



REDCOM BOARD OF DIRECTORS

Special Meeting

Agenda

August 29, 2024 @ 2pm

**Sheriff's Office
2796 Ventura Avenue
Santa Rosa, Ca 95493**

Join by Teams Meeting 1-323-886-6897 Conference 540 709 834#

Director Dr. Luoto will participate remotely under the traditional teleconferencing rules under the Brown Act. Dr. Luoto's publicly accessible teleconference location is:

**The Public Library
316 Estrella Ave, La Selva Beach CA, 95076**

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. 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.

4. Discussion Item: Ad Hoc Committee Updates – Ad hoc committees 1 and 2 to report on ad hoc meetings, discuss next steps, and provide recommendations for Board consideration.
5. Action Item: Presentation and Award of Employee Benefits Administration RFQ 24-01, Ad Hoc 2 Recommendation.
 - i) Board deliberation and award of contract for provision of Employee Health Benefits Administration.
 - ii) Approve Resolution Authorizing the Executive Director to Execute an Agreement for Employee Health Benefits with Awarded Contractor.
6. Action Item: Presentation and Award of Workers' Compensation Insurance RFQ 24-02, Ad Hoc 2 Recommendation.
 - i) Board deliberation and award contract for provision of Workers' Compensation Insurance.
 - ii) Approve Resolution Authorizing the Executive Director to Execute an Agreement for Workers' Compensation Insurance with Awarded Contractor.
7. Action Item: Board consideration of new Job Classification and Related Specification of Communications training Officer and the Job Assignment of Communications Dispatcher – Relief Supervisor.
 - i) Presentation by Deborah Muchmore regarding an additional job classification (Communications Training Officer) and job assignment (Communications Dispatcher - Relief Supervisor).
 - ii) Approve Resolution Establishing and Adopting the New Job Classification of Communications Training Officer and the Job Assignment of Communications Dispatcher – Relief Supervisor.
8. Discussion Item: AP Triton to provide status updates on JPA transition process.
9. Next Special meeting will be – September 5, 2024, at 2:00 pm
10. Adjournment- Motion to adjourn.



REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403 | Tel: (707)565-8880

STAFF REPORT

TO: Board of Directors MEETING DATE:

**PREPARED BY: Deborah Muchmore,
Transition Coordinator (MTC)**

APPROVED BY: Evonne Stevens, Executive Director

August 29, 2024

ITEM: AWARD THE CONTRACT FOR PROVISION OF EMPLOYEE HEALTH BENEFITS TO THE CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY (CIRA) AND APPROVE A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO INITIATE AND APPROVE ALL DOCUMENTS NECESSARY TO ENTER INTO AN AGREEMENT WITH CIRA

RECOMMENDATION

It is recommended the Board of Directors award the contract for Employee Health Benefits to CIRA and approve a Resolution authorizing the Executive Director to initiate and approve all documents necessary to enter into an Agreement with CIRA.

BACKGROUND

REDCOM desires to become an employer of record for the personnel performing services on their behalf. This transition must occur on or before October 9, 2024. To be an employer, REDCOM must obtain Employee Benefits such as medical, dental, vision, life insurance, disability insurance, and an employee assistance program prior to employing personnel. On August 13th, REDCOM issued an RFQ for Employee Benefit Services.

Three firms were solicited. One firm, Alleivity, declined to bid due to the short time frame for response and engagement. Fire Risk Management Solutions (FRMS) and the California Intergovernmental Risk Authority (CIRA) responded.

On August 26, 2024, the Board's Ad Hoc Committee #2 reviewed the responses to the RFQ and rated them based on the following criteria.

- Responsiveness to the RFQ
- Ability to meet the timeline required
- Ability to provide the requisite services
- The quality, types and benefits of plans provided in relation to plans currently held by prospective employees
- The provision of sample language and steps for engagement
- Cost of Services

DISCUSSION

All proposers missed the initial deadline due to the short timeline provided by staff for response. One firm submitted a proposal an hour after the deadline. Due to the imminent need of the services, staff met with Ad Hoc Committee #2 who presented a recommendation to the REDCOM Board on August 22, 2024. The Board supported Ad Hoc Committee #2's recommendation to allow an extension of the submission period.

On Friday, August 23, 2024, two proposals were received. Rating tools were developed from the rating criteria in the criteria included in the request for qualifications and on Monday, August 26, 2024, Ad Hoc Committee #2 reviewed both proposals against the rating criteria.

Both proposals certified the ability to meet REDCOMs timeline and provided next steps and language for any resolutions needed. Both discussed options for onboarding, open enrollment, and separating employees. CIRA provided a less expensive copay for Kaiser at zero deductible, \$10 office visits, and \$5 generic and \$10 preferred for prescriptions. CIRA was 35% cheaper than FRMS for dental insurance that included free preventative care, \$2000 lifetime orthodonture, and 90% basic and 60% major coverage after a \$50 per individual (\$150 max family) deductible. Finally, FRMS does not offer Flex Savings Accounts for pre-tax medical savings and their Employee Assistance Program was three visits every six months (six a year) whereas CIRA's provider allows eight (8) counseling visits per issue per individual per year.

After careful consideration of each proposal for responsiveness, timeline, steps to engagement, and cost options, the Committee selected CIRA based on its demonstrated responsiveness to provide additional information when requested, the costs of the proposals provided, the fewer steps to engagement, and the plans available to employees.

Therefore, staff recommends the REDCOM Board award the Contract for Employee Benefits services to CIRA and to initiate and approve all documents necessary to enter into an Agreement for provision of Employee Health Benefits, meet with the risk pool representatives, and return to the Board with future resolutions that may be necessary to complete the process.

FISCAL IMPACTS

The fiscal impact of approving this Resolution is estimated to be \$575,000 for fiscal year 2024-2025 which includes the anticipated cost of insurance premiums for Medical, Dental, Vision, and other insurances for known employee demographics and dependents.

The actual cost will vary based on a complete census of employees and their dependents which our HR team will work with staff to collect over the next few days.

ATTACHMENTS

Resolution of the Board of Directors of the Redwood Empire Dispatch Communications Authority (REDCOM) Authorizing the Executive Director to Execute an Agreement For Employee Health Benefits Services with California Intergovernmental Risk Authority (CIRA).



**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY
(REDCOM) AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AGREEMENT FOR EMPLOYEE HEALTH BENEFITS SERVICES WITH
CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY (CIRA)**

WHEREAS The REDCOM Board of Directors desires to employ personnel and as such must provide employee benefits such as medical, dental, vision, life insurance and an employee assistance program; and

WHEREAS, on August 13, 2024, a Request for Qualifications was distributed to three qualified firms and two responsive bids were received by the deadline of August 23, 2024; and

WHEREAS, on August 26, 2024, the evaluation committee from Ad Hoc Committee #2 recommended that the Board award the contract to CIRA as the most responsive and cost-effective bid; and

WHEREAS, on August 29, 2024, the REDCOM Board selected CIRA as the preferred proposal for provision of employee health benefits based on its demonstrated responsiveness to provide additional information when requested, the costs of the proposals provided, the fewer steps to engagement, and the plans available to employees; and

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors of REDCOM hereby awards the contract for employee health benefit services to the California Intergovernmental Risk Authority (CIRA) and delegates authority to the Executive Director to enter into an Services Agreement with CIRA for Employee Benefits Applications, initiate and approve all related documents necessary to contract with CIRA, and return to the Board with future resolutions that may be necessary to complete the process.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the REDCOM Board of Directors this 29th day of August 2024, on regular roll call vote of the members of said Board:

Chair Akre	Aye_____	No_____	Absent_____
Vice Chair Heine	Aye_____	No_____	Absent_____
Secretary Cleaver	Aye_____	No_____	Absent_____
Director Boaz	Aye_____	No_____	Absent_____



REDCOM

Director Crawl	Aye_____	No_____	Absent_____
Director Dunston	Aye_____	No_____	Absent_____
Director Luoto	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the Board Chair declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

Stephen Akre,

Evonne Stevens,

Chair of REDCOM Board of Directors

REDCOM Executive Director



REDCOM

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STAFF REPORT

TO: Board of Directors MEETING DATE: August 29, 2024

**PREPARED BY: Deborah Muchmore,
Transition Coordinator (MTC)**

APPROVED BY: Evonne Stevens, Executive Director

ITEM: AWARD THE CONTRACT FOR PROVISION OF WORKERS' COMPENSATION INSURANCE TO THE CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY (CIRA) AND APPROVE A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO INITIATE AND APPROVE ALL DOCUMENTS NECESSARY TO ENTER INTO AN AGREEMENT WITH CIRA.

RECOMMENDATION

It is recommended the Board of Directors award the contract for Worker's Compensation Insurance to CIRA and approve a Resolution authorizing the Executive Director to initiate and approve all documents necessary to enter into an Agreement with CIRA.

BACKGROUND

REDCOM desires to become an employer of record for the personnel performing services on their behalf. This transition must occur on or before October 9, 2024. To be an employer, REDCOM must obtain Workers' Compensation Insurance prior to employing personnel. On August 15th, REDCOM issued an RFQ for Workers Compensation Insurance Services.

Three firms were solicited. One firm, Allevery, declined to bid due the short time frame for response and engagement. Fire Risk Management Solutions (FRMS) and the California Intergovernmental Risk Authority (CIRA) responded.

On August 26, 2024, the Board's Ad Hoc Committee #2 reviewed the responses to the RFQ and rated them based on the following criteria.

- Responsiveness to the RFQ
- Ability to meet the timeline required
- Ability to provide the requisite services
- The provision of sample language and steps for engagement
- Cost of Services

DISCUSSION

Staff collected the comprehensive responses provided by Fire Risk Management Solutions (FRMS) and the California Intergovernmental Risk Authority CIRA and presented the information to members of Ad Hoc Committee #2 for review and assessment. Ad Hoc Committee #2 carefully considered both proposals reviewing each for responsiveness, timeline, services, steps to engagement, and cost options.

Both Vendors certified that they could provide the services, meet the timelines for initiation of the engagement, provided language for any necessary Resolutions that would be required, steps to engagement, and with pricing quotes for the first year.

CIRA's proposal included fewer steps, assurance of coverage from October 9, 2024, through approval for permanent coverage by the State or January 31st whichever is sooner. FRMS' proposal listed additional steps to coverage that began on 8/28 before a decision to grant could be made on this item. FRMS made no assurance of interim coverage through January 31, 2024.

In the area of pricing, CIRA provided a range of deductibles and premiums that when added together all resulted in a lower potential first year cost to REDCOM than that of CIRA.

After careful consideration and discussion, Ad Hoc Committee #2 selected CIRA as the recommended firm to provide Worker's Compensation Insurance to REDCOM due to the significantly lower cost structure and path to engagement.

FRMS: Cost Proposal Premium \$196,316 No Deductible

CIRA: Cost Proposal	Deductible	Premium	Effective Rate (per \$100 Payroll)
Highest single year	\$5,000	\$142,096	5.19
\$153,507	\$10,000	\$135,724	4.96
(\$103,507 + \$50,000)	\$25,000	\$121,591	4.44
	\$50,000	\$103,507	3.78

Based on the Ad Hoc Committee #2 recommendation, staff concurs and recommends the REDCOM Board award the Contract for Workers' Compensation services to CIRA.

The process of engaging with CIRA includes:

- Completion of a CIRA New Member Application
- Upon receipt of REDCOM's application, CIRA will convene a meeting of their Executive Committee to authorize interim coverage effective October 9, 2024
- On September 5, 2024, REDCOM shall consider approval of:
 - A Resolution Authorizing the Executive Director to Execute the CIRA JPA Agreement
 - A Resolution Authorizing the Executive Director to apply for a REDCOM Certificate of Self-Insurance

Upon Board approval today, staff is prepared to initiate and transmit CIRA's application this week and return to the Board on September 5, 2024, to request approval for the two required Resolutions.

RECOMMENDATION

Approve a Resolution awarding the contract for workers' compensation benefits to CIRA and authorizing the Executive Director to initiate and approve all documents necessary to enter into an Agreement.

FISCAL IMPACTS

The fiscal impact of approving this Resolution is no more than \$153,507 for Workers Compensation insurance premiums for the fiscal year 2024-2025. NOTE: Staff has asked for direction from the Board regarding level of deductible which will affect the premium and total cost. The estimated fiscal impact is based on the \$50,000 deductible. All other choices total less than \$153,507. Staff recommends consideration for a \$25,000 deductible as the cost difference between deductibles of \$5,000, \$10,000, and \$25,000 are negligible and in years with no claims, REDCOM would have a lower deductible fiscal impact.

ATTACHMENTS

Resolution awarding of the contract for workers' compensation benefits to CIRA and authorizing the Executive Director to initiate and approve all documents necessary to enter into an Agreement.



REDCOM

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STAFF REPORT

TO: Board of Directors MEETING DATE: August 29, 2024

**PREPARED BY: Deborah Muchmore,
Transition Coordinator (MTC)**

APPROVED BY: Evonne Stevens, Executive Director

ITEM: ESTABLISH AND APPROVE THE NEW JOB CLASSIFICATION AND RELATED SPECIFICATION OF COMMUNICATIONS TRAINING OFFICER AND THE JOB ASSIGNMENT OF COMMUNICATIONS DISPATCHER – RELIEF SUPERVISOR

RECOMMENDATION

It is recommended the Board of Directors establish and adopt the new job classification of Communications Training Officer and the job assignment of Communications Dispatcher – Relief Supervisor at \$2.00 more an hour for each hour worked in the assigned role, effective August 29, 2024.

SUMMARY

The REDCOM Board of Directors directed staff to develop systems and processes to employ personnel. The REDCOM Classification Plan was established and adopted on August 22, 2024. The plan organizes positions into common classifications based on similarities in duties, responsibilities, and requirements; provides a classification specification for each position and sets the structure necessary to transfer, recruit, promote, and establish pay ranges for the employment of personnel. Since then, one additional job classification of Communications Training Officer and one job assignment of Communications Dispatcher – Relief Supervisor has been identified. By approval of this item, the REDCOM Board will add these to the approved Class Plan.

DISCUSSION

To meet requirements of the Equal Employment Opportunity Commission's Uniform Guidelines For Employee Selection to which all public entities are subject, a job classification should provide, at a minimum, the title of the positions, a description of its general purpose, characteristics that distinguish the position from others in the classification plan, a description of the level of supervision provided and received, clear and accurate statements of typical duties and responsibilities, a list of minimum requirements for entry into and success in the position, and information related to working conditions, licenses, and certificates required and environmental or physical demands or requirements of the position.

From time to time, staff review the duties of positions and classifications in the plan and will return to this Board to create new, abolish, or make substantive amendments and improvements to the classification specifications.

On August 22, 2024, staff received direction from the REDCOM Board to review the work of Communication Training Officers and Relief Supervisors to determine if new classifications should be added.

In addition to their role as Communication Dispatchers, Communications Training Officers are responsible for providing training and guidance to Communications Dispatchers during the course of their employment. They are appointed by a competitive process and are responsible for the duties of a training officer at all times during their shift. As such, this position was deemed to require a job classification and specification as well as a dedicated pay range that will be brought for approval to this Board in a later item.

Relief Supervisors are called upon in times of need for one or more shifts to serve in a role of leadership and during that time are paid an incentive for their services. When not called into service relief supervisors continue to perform their role as Communications Dispatchers. Relief Supervisors are selected through a competitive process. Based on the periodic nature of the role, Relief Supervisor has been determined to be an assignment of a Communications Dispatcher and payable at \$2.00 an hour above the Communications Dispatcher's base salary during the hours or shifts the Communications Dispatcher is called upon for the role.

Staff recommends the Board establish and adopt the new job classification of Communications Training Officer and the job assignment of Communications Dispatcher - Relief Supervisor at \$2.00 more an hour for each hour worked in the assigned role, effective August 29, 2024.

FISCAL IMPACTS

The fiscal impact of this decision will be identified in the REDCOM-approved staffing budget when it is presented in the month of September 2024.

ATTACHMENTS

1. RESOLUTION establishing and adopting the new job classification and related specification of Communications Training Officer and the job assignment of Communications Dispatcher - Relief Supervisor at \$2.00 more an hour for each hour worked in the assigned role, effective August 29, 2024.



REDCOM

Resolution No: 2024-06
Dated: August 29, 2024

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM)
ESTABLISHING AND ADOPTING THE NEW JOB CLASSIFICATION OF
COMMUNICATIONS TRAINING OFFICER AND THE JOB ASSIGNMENT OF
COMMUNICATIONS DISPATCHER – RELIEF SUPERVISOR**

WHEREAS, The Board of Directors of REDCOM desires to become a separate public employer and employ personnel; and

WHEREAS, The Board of Directors of the REDCOM desires to establish and adopt a uniform set of Job Classifications and related classification specifications for addressing and administering personnel matters; and

WHEREAS, The Job Classifications and the related classification specifications constitute a portion of REDCOM's personnel system and comply with the Classification Plan as set forth by the REDCOM Board of Directors; and

WHEREAS, REDCOM desires to establish the job classification of Communications Training Officer and the related class specification; and

WHEREAS, REDCOM desires to establish an assignment within the existing classification of Communications Dispatcher of Relief Supervisor and authorize a \$2.00 an hour incentive for hours worked in this assignment; and

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors of REDCOM by this Resolution hereby amends the REDCOM's Master Classification Plan and establishes and adopts the new job classification of Communications Training Officer and the Communications Dispatcher job assignment of Relief Supervisor at \$2.00 more an hour for each hour worked in the role, effective August 29, 2024, and as set forth in the attached Exhibits.

BE IT FURTHER RESOLVED, That the REDCOM Board of Directors authorizes the Executive Director to make non-substantive changes to the job classifications and related specifications. Substantive changes to the Classification Plan or Position Control Roster must be approved by the Board of Directors.

IN REGULAR SESSION, the foregoing resolution was introduced by Director



REDCOM

_____, who moved its adoption, seconded by Director _____, and passed by the REDCOM Board of Directors this 29th day of August 2024, on regular roll call vote of the members of said Board:

Chair Akre	Aye_____	No_____	Absent_____
Vice Chair Heine	Aye_____	No_____	Absent_____
Secretary Cleaver	Aye_____	No_____	Absent_____
Director Boaz	Aye_____	No_____	Absent_____
Director Crowl	Aye_____	No_____	Absent_____
Director Dunston	Aye_____	No_____	Absent_____
Director Luoto	Aye_____	No_____	Absent_____
 Vote:	 Aye_____	 No_____	 Absent_____

WHEREUPON, the Board Chair declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

Stephen Akre,
Chair of REDCOM Board of Directors

Evonne Stevens,
REDCOM Executive Director



REDCOM

Resolution No: 2024-05
Dated: August 29, 2024

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM)
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT
FOR PROVISION OF WORKERS' COMPENSATION INSURANCE WITH
CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY (CIRA) AND TO
INITIATE AND APPROVE ALL DOCUMENTS NECESSARY TO ENTER INTO SAID
AGREEMENT**

WHEREAS, The REDCOM Board of Directors desires to employ personnel and as such must provide workers' compensation insurance for the protection of employees; and

WHEREAS, on August 15, 2024, a Request for Qualifications was distributed to three qualified firms and two responsive bids were received by the deadline of August 23, 2024; and

WHEREAS, on August 26, 2024, the evaluation committee from Ad Hoc Committee #2 recommended that the Board award the contract to CIRA as the most responsive and cost-effective bid; and

WHEREAS, on August 29, 2024, the REDCOM Board selected CIRA as the preferred proposal for provision of Workers' Compensation Insurance services based on a series of lower cost options, timeliness and the fewer steps to engagement, and the assurance of interim coverage through January 31, 2025; and

WHEREAS, REDCOM desires a self-insured deductible of \$25,000 pursuant to the proposal submitted by CIRA.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors of REDCOM hereby awards the contract for provision of Workers' Compensation Insurance to the California Intergovernmental Risk Authority (CIRA), selecting a deductible of \$25,000, and delegating authority to the Executive Director to initiate and approve all documents necessary engage with CIRA and timely return to the Board with future resolutions that may be necessary to complete the application process.



REDCOM

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the REDCOM Board of Directors this 29th day of August 2024, on regular roll call vote of the members of said Board:

Chair Akre	Aye_____	No_____	Absent_____
Vice Chair Heine	Aye_____	No_____	Absent_____
Secretary Cleaver	Aye_____	No_____	Absent_____
Director Boaz	Aye_____	No_____	Absent_____
Director Crawl	Aye_____	No_____	Absent_____
Director Dunston	Aye_____	No_____	Absent_____
Director Luoto	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the Board Chair declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

Stephen Akre,
Chair of REDCOM Board of Directors

Evonne Stevens,
REDCOM Executive Director