



REDCOM BOARD OF DIRECTORS

Meeting Agenda

October 3rd, 2024 @ 2pm

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

Join by [Teams Meeting](#)

Meeting ID: 232 120 285 733 Passcode: GSocKa

or by phone at 1-323-886-6897 using Conference 597 500 308#

**Director Dave Crawl will have his location at
Coast Life Support District
38901 Ocean Drive
Gualala, Ca 95445**

Public is Welcome at this location.

Since we have one Board Member remote for this meeting. He will be meeting the guidelines that are required per the Brown Act.

Notice: Copies of additional materials provided to the Board of Directors for information on agenda items are available at the County of Sonoma Clerk of the Board's Office and the REDCOM fire & EMS 9-1-1 Center.

1. Call to Order
2. Approval of the Agenda
3. Public Comment 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.

Consent Calendar

4. Approval of Meeting Minutes

Approval of meeting minutes for REDCOM Special Meetings held on July 11, July 25, August 8, August 22, August 29, September 12, September 16, September 19, September 26, 2024.

5. Action Item: Approve a Resolution authorizing the Executive Director to work with the Treasurer on cost-neutral budget adjustments.

Public Comment regarding Items on the Consent Calendar.

Regular Calendar

6. Information Item: Executive Director's report regarding October 9, 2024, transition progress.
7. Discussion Item: Receive a presentation regarding the scope of work for Ad Hoc 1 and Ad Hoc 2 Committees.
8. Action Item: Approve employment agreement with Evonne Stevens as Executive Director.
9. Action Item: Adopt a Resolution establishing REDCOM employee pay ranges and public pay schedule for the Executive Director classification.
10. Next Special meeting will be – October 10, 2024, 2 p.m.
11. Adjournment- Motion to adjourn.



REDCOM BOARD OF DIRECTORS

Minutes

July 11, 2024 @ 2pm

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

Join by Teams Meeting 1-323-886-6897 Conference 370 522 079#

Director Dr. Luoto will have his location at
The Public Library
316 Estrella Ave, La Selva Beach CA, 95076

Public is Welcome at this location.

Since we have one Board Member remote for this meeting. He will be meeting the guidelines that are required per the Brown Act.

Present:

Steve Akre – Sonoma Vally – Chair
Mark Heine – Sonoma County Fire – Vice Chair
Jason Boaz – Healdsburg
Bryan Cleaver – CVEMSA
Dave Crawl – Coast Life Support
Daryel Dunston – City of Santa Rosa (Remote TEAMS)

Not Present:

Dr. Mark Luoto – County EMS Medical Director

Others Present:

Evonne Stevens – REDCOM Executive Director
Nick Barber – REDCOM
Corin Burns – REDCOM Administrative Assistant
KT McNulty – SLS
Ethan Pawson – Legal Counsel

Matt Gloeckner – SRFD
Ken Reese – REDCOM Communication Manager
Darrell Kopriva – REDCOM
Monica Vanoni – REDCOM
Jason Jenkins – SRPD
Tim Maybee – AP Triton
Darrin DeCarli – GFD
Peter Goyhenetche - SLS
Greg Fontana – REDCOM
Scott Westrope -SRFD
Travers Collins – SRFD
Meagan Horeczko – REDCOM
Mike McCallum – SRFD
Jessica Mullan – SR
Jeff Schach – Petaluma

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant
Kellie Crumbliss – REDCOM
Melissa Estrella-Lee – ATTC
Doug Willams – Retired
Pam Bells – Bells
Mayra Marguez – ATTC
Dan Reese – Bells
William Buck – REDCOM
Casey Vanier – AFSCME
Gabe Stirnus – Sonoma Valley Fire
Forest Neel-Grant – REDCOM
Brian Crabb – REDCOM/Healdsburg

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 1403
2. Approval of the Agenda Motion to approve agenda made by Bryan Cleaver, Second Dave Crowl – Discussion – No further comments – Approved unanimously. Roll call was made since we have remote Board Member. Motion passed.

3. Approval of the REDCOM Board of Directors Meeting Minutes will follow next week. Moved to approve the minutes on July 25, 2024, meeting for June 7, 2024, June 20, 2024, and July 2, 2024.

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.

None

5. New Business

a) Discussion Item: receive Ad Hoc committee's update. Ap Triton to present transition task list for Board discussion and direction to Ad Hoc committees on priorities. Ad Hoc committee discussion and updates on tasks.

Board Members had a discussion on the documents handed out for Ad Hoc 1 and Ad Hoc 2. They are accepting this as the process that we will be used to define tasks, prioritize tasks, and assign them out.

- b) Discussion Item: Amendment of FY24/25 REDCOM budget. Executive Director to present current FY24/25 budget and recommendations for amendments to facilitate transition to REDCOM standalone dispatch center. Board to provide direction to staff on amendments to budget.

Evonne Stevens – The majority of the budget is going towards staffing. The rest of the budget going down the line will be pretty tight with not being able to foresee the budget with Ethan Pawson and AP Triton Services for the transition. There is about \$50,000 Technology Fund, which will allow us to purchase in this current budget. I feel we are close to spending our unapplied funds to what I previously stated as well as our expansion. There will be a need to reassess the budget after October 8th I think the 1st quarter will be fine with the budget, we have now but some things will need to be arranged.

Tim Maybee - Thank you. We all know the budget process; Melissa Estrella – Lee was asked to give the Board a synopsis to the Board members at the next meeting of the current fiscal year. But we really will need to roll into our fiscal cycles after October 8th. As a stand-alone agency, the spending until the budget kicks in is critical. There is dialogue to where we can get guidance on spending especially with the expansion of REDCOM.

Sterve Akre – Thank you, sounds like you have been doing a lot of good work.

6. Old Business

- a) Action Item: Review and approve amendment to scope of work of AP Triton Contract.

The Board shall review and approve the amended scope of work to Professional Services Agreement with AP Triton. Steve Akre – The item before us was an action item. Talking to counsel before the meeting. We will not be taking any action on this item today. We can have a discussion on the item however the contract was not included in the packet. Again, we are not going to take action on the item that has not circulated and shared with everyone prior to the meeting. We will move to the next meeting July 25, 2024. No discussion was made.

7. Next Special meeting will be – July 25, 2024, at 2:00 pm Ad Hoc 1 and Ad Hoc Meeting 2 dates and times will follow next week for scheduled meetings.

8. Adjournment- Motion to adjourn. Motion to adjourn made by Jason Boaz, Second Dave Crowl - Approved unanimously @ 1557.



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

July 25, 2024 @ 2pm

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

Join by Teams Meeting 1-323-886-6897 Conference 246 897 071#

Director Dr. Luoto will have his location at

The Public Library

316 Estrella Ave, La Selva Beach CA, 95076

Public is Welcome at this location.

Since we have one Board Member remote for this meeting. He will be meeting the guidelines that are required per the Brown Act.

Present:

Steve Akre – Sonoma Vally – Chair

Jason Boaz – Healdsburg

Bryan Cleaver – CVEMSA – Secretary

Daryel Dunston – City of Santa Rosa

Not Present:

Mark Heine – Sonoma County Fire – Vice Chair

Dr. Mark Luoto – County EMS Medical Director

Dave Crawl – Coast Life Support

Others Present:

Evonne Stevens – REDCOM Executive Director

Nick Barber – REDCOM

Corin Burns – REDCOM Administrative Assistant

KT McNulty – SLS

Ethan Pawson – Legal Counsel

Ken Reese – REDCOM Communication Manager

Darrell Kopriva – REDCOM

Tim Maybee – AP Triton

Peter Goyhenetche - SLS
Scott Westrope -SRFD
Travers Collins – SRFD
Mike McCallum – SRFD
Jessica Mullan – SR
Jeff Schach – Petaluma
Kendell Lynn- REDCOM
Casey Vanier – AFSCME

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant
Kellie Crumbliss – REDCOM
Melissa Estrella-Lee – ATTC
Doug Willams - Retired
Forest Neel-Grant – REDCOM
Kurt Henke – AP Triton

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 1401
2. Approval of the Agenda Motion to approve agenda made by Bryan Cleaver, Second Jason Boaz – Discussion – No further comments – Approved unanimously.
3. Approval of the REDCOM Board of Directors Meeting Minutes for June 2, 2024, June 20, 2024, and July 2, 2024. Motion to approve minutes made by Jason Boaz, Second Daryel Dunson – 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.

None

5. Executive Director Operations Report

The Executive Director will provide updates on dispatch center operations, current recruitments, and operational needs. **Evonne Stevens – Updated us on staffing, CAD issues which were resolved, Leadership meeting with Tim Maybee with discussion on JPA switch. No other discussion was made.**

6. New Business

- a) Discussion Item: Ad Hoc committees to provide progress updates on task list. AP Triton to present transition task list for further Board direction. **Tim Maybee – Gave update on both Ad Hoc committees. Keeping everything in their lanes. The task list we have are in place and in process. The biggest issues we are having right now is HR/Payroll that will be able to accommodate our timeline. We will have more information next week.**
- b) Action Item: The REDCOM Board to appoint Labor Negotiations Team Members.
- c) **Daryel Dunston motion to nominate Steve Akre, Mark Heine, and Daryel Dunston Second Bryan Cleaver – Discussion – No further comments – Approved unanimously.**
- c) Discussion Item: Staff updates on development of scopes of work for administrative services contracts including interim transition coordinator, human resources consulting, labor negotiations, and payroll and employment services. Board to provide direction on procurement priorities and scope of work.

Steve Akre – We have already covered all of this. Is there anything additional that we need to discuss?

Tim Maybee - I have reached out the vendors and as soon as we get the democratic profile done. I can turn it around and get it out and then we can start the process.

7. Old Business

- a) Action Item: Review and approve amendment to scope of work of AP Triton Contract.

The Board shall review and approve the amended scope of work to Professional Services Agreement with AP Triton. Bryan Cleaver motion to approve AP Triton Agreement as presented, with the understanding Ad Hoc 1 over the next 2-4 weeks to determine what rolls and responsibilities will be designated to Tim Maybee and the transition coordinator to see if an amendment is needed. Jason Boaz Second the motion – Discussion – No further comments – Approved unanimously.

8. Next Special meeting will be – August 8,2024, at 2:00 pm
9. Adjournment- Motion to adjourn. Motion to adjourn made by Steve Akre and Second Daryle Dunson all in favor - Approved unanimous @ 1453.



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

August 8, 2024 @ 2pm

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

Join by Teams Meeting 1-323-886-6897 Conference 585 243 93#

**Director Dr. Luoto will have his location at
The Public Library
316 Estrella Ave, La Selva Beach CA, 95076**

Public is Welcome at this location.

Since we have one Board Member remote for this meeting. He will be meeting the guidelines that are required per the Brown Act.

Present:

**Steve Akre - Sonoma Valley – Chair
Mark Heine - Sonoma County Fire – Vice Chair
Bryan Cleaver - CVEMSA – Secretary
Dave Crawl - Coast Life Support
Jason Boaz - Healdsburg
Daryel Dunston - City of Santa Rosa
Dr Mark Luoto - County EMS Medical Director (Remote TEAMS)**

Others Present:

**Evonne Stevens - REDCOM Executive Director
Corin Burns - REDCOM Administrative Assistant
Darrell Kopriva - REDCOM
Kendell Lynn - REDCOM
Peter Goyhenetche - AMR
KT McNulty - Regional Director AMR
Travers Collins - SRFD**

Paul Lowenthal - SRFD
Matt Tognozzi - 1401
Matt Gloeckner - SRFD
Jeff Schach - Petaluma Fire Dept
David Bynum - Sonoma County Fire District
Scott Westrope - SRFD
Ken Reese - REDCOM
Ethan Pawson – County Legal Counsel
Meagan Horeczko - REDCOM
Pam Bell - Bells Ambulance
Tim Maybe - AP Triton

Remote:

Brenda Bacigalupi - REDCOM Administrative Assistant
Nick Barber - REDCOM
Jeff Veliquette – Rancho Adobe
Sean Lacey - Sonoma Valley Fire
Casey Vanier- AFSCME
Jason Bivens - 911 Authority
Michelle Freese - REDCOM
Greg Fontana - REDCOM
Maraskeshia Smith - City of Santa Rosa
Deborah Muchmore – Muchmore Than Consulting, LLC
Spencer Andreis - Sonoma County Fire
Meagan Horeczko - REDCOM
Pam Bell - Bells
Forest Neel- Grant - REDCOM

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 2:00 pm
2. Approval of the Agenda Motion to approve Agenda made by Mark Heine, Second Bryan Cleaver – Discussion - No further comments - Approved unanimously. Roll call was made since we have a remote Board Member. Motion passed.
3. Approval of the REDCOM Board of Directors Meeting Minutes will be back on our regular schedule meetings.

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.

None

5. Executive Director Operations Report

The Executive Director will provide updates on dispatch center operations, current recruitments, and operational needs.

Evonne Stevens – Gave a brief update. Continuing to process applications for the two open dispatcher positions.

Steve Akre – Thank you Evonne. Good work for you and the staff. Please congratulate everyone on their anniversaries. It is nice to be able to recognize all our good people.

Mark Heine – Gave a complement to REDCOM for their outstanding work.

6. New Business

- a) Action Item: Consideration of a Resolution delegating purchasing authority to the Board Chair for specific contracts valued at less than \$50,000.

Steve Akre was appointed to sign contracts valued less than \$50,000. without having to discuss with other Board members during the REDCOM transition with the intent of after October 8, 2024, this responsibility goes back to the Executive Director - Mark Heine made the motion to appoint Steve Akre to sign contracts Jason Boaz Second the motion Discussion - No further comments - Approved unanimously. Roll call was made since we have a remote Board Member. Motion passed.

- b) Discussion Item: AP Triton to provide status updates on JPA transition process.

Tim Maybee - We are moving forward with a payroll company; Legal Counsel has reviewed contract and is prepared to move forward. Still waiting on responses from vendors for benefits. Offer was made for a transition coordinator, but applicant withdrew, focus has shifted to the onboarding process of current employees. There was a lot of discussion on a contingency plan to make sure we are ready to move forward with the on boarding if there are any issues that arise, we have a backup plan.

7. Old Business

- a) Discussion Item: Ad Hoc committees to provide updates on task list and recommendations to the Board.

Ad Hoc 2 reviewed presentations from payroll companies and has decided to move forward with a contract as stated above. Ad Hoc 2 will get eyes on RFP for employee compensation on Monday. Ad Hoc 1 held interviews for Transition Coordinator and unfortunately applicants that were qualified backed out. During the interview process, candidates did identify things the Board had not even thought about during REDCOM's onboarding process. Was suggested to have a standing agenda during Board meetings about Ad Hoc's progress.

Ethan Pawson – Just wanted to address the Ad Hoc Meetings. We have moved some of the Ad Hoc meetings just to the Ad Hoc groups, certain consultants. Some of them were utilized for interviews and deliberation on our interviews. I just wanted to be clear there is no hiding the ball or attempt to exclude anybody from these meetings. We will likely continue to have public Ad Hoc meetings in certain circumstances and nonpublic Ad hoc meeting on other circumstances. Trying to do what is most efficient.

8. Next Special meeting will be – August 22 ,2024, at 2:00 pm

9. Adjournment- Motion to adjourn. Motion to adjourn made by Daryl Dunston second was Bryan Cleaver. All in Favor - Approved unanimous @ 3:11pm



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

August 22, 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**

Present:

**Steve Akre - Sonoma Valley – Chair
Mark Heine - Sonoma County Fire District - Vice Chair
Bryan Cleaver - CVEMSA – Secretary
Dave Crawl – Costal Life Support
Jason Boaz - Healdsburg
Daryel Dunston - City of Santa Rosa**

Absent:

Dr. Mark Luoto - County EMS Medical Director

Others Present:

**Evonne Stevens - REDCOM Executive Director
Corin Burns - REDCOM Administrative Assistant
Jeff Schach - Petaluma Fire Department
KT McNulty - AMR
Nick Barber - REDCOM
Ken Reese - REDCOM
Kera Lynn - REDCOM
Casey Vanier - AFSCME
Peter Goyhenetche - AMR
Matt Gloeckner - SRFD**

Debora Muchmore - Muchmore Than Consulting
Ethan Pawson - County Counsel
Tim Maybe - AP Triton
Dave Bynum - SCFD
Dan Reese - Bells Ambulance
Jack Thomas - SRFD

Remote:

Brenda Bacigalupi - REDCOM Administrative Assistant
Brian Crabb - REDCOM
Holly Fischer - REDCOM
Greg Fontana - REDCOM
Meagan Horeczko - REDCOM
Kellie Crumbliss- REDCOM
Frances Rossiter- REDCOM
Michelle Freese - REDCOM
Monica Vanoni - REDCOM
Pam Bell - Bells Ambulance
Darrell Kopriva - REDCOM
William Buck - REDCOM
Doug Williams – Retired

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 2:03pm
2. Approval of the Agenda Motion to approve Agenda made by Mark Heine, Second Daryel Dunston – Discussion - No further comments - Approved unanimously.
3. Approval of the REDCOM Board of Directors Meeting Minutes will be back on our regular schedule meetings.
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.

None

5. Executive Director Operations Report

The Executive Director will provide updates on dispatch center operations, current recruitments, and operational needs.

Evonne Stevens – Gave update on Dispatch Center and REDCOM recently deployed several strike teams on current fires in CA. REDCOM is still working on staffing the 2 open full time dispatch positions and 1 part time. We will be holding interviews late next week and continue to send out critical tests to potential applicants. Huge thank you to agencies that donated equipment to REDCOM: SRFD - 5 Toughbook laptops, 10 portable radios, Sonoma Valley Fire - 5 Toughbook laptops, Sonoma County Fire - 8 Toughbook laptops & AED, CENSA for the AED but returning since it is an incomplete pack.

Ken Reese – Updated us on Technology. Everything is on schedule just waiting to make the switch for a smooth transition.

Steve Akre – Thank you to everyone for getting us to this point. It sounds like allot of great teamwork and collaboration to get us here. It feels really good to hear where we are at.

6. Discussion Item: Ad Hoc Committee Updates – Ad hoc committees 1 and 2 to report out on ad hoc meetings, discuss next steps, and provide recommendations for Board consideration.

Mark Heine - Ad Hoc 1 – Our area is focused on 3 primary areas. 1- Transition planning for our personnel 2. Transition planning for Tech side and making sure there are good plans in place there 3. Starting to dig deep into Contingency planning on all those aspects. We spent some time talking about where we are on the HR side of things. The work that our consultant is doing is outstanding. We are feeling very strong about our ability to adequately transition the work force with the given time frames. There would be continuity of service with regards to personal and good continuity with service planning in place with the Tech side and the contingency planning was well underway as well to ensure that there is valuable back up plan. That is a global overview.

Dave Crowl - Ad Hoc 2 - We were looking at benefits both retirement and medical for employees. We made a recommendation that the Board should go with Empower Contract for the retirement system the 401K. It is the same platform that we are using now and the same benefit structure that they are using now. Keeping in mind that we are trying to keep the benefits at least as much as they are now if not higher than what they are receiving now. Then we went into medical and there was one contract to look at and that was CIRA it was very good. One outstanding is they did not have a Kaiser contract and most of our employees are using kaiser at this time. We need direction that the group should go option that contract and see how much that would cost and get back to us with a deadline of tomorrow to get us some kind of contract. There is another group that we are looking at did not catch that name we will have that proposal by tomorrow end of business day. That is what we are looking at. Tim if I missed something please.

Tim Maybe – The only other item discussed was we are going to bring back these two on Monday and potentially a special Board meeting the 29th is what we are looking at. So, we can get those things in motion. Workman’s comp closes tomorrow, and we extended the benefits for tomorrow. We will have that for you at noon on Monday when Ad Hoc 2 meets.

Steve Akre - Thank you for the report out date. I appreciate and endorse moving up the contracts that would have been September 5th if we can do that. Just like we talked about are efficiency as much as we can.

7. Discussion Item: AP Triton to provide status updates on JPA transition process.

Tim Maybee – I would like to introduce Deborah Muchmore from Muchmore Than Consulting. Some of the Board had an opportunity to see a couple of her presentations. She has a little bit more information on her upcoming presentation that will explain a lot more. I will leave that to her.

8. Discussion Item: AP Triton to provide update on Contingency plan.

Tim Maybe – Directed by the Board to have a conversation with AMR about getting information from them for the transfer of employee information to make this a smooth transition. Explained to them where we were at on the IAP that I was asked to kind of formalize that and get it going. We are trying to get some standard process in place so you can get your eyes on the material as soon as possible.

Steve Akre – Thank you Tim and Staff. I think we all appreciate just how much work is in involved. With all those different layers and elements that you are tackling thank you very much for that. Please pass on our appreciation to AMR.

9. Discussion Item: Presentation by Deborah Muchmore (MTC) regarding Employment and On-Boarding process, Employment Classifications, and Employer Relations Policy. Board discussion and deliberation, and question and answer.

Deborah Muchmore – We had a presentation slide show to help reassure all the proper steps are being taken for the transition.

10. Action Item: Consideration of Resolution for Board Approval Establishing REDCOM Employee Classifications for FY 2024-25.

Daryel Dunston moved to approve Resolution 2024 – 03; Jason Boaz seconded the motion – Discussion - No further comments - Roll call was made since it was a resolution all in favor unanimous. Motion passed.

11. Action Item: Consideration of Resolution for Board Approval Adopting the REDCOM Employer-Employee Relations Policy.

Mark Heine moved to approve Resolution 2024 -04; Dave Crowl seconded the motion – Discussion - No further comments - Roll call was made since it was a resolution all in favor unanimous. Motion passed.

12. Action Item: Presentation and Award of Employee Benefits Administration RFQ 24-01, Ad Hoc 2 Recommendation.

- i) Award Contract for provision of Employee Benefits Administration
- ii) Approve Resolution Delegating Executive Director the authority to negotiate and execute fiduciary and Broker of Record agreements with employee benefits administration provider.

This item is being moved to the September 5th meeting.

13. Next Special meeting will be – September 5, 2024, at 2:00 pm

14. Adjournment- Motion to adjourn Motion was made by Steve Akre. I would like to make the motion to adjourn in memory and in honor of Captain Kyle Heard for his years of service to Rancho Adobe Fire District and the citizens of Sonoma County, seconded made by Daryel Dunston - all in favor - Approved unanimous @ 3:18pm



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

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**

Present:

**Steve Akre - Sonoma Valley – Chair
Mark Heine - Sonoma County Fire District - Vice Chair
Bryan Cleaver - CVEMSA – Secretary
Jason Boaz - Healdsburg
Daryel Dunston - City of Santa Rosa
Dave Crawl – Coastal Life Support
Dr. Mark Luoto - County EMS Medical Director (Remote showed up at 2:22pm)**

Others Present:

**Evonne Stevens - REDCOM Executive Director
Corin Burns - REDCOM Administrative Assistant
Nick Barber - REDCOM
Darrin DeCarli - Gold Ridge
Kendell Lynn - REDCOM
Scott Westrope - SRFD
Darrell Kopriva - REDCOM
Deborah Muchmore - Muchmore than Consulting**

Joshua Meyers - Legal Counsel
Tim Maybee - AP Triton
Bob Stratton - REDCOM
Chad Costa - Petaluma Fire

Remote:

Brenda Bacigalupi - REDCOM
Helena Munoz - Muchmore Than Consulting
Jeff Veliquette – Rancho Adobe
Jennifer Britton – Muchmore Than Consulting
Casey Vanier – AFSCME
Michelle Freese – REDCOM
Taissa Mello – Muchmore Than Consulting
Monica Vanoni - REDCOM
Sean Lacy – Sonoma Valley Fire
Doug Williams – Retired
Greg Fontana – REDCOM
Ethan Pawson – Legal Counsel
David Byrum- SCFD – arrived late 2:26pm

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 2:03pm
2. Approval of the Agenda Motion to approve Agenda made by Mark Heine, Second Bryan Cleaver – Discussion - No further comments - Approved unanimously. Motion passed.

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.

None

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.

Mark Heine- Ad Hoc 1 – Updated us on where they are at and worked with Tim Maybee through some of the items that you see on the agenda today, formal recommendations will be made today on some of the items. Tim Maybee and Deborah Muchmore will be getting contract set up to move forward with adding Charlotte Jourdain to the team for the transition.

Jason Boaz - Ad Hoc 2 – Updated us on where they are with reviewing workman's comp and employee benefits. We look at all the proposals and we recommended to go with CIRA. Reviewed scheduling software, but no action will be taken today for that.

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.

Motion to approve Resolution # 2024 – 05 was made by Mark Heine, Second Jason Boaz - Discussion - No further comments - Approved unanimously. Motion passed.

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.

Motion to approve the recommendation of Ad HOC 2 and expects to award and contract with CIRA/Workers' Compensation at the recommend \$25,000 deductible and authorize the Executive Director to take the necessary steps to moves this forward - Resolution # 2024 – 06 was made by Bryan Cleaver to accept, Second Jason Boaz - Discussion - No further comments - Approved

unanimously. Roll call was made since we have a remote Board Member. Motion passed.

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.

Motion to approve Resolution # 2024 -07 with the Executive Director to be able to make minor changes if required was made by Jason Boaz, Second Mark Heine - Discussion - No further comments - Approved unanimously. Roll call was made since we have a remote Board Member. Motion passed.

8. Discussion Item: AP Triton to provide status updates on JPA transition process.

Tim Maybee - Most of the information on the update was already discussed with the Ad Hoc Committee. Making sure there is dialogue established with Charlotte Jourdain and Ad Hoc's for committee meetings on the 9th. Tasks that have been asked of staff and Ken Reese are still in process, working on finalizing for transition.

9. Next Special meeting will be – September 5, 2024, at 2:00 pm

10. Adjournment- Motion to adjourn. Motion to adjourn was made by Dave Crowl, Second by Bryan Cleaver – All in favor – unanimously @ 2:49pm



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

September 12, 2024 @ 10am

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

Join by Teams Meeting, Meeting ID: 295 470 473 567, Passcode: WHKabz

or by phone at 1-323-886-6897 using Conference 176 237 029#

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

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

Chairperson Chief Akre will participate remotely under the traditional teleconferencing rules under the Brown Act. Chairperson Chief Akre publicly accessible teleconference location is:

**El Dorado County Library, South Lake Tahoe Branch
1000 Rufus Allen Blvd. South Lake Tahoe, CA, 96150**

Present:

Steve Akre - Sonoma Valley - Chair (Remote TEAMS)

Mark Heine - Sonoma County Fire - Vice Chair

Jason Boaz - Healdsburg

Bryan Cleaver - CVEMSA

Dave Crawl - Coast Life Support

Daryel Dunston - City of Santa Rosa

Dr. Mark Luoto - County EMS Medical Director (Remote TEAMS)

Others Present:

Evonne Stevens - REDCOM Executive Director
Corin Burns - REDCOM Administrative Assistant
Charlotte Jourdain - Strategic Planning Specialist
Nick Barber - REDCOM
Ethan Pawson - Legal Counsel
Matt Gloeckner - SRFD
Kendell Lynn - REDCOM

Ken Reese - REDCOM Communication Manager
Darrell Kopriva - REDCOM
Tim Maybee - AP Triton
Peter Goyhenetche - SLS
Greg Fontana - REDCOM
Scott Westrope -SRFD
Jeff Schach - Petaluma
Deborah Muchmore - Muchmore than Consulting

Remote:

Brenda Bacigalupi - REDCOM Administrative Assistant
Sean Lacy - Sonoma Valley Fire
Helena Munoz - Muchmore Than Consulting
Travers Collins - Santa Rosa Fire
Jennifer Britton - Muchmore Than Consulting
Taissa Mello - Muchmore Than Consulting
Jeff Veliquette - Rancho Adobe
Joe Wayt – REDCOM
Jason Krout - REDCOM
Meagan Horeczko - REDCOM
Frances Rossiter - REDCOM
Melissa Estrella-Lee - ATTC
Casey Vanier - AFSCME
Greg Fontana - REDCOM

Notice: Copies of additional materials provided to the Board of Directors for information on agenda items are available at the County of Sonoma Clerk of the Board Office and the REDCOM fire & EMS 9-1-1 Center.

1. Call to Order Made by Mark Heine @ 10:02am-
2. Approval of the Agenda Motion to approve Agenda made by Bryan Cleaver, Second Dave Crowl - Discussion - No Further comments - Roll call was made since we have remote Board members - Approved unanimously - Motion passed.

3. Public Comment 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.

None

4. Executive Directors Report

Evonne Stevens - Updated us on interviews coming up on the 13th of September. Congratulations to our shift on their outstanding work on the fire calls that came in. Still do in house training. Operations Report our score are still in good standing and keep our times up where they need to be. Expansion is still on track. Thank you to all of the staff and to Deborah Muchmore and Charlotte Jourdain for all their hard work during this transition.

Steve Akre - I would like to echo appreciation for Evonne Stevens and all of our team both internal REDCOM staff as well as our consulting team to get us to this point. Thank you all very much.

5. Consent Agenda

- a. Adopt a Resolution Directing the Executive Director to work with the County of Sonoma Treasury to open a payroll bank account for REDCOM payroll processing.
- b. Adopt a Resolution Approving REDCOMs Equal Opportunity Employment Policy, Lactation Policy, Nepotism Policy, and the Policy and Complaint Procedure for the Prevention of Harassment, Discrimination, Retaliation, And Bullying, and the Injury and Illness Prevention Program, and Violence in the Workplace, and Authorizing the Executive Director to make Non-Substantive Changes to these Policies.
- c. Adopt a Resolution Approving a Professional Services Agreement with Charlotte Jourdain to assume the role of Strategic Planning Coordinator

Public Comment Period for all items on the Consent Calendar.

Motion to approve the following Consent Calendar Resolutions
2024 - 08, 2024 and 2024 – 09 and 2024 - 10 made by Jason Boaz, Second Daryel Dunston - Discussion - No further comments - Roll call was made since we have remote Board Members - Approved unanimously - Motion Passed

6. Information Item: AP Triton update on the overall transition and Muchmore Than Consulting update on the personnel transition process.

Deborah Muchmore going over all the updates of the transition with a slide show. Everything is moving along smoothly and on schedule.

Steve Akre - Just a brief comment appreciation for seeing how much green and blue that are on the slides it is great progress thank you.

7. Action Item:

- a. Amend Resolution 2024-05 setting the Workers Compensation Insurance Deductible to \$5,000, and
- b. Adopt a Resolution requesting membership in the California Intergovernmental Risk Authority Workers Compensation Program, and designating of the authorized Board representative alternate board representative, and their authority, and
- c. Adopt a Resolution Authorizing the Executive Director to sign the CIRA Joint Exercise of Powers Authority Agreement.

Motion to approve Resolution 2024 -11 and 2024- 12 and 2024 -13 was made by Daryel Dunston, Second Bryan Cleaver - Discussion – No Further comments - Roll call was made since we have remote Board Members -Approved unanimously. Motion Passed.

8. Action Item: Adopt a Resolution Authorizing the Executive Director to Initiate and Approve All Documents Necessary to Enter into an Agreement with Empower for Deferred Compensation Services.

Motion to approve Resolution 2024 - 14 was made by Jason Boaz, Second Dave Crowl - Discussion - No Further comments - Roll call was made since we have remote Board Members - Approved unanimously. Motion Passed

9. Action Item: Adopt a Resolution establishing REDCOM employee pay ranges and public pay schedule.

Table until next Special Meeting on September 16, 2024, Motion to approve 2 closed session items and 1 open session item to next meeting made by Daryel Dunston, Second Jason Boaz - Discussion - No Further comments - Roll call was made since we have remote Board Members - Approved unanimously. Motion Passed.

10. Action Item: Adopt a Resolution Approving the REDCOM Personnel System Rules for Classification, Compensation, And Recruitment of Employees and Authorizing the Executive Director to Make Non-Substantive Changes to the Personnel System Rules.

Table until next Special Meeting on September 16, 2024, Motion to approve 2 closed session items and 1 open session item to next meeting made by Daryel Dunston, Second Jason Boaz - Discussion - No Further comments - Roll call was made since we have remote Board Members - Approved unanimously. Motion Passed.

11. Discussion Item: Receive presentation by Muchmore Consulting and provide direction to staff regarding election to participate in State Disability Insurance (SDI).

Table until next Special Meeting on September 16, 2024, Motion to approve 2 closed session items and 1 open session item to next meeting made by Daryel Dunston, Second Jason Boaz - Discussion - No Further comments - Roll call was made since we have remote Board Members - Approved unanimously. Motion Passed.

12. Action Item: Adopt a Resolution Approving the Employees Compensation and Benefits package.

Table until next Special Meeting on September 16, 2024, Motion to approve 2 closed session items and 1 open session item to next meeting made by Daryel Dunston, Second Jason Boaz - Discussion - No Further comments - Roll call was made since we have remote Board Members - Approved unanimously. Motion Passed.

13. Action Item: Adopt a Resolution Approving the Organizational Chart, the REDCOM Position Allocation Table, authorize Executive Director to Initiate Seniority Bridging, and authorize a budget adjustment of \$335,000 to staff the REDCOM Communications Center starting on October 9, 2024, and related budget adjustment.

Table until next Special Meeting on September 16, 2024, Motion to approve 2 closed session items and 1 open session item to next meeting made by Daryel Dunston, Second Jason Boaz - Discussion - No Further comments - Roll call was made since we have remote Board Members - Approved unanimously. Motion Passed.

14. Next Special meeting will be September 16, 2024, at 2:00 pm (changed date)

15. Adjournment- Motion to adjourn.

Motion to adjourn made by Daryel Dunston, Second Bryan Cleaver Approved unanimously @ 11:07am



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

September 16, 2024 @ 2:30 pm

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

Join by [Teams Meeting](#), Meeting ID: 295 470 473 567, Passcode: WHKabz

or by phone at 1-323-886-6897 using Conference 176 237 029#

Present:

Steve Akre - Sonoma Valley - Chair
Mark Heine - Sonoma County Fire - Vice Chair
Jason Boaz - Healdsburg Bryan Cleaver - CVEMSA
Dave Crawl - Coast Life Support
Daryel Dunston - City of Santa Rosa

Not Present:

Dr. Mark Luoto - County EMS Medical Director
Bryan Cleaver - CVEMSA – Secretary

Others Present:

Evonne Stevens - REDCOM Executive Director
Corin Burns - REDCOM Administrative Assistant
Charlotte Jourdain - Strategic Planning Specialist
Nick Barber - REDCOM
Tambra Curtis - Legal Counsel
Jenica Maldonado – AALRR
Ana Gallagher – AALRR
KT McNulty – Regional Director AMR
Ken Reese - REDCOM Communication Manager
Darrell Kopriva – REDCOM
Casey Vanier - AFSCME
Tim Maybee - AP Triton Peter Goyhenetche - SLS

Deborah Muchmore - Muchmore than Consulting
Remote:
Brenda Bacigalupi - REDCOM Administrative Assistant
Peter Goyhenetche – AMR
Ethan Pawson - Legal Counsel
Maraskeshia Smith – City of Santa Rosa
Ardy Raghain – 1401 Legal Counsel
Kellie Crumbliss – REDCOM
Peter Lewicki – AALRR
Monica Vanoni – REDCOM
Sean Lacy - Sonoma Valley Fire
Jeff Veliquette - Rancho Adobe
Melissa Estrella-Lee - ATTC

Notice: Copies of additional materials provided to the Board of Directors for information on agenda items are available at the County of Sonoma Clerk of the Board's Office and the REDCOM fire & EMS 9-1-1 Center.

1. Call to Order Made by Steve Arke @ 2:30pm
2. Approval of the Agenda

Motion to approve Agenda made by Mark Heine, Second Daryel Dunston -
Discussion - No Further comments - Approved unanimously - Motion passed.

3. Public Comment 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.

None

Steve Akre – Closing Public Comment. We have 2 close session items. Move to Closed Session @ 2:34pm.

Closed Session Calendar

4. **Closed Session**: Conference With Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) and (e)(5): one matter.

5. **Closed Session**: Conference With Labor Negotiators Pursuant to California Government Code Section 54957.6. Agency designated representatives: Stephen Akre, Mark Heine, Daryel Dunston, Evonne Stevens, Tambra Curtis, Jenica Maldonado, Charlotte Jourdain, Deborah Muchmore.

Employee organization: United EMS Workers, AFSCME Local 4911.

Back from Closed Session @ 3:48pm

Janica Maldonado – Reported out on discussion on closed session - Nothing to report out on Item #4 as far as Item #5 with Labor Negotiators request for recognition from AFSCME and meet and confer for the communications dispatcher classification. The Board met and discussed and concluded that AFSCME should be recognized as the exclusive bargaining representative for this group of employees and is prepared to formally offer such recognition and will do so by this report out, but also will reduce that recognition to writing and turning the letter to AFSMEs representatives and legal counsel if necessary and is prepared to initiate met and confer.

Steve Akre – That is the official report out. I wanted to just add just a little bit of that, and this is on the Boards intention and commitments to keeping our employees full throughout this process. That includes not just salary and benefits on an ongoing fashion, but ensuring and we are under an ever-tighter timeline, but ensuring on October 25th that all of our employees get a paycheck. That is a big part of keeping people whole as well as in the very short term. The Board reiterated that commitment and then we further wanted to share our intention and our desire to build a foundation of a positive labor management relations with AFSCME and look forward to getting that started at our meeting following this Board meeting. With that we will move on to our regular session calendar.

Regular Session Calendar

6. Action Item: Adopt a Resolution establishing REDCOM employee pay ranges and public pay schedule (for Administrative Assistant, Communications Manager, Associate Data Systems Administrator, and Communications Supervisor positions).

Motion to approve Resolution 2024-15 was made by Jason Boaz, Second Mark Heine – Discussion – No further comments – Roll was made – Approved unanimously – Motion passed.

7. Action Item: Adopt a Resolution Approving the REDCOM Personnel System Rules for Classification, Compensation, And Recruitment of Employees (for Administrative Assistant, Communications Manager, Associate Data Systems Administrator, and Communications Supervisor positions) and Authorizing the Executive Director to Make Non-Substantive Changes to the Personnel System Rules.

Motion to approve Resolution 2024-16 was made by Daryel Dunston, Second Dave Crowl – Discussion – No Further comments – Roll call was made – Approved unanimously.

8. Discussion Item: Receive presentation by Muchmore Than Consulting and provide direction to staff regarding election to participate in State Disability Insurance (SDI).

Deborah Muchmore – Discussion on State Disability unable to make a decision today. She is waiting for more information on SDI. Will update us at the next meeting.

9. Action Item: Adopt a Resolution Approving the Employees' Compensation and Benefits package (for Administrative Assistant, Communications Manager, Associate Data Systems Administrator, and Communications Supervisor positions).

Motion to approve Resolution 2024 -14 was made by Mark Heine, Second Daryel Dunston – Discussion – No further comments – Roll call was made – Approved unanimously.

10. Next Special meeting will be – September 19, 2024, at 3:00 pm

11. Adjournment- Motion to adjourn.

Motion to adjourn made by Dave Crawl, Second Mark Heine, Approved
unanimously @ 4:12pm



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

September 19, 2024 @ 3pm

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

Join by [Teams Meeting](#), Meeting ID: 226 739 756 944, Passcode: v2CvZD

or by phone at 1-323-886-6897 using Conference 684 457 967#

Present:

Steve Akre – Sonoma Vally – Chair
Ron Busch – Sonoma County Fire – In for Mark Heine
Jason Boaz – Healdsburg
Dave Crowl – Coast Life Support
Daryel Dunston – City of Santa Rosa (Remote TEAMS)

Not Present:

Dr. Mark Luoto – County EMS Medical Director
Mark Heine – Sonoma County Fire – Vice Chair
Bryan Cleaver – CVEMSA

Others Present:

Evonne Stevens – REDCOM Executive Director
Nick Barber – REDCOM
Corin Burns – REDCOM Administrative Assistant
KT McNulty – SLS
Ethan Pawson – Legal Counsel
Matt Gloeckner – SRFD
Ken Reese – REDCOM Communication Manager
Darrell Kopriva – REDCOM
Deborah Muchmore – Muchmore than Consulting
Tim Maybee – AP Triton
Scott Westrope -SRFD
Charlotte Jordan – Strategic Planning Specialist

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant
Monica Vanoni – REDCOM
Marisol Garcia – REDCOM
Sean Lacy – Sonoma Valley Fire
Janica Maldonado – Legal Counsel
Jeff Schach – Petaluma
Kellie Crumbliss – REDCOM
Michelle Fresse – REDCOM
Greg Fontana – REDCOM
Jeff Veliquette - Rancho Adobe
Melissa Estrella-Lee – ATTC
William Buck – REDCOM
Casey Vanier – AFSCME

Notice: Copies of additional materials provided to the Board of Directors for information on agenda items are available at the County of Sonoma Clerk of the Board's Office and the REDCOM fire & EMS 9-1-1 Center.

1. Call to Order Made by Steve Arke @ 2:59pm

2. Approval of the Agenda

Motion to approve Agenda made by Dave Crawl, Second Daryel Dunston -
Discussion - No Further comments - Approved unanimously - Motion passed.

3. Public Comment 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.

None

Steve Arke - Moved to close session @ 3:02pm

Closed Session Calendar

4. Closed Session: Conference With Labor Negotiators Pursuant to California Government Code Section 54957.6.

Agency designated representatives: Stephen Akre, Mark Heine, Daryel Dunston, Evonne Stevens, Ethan Pawson, Jenica Maldonado, Charlotte Jourdain, Deborah Muchmore.

Employee organization: United EMS Workers, AFSCME Local 4911.

Back in session @ 3:15pm

Ethan Pawson – Close representative will be as follows - Stephen Akre, in for Mark Heine will be Ron Busch, Daryel Dunston, Evonne Stevens, Ethan Pawson, Jenica Maldonado who is online, Charlotte Jourdain, Deborah Muchmore.

Janica Maldonado - Thank you, Chief. I am on video, Special counsel to REDCOM on employment matters. The Directors is not in closed session to consider an ongoing negotiation that the district has been having with AFSCME related to the transition of employees from AMR to the JPA. Specifically considered what the status of a side letter that was negotiated at the most recent bargaining session between the parties. The Board members agreed in principle to approve to the extent that they are able to do so, signing of that side letter recognizing that we are still awaiting the union signature. Although it is our understanding that the version approved meets the expectations and fully accepted all the changes that was were proposed by union council to that agreement. The hope and expectation from the Board is that the union will sign this letter. Chief Akre has been authorized on behalf of the Board to sign the letter he will do so. I have been directed to facilitate completion of the side letter, assuming that the union proceed with its representation that they are interested in signing the version that has been circulate by its attorney. The extent that any minor modifications need to be made, such as rates of pay or any other changes that might be noted in the offer letters that are attached to that side letter, Chief Akre is approved to make those modifications and ensure that the documents is fully executed.

Steve Akre – Thank Janica. Moving into our regular session calendar.

Regular Session Calendar

5. Action Item: Ratification and approval of the Side Letter between REDCOM and United EMS Workers, AFSCME Local 4911 regarding Recognition and Continuation of Collective Bargaining Agreement

Steve Akre – I believe what we are looking at is within couple of minor modifications to that authorizing the Board Chair to execute that side letter once it is received from the union as well as to make a minor modification that are necessary to keep us on our timeline with the offer letters.

Ethan Pawson – Great explanation, Chief Akre. Just following up with what Jennica provided out in our closed session. There is minor modification from the agenda language. And at this stage, we will not be formally ratifying the letter as we have not received a signed copy from the union. But the action being taken by the Board today is approving these from your perspective the side letter and allowing Chief Akre to take any minor modifications or corrections to be able to achieve that ratification and at our next meeting.

Steve Akre - Thank you Ethan.

Motion to approve Ratification and approval of the Side Letter between REDCOM and United EMS Workers, AFSCME Local 4911 regarding Recognition and Continuation of Collective Bargaining Agreement made by Daryel Dunston, Second Jason Boaz - Discussion - No Further comments - Approved unanimously - Motion passed.

6. Action Item: Adopt a Resolution establishing REDCOM employee pay ranges and public pay schedule (for the Communications Dispatcher classification).

Motion to approve Resolution 2024 – 20 was made by Jason Boaz, Second Dave Crowl – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

7. Action Item: Adopt a Resolution Approving the REDCOM Personnel System Rules for Classification, Compensation, And Recruitment of Employees (for the Communications Dispatcher classification) and Authorizing the Executive Director to Make Non-Substantive Changes to the Personnel System Rules.

Motion to approve Resolution 2024 – 21 was made by Daryel Dunston, Second Jason Boaz – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

8. Action Item: Adopt a Resolution to participate in State Disability Insurance (SDI).

Motion to approve Resolution 2024 – 22 was made by Dave Cowl, Second Ron Busch – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

9. Action Item: Adopt a Resolution Approving the Employees' Compensation and Benefits package (for the Communications Dispatcher classification).

Motion to approve Resolution 2024 – 23 was made by Jason Boaz, Second Daryel Dunston – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

10. Action Item: Adopt a resolution approving the REDCOM organizational chart and the addition of 31.0 FTE positions; authorize the Executive Director to initiate Seniority Bridging to staff the REDCOM operations center effective October 9, 2024; and direct the Executive Director to work with the County of Sonoma Treasury on related budget adjustments.

Motion to approve Resolution 2024 – 24 was made by Daryel Dunston, Second Ron Busch – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

11. Next Special meeting will be – September 26, 2024, at 2:00 pm

12. Adjournment- Motion to adjourn.

Motion to Adjourn made by Jason Boaz approved unanimously @ 3:36pm



REDCOM BOARD OF DIRECTORS

Special Meeting

Minutes

September 26, 2024 @ 1pm

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

Join by Teams Meeting

Meeting ID: 297 939 923 157, Passcode: UbeBkb

or by phone at 1-323-886-6897 using Conference 372323083#

Present:

Steve Akre – Sonoma Vally – Chair
Jason Boaz – Healdsburg
Dave Crawl – Coast Life Support
Daryel Dunston – City of Santa Rosa
Bryan Cleaver – CVEMSA
Mark Heine – Sonoma County Fire – Vice Chair

Not Present:

Dr. Mark Luoto – County EMS Medical Director

Others Present:

Evonne Stevens – REDCOM Executive Director
Nick Barber – REDCOM
Corin Burns – REDCOM Administrative Assistant
KT McNulty – SLS
Peter Goyhenetche – SLS
Ethan Pawson – Legal Counsel
Ken Reese – REDCOM Communication Manager
Deborah Muchmore – Muchmore than Consulting

Remote:
Brenda Bacigalupi – REDCOM Administrative Assistant
Monica Vanoni – REDCOM
Sean Lacy – Sonoma Valley Fire
Jeff Schach – Petaluma
Michelle Fresse – REDCOM
Greg Fontana – REDCOM
Melissa Estrella-Lee – ATTC
Casey Vanier – AFSCME
Jason Krout – REDCOM
France Rossiter – REDCOM

Notice: Copies of additional materials provided to the Board of Directors for information on agenda items are available at the County of Sonoma Clerk of the Board's Office and the REDCOM fire & EMS 9-1-1 Center.

1. Call to Order Made by Steve Akre @ 1:01pm
2. Approval of the Agenda

Motion to approve Agenda made by Bryan Cleaver, Second Mark Heine - Discussion - No Further comments - Approved unanimously - Motion passed.

3. Public Comment 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.

None

4. Information Item: Executive Director's report regarding October 9, 2024, transition progress.

Evonne Stevens - Since our last Board meeting, we have made really great strides in the transition process. I really want to thank everybody who has been participating and helping in this process. After today all of our employees have been given their offer letters and have accepted and completed their initial packets. We have received all of our quotes for our benefits. We are continuing to work towards getting everything ready for our transition. We are making sure all our systems are in working order and ready for the transition without no interruption in any 911 dispatches or any of our communications. AMR has agreed to leave the landlines for us. That is really great, thank you. We will be

sending out emails over the next week or so with our new e-mail addresses and contact cell phone numbers that we will be receiving. New email address will be first initial last name @XSNFIRE.org. We have also been in communications with agencies/vendors that were previously being paid through AMR and having them switched over to REDCOM and updating our contact information as well. We have had two rounds of really great interviews for the dispatch positions that are open. We have about 8 to 10 more applicants that we want to interview before making our final decision. We hired a new part timer Calista Pimentel she was hired on September 2nd. She has finished all her onboarding training with Monica Vanoni and by the end of her shift she was picking up 911 calls. That is the end of my report.

Steve Akre – Thank you Evonne, any questions for Evonne.

Ken Reese – As far as all the network stuff. Nick Barber work tirelessly getting all the equipment that we did not have to pay for. We started an entire network for everybody under \$30,000. The bulk of it was the cost of the email as far as the infrastructure was less then \$3000 to set up an entire network. Greta job Nick.

Steve Akre – No other comments moving on to the next item.

5. Action Item: Adopt a Resolution ratifying the Side Letter between REDCOM and United EMS Workers, AFSCME Local 4911 regarding Recognition and Continuation of Collective Bargaining Agreement.

Motion to approve Resolution 2024 – 25 was made by Mark Heine Second Dave Crowl – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

6. Action Item: Approve a resolution to amend resolution 2024-14 approved on September 16th, 2024, for compensation and benefits including nighttime differential for Dispatch Supervisors and amending the title to Compensation and Benefits or Administrative, Supervisory and Management Employee units.

Motion to approve Resolution 2024 – 26 was made by Bryan Cleaver, Second Mark Henie – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

7. Action Item: Adopt a Resolution amending the 2007 REDCOM Bylaws.

Motion to approve Resolution 2024 – 27 was made by Jason Boaz, Second Dave Crowl – Discussion – No further comments – Roll call was made – Approved unanimously – Motion passed.

8. Next Regular meeting will be – October 3, 2024, at 2:00 pm

9. Adjournment- Motion to adjourn. Motion to adjourn made by Daryel Dunston, Second Bryan Cleaver @ 1:20pm



REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403

STAFF REPORT

TO: Board of Directors

MEETING DATE: October 3, 2024

PREPARED BY: Evonne Stevens, Executive Director

ITEM 5: ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO WORK WITH THE TREASURER ON COST-NEUTRAL BUDGET ADJUSTMENTS RELATED TO THE TRANSITION FROM AMR AS DISPATCH SERVICES PROVIDER

RECOMMENDATION

Adopt a resolution authorizing the Executive Director to work with the Treasurer on cost-neutral budget adjustments related to the transition away from AMR.

BACKGROUND

Your Board approved the FY 2024-25 Budget at its March 14, 2024, regular meeting. On June 4, 2024, AMR submitted its notice of termination pertaining to the Dispatch Services contract with REDCOM with an effective date of termination on October 8, 2024. Your Board directed staff to ensure that the Communication Center is operational on October 9, 2024, and to acquire and fund the necessary equipment, materials, services and personnel to meet this goal. The transition away from AMR as a Dispatch Services provider requires a shift in REDCOM's operational budget that is not reflected in the currently adopted FY 24-25 REDCOM Budget.

DISCUSSION

The County of Sonoma Treasurer understands the need to revise budget as a result of the transition away from AMR, and is ready to work with the Executive Director on such cost-neutral adjustments. Your Board would retain authority to approve any increase in expenditures or appropriations. This resolution provides authority for the REDCOM Executive Director to move forward with cost-neutral budgetary adjustments to the FY 24-25 REDCOM Budget. Any budget adjustment related to the use of fund balance and increase in expenditure appropriations will continue to require your Board's approval.

FISCAL IMPACTS

There is no fiscal impact as a result of your Board's action. The Executive Director's delegated authority includes cost-neutral adjustments to the Budget only.

ATTACHMENTS

Attachment 1 – Resolution authorizing the Executive Director to work with the Treasurer on cost-neutral budget adjustments related to the transition from AMR as Dispatch Services provider.



REDCOM

Resolution No 2024-28
Dated: October 3, 2024

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY
(REDCOM) AUTHORIZING THE EXECUTIVE DIRECTOR TO WORK WITH
THE TREASURER ON COST-NEUTRAL BUDGET ADJUSTMENTS RELATED
TO THE TRANSITION FROM AMR AS DISPATCH SERVICES PROVIDER**

WHEREAS, the REDCOM Board of Directors desires to appropriately fund the operation of its Communications Center after AMR ceases to provide dispatch services on October 8, 2024, and to do so must acquire a variety of materials, equipment, services and personnel; and

WHEREAS, the Sonoma County Auditor-Controller-Treasurer-Tax Collector serves as the Treasurer to REDCOM pursuant to the REDCOM Bylaws and through an agreement with the County of Sonoma; and

WHEREAS, the REDCOM Board of Directors reviewed and approved the FY 2024-25 Budget during its March 14, 2024 Regular meeting, and

WHEREAS, subsequent to this approval, REDCOM received notice of termination from AMR pertaining to the dispatch services contract, with an effective termination date of October 8, 2024, which significantly affects the structure of the FY 2024-25 Approved Budget; and

WHEREAS, the REDCOM Board wishes to retain authority to increase expenditure appropriations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of REDCOM hereby authorizes the Executive Director to work with the County of Sonoma Treasurer on all cost-neutral budget adjustments related to this transition for the Fiscal Year ending June 30, 2025.

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 19th day of September 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

2796 Ventura Avenue - Santa Rosa, CA 95403

STAFF REPORT

TO: Board of Directors **MEETING DATE:** October 3, 2024

PREPARED BY: Deborah Muchmore,
Human Resources Advisor (MTC)

APPROVED BY: Ethan Pawson, General Counsel

ITEM 6: APPROVE A PERSONAL SERVICES AGREEMENT FOR THE REDCOM EXECUTIVE DIRECTOR AND AUTHORIZE THE CHAIR TO EXECUTE THE AGREEMENT.

RECOMMENDATION

It is recommended the Board of Directors approve an employment agreement with Evonne Stevens and authorize the Chair to execute the agreement attached hereto.

BACKGROUND

REDCOM during special board meetings in the months of August and September 2024 established pay ranges and a public pay schedule for all classifications of employees except the Executive Director. Establishing pay for a local government executive is required by California Government Code Section 54953(c)(3) to be reported orally in summary at an open meeting and later requires approval occurs in a regular meeting of the governing body.

DISCUSSION (read below paragraph and bullets out loud before action)

Approval of this item approves an employment agreement with Evonne Stevens that establishes a job classification specification and the following compensation and benefits for the Executive Director of REDCOM:

- A five step pay range from \$128,798.19 at Step A to \$155,910.94 at Step E
- Set's initial salary for Evonne Stevens at Step C or \$141,415.82
- Establishes the position as "at will"
- Allows for a \$20,000 bonus based on merit and performance assessed annually in January or February of each year.
- Provides the same benefits as approved and provided for other REDCOM managers as defined in the Compensation and Benefits for the Administrative, Supervisory, and Managerial Employee Units
- Provides for ninety days (three months) of severance payment for termination without

cause

REDCOM's Executive Director pay range has been established in the same form as other Administrative, Supervisory, and Managerial pay ranges. The current pay of the Executive Director as a contract employee has been placed at step C of the range with two steps 5% apart on either side of the current pay.

FISCAL IMPACTS

The fiscal impact of this agreement, a fully benefitted cost of approximately \$117,927 for the period from 10/9/2024 through June 30, 2024, was approved by your Board on September 19, 2024 as part of the adoption of the Organizational Chart and positions allocation. There is no additional impact of approving this agreement.

ATTACHMENTS

Attachment 1 –Exhibit A – Personal Services Agreement for REDCOM Executive Director

AGREEMENT FOR PERSONAL SERVICES
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM),
EXECUTIVE DIRECTOR

This Agreement for Personal Services (“Agreement”) is made this 9th day of October, 2024 by and between the Redwood Empire Dispatch Communications Authority, a Joint Powers Authority (hereinafter "REDCOM") and Evonne Stevens (hereinafter called "EMPLOYEE").

1. Term of Employment. REDCOM hereby employs EMPLOYEE in the position of REDCOM Executive Director for a period of three (3) years, commencing on October 9, 2024, and ending on October 9, 2027, subject, however, to termination as herein provided.

2. Duties. EMPLOYEE shall perform the duties of REDCOM Executive Director as set forth in the job specification attached hereto as Exhibit A, as it now provides or may hereafter be amended, and such other duties as may be prescribed by REDCOM.

The REDCOM Executive Director classification is an exempt, “At Will” classification serving at the pleasure of the REDCOM Board of Directors.

3. Compensation.

(a) EMPLOYEE’s salary shall be set at the “C” step of the salary range for the position of Executive Director, as set forth in Exhibit B, as it now provides or may hereafter be amended.

(b) Except as herein provided, EMPLOYEE shall be entitled to the same fringe benefits generally available to REDCOM Managers, as specified in the Compensation and Benefits for the Administrative, Supervisory, and Managerial Employees. EMPLOYEE shall accrue vacation time at the rate applicable for management employees with twenty-one (21) years of REDCOM service as set forth in the Compensation and Benefits for the Administrative, Supervisory, and Managerial Employees.

(c) Employee will be eligible for a merit based \$20,000 bonus annually at the end of each calendar year following performance review.

4. Performance review.

REDCOM Board of Directors (“REDCOM BOARD”) shall review EMPLOYEE’s performance in January or February annually.

5. Expiration and Non-renewal. At the expiration of the term of this Agreement, EMPLOYEE’s employment shall automatically terminate, unless otherwise mutually extended by the parties.

6. Termination. EMPLOYEE shall serve at the will and pleasure of REDCOM BOARD and may be terminated at the will of REDCOM BOARD, with or without cause, as set forth herein. EMPLOYEE expressly waives and disclaims any right to any pre-termination or post termination notice and hearing.

(a) Termination without cause:

Severance. Termination of EMPLOYEE's employment without cause may be effected by REDCOM giving sixty (60) days' prior written notice to EMPLOYEE. Upon such termination, EMPLOYEE shall be entitled to additional salary equal to that which would accrue during ninety (90) calendar days following termination and to be computed by the REDCOM human resources advisor or General Counsel at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. EMPLOYEE's health benefits and REDCOM's portion of the premium contribution shall continue to remain in effect for a period of ninety (90) calendar days from date of termination. EMPLOYEE's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against REDCOM arising out of their employment.

(b) Termination with cause:

REDCOM may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. Notice is accomplished by REDCOM depositing a written notice in the United States mail that is addressed to EMPLOYEE at EMPLOYEE's last known address. After termination for just cause has been effected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with REDCOM. Just cause shall be related to those matters of local concern to the REDCOM BOARD. Just cause includes, but is not limited to, unauthorized absence, conviction of a felony or of any criminal act involving moral turpitude; hostile and discourteous treatment of employees; mismanagement of REDCOM funds; conduct which brings discredit to REDCOM; disorderly conduct; incapacity due to mental or physical disability to the extent permitted by law; willful concealment or misrepresentation of material facts in applying for or securing employment; willful disregard of a lawful order from a duly constituted authority; willful disregard of a REDCOM policy and/or laws regarding the confidentiality of records; using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on REDCOM property or in vehicles during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while on duty (possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section); negligence or willful damage to public property or waste or theft of public supplies or equipment; refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority; falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statement to other employees at work or committing perjury; unauthorized use of REDCOM vehicles and equipment; conviction of driving under the influence, reckless driving, or hit-and-run driving whether on or off the job, in a REDCOM vehicle; unauthorized possession of weapons or explosives on REDCOM premises; willful carelessness or violation of safety rules and

regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to REDCOM property; and sexual or other unlawful harassment of or unlawful discrimination against another employee or applicant for employment, or volunteer or intern. Any other just cause not set forth above, must be of similar egregious conduct.

(c) Statement of Reasons for Termination.

REDCOM and EMPLOYEE will, within a reasonable period of time, not to exceed 10 working days, attempt to agree on a mutually acceptable statement as to the reasons for termination. If the parties cannot mutually agree to an acceptable statement of the reasons for termination within the time period set forth above, the REDCOM BOARD may, in its sole discretion, publish its reasons for termination. In such event, publication shall consist of filing the reasons with the Attorney of the REDCOM BOARD at a regular or special meeting following the disclosure required by Section 54957.1 of the Government Code. A copy of the statement shall be made for EMPLOYEE and kept in the office of the REDCOM BOARD Secretary. Within ninety (90) days following the announcement of termination, EMPLOYEE may present a written response to the REDCOM BOARD, which will be maintained as a public record. The parties agree that other than as provided above, they will not make any other public statement concerning EMPLOYEE's termination.

(d) Administrative Leave.

Upon receiving a specific complaint or charge brought against EMPLOYEE by another person or employee, the Chair of the REDCOM BOARD may place EMPLOYEE on administrative leave when, in the sole opinion of the Chair, EMPLOYEE's temporary removal from office would be in the best interests of REDCOM. The Chair's decision to place EMPLOYEE on administrative leave is subject to ratification by the REDCOM BOARD at its next, legally permissible, noticed the REDCOM BOARD closed session meeting. The Chair's decision remains subject to review, at any time, by the REDCOM BOARD. The administrative leave will commence on the Chair's delivery to EMPLOYEE's office of a written notice to that effect. The REDCOM BOARD Chair shall also deliver a copy to the REDCOM General Counsel. Upon the delivery of the notice to EMPLOYEE's office, performance of EMPLOYEE's job duties under this Agreement are suspended, but all other provisions of this Agreement shall remain in full force and effect. REDCOM and EMPLOYEE agree that REDCOM will incur damages, if, during the period of administrative leave, EMPLOYEE performs or attempts to perform any of the duties provided in paragraph 2, or in any other way interferes with the administration or operation of REDCOM. REDCOM and EMPLOYEE agree that the measurement of these damages would be difficult and speculative and accordingly, further agree that if EMPLOYEE performs or attempts to perform any of the duties provided in the job specification for the position of REDCOM Executive Director, or in any other way interferes with the administration or operation of REDCOM, that REDCOM's duties to compensate EMPLOYEE under the Agreement are discharged for each day during which EMPLOYEE engages in such non-cooperation and/or interference. The administrative leave and the suspension of job duties shall terminate on the Chair's delivery to EMPLOYEE's office of a written notice to that effect.

7. Resignation by Employee.

(a) EMPLOYEE may terminate her employment at any time by delivering to the REDCOM BOARD her written resignation. Such resignation shall be irrevocable and shall be effective not earlier than sixty (60) calendar days following delivery, unless waived by REDCOM BOARD. With the approval of the REDCOM BOARD, a resignation may be rescinded at any time prior to the effective date of the resignation. At the request of the REDCOM BOARD or with its approval, the originally scheduled date of resignation may be extended for any agreed upon period of time.

(b) From the date upon which EMPLOYEE either resigns or is notified of REDCOM's intention to terminate the Agreement, until the actual date upon which the resignation, termination or expiration becomes effective, EMPLOYEE shall continue to devote her full time, attention and effort to the duties anticipated hereunder and shall perform the same in a professional and competent manner. If requested, EMPLOYEE shall assist REDCOM in orienting EMPLOYEE's replacement and shall perform such tasks as are necessary to effect a smooth transition in the leadership of REDCOM. These tasks may also include providing information or testimony regarding matters which arose during EMPLOYEE's term as REDCOM Executive Director.

(c) EMPLOYEE acknowledges, understands and warrants that EMPLOYEE shall have no further right or claim to employment after the expiration of the term of this Agreement. Except as provided herein, no other document, handbook, policy, resolution or oral or written representation shall be effective or construed to be effective to extend the term hereof or otherwise grant EMPLOYEE any right or claim to continued employment with REDCOM.

8. Nonassignability. EMPLOYEE shall not, during the term of this Agreement, make any assignment or delegation of any of its provisions without the prior written consent of REDCOM.

9. Compliance with Law. EMPLOYEE shall, during her employment hereunder, comply with all laws and regulations applicable to such employment. Any act or omission of EMPLOYEE constituting a public offense involving moral turpitude or a withholding of labor is a material breach of this Agreement relieving REDCOM of any and all obligations hereunder. Such act or omission shall constitute sufficient grounds for EMPLOYEE's termination with cause pursuant to this Agreement.

10. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Section 1856 of the Code of Civil Procedure. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

11. No Representations or Warranties on Tax or Retirement Issues. EMPLOYEE acknowledges and agrees that REDCOM has not made any representations or warranties regarding tax consequences or retirement compensation pertaining to her salary and benefits.

12. Conflict of Interest. EMPLOYEE covenants that she presently has no interest and will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of her duties required under this Agreement. EMPLOYEE shall comply with all state and local conflict of interest laws or policies, including, but not limited to, Government Code section 1090, the Political Reform Act and requirements promulgated by the Fair Political Practices Committee, and REDCOM's policies on incompatible offices and conflicts of interest. EMPLOYEE shall also complete and file a "Statement of Economic Interest" with REDCOM, disclosing EMPLOYEE's financial interests, as required by the REDCOM's Conflict of Interest Code.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the first date set forth above.

REDCOM.

By _____
Chair, REDCOM Board of Directors

EMPLOYEE

By _____
Evonne Stevens

Executive Director
REDCOM
Class Specification
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY

JOB CLASSIFICATION: Executive Director
REPORT TO: REDCOM Board of Directors
FLSA STATUS: Exempt

SUMMARY: Under the direction of the REDCOM Board of Directors (REDCOM), the REDCOM Executive Director serves as the primary manager of the dispatch services agreement, carrying out the mission and goals established by REDCOM. The Executive Director serves as the primary point of contact for the REDCOM Board of Directors, sub-committees, member organizations and allied agencies. The Executive Director will promote a positive working environment in the communications center utilizing total quality management concepts and practices, ensuring incorporation of REDCOM's mission, vision, strategies and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Executive Director shall:

- Manage dispatch center in effective/efficient manner within policy & performance parameters established by the REDCOM, the dispatch Oversight and Advisory Group.
- Develop and propose goals, objectives and strategies for consideration by the Board.
- Actively engage with the JPA in strategic planning processes defined to anticipate future needs, goals and objectives.
- Implement administrative, operational and technical procedures that support REDCOM's goals, strategies and policies.
- Develop and propose preliminary and final budgets for the JPA
- Implement financial procedures in support of budget goals.
- Pursue appropriate grant funding for equipment, processes, and improvement.
- Ensure compliance with laws, regulations, pertaining to the operation of the Fire and EMS 911 PSAP.
- Prepare for and facilitate Board meetings: Provide research, reports, and input as requested by the board.
- Within framework of REDCOM's Human Resource Policies and Procedures, and according to job specifications and Budget approved by REDCOM, hire and promote and provide corrective action up to termination.

- Provide general supervision of Operational and Administrative staff. Interpret policy under the guidance of the JPA legal counsel.
- Advise and confer with Board, Member agency leadership, Allied agency Leadership and staff.
- Respond to issues regarding services and implement appropriate operational Policies for services provided under this agreement
- Coordinate the development of REDCOM operational & technical procedures with Member agency leadership, Sonoma County Public Safety Consortium, County Radio, Sonoma County Fire Chiefs Association, Coastal Valleys EMS Agency, etc.
- Represent REDCOM with other public agencies, media and community at large.
- Carry out other duties as may be assigned by AMR and the Board.
- Other duties may be assigned

SUPERVISORY DUTIES:

- Provide coordination and leadership for all Communication/Dispatch Operations
- Lead, Motivate, promote growth and supervise all Communication Center Staff
- Provide performance feedback to subordinates through positive reinforcement and quality assurance review
- Mentor employees, conduct annual performance evaluations if applicable, counsel and provide disciplinary actions to assigned personnel with the goal of developing a team-oriented approach with positive results.
- Assist in driving performance
- Comply with all employment laws and support affirmative action/equal opportunity and diversity goals

MINIMUM QUALIFICATIONS

- High school diploma or equivalent (GED)
- Minimum 5 years' leadership or management experience in a 9-1-1 dispatch environment.
- Experience in Fire EMS, or Emergency Management highly desired.
- Highly ethical, principled and accountable professional who has demonstrated leadership and management skills.
- Demonstrated leadership experience in finding paths for migrations to new understanding of the complexities inherent in acquiring new technical systems.
- Experience with budget planning, preparation, forecasting, and administration is preferred.
- Proven history of success and a comprehensive knowledge of public safety communication capable of making tough decisions in a timely manner when required.
- Must possess a history of progressive, proactive and innovative program development, as well as a tract record of success follow-through and implementation.

- Excellent oral, written and interpersonal communications skills.

PHYSICAL REQUIREMENTS:

- Occasionally: Touching, walking outside, typing 35WPM
- Frequently: Walking inside, reaching, kneeling, stooping and bending.

MENTAL REQUIREMENTS:

- Occasionally: Complex reading and writing, memorization, high math skills.
- Frequently: Simple reading and writing, problem solving, judgement, reasoning, decision making
- Constantly: Analyzing, perception/ computation, complex math skills.

STRESS FACTORS:

- Occasionally: Repetitive tasks. High pressure daily operations. Exposure to intense emergency incidents, including community wide disasters.
- Frequently: Intense tasks

EQUIPMENT USED:

- Occasionally: Facsimile, telephone, radio
- Frequently: Copy machine
- Constantly: Desk top computer/laptop, keyboard, calculator, stapler 3-hole punch, stamping sharpener.

WORKING ENVIRONMENT

- Occasionally: Works with others, extended day.
- Frequently: Works alone, face-to-face contact with others
- Constantly: Works around others, verbal contact with others, inside.

EXHIBIT B – PAY SCALE

	Step A	Step B	Step C	Step D	Step E	
Executive Director	128,798.19	135,238.10	141,415.82	148,486.61	155,910.94	Annual
	61.92	65.02	67.99	71.39	74.96	Hourly
	4,953.78	5,201.47	5,439.07	5,711.02	5,996.57	Bi-weekly



REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403

STAFF REPORT

TO: Board of Directors MEETING DATE: October 3, 2024

**PREPARED BY: Deborah Muchmore,
Human Resources Advisor (MTC)**
APPROVED BY: Evonne Stevens, Executive Director

ITEM 6: ADOPT A RESOLUTION REVISING THE PUBLIC PAY SCHEDULE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE NON-SUBSTANTATIVE CHANGES TO THE RANGE AND SCHEDULE.

RECOMMENDATION

It is recommended the Board of Directors Adopt a Resolution revising the REDCOM public pay schedule, effective October 9, 2024 and authorize the Executive Director to make non-substantive changes to the range and schedule.

BACKGROUND

Over the months of August and September, REDCOM approved pay ranges for all REDCOM employees except the Executive Director. At this regular meeting, REDCOM has now approved a pay range and agreement for Evonne Stevens as Executive Director.

DISCUSSION

To include the Executive Director pay range in the public pay schedule, REDCOM must revise the schedule adopted on September 19, 2024. Approval of this item accomplishes this revision.

FISCAL IMPACTS

There is no fiscal impact of approving this Resolution revising the REDCOM public pay schedule.

ATTACHMENTS

Attachment 1 – Resolution and Exhibit A - REDCOM Public Pay Schedule



**ADOPT A RESOLUTION REVISING THE PUBLIC PAY SCHEDULE AND
AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE NON-SUBSTANTATIVE
CHANGES TO THE RANGE AND SCHEDULE.**

WHEREAS, the REDCOM Board of Directors desires to employ personnel and desires to fairly compensate its employees; and

WHEREAS, REDCOM approved a pay range for the Executive Director on October 3, 2024; and

WHEREAS, the REDCOM Board desires to revise the REDCOM Public Pay Schedule to include the new pay range as attached hereto and included herein; and

WHEREAS, the REDCOM Board desires to authorize the Executive Director to make non-substantive changes to the employee pay ranges and public pay schedule that are clerical and typographical in nature and do not or change the impact of an approved pay range.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of REDCOM hereby revises the REDCOM Public Pay Schedule, attached hereto and included herein, and Authorizes the Executive Director to make non-substantive changes to the employee pay range and pay schedule.

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 3rd day of October 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 Cowl	Aye_____	No_____	Absent_____
Director Dunston	Aye_____	No_____	Absent_____
Director Luoto	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____



REDCOM

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

Exhibit A: REDCOM Public Pay Schedule

REDCOM PUBLIC PAY SCHEDULE

**Effective October 9, 2024
Revised October 3, 2024**

	Step A	Step B	Step C	Step D	Step E	
Executive Director	128,798.19	135,238.10	141,415.82	148,486.61	155,910.94	Annual
	61.92	65.02	67.99	71.39	74.96	Hourly
	4,953.78	5,201.47	5,439.07	5,711.02	5,996.57	Bi-weekly
Communications Manager	122,707.86	128,843.25	135,285.42	142,049.69	149,152.17	Annual
	58.99	61.94	65.04	68.29	71.71	Hourly
	4,719.53	4,955.51	5,203.29	5,463.45	5,736.62	Bi-weekly
Associate Data Systems Adm	75,426.76	79,198.10	83,158.00	87,315.90	91,681.70	Annual
	36.26	38.08	39.98	41.98	44.08	Hourly
	2,901.03	3,046.08	3,198.38	3,358.30	3,526.22	Bi-weekly
Administration Assistant	54,041.72	56,743.81	59,581.00	62,560.05	65,688.05	Annual
	25.98	27.28	28.64	30.08	31.58	Hourly
	2,078.53	2,182.45	2,291.58	2,406.16	2,526.46	Bi-weekly
Communications Supervisor	111,905.67	117,500.95	123,376.00	129,544.80	136,022.04	Annual
	53.80	56.49	59.32	62.28	65.40	Hourly
	4,304.06	4,519.27	4,745.23	4,982.49	5,231.62	Bi-weekly

Communications Dispatcher	Shift Type	Step 2					
		Step 1 < 6 mos.	6 mos. To 1 yr.	Step 3 1-3 yrs.	Step 4 3-4 yrs.	Step 5 5-7 yrs.	Step 6 7+ yrs.
	Eff. 10/9/2024 TWELVE/42	37.42	38.40	41.46	43.93	46.29	48.93
	Eff. 9/1/2025 Add \$2.00/hr TWELVE/42	39.42	40.40	43.46	45.93	48.29	50.93
	Eff. 9/1/2026 ADD \$1.50/hr TWELVE/42	40.92	41.90	44.96	47.43	49.79	52.43

INCENTIVES:

Incentives are based on role, assignment, and also as defined for Communications Dispatchers in the agreement between REDCOM and UEMSW AFSCME, Local 4911, AFL-CIO

Communications Training Officer	Add \$1.50/hour for every hour worked
Communications Relief Supervisor	Add \$2.00/hour when assigned and acting in the role
Bilingual Incentive Premium	\$70 per month paid in equal installments each pay period
Shift Differential	Add \$2.50 per shift for hours worked between 1900-0700