



REDCOM BOARD OF DIRECTORS

Agenda

February 11, 2021 – @ 2:00PM

Join by phone conference 1-323-886-6897 ID#310 447 791#

or Email 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 January 14th, 2021 REDCOM Board of Directors Meeting Minutes.

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.

5. New Business

- a) AMR Contract Services Budget- Presentation and discussion of the AMR contract services budget for the upcoming Fiscal Year 20-21. – KT McNulty
- b) REDCOM Budget- Discussion and presentation of the REDCOM Budget for the upcoming Fiscal Year 20-21. -KT McNulty
- c) Pulse Point – Discussion and action to approve funding Pulse Point. Roughly \$13,000 annually. – Steve Akre

6. Old Business

None

7. Next meeting will be – March 11th, 2021 at 14:00, held virtually.

8. Adjournment- Motion to adjourn.

**REDCOM Budget
78401-66060100**

	Actual	Approved Budget	Preliminary Budget	Change Budgeted	% Change	
	FY 19-20	FY 20-21	FY 21-22	FY 20-21/ FY 21-22	FY 20-21/ FY 21-22	Notes on significant changes
Revenues						
42610 Graton Rancheria Contribution	200,000	200,000	-	(200,000)	-100.0%	
42627 Cities & Districts	2,521,522	2,681,644	3,092,263	410,619	15.3%	
44002 Interest on Pooled Cash	46,576	-	-	-	N/A	
45310 Private Ambulance Providers	1,873,836	1,836,514	1,941,505	104,992	5.7%	
45507 MDC Air cards - Members	75,450	64,666	61,634	(3,031)	-4.7%	
46040 Miscellaneous Revenue	3,988	23,023	-	(23,023)	-100.0%	
Total Revenues	\$ 4,721,372	4,805,847	5,095,403	289,556	6.0%	
Expenditures						
51061 Maintenance	2,765	-	-	-	N/A	
51025 Telecommunication Wireless Svc (Aircards)	77,267	67,025	71,168	4,143	6.2%	
51041 Insurance	16,507	16,500	17,500	1,000	6.1%	Based on 19/20 Actuals
51206 Annual Audit	18,000	18,000	18,000	-	0.0%	
51207 Fiscal Accounting Services	28,584	32,530	32,530	-	0.0%	
51209 SCPSC Operations	369,372	448,750	482,593	33,843	7.5%	
51211 Legal Counsel	12,006	10,000	15,000	5,000	50.0%	Increased for upcoming legal needs
51217 Feasibility Study	44,173	-	-	-	N/A	
51225 Travel and Training	-	3,500	3,500	-	0.0%	
51226 Consulting Services	40,402	14,400	35,000	20,600	143.1%	Based on 19/20 Actuals - Zen
51235 AMR Dispatch Contract	3,559,687	3,842,333	4,089,073	246,740	6.4%	
51235 Fire Season Dispatcher	-	-	193,978	193,978	N/A	
51301 Public/Legal Notices	-	500	-	(500)	-100.0%	
51901 Telecommunication Data Lines	7,283	23,000	8,000	(15,000)	-65.2%	Decreased based on last 2 years expenses - New Acct for Radio
51902 Radio Services	18,338	-	17,813	17,813	N/A	
51916 County Services	434	1,500	1,000	(500)	-33.3%	Decreased based on last 3 years expenses
52111 General office expenses for JPA	-	1,500	500	(1,000)	-66.7%	Decreased based on last 3 years expenses
52141 Equipment & Tools	98,432	-	-	-	N/A	
52142 SCPSC Shared Replacement Fund	-	51,286	57,748	6,462	12.6%	
52143 Software	28,793	52,000	52,000	-	0.0%	Pulse and Livemum Annual Maintenance
53103 Interest on LT Debt	5,455	5,400	-	(5,400)	-100.0%	Loan is paid off in 20-21
53402 Depreciation	204,729	210,000	225,000	15,000	7.1%	Based on current depreciation schedule
59002 Advances	67,756	200,000	-	(200,000)	-100.0%	
59003 Advances clearing	-	(200,000)	-	200,000	-100.0%	
Total Expenditures	\$ 4,599,984	4,798,224	5,320,403	522,179	10.9%	
* Expenses funded by member contributions	\$ 4,389,800	4,582,824	5,095,403	512,579	11.2%	

Fund Balance Summary	19-20	20-21	21-22
Beginning Fund Balance Available for Budgeting	\$ 975,664	1,205,105	1,429,042
Plus Revenues	\$ 4,721,372	\$ 4,805,847	5,095,403
Less Expenditures	\$ (4,599,984)	\$ (4,798,224)	(5,320,403)
Adjustments	\$ 108,053	216,314	216,314
Ending Fund Balance Available for Budgeting	\$ 1,205,105	1,429,042	1,420,356
17% Fund Balance requirement	\$ 781,997	\$ 815,698	\$ 904,469
Technology Improvement Restricted Funds	\$ 75,000	\$ 75,000	\$ 75,000
Excess Fund Balance over minimum balance	\$ 348,108	\$ 538,344	\$ 440,887

REDCOM MDC Budget 78402-66060200	FY 19-20	FY 20-21	FY 21-22	FY 20-21/ FY 21-22	FY 20-21/ FY 21-22
44002 Interest on Pooled cash	4,274	-	-	-	N/A
47101 MDC/CAD Central Dispatch Contribution	-	4,426	7,277	2,851	64.4%
45301 REDCOM MDC Replacement Fund Agency Specific	97,278	114,950	73,140	(41,810)	-36.4%
Total Revenues	101,552	119,376	80,417	(38,959)	
52141 REDCOM MDC/CAD Replacement Fund Central Site	11,183	4,426	7,277	2,851	64.4%
52142 REDCOM MDC Replacement Fund Agency Specific	264,744	114,950	73,140	(41,810)	-36.4%
Total Expenditures	275,927	119,376	80,417	(38,959)	



REDCOM BOARD OF DIRECTORS

Minutes

January 14th, 2021 – @ 2:00PM

Join by phone 1-323-886-6897 conference ID: 205941738#
or Email KT.McNulty@REDCOM-Fire.org to request web link

Director's Present:

Steve Akre-Chair

Mark Heine- Vice Chair

Bryan Cleaver- Secretary

Dave Crowl (Replacing David Caley)

Jason Boaz

Scott Westrope (Replacing Anthony Gossner)

Absent:

Sundari Mase

Others Present:

KT McNulty

Brenda Bacigalupi

Evonne Stevens

Russ Holmes

Rick Maudlin

Ken Reese

Matthew Dahl

Steve Suter

Brian Hendricksen

Matthew Gloekner

Doug Williams

Chad Costa

Tambra Curtis

David Caley

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 Made by Steve Akre at 1402 Steve Akre- Requested Pledge of allegiance. Held up a flag and we recited.
2. Approval of the Agenda KT McNulty – Removal 6A Item B. We will discuss at a later Board Meeting after we receive more information. Motion to approve made by Bryan Cleaver, Second Mark Heine – Discussion - No further comments- Approved unanimously.
3. Approval of the October 8th, 2020 REDCOM Board of Directors Meeting Minutes. Motion to approve made by Mark Heine, 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 Comment from Public

No action will be taken by the Board as a result of any items presented at this time.

5. New Business

- a) Welcome Santa Rosa Fire Department's Interim Fire Chief, Scott Westrope and Coast Life Support District's new Administrator, Dave Crowl to the REDCOM Board of Directors - Steve Akre welcomed our two newest members to the REDCOM Board of Directors Scott Westrope and Dave Cowl. They will be replacing Anthony Gossner and David Caley whom both retired.
- b) Director's Report – Discussion and presentation of the Q2 FY 20-21 Director's Report KT McNulty - This one will be brief. Nothing major since the last report out.

Operation:

For EMD and EFD we continue to perform above ACE level of standards. I did get December's data back after sending this out and it is also a great month.

Staffing Update:

We are fully staffed. All positions, all over head, supervisor and union positions are filled. No one is currently in training. We have a strong pool of Part time dispatchers.

Call Durations: Call duration times remains consistent for the last 3 years.

Strategic Planning Update:

I will go more into the REDCOM expansion Project as part of the main agenda.

The Marin County feasibility study is still under way. Marin got hit with Covid and was put on hold. They do have a project manager on it now. They will provide updates, they had nothing to report as of now.

Call Trends:

Nothing notable in this particular graph for all call. If you look at the 911 call volume you will see the yellow line we did experience a drop from 911 call volume from beginning February up thru June then it starting climbing again and we did see a spike with the fire season thru the summer.

Total 911 Calls:

We did see a drop in 911 call volume from March, April, and May and then an uptick consistent with fire season beginning in July.

Average Call Duration: Call duration time remains consistent for the last 3 years.

Average Time Performance Criteria:

We continued to be consistently compliant in our 911 answer time as well as time to dispatch resources.

Answer Time Performance: We continue to excel and meet our obligations.

Dispatch Out Time: Call to answer dispatch time we continue to meet the standard consistently. The rest of the data supports these two charts.

Exemptions: Which are consistently around the same numbers nothing sticking out in that area.

c) Emergency Communications Van (Old OES5262)

- a. Discussion and action to approve REDCOM purchasing the van in the amount of \$2,500 and taking ownership. KT McNulty - REDCOM was contacted by OES to let us know that they were planning on decommissioning the comm van that REDCOM previously utilized. Ken Reese was able to negotiate it for \$2,500 including all the radio equipment. I have confirmed with Tandra Curtis that there are no legal barriers in REDCOM purchasing a vehicle. The van features two separate workspace areas. One is more of an office space the other is a radio/dispatch room. Most of the walls are dry erase surfaces with room to hang maps. There are 2 entrance into the van front office and back office.

What I am looking for today is if the Board would like to move forward to purchase the van and have REDCOM be the owner of the van.

Steve Akre - This was one of our primary back up to be able to still take calls and process the calls in the event if something would happen to REDCOM and were unable to switch over to St. Helena. T. We did not want to see it go but it did. I want to see other Board members comments. This is a great opportunity for us to build in this back up again as part of our system.

b. Discussion on potential uses of the van.

KT McNulty- I would like to add a little bit more. We did use it for our back up. We have also used it at the large-scale sporting events to run our incidents out of so we were able to get all over head people from the incident working together with REDCOM inside the van and handling all the fire and EMS resources from within the van. It can also be used utilized as an incident command post for any other large-scale events in the future.

Steve Akre - Lets open for discussion amongst the Board.

Mark Heine - What kind of shape is it in?

Ken Reese - It went down to Santa Cruz County and it spent a year or two there. Was deployed a couple of times down there. Has low mileage and it had some transmission work in the earlier days. Had a new generator put in. It is a 1986.

Scott Westrope - Have you guys looked into setting aside some funds for ongoing maintenance, fuel, tires, major repairs. Is there some

account that you have funding available to keep a 1986 truck on the road?

KT McNulty - I am looking into that for the next budget cycle. It will be something that I will keep track of. I must find a vendor first.

Steve Akre - What is the likelihood or the possibly of re-mounting the communication van portion on a different chassis. Down the road a couple of years we found that it is was not worth keeping a 1986 truck on the road. Is it remountable or would we be in a spot where we would need a new rig?

Rick Moudlin - The truck box was designed and built to be able to remount to another cabin chassis with minimal inter contact. Should be able to remount relatively easy.

Motion to approved made by Mark Heine, Second Scott Westrope - No discussion - No further comments - Approved Unanimously.

6. Old Business

a) REDCOM Expansion

- a. Discussion and action to approve newly proposed layout. **KT McNulty-** The old concept entailed adding 4 new 911 dispatch consoles in the current overhead office space and tearing down the existing office walls. All 5-overhead personal would be moved into the new space which is roughly 15'x30'. I spent a few months trying to find a feasible configuration that would accommodate everyone's job roles. Not finding a practical solution I changed gears and came up with a dual use concept that would also cut the cost of the expansion. This new plan would leave the current office space standing and add 2 new offices into the new space with some room for meetings, training etc. Each overhead work console would be outfitted with 911 phone system, radio and a CAD workstation that can be staffed by dispatchers during a disaster or for overflow if needed. This would also leave room in each office for much needed storage space for supplies and equipment.

Motion to approve made by Jason Boaz, Second Bryan cleaver - No discussion - No further comments - Approved unanimously.

b. Discussion and action to approve funding the next phase of project in the amount of \$40,000. **Removed from agenda. Will discuss at a later Board meeting after more information is available regarding overall project costs.**

- b) Control 3 Memorandum of Understanding from Santa Rosa Fire Department – Discussion and action to approve MOU regarding REDCOM’s plan to acquire and maintain Control Channel 3. **KT McNulty - This MOU was drafted by Santa Rosa Fire to memorialize the understanding between Santa Rosa Fire and REDCOM to share the cost associated with stabilizing Control 3 infrastructure and for REDCOM to acquire Control 3.****

Motion to approve made by Mark Heine, Second Jason Boaz-no discussion - no further comments - Approved unanimously.

- c) Control 3 Radio Service Agreement – Discussion and action to approve the service agreement between Sonoma County Telecommunications Bureau and REDCOM to upgrade and maintain Control Channel 3’s infrastructure. **KT McNulty - This agreement is for the Sheriff’s T-com to upgrade Control 3 and provide ongoing maintenance.****

Motion to approve made by Bryan Cleaver, Second Jason Boaz- No discussion - No further comments - Approved unanimously.

- d) Radio Service Agreement – Discussion and action to approve the final draft of the service agreement between Sonoma County Telecommunications Bureau and REDCOM to provide ongoing maintenance and repair of hardware and equipment that supports REDCOM’s radio channels infrastructure. **KT McNulty -This is the agreement that was brought to you previously. This is the final draft. Just a reminder that we have not had a Radio Service agreement for REDCOM Channels since the Control 9 days. This is a new cost annually that will be \$57.000.****

Motion to approve made by Mark Heine, Second Bryan Cleaver - No discussion - No further comments - Approved unanimously.

- e) Alert and Warning - CodeRed MOU – Final draft of the Memorandum of Understanding between Department of Emergency Management and REDCOM. REDCOM staff to provide no notice community alerting in eminent emergency situations. Discussion and action to approve the MOU. KT McNulty -This is the final draft of the MOU that was previously brought to the board in draft form. Once approved it will go to the DOAG to draft a policy on the how we are going to do it.

Motion to approve made by Jason Boaz, Second Dave Crowl - No discussion - No further comments - Approved unanimously.

- f) Grant Funding Update – Discussion on new Grant opportunity available. Assistance to Firefighters Grant. KT McNulty - I am sad to report that I found out yesterday the grant will not work with our JPA structure. Sonoma Valley Fire had agreed to partner with REDCOM to apply for the grant, however that is not allowable. I am still looking at other ways to potentially make it work and I am continuing to look for other opportunities.

Jason Boaz- What about the Fire Chief Origination?

KT McNulty - Good idea, I will investigate it.

Round Table:

Mark Heine - Not on agenda, no action required. It did not make it time for this meeting, but I want to discuss. I have spoken with Ken Reese about the Tango Tango application and we are at a point now that we have beta test it. It is a remarkable application. It opens the doors for Fire Fighters safety survival tool to back up the radio system. We are at the point now we must buy it, fund it, or we need to give it back. We are looking at \$10,000 for 3 years. We need to work with Ken Reese on this. I will bring it up at the County Chiefs meeting on our agenda coming up next week so we can discuss it. We need to find a funding source within REDCOM fee structure. We do not want it to go away.

Steve Akre - Not on agenda. Ongoing funding for Pulse Point. I would like to have a discussion with the Board and REDCOM to see if that is something we can support and take that burden off Dave and the nonprofit.

7. Next meeting will be – February 11th, 2021 at 14:00, held virtually.
8. Adjournment- Motion to adjourn. Made by Steve Akre at 13:48 Motion to approved made by Mark Heine, Second Dave Crowl - Approved unanimously