



REDCOM BOARD OF DIRECTORS

Agenda

July 11th, 2019 – 2:00PM
Santa Rosa Fire Training Tower
2126 West College Avenue Santa
Rosa, CA

Present:

David Caley-Chair
Steve Akre- Vice Chair
Jason Boaz- Secretary
Steve Suter- Proxy for Tony Gossner
Mark Heine- Director
Celeste Philip- Director
Bryan Cleaver - Director

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 to approve by Brian Cleaver, Second Mark Heine. Discussion on any edits or changes to be made, Aaron Abbott would like to make Items 5D, 5H, 5I, 5J all one motion to approve all under item 5.
3. Approval of the March 14th, 2019 REDCOM Board of Directors Meeting Minutes. Motion to approve- Mark Heine, Second- Bryan Cleaver. Discussion – no further comments. Approved unanimously. Celeste Philip abstain.
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. Ken Reese introduced the new REDCOM Data Systems Administrator Nick Barber to REDCOM's team. He came to us from Rohnert Park Public Safety and is a good asset to our team.

5. New Business

Aaron Abbott is requesting Items 5D, 5H,5I, 5J all in one for consent and make one motion to approve. Motion to approve made by Bryan Cleaver, Second by Steve Akre. Mark Heine abstain on item 5.i., because it involves his agency. Discussion- no further comments. Approved unanimously with one abstention on item 5.i..

- a. Welcome Sonoma County Health Officer Celeste Philip, MD, MPH to the REDCOM Board of Directors Aaron Abbott introduced Celeste Philip, Sonoma County Health Officer. Celeste will be replacing Karen Holbrook on the REDCOM Board of Directors. There is no vote needed since the Sonoma County Health Officer has a standing position under the JPA.
- b. Election of BOD Officer positions – Discussion and action to elect annual officer's positions to the REDCOM Board of Directors. Current Officers elected on July 12th, 2018 are as follows: David Caley, Chair (1st year), Steve Akre, Vice Chair (1st year), Jason Boaz, Secretary (1st year). Officers are allowed up to two consecutive one-year terms. Aaron Abbott- Every July we have to re-elect our board officers. They are allowed 2, 1-year terms. David Caley -Chair, Steve Akre- Vice Chair and Jason Boaz- Secretary are in their first year. Bryan Cleaver made a motion to re-elected David Caley-Chair, Steve Akre- Vice Chair and Jason Boaz- Secretary for their second term in office. Second by Steve Suter. Discussion- no further comments. Approved unanimously.
- c. Directors Report – FY 18-19 Q3 an Q4 Directors report discussion and potential action. Aaron Abbott summarized the report

Aaron - Because of the timing of our Board Meetings. I am putting the last two quarters of FY 18-19 together. Aaron asked if the Board was satisfied with what they are getting out of the reports. All stated they were.

In the operations report, we have a few great things happen in REDCOM.

Krista Butts, REDCOM's dispatcher of the year for 2018.

KT McNulty was recognized by the International Academies of Emergency Dispatch for her performance during the October 2017 wildfires. REDCOM was recognized for our role in development of the Trapped by Wildfires protocols were developed by the IAED in response to the 2017 Wildfires. These protocols have been implemented across the globe.

REDCOM staffed the forward command post for three operational periods (36 hours) to assist in the resource, deployment and tracking of incidents during the Flooding disaster events in January.

Welcome to Nick Barber REDCOM's newest member to our Technical Services team.

REDCOM continues to represent dispatch services interest in the Sonoma County Ambulance Exclusive Operating Area (EOA) and EMS Ordinance stakeholder meetings.

REDCOM continues to facilitate a county -wide Active Shooter Hostile Event Response (ASHER) plan to help meet the new NFPA 3000 Standards.

REDCOM continues to participate in the Sonoma County-Alert and Warning Sub-committee assisting in development of the county-wide alert and warning program.

REDCOM saw a 4.5% increase in the cost of wages as part of the new collective bargaining agreement with United EMS worker Local 4911. Wages were applied retro back to January 2019.

Call trends and Dispatcher Utilization- We are stable.

Contract Compliance -Call answer times for 0-10 sec and 0-15 sec are all within the contract standards.

Call processing times are all above 90% (90 sec or better) for the months of January-June 2019.

- d. Graton Mitigation Funds MOU with the County of Sonoma – Discussion and potential action to approve a Memorandum of Understanding with the

County of Sonoma to receive mitigations funds generated by the Graton Casino in the amount of \$800K, in four annual installments from FY 17-18 through FY 20-21. **Approved under item 5.**

- e. Multi-year Agreement with the County of Sonoma – Discussion and potential action to approve an agreement with the county to receive funds on behalf of Sonoma County Fire and Ambulance Districts for dispatch fees not to exceed \$900K annually for FY 17-18 through FY 23-24. **Motion to approve made by Steve Akre and Second by Mark Heine. Discussion – no further comments made. Approved unanimously.**

- f. Non-Cash Budget Adjustments – Discussion and potential action to approve the following non-cash budget adjustments to the FY 18-19 budget.
 - i. Depreciation 17/18 \$199,209.69
 - ii. Depreciation 18/19 \$204,227.39
 - iii. Prepaid Expense SCPSC OF 17/18 \$86,360
 - iv. Prepaid Expense SCPSC RF 17/18 \$166,984
 - v. Interest Expense (Graton) 17/18 \$3,212.53
 - vi. Interest Expense (Graton estimate) 18/19 \$5,000 **Bobbi Lovold to make adjustments for the non-cash budget. Motion to approve by Jason Boaz, Second by Steve Akre, Discussion- no further comments. Approved unanimously.**

- g. Sonoma Raceway Contract – Discussion and potential action to approve an agreement with the Sonoma Raceway to provide dispatch services to the Sonoma Raceway for large special events. **Aaron Abbott- The draft contract is not complete. We are working with Tambra Curtis, our counsel, drafting an agreement with the Raceway. There was a contract with County Fire and Emergency Services for a Dispatcher to work the track during large events. Now that the County Fire Department doesn't exist, we are seeking a new contract with the raceway and I have been in contact with them. They are requesting a contract and we are as well. It is in the works and should be done shortly. Aaron Abbott is seeking a motion to allow him, as the Executive Director to execute the contract, on behalf of the Board, once completed. Motion to approve by Brian Cleaver, Second by Steve Akre. Discussion – Bryan Cleaver asked that once the contract is executed, the Board will be notified. Aaron assured them they will. Approved unanimously.**

- h. REACH and CalStar Dispatch Agreement – Discussion and potential action to approve the Private Dispatch Services agreement with REACH Air Medical Services LLC. **Approved under item 5.**
- i. Sonoma County Fire District Dispatch Agreement – Discussion and potential action to approve the Sonoma County Fire District as a member of the REDCOM JPA. **Approved under item 5.**
- j. FY 17-18 Financial Audit – Discussion and potential action to accept the FY 17-18 financial audit. **Approved under item 5.**
- k. FY 18-19 Financial Audit RFP – Discussion and action to select successful bidder for the FY 18-19 financial audit. **Aaron Abbott-The financial RFP was completed looking for auditors for years ending in 19, 20, and 21, with an option for two additional years. The RFP had four bidders. Aaron Abbott and Accountant Bobbi Lovold recommend the Board award the bid to auditors Hershwal & Company LLP. Motion to approve by Bryan Cleaver, Second by Celeste Philip. Discussion – no further comments. Approved unanimously.**

Steve Suter stepped out at 14:45 -14:46 we still have a quorum.

- l. REDCOM RFP to Study the Feasibility of providing dispatch services to the Marin County Fire Chiefs Association – Discussion and potential action regarding costs associated with a joint feasibility study with agencies from the Marin County Fire Chiefs Association. **Aaron Abbott- This is a Request for Proposals (RFP) for consulting services to study the feasibility of a partnership between REDCOM and Marin County Fire agencies. This RFP was developed through the ad hoc committee made of Marin Fire agency representatives, REDCOM Board members and Aaron Abbott, the Executive Director. Aaron mentioned the RFP calls for significant work on the part of a consultant and estimated costs to be \$100K to \$200k. Although an exact cost is unknown at this time. At some point the REDCOM BOD and the Marin County Fire Chiefs association will need to agree on what party will be responsible for the costs. Motion to approve Steve Akre, Second Mark Heine. Discussion- Chief Mark Brown commented that the ad hoc committee functioned very well together and he is looking forward to a continued partnership. Approved unanimously.**
- m. REDCOM Dispatch Expansion – Discussion and potential action regarding expansion of the REDCOM dispatch center. Possible action to:

- i. Approve action to authorize a budget adjustment for FY 18-19 not to exceed \$3,000 for administrative fees related to the current expansion project that may have occurred in FY 18-19.
- ii. Approve action to earmark funding not to exceed \$20,000 in FY 19-20 to be taken from currently undesignated fund balance for the purposes of planning and administrative fees, and to authorize the Executive Director to pay for such costs as they arise.

Motion to approve items m.i. and m.ii. as written by Bryan Cleaver, Seconded by Steve Akre, Discussion- no further comments. Approved unanimously

- n. Fire RMS data connection fees – Discussion and potential action to approve funds from the FY 18-19 budget to pay for Fire RMS connection services performed by Zen Consulting during the FY 18-19. Aaron – The request is for funds up to \$1,500 to pay for work provided by Zen consulting, under the Coastal Valleys EMS contract with Zen, performed on the Fire RMS data connection. Motion to approve Jason Boaz, Second Steve Akre. Bryan Cleaver/ Celeste Philip abstain. Discussion- no further discussion. Approved unanimously.
 - o. Zen Consulting Contract – Discussion and possible approval of a contract with Zen consulting to support the mirth data connection. Motion to approve by Mark Heine, Second by Jason Boaz. Discussion- no further comments. Approved unanimously.
 - p. SB 438 – Discussion and possible action regarding California Senate Bill 438. This item was discussion only. Board Director Gossner asked to be added to add this topic to the agenda for discussion. Chief Heine stated that although he is satisfied the Bill in its current form grandfathered REDCOM's current contracted services model, the REDCOM Board should be aware of potential impacts of the bill to REDCOM. Bryan Cleaver added that we should be aware how changes to the JPA, such as those that may be required to begin a formal relationship with Marin County agencies may be impacted by the bill. No action was taken.
6. Old Business
- a. FY 18-19 Budget Discussion – Update and discussion of tentative wage increases negotiated between AMR and United EMS Workers. Aaron Abbott reported that a 4.5% wage increase was agreed to by AMR and

the union. REDCOM's budget was projected at a 3% increase, so likely we will have an unexpected impact to our budget.

- b. Emergency Alerting – Update and discussion regarding REDCOM's current and future role in emergency alerting Aaron Abbott- during the Director's report, it was discussed that REDCOM is still seeking an MOU with the County to better define the expectation and role in Emergency Alerting that REDCOM may take on in the future. The Alert and Warning sub-committee meeting continues to be attended by Aaron Abbott. He will keep the Board up to date as the topic evolves.
7. Adjournment- Motion and action to adjourn the meeting. Motion to adjourn Brian Cleaver, Second Steve Akre. Motion approved unanimously @ 15:25