



## REDCOM BOARD OF DIRECTORS

### Special Meeting

### Agenda

### Addendum

**November 7, 2024 @ 2 pm**

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

### **Join by Teams Meeting**

**Meeting ID: 229 864 899 795 Passcode: QSekDJor by phone at 1-929-376-1982 Conference  
877 478 948#**

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.

4. Recognition: REDCOM Dedication of the REDCOM Center to Doug Willams Memory for a lifetime of service and mentorship

### **Closed Session Calendar**

5. Closed Session Item: The REDCOM Board of Directors will consider the following in closed session: Public Employee Performance Evaluation – REDCOM Executive Director. (Government Code Section 54957(b)(1)).

Report Out from Closed Session

## **Consent Calendar**

6. Approve an Amendment to the Professional Services Agreement with Muchmore Than Consulting for Human Resources consulting services.
7. Approve a Resolution delegating purchasing authority to Executive Director.

Public Comment regarding Items on the Consent Calendar.

## **Regular Calendar**

8. Information Item: Executive Director's report
9. Information Item: Update regarding agreement with Sonoma County Fire Chiefs Association, Joint Powers Agreement & Bylaws revisions
10. Action Item: Board to reconfigure ad hoc committees and make appointment to replace Director Dunston on Labor Negotiation Standing Committee
11. Next Special meeting will be – December 5, 2024, at 2:00 pm @  
Sonoma County Fire Station 1 - 8200 Old Redwood Highway Windsor, CA 95492

## **Regular Calendar Addendum**

12. Discussion and possible Action Item: Consider and provide direction to staff regarding accessing and the sharing of REDCOM dispatch and operational data feeds.

Adjournment- Motion to adjourn.



# REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403 | Tel: (707)568-5992

## STAFF REPORT

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**TO: Board of Directors MEETING DATE: November 7, 2024**

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

**APPROVED BY: Evonne Stevens, Executive Director**

- 6. ITEM: APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MUCHMORE THAN CONSULTING FOR HUMAN RESOURCES CONSULTING SERVICES.**
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### **RECOMMENDATION**

It is recommended the Board of Directors approve an Amendment to the Professional Services Agreement with Muchmore Than Consulting for Human Resources consulting services.

### **BACKGROUND**

On August 8<sup>th</sup>, 2024, REDCOM entered into and Agreement with Muchmore Than Consulting to establish all human resources for the employment of personnel by October 9, 2024. Between August 8<sup>th</sup> and October 9<sup>th</sup>, Muchmore Than Consulting assisted the Authority in developing and implementing compensation and benefits plans, classifications, mandated policies, and pay systems. This work exhausted the \$50,000 budget for the agreement.

### **DISCUSSION**

Since then, Muchmore than Consulting has continued to support the employees and Board at REDCOM to implement benefits, provide mandated employee trainings, and train staff on the implementation of payroll. Staff desires to continue the relationship and services provided by Muchmore Than Consulting through the Agreement term which ends on October 8, 2024. To develop performance management systems, continue training programs, develop and implement additional employment and human resources related administrative policies, and assist staff in the administration of payroll and benefits. The cost of these services will not exceed \$85,680 through October 8, 2025 as defined in Attachment 1, Resolution and Exhibits A and B.

## **RECOMMENDATION**

That the REDCOM Board approve an Amendment to the Professional Services Agreement with Muchmore Than Consulting for Human Resources consulting services.

## **FISCAL IMPACTS**

The fiscal impact of approving this Resolution is estimated to be \$64,260 in FY 2024-2025 and \$21, 420 in FY 2025-2026.

## **ATTACHMENTS**

Attachment 1: Resolution and Exhibits A&B: Amend Agreement with Muchmore Than Consulting.

AMENDMENT NO. 1 TO  
PROFESSIONAL/CONSULTING SERVICES AGREEMENT  
BETWEEN THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY  
AND MUCHMORE THAN CONSULTING, LLC

This amendment to the **PROFESSIONAL/CONSULTING SERVICES AGREEMENT**, (this "Amendment No. 1 ") is made and entered into this 7th day of November 2024, by and between the **Redwood Empire Dispatch Communications Authority, A Joint Powers Authority, (Hereinafter Referred To As "REDCOM")**, and **Muchmore Than Consulting, LLC** (hereinafter "Consultant").

RECITALS

**WHEREAS**, REDCOM and Consultant entered into a certain professional services agreement dated August 8, 2024 (the "Agreement") to provide Human Resources consulting services to REDCOM through its transition to becoming an employer of record for its Dispatch Center employees; and

**WHEREAS**, the original Agreement was authorized under the Board Chair's limited delegated purchasing authority and now requires full Board approval to extend and amend the Agreement as described herein; and

**WHEREAS**, between August 8 and October 9, 2024, Consultant's performance under the Agreement allowed REDCOM to successfully hire and onboard the REDCOM Dispatch Center employees and complete a smooth operational transition within the REDCOM Dispatch Center; and

**WHEREAS**, the Agreement limited the budget for Consultant's services to an amount not to exceed \$50,000, which has now been exhausted through Consultant's invoicing on a time and materials basis; and

**WHEREAS**, based on Consultant's performance to date, the REDCOM Board desires to amend the Agreement to revise the Scope of Work and Fee Schedule and allow Consultant to continue to provide consulting services to REDCOM.

AMENDMENT

In consideration of the mutual promises contained herein, the parties hereto agree to amend the Agreement as follows:

**I. Scope of Work**

Exhibit A (Scope of Work) of the Agreement shall be removed and replaced in its entirety by the **Exhibit A**, attached to this Amendment No. 1. Section 1 of the Agreement remains otherwise unchanged and in full force and effect.

**II. Fee Schedule**

Exhibit B (Fee Schedule) of the Agreement shall be removed and replaced in its entirety by the **Exhibit B**, attached to this Amendment No. 1. Section 4 of the Agreement remains otherwise unchanged and in full force and effect.

**III.** Except as set forth in this Amendment No. 1, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment No. 1 and the Agreement or any earlier amendment, the terms of this Amendment No. 1 will prevail.

**In Witness Whereof**, REDCOM and Consultant have executed this Amendment No. 1 as of the date first written above.

Chair of the REDCOM Board

Consultant

\_\_\_\_\_  
By: Stephen Akre  
Its: Board Chair

\_\_\_\_\_  
By: Deborah Muchmore  
Its: Founder/Principal

Approved as to form:

Ethan Pawson  
General Counsel for REDCOM

## EXHIBIT A

### SCOPE OF WORK

Subject to the terms and conditions of this Agreement, Muchmore Than Consulting (“MTC”) shall assign MTC employee(s) to perform consultative, project, program, and assessment services as support for organizational transition to REDCOM which may require performing any or all of the functions described below:

- Provide human resources and employment consulting services on an as needed basis, with appropriate invoices for services provided.
- Within the constraints of the contract budget, services may be within any of the MTC service areas, including but not limited to:
  - Administrative Services program administration and policy, process, and system development.
  - Work with REDCOM labor counsel to manage and amend, as necessary, employment classifications, compensation, and policies for REDCOM employees.
  - Work with REDCOM labor counsel on management of Communications Dispatcher collective bargaining, Side Letter between UEMSW, AFSCME Local 4911, and development of an MOU for represented employees.
  - Provide consulting services in the areas of Human Resources, Public Entity Employment, Disability and Leave Management, and Labor Negotiation.
  - Assist with procurement and management of contracts and accounts for administrative and employment services such as payroll, employee benefits, retirement, and legal services.
  - Develop performance evaluation policies and materials and conduct performance evaluations of REDCOM employees.
  - Develop Board resolutions, staff reports, and other materials required for Board approval of Consultant’s scope of work.
- Services are to be engaged via mutual written agreement — formats may range from email to amendment to this agreement.
- Be reasonably available to perform the services during the normal work week and maintain availability for regular REDCOM Board of Directors meetings.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the REDCOM Executive Director or their designee and with the MTC lead.

- Perform other duties as are consistent with the services described herein and approved by the MTC lead advisor.
- Perform services mostly remotely and at REDCOM offices or at any other location deemed as appropriate by the MTC principal and MTC employee providing such services.



**EXHIBIT B**  
**FEE SCHEDULE**



Compensation under this Agreement shall be invoiced by Consultant on a time and materials basis in accordance with the following Fee Schedule. Total compensation under this Agreement is not to exceed \$85,680.,

COST OF SERVICES AND FEE SCHEDULE 2024  
Updated 08/07/2024

We bill hourly rounding to the nearest tenth of an hour for services provided based on the following fee schedule. Payment is made only for service hours rendered.

Director/ Chief Labor Negotiator	<b>Up to \$195.00 per hour</b>
Sr. Project Advisor / Finance & Budget Analyst/ Sr. Human Resources Advisor	<b>\$115.00 - \$160.00 per hour</b>
Project Manager / HR Advisor/ Payroll Administrator / Lead Recruiter / Workshop Facilitator	<b>\$95.00 - \$120.00 per hour</b>
HR Specialist/ Recruiter / Workshop Scheduler	<b>\$75.00 - \$100.00 per hour</b>
Admin Technician/Organization and File Specialist	<b>\$60.00 - \$80.00 per hour</b>

Travel, if requested and mutually agreed upon in writing, may be billed at ½ the billable rate of the team member providing the service per the above schedule and titles. Rarely, and upon advance mutual agreement in writing, lodging may be obtained and reimbursed at an agreed upon rate.

\*Direct costs may be billed for reimbursement of reasonable direct expenditures for copying, supplies, assessments (listed above) or bindery necessary for project delivery.

**Fees escalate annually, in July, at a rate of 2%-4% depending on the February to February Consumer Price Index for All Urban Consumers, San Francisco Area CPIU.**