



# REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY

KT McNulty, Executive Director ■ REDCOM Fire/EMS 9-1-1 Center ■ 2796 Ventura Avenue ■ Santa Rosa, CA 95403  
Office: (707) 565-8880 ■ Fax: (707) 568-6693 ■ Cell: (707) 230-3951 ■ E-Mail: [KTMcNulty@REDCOM-Fire.org](mailto:KTMcNulty@REDCOM-Fire.org)

## BOARD OF DIRECTORS

### David Caley

Administrator  
Coast Life Support District  
Chair

### Steve Akre

Chief  
Sonoma Valley Fire & Rescue  
Vice Chair

### Jason Boaz

Chief  
Healdsburg Fire Department  
Secretary

### Bryan Cleaver

Regional EMS Administrator  
Coastal Valleys EMS Agency

### Tony Gossner

Chief  
Santa Rosa Fire Department

### Mark Heine

Chief  
Sonoma County Fire District

### Sundari Mase

Public Health Officer  
Sonoma County Public Health

## EXECUTIVE DIRECTOR

### KT McNulty

## COUNSEL

### Tambra Curtis

Deputy County Counsel  
County of Sonoma

## DISPATCH OPERATIONS ADVISORY GROUP

### Spencer Andreis

Division Chief  
Sonoma Valley Fire & Rescue  
*Chairperson*

### Shepley Schroth-Cary

Chief  
Gold Ridge Fire Protection District

### James Salvante

EMS Coordinator  
Coastal Valley EMS Agency

### Ambrose Stevens

Operations Manager  
Sonoma Life Support

### Brian York

Battalion Chief / ECC Chief  
Cal Fire

### Scott Westrope

Deputy Chief  
Santa Rosa Fire Department

[www.redcomdispatch.org](http://www.redcomdispatch.org)  
[redcom@redcom-fire.org](mailto:redcom@redcom-fire.org)

## Table of Contents

<b>Agenda .....</b>	<b>2</b>
<b>June 15<sup>th</sup> 2020 Meeting Minutes.....</b>	<b>4</b>
<b>March 26<sup>th</sup> 2020 Meeting Minutes.....</b>	<b>10</b>
<b>Radio infrastructure improvement costs.....</b>	<b>13</b>



## REDCOM BOARD OF DIRECTORS

### Agenda

July 9th, 2020 – @ 2:00PM

Join by phone 1-323-886-6897 conference ID: 669880362  
or Email [KT.McNulty@REDCOM-Fire.org](mailto:KT.McNulty@REDCOM-Fire.org) to request web link

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
2. Approval of the Agenda
3. Approval of the June 15th, 2020 REDCOM Board of Directors Meeting Minutes
4. Approval of the March 26th, 2020 REDCOM Board of Directors Meeting Minutes
5. 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.
6. New Business
  - a) Election of REDCOM Board of Directors Officer positions – Discussion and action to elect officers' annual positions to the REDCOM Board of Directors. Current Officers elected into position on July 12<sup>th</sup>, 2018 are as follows: David Caley, Chair (2<sup>nd</sup> year). Steve Akre, Vice Chair (2<sup>nd</sup> year), Jason Boaz, Secretary (2<sup>nd</sup> year). Officers are allowed up two consecutive one-year terms.
  - b) REDCOM Director's report FY 2019-2020 3<sup>rd</sup> and 4<sup>th</sup> quarters. Presented by: KT McNulty

- c) REDCOM radio infrastructure improvements and agreements - Discussion
  - i. Infrastructure improvements. Presented BY: Russel Holmes
    - Oakridge Radio Tower antennae relocation.
    - Control 2 and Control 4 infrastructure upgrade.
    - Control 3 infrastructure upgrade.
  - ii. Santa Rosa Fire Department – Control 3 frequency use agreement Proposal. Present by: Scott Westrope and Matt Dahl
  - iii. Funding solution - Discussion and possible action to approve investigating grant funding and potentially hiring a grant consulting company
  
- d) Non Cash-Budget adjustment – Discussion and potential action to approve a non-cash budget adjustment .This is a budget adjustment for the FY 19-20 for depreciation in the amount of \$215,500. – Present by KT McNulty
  
- e) Appointment of a representative to the Sonoma County Public Safety Consortium Board – Discussion and action to appoint a representative to the SCPSC Board – Presented by: Tony Gossner
  
- f) Prescheduled fire season up staffing – Discussion and possible action to approve additional staffing. Presented by: Spencer Andreis and KT McNulty
  
- g) Transient Occupancy Taxes and Sonoma County Fire Districts’ dispatch fees – Discussion. Presented by: KT McNulty

7. Old Business

- a) LIFEwest Contract update - Discussion
- b) Sonoma Raceway Contract update -Discussion
- c) REDCOM Lease agreement update – Discussion

8. Next meeting will be – October 8<sup>th</sup>, 2020 at 14:00, held virtually.

9. Adjournment- Motion to adjourn.



## REDCOM BOARD OF DIRECTORS

### MINUTES

June 15th, 2020 – @ 13:00

Join by phone 1-323-886-6897 conference ID: 868687104  
or Email [KT.McNulty@REDCOM-Fire.org](mailto:KT.McNulty@REDCOM-Fire.org) to request web link

#### Director's Present:

David Caley-Vice Chair  
Jason Boaz-Secretary  
Bryan Cleaver  
Anthony Gossner  
Mark Heine

#### Absent:

Steve Arke- Vice Chair  
Sundari Mase

#### Others Present:

KT McNulty- REDCOM- Executive Director  
Brenda Bacigalupi-REDCOM Administrative Assistant  
Evonne Stevens-REDCOM-Operations Manager

Tambra Curtis  
Doug Williams  
John Lantz  
Dean Anderson

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.

10. Call to Order by David Caley 13:03

11. Approval of the Agenda Motion to approve made by Bryan Cleaver, Second Mark Heine -Discussion- No further comments. Roll call - Approved unanimously.

12. Approval of the April 13th, 2020 REDCOM Board of Directors Meeting Minutes. Motion to approve made by Mark Heine, Second Bryan Cleaver- Discussion- no further comments. Roll call - Approved unanimously

### 13. 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**

### 14. New Business

- h) First Amendment to Lease Agreement for Use of County Facility – Discussion and possible approval of amendments to REDCOM's current Lease Agreement. This item is on the Sonoma County Board of Supervisors agenda for the June 2<sup>nd</sup>, 2020 meeting. **KT McNulty - The lease amendment includes the addition of 413 square feet as well as a designated pop up workspace for the Office of Emergency Management Alert and Warning personnel. There will be a total of 14 consoles. Need to vote on the amendments to REDCOM's current lease. Motion to approve made by Bryan Cleaver, Second Mark Heine. Discussion - No further comments. Roll call - Approved unanimously.**
  
- i) Funding time extension request for REDCOM expansion design phase – Discussion and possible action to approve extension of payment into fiscal year 20/21. **KT McNulty - Due to COVID-19 delays, the work is being pushed back into FY 20-21 and the funds (\$67K) that we approved during the February 13th meeting to come out of our FY19/20 budget will now need to re-budget to our 20/21 FY. This item has been approved at the Sonoma County Board of Supervisors. Motion to approve made by Jason Boaz, Second Tony Gossner – Discussion - No further comments. Roll call - Approved unanimously.**

### 15. Old Business

- d) Discussion of EMS RFP and any potential impacts to REDCOM **Bryan Cleaver abstained from this discussion and left the meeting at 13:12.**

**David Caley - Opening up discussion to the Board regarding the potential modeling REDCOM into a command center. The Board wanted to discuss further.**

**Anthony Gossner - REDCOM does a very good job of dispatch, but where we are weak is having the fire perspective in the dispatch center. Some of that has changed with the additional people that REDCOM has hired with the fire background. But they are not always up to date on the policies at hand. We would have a full-time position that is dedicated to looking at the overall prospective of dispatch that relates to our operational area and regionally so**

looking at all counties that boarder us and beyond in some cases. Paying attention, to the larger picture to be able to reach out the correct personnel.

Recap from Anthony Gossner - The position that has an overall look within the county and outside the county that helps move people and resources to the right places to make sure the county is covered. It would be a person that would work closely with the county alerting individuals so if something happens in real time they are covered.

Mark Heine - I have nothing to add to what Tony just said.

David Caley - Phone line dropped off 13:20 and back 13:21.

David Caley - If we were to establish a command center at REDCOM would we put a position in place that is on demand when there is a large-scale incident or would someone be there all the time? Question for Tony.

Anthony Gossner - It would be a person there all the time. It would be a 40-hour work week. They would be there for emergencies as well as working on other items. Not just the emergency part of it. Tony asked KT McNulty if you (REDCOM) is certified as a dispatch center, is there a certification at the command center level or is it all encompassing with that one certification. KT McNulty will investigate it and get back to the Board.

Jason Boaz - Tony are you talking about adding a position for a 40 hour work week as well as on call day and night for emergency and no longer using the Duty Officer from different agency to cover this position correct?

Anthony Gossner- That is what I am thinking about.

KT McNulty - We were in-house brain storming about 2 part time employees 20 hours each week per person to work in REDCOM. One at each end of the week making it a 40 hour per week position. Also, they would be available 24/7 for any emergencies that may occur.

David Caley - Would this be a county position?

Anthony Gossner – I am not sure. The funding I feel should come from REDCOM that we all pay into for this position.

David Caley - Several meetings ago we were looking at the fact the EOA RFP was up for discussion. If AMR would not continue to cover REDCOM and where would we be at? Then we started looking back at the historical information about whether it was like a zero-budgeted prospect. If whomever wins the EOA contract if it's not AMR what would be the likelihood of them

staying. We were stepping back and looking at it in a whole compacity of REDCOM. The command center was part of that discussion and we were just getting a lot of potential change with the BOD forum if the EOA was officially awarded. We were trying to get in sync with what was going on with ambulance ordinance and the RFP process.

Mark Heine - Back in March the RFP stake holders' group had asked if the REDCOM BOD had any input into the RFP document that was being prepared by the stake holders. My recommendation is we might want to separate these two issues:

1. Does the REDCOM board wish to give any input representing REDCOM in its mission to the RFP document preparation?
2. Do we want to continue down the path of exploring converting REDCOM to a commander center type system?

KT McNulty – What James Salvante had purposed to us is that it is up to the Board if we would like to remain independent of the EMS RFP or if we would like dispatch services to be a part of the EMS RFP. Is that what everyone else's understanding is?

Mark Heine - Keep in mind there are only 2 scheduled stake holders meetings left before the document goes into preparation mode. Even if we wanted to have input into the RFP process we are jumping in late in the game as a Board.

With my REDCOM Board Director hat on and I certainly defer to our Executive Director KT. I don't see the Board having anything substantial to weigh in on the development of the RFP document for the ambulance service area. I do want to see as a BOD to pursue the concept of a command center. My recommendation is that we would take up the motion of the BOD do we want a formal contribution to RFP development process in which case we only have a couple of meeting to do that and then secondly a separate topic moving forward do a little exploration on the command center concept.

Brian Henricksen - Speaking form a public comment perspective to the Board. From the AMR perspective some of the genesis behind the need for the discussion previously was around the contract with AMR the inclusion for the staffing contract for AMR for REDCOM if it was going to be included in the EMS agencies or rather then the county RPF that was being pushed out. Previously it was not included in the last go around. We had heard on the AMR side there was a discussion about whether the REDCOM contract would be put through as far as the county ambulance franchise RFP or if they were going to keep separate and distinct.

Dean Anderson – I understood the conversation from several months ago with the Board to be a question about whether or not there was a desire on the Board to change the prior practice of doing a separate RFP for dispatch services and run it in parallel to the ambulance RFP and/or to add to be included out the REDCOM's dispatch services be included in the ambulance RFP that would intern require a bidder to also provided dispatch services. I thought that was the original question intern of RFP or not RFP. I would agree with Mark's comments that I don't think now with two meetings out is the time to include commentary. I think the real question is does the Board wish to do their own RFP or to they wish to be included in the ambulance RFP.

Tambra Curtis - This might help you with the decisioning making process. I recently went back through all of the REDCOM files, since I was not the attorney back then and it looks like they never got to the point of getting any formal legal option on the issue. The thought at the time is that the more cautious to separate the REDCOM contract RFP part and not have that part of the ambulance RFP. Nothing really has seemed to change at this point as a legal standpoint.

David Caley - Comment to Tambra - At this point in time based on the time line. We would not be contributing to the ambulance RFP, but we would be looking at it in the future putting out a new RFP for dispatch service and keeping it separate correct?

Tambra agreed with this.

Dean Anderson- The existing agreement that you worked on with Aaron Abbott at the end of last year. The existing contract with AMR and REDCOM is set as an Evergreen Agreement. So, if AMR would be the winning bidder for the ambulance franchise then you would not have to do anything because it is in an Evergreen Contract.

Mark Heine- Moving forward I do not think the Board should be pursuing to have the dispatch services contract inserted into the RFP contract.

Motion to approve that the REDCOM BOD does not request to have the dispatch service contract inserted into the Ambulance EOA contract. Second made by Anthony Gossner- Discussion-no further comments. Roll call - Approved unanimously

David Caley- Parked the idea RFP for now.

Start a sub committed to investigate the details on what a command center will entail and the pros and cons of the budget to add Marin County.

Motion to approve made by Jason Boaz, Second Mark Heine – Discussion - no further comments. Roll call - Approved unanimously



The Ad Hoc will be same as Marin County.

16. Next meeting will be - July 9<sup>th</sup>, 2020 at 14:00, held virtually.

17. Adjournment- Motion to adjourn made by Tony Gossner, Second Jason Boaz -  
Roll call - Approved unanimously



## REDCOM BOARD OF DIRECTORS

March 26<sup>th</sup>, 2020 – @ 2 pm

### MINUTES

Sonoma County Sheriff's Office

2796 Ventura Ave, Santa Rosa, CA

Downstairs conference room

6 feet social distancing will be enforced.

Skype meeting call in: 1-323-886-6897 ID: 610844222

#### Director's Present:

David Caley -Chair

Steve Arke- Vice Chair

Jason Boaz-Secretary

Bryan Cleaver

Anthony Gossner

Mark Heine

#### Absent:

Sundari Mase

#### Others Present:

KT McNulty- 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 @ 14:03**
2. Approval of the Agenda- **Motion to approve made by Bryan Cleaver, 2<sup>nd</sup> Steve Arke Discussion. No further comments. Roll Call - Approved unanimously.**
3. Approval of the February 13<sup>th</sup>, 2020 REDCOM Board of Directors Meeting Minutes. **Motion to approve Motion to approve made by Steve Akre, 2<sup>nd</sup> Mark Heine. Discussion. No Further comments. Roll Call-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 Comment**

#### 5. New Business

- j) AMR Contract Services Budget- Discussion and Possible approval of the AMR contract services budget for the upcoming Fiscal Year 20-21. **KT McNulty- There were a few modifications from what was presented during the February Board meeting. There was a \$10k decrease in the budgeted salaries which drops the overall budget increase to 4.29% from 4.59%.**

**Clarification on the EFD implementation costs-It was actually the cost of EFD National Q Services.**

**Clarification on General Admin costs-EMD Pro-Qa cost went up.**

**Motion to approve Budget made by Bryan Cleaver, 2<sup>nd</sup> Mark Heine. Discussion. No further comment. Roll Call. Approved unanimously.**

- k) REDCOM Budget- Discussion and possible approval of the REDCOM Budget for the upcoming Fiscal Year 20-21. **Motion to approve made by Mark Heine, 2<sup>nd</sup> Bryan Cleaver. Discussion. No further comment. Roll Call. Approved unanimously.**
- l) LIFEwest Service Contract - Discussion and possible approval of the contract. **Motion to approve made by Mark Heine, 2<sup>nd</sup> Steve Arke. Discussion. No Further comment. Roll Call. Approved unanimously.**
- m) Dispatch contingency plan for COVID-19 – Discussion – **KT reviewed health and safety procedures for the REDCOM staff and outlined contingency plan if REDCOM staff were to experience a staffing shortage due to the pandemic.**
- n) EMS RFP – Discussion – **Bryan Cleaver spoke about bring this back in front of the board so they can have a discussion and bring a recommendation back to the RFP work group. Requested a Special Meeting to discuss with in the next 2- 3 weeks.**

**Bryan Cleaver left the meeting 14:34 to abstain from this discussion.**

6. Old Business

- e) Sonoma Raceway Contract – Update to the status of the Sonoma Raceway Contract with REDCOM. Motion to approve made by David Caley, 2<sup>nd</sup> Tony Gossner. Discussion. No Further comment. Roll Call. Approved unanimously.

7. Next meeting will be July 9th, 2020

- 8. Adjournment- Motion to adjourn made by Mark Heine, Tony Gossner 2<sup>nd</sup> adjourn at 14:50



Oakridge Antenna Move			
Administrative	Unit Price	Qty	Total
Crown Castle Administrative Fees		1	\$3,000.00
Crown Castle Build Permit (if Required)		1	\$1,500.00
<b>Equipment</b>			
1 146-168MHz Omnidirectional Antenna	\$2,836.18	1	\$2,836.18
2 Clamp Assembly	\$385.00	2	\$770.00
3 1 Meter FSJ4-50B Jumper	\$80.00	1	\$80.00
4 7/8" Heliac Cable	\$2.24	250	\$560.00
5 RF Connectors	\$35.00	2	\$70.00
<b>Labor</b>			
Installation (5 technicians/2 days)	\$82.17	80	\$6,573.60
SO Helicopter Lift (required to safely emplace new antenna)	\$4,051.00	3	\$12,153.00
<b>Project Contingency</b>		10%	\$2,754.28
<b>Subtotal</b>			<b>\$30,297.06</b>

The labor cost above reflects the Board approved FY19/20 rates and may change annually.  
The prices above are only estimates. Equipment and labor shall be billed at the Actual Rate.

## Control 3 - Plan A - Three Site Simulcast (Barham, Jack, Son)

Frequency Coordination			
Project Management	\$108.32	4	\$433.28
FCC License Fee	\$3,500	1	\$3,500.00
Equipment			
1 Tait TB-9400 Base Station Repeaters	\$11,620	2	\$23,240.00
2 Tait TB-9400 Central Voter	\$15,240	1	\$15,240.00
3 Tait TN-9100 Console Gateway	\$5,264	1	\$5,264.00
4 Combining Equipment	\$6,000	3	\$18,000.00
5 Direct Current Breaker Panel	\$850	1	\$850.00
6 Miscellaneous Hardware (RF&Pwr)	\$200	3	\$600.00
7 RX Dist Panel	\$3,600	3	\$10,800.00
8 *Tone Remote Adaptor	\$350	1	\$350.00
Configuration			
Configure and Test new radios	\$82.17	8	\$657.36
Configure Microwave Channel	\$1,314.72	1	\$1,314.72
Installation			
Install Repeaters/Combiners	\$82.17	32	\$2,629.44
Coverage Study			
Labor to conduct study (2 techs @ 4 days)	\$82.17	64	\$5,258.88
Project Contingency		10%	\$8,813.77
Subtotal			\$96,951.45

On-Going Maintenance			
Microwave Connectivity (per year)	\$66.14	3	\$198.42
Tait TB-9400 Preventive Maintenance (per year)	\$82.17	10.5	\$862.79
On-Going Maintenance Subtotal (per month)			\$88.43

\* Provides wireline connection to Santa Rosa PD dispatch (Optional)

**Control 3 - Plan B - Four Site Simulcast, Backup Voter (Barham, Jack, Son, SO)**

<b>Frequency Coordination</b>			
Project Management	\$108.32	4	\$433.28
FCC License Fee	\$3,500	1	\$3,500.00
<b>Equipment</b>			
1 Tait TB-9400 Base Station Repeaters	\$11,620	2	\$23,240.00
2 Tait TB-9400 Central Voter	\$15,240	2	\$30,480.00
3 Tait TN-9100 Console Gateway	\$5,264	1	\$5,264.00
4 Combining Equipment	\$6,000	4	\$24,000.00
5 Direct Current Breaker Panel	\$850	2	\$1,700.00
6 Miscellaneous Hardware (RF&Pwr)	\$200	4	\$800.00
7 RX Dist Panel	\$3,600	4	\$14,400.00
8 *Tone Remote Adaptor	\$350	1	\$350.00
<b>Configuration</b>			
Configure and Test new radios	\$82.17	10	\$821.70
Configure Microwave Channel	\$1,314.72	1	\$1,314.72
<b>Installation</b>			
Install Repeaters/Combiners	\$82.17	40	\$3,286.80
<b>Coverage Study</b>			
Labor to conduct study (2 techs @ 4 days)	\$82.17	64	\$5,258.88
<b>Project Contingency</b>		10%	\$11,484.94
<b>Subtotal</b>			<b>\$126,334.32</b>

<b>On-Going Maintenance</b>			
Microwave Connectivity (per year)	\$66.14	4	\$264.56
Tait TB-9400 Preventive Maintenance (per year)	\$82.17	14	\$1,150.38
<b>On-Going Maintenance Subtotal (per month)</b>			<b>\$117.91</b>

\* Provides wireline connection to Santa Rosa PD dispatch (Optional)













