting Minutes

July 12th, 2018 – 2:00PM Santa
Rosa Fire Training Tower 2126
West College Ave.
Santa Rosa, CA

Directors Present:

Tony Gossner, Chair
David Caley, Vice Chair
Jason Boaz
Bryan Cleaver
Steve Akre

Others Present:

Aaron Abbott, Executive Director
Brenda Bacigalupi, Administrative Asst.
Dean Anderson, AMR Regional Director

Notice: Copies of additional materials provided to the Board of Directors for information on agenda items are available at the REDCOM fire & EMS 9-1-1 Center.

- 1) Call to Order By Tony Gossner 2:06 p.m.
- 2) Approval of the Agenda Motion to approve made by Bryan Cleaver and Seconded by Steve Akre. Approved unanimously.
- 3) Consent Calendar

Approval of the May 10, 2018 REDCOM Board of Directors Meeting Minutes.
Motion to approve by Bryan Cleaver and Seconded by David Caley. Approved unanimously.

4) Public Comment Period

- a) In this time period, anyone from the public may address the REDCOM Board of Directors regarding any subject over which the Board has jurisdiction but which is not on today's agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board as a result of any items presented at this time. None ---Went directly into Closed Session returned at 2:28 p.m. Anthony motion to move forward

5) New Business

- a) Open Director Position – Discussion and Possible Election of At Large Director Position –Aaron- REDCOM will need to post something to the membership about the at-large position that needs to be filled along with a description of the job title they will be filling. The board members are to give Aaron recommendations within the next few weeks. The seat gets voted in by the majority of the board members. There is no time frame for the position to get filed. However, should be filled in a timely matter. Aaron was directed to send out a public notice and collect letters of interest from persons who would be willing to serve a four-year term.

b.) Officer Elections – Elections of Officer Positions within the REDCOM Board of Directors (Chair, Vice Chair, Secretary). Aaron- It is time to vote in new Officers for Chair, Vice Chair, and Secretary. They are 1-year terms. We vote in July and each position may serve two consecutive terms. Motion to approve: New Chair is David Caley, New Vice Chair is Steve Akre, and New Secretary Jason Boaz. Motion was made by Jason Boaz, Seconded by Bryan Cleaver. Approved unanimously.

c.) Director's Reports

- i. Q3 FY 17-18 Aaron- The FY 17-18 Q3 Directors Report is in the package. Q3 does include Q3 and Q4 data, but all the operational stuff is just for quarter 3. We have been running a little behind on all our numbers for the moment for the close of fiscal year 17-18. Once we get that information in then Aaron will send out the Q4 director's report. If there is anything we need to discuss will do that in the October meeting. Biggest items to speak about is the Fire Priority Dispatch protocol implementation. We have 2 more work stations left to install the software. We had the CAD hardware upgrade and the software for the program installed at the same time. All new computers & monitors are being installed as well. We do have protocols being used by some of the dispatchers to get them familiar/comfortable with the protocol. We will go live in a few weeks. The outside providers might be see some new information/ codes coming across. We are using protocol Version 7. We are the first install in the world to use this protocol of over 3000 plus users. Everything is looking good. Strategic planning updated 1.2 will be completed by the end of July which is on time. CAD radio technology still working with the T com folks

at the sheriff's office. There are still some programming issues that they are updating. Once completed we will go thru the D.O.A.G to make sure all updated.

- a. Q4 FY 17-18 ---Aaron will send out once the numbers are all in and we can discuss in October if there is anything we need to discuss

- d) FY 18-19 Budget Discussion – Discussion and possible action regarding tentative wage increases negotiated between AMR and United EMS Workers. Aaron- AMR completed their union contract on time. REDCOM approved the budget back in March based on the current pay scale. The Union will review the contract and if approved they will receive a 3% wage increase that will be retro-active back to July 1st. This will have a financial impact to REDCOM of ~\$50k. Aaron recommended we not do any budget adjustments at this time, as we have typically been able to make up deficits of this amount in the past.

- e) REDCOM Strategic Plan Review, Discussion and potential action from the REDCOM Board of Directors – Presentation and Recommendations from Director Abbott. Aaron did a presentation on the current strategic plan and recommended changed/additions to the five-year goals and objectives. We want to make sure we review this annually. The print out is in your package. Preface (Original from 2016) everything still in moving forward status nothing changed. Discussed the background of the plan starting from May 2015. Our Mission is still the same, we carry-out our mission every day. Our Vision is still on track. Our shared values award, C.H.A.I.R., is continuing with rewards for the employees quarterly and yearly for their shared values. They are nominated by their peers and management makes the final discussion. Then the employee is awarded. Went over the Balanced Scorecard (2016) Viruses (2018) Strategic Objective /Strategic Goal / \$\$ impact/Timeline. We still need to bring aboard Cloverdale fire/health and Rohnert Park fire. Will revisit in October to see if we need to make any changes. Another item Aaron proposed to add, was a technical services position to provide succession planning and add strength to our technical services we currently provide to our members. The Board asked Aaron to bring back a proposal that included a job description and wages/cost to the October 11th meeting.

- f) PulsePoint Implementation - Discussion and update to the implementation of PulsePoint CPR mobile application. Aaron- Dean is handling this. The connection is made and the call feed is going through. It is now in beta testing. I have it hooked up on my phone now. There was a presentation done by Dean and the Save Life Sonoma Group asking to mobilize the troops and use AED at Pulse Point App to snap shot when you are out in the field so we can get the registry updated. Getting close to the live date. Looking towards August to get it rolled out.

- g) CalCOP- Discussion and possible approval of technology funds associated with the California Common Operating Picture (CalCOP).

Aaron explained the cost of the project. The Board agreed for Aaron to purchase the items to get CalCOP set up and to use the technology upgrade funds. Aaron anticipated being able to purchase additional screens for ~\$10K. Aaron will let the BOD know the final cost at the October meeting.

- h) Fire Cameras – Discussion and possible approval of technology funds associated with the ‘Alert Tahoe’ Fire Cameras for Sonoma County
The Board agreed for Aaron to purchase the items to get “Alert Tahoe’ Fire Cameras set up and to use the funds. Aaron to let the BOD know the final cost at the October meeting. The additional hardware needed for the above item (g) will also be used for monitoring the fire camera feeds.

6) Old Business

- a) Upcoming Dispatch Services renewal – Discussion and possible direction to staff regarding the upcoming dispatch services agreement with AMR. Aaron- This will be a standing agenda item until we resolve the contract. The current REDCOM services contract with AMR expires June 30, 2019. There has been, thru the EMS working group, an approval to extend to the franchise agreement for up to 12 months. The county will have to enter in to negotiations with AMR for that extension. The outcome of that negotiation may determine what the BOD will want to do with the REDCOM services contract. We need clarification of the termination clause that states maximum allowed term limit in the contract. There was no maximum allowed term limit in the contract. Aaron -You should all have a copy of the Dispatch Service Contract which I gave out a while ago. please read the language in there. If you need a copy let me know and I will forward to you. Nothing needed to do on this item for now just reporting the update.
- b) Emergency Alerting – Discussion and possible direction to staff regarding REDCOM’s current and future role in emergency alerting. Aaron- This is a standing agenda item. I sent a letter to Jim Colangelo Interim Director regarding the need for an MOU from the county to operate the Code Red Alert system. You have a copy of the letter in your packet from the last meeting. We are still waiting on the county to develop the alert and warning policy and procedures. Then we can talk about an agreement about what our responsibility will be. We did get together with Sam Wallis, Emergency manager and Don Jones, Sheriff’s Dispatch Manager, and we developed a notification matrix that explains what incidents we will notify the County Emergency Management and what the Sheriff’s dispatch center is to notify the county emergency services for. In the interim, REDCOM is taking whatever evacuation orders we are getting from the Officers in the field and forwarding it to the sheriff’s dispatch center and they are making the notifications. The process will be a lot cleaner once the county-wide plan is finalized.
- c) Update to the Board of Directors regarding the CalOES and FEMA Application for recovery of costs associated with the October 2017 Wildfires. Aaron- We

were denied the FEMA application for the reimbursement of funds of \$55K. We were waiting for feedback from their office on if an appeal would be worth it or not. We never heard back from them before the dead line. The \$55k that was transferred to AMR to cover the OT, are now born of REDCOM. We are hoping that we will be able to make some of that up before the end of year.

- d) Private Provider Contracts: AMR, Reach, CalStar, VeriHealth, Bells – Update on Private Provider Agreements Aaron—We currently have Provider contracts signed and executed with AMR, VeriHealth and Bells. I met with the new operation manager of Reach and CalStar last week. He is just getting up to speed. I reissued their contract back to them to review and get signed. There should be no issue. Remember we already have the original contracts signed. However, they wanted it on one now under on identity “Reach” since they have merged.
 - e) Fire Dispatch Protocol Implementation Update – Update and discussion on progress of Emergency Fire Dispatch (EFD) Protocols) Aaron- We are Implementing this week and everything going smoothly for Phase one. Phase two will be to build out the determent codes it will take about 1-2 years to complete. Please let us know if the agency has any questions or issues. Everything should be going smoothly with no issues. The information we are collecting should make it a lot easier for everyone in the field.
 - f) Financial Audit – Update and discussion regarding the REDCOM financial audit for FY ending June 30, 2017 Aaron- I just finished the financial audit and sent it to everyone this morning. There were no issues to report from the auditors.
- 7) Closed Session Items: Scheduled for 2:05pm for counsel availability
- a) The Board of Directors of REDCOM will consider the following in closed session: Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2).
 - b) Report from Closed Session (item a) Dismissed at 2:25 p.m. went back to open Board meeting
- 8) Adjournment 4:39 p.m.