



## REDCOM BOARD OF DIRECTORS

### Agenda

#### **Meeting Minutes**

February 14th, 2019 – 2:00PM  
Santa Rosa Fire Training Tower  
2126 West College Avenue  
Santa Rosa, CA

#### Director's Present:

David Caley- Chair

Steve Akre- Vice Chair

Jason Boaz- Secretary

Tony Gossner

Bryan Cleaver

#### Absent:

Karen Holbrook

Mark Heine

#### Others Present:

Aaron Abbott-REDCOM Executive Director

Brenda Bacigalupi- REDCOM Administrative Assistant

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 David Caley 14:05
2. Approval of the Agenda Motion for approval by Steve Akre, Second Bryan Cleaver. Approved unanimously
3. Consent Calendar
  - a. Approval of the January 10th, 2019 REDCOM Board of Directors Meeting Minutes. Motion for approval by Bryan Cleaver, Second Tony Gossner Approved unanimously
4. Public Comment Period

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. **No Comments**
5. New Business
  - a. Deccan Live Move up Manager – Discussion and Possible approval of funding for FY 19-20 for ongoing maintenance of the Deccan Live Move up Manager software system in the amount of ~\$29,000 dollars



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per year for Five years. Aaron Abbott- Deccan Live Move up Manager is the live MUM product that REDCOM has been working on for about 6-7 years. We have not paid any ongoing maintenance for this project yet. The move up manager is a software product that makes move up recommendations for fire and ambulance vehicles based on historical call volume and calculated time back for certain event types. The idea behind MUM is to have a more precise posting location recommendation for both ambulances and fire apparatus. The experience from other user agencies is that it reduces the amount of time you are moving vehicles around. We have MUM running currently in live mode and it is doing what we want for the ambulance. The fire apparatus is built in but the parameters are not set yet for the fire units.

Now that the ambulance build is complete, starting July 1, 2020, we would begin paying the annual maintenance costs of \$29k per year for the next five years. This includes work done in 2018 of approximately \$18K that would be distributed across the next five years added to the regular annual maintenance of \$25K.

Tony Gossner would like for this information to go to the next Chiefs meeting as well as Steve Aker would like to see it go to the District Chiefs as well. The consensus was to invite DECCAN to the next REDCOM BOD and DOAG meeting to demonstrate the features and benefits of the product. Also, the group wanted to focus on the operational efficiencies and potential cost savings in more precise, data-driven vehicle movements.

Doug Williams was present at the meeting and spoke about the history of the project. Doug stated that it was over 7 years ago when they first visited the move up project. Doug was one of the original individuals that started this project back then. He spoke about how long this project has been going on. At the time we had a grant for \$100k to help us impalement the project by then. We are going to try and be ready for implementation of the ambulance move-ups by June. Once that phase is stable we can move onto the Fire apparatus build out. Aaron will arrange a presentation of MUM for the REDCOM BOD and DOAG at an upcoming meeting.



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- b. REDCOM Data Systems Connections – Discussion and Possible approval of a contract with Zen Consulting to manage Mirth Data Connections in the amount of ~\$15,000. **Aaron Abbott- Right now the Mirth is managed and maintain by Public Health Service at the County. I would I like to get management control over the Mirth from Public Health Services. They have agreed to allow this to happen. There is around \$12k in Coastal Valley's Health Services account right now. That money would be transferred over to REDCOM. We would add \$15k to that amount which gives us about \$27k in retainer. This money is in an account we would pull money from to pay for their services. This is not a yearly cost only when the money goes down would we have to revisit this to add more in the account for the retainer. I am proposing that we can move forward with Zen Consulting and approval of \$15k coming from Software line item budget for Zen Consulting. Motion for approval by Bryan Cleaver, Seconded by David Caley. Approved unanimously**
- c. AMR Contract Services Budget- Discussion and Possible approval of the AMR contract services budget for Fiscal Year 19-20 in the amount of \$3,673,807. **Aaron Abbott discussed the budget noting the increase in labor costs for the projected wage increase from union negotiations and the additional technical services position. Motion for approval by Bryan Cleaver, Second Jason Boaz. Approved unanimously.**
- d. REDCOM Fiscal Year 19-20 Budget- Discussion and possible approval of the REDCOM Budget for the upcoming Fiscal Year 19-20. **Aaron Abbott- Went over Budget. Motion for approval by Steve Akre, Second Bryan Cleaver. Approved unanimously**
- e. REDCOM Fiscal Year 17-18 Audit- Discussion and possible action authorizing the Executive Director to engage Goranson and Associates to perform the financial audit for FY 17-18. **Aaron Abbott suggested engaging with Goranson and Associates for the FY 17-18 budget audit. Motion for approval to authorize the Executive Director to engage with Goranson and Associates for the FY 17-18 audit by Jason Boaz, Seconded by David Caley. Approved unanimously.**



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- f. REDCOM Fiscal Year 18-19 Audit Request for Proposal. Discussion and possible action to authorize the Executive Director to pursue a Request for Proposal to perform the FY 18-19 financial audit. **Aaron Abbott recommended we put the auditing service out for bid through a request for proposal (RFP) for the REDCOM audit 18-19 fiscal year. Motion for approval to place the REDCOM financial audit out for bid through a request for proposal by Jason Boaz, Second David Caley. Approved unanimously.**
6. Old Business
  - a. IT Services Position –Update and discussion to the hiring progress of the new Associate Data Systems **Aaron Abbott- We have begun interviews for this position. Aaron was pleased with the number of qualified candidates.**
  - b. Marin County Dispatch Services – Update, discussion and report from the Marin County Dispatch Ad-Hoc committee **Aaron Abbott- We had our first Ad-Hoc meeting a couple of days ago with the representatives from REDCOM and Marin County Fire Chiefs Association. The meeting went very well. There is a lot of energy there. They had a tour of REDCOM and we explained what we do and how we do it. They seemed impressed with how we do things here. There was a desire to hire a consultant to study both agencies from an outside point of view. We are having our next meeting March 8th, 2019.**
  - c. FY 18-19 Budget Discussion – Update and discussion of tentative wage increases negotiated between AMR and United EMS Workers. **Aaron Abbott- We have already covered this above. There were no additional questions or comments.**
  - d. Emergency Alerting – Update and discussion regarding REDCOM’s current and future role in emergency alerting. **Aaron Abbott- There has been a discussion to move forward with drawing polygons out on to CAD maps for emergency evacuations zones and labeling those zones similar to the grids on the fire run book. The group didn’t want to use the current grids that are in the run book now. So, we are implementing them on to the CAD maps. County GIS is considering time and cost to build out the**



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evacuation polygons. Additionally, it is planned to include these polygons on the Cal Fire pre-attack maps.

7. Adjournment- Motion and action to adjourn the meeting. Motion to adjourn made by Jason Boaz and Second Steve Akre @ 14:57 Approved unanimously