



REDCOM BOARD OF DIRECTORS

Agenda

Meeting Minutes

November 18th, 2019 – 9:00 am
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
Mark Heine
Bryan Cleaver
Tony Gossner

Absent:

Celeste Philip

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 9:00am
2. Approval of the Agenda Motion to approve made by Mark Heine, Second Steve Akre. Discussion-no further comments. Approved unanimously.
3. Approval of the July 11th, 2019 REDCOM Board of Directors Meeting Minutes. Motion to approve made by Steve Akre, Second Bryan Cleaver. Discussion -no further comments. 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) Resolution and Plaque Presentation – Resolution and presentation of a Plaque to Battalion Chief Mark Basque (Ret.), of the Santa Rosa Fire Department, for his long-term service and dedication to REDCOM and Sonoma County as a Dispatch Operations Advisory Committee member. **Aaron Abbott- Read the resolution and presented the plaque to Chief (Ret.) Mark Basque. Group went outside for pictures.**
- b) Director's Report – Discussion, presentation, and potential action of the Director's report and any recently received correspondence. **Aaron Abbott went over the Director's Report for Quarter 1 of FY '19-'20. In the report Aaron included the regular items and a staffing report. Aaron addressed two correspondents that the board received. One is Aaron Abbott's resignation letter effective January 1, 2020. The other was a letter from a former REDCOM employee.**
- c) FY '18 - '19 Contract Services True-up- Discussion and Action for approval of a True-up in the amount of \$114,120 from American Medical Response to the REDCOM JPA for Fiscal Year '18 -'19. Recommendation to apply the True-up amount of \$114,120 over the remainder of the current fiscal year ('19 -'20) beginning with the November payment. Payments will be reduced by \$14,265 each month for the remaining 8 months to a payment amount of \$291,885.58 from \$306,150.58. **Aaron Abbott- Action item -Motion to approve the True-up in the stated amount made by Bryan Cleaver, Second Tony Gossner. Discussion -no further comment. Approved unanimously.**
- d) Contract Services Budget Increase – Discussion and potential action in regard to the AMR contract services budget amount for FY 19-20 to account for union negotiated wages 1.68% (~\$32k) above the budgeted amount, in addition to an increase of ~ \$46k to address Supervisor, Management and Administration wage compression. **Aaron Abbott- This is an amount we will expect to see over the approved budget. There is no action necessary, this is information only. There were no concerns expressed.**

- e) Dispatch Services Contract - Second Amendment between REDCOM and American Medical Response (AMR West)- Discussion and possible approval of a Second Amendment to the REDCOM Services Contract with AMR West to change the expiration date of the contract from July 2020 to an automatic renewal every two years, with a 180 day notice to terminate. Aaron Abbott – This amendment changes the termination clause language to a 180-day termination notice for both parties. In Addition, this amended agreement changes the current agreement to an evergreen contract which automatically renews every two years. Motion to approve Bryan Cleaver, Second Tony Gossner. Discussion -no further comments. Approved unanimously.
- f) Genesis Pulse – Discussion and approval to purchase the Genesis Pulse® with Waze mapping, Rapid SOS™ caller location, and situational awareness tool in the amount of \$115,115 with an expected reimbursement from State GIS funds in the amount of \$85,386. Aaron Abbott described the Genesis pulse product and discussed the information sheet provided. Genesis Pulse will provide caller location, vehicle location and Waze traffic data on one platform. Motion to approve Jason Boaz, Second Tony Gossner. Discussion-no further comments. Approved unanimously.
- g) REDCOM and Marin County Fire Chiefs Association, Fire and EMS Dispatch Consolidation Feasibility Study- Discussion and possible action to select a consulting firm to fulfill the Feasibility Study Request for Proposal (RFP) # SC001-000000924,and authorize the Executive Director to execute the consultant agreement with the authorization from the Marin County Fire Chiefs Association. Aaron Abbott discussed the proposals for the REDCOM and Marin County Dispatch Feasibility Study. Three proposal were submitted. The Proposal Ad-Hoc Committee unanimously recommended Federal Engineering to be selected to complete the Feasibility Study. The Ad Hoc recommended REDCOM and The Marin County Fire Chiefs Association split the costs for the study at \$44k each for a total of ~\$88k. Motion to approve Bryan Cleaver, Second David Caley. Discussion-no further comments. Approved unanimously. Aaron also noted the project timeline has been pushed back because of the Kincaid Fire. The Project will now begin January 20th, 2020.
- h) REDCOM Executive Director Performance Review - Discussion and action to select a review Ad Hoc committee to provide feedback to the AMR Regional Director on the Performance of the Executive Director. Aaron Abbott- We do a performance review every year around springtime. It was missed. Dean Anderson spoke about needed to select an Ad Hoc committee to be able to complete this review by the end of the year. The Board selected an Ad Hoc committee, consisting of Tony Gossner, David Caley, Bryan Cleaver. This Ad Hoc team will provide feedback for the Executive Directors Performance

review as well as serve as the Executive Director Recruitment Ad Hoc committee for recruitment of a new Executive Director. Motion to approve David Caley, Second Tony Gossner. Discussion -no further comments. Approved unanimously.

Steve Akre left the meeting at 10:42am. We still have a quorum.

- i) REDCOM Executive Director Recruitment – Discussion and possible action regarding the recruitment of a new Executive Director. **No further discussion. This item was satisfied under item 5. h.**
- j) REDCOM Board of Directors Meeting Calendar 2020 – Action item to adopt the upcoming 2020 Board Meeting dates. **Motion to Approve Calendar for next year Board of Directors Meetings. Motion to approve Bryan Cleaver, Second Mark Heine. Discussion – no further comments. Approved unanimously.**

David Caley left the meeting at 10:52am still have a quorum. Jason Boaz (Secretary) presided over the meeting.

6. Old Business

- a) REACH and CalStar Dispatch Agreement – Discussion and potential action regarding the approval of the Private Dispatch Services agreement with REACH Air Medical Services LLC. executed on July 11th. **Aaron Abbott- Last July REDCOM combined Reach and CalStar dispatch agreement under one agreement as the two companies merged. As a result of the merger, the agencies are treated as one entity for billing purposes. This will reduce REDCOM revenue by approximately \$3,800 in base fees, as we will billing of one base fee instead of two. No action required, this is information only.**
- b) REDCOM Dispatch Expansion Update– Discussion regarding expansion of the REDCOM dispatch center. **Aaron Abbott- we are currently reviewing our lease agreement that we currently have, and we are almost in the architecture phase. The county has selected an architect under their approved list. Will be moving forward with a concept to be able present to the board and what changes there might be in the lease agreement.**
- c) Zen Consulting data connection fees update – Discussion and potential action regarding Zen Consulting contract fees for maintenance of the Zen Mirth data connection to enable CAD data to populate into Fire RMS, and PulsePoint. **Aaron Abbott-Only change to this is that I approved the \$5k to**

go into the consulting bucket to ensure we will complete the project on time. This is information only.

- d) Sonoma Raceway Contract – Update to the status of the Sonoma Raceway Contract with REDCOM. Standing Item. We have received payment from them for the last two events we have done but we still do not have a contract or other agreement drafted with them.

7. Adjournment- Motion to adjourn. Motion to adjourn made by Jason Boaz, Second Bryan Cleaver made at 10:57am