



REDCOM BOARD OF DIRECTORS
Special Meeting Agenda
December 12, 2024 @ 2pm

Sheriff's Office
2796 Ventura Avenue
Santa Rosa, Ca 95403

Join by [Teams Meeting](#)
Meeting ID: 231 250 932 662 Passcode: ctBrqS

or by phone at 1-323-886-6897 using Conference 680 618 648 #

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

The Public is welcome at the above locations.

Since we have one Board Member remote for this meeting, attendance will comply with the traditional teleconferencing rules required by 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. Consent Item:

Adopt the following REDCOM policies:

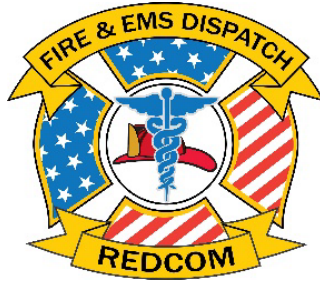
- Revised Purchasing Policy
- Credit Card Policy
- Travel & Meal Reimbursement Policy
- Emergency Procurement Policy
- Capital Assets, Depreciation and Depreciation Methodology Policy

Public Comment regarding Items on the Consent Calendar.

Regular Calendar

5. Information Item: Executive Director's report
6. Discussion Item: Introduction of Chief Golly from Coast Life Support, replacing David Crawl on the REDCOM Board of Directors.
7. Action Item: Approve a one-time increase in expenditure appropriations of up to \$100,000, fully offset by use of fund balance, for Coast Blue Tac Channel upgrade, and delegate authority to the Executive Director to enter into a Memorandum of Understanding with the County of Sonoma and telecommunications site property owners, as well as separate memorandum of understandings for all other radio communications channels used by REDCOM.
8. Action Item: Approve temporary funding mechanism for employee deferred compensation benefits for the period of October 9, 2024 – February 1, 2025.
9. Discussion Item: FY 2024-25 Revised Budget presentation and discussion.
10. Action Item: Approve the Executive Director's performance management process (Muchmore Than Consulting)

11. Discussion Item: Report from the Ad Hoc Committee of the Board on data-sharing policy
12. Next Special meeting will be – January 16, 2024 @ 2pm
Sonoma County Fire Station 1 8200 Old Redwood Highway Windsor, CA 95492
13. Adjournment- Motion to adjourn.



REDCOM Purchasing Policy

Issued by REDCOM Board of Directors

Issued Date: 6/20/2024

Revised Date: 12/12/2024

Effective Date: 12/12/2024

Purpose

The purpose of this policy is to ensure that the REDCOM issues are ethical, efficient, and accountable sourcing and procurement practices that align with governmental accounting best practices. This policy applies to all goods and services purchased by REDCOM.

Policy

Depending upon the type of purchase, different procurement methodologies are to be used. These methods are described in the Purchasing Category and Purchasing Methods section.

Procedure

When called for in the Purchasing Procedure, competitive bids shall be obtained from qualified vendors to meet the needs of the REDCOM and to achieve the greatest possible value to support the goals of the REDCOM.

- 1.) Purchases are to be made only by individuals designated by the Board of Directors to purchase on behalf of REDCOM. See Attachment A for the most current Board of Directors' resolution delegating purchasing authority
- 2.) REDCOM, employees and agents shall neither solicit nor accept gratuities, favors or anything of monetary value from a vendor, contractor, consultant or potential vendor, contractor or consultant.
- 3.) Purchases shall not be split in order to avoid compliance with monetary approval thresholds.
- 4.) Emergency Procurement shall not be subject to the provisions of the Purchasing Policy. Instead, see the REDCOM Emergency Procurement Policy. The Emergency Procurement Policy applies to circumstances in which a sudden, unexpected occurrence poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health,

property, or essential public services. Refer to the Credit Card Policy for the use of REDCOM credit cards.

Roles and Responsibilities

The REDCOM Board has designated personnel to authorize payments or enter into contracts for expenditures or indebtedness for REDCOM.

See Attachment A, REDCOM Delegated Purchasing Authority Resolution
REDCOM and Employees are responsible for ensuring that they:

- 1.) Abide by and use the correct purchasing category, purchasing methods and complete the required documentation for all goods and services purchased for REDCOM.
- 2.) Involve Legal Counsel for planning and execution of all purchases over \$50,000 and all professional services and public works contracts regardless of dollar amount. All purchases, commitments of funds and/or expenditures are subject to internal and external audit review.

Interpretation

The application of this policy is the responsibility of the Executive Director. The interpretation of this policy is the responsibility of REDCOM Board of Directors.

Policy review

This policy is subject to review at least every three (3) years by the Executive Director.

Definitions

Capital Asset - Significant, tangible property that costs \$5,000 or greater and that is expected to generate value over a long period of time. Please refer to REDCOM's Fixed Assets, Depreciation and Depreciation Methodology Policy.

Direct Buy - Process utilized for purchase <\$500, where purchase can be made by credit card, or on vendor account (within established guidelines for each method).

Executive Director - Job position responsible for the management of REDCOM operations, including procurement and purchasing under this policy.

Formal Competitive Bid - A bid that is administered by the REDCOM Board and advertised publicly. Sealed bids are received by REDCOM and opened publicly. Bid request methods are either an Invitation for Bid ("IFB") or Request for Proposal ("RFP").

Goods and Equipment - Tangible, consumable items such as equipment without a service contract. Examples are the purchase of office supplies or machinery with a warranty, but no service contract.

Goods and Services - A combination of tangible, consumable items and intangible items provided by other people. An example is the purchase of equipment and a service contract for preventative maintenance and repairs. Software with a renewable support services contract falls under this category.

Informal Competitive Bid - Process utilized to obtain competitive pricing. At least three (3) written vendor quotes shall be obtained.

Invitation for Bid (IFB) - An IFB is a formal competitive bid and award process and should be used when the "what" and "how" is known, but if the "how" is not known or the "how" varies from one vendor to another, then a Request for Proposal ("RFP") should be used. See definition for RFP. An IFB is used when the statement of work ("SOW") is clearly stated and bidders are generally told what, how, when and where work and services are to be done. The contract need not be awarded to the lowest bidder. REDCOM must, however, justify any award to other than the lowest bidder.

Invoice - Legible, vendor generated, written detail of the purpose and cost of a purchase. Must include business name, address and contact information.

Piggyback Bid Contract - Procurement of an item that has gone through the formal bidding process by another government agency. REDCOM and vendor may make changes to the specifications to the contract and still receive the preponderance of the other government agency's price.

Prevailing Wages - Per the California Division of Labor Standards Enforcement (DLSE): "The general prevailing rate of per diem wages (basic hourly wage rate, overtime, holiday pay rates and employer payments) for a particular craft, classification, or type of worker.

Prevailing Wages Threshold - The DIR small project exemption applies for all public works projects that do not exceed \$15,000 for maintenance and \$25,000 for new construction, alteration, installation, demolition or repairs.

Professional Services - Services provided by a person or organization trained and/or licensed or certified in their profession. These services cannot be performed by a REDCOM employee.

Public Works - Per the DIR "Public Works" refers to the construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid for by public funds. Public works projects do not include those done by a public agency with its own employees".

PWC-100 - The DIR's online registration form which is required to be completed and submitted for every public works project which has been awarded a contract.

Real Property - Fixed property as opposed to personal property. Principally land and buildings.

Request for Proposal (RFP) - An RFP is a formal competitive bid and award process and should be used when the "what" is unknown, but not the "how" or the "how" may vary from one vendor to another. There are two types of RFP's: 1). Primary RFP: Used when certain standards are required. The proposal that both meets those standards and has the lowest cost could be awarded the contract. 2). Secondary RFP: Used when seeking a unique solution to a problem or situation that cannot be resolved by the lowest bidder. Unique methods, approaches and procedures used in performing the work are of primary importance. Only the goals and objectives are stated in the RFP, and bidders offer detailed work plans, approaches, and methods. The contract need not be awarded to the lowest bidder. REDCOM must, however, justify any award to other than the lowest bidder.

SB 854 - The California Senate Bill (No. 854) containing the language which defines the new and/ or revised statutory obligations for awarding bodies regarding monitoring and compliance with the prevailing wages law and the registration of contractors/subcontractors.

Sole or Single Source - "Sole Source" means only one individual/company can provide the goods and/or equipment needed, and that any attempt to obtain bids would only result in the same individual/company being available to meet the need. "Single Source" means REDCOM actively selects one supplier although others are available and is used

when there is a strong justification for the unique qualities of one supplier as opposed to the other suppliers.

Small Purchase Informal Bid - Process utilized to obtain competitive pricing. At least two (2) written vendor quotes shall be obtained.

Purchasing categories and purchasing methods

Identify the category of procurement and the purchasing method to be used. Follow the steps identified in the appropriate Purchasing Methods unless Procurement Exceptions or a Sole or Single Source Exemption is identified.

Category - Goods and Equipment (G&E)

G&E are tangible, consumable items such as equipment without a service contract.

Threshold	Method
G&E Purchases \$0 - \$1,000	Direct Buy
G&E Purchases \$1,001 - \$10,000	Small Purchase Informal Bid (Min. 2 Quotes)
G&E Purchases \$10,001 - \$50,000	Informal Competitive Bid (Min. 3 Quotes)
G&E Purchases > \$50,001	Formal Competitive Bid and Board Approval

Category – Good and Services (G&S)

G&S are a combination of tangible, consumable items, and a professional service. An example is a piece of equipment with a service contract for preventative maintenance. Software with a renewable support services contract falls under this category.

Threshold	Method
G&S Purchases \$0 - \$1000	Direct Buy
G&S Purchases \$1001 - \$10,000	Small Purchase Informal Bid (Min. 2 Quotes)
G&S Purchases \$10,001 - \$50,000	Informal Competitive Bid (Min. 3 Quotes)
G&S Purchases > \$50,001	Formal Competitive Bid and Board Approval

Category – Professional Services (PS)

Contracts associated with the procurement of professional services. See also exceptions to the competitive bid process below.

Threshold	Method
PS Contract \$0 - \$1000	Direct Buy and Insurance Requirements
PS Contract \$1001 - \$10,000	Small Purchase Informal Bid (Min. 2 Quotes) and Insurance Requirements
PS Contract \$10,001 - \$50,000	Informal Competitive Bid (Min. 3 Quotes) and Insurance Requirements
PS Contract > \$50,001	Formal Competitive Bid, Board Approval and Insurance Requirements

INSURANCE REQUIREMENTS

Vendor/Contractor shall provide REDCOM with the minimum insurance identified in Attachment B.

Category – Public Works (PW)

Public Works refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid for by public funds. Public works projects do not include those done by a public agency with its own employees. There are laws identified under Senate Bill 854 that define specific statutory requirements. See California Public Contracts Code 22160 regarding Design-Build contracts.

PW Contracts \$0 - \$5,000	Informal Competitive Bid, PW DIR Requirements* and Insurance Requirements
PW Contracts \$5,001 - \$50,000	Informal Competitive Bid, PW DIR Requirements* and Insurance Requirements
PW Contracts > \$50,001	Formal Competitive Bid, PW DIR Requirements* and Insurance Requirements

PUBLIC WORKS - DIR REQUIREMENTS*

All contractors performing services for REDCOM must be registered with the California Department of Industrial Relations (DIR). All workers employed on public works projects must be paid the prevailing wage determined by REDCOM according to the type and

location of the project. A PWC-100 form must be filed online with the DIR for all projects unless they are within the small project exemption projects that do not exceed:

- o \$25,000 for new construction, alteration, installation, demolition or repair
- o \$15,000 for maintenance

INSURANCE REQUIREMENTS

Consult with REDCOM General Counsel on Insurance Requirements for all Public Works contracts.

PURCHASING METHOD PROCEDURES

Requirements for each Method detailed below.

DIRECT BUY

- 1.) After identifying funding within Board-approved budget, purchase goods directly with supplier with credit card (refer to Credit Card Policy), Purchase Order or on the store/vendor account followed by invoice.
- 2.) For G&S and PS purchases, review contract terms before signing contract. 3.)

Documentation Requirement: Invoice or receipt or contract for G&S or PS purchase.

METHOD: SMALL PURCHASE INFORMAL COMPETITIVE BID

- 1.) Identify funding within the Board approved budget.
- 2.) Obtain a minimum of two (2) informal written quotes.
- 3.) Submit quotes to the Executive Director and obtain approval from an individual with delegated Purchasing Authority. (See attachment A)
- 4.) Documentation requirement: Quotes, Purchase Order, and Invoice. For G&S and PS include a fully executed service contract including terms and conditions.

METHOD: INFORMAL COMPETITIVE BID

1. Identify funding within the Board approved budget.
2. Obtain a minimum of three (3) informal written quotes.
3. Submit quotes to the Executive Director and obtain approval from an individual with delegated purchasing authority. (See attachment A)
4. If G&S Purchase, request terms and conditions of the services portion of the purchase and submit it to Executive Director for review. All procurement under this category will require Counsel review.
5. Documentation requirement: Quotes, Purchase Order, and Invoices; if G&S or PS include a fully executed service contract including terms and conditions, scope of services, pricing schedule, Certificates of Insurance.
6. If purchase includes a Capital Asset valued at over \$5,000 at the time of purchase, it must be added to REDCOM's Fixed Assets Ledger in compliance with the Fixed Assets, Depreciation and Depreciation Methodology Policy. The

Executive Director is responsible for updating information in the Fixed Assets Ledger at the time of purchase.

METHOD: FORMAL BID PROCESS

All purchases over \$50,000 require a formal competitive bid. Follow these eight (8) steps prior to engaging a vendor to ensure that ethical, efficient, and accountable sourcing and procurement practices are used.

1. Planning is essential to allow for the proper project management of formal competitive bids. Contact the Executive Director and Legal Counsel to structure the Invitation for Bid ("IFB") or Request for Proposal ("RFP"). Identify all scope of work requirements or product specifications.
2. Determine if one supplier is to be awarded or if a pool of pre-qualified suppliers is your preferred option. This will ensure the competitive bid provides you with a document that will meet your future requirements.
3. The Executive Director will obtain Board of Directors approval to identify funding, create and release the IFB or RFP, and identify a selection timeline.
4. Release and advertise the IFB or RFP (Competitive bids are required to be advertised in a newspaper and online).
5. Evaluate submissions and select vendor to recommend.
6. Complete and submit a Staff Report to the Board of Directors with your recommendation to select the chosen vendor's proposal.
7. The Executive Director will send a formal notice of award to all bidders.
8. Execute a services agreement and schedule of work. Allow time for this step as terms and conditions will likely need to be negotiated.

EXCEPTIONS TO THE COMPETITIVE BID PROCESS

Notwithstanding any other provision of law, competitive bidding is not required for the categories listed below:

- (a) Expert and professional services that involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience such as accountants, IT consultants, physicians, social service consultants, labor consultants, investigators, attorneys, architects, landscape architects, surveyors, engineers, construction management services and environmental services (CA Government Code 4526 et seq., 53060).
- (b) Insurance.
- (c) Appraisers services.
- (d) Public utility services including telephone and paging services.

(e) Services available from another governmental agency and owned or provided by such other governmental agency.

(f) Services from another governmental agency that has a contract with a supplier that allows such other governmental agency to acquire such property or services and resell them to other governmental agencies (i.e. cooperative purchasing agreements).

(g) Where the law fixes the price of property or services.

(h) Pilot or trial to test new equipment or services.

(i) When the Executive Director (with concurrence of the Board when the amount of the contract exceeds \$50,000), determines that it is in REDCOM's best interests to renew a contract award from the previous contract period, based on satisfactory service and reasonable prices to avoid the interruption of District business and/or based on good business sense if pursuant to the terms and conditions of the contract.

(j) When the product/service is needed by REDCOM pending a bid award and until a new contract has been awarded. Such interim period contracts shall not exceed six months.

(k) A Piggyback Bid Contract or when services from any private supplier that has a contract with another public agency and such private supplier produces satisfactory documentation that:

1. such other contract is currently then in effect, and
2. such contract originated through a competitive bid process, and
3. such items to be acquired by REDCOM are of comparable description and quality as the items described in such other governmental contract, and
4. the prices of such items to be acquired by REDCOM are not greater than those specified in such other governmental contracts.
5. A Sole or Single Source Master Contract is in place for services or product.

Sole or Single Source exceptions

REDCOM requires detailed and comprehensive documentation to justify Single or Sole Source purchases. The use of a Sole or Single Source is generally discouraged; however, reasons for the use of a Sole or Single Source contract include:

1. Only one individual/company has a product or service that will meet the project's needs: or
2. Product standardization, specifications, and/or compatibility with existing equipment, systems, and processes; or
3. The existence of an unusual and compelling urgency

The Executive Director may authorize purchases on a sole or single source basis only after reviewing the supporting documentation and making one of the above findings regarding the need for a sole or single source purchase.

Attachments

Attachment A – Board of Directors' delegation of purchasing and approval authority

Attachment B - Insurance requirements

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

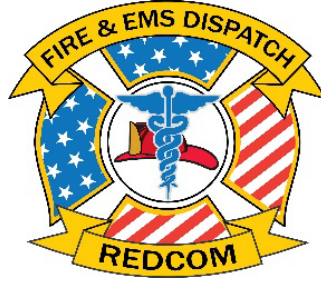
WHEREUPON, the Board Chair declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

 Stephen Akre,
 Chair of REDCOM Board of Directors

 Evonne Stevens,
 REDCOM Executive Director



REDCOM Policy - Credit Cards

Issued by REDCOM Board of Directors

Issued Date: 12/12/2024

Effective Date 12/12/2024

PURPOSE / SCOPE

Establishes guidelines and procedures for all personnel regarding the use of REDCOM issued credit cards.

POLICY

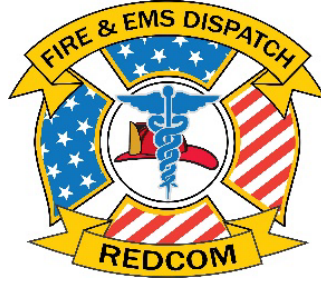
- Credit cards are to be used for REDCOM purchases only
- A itemized receipt must be submitted to the Executive Director for each credit card purchase, together with a Cal Card transaction log.
- Notify the Executive Director or designee immediately if a card is lost or stolen. The Executive Director will notify US Bank immediately if a card is lost, stolen, or for any suspected fraudulent activities.
- Procedures for all requisitions & purchases must be consistent with the Purchasing Policy or Emergency Purchasing Policy and established limits.
- Card purchase limits shall be assigned by the Executive Director or their designee in accordance with the Purchasing Policy Approval Limits.
- Splitting credit card purchases to remain under the card limit is not authorized.

CAL CARD VISA PROCEDURE

- (a) After completing a transaction, submit receipt(s) to the Executive Director or designee without delay.
- (b) For each account, the Executive Director or staff will reconcile the statement, receipt(s) and transaction log form, listing budget codes to the right of each item on the statement.
- (c) Food receipts must provide the details of food purchased, attendees and the event or meeting that the food was purchased for and must be approved prior to making the purchase by the REDCOM Executive Director or the designee.
- (d) For any lost or misplaced receipt that cannot be provided, a Lost Receipt Form must be completed and submitted to the Executive Director with the statement. Lost Receipt Forms must be signed by the card holder's signature.

(e) Multiple lost receipts will result in suspension or revocation of the REDCOM's Cal Card.

(f) The Executive Director will collect all cards issued to separating employees before their last day of employment or earlier, as appropriate.



REDCOM Policy

Travel and Meal Reimbursement Policy

Issued by REDCOM Board of Directors

Issued Date: 12/12/2024

Effective Date: 12/12/2024

I. Purpose

To establish criteria and approval authority for reimbursement of travel and meal expenses for REDCOM employees.

II. Policy

Public funds shall be spent to pay actual and necessary travel expenses of REDCOM employees, only in accordance with this policy. In the event expenses are incurred which exceed those listed in this policy, the cost borne or reimbursed will be limited to the costs that fall within this policy. No reimbursement for travel shall be paid from public funds for REDCOM employees except as authorized by this policy, and in conformance with adopted budgets. This policy shall also be subordinate to any other provisions of law pertaining to travel. This policy applies to any travel claim, notwithstanding the source of funding, including the management benefit allowance and textbook and tuition funds except as may be specifically contradicted otherwise in an applicable Memorandum of Understanding (MOU). Nothing within this policy restricts the Auditor Controller Treasurer Tax Collector Office from exercising its authority under State Statutes.

A. Travel Reimbursement Criteria

1. Types of occurrences for which expenses may be paid.

Travel and meal expenses may be paid only when they are incurred for the purposes of conducting official REDCOM business, representing REDCOM in an official capacity, or for obtaining training or information directly beneficial to departmental operations.

The actual cost of travel should be reasonable, utilizing the least expensive methods available as determined by the Executive Director or designee, given the particular circumstances involved in each trip.

By the Executive Director or designee approving the travel and meal reimbursement, it is assumed that the travel expenses incurred are considered reasonable and necessary by the Executive Director, Manager, or designee.

2. Expenses that can be paid or reimbursed.

a. Transportation expenses.

Actual and necessary transportation expenses consist of the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route, based on a determination by the Executive Director or designee, given the particular circumstances involved in each trip. In addition, government or group rates shall be used when available. Personal vehicle mileage costs will be reimbursed based on the provisions of the current applicable salary resolution. A personal automobile mileage claim form must be completed and personal vehicle mileage costs will be reimbursed through payroll.

b. Lodging expenses.

Actual and necessary lodging expenses may be paid or reimbursed when travel on official REDCOM business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available or for expenses not associated with a conference, government rates must be requested, when available. Lodging rates that are equal to or less than government rates are assumed to be reasonable and reimbursable for the purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area shall be considered reasonable and reimbursable. By the Executive Director or designee approving the lodging reimbursement, it is assumed that the lodging expenses incurred are considered reasonable and necessary.

c. Meal expenses.

Actual and necessary meal expenses, including gratuities, may be paid, or reimbursed when traveling on official REDCOM business outside the geographical boundaries of Sonoma County, and should not exceed a maximum of \$90 each day per person. Receipts will be required to document meal expenses under this provision. This amount will be adjusted each year, effective on the date the Board of Directors approves the REDCOM budget, to reflect changes in the cost of living for Sonoma County in accordance with the Capital Personal Income (CPI) provided by the State Department of Finance by May 1 for calculation of the Prop 4 annual adjustment. The annual adjustment will be based on this area, whether travel is within the area or not. The County Auditor-Controller Treasurer Tax Collector will maintain a record of any annual change in this amount and shall, each year notify the public entities for which this policy is adopted, by posting the new limitations on the County intranet and/or internet. At the discretion of the Executive Director or designee, departments may elect to reimburse for meals utilizing an amount equal to or lesser than the Federal per diem rate. If a per diem rate is utilized, no receipts will be required for meal purchases.

If traveling in a group, an individual may cover the cost of meals for a group and claim reimbursement for the full amount. In this case, the number of people for whom the meal was purchased must be noted, along with their names, titles and a statement of the business purpose.

Expenses for alcoholic beverages will not be paid or reimbursed by REDCOM.

d. Miscellaneous expenses.

Actual tolls, ground transportation, parking expenses, communications (fax, telephone, postage and copying/printing), and laundry costs for lengthy trips may be paid or reimbursed if considered reasonable and necessary and approved by the Executive Director Manager or designee.

e. Other expenses.

Other actual and necessary expenses not listed in this policy may be paid for or reimbursed if considered reasonable and necessary and approved by the Executive Director or designee.

3. Expense report content and submission requirements.

All expense reimbursement requests must be submitted on an authorization for travel and expenses report form (expense reports). Expense reports must identify how the expenses relate to the conduct of REDCOM business and document that the expense in question met the requirements of this policy. Expense reports must be submitted within 60 days of return and must be accompanied by receipts documenting each expense. In some cases, receipts may not be readily available, such as for tips, parking meters, and bridge toll. In these limited instances, the employee may submit a substitute receipt or form signed by the employee, certifying that the receipt was not available to submit. This substitute receipt or form will serve as the official receipt documenting the expense. Employees should make every attempt to obtain receipts for all travel expenses claimed.

The above criteria apply for ALL travel reimbursement. Special requirements or exceptions are as follow:

a. REDCOM employees other than the Executive Director.

REDCOM employees will obtain prior written approval from the Executive Director or designee for travel and meal reimbursements under this policy. Upon approval by The Executive Director or designee, employees will be reimbursed for expenses incurred.

b. Executive Director

No prior approval is required. The Executive Director can approve their own travel reimbursement claims within amounts included in their own travel budget.

8. Additional Meal Reimbursement Criteria for In County Meals/Snacks and Drinks

1. Reimbursement for meal expenses of Executive Director or designee, while conducting business within the County.

Executive Director or designee shall be reimbursed for meal expenses incurred while promoting the interests of REDCOM within their particular areas of responsibility. Such expenses may include costs for persons who are not REDCOM employees but who are in a position to significantly affect the interests of REDCOM.

Claims for such expenses shall include receipts supporting the reimbursement requested. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks. By signing off as claimant on the request for reimbursement, the Executive Director is swearing to the facts justifying the expense under the provisions of this policy.

When multiple meals are claimed for a single day, the total amount reimbursed must fall within the amount approved by the limits established by this policy.

2. Reimbursement for meals/snacks for meetings of employee workgroup/advisory committees or events.

With Executive Director or designee approval, meals or snacks, purchased by the department, for staff, trainers, speakers, and subject matter experts required to attend trainings, meetings and events, which result in staff working during mealtime, may be paid or reimbursed by REDCOM. In the case when staff is working after normal work hours, and it is more practical to provide meals than to have staff leave and return, meals may be paid for or reimbursed by REDCOM. The need to schedule meetings during mealtimes should be necessary and extraordinary. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks.

With Executive Director or designee approval, the cost for meals or snacks can be reimbursed when they are provided to advisory committees, oversight groups, volunteers, or others with direct influence or involvement with REDCOM programs or services. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks.

3. Meals during emergency situations.

With Executive Director or designee approval, when employees and/or volunteers are required to work continually before, during, and after normal meal periods to respond to emergencies, REDCOM may provide those employees with a snack or a meal, provided the amounts claimed are within the limitations of this policy. In these cases, a written explanation must be provided detailing the emergency situation, and additional documentation must be provided as noted below under additional documentation related to in county purchases of food/drinks/snacks.

4. Additional documentation related to in county purchases of food/drinks/snacks.

Every attempt should be made to provide as much documentation as possible when in the county food/drinks/snacks are purchased for employees or others. At a minimum, a written explanation must be provided detailing the business purpose and the number of people these items were provided for. By the Executive Director or designee approving

the claim for reimbursement, it is assumed that the expenses incurred are considered reasonable and necessary.

C. Out of State Travel Criteria

Out of state travel, lodging and meal expenses incurred while on REDCOM business outside of the State of California shall be reimbursed on an actual cost basis. Such travel requests must state the purpose, dates, duration, and destination of the proposed trip. The position and name of the employee must be included. The estimated cost and funding sources must be identified.

Requests must be justified with respect to a demonstrated need and expected benefit to REDCOM.

1. Executive Director or Designee approval authority.

Executive Director or designee are authorized to approve the first two out-of-state trips in a fiscal year and actual cost reimbursements for travel, lodging, and meals for an employee (including the Executive Director).

2. Board of Directors' approval required.

Approval by the Board of Directors is required for more than two out-of-state trips in a fiscal year (including the Executive Director).



REDCOM

**Resolution No: 2024-33 Dated:
December 12, 2024**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM)
ADOPTING A CREDIT CARD POLICY**

WHEREAS, the REDCOM Board of Directors adopted Resolution No. 2024-31 on November 7, 2024, delegating purchasing authority to the Executive Director for certain expenditures not exceeding \$50,000; and,

WHEREAS, the REDCOM Board of Directors adopted Resolution No 2024-32, adopting a revised REDCOM Purchasing Policy and establishing thresholds for competitive procurement of goods and equipment, goods and services, professional services, and public works contracts; and,

WHEREAS, it is the desire of the Redwood Empire Dispatch Communications (“REDCOM”) Board of Directors to provide designated employees the ability to make purchases with a Cal Card credit card pursuant to the attached Credit Card Policy.

NOW, THEREFORE, BE IT RESOLVED:

The REDCOM Board of Directors hereby adopts the Credit Card Policy attached hereto as Attachment 1.

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 12th Day of December 2024, on regular roll call vote of the members of said Board:

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

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

SO ORDERED:

ATTEST:

 Stephen Akre,
 Chair of REDCOM Board of Directors

 Evonne Stevens,
 REDCOM Executive Director



REDCOM Policy

Travel and Meal Reimbursement Policy

Issued by REDCOM Board of Directors

Issued Date: 12/12/2024

Effective Date: 12/12/2024

I. Purpose

To establish criteria and approval authority for reimbursement of travel and meal expenses for REDCOM employees.

II. Policy

Public funds shall be spent to pay actual and necessary travel expenses of REDCOM employees, only in accordance with this policy. In the event expenses are incurred which exceed those listed in this policy, the cost borne or reimbursed will be limited to the costs that fall within this policy. No reimbursement for travel shall be paid from public funds for REDCOM employees except as authorized by this policy, and in conformance with adopted budgets. This policy shall also be subordinate to any other provisions of law pertaining to travel. This policy applies to any travel claim, notwithstanding the source of funding, including the management benefit allowance and textbook and tuition funds except as may be specifically contradicted otherwise in an applicable Memorandum of Understanding (MOU). Nothing within this policy restricts the Auditor Controller Treasurer Tax Collector Office from exercising its authority under State Statutes.

A. Travel Reimbursement Criteria

1. Types of occurrences for which expenses may be paid.

Travel and meal expenses may be paid only when they are incurred for the purposes of conducting official REDCOM business, representing REDCOM in an official capacity, or for obtaining training or information directly beneficial to departmental operations.

The actual cost of travel should be reasonable, utilizing the least expensive methods available as determined by the Executive Director or designee, given the particular circumstances involved in each trip.

By the Executive Director or designee approving the travel and meal reimbursement, it is assumed that the travel expenses incurred are considered reasonable and necessary by the Executive Director, Manager, or designee.

2. Expenses that can be paid or reimbursed.

a. Transportation expenses.

Actual and necessary transportation expenses consist of the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route, based on a determination by the Executive Director or designee, given the particular circumstances involved in each trip. In addition, government or group rates shall be used when available. Personal vehicle mileage costs will be reimbursed based on the provisions of the current applicable salary resolution. A personal automobile mileage claim form must be completed and personal vehicle mileage costs will be reimbursed through payroll.

b. Lodging expenses.

Actual and necessary lodging expenses may be paid or reimbursed when travel on official REDCOM business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available or for expenses not associated with a conference, government rates must be requested, when available. Lodging rates that are equal to or less than government rates are assumed to be reasonable and reimbursable for the purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area shall be considered reasonable and reimbursable. By the Executive Director or designee approving the lodging reimbursement, it is assumed that the lodging expenses incurred are considered reasonable and necessary.

c. Meal expenses.

Actual and necessary meal expenses, including gratuities, may be paid, or reimbursed when traveling on official REDCOM business outside the geographical boundaries of Sonoma County, and should not exceed a maximum of \$90 each day per person. Receipts will be required to document meal expenses under this provision. This amount will be adjusted each year, effective on the date the Board of Directors approves the REDCOM budget, to reflect changes in the cost of living for Sonoma County in accordance with the Capital Personal Income (CPI) provided by the State Department of Finance by May 1 for calculation of the Prop 4 annual adjustment. The annual adjustment will be based on this area, whether travel is within the area or not. The County Auditor-Controller Treasurer Tax Collector will maintain a record of any annual change in this amount and shall, each year notify the public entities for which this policy is adopted, by posting the new limitations on the County intranet and/or internet. At the discretion of the Executive Director or designee, departments may elect to reimburse for meals utilizing an amount equal to or lesser than the Federal per diem rate. If a per diem rate is utilized, no receipts will be required for meal purchases.

If traveling in a group, an individual may cover the cost of meals for a group and claim reimbursement for the full amount. In this case, the number of people for whom the meal was purchased must be noted, along with their names, titles and a statement of the business purpose.

Expenses for alcoholic beverages will not be paid or reimbursed by REDCOM.

d. Miscellaneous expenses.

Actual tolls, ground transportation, parking expenses, communications (fax, telephone, postage and copying/printing), and laundry costs for lengthy trips may be paid or reimbursed if considered reasonable and necessary and approved by the Executive Director Manager or designee.

e. Other expenses.

Other actual and necessary expenses not listed in this policy may be paid for or reimbursed if considered reasonable and necessary and approved by the Executive Director or designee.

3. Expense report content and submission requirements.

All expense reimbursement requests must be submitted on an authorization for travel and expenses report form (expense reports). Expense reports must identify how the expenses relate to the conduct of REDCOM business and document that the expense in question met the requirements of this policy. Expense reports must be submitted within 60 days of return and must be accompanied by receipts documenting each expense. In some cases, receipts may not be readily available, such as for tips, parking meters, and bridge toll. In these limited instances, the employee may submit a substitute receipt or form signed by the employee, certifying that the receipt was not available to submit. This substitute receipt or form will serve as the official receipt documenting the expense. Employees should make every attempt to obtain receipts for all travel expenses claimed.

The above criteria apply for ALL travel reimbursement. Special requirements or exceptions are as follow:

a. REDCOM employees other than the Executive Director.

REDCOM employees will obtain prior written approval from the Executive Director or designee for travel and meal reimbursements under this policy. Upon approval by The Executive Director or designee, employees will be reimbursed for expenses incurred.

b. Executive Director

No prior approval is required. The Executive Director can approve their own travel reimbursement claims within amounts included in their own travel budget.

8. Additional Meal Reimbursement Criteria for In County Meals/Snacks and Drinks

1. Reimbursement for meal expenses of Executive Director or designee, while conducting business within the County.

Executive Director or designee shall be reimbursed for meal expenses incurred while promoting the interests of REDCOM within their particular areas of responsibility. Such expenses may include costs for persons who are not REDCOM employees but who are in a position to significantly affect the interests of REDCOM.

Claims for such expenses shall include receipts supporting the reimbursement requested. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks. By signing off as claimant on the request for reimbursement, the Executive Director is swearing to the facts justifying the expense under the provisions of this policy.

When multiple meals are claimed for a single day, the total amount reimbursed must fall within the amount approved by the limits established by this policy.

2. Reimbursement for meals/snacks for meetings of employee workgroup/advisory committees or events.

With Executive Director or designee approval, meals or snacks, purchased by the department, for staff, trainers, speakers, and subject matter experts required to attend trainings, meetings and events, which result in staff working during mealtime, may be paid or reimbursed by REDCOM. In the case when staff is working after normal work hours, and it is more practical to provide meals than to have staff leave and return, meals may be paid for or reimbursed by REDCOM. The need to schedule meetings during mealtimes should be necessary and extraordinary. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks.

With Executive Director or designee approval, the cost for meals or snacks can be reimbursed when they are provided to advisory committees, oversight groups, volunteers, or others with direct influence or involvement with REDCOM programs or services. In these cases, additional documentation must be provided with the request for payment as noted below under additional documentation related to in county purchases of food/drinks/snacks.

3. Meals during emergency situations.

With Executive Director or designee approval, when employees and/or volunteers are required to work continually before, during, and after normal meal periods to respond to emergencies, REDCOM may provide those employees with a snack or a meal, provided the amounts claimed are within the limitations of this policy. In these cases, a written explanation must be provided detailing the emergency situation, and additional documentation must be provided as noted below under additional documentation related to in county purchases of food/drinks/snacks.

4. Additional documentation related to in county purchases of food/drinks/snacks.

Every attempt should be made to provide as much documentation as possible when in the county food/drinks/snacks are purchased for employees or others. At a minimum, a written explanation must be provided detailing the business purpose and the number of people these items were provided for. By the Executive Director or designee approving

the claim for reimbursement, it is assumed that the expenses incurred are considered reasonable and necessary.

C. Out of State Travel Criteria

Out of state travel, lodging and meal expenses incurred while on REDCOM business outside of the State of California shall be reimbursed on an actual cost basis. Such travel requests must state the purpose, dates, duration, and destination of the proposed trip. The position and name of the employee must be included. The estimated cost and funding sources must be identified.

Requests must be justified with respect to a demonstrated need and expected benefit to REDCOM.

1. Executive Director or Designee approval authority.

Executive Director or designee are authorized to approve the first two out-of-state trips in a fiscal year and actual cost reimbursements for travel, lodging, and meals for an employee (including the Executive Director).

2. Board of Directors' approval required.

Approval by the Board of Directors is required for more than two out-of-state trips in a fiscal year (including the Executive Director).



REDCOM

**Resolution No: 2024-34
Dated: December 12, 2024**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM)
ADOPTING A TRAVEL AND MEAL REIMBURSEMENT POLICY**

WHEREAS, REDCOM employees may need to travel occasionally to carry out their job duties, including participating in events, trainings, conferences, and to represent REDCOM with other public agencies and employees incur expenses in the exercise of these duties;

WHEREAS, a travel and meals reimbursement policy is a requirement of participating in the County of Sonoma Cal Card system; and,

WHEREAS, it is the desire of the Redwood Empire Dispatch Communications (“REDCOM”) Board of Directors to establish a process for the reimbursement of costs related to travel and meals incurred by its employees while representing, training for or otherwise in connection with the exercise of their duties.

NOW, THEREFORE, BE IT RESOLVED:

The REDCOM Board of Directors adopts the Travel and Meal Reimbursement Policy attached hereto as Attachment 1.

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 12th Day of December 2024, on regular roll call vote of the members of said Board:

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

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

SO ORDERED:

ATTEST:

 Stephen Akre,
 Chair of REDCOM Board of Directors

 Evonne Stevens,
 REDCOM Executive Director



REDCOM Policy Emergency Procurement of Goods, Equipment and Professional Services During an Emergency

Issued by REDCOM Board of Directors

Issued Date: 12/12/2024

Effective Date: 12/12/2024

PURPOSE / SCOPE

To establish a process and procedure for the procurement of necessary goods, equipment, and professional services during an active emergency.

DEFINITIONS

Emergency: Emergency means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action by the Executive Director to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

POLICY

An emergency shall only apply to an unexpected and pressing situation that requires swift and immediate procurement action apart from regular procurement procedures and is essential to the continuation of the services provided by REDCOM to its member agencies and contractual partners to ensure prompt and efficient Emergency Medical Services and Fire response, for the protection of life and property. These procedures shall not be allowed for satisfying personal preferences or conveniences, or for any reason that seems to circumvent regular procurement methods.

The scope of this policy shall be limited only to the emergency procurement of goods, equipment, and professional services exceeding \$50,000 and that are necessary during and active emergency whereby following other procedures could natively alter, delay, or impede emergency actions or whereas in case of emergency, it is not advantageous or practicable for REDCOM to use competitive proposals and award methods.

During an emergency, the Executive Director may waive competitive proposal requirements and approve the emergency purchase/ contract of goods, equipment, and

professional services after making a written finding, supported by reasons that an emergency exists.

Emergency Procurement(s) shall be authorized by the Chair of the Board of Directors and the Executive Director or their designees. Purchases awarded on an emergency basis shall be submitted to the Board for ratification at their next scheduled meeting.

PROCEDURE

Whenever an emergency condition exists and there is an immediate need to procure goods, equipment, or professional services exceeding \$50,000, the procurement procedure for such commodities shall be as follows:

- In case of emergency, REDCOM employees shall first identify those supplies or services necessary to meet the emergency.
- Prior to seeking quotes, REDCOM employees are strongly encouraged to contact the accounting department to determine if a governmental contract exists, that can meet the emergency need.
- The requesting REDCOM employees shall attempt to obtain written quotes/proposals from at least two (2) prospective vendors.

Upon determining the quote/proposal most favorable to REDCOM and prior to making the emergency purchase, the following information shall be submitted to the Executive:

- A description of the goods, equipment, or professional services necessary to meet the emergency.
- An explanation of the circumstances of the emergency.
- A list of vendors solicited, and the quotes/proposals received.
- The reason for selection of a particular firm or proposer.
- The total costs required for the emergency procurement.
- The account code(s) from which funds are to be expended.
- The governmental entity and bid contract number, if applicable.

Should the Board Chair and Executive Director determine an emergency exists; The Executive Director may waive competitive proposal requirements and approve, by signature, the emergency request.

Immediately following the stabilization of the emergency, the Executive Director shall prepare and submit a cover memo waiving competitive proposal requirements with the

supporting documentation of the procurement action to the Board of Directors for ratification at their next scheduled meeting.

Waiver of the competitive proposal requirements to procure goods, equipment, or Professional Services on an emergency basis does not require formal advertisement or a public hearing.

Should the Chair of the Board and/or Executive Director disapprove the emergency purchase/contract, the acquisition of goods, equipment, or Professional Services shall follow normal procurement procedures.

Documentation:

The Executive Director shall retain procurement records and files as determined by REDCOM's Records Retention Policy



REDCOM Policy

Capital Assets, Depreciation, and Depreciation Methodology

Issued by REDCOM Board of Directors

Issued Date: 12/12/2024

Effective Date: 12/12/2024

PURPOSE / SCOPE

This policy establishes the policy for record keeping requirements for REDCOM's capital assets. This policy is intended to be in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Statement Nos. 34, 51, 83, 87, 89 and 96 and follow the best practices established for the maintenance of capital asset records.

DEFINITION:

Capital assets are defined as tangible and intangible assets of significant value that are used in operations and have a useful life beyond one year. All items purchased by, donated to, or otherwise acquired by REDCOM which are expected to be used in ordinary operations for more than one year and costs in excess of a capitalization threshold of \$5,000 shall be considered a capital asset and listed as such in REDCOM's Capital Asset Ledger. Capital assets are items that are expected to be used in ordinary operations for more than one year.

POLICY:

All items purchased by, donated to, or otherwise acquired by REDCOM which cost in excess of \$5,000 shall be considered a capital asset and listed as such in REDCOM's

Capital Asset Ledger. Likewise, any capital asset which is sold, surveyed, or otherwise disposed of by REDCOM shall be removed from the Capital Asset Ledger.

A physical inventory of REDCOM's Capital Assets shall be conducted every year. Any exceptions identified during the physical inventory shall be reported to the Executive Director.

The Capital Asset Ledger shall be reviewed by the Board of Directors at least once a year.

CAPITAL ASSET COST BASIS INCLUDING CONTRIBUTED ASSETS (DONATIONS)

The cost basis, including purchase price and other costs incurred in acquiring and placing the asset in service, must surpass a minimum level (Capitalization Threshold) for the asset type.

With a few exceptions, an asset's cost basis should also include necessary costs incurred to place the asset into service. Costs include invoice price plus incidental costs (e.g. insurance during transit, freight, duties, title search, registration fees, site preparation, architect and engineering fees, sales tax, installation costs and legal fees). Certain assets require training for the end-user to properly operate and maintain the asset. Costs for end-user training are not eligible to be capitalized.

If something other than cash is used to pay for an asset, then the fair value of the non-cash payment or consideration determines the asset's cost basis. When the value of the consideration paid can't be determined, the cost basis is the asset's acquisition value.

Acquisition value is defined as the price REDCOM would pay to acquire an asset with equivalent service capacity in a market transaction at the acquisition date.

Contributed assets are defined as voluntary contributions of resources to a governmental entity by an unrelated person or entity. All contributed assets are to be recorded at their acquisition value. Donated assets are depreciated based on the asset class and useful life.

SURPLUSING VEHICLES AND EQUIPMENT

Once REDCOM has determined a vehicle or piece of equipment is no longer required, needed, or effective, it shall be identified as surplus. Staff shall then make a recommendation to the Board of Directors to officially surplus the vehicle or equipment, as necessary.

Vehicles and equipment approved by the board as surplus shall be removed from ownership by one of the following means:

- (a) Sold in a condition as directed.
- (b) Sold as-is.
- (c) Modified as approved.
- (d) Donated as is.
- (e) Discarded as no longer safe to use.

Any of the above means shall be approved by the Executive Director or their designee.

DEPRECIATION OF CAPITAL ASSETS

The Government Accounting Standards Board (GASB) regulation 34 requires government agencies to depreciate all capital assets; and it requires the establishment

of a method of depreciation for all capital assets. The Board of Directors of REDCOM adopted the following:

1. A straight-line method of depreciation
2. A salvage value for vehicles of 10% of their original purchase price
3. A capital assets' depreciable useful lives schedule, as stated below

ASSETS' DEPRECIABLE USEFUL LIVES SCHEDULE

Establishes capital assets' depreciable useful lives schedule for all capital asset purchases, to be used with REDCOM's depreciation and amortization schedule. All assets will depreciate or amortize using the following-year convention. That is a full year of depreciation or amortization will be taken the year after acquisition and a full year of depreciation or amortization will be taken the following year of disposal. Depreciation or amortization calculation using the following depreciable useful lives.

Assets' depreciable useful lives schedule:

Equipment:

- Appliances..... 5 years
- Computer hardware, including copiers 5 years
- Office Furniture..... 5 years
- Phones / Radios / Networking Systems 5 years
- Vehicles..... 10 years

Intangibles:

- Software (off the shelf)..... 3 years
- Software subscriptions..... subscription value to term
- Right-to-use leased assets..... lease term

Building improvements:

Leasehold improvements, including carpets... lease term or asset depreciable useful life, whichever is shorter.

ATTACHMENTS:

1. REDCOM Board of Directors Resolution adopting depreciation methodology, salvage value and assets' depreciable useful lives schedule.
2. REDCOM Capital Assets Ledger as of 12/12/2024

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

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

SO ORDERED:

ATTEST:

 Stephen Akre,
 Chair of REDCOM Board of Directors

 Evonne Stevens,
 REDCOM Executive Director



**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM)
ADOPTING A CAPITAL ASSETS, DEPRECIATION AND DEPRECIATION
METHODOLOGY POLICY**

WHEREAS, it is the desire of the Redwood Empire Dispatch Communications (“REDCOM”) Board of Directors to adequately inventory and account for the depreciating value of its capital assets, following Government Accounting Standards Board definitions.

NOW, THEREFORE, BE IT RESOLVED:

1. The REDCOM Board of Directors adopts a straight-line method of depreciation, with following year methodology depreciation convention.
2. The salvage value of vehicles is set at 10% of their original purchase price
3. The REDCOM Board adopts a capital assets’ depreciable useful lives schedule as follows:

Equipment:

Appliances.....	5 years
Computer hardware, including copiers.....	5 years
Office Furniture.....	5 years
Phones / Radios / Networking Systems.....	5 years
Vehicles.....	10 years

Intangibles:

Software (off the shelf).....	3 years
Software subscriptions.....	subscription value to term
Right-to-use leased assets.....	lease term

Building improvements:

Leasehold improvements, including carpets	lease term or asset depreciable useful life, whichever is shorter.
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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 12th Day of December 2024, on regular roll call vote of the members of said Board:

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

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

SO ORDERED:

ATTEST:

 Stephen Akre,
 Chair of REDCOM Board of Directors

 Evonne Stevens,
 REDCOM Executive Director



REDCOM

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

STAFF REPORT

Board of Directors

MEETING DATE: December 12, 2024

PREPARED BY: Evonne Stevens, Executive Director

ITEM 7: AUTHORIZE THE EXECUTIVE DIRECTOR TO PURCHASE THE RADIO EQUIPMENT NEEDED TO MAINTAIN COAST BLUE TACTICAL CHANNEL OPERABILITY BEYOND 7/01/2025

RECOMMENDATION

Approve a resolution to increase one-time expenditure appropriations in the amount of \$100,000 for the purchase of radio IP equipment to upgrade the Coast Blue channel, fully offset by use of fund balance, and delegate authority to the Executive Director to enter into Memorandum of Understanding with the County of Sonoma and telecommunications site property owners for all radio communications channels used by REDCOM.

BACKGROUND

The QS2 radio equipment currently used for the Coast Blue Channel at repeaters Meyers, Moonraker, Fish rock, Point Arena, and Oakridge need replacement. These must be upgraded to IP only by the Advanced System Radio Improvement Plan (ASIP) by July 1, 2025. Coast Blue is the vital contact point between fire and emergency services on the northern coast and REDCOM. The end of life for the equipment was 12/31/2017 and consequently, we can no longer receive maintenance support and parts for this system in its current state.

DISCUSSION

We have been informed that on 07/01/2025 the equipment that is currently keeping Coast Blue functional is scheduled to be removed by TCOMM. Leaving our Coastal Partners CLSD, Timber Cove Fire, SCY (Bodega Bay) Fort Ross. To ensure continuity of operations REDCOM must replace the equipment before this date.

A similar equipment changeover occurred in February of 2024.

We will purchase the needed equipment from Daily Wells Communication INC, which is located in Texas, but the equipment is shipped from New Zealand. Delays in procurement are expected, and staff is therefore requesting approval today. Daily Wells is the recommended vendor suggested by TCOMM since Sonoma County Communications currently contracts with them for radio purchases and routinely works with and are trained to do maintenance on this equipment.

The estimated cost of this equipment is up to \$100,000. REDCOM will wait to pay for this purchase when revenues increase after March of 2025. We will work with TCOMM and Dailey Wells to set up timing of this purchase, shipping, and repair work to Keep Coast Blue active until completion. REDCOM is currently looking into entering into an MOU agreement with TCOMM and Sonoma County Public infrastructure that outlines the terms for the installation of equipment at the five sites, covering network fees, labor services and maintenance.

FISCAL IMPACTS

With your Board's approval, the FY24-25 one-time expenditure appropriations will increase by \$100,000, fully offset by use of fund balance.

ATTACHMENTS

Resolution approving the increased expenditure appropriations of \$100,000 fully offset by the use of fund balance, and delegate authority to the Executive Director to enter into memorandum of understanding with the County of Sonoma and telecommunications site property owners, and memorandum of understandings for other radio communications channels used by REDCOM.



**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM) TO
APPROVE INCREASED EXPENDITURE APPROPRIATIONS OF \$100,000 FOR THE
UPGRADE OF THE COAST BLUE TAC CHANNEL RADIO SYSTEM, FULLY OFFSET BY
USE OF FUND BALANCE, AND DELEGATE AUTHORITY TO THE EXECUTIVE
DIRECTOR TO ENTER INTO MEMORANDUM OF UNDERSTANDING WITH THE
COUNTY OF SONOMA AND TELECOMMUNICATIONS SITE PROPERTY OWNERS,
AND MEMORANDUM OF UNDERSTANDINGS FOR OTHER RADIO
COMMUNICATIONS CHANNELS USED BY REDCOM.**

WHEREAS, radio equipment necessary for the dispatch of emergency services near Meyers, Moonraker, Fish Rock, Point Arena and Oakridge reached its end of life in 2017 and need replacement by July 1st, 2025, and,

WHEREAS, without said replacement, REDCOM will be unable to contact the northern coast of the County for the dispatching of emergency services, and,

WHEREAS, The Sonoma County Sheriff's Office is partnering with REDCOM to facilitate the equipment replacement, and,

WHEREAS, the Board of Directors would like to enter into memorandum of understanding with the County of Sonoma and telecommunications site property owners, and with other parties for all radio communications channels owned by REDCOM,

NOW, THEREFORE, BE IT RESOLVED:

1. The REDCOM Board of Directors approves a one-time increase in expenditure appropriations to the FY 24-25 Adopted Budget in the amount of \$100,000, fully covered by use of fund balance, for the upgrade of the Coast Blue Tac Channel radio system.
2. The REDCOM Board of Directors delegates authority to the Executive Director to enter into a Memorandum of Understanding with the County of Sonoma and the telecommunications property owners.
3. The REDCOM Board of Directors delegates authority to the Executive Director to enter into Memorandum of Understandings for all radio communications channels used by REDCOM.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the REDCOM Board of Directors this 12th day of December 2024, on regular roll call vote of the members of said Board:

Chair Akre	Aye _____	No _____	Absent _____
Vice Chair Heine	Aye _____	No _____	Absent _____
Secretary Cleaver	Aye _____	No _____	Absent _____
Director Boaz	Aye _____	No _____	Absent _____
Director Crowl	Aye _____	No _____	Absent _____
Director Westrope	Aye _____	No _____	Absent _____
Director Luoto	Aye _____	No _____	Absent _____
Vote:	Aye _____	No _____	Absent _____

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

SO ORDERED:

ATTEST:

Stephen Akre,
Chair of REDCOM Board of Directors

Evonne Stevens,
REDCOM Executive Director

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION
And Performance Pay Assessment
FY 2025

Vision, Mission, Values, Goals

Vision Statement

a statement that says what will exist in our community when we reach our mission

Mission Statement

A brief statement of why we exist






Core Values

- List
- List
- List
- List
- List

Board Goals *(these are one organizations goals – EXAMPLES)*

- Goal 1
- Goal 2
- Goal 3
- Goal 4
- Goal 5.

Use the S.M.A.R.T. format to construct goals.

S	M	A	R	T
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME-BASED
				
Make goals clear and specific .	Define measurable assets.	Confirm your goals are attainable .	Verify your goals are relevant .	Set up a time-based plan.

GOALS AND OBJECTIVES

Rate each goal objective that follows using the status of completion ranking criteria below:

Score "0" for No Progress: No measurable progress toward the objective or goal

Score "1" for Limited Progress: Limited progress, poor quality or execution

Score "2" for Partial Progress: Significant, measurable progress towards goal

Score "3" for Successful Completion: Completed with successful outcomes

Goals/Objectives	Score	Supporting Comments/Outcomes
GOAL 1: List Goal 1 here		
Objective 1A:	SCORE <input type="checkbox"/>	
Objective 1B:	SCORE <input type="checkbox"/>	
GOAL 2: List Goal 2 Here		
Objective 2A:	SCORE <input type="checkbox"/>	
Objective 2B:	SCORE <input type="checkbox"/>	
Objective 2C:	SCORE <input type="checkbox"/>	
Objective 2D:	SCORE <input type="checkbox"/>	
Goal 3: List Goal 3 here		
Objective 3A:	SCORE <input type="checkbox"/>	

Objective 3B:	SCORE <input type="checkbox"/>	
Objective 3C:	SCORE <input type="checkbox"/>	
Objective 3D:	SCORE <input type="checkbox"/>	
Goal 4: List Goal 4 here		
Objective 4A:.	SCORE <input type="checkbox"/>	
Objective 4B:	SCORE <input type="checkbox"/>	
Goal 5: List Goal 5 here		
Objective 5A:	SCORE <input type="checkbox"/>	
Objective 5B: C	SCORE <input type="checkbox"/>	

Board Expectations of Executive Director

Rate each expectation that follows using the status of completion ranking criteria below:

Score “0” for Never Happens: This behavior has not or does not happen.

Score “1” for Sometimes Happens: Rare, occurred only a few times, intermittent

Score “2” for Often Happens: Happens periodically as much as half the time

Score “3” for A Regular Occurrence: Happens frequently, regularly and appropriately; contributes to REDCOM’s success.

Expectation/Description	Score	Supporting Comments
<p>1. Acts decisively Exercises good judgment and makes effective, sound, timely and informed decisions. Seeks to identify, analyze, and resolve problems effectively.</p>	<p>SCORE</p> <input type="checkbox"/>	
<p>2. Leverages diversity and inclusiveness Participates in recruiting, developing, and retaining a diverse, high-quality workforce. Supports activities that ensure all staff have equal opportunity to use existing skills and abilities and develop new skills. Develops and recommends policies to promote from within. Fosters an inclusive workplace, values diversity and individual differences.</p>	<p>SCORE</p> <input type="checkbox"/>	
<p>3. Models Appropriate Behavior Practices appropriate interpersonal behavior addresses issues that arise in a timely manner. Maintains constructive relations when investigating mistakes or alleged wrongdoing by employees. Communicates honestly. Behaves ethically. Maintains appropriate social relationship boundaries with employees. Admits to being wrong and apologizes for mistakes. Does not repeat rumors or hearsay, and instead identifies and shares objective facts as appropriate.</p>	<p>SCORE</p> <input type="checkbox"/>	
<p>4. Fosters prudent fiscal management, continuous organizational improvement and innovation Controls expenditures. Makes best possible use of available funds, looking to achieve best</p>	<p>SCORE</p> <input type="checkbox"/>	

<p>value. Conducts consistent, fair, and ethical procurement processes in accordance with laws, regulations, and best practices. While remaining conscious of the need to operate efficiently and effectively within budget, promotes efforts aimed at improving current business processes through a culture that fosters continuous improvement and innovation. Identifies and implements improvements and innovations that increase efficiency and enhance work quality.</p>		
<p>5. Fosters integrity and honesty Displays and fosters integrity and honesty through establishing an environment of mutual trust and respect, demonstrates and fosters high ethical standards, and treats others fairly and ethically.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>6. Demonstrates flexibility and resilience Adapts and is flexible and resilient in response to challenges, including constraints and failures. Adjusts priorities to multiple demands and unanticipated events and modifies decisions and actions in response to changing information and circumstances.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>7. Supervises and manages performance Builds and manages a workforce based on organizational goals, budget considerations, and staffing needs. Ensures staff are recruited and selected using merit principles. Ensures tasks are appropriately delegated and completed by monitoring performance against predetermined standards and requirements and holds staff accountable to expectations. Develops standards and expectations where appropriate. Trains and develops staff, provides constructive performance feedback and appraisals, and takes appropriate corrective action to address performance and conduct issues.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>8. Thinks systematically and inspires change Understands the "big picture" and the interrelationships of major agency programs, systems and activities, helps establish and implement the strategic vision and direction for REDCOM. Fosters knowledge of REDCOM and related major initiatives. Takes a long-term view and acts as a catalyst for</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	

<p>organizational change by supporting the development and implementation of organizational vision that integrates goals, priorities, and values.</p>		
<p>9. Provides and fosters excellent customer service Delivers high-quality work product and services. Anticipates and meets the needs of both internal and external customers. Demonstrates commitment to ongoing service improvement. Seeks customer feedback, and models behaviors that respond to customer feedback.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>10. Manages projects and functions Manages projects and leads initiatives in the workplace. Organizes resources, people, and activities. Ensures collaboration and achievement of project and operational function goals and targets. Ensures effectiveness and efficiency in the delivery of services and programs.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>11. Communicates effectively Uses appropriate methods, tailors the amount, levels of detail, and content of the information to the needs of the audience. Prepares clear, concise, and well-organized written documents and oral presentations. Conveys information clearly, confidently, and with the proper tone. Facilitates open communication. Uses discretion and demonstrates sensitivity to confidentiality concerns. Listens effectively and provides appropriate feedback.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>12. Manages conflict and crises Proactively anticipates, manages and constructively resolves conflicts and disagreements; identifies ways conflict can lead to positive change; and takes appropriate action to address conflicts following REDCOM policies and using REDCOM resources.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	
<p>13. Builds and maintains relationships Builds and maintains effective external relationships, shares information, establishes partnerships, and leverages expertise to accomplish REDCOM's goals.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>	

<p>14. Invests in RECOM employees Promotes “people development” i.e. ongoing staff professional development and takes initiative to assess staff to develop employees’ supervisory competencies. Invests in employees’ professional growth and learning; fosters a constant growth and development mindset, not just in the executive team, but throughout all levels of REDCOM. Listens to and empowers employees, especially to encourage process change that pursues better ways to get goals and tasks accomplished. Encourages breakthrough thinking and employees’ role as “change agents.”</p>	<p>SCORE</p> <p><input type="checkbox"/></p>		
<p>15. Builds and Fosters Strong Relationships with the Council, Interested Parties, and External Stakeholders Captures and executes directives of the Board as a whole. Understands, maintains, and educates interested parties (senior management and staff, other local elected and appointed officials) regarding the Board/Executive Director relationship, and effectively communicates the REDCOM’s policies to them. Maintains high level of propriety and engages external stakeholders to increase their interest in the REDCOM, its operations, and role in the positive development of their respective jurisdictions.</p>	<p>SCORE</p> <p><input type="checkbox"/></p>		
OVERALL SCORING AND SUMMARY COMMENTS			
Section Title	Total of Section Scores	Total Number of Items in Section	FINAL SECTION SCORE Total of Sect Score/ Total Number of Items
Goals and Objectives		13	
Council Expectations of Executive Director		15	
FINAL OVERALL SCORE	Sum of Final Section Scores divided by 2 (round to the nearest whole number)		
COMMENTS:			



DRAFT



REDCOM

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

STAFF REPORT

TO: Board of Directors MEETING DATE: December 12, 2024

**PREPARED BY: Deborah Muchmore,
Human Resources Advisor (MTC)**
APPROVED BY: Ethan Pawson, General Counsel

ITEM: RECEIVE PRESENTATION ON EXECUTIVE RECRUITMENT PROCESS AND APPROVE PROCESS

RECOMMENDATION

It is recommended the Board of Directors receive a presentation on Executive Recruitment and consider approval of a performance evaluation process for 2025.

BACKGROUND

On October 19, 2024, REDCOM became an employer of record. Evonne Stevens, Executive Director, previously served in the role as a contract employee and her transition to employment with REDCOM was approved by the REDCOM Board of Directors on October 3, 2024. The Agreement between REDCOM and Ms. Stevens indicates that a performance evaluation will occur in January or February each calendar year and provides for an up to \$20,000 annual bonus based on performance.

DISCUSSION

To conduct and deliver a performance evaluation and administer a pay for performance bonus element requires an established process and criteria to be fair and effective. Staff will present elements that are key to an effective and fair performance management process and options for the Board to consider in approving a process for 2025. Staff will provide a recommended process and request approval for that process.

FISCAL IMPACTS

There is no fiscal impact for approving a process for performance evaluation.

ATTACHMENTS

Attachment 1: Presentation

Attachment 2: Proposed Evaluation Tool

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION
And Performance Pay Assessment
FY 2025

Vision, Mission, Values, Goals

Vision Statement

a statement that says what will exist in our community when we reach our mission

Mission Statement

A brief statement of why we exist






Core Values

- List
- List
- List
- List
- List

Board Goals *(these are one organizations goals – EXAMPLES)*

- Goal 1
- Goal 2
- Goal 3
- Goal 4
- Goal 5.

Use the S.M.A.R.T. format to construct goals.

S	M	A	R	T
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME-BASED
				
Make goals clear and specific .	Define measurable assets.	Confirm your goals are attainable .	Verify your goals are relevant .	Set up a time-based plan.

GOALS AND OBJECTIVES

Rate each goal objective that follows using the status of completion ranking criteria below:

Score "0" for No Progress: No measurable progress toward the objective or goal

Score "1" for Limited Progress: Limited progress, poor quality or execution

Score "2" for Partial Progress: Significant, measurable progress towards goal

Score "3" for Successful Completion: Completed with successful outcomes

Goals/Objectives	Score	Supporting Comments/Outcomes
GOAL 1: List Goal 1 here		
Objective 1A:	SCORE <input type="checkbox"/>	
Objective 1B:	SCORE <input type="checkbox"/>	
GOAL 2: List Goal 2 Here		
Objective 2A:	SCORE <input type="checkbox"/>	
Objective 2B:	SCORE <input type="checkbox"/>	
Objective 2C:	SCORE <input type="checkbox"/>	
Objective 2D:	SCORE <input type="checkbox"/>	
Goal 3: List Goal 3 here		
Objective 3A:	SCORE <input type="checkbox"/>	

Objective 3B:	SCORE <input type="checkbox"/>	
Objective 3C:	SCORE <input type="checkbox"/>	
Objective 3D:	SCORE <input type="checkbox"/>	
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<p>organizational change by supporting the development and implementation of organizational vision that integrates goals, priorities, and values.</p>		
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COMMENTS:			



DRAFT



REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403

STAFF REPORT

TO: Board of Directors MEETING DATE: December 12, 2024

PREPARED BY: Evonne Stevens

APPROVED BY:

ITEM 8: Deferred Compensation Funding

RECOMMENDATION

Staff recommends that the REDCOM Board of Directors approve a one-time payment equal to the 5% employer match for the deferred compensation contribution, covering the period from October 9, 2024, to February 1, 2025, to employees who elect to take this payment now. Employees who don't elect this option will be compensated when the deferred compensation plan is in place.

BACKGROUND

As part of the transition of the REDCOM Joint Powers Authority (JPA) to becoming the employer of REDCOM, an agreement was established with a deferred compensation firm to implement a 401(a) plan featuring an employer match of up to 5%, along with a 457(b) plan for employee contributions.

DISCUSSION

The initial timeline provided by the firm for both employees and the employer to begin making contributions has not been met due to factors outside of REDCOM's control. A new start date has now been set for February 3, 2025. To ensure that employees are fairly compensated during this delay, we recommend that REDCOM employees who elect to do so receive the 5% match payment for the period from October 9, 2024, through February 1, 2025. All other employees will be compensated when the deferred compensation plan is in place, after February 3, 2025.

FISCAL IMPACTS

Assuming all employees elect to receive this payment now, the total amount is projected to be \$54,051, corresponding to a 5% match for all REDCOM employees for the period Oct 9th 2024 to February 3rd 2025. This cost will be included in the proposed Revised Budget together with the overall increase in salaries and benefits related to the transition.

REDCOM Budget 78401-66060100	Actual	Adopted	Contract change and other realignments	Additional Budget	Portion of Additional Budget that is a one-time cost	Portion of Additional Budget that is an on-going costs	Revised Budget	% of FY 23-24 Budget
	FY 22-23	FY 24-25	FY 24-25	FY 24-25			FY 24-25	\$ 5,605,190
Revenues								
42627 Cities & Districts	3,126,497	5,549,108	(2,483,727)				3,065,381	
42610 Measure H			2,219,643				2,219,643	
44002 Interest on Pooled Cash	(40,651)	-					-	
45310 Private Ambulance Providers	1,910,708	430,984	(1,003)	(107,660)			322,321	
45507 Tablet Command	111,826	4,042	261,045				265,087	
45510 Aircards (Bells and AMR)			4,042				4,042	
46040 Miscellaneous Revenue	(166,871)	24,850					24,850	
46021 SHSGP Grant		75,000	(75,000)				-	
Total Revenues	\$ 4,941,509	6,083,984	(75,000)	(107,660)			5,901,324	
Expenditures								
19831 Acq-CIP-Bldg & Impr (Expansion)	-	788,589					788,589	
19840 Acq-WIP Equipment (Zetron)		73,931					73,931	
50000 Salaries and Benefits			3,331,644	598,356	15,000	583,356	3,930,000	10.7%
51025 Telecomm. Wireless Svc (Aircards)	-	36,492					36,492	
51041 Insurance	17,742	19,500					19,500	
51061 Maintenance (Van)	2,494	2,500					2,500	
51061 Maintenance - Equipment (Zetron)		36,069					36,069	
51071 Maintenance - Bldg & Improve	1,460						-	
51201 Admin Services		-		130,600	1,000	129,600	130,600	2.3%
51206 Annual Audit	22,482	13,655					13,655	
51207 Fiscal Accounting Services	29,448	41,100		29,900	3,500	26,400	71,000	0.5%
51209 SCPSC Operations	429,950	601,651					601,651	
51211 Legal Counsel	5,711	6,000		194,000	164,000	30,000	200,000	3.5%
51212 Outside Legal Counsel	-	-		50,000	30,000	20,000	50,000	0.9%
51225 Travel and Training	-	-		35,000			35,000	0.6%
51226 Consulting Services	36,815	36,815		360,000	310,000	50,000	396,815	6.4%
51235 AMR Dispatch Contract	3,590,205	4,477,476	(3,331,644)	95,171	95,171	-	1,241,002	1.7%
51235 Fire Season Dispatcher	193,978	105,849					105,849	
51237 Process Service				8,332		8,332	8,332	0.1%
51242 Bank Charges				540		540	540	
51244 Licenses		-					-	
51249 Other Professional Services		5,000					5,000	
51901 Telecommunication Data Lines	6,359	7,830		18,000		18,000	25,830	0.3%
51902 Radio Services	29,495	32,500		100,000	100,000	-	132,500	1.8%
51905 ISD- Improvement Projects	3,630	-					-	
51916 County Services	675	1,000					1,000	
52021 Uniform and Personnel expenses	-	-		7,500		7,500	7,500	0.1%
52111 General office expenses for JPA	-	500		60,000		60,000	60,500	1.1%
52141 Computer Equipment	-	4,500		10,000	4,680	5,320	14,500	0.2%
52142 Technology Fund Placeholder	-	50,000					50,000	
52143 Software	75,978	394,937	(364,887)	58,000		58,000	88,050	1.0%
52144 Equipment Tablet Command			364,887				364,887	
53402 Depreciation	131,588	175,000					175,000	
59002 Advances	-	-					-	
59003 Advances clearing	-	-					-	
Total Expenditures	\$ 4,796,714	6,997,573	-	1,755,399	723,351	1,032,048	8,752,971	31%
* Funded by member contributions	\$ 4,720,736	6,772,573					8,577,971	
Net Cost	\$ 220,773	(688,589)		(1,863,059)			(2,676,648)	33%

Fund Balance Summary	FY 22-23	FY 24-25		FY 24-25
Beginning Fund Balance Available for	\$ 1,860,186	1,985,311		1,985,311
Plus Revenues	\$ 4,941,509	6,083,984		5,901,324
Less Expenditures	\$ (4,796,714)	(6,997,573)		(8,752,971)
Budget Adjustments		(100,000)	Coast Blue	
Adjustments (remove depreciation ex	\$ 201,857	175,000		175,000
Ending Fund Balance Available for Budget	\$ 2,206,838	1,146,722		(691,337)
17% Fund Balance requirement	\$ 815,441	\$ 1,055,527		
Excess Fund Balance over minimum	\$ 1,391,397	\$ 91,195		

Revised Budget FY 2024-25										60% covered by agency (Installments 1 & 2)	40% covered by Measure H	40% covered by agency	One-time transition costs	On-going cost increase, pro-rated for FY 24-25	Total dues (not including 1st and 2nd installments)
Calendar Year	% of Total Calls	2024-25 Contribution	Base Fee Contribution	Fire Season Dispatcher	2024-25 Member Contribution	Price Per Call by Agency	Total 2024-25 Device Charges	Total Charges							
Cities and Districts										2,395,022					
Cazadero CSD	0.12%	5,816.42	3,805.17	215.68	9,837.27	75.90	1,941.99	11,779.26	6,478.59	2,871.82		877	1,238	2,114	
City of Healdsburg	1.74%	84,230.44	19,023.48	3,123.30	106,377.22	56.68	5,849.01	112,226.23	61,724.43	41,588.19		12,694	17,921	30,615	
City of Petaluma	7.08%	343,653.72	38,046.97	12,742.83	394,443.52	51.51	22,926.12	417,369.64	229,553.30	169,676.62		51,789	73,116	124,905	
City of Santa Rosa	25.59%	1,241,079.49	221,941.84	46,019.78	1,509,041.10	54.57	29,573.20	1,538,614.30	846,237.86	612,774.33		187,032	264,053	451,084	
City of Sebastopol	1.07%	52,006.73	12,682.32	1,928.43	66,617.49	57.49	4,815.24	71,432.72	39,288.00	25,677.96		7,837	11,065	18,902	
City of Sonoma	3.23%	156,594.65	25,364.64	5,806.60	187,765.90	53.81	-	187,765.90	103,271.24	77,317.52		23,599	33,317	56,916	
Coast Life Support	0.80%	38,982.61	5,073.17	-	44,055.78	50.72	-	44,055.78	24,230.68	-	19,247.39	5,875	8,294	33,416	
Dry Creek Rancheria	0.14%	6,920.47	3,805.17	256.61	10,982.26	71.22	2,841.47	13,823.72	7,603.05	-	3,416.93	1,043	1,472	5,932	
Graton FPD	0.72%	34,781.86	5,073.17	1,289.73	41,144.75	53.09	5,778.29	46,923.04	25,807.67	17,173.30		5,242	7,400	12,642	
Kenwood FPD	0.26%	12,799.72	3,805.17	474.62	17,079.52	59.89	-	17,079.52	9,393.73	6,319.77		1,929	2,723	4,652	
Monte Rio FPD	0.64%	31,209.42	5,073.17	1,157.26	37,439.85	53.84	9,080.09	46,519.94	25,585.97	15,409.43		4,703	6,640	11,343	
North Bay Fire -Gold Ridge FPD/CSA40	2.47%	120,044.53	25,364.64	4,451.30	149,860.48	56.03	23,933.17	173,793.65	95,586.51	59,271.15		18,091	25,541	43,632	
North Sonoma Coast FPD	0.32%	15,734.86	3,805.17	583.46	20,123.49	57.40	-	20,123.49	11,067.92	7,768.98		2,371	3,348	5,719	
Northern Sonoma County (Geyserville)	0.58%	28,373.02	5,073.17	1,052.08	34,498.27	54.57	6,485.78	40,984.05	22,541.23	14,008.98		4,276	6,037	10,312	
Occidental CSD	0.34%	16,731.20	3,805.17	620.40	21,156.77	56.75	10,377.25	31,534.02	17,343.71	8,260.91		2,521	3,560	6,081	
Rancho Adobe FPD	2.43%	118,042.89	25,364.64	4,377.08	147,784.62	56.19	23,229.62	171,014.24	94,057.83	58,282.85		17,789	25,115	42,904	
Schell-Vista FPD	0.63%	30,599.06	5,073.17	1,134.63	36,806.85	53.98	15,573.82	52,380.67	28,809.37	15,108.07		4,611	6,510	11,122	
Sheriff Helicopter	0.10%	5,026.54	3,805.17	-	8,831.71	78.85	-	8,831.71	4,857.44	-	2,481.82	758	1,069	4,309	
Sonoma County Fire District - Fire	9.80%	475,250.32	38,046.97	17,622.49	530,919.78	50.14	-	530,919.78	292,005.88	234,651.52		71,621	101,115	172,735	
SCFD-EMS (previous AMR 911)	32.61%	1,581,789.09	221,941.84	-	1,803,730.93	51.18	72,638.60	1,876,369.53	1,032,003.24	780,997.32		238,377	336,543	1,355,917	
Sonoma Valley Fire	1.46%	70,883.18	19,023.48	2,628.38	92,535.04	58.59	32,460.68	124,995.73	68,747.65	34,998.08		10,682	15,081	25,763	
Timber Cove FPD	0.20%	9,837.66	3,805.17	364.78	14,007.61	63.90	-	14,007.61	7,704.19	4,857.27		1,483	2,093	3,576	
Total Cities/Districts	92.36%	4,480,388	698,802.89	105,849.45	5,285,040.22		267,504.31	5,552,544.54	3,331,526.72	1,406,016.76	806,143.46	675,198	953,250	2,434,592	
Private Providers															
Bells	3.32%	160,983.90	25,364.64	-	186,348.54	51.95	2,991.79	189,340.34	104,137.19	-	79,484.68	24,260	34,251	137,996	
Life West	0.62%	30,114.36	5,073.17	-	35,187.52	52.44	-	35,187.52	19,353.14	-	14,868.75	4,538	6,407	25,814	
REACH	0.11%	5,565.10	3,805.17	-	9,370.27	75.57	-	9,370.27	5,153.65	-	2,747.73	839	1,184	4,770	
AMR	3.58%	173,693.86	25,364.64	-	199,058.51	51.43	2,052.58	201,111.09	110,611.10	-	85,760.13	26,176	36,955	148,891	
Total Private Providers	7.64%	370,357.21	59,607.63	-	429,964.84		5,044.38	435,009.22	239,255.07	-	182,861.29	55,813	78,797	317,472	
Total All Agencies:	100.00%	4,850,745.09	758,410.52	105,849.45	5,715,005.07		272,548.69	5,987,553.76	3,592,532.25	1,406,016.76	989,004.74	731,011	1,032,048	2,752,063	