



REDCOM BOARD OF DIRECTORS

Special Meeting Agenda

January 16, 2025 @ 2pm

Sonoma County Fire Station 1

8200 Old Redwood Highway

Windsor, CA 95492

Join by [Teams Meeting](#)

Meeting ID: 287 287 719 658 Passcode: Z8zLqQ

or by phone at 1-929-376-1982 using Conference 564 467 383 #

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.

Regular Calendar

4. Information Item: Executive Director's report

5. Action Item: Approve AMR fee adjustment

6. Action Item: Approve a resolution to adopt the FY 2024-25 Revised Budget.

7. Next Regular meeting will be – February 6, 2025 @ 2pm

Location: 2796 Ventura Ave Santa Rosa, Sheriff's Building

8. Adjournment- Motion to adjourn.



REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403

STAFF REPORT

TO: Board of Directors
MEETING DATE: January 16, 2025
PREPARED BY: Charlotte Jourdain, Strategic Planning Coordinator
ITEM 5: Approve AMR dispatch fee adjustment, pro-rated for FY 2024-25

RECOMMENDATION

Approve a pro-rated adjustment to AMR's FY 2024-25 dispatch fee, from a total annual charge of \$201,110.45 to a total annual charge of \$110,556, reflecting new call volume.

BACKGROUND

In March 2024, your Board approved the FY2024-25 Budget and accompanying dispatch fees' allocation to REDCOM's member agencies and private providers. AMR's dispatch fee was set to \$201,110.45, after adjusting AMR's call volume to reflect the interfacility transport calls only. This includes Tablet Command and Aircard charges.

DISCUSSION

As of December 1st, 2024, AMR is no longer using REDCOM to dispatch its interfacility transport business. AMR continues to provide EMS services in Sonoma County, including these types of events contracted Blood draws, Standbys and to fulfill its mutual aid agreements. AMR's call volume has therefore decreased again, as illustrated below.

AMR calls @ REDCOM	Call volume	% of all REDCOM calls
2022	40,238	36.42%
2023 IFT only	2215	3.58%
2024 Blood draws, mutual aid, and Standbys only	192	0.18%

The adjusted fee for FY 2024-25 is \$110,556, which has already been paid in full by AMR. An estimated additional \$3044 will be due to cover increased one-time and on-going pro-rated costs, which will be reflected in the FY 2024-25 Revised Budget for your Board's separate consideration today.

FISCAL IMPACTS

There is no net cost to the FY 2024-25 Budget as a result of your Board's approval, as this fee adjustment does not increase expenditure. The loss in revenue from the AMR transports' business is fully offset by an increase in other private providers and member agencies' dues, based on the change in call volume percentages, which will be reflected when your Board considers the FY 2024-25 Revised Budget.



REDCOM

2796 Ventura Avenue - Santa Rosa, CA 95403

STAFF REPORT

TO: Board of Directors
MEETING DATE: January 16, 2025
PREPARED BY: Charlotte Jourdain, Strategic Planning Specialist
ITEM 6: FY 2024-25 Revised Budget

RECOMMENDATIONS:

- I. Approve a resolution to adopt the FY 2024-25 Revised Budget, and related revised member assessments.
- II. Modify the FY 2024-25 payment schedule for the revised third and fourth installments of member assessments as specified in attachment.
- III. Authorize the use of reserves up to 12% of revised budgeted expenditures in FY 2024-25, and direct staff to return in February 2025 to propose a plan to rebuild reserves back to 17% of budgeted expenditures starting in FY 25-26, consistent with REDCOM's reserve policy.

BACKGROUND

In March 2024, your Board approved the FY 2024-25 Budget. Since then, the contract for dispatch services with AMR ended and REDCOM became the employer of record for all REDCOM staff. On December 12, 2024, your Board received a presentation outlining updated budget projections to reflect the new business model, including an increase in expenditures of \$1,755,399 and a decrease in revenue expectations of \$107,660, for a net impact of \$1,863,059. This represents a 31% increase over FY 23-24 Adopted Budget, which is above the 20% increase identified in Section 7 of the REDCOM Bylaws and therefore triggers the need to obtain approval of at least two-thirds of all member agencies. On December 19, 2024, staff sent notices (via regular mail) to each member agency informing them of the increase in expenditures and requesting their vote in support or opposition by Jan 15, 2025, and specifying that no response will be counted as a vote in support.

DISCUSSION

The FY 2024-25 Revised Budget is presented in the attachment, together with revised dispatch fees (unchanged since December 19, 2024, notices were sent out). The increased member assessments fully offset the increase in expenditure appropriations in the proposed FY 2024-25 Revised Budget.

Vote to increase expenditures above the 20% threshold set forth in the By Laws:

Following the issuance of notices to member agencies to request their vote on the increased expenditures, and as of January 15, 2025, REDCOM has received 16 votes in support, 1 vote in opposition, and 4 abstentions (or non-response) of the increased expenditures. The two-thirds supermajority requirement is therefore met in accordance with the By Laws, and your Board is free to approve the Proposed Revised Budget.

Payment Schedule:

- Dues from Private Providers (Bells, Life West, REACH, AMR and SCFD-EMS):

Staff recommends that 62.5% of the remaining revised balance be due on February 15, 2025, and that the final 37.5% be due on April 15, 2025.

For member agencies, under Section 11(d) of the JPA, your Board has authority to “set a different payment schedule to provide for adequate cash flow for operations [...] as needed” for the member agencies subject to the JPA. The third installment is usually due in January (for 25% of annual dues) and the last and fourth installment is due in April (15% of annual dues). After careful cash-flow considerations, staff recommends that with the approval of the FY 24-25 Revised Budget, your Board adjust the revised member assessment payment schedule as follows, and specified in attachment:

- Dues from Measure H-eligible member agencies:

With the approval of the FY 24-25 Revised Budget, and in recognition of the timing of Measure H disbursements, staff recommends that the January payment be moved to March 15, 2025 (57%) and to June 15, 2025 (43%) of the revised member assessments’ remaining balance.

- Dues for non-Measure H-eligible member agencies (Coast Life Support, Dry Creek Rancheria, and Sonoma County Sheriff’s Office):

Staff recommends that the payment and percentages be aligned with the Measure-H eligible member agencies.

The attached Revised Budget specifies the due dates and exact amounts for each agency / provider.

Use of reserves:

The transition from AMR and the upcoming transition to Measure H-funded member assessments create large changes to REDCOM’s cashflow, which cannot be fully mitigated through an adjustment in the payment schedule.

In 2011, your Board approved a reserve policy of 17% of annual operating expenditures. With the increase in expenditures on the FY 2024-25 Revised Budget, the amount necessary to meet this 17% reserve also increases. The policy specifies that in the event the “total amount of unappropriated funds designated for this purpose is less than the approved target level, the Board

will adopt a plan to achieve the target level in a timely manner.”

The Revised FY 24-25 Budget and associated cash flow would require the use of fund balance down to 12% of revised budgeted expenditures. Staff will return to your Board in February 2025 to outline a plan for rebuilding reserves back to 17% starting in FY 25-26.

FISCAL IMPACTS

Approval of the FY 2024-25 Revised Budget will increase expenditure appropriations by \$1,755,399, offset in part by increased member assessments and in part by the use of fund balance.

Attachment 1: FY 2024-25 Revised Budget

Attachment 2: FY 2024-25 Revised member assessments and due dates

Attachment 3: Resolution to adopt the FY 2024-25 Revised Budget

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDWOOD EMPIRE DISPATCH COMMUNICATIONS AUTHORITY (REDCOM) TO
APPROVE THE FY 2024-25 REVISED BUDGET, INCREASING EXPENDITURE
APPROPRIATIONS BY \$1,755,399, OFFSET IN PART BY INCREASED DISPATCH
FEES TO ALL PARTIES AND IN PART BY THE USE OF FUND BALANCE.**

WHEREAS, on March 14, 2024, the Board of Directors adopted the FY 2024-25 Budget; and,

WHEREAS, the transition away from AMR as REDCOM’s dispatch services provider on October 8, 2024, significantly changes revenue and expenditures expectations in FY 2024-25, which the Board reviewed during its December 12, 2024, and January 16, 2025, meetings; and,

WHEREAS, the Board desires to adopt a Revised FY 2024-25 Budget (“Revised Budget”) to account for these changes to revenue and expenditure expectations for the remainder of the current fiscal year; and,

WHEREAS, the Revised Budget reflects an increase in expenditure of \$1,755,399, for a total of \$8,752,971, which corresponds to a 25% increase in expenditures compared to the FY 2024-25 Adopted Budget; and,

WHEREAS, the Revised Budget reflects a net decrease in revenue expectations of \$110,556 related to the loss of AMR’s transport business, and \$75,000 related to the SHSGP one-time grant received in FY 23-24, as well as increased members’ assessments of \$1,655,399; and,

WHEREAS, Section 7 of the REDCOM Bylaws requires two-thirds member agency approval whenever the Board takes action that is likely to result in a new financial obligation that is 20% greater than REDCOM’s operating budget for the prior fiscal year and the approval of the Revised Budget constitutes such an action; and,

WHEREAS, the Board has received sufficient member agencies’ approval to meet this two-third threshold;

NOW, THEREFORE, BE IT RESOLVED:

The REDCOM Board of Directors approves the FY 2024-25 Revised Budget, attached hereto as Exhibit A.

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 16th Day of January 2025, 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 Golly	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

Kenneth Reese,
REDCOM Communications Manager

**REDCOM Budget
78401-66060100**

	Actual	Adopted	AMR Contract change and other realignments	Additional Budget	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	\$ (3,511,601)	\$ 19,152	\$ 2,056,659	
42610 Measure H			1,443,786	1,068,777	2,512,563	
44002 Interest on Pooled Cash	(40,651)	-			-	
45310 Private Ambulance Providers	1,910,708	430,984	1,802,728	567,469	2,801,181	
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)	1,655,398	7,664,382	
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	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	130,600	2.3%
51206 Annual Audit	22,482	13,655			13,655	
51207 Fiscal Accounting Services	29,448	41,100		29,900	71,000	0.5%
51209 SCPSC Operations	429,950	601,651			601,651	
51211 Legal Counsel	5,711	6,000		194,000	200,000	3.5%
51212 Outside Legal Counsel	-	-		50,000	50,000	0.9%
51225 Travel and Training	-	-		35,000	35,000	0.6%
51226 Consulting Services	36,815	36,815		360,000	396,815	6.4%
51235 AMR Dispatch Contract	3,590,205	4,477,476	(3,331,644)	95,171	1,241,002	1.7%
51235 Fire Season Dispatcher	193,978	105,849			105,849	
51237 Process Service				8,332	8,332	0.1%
51242 Bank Charges				540	540	
51244 Licenses		-			-	
51249 Other Professional Services		5,000			5,000	
51901 Telecommunication Data Lines	6,359	7,830		18,000	25,830	0.3%
51902 Radio Services	29,495	32,500		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	0.1%
52111 General office expenses for JPA	-	500		60,000	60,500	1.1%
52141 Computer Equipment	-	4,500		10,000	14,500	0.2%
52142 SCPSC Shared Replacement Fund	218,705	86,680			86,680	0.0%
52142 Technology Fund Placeholder	-	50,000			50,000	
52143 Software	75,978	394,937	(364,887)	58,000	88,050	1.0%
52144 Equipment Tablet Command			364,887		364,887	
53402 Depreciation	131,588	175,000			175,000	
Total Expenditures	\$ 4,796,714	6,997,573	-	1,755,399	8,752,971	31%
* Funded by member contributions	\$ 4,720,736	6,772,573	-	1,755,399	8,527,971	
Net Cost (revenue less funded by member contribution)	\$ 220,773	(688,589)	(75,000)	(100,000)	(863,589)	2%
Fund Balance Summary						
	FY 22-23	FY 24-25			FY 24-25	
Beginning Fund Balance Available for Budgeting	\$ 1,860,186	1,985,311			1,985,311	
Plus Revenues	\$ 4,941,509	6,083,984			7,664,382	
Less Expenditures	\$ (4,796,714)	(6,997,573)			(8,752,971)	
Budget Adjustments		(100,000)	Coast Blue			
Adjustments (remove depreciation expense)	\$ 201,857	175,000			175,000	
Ending Fund Balance Available for Budgeting	\$ 2,206,838	1,146,722			1,071,722	12%
17% Fund Balance requirement	\$ 815,441	\$ 1,055,527			\$ 1,353,945	
Excess Fund Balance over minimum balance	\$ 1,391,397	\$ 91,195			\$ (282,223)	

	Actual	Adopted
REDCOM MDC Budget 78402-66060200	FY 22-23	FY 24-25
44002 Interest on Pooled cash	5,359	-
47101 CAD Central Dispatch Contribution	-	7,654
45301 REDCOM Tablet Replacement Fund Agency Specific	89,522	31,850
46210 Refund of MDC Replacement from SCPSC		424,000
Total Revenues	\$ 94,881	463,504
52141 REDCOM CAD Replacement Fund Central Site	-	7,654
52142 REDCOM Tablet Replacement Fund Agency Specific	-	31,850
52143 Software Expense Audit Adj	14,511	
53501 Contributions to Others		172,000
52142 Tablet Replacement from MDC Funds		252,000
Total Expenditures	14,511	463,504

Fund Balance Summary	FY 22-23	FY 24-25
Beginning Fund Balance Available for Budgeting	\$ 826,994	907,364
Plus Revenues	\$ 94,881	463,504
Less Expenditures	\$ (14,511)	(463,504)
Adjustments		
Ending Fund Balance Available for Budgeting	\$ 907,364	907,364

REDCOM member assessment
Revised Budget FY 2024-25

	Total Charges as of March 2024 Adopted Budget	60% (Installments 1 & 2) *	40% (Installments 3 & 4)	Total FY 24-25 cost increase (in addition to installments 3&4)	Total Revised FY 24-25 Charges remaining (incl. installments 3&4)	Qtr 3	Qtr 4
Measure H eligible Cities and Districts						Due March 15th	Due June 15th
Cazadero CSD	\$ 11,779	\$ 7,068	\$ 4,712	\$ 2,260	\$ 6,971	\$ 3,970	\$ 3,001
City of Healdsburg	112,226	67,336	44,890	31,708	76,598	43,623	32,975
City of Petaluma	417,370	250,422	166,948	128,662	295,610	168,352	127,258
City of Santa Rosa	1,538,614	923,169	615,446	465,198	1,080,644	615,433	465,211
City of Sebastopol	71,433	42,860	28,573	19,615	48,188	27,443	20,745
City of Sonoma	187,766	112,660	75,106	58,586	133,693	76,139	57,554
Graton FPD	46,923	28,154	18,769	13,103	31,873	18,152	13,721
Kenwood FPD	17,080	10,248	6,832	4,819	11,651	6,635	5,016
Monte Rio FPD	46,520	27,912	18,608	11,834	30,442	17,337	13,105
North Bay Fire -Gold Ridge FPD/CSA40	173,794	104,276	69,517	45,431	114,948	65,464	49,484
North Sonoma Coast FPD	20,123	12,074	8,049	5,909	13,958	7,949	6,009
Northern Sonoma County (Geyserville)	40,984	24,590	16,394	10,736	27,130	15,451	11,679
Occidental CSD	31,534	18,920	12,614	6,459	19,073	10,862	8,211
Rancho Adobe FPD	171,014	102,609	68,406	44,675	113,081	64,400	48,681
Schell-Vista FPD	52,381	31,428	20,952	11,721	32,673	18,607	14,065
Sonoma County Fire District - Fire	530,920	318,552	212,368	177,127	389,495	221,820	167,675
Sonoma Valley Fire	124,996	74,997	49,998	27,214	77,213	43,973	33,240
Timber Cove FPD	14,008	8,405	5,603	3,719	9,322	5,309	4,013
Total Measure H eligible Cities and Districts	3,609,464	2,165,678	1,443,786	1,068,777	2,512,563	1,430,919	1,081,644
Non Measure H eligible						Due March 15th	Due June 15th
Coast Life Support	44,056	26,433	17,622	14,538	32,160	20,100	12,060
Dry Creek Rancheria	13,824	8,294	5,529	2,685	8,215	5,134	3,080
Sheriff Helicopter	8,832	5,299	3,533	1,929	5,462	3,414	2,048
Total None Measure H eligible Cities/Districts	66,711	40,027	26,684	19,152	45,837	28,648	17,189
Private Providers						Due Feb 15th	Due April 15th
Bells	189,340	113,604	75,736	60,164	135,900	84,938	50,963
Life West	35,188	21,113	14,075	11,251	25,326	15,828	9,497
REACH	9,370	5,622	3,748	2,129	5,877	3,673	2,204
AMR *	201,111	100,555	100,556	(97,512)	3,044	1,903	1,142
SCFD-EMS	1,876,370	1,125,822	750,548	591,437	1,341,985	838,741	503,244
Total Private Providers	2,311,379	1,366,716	944,663	567,469	1,512,132	945,083	567,050
Total All Agencies:	\$ 5,987,554	\$ 3,572,421	\$ 2,415,133	\$ 1,655,399	\$ 4,070,532	\$ 2,404,650	\$ 1,665,882

*AMR remitting monthly - Amount for 60% is total collection as of 12/1/2024