



## REDCOM BOARD OF DIRECTORS

### Meeting Agenda

February 6, 2025 @ 2pm

**Sheriff's Building  
2796 Ventura Ave  
Santa Rosa, CA 95403**

Join by [Teams Meeting](#)

Meeting ID: 259238324304 Passcode: FJ3K9te2

**or by phone at 1-929-376-1982 using Conference 512836695#**

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.

### **Closed Session Calendar**

4. Closed Session Item: The Board of Directors will consider the following in closed session: significant exposure to litigation pursuant to subdivisions (d)(2) and e(4) of Section 54956.9 (1 matter).

## **Consent Calendar**

### 5. Consent Items:

- a. Approve the REDCOM Board Meeting Minutes for October 3, 2024, October 10, 2024, November 7, 2024, December 12, 2024, and January 16, 2025
- b. Approve a resolution amending the Classification Plan and adopting the classification of Administrative Services Coordinator
- c. Approve a resolution revising the Public Pay Schedule, effective 1/1/2025
- d. Approve a Resolution authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.

Public Comment regarding Items on the Consent Calendar.

## **Regular Calendar**

6. Information Item: Executive Director's report
7. Discussion Item: Update from the Ad Hoc Committee on JPA and Bylaws revisions, Measure H and REDCOM policies.
8. Action Item: Appoint a new member to the Labor Standing Committee
9. Action Item: Approve a resolution to adopt the FY 2024-25 Revised Budget
10. Discussion Item: FY 2025-26 Proposed Budget presentation and discussion
11. Action Item: Approve the Executive Director's performance management process (Muchmore Than Consulting)

## **Closed Session Calendar**

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

Report Out from Closed Session

13. Next Regular meeting will be – March 6, 2025 @ 2pm  
Location: 2796 Ventura Ave Santa Rosa, Sheriffs Building

14. Adjournment - Motion to adjourn.



## REDCOM BOARD OF DIRECTORS

### Meeting Minutes

**October 3rd, 2024 @ 2pm**

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

**Join by [Teams Meeting](#)**

Meeting ID: 232 120 285 733 Passcode: GSockKa

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

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

**Public is Welcome at this location.**

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

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

**Present:**

**Steve Akre – Sonoma Vally – Chair  
Jason Boaz – Healdsburg  
Daryel Dunston – City of Santa Rosa  
Bryan Cleaver – CVEMSA - Secretary**

**Not Present:**

**Dr. Mark Luoto – County EMS Medical Director  
Mark Heine – Sonoma County Fire – Vice Chair**

Others Present:

Evonne Stevens – REDCOM Executive Director  
Nick Barber – REDCOM  
Kellie Crumbliss – REDCOM  
Corin Burns – REDCOM Administrative Assistant  
Darrell Kopriva- REDCOM  
Tim Maybee – AP Triton  
Charlotte Jourdain – Strategic Planning Specialist  
Matt Gloeckner – SRFD  
Ron Busch – Sonoma County Fire  
Matt Windrem – Sonoma County Fire  
Jeff Schach – Petaluma  
Paul Lowenthal – SRFD  
Ethan Pawson – Legal Counsel  
Ken Reese – REDCOM Communication Manager  
Deborah Muchmore – Muchmore than Consulting 2

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant  
Dave Crawl – Coast Life Support  
Chad Costa – Petaluma  
Jeff Veliquette – Rancho Adobe  
Frances Rossiter – REDCOM  
Sean Lacy – Sonoma Valley Fire  
Greg Fontana – REDCOM  
Melissa Estrella-Lee – ATTC

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

Motion to approve Agenda made by Bryan Cleaver, Second Ron Busch - Discussion - No Further comments - Roll call was made one Board Member was Remote - Approved unanimously - Motion passed. (Steve Akre, Daryel Dunston were present for the vote) – Jason Boaz and Dave Crawl were running late and did not participate in this vote so 4-0-3 vote to approve consent calendar.

3. Public Comment Period

Anyone from the public may address the REDCOM Board of Directors regarding any subject over which the Board has jurisdiction, but which is not on today's

agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board as a result of any items presented at this time.

None

### Consent Calendar

Motion to approve Consent Calendar items below made by Daryel Dunston, Second Byran Cleaver - Discussion - No Further comments - Roll call was made one Board Member was Remote - Approved unanimously - Motion passed.

4. Approval of Meeting Minutes

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

5. Action Item: Approve a Resolution authorizing the Executive Director to work with the Treasurer on cost-neutral budget adjustments. Resolution number 2024-28 passed.

6. Public Comment regarding Items on the Consent Calendar.

None

### Regular Calendar

7. Information Item: Executive Director's report regarding October 9, 2024, transition progress. Evonne Stevens – Did an overview slide show explaining where we started and where we are now in the transition process.

8. Discussion Item: Receive a presentation regarding the scope of work for Ad Hoc 1 and Ad Hoc 2 Committees. Tim Maybee – Speaking about the Ad Hoc 1 and 2 if we still need them. They are very task specific. Discussion now that they have completed the transition do, we still require their services. I wanted to bring it to the Board to start thinking about the next phase of REDCOM and what does that look like for the Ad Hocs.

Charlotte Jourdain – Did a slide show on what is coming up next in the transition for October 9, 2024, and after. What to expect for the next steps. On Boarding, Payroll, Benefits etc...

9. Action Item: Approve employment agreement with Evonne Stevens as Executive Director.

Motion to approve employment agreement made by Jason Boaz, Second Daryel Dunston - Discussion - No Further comments - Roll call was made one Board Member was Remote - Approved unanimously - Motion passed.

10. Action Item: Adopt a Resolution establishing REDCOM employee pay ranges and public pay schedule for the Executive Director classification.

Motion to approve Resolution number 2024-29 made by Daryel Dunston, Second Bryan Cleaver - Discussion - No Further comments - Roll call was made one Board Member was Remote - Approved unanimously - Motion passed.

11. Next Special meeting will be – October 10, 2024, 2 p.m.

12. Adjournment- Motion to adjourn. Made by Daryel Dunston, Second Jason Boaz Roll call was made one Board Member was Remote - Approved unanimously - Motion passed meeting adjourned at 3:06pm



## REDCOM BOARD OF DIRECTORS

### **Special Meeting Minutes**

**October 10, 2024 @ 2pm**

**Sonoma County Fire Station 1**

**8200 Old Redwood Highway**

**Windsor, CA 95492**

**Join by [Teams Meeting](#)**

Meeting ID: 298 819 490 708 Passcode: oEGLwD

**or by phone at 1-323-886-6897 using Conference 240 855 494 #**

**Director Dave Crowl will have his location at**

**Coast Life Support District**

**38901 Ocean Drive**

**Gualala, Ca 95445**

**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.

**Present:**

**Steve Akre – Sonoma Vally – Chair**

**Jason Boaz – Healdsburg**

**Bryan Cleaver – CVEMSA - Secretary**

**Mark Heine – Sonoma County Fire – Vice Chair**

**Not Present:**

**Dr. Mark Luoto – County EMS Medical Director**

**Daryel Dunston – City of Santa Rosa**

**Corin Burns – Administrative Assistant**



Others Present:

Evonne Stevens – REDCOM Executive Director  
Nick Barber – REDCOM  
Tim Maybee – AP Triton  
Charlotte Jourdain – Strategic Planning  
Specialist Jeff Schach – Petaluma  
Ethan Pawson – Legal Counsel  
Ken Reese – REDCOM Communication  
Manager Deborah Muchmore – Muchmore than  
Consulting Greg Fontana – REDCOM  
Dan Reese – Bells  
Kendell Lynn – REDCOM  
Scott Westrope – Santa Rosa

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant  
Dave Crowl – Coast Life Support  
Daryel Dunston – City of Santa Rosa  
Sean Lacey – Rancho Adobe  
Peter Goyhenetche - SLS  
Darrell Kopriva - REDCOM  
Will Buck – REDCOM

1. Call to Order Made by Steve Akre @ 2:01 pm – Lets start off with congratulations to everyone in a job incredibly well done. They way this the whole team came together. All of our REDCOM staff that are not here. Everybody pitched in once the discussion was made and everybody jumped in and believed in what we were doing, and we made it across the finish line with no issues. Congratulations everyone from the bottom of my heart, deepest appreciation and thanks to everyone for all the hard work, many late meetings, late hours, weekend hours that were spent to getting us to this point and my fellow Directors. I know there were a lot of extra Board of Directors meetings, Ad Hoc meetings, Labor negotiation. Thank you everyone.
2. Approval of the Agenda

Motion to approve Agenda made by Mark Heine Second Jason Boaz -  
Discussion - No Further comments - Roll call was made one Board Member  
was Remote - Approved unanimously - Motion passed.

3. Public Comment Period

Anyone from the public may address the REDCOM Board of Directors regarding any subject over which the Board has jurisdiction, but which is not on today's agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board as a result of any items presented at this time.

None

## Consent Calendar

4. Consent Item:

Adopt a Resolution to designate a Treasurer and signers for the payroll bank account.

Motion to approve Consent Calendar item for Resolution 2024 -30 made by Jason Boaz, Second Mark Heine - Discussion - No Further comments - Roll call was made one Board Member was Remote - Approved unanimously - Motion passed.

Public Comment regarding Items on the Consent Calendar.

None

## Regular Calendar

5. Information Item: Executive Director's report - Evonne Stevens gave an update on the transitions and what is still needed to get everything complete for on boarding. Everything is on schedule.

Ken Reese – Updated on technology side. Everything has been moved and running great with no issues and was on time.

Evonne Stevens – Gave an update on expansion. Update from Lance on our expansion project. They are about 95% complete on our design project. Here are copies of the design hopefully you brought your reading glasses the writing is so small. The construction bids will start in about two to three weeks. They are saying maybe late winter early spring for construction on the expansion.

Steve Akre – Thank you Evonne for your excellent work. Any questions or

comments from the Board.

Mark Heine - Again appreciation for the whole REDCOM Team because we were just doing policy level stuff. They were doing the hands-on and making sure the T's were crossed and the I's were dotted, so there was a seamless transition, and this is as seamless as it gets. My appreciation and thank you.

Tim Maybee – Thanked everyone that was involved for all their hard work to get us to the finish line.

Steve Akre – One other person we need to thank as well is you, Tim. You have been a rock star in this. I am very confident to say that as much as every team member played an important role in getting us here. You were the one that orchestrated it all. We would not have been able to bring the team together and would not have been able to meet that timeline. Had you not done the job that you did. So, thank you.

6. Discussion Item: Executive Director's performance management process (Muchmore Than Consulting) Debroah Muchmore – Before we go into this. I just also want to thank all the vendors that have helped us get to where we are at on such short notice.

Debroah Muchmore is just explaining the process for the ongoing performance evaluation. There are two parts. I just wanted to bring it to the Boards attention. To be able to evaluate your Executive Director in January and the process or the ongoing annual evaluation developing goals as a Board organization.

7. Discussion Item: Upgrade of Coast Blue Tac Channel Evonne Stevens – We received some communication from Sheriff's TCOMM have been doing work to upgrade. Those operate Point Arena, Fish Rock, Oak Ridges, and Myers. Early in 2017 the manufacturer of the equipment that is currently running these systems let them know that end of life was happening, and the cutoff date is December 31, 2017. Since then, we have been running on old equipment. We still have a bit of time looks like they need to start removing some of the equipment behind this project on July 1, 2025. I would like to try to help you find the most suitable equipment and have it shipped here and replace that equipment like we did with Control 2- 4 channels. I want to take the earliest opportunity to get a plan in place before July 2025.

Steve Akre –Thank you Evonne. Absolutely this has to be considered in the same realm that we did with Control 2 -4 making that a priority. It would be helpful when you bring this back next month to have a timeline for ordering the equipment. I know last time ordering the Control 2 and 4 there was a lag time because it was coming from New Zealand and also. Maybe even a breakdown of the cost. I know we had to purchase the equipment from them up front and what would the cost for TCOMM to install be. I am

still trying to weigh and manage the finance and definitely want to make this a priority, but also feel like we have to be mindful where our finances are until the first week of March when we get the 1st Measure H check.

Evonne Stevens – 100% I will get you some more information.

Steve Akre – Any other questions from the Board Members, comments.

Dave Crowl - I just wanted to reiterate how important these radios channels are out here on the coast and especially to my agency. That is how we talk to a lot of the first responders up here. Thank you very much for taking this on and being so proactive with it.

Steve Akre – Any public comment on this one. Hearing none. We will close it out.

8. Information Item: Update regarding the agreement with SCFCA for Measure H revenues – Ethan Pawson – This is just an informational update for the Board. We had a meeting last week with the Chief Association Council and my colleague and County Council who is helping with the Measure H distribution agreements. The important piece for REDCOM is that once the Fire Chiefs Association agreement is signed, sealed, and delivered. We will be able to work on our allocation of whatever percentage of the Fire Chief Association revenue if it is going to come to REDCOM, I believe there is ongoing discussion at the Chief Association about that amount basically the status is that the county is working with Chief Association Council on getting the initial distribution. That agreement should be pushed out to all the Fire Districts and cities and other recipients. We are bringing it as one big board package for the Board of Supervisors to approve all of those agreements simultaneously and look forward to your jurisdiction receiving those agreements. That should be drafted before the end of November and then we will try to approve them if we can before the end of the year. You know with district and city schedules around the holidays sometimes it is hard to get it on the calendar. In any event we can convince them to process with our initial allocation March. We are kind of just waiting for Chief Association deliberations.

Steve Akre – I agree with you Ethan the Chief Association has our allocation and priority as and commitment to cover all the public agencies' members' fees. A couple of the pieces is going to be helpful for us in drafting that agreement is having the budget up when that is available.

This way we can start looking at what those numbers are.

Any other comments from the Directors? Hearing none. Public comments? Hearing none. Closing that item.

9. Information Item: Schedule of future Board of Directors' meetings – Charlotte Joumar – A couple of weeks ago we revised the By Laws and the Board approved the revision of the By Laws to hold regular meetings every February, March, July, and October. We are proposing that we still have special meetings on those months that we do not have regular meetings until the end of the fiscal year. We except items to arise, agreements to approve etc.... that will need attention with the transition. If we do not have anything to discuss we can cancel the meeting.

Steve Akre – Thank you, any comments, questions from the Board? Hearing none. Online? Hearing none. Public? Hearing none. Closing item.

10. Next Special meeting will be – November 7, 2024

11. Adjournment- Motion to adjourn.

Steve Akre -I know we tipped our hats a lot of people and the team for making this happen. I also propose that we tip our hats to all of those that first had the idea of establishing REDCOM 22 years ago. I am not going to remember a lot of the names. I welcome anybody else who has names.

Bart Lewis, Doug Williams, Mark Basque, John Lance, Bruce Lee, Chris Thomas, Kent Reynolds. What a difference it has made for our communities throughout the 22 years. Now we look forward to even more.

Motion to adjourned made by Bryan Cleaver, Second Mark Heine all in favor at 2:34pm



## REDCOM BOARD OF DIRECTORS

### Special Meeting

### Minutes

### Addendum

**November 7, 2024 @ 2 pm**

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

### **Join by Teams Meeting**

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

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

#### Present:

Steve Akre – Sonoma Vally – Chair  
Mark Heine – Sonoma County Fire – Vice Chair  
Jason Boaz – Healdsburg  
Bryan Cleaver – CVEMSA - Secretary  
Dr. Mark Luoto – County EMS Medical Director – Remote

#### Not present:

Daryel Dunston – City of Santa Rosa  
Dave Crowl – Coast Life Support

#### Others Present:

Evonne Stevens – REDCOM Executive Director  
Nick Barber – REDCOM  
Corin Burns – REDCOM Administrative Assistant  
Charlotte Jourdain – Strategic Planning Specialist  
KT McNulty – AMR  
Mike McCallum – SRFD  
Scott Westrope - SRFD  
Matt Windrem – Sonoma County Fire  
Jeff Schach – Petaluma  
Paul Lowenthal – SRFD  
Ethan Pawson – Legal Counsel  
Ken Reese – REDCOM Communication Manager

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant

Jeff Veliquette – Rancho Adobe

Frances Rossiter – REDCOM

Sean Lacy – Sonoma Valley Fire

Greg Fontana – REDCOM

Kellie Crumbliss – REDCOM

Darrell Kopriva- REDCOM

Ron Busch – Sonoma County Fire

Spencer Andreis – Sonoma County Fire

1. Call to Order Made by Steve Akre @ 2:07pm

2. Approval of the Agenda

Motion to approve Agenda made by Mark Heine, Second Scott Westrope – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.

3. Public Comment Period

Anyone from the public may address the REDCOM Board of Directors regarding any subject over which the Board has jurisdiction, but which is not on today's agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board as a result of any items presented at this time.

Kellie Crumbliss - I am sorry if this is the wrong forum for this. I just wanted to talk about the supervisors. It was mentioned at an earlier meeting that once the dust settled; we would move the supervisors over to union positions. I just wanted to remind everybody that we need to be thinking about that and potentially working on that sooner rather than later. That is all, thank you.

Steve Akre – Thank you Kellie, moving on to the next agenda item.

4. Recognition: REDCOM Dedication of the REDCOM Center to Doug Williams Memory for a lifetime of service and mentorship – Steve Akre – We have a very special item which is recognition of Doug Williams. I know we have all felt a tremendous loss in the Fire and EMS world. With the passing of Doug Williams last month. He was

absolutely a legend in Sonoma County and beyond with his reach and his impact with dispatch services. He went all the way to the state with many of his engagements from Cal Chief to Prevention Officers Group. He was a visionary to say the least as well. Most importantly, why we are here is to honor him with his vision along with a handful of others for creating REDCOM. He also was a visionary in many aspects of the Fire Service. He started the first iteration of North Bay Fire, bringing Command Officers together from different agencies which was well ahead of its time. Now look how far we have come as a service through expanding on those early efforts. Doug touched everyone as a teacher, a mentor and supervisor and most importantly a friend. Doug was always there to support, he would do anything that anybody needed of him, both personally and professionally. With that we are going to dedicate our Communication center in Doug's honor and memory for his lifetime of service to our community and for being the visionary that brought everyone together for REDCOM, from here on out it will be REDCOM "The Doug Williams Communication Center". With that I will turn it over to Evonne. I know you guys put together a slide show to share and a plaque to hang up in the entrance of REDCOM.

Evonne Stevens - Yes, we are going to hang it right at the entrance where everyone can see it when they walk in.

Chief Williams was an extraordinary man who impacted many lives. It is a privilege to be here today and dedicate the REDCOM Dispatch Center to his memory. Doug was a visionary with a remarkable ability to see potential in every endeavor. His commitment to enhancing emergency service communications in Sonoma County was unwavering. Along with a group of brilliant colleagues, he was instrumental in establishing a Regional Communication Center. Together, they streamlined the Fire and Medical 911 experience and improved Radio Communications in Sonoma County in a way that had never been done before. While not everyone was on board initially, we had some hitches in the road in the beginning. Doug was able to persuade others to remain committed. He stayed steadfast, calming the waters and inspiring belief in the vision. Doug devoted countless hours to REDCOM, particularly during our formative years. He worked closely with team members, taught us how to use the Backup CAD system, developed our communications training team, fulfilled strike team requests, improved our communications with Region 2, and worked diligently to ensure REDCOM's success. He did not pursue recognition or accolades; that was simply who Doug was a problem solver, a teacher, and a source of inspiration. I cannot recall the number of times we faced vegetation or structure fires when Doug came to the dispatch center to help, offer advice, and encourage us to ask questions. He always made us feel supported with his mentorship. He told us we could contact him anytime, day or night, whenever we needed assistance, and he truly meant it. Doug inspired trust and confidence and was a distinguished leader. The best part of interacting with Doug was his ability to share his wisdom with a ready smile, making us feel that our thoughts and



ideas were valued. He contributed from an endless well of knowledge, experience, and compassion. As we reflect on REDCOM and the contributions Doug made to our center over the years, I am truly honored to dedicate REDCOM as the Doug Williams Memorial Communications Center in recognition of his memory, vision, service, and pioneering spirit. Thank you, Doug. You will be deeply missed, but we know in our hearts that you are now at peace. As stated on the dedication plaque we present today, Doug, you are always with us and will never be forgotten. Your legacy will continue to inspire us.

Ken Reese - I met Doug 25 years ago and at the insistence of my wife who worked Santa Rosa fire at the time. We were putting the new COMM center together. I hit it off with him really well. I did not really know Doug man, but I knew Doug the Fire Chief. We learned so much from him. Doug taught me about the fire service, how the State Federal Systems work together. Doug put together our mutual aid system. So many things can continue to be used 20 years down the road. He developed it because of work. I know if REDCOM had not been created, that vision had not been done I would not of had a career. Most of us would not have the jobs and stuff that we have now. Thanks to Doug and thanks for the memories.

Steve Akre – Thanks Ken. Anybody else have anything that they would like to say. I would just like to close by saying it was very meaningful that we made our transition, and we are able to take that to Doug prior to his passing. I think that was a big deal for him just seeing and knowing that we had finally fulfilled the original vision. Which was becoming our own public employed agency, so this has special meaning.

## **Closed Session Calendar**

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

Report Out from Closed Session

Meeting moved to close session at 2:18pm

Back in session at 2:28 pm

## Consent Calendar

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

Resolution number 2024-31 passed

Public Comment regarding Items on the Consent Calendar.

Motion to approve Consent Calendar made by Jason Boaz, Second Mark Heine  
Discussion - No further comments - Approved unanimously. Roll call was made one Board member remote - Motion passed.

## Regular Calendar

8. Information Item: Executive Director's report – Evonne Stevens – We have been busy since our last meeting in October. We have had several successes. We are moving along very well with finally getting everything set up. Our first paychecks as promised will be out on time. That went pretty smoothly thanks to Corin. Then considering all the different CBA rules and the intricacies of the FSA there are some, few minor corrections to be made but overall, we are very excited. We are working on our medical effective 11/1. Charlotte and I are working on the budget and getting that all lined up. We are still waiting for our True up from AMR operational cost between July 1<sup>st</sup> to October 8<sup>th</sup> so we can establish an accurate budget. Charlotte and I will be working with County Treasury and try to make a budget based on what we know. TCOMM Leadership in regards to the Coast Blue channel that we talked about last month. It is set to leave our building July 1<sup>st</sup>, 2025, end-of-life equipment. We are in about just over \$67,000 that includes the new installation and equipment. We will bring back a Resolution and the staff report next month for approval.

Our 911 call taking we are far exceeding our contractual expectation of answering our 911 call within 10 seconds expectation is 90% so from October 9th to midnight on October 31st we answered all of our 911s at 98.25%. For this month we only have a week to report 99.61%. We are still meeting our Ace Accreditation. Over the next few weeks of working with Deborah and her team to establish our hiring practices. We have two openings, and we have got one more opening that we are going to be fulfilling come July for one of our employees who will be retiring. Update on the expansion project we are looking at starting early 2025. I will move to Ken to give us updates on the technology side.

Ken Reese – I will start off with Coast Blue, at the end of December Mendocino County is planning on upgrading their microwave system at that Point Arena. At that point Coast Blue will not be tied into our system anymore. Coast Blue will continue to function south of Gualala. This should be completed around June/July. So, what that means for Coast Blue it will continue to be functional.

The REDCOM network infrastructure is 100% transitioned over. We have our local Palo Alto firewall thanks to Nick. We are now protected. This firewall will enable us to remote into our network.

We will be exploring in the upcoming months a domain trust with the County CAD Group. What that means is that it enables us to use our REDCOM logins with CAD Network simplifying operations.

Steve Akre – Any questions. Hearing none. Moving on to the next item.

**9. Information Item:** Update regarding agreement with Sonoma County Fire Chiefs Association, Joint Powers Agreement & Bylaws revisions – Ethan Pawson – Measure H is in process. I have seen the draft that has gone out to the cities and the member agencies. I think they are working on finalizing the language and then I believe there is supposed to be a Chiefs Meeting next week on November 13, 2024. Once that agreement is finalized and we know exactly what the allotment will be for Fire Chiefs and in turn a portion of that will go to REDCOM. We will be working with Fire Chief counsel with the agreement between REDCOM and Chiefs Association for our receipt.

Steve Akre - I do not have any more to add except a number of us met this morning and we will be bringing the recommendation to the full membership or how we structure that agreement. We were on a call with Legal Counsel yesterday morning as well. It is completely up to speed on where we are at. Any questions, comments? Hearing none, we will close that item.

**10. Action Item:** Board to reconfigure ad hoc committees and make appointment to replace Director Dunston on Labor Negotiation Standing Committee –

Motion to approve made by Bryan Cleaver, Second Mark Heine – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.

Labor Negotiation members – Steve Akre, Mark Heine

Motion to approve new Ad Hoc Members made by Steve Akre, Second Jason Boaz – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.

New Ad Hoc members – Jason Boaz, Bryan Cleaver, Scott Westrope

11. Next Special meeting will be – December 5, 2024, at 2:00 pm @ Sonoma County Fire Station 1 - 8200 Old Redwood Highway Windsor, CA 95492

### **Regular Calendar Addendum**

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

Motion to approve made by Steve Akre, Second Jason Boaz – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.

Adjournment- Motion to adjourn.

Motion made by Scott Westrope, Second Jason Boaz all in favor adjourned at 3:12pm



**REDCOM BOARD OF DIRECTORS**

**Special Meeting Minutes**  
**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.

**Present:**

**Steve Akre – Sonoma Vally – Chair**  
**Mark Heine – Sonoma County Fire – Vice Chair**  
**Jason Boaz – Healdsburg**  
**Dave Crowl and Bronwyn Golly (Dave's replacement) – Coast Life Support**  
**Scott Westrop – SRFD**

**Not present:**

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

Others Present:

Evonne Stevens – REDCOM Executive Director  
Nick Barber – REDCOM  
Corin Burns – REDCOM Administrative Assistant  
Matt Gloeckener – SRFD  
Charlotte Jourdain – Strategic Planning Specialist  
Mike McCallum – SRFD  
Matt Windrem – Sonoma County Fire  
Mayra Marquez – ACTTC  
Terry Adair – COSO Sheriffs  
Mellisa Estrella – Lee – ATTC  
Forrest Neel- Grant – REDCOM  
Ethan Pawson – Legal Counsel  
Ken Reese – REDCOM Communication Manager

Remote:

Brenda Bacigalupi – REDCOM Administrative Assistant  
Will Buck - REDCOM  
Jeff Veliquette – Rancho Adobe  
Robert Johnson – Sonoma County Fire  
Dan Reese – Bells  
Jeff Schach – Petaluma  
Sean Lacy – Sonoma Valley Fire  
Greg Fontana – REDCOM

1. Call to Order Made by Steve Akre @ 2:04pm
2. Approval of the Agenda Motion to approve Agenda made by Mark Heine, Second Jason Boaz – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.
3. Public Comment Period  
Anyone from the public may address the REDCOM Board of Directors regarding any subject over which the Board has jurisdiction, but which is not on today's agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board as a result of any items presented at this time.

None

## 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.

Motion to approve Consent Calendar made by Jason Boaz, Second Dave Crowl - Discussion – No further comments – Approved unanimously. Roll call made one remote Board Member – Motion Passed

Resolution 2024 - 32

Resolution 2024 - 33

Resolution 2024 - 34

Resolution 2024 - 35

Resolution 2024 - 36

## Regular Calendar

5. Information Item: Executive Director's report – Evonne Stevens - Gave update on staffing. We currently have 4 open full-time openings. We have two candidates we want to move forward with and hire over the next two weeks.

Answer calls – To answer 90% of our 911 calls within answer within 10 seconds and then 95% of our 911 within 20 seconds as of November 10th we have achieved 98.28% within 10 seconds and 99.96% of the 20 seconds.

EMD and EFD accreditation standards. We are continuing to exceed those standards.

The expansion project is looking good and on track. Construction date is mid-March.

I would thank Charlotte, Deborah, Tim, and Ethan. It has been a lot of work and tireless hours to get us to this point.

End of report.

Steve Akre – Any comments/questions from the Board. Hearing none.

6. Discussion Item: Introduction of Chief Golly from Coast Life Support, replacing David Crowl on the REDCOM Board of Directors. Dave Crowl introduced Chief Bronwyn Golly as his replacement on the REDCOM Board. Dave will be moving out of the state.

Steve Akre – Welcome Chief Golly. Dave, thank you for your service and dedication to REDCOM, especially over the transition process. Thank you for all that you did. We wish you the very best in your next endeavor.

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.

Motion to approve one-time increase made by Mark Heine, Second Dave Crowl – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.

Resolution 2024- 37

8. Action Item: Approve temporary funding mechanism for employee deferred compensation benefits for the period of October 9, 2024 – February 1, 2025.

Motion to approve temporary funding mechanism for employee compensation made by Jason Boaz, Second Scott Westrope – Discussion - No further comments - Approved unanimously. Roll call made one remote Board Member - Motion passed.

9. Discussion Item: FY 2024-25 Revised Budget presentation and discussion - Charlotte Jourdain – Presentation slide and a discussion on the upcoming Revised Budget for FY 24/25. No action required today. We will bring it back for approval at the next REDCOM Meeting.

10. Action Item: Approve the Executive Director’s performance management process (Muchmore Than Consulting)

Motion to approve Executive Director’s performance made by Scott Westrope, Second Mark Heine – Discussion - No further comments - Approved unanimously.



Roll call made one remote Board Member - Motion passed.

11. Discussion Item: Report from the Ad Hoc Committee of the Board on data-sharing policy – Scott Westrope – The Ad Hoc consisting of myself, Chief Boaz, Director Cleaver, Ken Reese, Evonne Stevens, Ethan Pawson, and Charlotte Jourdain. We have met twice. We had a very robust conversation on data sharing, data sharing policy. To date the update, we have for you is that as part of the continued separation from AMR contract. REDCOM will wind down the data access provided through SQL Replication, Pulse Point and Genesis. AMR has been notified, and the staff is working on the technical implementation. With the guiding principle is the same or equivalent as other private service providers. The second part is that REDCOM receives and processes Public Records and Subpoena requests on a regular basis. There is a process in place for requesting these but the Ad Hoc asked staff to work to update and formalize these processes as needed. We will bring any recommendation and changes to the record management policy to the entire Board for review and input before bringing it to the full Board if needed. We still have a lot of work to do on the data policy piece. We continue to meet regularly. We will bring more back to the Board once we have made some more determinations on the data.

Steve Akre - Thank you very much for the report and for the work and for the commitment that the Ad Hoc and staff have to tackle again another one of the initiatives that needs to be addressed as we continue to transition and move forward.

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. Motion to adjourn made by Jason Boaz, Second Mark Heine @ 3:52pm



## REDCOM BOARD OF DIRECTORS

### **Special Meeting Minutes**

**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 #**

#### Present:

Steve Akre – Sonoma Vally – Chair

Mark Heine – Sonoma County Fire – Vice Chair

Jason Boaz – Healdsburg

Bryan Cleaver – CVEMSA - Secretary

Megan Rosecrans – Coast Life Support

#### Not present:

Dr. Mark Luoto – County EMS Medical Director

#### Others Present:

Nick Barber – REDCOM

Corin Burns – REDCOM Administrative Assistant

Charlotte Jourdain – Strategic Planning Specialist

Mike McCallum – SRFD

Scott Westrope - SRFD

Matt Windrem – Sonoma County Fire

Jeff Schach – Petaluma

Ethan Pawson – Legal Counsel

Ken Reese – REDCOM Communication Manager

Darrell Kopriva – REDCOM

Peter Goyhenetche – AMR

Dan Reese – Bells

Mayra Marquez – ACTTC



**Remote:**

Evonne Stevens – REDCOM Executive Director  
Brenda Bacigalupi – REDCOM Administrative Assistant  
Sean Lacy – Sonoma Valley Fire  
Derek Cole – Bells Attorney  
James Salvante – Costal Valley EMS  
Pam Bell – Bells

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

1. Call to Order Made by Steve Akre @ 2:08pm

2. Approval of the Agenda

Motion to approve Agenda made by Bryan Cleaver and Second Mark Heine – Discussion – No further Comments – Approved unanimously.

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.

Darrell Kopriva – Spoke about the Retirement to bring back for discussion for Calpurs or County retirement.

### **Regular Calendar**

4. Information Item: Executive Director's report Ken Reese - Gave an update for Evonne Stevens who was at the SCPSC meeting and was on remote to hear. Ken discussed call taking. We are still well above our threshold. Expansion is still on target for spring to start. Empower will start on February 3<sup>rd</sup>. Half of the employees opted to cash out, the other half rolled it over. The hiring process is still in process. We have a couple of people that are in the background. Update on Tech Support. We are working with DEM and Chief Schach about tsunami notification. Coming up with a better way of getting tsunami notifications out. We came up with a process and are working on it. We just reup our TANGO TANGO. It is unlimited users now. Chad and I are going to be working on a county wide with people to



have the ability to start using TANGO TANGO. We also now can work remotely with our consoles. We now can use our PC as a radio console now. If we go remote, we have remote phones, remote CAD and now a remote PC for radio. We can communicate with a one stop shop as long as we have internet access.

Steve Akre – Thank you. Any questions? Hearing none.

5. Action Item: Approve AMR fee adjustment - Charlotte Jourdain – Evonne had to attend the SCPSC meeting she is listing online. March of the last FY when you approved our current year budget. There was an adjustment to the AMR fee to reduce the share based on adjusted Call Volume to reflect interfacility transports only. There was an initial adjustment made. This year, as of December 1st AMR is no longer using REDCOM to process its transports business. We are coming to you to adjust the fee again based on the reduced Call Volume. We are composing that the fee essentially for the year will be what the fee has already been paid so that is \$110,556. If your Board approves the next item on the agenda today, the resigned budget, then there would be an additional small fee of \$3044 to pay for those revised fees connected to the cost increases that we are spending this year. The table in the staff report illustrates the reduction in Call Volume from 36% a couple of years ago to less than .2% of the components now. Any questions?

Steve Akre - Thank you. Any questions or comments? Hearing none. Looking for a motion.

Motion to approve Agenda made by Jason Boaz and Second Mark Heine – Discussion – No further Comments – Approved unanimously.

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

Charlotte Jourdain – Brief overview of the budget process. At the December Board meeting we did a preview of this current year's revised budget based on the transition away from AMR and to some extent the transition towards Measure H funding at least in part. Today the recommendation is to adopt the revised budget for the current fiscal year. The numbers have not changed based on what was shown in December, they are the same numbers exactly. If the board approves the recommendation to adopt today that will take care of the current fiscal year. Then we will turn right around in February, and we will do a preview of next fiscal year's budget and then in March bring to your Boards attention for the adoption of the final adopted budget for next fiscal year. That is the process. The agenda for today. As we discussed last time there is a rule in the bylaw that requires that we gather a two-thirds super majority of the member agencies for expenditures above



20%. We will look at the result of the vote. We will review the revised budget just in case there are any other questions. We will review the revised member contributions based on the revised budget. I will go over cash flow considerations as we transition to looking at Measure H funding. The timing of the member contributions and then we will look at fund balance. If your Board desires to do so you can vote to adopt the revised budget today.

There is a presentation slide show and discussion to explain the cost broken down per agencies and discussion of the fund balance. Happy

Steve Akre – Thank you for all of the good work and thank you for the presentation. You answered a lot of Boards and others questions.

Derek Cole Bells Attorney - Mr. Chair and members of the Board. My name is Derek Cole. I am an attorney working with Bells Ambulance. I just wanted to make sure the Board received my comment letter before today.

Steve Akre – I believe we all received it. I do not know how much time we all had to process that. I know in conversation with Legal Counsel. The legal Counsel has not had adequate time to dive into that and provide us with an opinion on that. But yes, we did receive it via e-mail.

Derek Cole - I will just simply say that I completely understand that it was given to you just before the meeting. I know how busy all of you are. I would like to say on behalf of Bells. It is very important that the agency comply with the Health and Safety code 1797.223. We do expect that before we can commit to paying any increased fee. I would also advise that because we are a public agency you are subject to proposition 26. We do expect that your agency, when it comes to financing the portion that you are going to receive from the private providers. We will expect compliance with those laws. With that said, we know that you are in a very difficult position having to deal with issues. We do think it is important that those laws be honored. We will look forward to that analysis from your staff going forward.

Steve Akre - Thank you very much Mr. Cole. I know for all of us on the Board and stewards of other public entities following those laws and rules are very important to us as well as both of those roles as well as our role as the REDCOM Board. Thank you for those comments. If I can, I would like to turn it over to our Legal Counsel for any comments, thoughts on both the letter and the budget process.

Ethan Pawson - I think a couple things. If there are any questions specific about



the letter, I am happy to answer those. I want to acknowledge Mr. Cole's comments. We are a public agency subject to proposition 26. We need to make sure that we have a reasonable relationship connected to the amount of fee that we are charging and the service that we are providing to private entities that are within our assessment pool. REDCOM has the records showing it can support the amount of fees they are charging. We have contracts with our private providers using the JPA model. This fee increases affects everyone in this room in different ways. We are open to payment plans and work with all of our member agencies and private providers to ensure both public and private providers have opportunities to make sure cash flow, and budgets are respected and that accounts for REDCOM too. We are in the process of working with the Sonoma County Fire Chiefs Association to negotiate their terms of what their payment structures are going to look like under the new Measure H revenue model and the saying goes for the public providers. We are open for discussion on that.

Steve Akre - Thank you.

Charlotte Jourdain – For your Boards deliberation since we have received that comment. I just would like to inform you that Bell's share of the overall increase is 3.6%. In case it needs to be reallocated/redistributed that is what it is.

Steve Akre – After receiving that letter no Action will be taken. We will move it to our next meeting for discussion on February 6, 2025, after Legal Consuel has an opportunity to review and advise. All Borad Members in favor of moving.

7. Next Regular meeting will be – February 6, 2025 @ 2pm  
Location: 2796 Ventura Ave Santa Rosa, Sheriff's Building

8. Adjournment- Motion to adjourn. Meeting adjourned made by Scott Westrope, Second Bryan Cleaver all in favor at 2:54 pm



# REDCOM

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

---

## STAFF REPORT

**TO: Board of Directors Meeting**

**DATE: February 6,2025**

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

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

---

**ITEM 5b: APPROVE A RESOLUTION OF BOARD OF DIRECTORS OF REDCOM AMENDING THE CLASSIFICATION PLAN TO ESTABLISH AND ADOPT THE CLASSIFICATION OF ADMINISTRATIVE SERVICES COORDINATOR AND THE RELATED SPECIFICATION AND PAY RANGE**

---

### **RECOMMENDATION**

It is recommended the Board of Directors approve the proposed Resolution amending the REDCOM Classification Plan by establishing the classification of Administrative Services Coordinator and the related specification and pay range.

### **SUMMARY**

From time to time, staff will review classifications in the plan and return to this Board for REDCOM to create new, abolish, or make substantive amendments and improvements to the classification specifications. The work of the Administrative Assistant position has changed since October. The position has been assigned the processing of payroll, administration of benefits, and various recruitment functions which were not contemplated at the time the class plan was approved. These duties are outside of and above the current classification. It is customary when proposing a new classification to make a pay recommendation as well. Staff has conducted a market study using similar classifications in the County of Sonoma and Cities of Petaluma, Santa Rosa, and Healdsburg along with an internal parity review of REDCOM salaries and recommends the following pay range:

Administrative Services Coordinator	76,044.80	79,847.04	83,839.39	88,031.36	92,432.93	Annual
	36.56	38.39	40.31	42.32	44.44	Hourly
	2,924.80	3,071.04	3,224.59	3,385.82	3,555.11	Bi-weekly

## **DISCUSSION**

A job classification should accurately and completely reflect the duties and responsibilities of the position it defines. Periodically, staff review the work of position to determine if they are in alignment with the duties and responsibilities of the related classification. Establishing the classification of Administrative Services Coordinator recognizes the increased role of the current incumbent in the Administrative Assistant position who has been performing work above and outside of her job classification such as processing the Authority's payroll, administering benefits, and coordinating and participating in interviewing and conducting recruitments. These duties were not contemplated when the classification was established and constitute a significant, approximately 30%, of the position's duties.

The new classification has been designed to meet public entity employment requirements and guidelines such as levels of supervision, knowledge and abilities, and minimum qualifications.

A community of interest review was performed, and the position is determined to be in the unrepresented employee unit.

The overtime status of the position was reviewed in light of the Federal Labor Standards Act (FLSA) and consideration was given to salary, the type of work performed, and the decision-making level on matters of significance. The class was determined to be not exempt from the overtime rules of the FLSA.

Staff recommend the Board amend the class plan and establish and approve the REDCOM classification, Administrative Services Coordinator and the related specification and pay range.

## **FISCAL IMPACTS**

There is no fiscal impact related to establishing and adopting a classification and pay range. The cost of adding an allocation for the classification will be addressed in budget hearings and discussions.

## **ATTACHMENTS**

1. RESOLUTION amending the classification plan and establishing and adopting the classifications of Administrative Services Coordinator and the related specification and pay range, included hereto as Attachment 1, Exhibit A



**REDCOM****Job Description****ADMINISTRATIVE SERVICES COORDINATOR**

**Approved Date:** February 6, 2025

**Revised Date:**

**FLSA Status:** Non Exempt

**PURPOSE**

Under general supervision, the Administrative Services Coordinator provides highly responsible, confidential and complex administrative and clerical support to the Executive Director, the REDCOM Board, and to other management and supervisory staff; processes payroll, administers benefits, coordinates and participates in recruitments, liaison to County Finance Department for REDCOM finances, provides information and assistance to the public regarding policies and procedures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Administrative Services Coordinator is an advanced journey-level classification. Positions at this level require considerable knowledge of REDCOM and exercise considerable autonomy and initiative in relieving the Executive Director or other Managers of administrative duties. Incumbents in this class exercise considerable discretion and independent judgment in performing and scheduling work and interpreting established procedures. This class is distinguished from the Administrative Assistant's role in its responsibility for payroll, benefit administration, and the administration and maintenance of other human resource functions.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to and receives general and official supervision from the Executive Director and may receive functional direction and training from other managers or professional staff when assigned to work on intra-departmental or intra-divisional projects.

This position may be assigned supervisory responsibility over functional and technical tasks for programs or projects they administer, and may direct, schedule, provide training to, and review work of assigned support staff.

**TYPICAL JOB DUTIES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

- Follows up on sensitive customer complaints and inquiries, fills requests for information, and participates in administrative duties relating to the assign programs and projects
- Answers telephones, screens calls, and takes messages
- Administers specialized programs and projects
- Provides, coordinates, and arranges for training as needed
- Researches, compiles, analyzes, prepares schedules and charts, and summarizes data for special projects, audits, and other assignments; prepares various comprehensive reports
- Verifies and reviews materials, applications, records, and reports for completeness and conformance with established regulations and procedures
- Prepares payroll; administers benefits; assists with budget preparation; prepares and timely posts public notices, responds to public record act requests, oversees office functions including overseeing and scheduling part-time and volunteer personnel

- Recommends improvements in work flow, procedures, and use of equipment and forms; establishes and maintains a variety of files and records of information pertinent to REDCOM administration
- Participates in a variety of human resources functions including interviewing, posting recruitments, collecting and assessing applications, scheduling testing and interviews, and creating and sending offer letters and agreements.
- Serves as the records manager for REDCOM and maintains various filing and records retention and management systems.
- Handles confidential and sensitive information regarding personnel and controversial matters; maintains supplies and equipment; contacts vendors and orders supplies as necessary
- Maintains calendar of activities, meetings, and various events for REDCOM staff; coordinates travel arrangements
- Attends a variety of meetings; prepares presentation materials for meetings; takes and prepares minutes of official board or committee meetings; disseminates information as appropriate
- Utilizes various computer applications and software packages; enters data, maintains, and generates reports from a database or network system
- Types, creates, proofreads, and edits a wide variety of reports, letters, memoranda, correspondence, and statistical charts.
- Writes letters and correspondence; maintains files on correspondence as needed
- Provides information to REDCOM staff and the public regarding REDCOM procedures and policies
- Other Duties or Special Projects as assigned

## **KNOWLEDGE, SKILLS, and ABILITIES**

### Knowledge of:

Knowledge of office practices and procedures, including proficiency in managing correspondence, filing systems, and the operation of standard office equipment such as multi-line phones, fax machines, and copiers. Knowledge of payroll and basic human resources practices, methods, and systems. Familiarity with creating and maintaining accurate records and reports, as well as an understanding of confidentiality and data privacy protocols. Knowledge of basic computer applications, including word processing, spreadsheet management, and email communication. Knowledge of medical and legal terminology.

### Ability to:

Ability to efficiently organize and prioritize tasks to meet deadlines while managing confidential and time-sensitive materials with discretion. Ability to convey ideas persuasively and communicate orally and in writing effectively with a diverse populous. Ability to write clear and professional correspondence, including letters, memorandums, and reports. Capable of effectively managing communication by answering phones, screening calls, and taking accurate messages. Demonstrates strong attention to detail in maintaining accurate records and preparing meeting minutes. Ability to work independently with minimal supervision, as well as collaboratively within a team, to accomplish goals and support special projects as needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

*Any combination equivalent to experience and education that could likely provide the required knowledge and*

*abilities would be qualifying. A typical way to obtain knowledge and abilities would be:*

Possession of an Associate's degree (or equivalent in experience) and two (2) years of experience in related field preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid California Driver's license or the ability to convey oneself timely to and from multiple geographic locations daily.

### **LANGUAGE SKILLS**

Ability to read and comprehend instructions, correspondence, and memos with accuracy and attention to detail. Proficient in writing clear, concise, and professional letters, memorandums, and reports. Ability to effectively communicate verbally, including answering and screening telephone calls, taking messages, and providing information to staff and external stakeholders. Skilled in preparing meeting minutes and summarizing discussions accurately. Capable of conveying information in a courteous and professional manner, both in writing and speaking, to support effective office communication.

### **MATHEMATICAL SKILLS**

Ability to perform basic arithmetic calculations, such as addition, subtraction, multiplication, and division, with accuracy. Proficient in using spreadsheets and other tools to manage and track expenses, order supplies, and maintain records. Capable of interpreting numerical data to assist in the preparation of reports and maintaining accurate financial records. Strong attention to detail in managing figures and data to ensure precision in daily tasks and special projects.

### **REASONING ABILITY**

Ability to apply logical thinking to solve routine and complex problems related to office operations and administrative tasks. Capable of interpreting and organizing information effectively, making sound decisions based on available data, and prioritizing tasks to meet deadlines. Demonstrates strong analytical skills in evaluating and addressing issues that arise, whether related to correspondence, record-keeping, or office procedures. Ability to anticipate potential challenges and develop proactive solutions to ensure smooth workflow and efficient handling of responsibilities.

### **OTHER QUALIFICATIONS**

Demonstrated proficiency in managing multiple tasks and projects while maintaining high accuracy and attention to detail. Experience in handling confidential information with discretion and integrity. Strong organizational skills and the ability to manage time effectively to meet deadlines. Excellent interpersonal skills, professional demeanor and the ability to interact positively with a wide range of individuals.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and

the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to vibration. The noise level in the work environment is usually moderate.

## PAY RANGE

	STEP A	STEP B	STEP C	STEP D	STEP E	
<b>Administrative Services Coordinator</b>	76,044.80	79,847.04	83,839.39	88,031.36	92,432.93	Annual
	36.56	38.39	40.31	42.32	44.44	Hourly
	2,924.80	3,071.04	3,224.59	3,385.82	3,555.11	Bi-weekly



**Resolution No: 2025-01  
Dated: February 6, 2024**

**A RESOLUTION OF BOARD OF DIRECTORS OF REDCOM AMENDING THE CLASSIFICATION PLAN TO ESTABLISH AND ADOPT THE CLASSIFICATION OF ADMINISTRATIVE SERVICES COORDINATOR AND THE RELATED SPECIFICATION AND PAY RANGE**

**WHEREAS**, the REDCOM Board of Directors has established and adopted a classification plan a uniform set of job classifications and related class specifications for addressing and administering personnel matters, and

**WHEREAS**, from time to time the work of a position changes due to the needs of the organization or changes in services delivery, systems, or processes; and

**WHEREAS**, duties for the Administrative Assistant have changed to include additional duties which are outside of and above the current classification, and

**WHEREAS**, staff has reviewed the duties of the position and needs of the organization and has determined that a new classification is required, and

**WHEREAS**, staff reviewed the communities of interest in REDCOM and has determined that the new classification is most similar to the unrepresented classifications and is not exempt from the overtime rules of the Federal Labor Standards Act, and

**WHEREAS**, the REDCOM Board desires to establish the new classification of Administrative Services Coordinator to prepare for reclassification of the position, and

**WHEREAS**, staff conducted a review of market pay and internal parity for similar positions and recommends establishing pay at the following salary range:

<b>Administrative Services Coordinator</b>	76,044.80	79,847.04	83,839.39	88,031.36	92,432.93	Annual
	36.56	38.39	40.31	42.32	44.44	Hourly
	2,924.80	3,071.04	3,224.59	3,385.82	3,555.11	Bi-weekly

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of REDCOM hereby establishes and approves the new classification and related specification and pay range of Administrative Services Coordinator, attached as Exhibit A

EFFECTIVE DATE: This Resolution shall take effect immediately.

**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 6th day of February 2025, on a roll call vote of the members of said Board:



REDCOM

Chair Akre	Aye_____	No_____	Absent_____
Vice Chair Busch	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

\_\_\_\_\_  
 Evonne Stevens,  
 REDCOM Executive Director

**RESOLUTION NO.** \_\_\_\_\_

(STATE OF CALIFORNIA )

(COUNTY OF \_\_\_\_\_ )

( \_\_\_\_\_ )

I, Evonne Stevens, Executive Director and Clerk of the Redwood Empire Dispatch Communication Authority Board in Santa Rosa, Sonoma County, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. \_\_\_\_\_ adopted by the Governing Board of the Redwood Empire Dispatch Communication Authority, at a special meeting thereof, held on the 6th day of February, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
 Evonne Stevens, Executive Director



## REDCOM

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

### STAFF REPORT

---

**TO: Board of Directors Meeting**

**DATE: February 6, 2025**

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

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

**ITEM 5c: ADOPT A RESOLUTION REVISING THE PUBLIC PAY SCHEDULE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE NON-SUBSTANTATIVE CHANGES TO THE RANGE AND SCHEDULE.**

---

#### **RECOMMENDATION**

Adopt a Resolution revising the REDCOM public pay schedule, effective January 1, 2025 and authorize the Executive Director to make non-substantive changes to the range and schedule.

#### **SUMMARY**

On October 3, 2024, REDCOM revised its public pay schedule to include all ranges approved as of that date. Periodically REDCOM staff review the duties and responsibilities of classification, and the pay range associated with them. A public pay schedule must be approved at a regular meeting of the Board when it includes executive compensation.

#### **DISCUSSION**

This revision of REDCOM's public pay schedule is effective 1/1/2025, however, because it contains the pay of the Executive Director, it is being considered for approval today in the first regular meeting of the year. This revision includes a correction of hours worked for the Communications Supervisors who work a 12-hour schedule and 2,184 hours in a year rather than 2080 hours. This affects the hourly range represented on the schedule. Additionally, this schedule includes a new pay range for Administrative Services Coordinator, a new classification which will allow for assignment of higher-level duties such as payroll, the administration of benefits, records retention, and other administrative services tasks.

#### **FISCAL IMPACTS**

There is no fiscal impact of approving this Resolution establishing the new pay range and

public pay schedule. The fiscal impact will be incurred and addressed when the Board approves a position allocation list for the coming budget.

**ATTACHMENTS**

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



**REDCOM PUBLIC PAY SCHEDULE**

**Effective January 1, 2025  
Revised February 6, 2025**

	Step A	Step B	Step C	Step D	Step E		
<b>Executive Director</b>	128,798.19	135,238.10	141,415.82	148,486.61	155,910.94	Annual	
	61.92	65.02	67.99	71.39	74.96	Hourly	
	4,953.78	5,201.47	5,439.07	5,711.02	5,996.57	Bi-weekly	
<b>Communications Manager</b>	122,707.86	128,843.25	135,285.42	142,049.69	149,152.17	Annual	
	58.99	61.94	65.04	68.29	71.71	Hourly	
	4,719.53	4,955.51	5,203.29	5,463.45	5,736.62	Bi-weekly	
<b>Administrative Services Coordinator</b>	76,044.80	79,847.04	83,839.39	88,031.36	92,432.93	Annual	
	36.56	38.39	40.31	42.32	44.44	Hourly	
	2,924.80	3,071.04	3,224.59	3,385.82	3,555.11	Bi-weekly	
<b>Associate Data Systems Administrator</b>	75,426.76	79,198.10	83,158.00	87,315.90	91,681.70	Annual	
	36.26	38.08	39.98	41.98	44.08	Hourly	
	2,901.03	3,046.08	3,198.38	3,358.30	3,526.22	Bi-weekly	
<b>Administration Assistant</b>	54,041.72	56,743.81	59,581.00	62,560.05	65,688.05	Annual	
	25.98	27.28	28.64	30.08	31.58	Hourly	
	2,078.53	2,182.45	2,291.58	2,406.16	2,526.46	Bi-weekly	
<b>Communications Supervisor</b>	111,905.67	117,500.95	123,376.00	129,544.80	136,022.04	Annual	
	51.24	53.80	56.49	59.32	62.28	Hourly	
	4,304.06	4,519.27	4,745.23	4,982.49	5,231.62	Bi-weekly	
<b>Communications Dispatcher</b>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	Shift Type	< 6 mos.	6 mos. To 1 yr.	1-3 yrs.	3-4 yrs.	5-7 yrs.	7+ yrs.
	Eff. 10/9/2024 TWELVE/42	37.42	38.40	41.46	43.93	46.29	48.93
	Eff. 9/1/2025 Add \$2.00/hr TWELVE/42	39.42	40.40	43.46	45.93	48.29	50.93
Eff. 9/1/2026 ADD \$1.50/hr TWELVE/42	40.92	41.90	44.96	47.43	49.79	52.43	

**INCENTIVES:**

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

Communications Training Officer  
 Communications Relief Supervisor  
 Bilingual Incentive Premium  
 Shift Differential

Add \$1.50/hour for every hour worked  
 Add \$2.00/hour when assigned and acting in the role  
 \$70 per month paid in equal installments each pay period  
 Add \$2.50 per shift for hours worked between 1900-0700



**Resolution No: 2025-02**  
**Dated: February 6, 2025**

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

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

**WHEREAS;** REDCOM has just approved a pay range for the new classification of Administrative Services Coordinator; and,

**WHEREAS;** staff has identified an error in the calculation of hourly wage for Communication Supervisors due to the incorrect scheduled hours used to calculate the hourly rate; and,

**WHEREAS**, the REDCOM Board desires to revise the REDCOM Public Pay Schedule to include the new pay ranges and correct the hours related to the Communication Supervisor 12-hour work schedule as attached hereto and included herein; and,

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of REDCOM hereby adopts the Public Pay Schedule, attached hereto and included herein as Attachment 1, and Authorizes the Executive Director to make non-substantive changes to the employee pay range and pay schedule.

**IN REGULAR SESSION**, the foregoing resolution was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and passed by the REDCOM Board of Directors this 6th day of February 2025, on regular roll call vote of the members of said Board:

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



REDCOM

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

---

Evonne Stevens,  
REDCOM Executive Director

Exhibit A: REDCOM Public Pay Schedule



## REDCOM

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

### STAFF REPORT

---

**TO:** Board of Directors Meeting  
**DATE:** February 6, 2025  
**PREPARED BY:** Deborah Muchmore,  
Human Resources Advisor (MTC)

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

**ITEM 5d: APPROVE A RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA, FOR A CERTIFICATE OF CONSENT TO SELF-INSURE WORKERS' COMPENSATION LIABILITIES.**

---

#### **RECOMMENDATION**

Approve a Resolution to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.

#### **BACKGROUND**

On August 29<sup>th</sup>, 2024, the REDCOM Board awarded the Workers' Compensation contract to the California Intergovernmental Risk Authority (CIRA) at a deductible of \$25,000 and a premium level of \$121,591. On September 5, 2024, the REDCOM Board approved Resolutions requesting membership in the California Intergovernmental Risk Authority and authorized the Executive Director to sign the CIRA Joint Powers Authority Agreement. On September 26, 2024, the CIRA Executive Committee approved temporary Workers' Compensation coverage for REDCOM and on December 12, 2024, the CIRA Board ratified approval for REDCOM to join CIRA as a member retroactive to October 9, 2024. Today marks the final step in the process of establishing workers compensation insurance through CIRA.

#### **DISCUSSION**

CIRA provides a risk pool that allows members to combine resources to self-insure for Workers' Compensation losses. To remain a member in a self-insurance pool, the State of California requires a public entity to apply through the Director of the Department of Industrial Relations for a *Certificate of Consent to Self-Insure Workers' Compensation Liabilities* (Certificate). A Resolution Authorizing application to the Director of Industrial Relations is required as part of the Application.

The REDCOM Board has already authorized the Executive Director to complete the application.

Approval of the attached Resolution will complete and accompany REDCOM's application for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.

### **FISCAL IMPACTS**

There is no fiscal impact of approving this Resolution.

### **ATTACHMENTS**

Attachment 1: Resolution to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.

Attachment 2: Application for Certificate of Consent to Self-Insure as a Public Agency Employer Self-Insurer

State of California  
Department of Industrial Relations  
Office of Self-Insurance Plans  
11050 Olson Drive, Suite 230  
Rancho Cordova, Ca. 95670  
Phone (916) 464-7000  
Fax (916) 464-7007



State of California  
Department of Industrial Relations  
**OFFICE OF SELF-INSURANCE PLANS**

**APPLICATION FOR CERTIFICATE OF CONSENT  
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER**  
All questions must be answered. If not applicable, enter "N/A".

**To the Director of the Department of Industrial Relations:** The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

**LEGAL NAME OF APPLICANT** (Show exactly as on Charter or other official documents):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID # of Group: \_\_\_\_\_

**CONTACT** - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF PUBLIC ENTITY (Check one):**

City and/or County      School District      Police and/or Fire District      Hospital District

Joint Powers Authority      Other (describe): \_\_\_\_\_

**TYPE OF APPLICATION (Check one):**

New Application      Reapplication (Merger/Unification)      Reapplication (Name Change)

Other (describe): \_\_\_\_\_

Date Self-Insurance Program will begin: \_\_\_\_\_

---

**CURRENT WORKERS' COMPENSATION PROGRAM**

---

Currently Insured with State Fund Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Currently Self Insured, Certificate # \_\_\_\_\_

Other (describe): \_\_\_\_\_

---

**CLAIMS ADMINISTRATION**

---

Who will be administering your agency's workers' compensation claims? (Check one)

JPA will administer

Third Party Administrator, TPA Certificate # \_\_\_\_\_

Public entity will self-administer

Insurance Carrier will administer

Name of Third Party Administrator:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

# of claims reporting locations to be used to handle Agency's claims: \_\_\_\_\_

Does applicant currently have a California Certificate of Consent to Self-Insure?    Yes    No

If yes, what is the current Certificate Number: \_\_\_\_\_

Total Number of Affiliate's California employees to be covered by Group: \_\_\_\_\_

---

**AGENCY EMPLOYER**

---

Current # of Agency Employees: \_\_\_\_\_ # of Public Safety Employees (police//fire): \_\_\_\_\_

If school District, # of certificated employees: \_\_\_\_\_

Will all Agency employees be covered by this self-insurance plan?    Yes    No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

---

---

**JOINT POWERS AUTHORITY**

---

Will applicant be a member of a JPA for workers' compensation ?

Yes      No (If 'yes', complete the following)

Effective date of JPA Membership: \_\_\_\_\_ JPA Certificate # \_\_\_\_\_

Name of JPA: \_\_\_\_\_

---

**AGENCY SAFETY PROGRAM**

---

Does the Agency have a written Injury and Illness Prevention Program (IIPP)?      Yes      No

Individual responsible for Agency workplace safety and IIPP program:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

---

**SUPPLEMENTAL COVERAGE**

---

**1.)** Will your program be supplemented by any insurance or pooled coverage under a **STANDARD** workers' compensation insurance policy?      Yes      No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

**2.)** Will your program be supplemented by any insurance or pooled coverage under a **SPECIFIC EXCESS** workers' compensation insurance policy?      Yes      No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

Retention Limits: \_\_\_\_\_

**3.)** Will your program be supplemented by any insurance or pooled coverage under an **AGGREGATE EXCESS** (stop loss) specific excess workers' compensation insurance policy?      Yes      No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

Retention Limits: \_\_\_\_\_



---

RESOLUTION FROM GOVERNING BOARD

---

Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

---

CERTIFICATION

---

**The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.**

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED: Authorized Official / Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

RESOLUTION NO.: \_\_\_\_\_ DATED: \_\_\_\_\_

**A RESOLUTION AUTHORIZING APPLICATION  
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA  
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE  
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the \_\_\_\_\_  
(Enter Name of the Board)

of the \_\_\_\_\_  
(Enter Name of Public Agency, District, Etc.)

a \_\_\_\_\_ organized and existing under the  
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

the following resolution was adopted:

**RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.**

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED: Board Secretary or Chair

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

**Affix Seal Here**



**Resolution No: 2025-04  
Dated: February 6, 2025**

**A RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF-INSURE WORKERS' COMPENSATION LIABILITIES**

**WHEREAS**, at a meeting of the Board of Directors of the Redwood Empire Dispatch Communications Authority (REDCOM), a Joint Powers Authority organized and existing under the laws of the State of California, held on the 6<sup>th</sup> day of February 2025, the following resolution was adopted.

**NOW, THEREFORE, BE IT RESOLVED**, That the Board of Directors of REDCOM is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of REDCOM are authorized to execute any and all documents required for such application.

EFFECTIVE DATE: This Resolution shall take effect immediately.

**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 6th day of February 2025, on regular roll call vote of the members of said Board:

Chair Akre	Aye_____	No_____	Absent_____
Vice Chair Busch	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,



REDCOM

affixed the agency seal, 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

### STAFF REPORT

---

**TO:** Board of Directors  
**MEETING DATE:** January 16, 2025  
**PREPARED BY:** Charlotte Jourdain, Strategic Planning Specialist  
**ITEM 9:** 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 down to 12.5% of revised budgeted expenditures in FY 2024-25, for a projected total remaining reserves of \$999,628, and direct staff to return to the Board after the close of the fiscal year to address the need for undesignated reserve contribution.

#### **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 15 votes in support, 1 vote in opposition, and 5 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-recipient 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 the April payment to be moved to June 15, 2025 (43%) of the revised member assessments' remaining balance for FY 24-25.

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

Staff recommends that the payment timing and percentages for the non-Measure H recipient agencies be aligned with the Measure-H recipient 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 for FY 24-25.

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, from \$1,055,527 per the Adopted Budget, to \$1,353,945 projected per

the Revised Budget. 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, previously approved use of reserves and associated cash flow would require the use of fund balance down to 12.5% of revised budgeted expenditures, or a projected fund balance of \$999,268.

Staff will return to your Board after the close of FY 2024-25 to propose a plan for rebuilding fund balance, consistent with the Reserve Policy.

### **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

# FY 24-25 REVISED BUDGET

Update 1/31/2025 14:35

REDCOM Budget 78401-66060100	Actual	Adopted	AMR Contract change and other realignments	Additional Budget	Revised Budget	% of FY 23-24 Budget	% of FY 24-25 Approved Budget
	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 24-25	\$ 5,605,190	\$ 6,772,573
<b>Revenues</b>							
42627 Cities & Districts	\$ 3,894,168	\$ 5,549,108	\$ (3,511,601)	\$ 19,152	\$ 2,056,659		-62.9%
42610 Measure H			1,443,786	1,068,777	2,512,563		
44002 Interest on Pooled Cash	122,479	-			-		
45310 Private Ambulance Providers	1,249,698	430,984	1,802,728	567,469	2,801,181		550.0%
45507 Tablet Command	212,695	4,042	261,045		265,087		6459.0%
45510 Aircards (Bells and AMR)			4,042		4,042		
46040 Miscellaneous Revenue	(161,884)	24,850			24,850		
46021 SHSGP Grant	75,606	75,000	(75,000)		-		-100.0%
<b>Total Revenues</b>	<b>5,392,762</b>	<b>6,083,984</b>	<b>(75,000)</b>	<b>1,655,398</b>	<b>7,664,382</b>		<b>26.0%</b>
<b>Expenditures</b>							
19831 Acq-CIP-Bldg & Impr (Expansion)	201,530	788,589			788,589		
19840 Acq-WIP Equipment (Zetron)	11,851	73,931			73,931		
19840 Acq-WIP Equipment (Coast Blue - Radio Equipment)	226,222	32,500		100,000	132,500	1.8%	307.7%
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	17,899	19,500			19,500		
51061 Maintenance (Van)	-	2,500			2,500		
51061 Maintenance - Equipment (Zetron)	-	36,069			36,069		
51071 Maintenance - Bldg & Improve	-	-			-		
51201 Admin Services				130,600	130,600	2.3%	
51206 Annual Audit	10,655	13,655			13,655		
51207 Fiscal Accounting Services	67,510	41,100		29,900	71,000	0.5%	72.7%
51209 SCPSC Operations	620,564	601,651			601,651		
51211 Legal Counsel	30,192	6,000		194,000	200,000	3.5%	3233.3%
51212 Outside Legal Counsel	-	-		50,000	50,000	0.9%	
51225 Travel and Training	-	-		35,000	35,000	0.6%	
51226 Consulting Services	92,752	36,815		360,000	396,815	6.4%	977.9%
51235 AMR Dispatch Contract	3,726,093	4,477,476	(3,331,644)	95,171	1,241,002	1.7%	-72.3%
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	6,674	7,830		18,000	25,830	0.3%	229.9%
51902 Radio Services	31,623	-			-		
51905 ISD- Improvement Projects	-	-			-		
51916 County Services	585	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%	12000.0%
52141 Computer Equipment	-	4,500		10,000	14,500	0.2%	222.2%
52142 SCPSC Shared Replacement Fund	135,433	86,680			86,680	0.0%	
52142 Technology Fund Placeholder	-	50,000			50,000		
52143 Software	240,941	394,937	(364,887)	58,000	88,050	1.0%	-77.7%
52144 Equipment Tablet Command			364,887		364,887		
53402 Depreciation	131,588	175,000			175,000		
<b>Total Expenditures</b>	<b>5,746,090</b>	<b>6,997,573</b>	<b>-</b>	<b>1,755,399</b>	<b>8,752,971</b>	<b>31%</b>	<b>25%</b>
<b>* Funded by member contributions</b>	<b>5,614,502</b>	<b>6,772,573</b>	<b>-</b>	<b>1,755,399</b>	<b>8,527,971</b>		<b>0</b>
<b>Net Cost</b> (revenue less funded by member contribution)	<b>(221,740)</b>	<b>(688,589)</b>	<b>(75,000)</b>	<b>(100,000)</b>	<b>(863,589)</b>	<b>2%</b>	<b>25%</b>
<b>Fund Balance Summary</b>							
	FY 23-24	FY 24-25			FY 24-25		
Beginning Fund Balance Available for Budgeting	2,206,839	1,912,857			1,912,857		
Plus Revenues	\$ 5,392,762	6,083,984			7,664,382		
Less Expenditures	\$ (5,746,090)	(6,997,573)			(8,752,971)		
Budget Adjustments	\$ -	(100,000)	Coast Blue				
Adjustments (remove depreciation expense)	59,346	175,000			175,000		
<b>Ending Fund Balance Available for Budgeting</b>	<b>1,912,857</b>	<b>1,074,268</b>			<b>999,268</b>	<b>12.5%</b>	
17% Fund Balance requirement		\$ 1,055,527			\$ 1,353,945		
<b>Excess Fund Balance over minimum balance</b>		<b>\$ 18,741</b>			<b>\$ (354,677)</b>		



# FY 24-25 REVISED BUDGET

	Actual	Adopted
<b>REDCOM MDC Budget 78402-66060200</b>	FY 23-24	FY 24-25
44002 Interest on Pooled cash	-	-
47101 CAD Central Dispatch Contribution	-	7,654
45301 REDCOM Tablet Replacement Fund Agency Specific	55,506	31,850
46210 Refund of MDC Replacement from SCPSC		424,000
<b>Total Revenues</b>	<b>55,506</b>	<b>463,504</b>
52141 REDCOM CAD Replacement Fund Central Site	7,681	7,654
52142 REDCOM Tablet Replacement Fund Agency Specific	47,825	31,850
52143 Software Expense Audit Adj		
53501 Contributions to Others		172,000
52142 Tablet Replacement from MDC Funds		252,000
<b>Total Expenditures</b>	<b>55,506</b>	<b>463,504</b>

Fund Balance Summary	FY 23-24	FY 24-25
<b>Beginning Fund Balance Available for Budgeting</b>	907,364	907,364
<b>Plus Revenues</b>	\$ 55,506	463,504
<b>Less Expenditures</b>	\$ (55,506)	(463,504)
<b>Adjustments</b>		
<b>Ending Fund Balance Available for Budgeting</b>	<b>907,364</b>	<b>907,364</b>

FTE allocation by classification	Contracted FTEs until Oct 8, 2024	Previously approved FTEs starting October 9, 2024 and included in this FY 24-25 Revised Budget
Executive Director	1.0 FTE	1.0 FTE
Administrative Assistant	1.5 FTE	1.5 FTE
Communications Manager	1.0 FTE	1.0 FTE
Operations Manager	unbudgeted	unbudgeted
Associate Data Sys Admin	1.0 FTE	1.0 FTE
Communications Supervisor	4.0 FTE	4.0 FTE
Communications Dispatcher	22.5 FTE	22.5 FTE
<b>Total</b>	<b>31.0 FTE</b>	<b>31.0 FTE</b>

## FY 24-25 REVISED 3rd and 4th ASSESSMENTS

REDCOM memmber 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
<b>Measure H eligible Cities and Districts</b>						<b>Due March 15th</b>	<b>Due June 15th</b>
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
<b>Total Measure H eligible Cities and Districts</b>	<b>3,609,464</b>	<b>2,165,678</b>	<b>1,443,786</b>	<b>1,068,777</b>	<b>2,512,563</b>	<b>1,430,919</b>	<b>1,081,644</b>
<b>Non Measure H eligible</b>						<b>Due March 15th</b>	<b>Due June 15th</b>
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
<b>Total None Measure H eligible Cities/Districts</b>	<b>66,711</b>	<b>40,027</b>	<b>26,684</b>	<b>19,152</b>	<b>45,837</b>	<b>28,648</b>	<b>17,189</b>
<b>Private Providers</b>						<b>Due Feb 15th</b>	<b>Due April 15th</b>
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
<b>Total Private Providers</b>	<b>2,311,379</b>	<b>1,366,716</b>	<b>944,663</b>	<b>567,469</b>	<b>1,512,132</b>	<b>945,083</b>	<b>567,050</b>
<b>Total All Agencies:</b>	<b>\$ 5,987,554</b>	<b>\$ 3,572,421</b>	<b>\$ 2,415,133</b>	<b>\$ 1,655,399</b>	<b>\$ 4,070,532</b>	<b>\$ 2,404,650</b>	<b>\$ 1,665,882</b>

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



REDCOM

**Resolution No: 2025-01**  
**Dated: February 6, 2025**

**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 the two-thirds threshold of Section 7 of the REDCOM Bylaws; and,

**WHEREAS**, the Revised FY 2024-25 Budget projects a fiscal year-end reserve fund balance of \$999,268, or 12.5% of total revised expenditures, which is lower than the Board's Reserve Policy of 17%; and,

**WHEREAS**, given the on-going transition from AMR and towards Measure H funding,



REDCOM

the Board desires to wait until the close of the FY 2024-25 to examine fund balance and the implement a plan to rebuild its reserves;

**NOW, THEREFORE, BE IT RESOLVED:**

The REDCOM Board of Directors approves the FY 2024-25 Revised Budget, attached hereto as Attachment 1.

**BE IT FURTHER RESOLVED:**

Pursuant to Section 11(d) of the REDCOM JPA, REDCOM Board of Directors establishes the JPA member assessment schedule for the remainder of Fiscal Year 2024-25 as March 15, 2025 and June 15, 2025, and as further described in Attachment 2.

The REDCOM Board of Directors establishes the private provider assessment schedule for the remainder of Fiscal Year 2024-25 as February 15, 2025 and April 15, 2025, and as further described in Attachment 2.

**BE IT FURTHER RESOLVED:**

The REDCOM Board of Directors authorizes the use of reserve fund balance consistent with the approved Revised Budget for FY 2024-25, projecting a fiscal year-end reserve fund balance of \$999,268, or 12.5% of total revised expenditures.

**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 6<sup>th</sup> Day of February 2025, on regular roll call vote of the members of said Board:

Chair Akre	Aye_____	No_____	Absent_____
Vice Chair Busch	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_____



REDCOM

**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

**FY 25-26 BUDGET**

**REDCOM Budget  
78401-66060100**

	Actual	Revised Budget		Revised Budget Less One Time Cost	Proposed Budget Using general inflator	Change Budgeted	% Change
			Less One-Time Cost	One Time Cost			
	FY 23-24	FY 24-25	FY 24-25	FY 24-25	FY 25-26	FY 24-25 Revised to FY 25-26	FY 24-25 Revised to FY 25-26
<b>Revenues</b>							
42627 Non Measure H Eligible Member Agencies	\$ 20,660	\$ 83,022	\$ 6,775	\$ 76,247	\$ 85,088	\$ 2,066	2.5%
42610 Measure H		2,512,563	378,835	2,133,728	4,582,175	2,069,612	82.4%
42627 Measure H Eligible Member Agencies	3,163,331	1,973,654		1,973,654	-	(1,973,654)	
45301 EOA1 Providers (SCFD_EMS)	710,177	2,395,168	210,431	2,184,737	2,437,995	42,827	1.8%
45301 EOA2 Providers (Bells)	171,554	246,513	21,416	225,097	252,728	6,215	2.5%
45310 Private Ambulance Providers	1,078,144	159,485	5,892	153,593	75,937	(83,548)	-52.4%
45507 Tablet Command Software Licenses - Members	177,906	265,087		265,087	343,668	78,582	29.6%
46040 Tablet Command Software Licenses - Non Members	(161,884)	24,850		24,850	32,217	7,367	29.6%
45510 Air cards - Members	34,789	4,042		4,042	2,042	(2,000)	-49.5%
44002 Interest on Pooled Cash	122,479						
42461 SHSGP Grant	75,606						
<b>Total Revenues</b>	<b>\$ 5,392,762</b>	<b>\$ 7,664,383</b>	<b>\$ 623,349</b>	<b>\$ 7,041,034</b>	<b>\$ 7,811,851</b>	<b>\$ 147,468</b>	<b>1.9%</b>
<b>Expenses</b>							
<b>Direct Expenses (supported by only some agencies/providers)</b>							
50000 Salaries & Employee Benefits - Fire Season Dispatcher		\$ 105,849		\$ 105,849	\$ 109,194	\$ 3,345	3.2%
51025 Telecommunication Wireless Svc (Aircards)		36,492		36,492	2,042	(34,450)	-94.4%
52143 Tablet Command Software Licenses		364,887		364,887	375,885	10,998	3.0%
<b>Subtotal Direct Expenses:</b>		<b>\$ 507,228</b>		<b>\$ 507,228</b>	<b>\$ 487,121</b>		
<b>Expansion Project and other expense not allocated to members</b>						<b>0</b>	
19831 Acq-CIP-Bldg & Impr (Expansion Project)	\$ 201,530	\$ 788,589		\$ 788,589	\$ 61,700	\$ (726,889)	-92.2%
19840 Acq-WIP Furniture (Expansion Project)					3,000	3,000	
<b>Subtotal Expansion Project:</b>	<b>\$ 201,530</b>	<b>\$ 788,589</b>		<b>\$ 788,589</b>	<b>\$ 64,700</b>		
52142 Contingency budgets		50,000		50,000	30,000	(20,000)	-40.0%
<b>Expenses supported by all</b>						<b>0</b>	
19840 Acq-WIP Equipment (Zetron Agreement)	\$ 11,851	\$ 73,931		\$ 73,931		\$ (73,931)	
19840 Acq-WIP Equipment (other purchases)							
19840 Acq-WIP Equipment (Coast Blue - Radio Equipment)	226,222	132,500	100,000	32,500		(132,500)	
50000 Salaries & Employee Benefits (excluding Fire Season Dispatcher recorded above)		3,930,000	15,000	3,915,000	5,568,476	1,638,476	41.7%
51041 Insurance	17,899	19,500		19,500	20,085	585	3.0%
51061 Maintenance (Van)		2,500		2,500	2,575	75	3.0%
51061 Maintenance - Equipment (Livewall)					10,000	10,000	
51061 Maintenance - Equipment (Zetron Agreement)		36,069		36,069	36,070	1	
51201 Administration Services		130,600	1,000	129,600	17,000	(113,600)	-87.0%
51206 Annual Audit	10,655	13,655		13,655	15,633	1,978	14.5%
51207 Client Accounting Services	67,510	71,000	3,500	67,500	77,000	6,000	8.5%
51209 SCPSC Operations	620,564	601,651		601,651	582,024	(19,627)	-3.3%
51211 County Counsel - Legal Advice	30,192	200,000	164,000	36,000	60,000	(140,000)	-70.0%
51212 Outside Counsel - Legal Advice		50,000	30,000	20,000	40,000	(10,000)	-20.0%
51225 Training Services		35,000		35,000	40,000	5,000	14.3%
51226 Consulting Services	92,752	396,815	310,000	86,815	185,000	(211,815)	-53.4%
51235 AMR Dispatch Contract	3,920,071	1,241,002	95,171	1,145,831	-	(1,241,002)	
51237 Process Services		8,332		8,332	4,400	(3,932)	-47.2%
51242 Bank Charges		540		540	800	260	48.1%
51249 Other Professional Services		5,000		5,000	-	(5,000)	
51401 Rents and Leases - Equipment					2,500	2,500	
51901 Telecommunication Data Lines		25,830		25,830	11,200	(14,630)	-56.6%
51902 Radio Services	31,623				32,572	32,572	3.0%
51905 ISD- Improvement Projects (expansion project)					3,400	3,400	
51916 County Services	585	1,000		1,000	1,030	30	3.0%
52021 Clothing, Uniforms, Personal		7,500		7,500	7,000	(500)	-6.7%
52111 General office expenses for JPA		60,500		60,500	75,000	14,500	24.0%
52141 Minor Equipment/Small Tools		14,500	4,680	9,820	9,500	(5,000)	-34.5%
52142 Computer Equipment/Accessories					15,000	15,000	100.0%
52142 Computer Equipment/Accessories (SCPSC Shared Replacement)	135,433	86,680		86,680	98,084	11,404	13.2%
52143 Computer Software\ Licensing	240,941	88,050		88,050	210,000	121,950	138.5%
52181 Business Meals/Supplies							
52190 Utilities Expense					15,450	15,450	
59002 Advances					84,930	84,930	
59003 Advances clearing							
<b>Subtotal Expenses - Shared by all:</b>	<b>\$ 5,412,972</b>	<b>\$ 7,232,155</b>	<b>\$ 723,351</b>	<b>\$ 6,508,804</b>	<b>\$ 7,224,729</b>		
<b>Expenses for budget reporting only- not supported by agencies / providers:</b>							
401+53402 Depreciation and Amortization	\$ 131,588	\$ 175,000		\$ 175,000	\$ 175,000		0.0%
<b>Total Expenses</b>	<b>\$ 5,746,090</b>	<b>\$ 8,752,972</b>	<b>\$ 723,351</b>	<b>\$ 8,029,621</b>	<b>\$ 7,981,550</b>	<b>\$ (771,422)</b>	<b>-63.3%</b>
<b>* Expenses funded by member contributions</b>	<b>\$ 5,614,502</b>	<b>\$ 8,577,972</b>	<b>\$ 723,351</b>	<b>\$ 7,854,621</b>	<b>\$ 7,806,550</b>	<b>\$ (893,372)</b>	<b>-73.3%</b>
<b>Net Cost (Revenue - Expenses)</b>	<b>\$ (221,739)</b>	<b>\$ (913,589)</b>	<b>\$ (100,002)</b>	<b>\$ (813,587)</b>	<b>\$ 5,301</b>		<i>Net cost equals \$100K anticipated</i>

Fund Balance Summary	FY 23-24	Revised Budget			FY 25-26
Beginning Fund Balance Available for Budgeting	\$ 2,206,838	\$ 1,912,857			\$ 999,268
Plus Revenues	\$ 5,392,762	\$ 7,664,383			7,811,851
Less Expenses	\$ (5,746,090)	\$ (8,752,972)			(7,981,550)
Budget Adjustments					
Adjustments	\$ 59,346	175,000			175,000
<b>Ending Fund Balance Available for Budgeting</b>	<b>\$ 1,912,857</b>	<b>\$ 999,268</b>			<b>\$ 1,004,570</b>
17% Fund Balance requirement	\$ 976,835	\$ 1,353,945			\$ 1,346,374
<b>Excess Fund Balance over minimum balance</b>	<b>\$ 936,022</b>	<b>\$ (354,677)</b>			<b>\$ (341,805)</b>
Reserve as a % of budgeted operating expense (Policy = 17%)		12.5%			12.7%

### FY 25-26 BUDGET

REDCOM MDC Budget 78402-66060200	FY 23-24	FY 24-25			FY 25-26	FY 24-25 Revised to FY 25-26	FY 24-25 Revised to FY 25-26
44002 Interest on Pooled cash	13,587				-	-	N/A
47101 CAD Central Dispatch Contribution	-	7,654			-	(7,654)	-100.0%
45301 REDCOM Tablet Replacement Fund Agency Specific	50,975	31,850			31,850	-	0.0%
46200 PY Revenue - Miscellaneous	(77,665)						
46210 Refund of MDC Replacement from SCPSC		424,000			-		
<b>Total Revenues</b>	<b>\$ (13,104)</b>	<b>463,504</b>			<b>31,850</b>	<b>(7,654)</b>	
52141 REDCOM CAD Replacement Fund Central Site	-	7,654			-	(7,654)	-100.0%
52142 REDCOM Tablet Replacement Fund Agency Specific	3,614				31,850	31,850	N/A
52143 Software Expense Audit Adj	-						
53501 Contributions to Others		172,000			-		
52142 Tablet Replacement from MDC Funds		296,797			258,000		
<b>Total Expenses</b>	<b>3,614</b>	<b>476,451</b>			<b>289,850</b>	<b>24,196</b>	

Fund Balance Summary	FY 23-24	FY 24-25			FY 25-26
Beginning Fund Balance Available for Budgeting	\$ 907,364	\$ 890,646			\$ 877,699
Plus Revenues	\$ 64,562	\$ 463,504			31,850
Less Expenses	\$ (81,279)	\$ (476,451)			(289,850)
Adjustments					
<b>Ending Fund Balance Available for Budgeting</b>	<b>\$ 890,646</b>	<b>877,699</b>			<b>619,699</b>

FTE allocation by classification	Included in FY 24-25 Revised Budget	Included in FY 25-26 Budget, effective July 1st, 2025
Executive Director	1.0 FTE	1.0 FTE
Administrative Assistant	1.5 FTE	/
Admin Services Coordinator	/	1.0 FTE
Communications Manager	1.0 FTE	1.0 FTE
Operations Manager	unbudgeted	unbudgeted
Associate Data Sys Admin	1.0 FTE	1.0 FTE
Communications Supervisor	4.0 FTE	4.0 FTE
Communications Dispatcher	22.5 FTE	22.5 FTE
<b>Total</b>	<b>31.0 FTE</b>	<b>30.5 FTE</b>

**Proposed Budget FY 2025-26**

		\$ 7,224,729			\$ 109,193.83			100,000.00			Direct Charges				
Calendar Year	5-yr Average	% of Total Calls	2025-26 Call Budget Contribution	Base Fee Contribution	Total Fee contribution of Shared Expense	Fire Season Dispatcher	Expansion Project contribution	2025-26 Subtotal	2025-26 Tablet Command Costs	2025-26 Use of MDC RF funds	2025-26 Device Replacement	2025-26 Aircards Charge	Total 2025-26 Device Charges	Total Charges	
						Allocated based on % of calls		Account 42610	Account 45007	Fund 78402 Account 45301					
<b>Measure H Eligible Member Agencies</b>															
Cazadero CSD	147	0.14%	\$ 8,999	\$ 3,881	\$ 12,881	64,637	0.23%	\$ 139	\$ 13,269	\$ 2,517.66	-	-	\$ 2,517.66	\$ 15,786.28	
City of Healdsburg	1,915	1.81%	117,077.74	19,403.95	136,482	2,966	2.96%	3,235.07	1,807.59	141,524.66	7,582.87	-	7,582.87	149,107.53	
City of Petaluma	7,920	7.48%	484,194.41	38,807.91	523,002	12,256	12.25%	13,379.19	7,475.57	543,856.76	22,462.23	5,600.00	28,062.23	571,918.99	
City of Santa Rosa	27,950	26.38%	1,708,797.01	226,380.67	1,935,178	43,246	43.24%	47,217.23	26,382.45	2,008,777.68	38,339.79	-	38,339.79	2,047,117.47	
City of Sebastopol	1,217	1.15%	74,391.75	12,935.97	87,328	1,888	1.88%	2,055.58	1,148.55	90,532.13	6,242.66	-	6,242.66	96,774.79	
City of Sonoma - Kenwood	3,533	3.34%	216,009.96	25,871.94	241,882	5,476	5.47%	5,968.76	3,335.02	251,185.78	-	-	-	251,185.78	
Graton FPD	801	0.76%	48,946.44	5,174.63	54,121	1,244	1.24%	1,352.48	755.69	56,229.17	7,491.19	-	7,491.19	63,720.36	
Monte Rio FPD	745	0.70%	45,547.22	5,174.63	50,722	1,156	1.15%	1,258.55	703.21	52,683.77	2,450.00	-	11,045.50	63,729.26	
North Bay Fire -Gold Ridge FPD/CSA40	2,640	2.49%	161,414.44	25,871.94	187,286	4,086	4.08%	4,460.18	2,492.11	194,238.29	31,027.85	-	31,027.85	225,266.14	
North Sonoma Coast FPD	368	0.35%	22,486.26	3,881.28	26,368	576	0.57%	621.34	347.17	27,336.51	-	-	-	27,336.51	
Northern Sonoma County (Geyserville)	674	0.64%	41,218.70	5,174.63	46,393	1,044	1.04%	1,138.95	636.38	48,168.33	6,139.64	1,750.00	7,889.64	56,057.97	
Occidental CSD	387	0.36%	23,635.64	3,881.28	27,517	606	0.60%	653.10	364.92	28,535.01	9,823.43	2,800.00	12,623.43	41,158.44	
Rancho Adobe FPD	2,713	2.56%	165,877.46	25,871.94	191,749	4,206	4.20%	4,583.50	2,561.01	198,893.52	21,948.19	6,300.00	28,248.19	227,141.70	
Schell-Vista FPD	693	0.65%	42,392.54	5,174.63	47,567	1,076	1.07%	1,171.38	654.51	49,392.89	14,745.44	4,200.00	18,945.44	68,338.33	
Sonoma County Fire District	10,759	10.16%	657,750.70	38,807.91	696,559	16,646	16.64%	18,174.87	10,155.14	724,889.01	36,857.42	-	36,857.42	761,746.43	
Sonoma Valley Fire	1,819	1.72%	111,208.57	19,403.95	130,613	2,816	2.81%	3,072.90	1,716.97	135,402.87	30,739.41	8,750.00	39,489.41	174,892.28	
Timber Cove FPD	210	0.20%	12,826.58	3,881.28	16,708	366	0.32%	354.42	198.03	17,260.45	-	-	-	17,260.45	
<b>Total Measure H eligible Cities and Districts</b>	<b>64,491</b>	<b>60.87%</b>	<b>\$ 3,942,774.81</b>	<b>\$ 469,579.81</b>	<b>\$ 4,412,356</b>	<b>\$ 1</b>	<b>\$ 108,946</b>	<b>\$ 60,873</b>	<b>\$ 4,582,175</b>	<b>\$ 244,513</b>	<b>-</b>	<b>31,850.00</b>	<b>276,363.27</b>	<b>\$ 4,858,538.71</b>	
<b>Non Measure H Member Agencies</b>															
Coast Life Support	892	0.84%	54,522.16	5,174.63	59,697	-	-	841.78	60,538.78	-	-	-	-	60,538.78	
Dry Creek Rancheria	147	0.14%	8,962.71	3,881.28	12,844	0.23%	247.66	138.38	13,230.03	3,683.78	-	-	3,683.78	16,913.82	
Sheriff Helicopter	120	0.11%	7,324.24	3,881.28	11,206	-	-	113.08	11,319.08	-	-	-	-	11,319.08	
<b>Total Non Measure H eligible Cities/Districts</b>	<b>1,158</b>	<b>1.09%</b>	<b>70,809</b>	<b>12,937.19</b>	<b>\$ 83,747</b>	<b>\$ 0</b>	<b>\$ 248</b>	<b>\$ 1,093</b>	<b>\$ 85,088</b>	<b>\$ 3,684</b>	<b>-</b>	<b>-</b>	<b>3,683.78</b>	<b>\$ 88,771.68</b>	
<b>EOA Providers</b>															
SCFD-EMS (EOA1)	35,625	33.63%	2,177,988.35	226,380.67	2,404,369	-	-	33,626.39	2,437,995.39	94,171.38	-	-	94,171.38	2,532,166.77	
Bells (EOA2)	3,654	3.45%	223,407.56	25,871.94	249,279	-	-	3,449.23	252,728.23	1,258.83	-	1,021.20	2,280.03	255,008.27	
<b>Total EOA Providers</b>	<b>39,279</b>	<b>37.08%</b>	<b>2,401,395.91</b>	<b>252,252.61</b>	<b>\$ 2,653,648</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,076</b>	<b>\$ 2,690,724</b>	<b>\$ 95,430</b>	<b>-</b>	<b>1,021.20</b>	<b>96,451.41</b>	<b>\$ 2,787,175.03</b>	
<b>Private Providers</b>															
Life West	713	0.67%	43,590.82	5,174.63	48,765	-	-	673.01	49,438.01	-	-	-	-	49,438.01	
REACH	109	0.10%	6,651.73	3,881.28	10,533	-	-	102.70	10,635.70	-	-	-	-	10,635.70	
AMR	193	0.18%	11,799.48	3,881.28	15,681	-	-	182.17	15,863.17	41.21	-	1,021.20	1,062.41	16,925.58	
<b>Total Private Providers</b>	<b>1,015</b>	<b>0.96%</b>	<b>62,042.03</b>	<b>12,937.19</b>	<b>\$ 74,979</b>	<b>\$ -</b>	<b>\$ 958</b>	<b>\$ 75,937</b>	<b>\$ 41</b>	<b>-</b>	<b>-</b>	<b>1,021.20</b>	<b>1,062.41</b>	<b>\$ 76,999.28</b>	
<b>Total All Agencies:</b>	<b>105,942</b>	<b>100%</b>	<b>6,477,022</b>	<b>747,707</b>	<b>\$ 7,224,730</b>	<b>\$ 109,194</b>	<b>\$ 100,000</b>	<b>\$ 7,433,924</b>	<b>\$ 343,668</b>	<b>-</b>	<b>31,850.00</b>	<b>2,042.40</b>	<b>377,560.88</b>	<b>\$ 7,811,484.70</b>	
					<b>\$ (1)</b>										





# REDCOM

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

## STAFF REPORT

---

**TO:** Board of Directors Meeting

**APPROVED BY:** Ethan Pawson, Counsel

**DATE:** February 6, 2025

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

### ITEM 11: CONSIDER APPROVAL OF EXECUTIVE RECRUITMENT PROCESS AND APPROVE PROCESS

---

#### **RECOMMENDATION**

Approve an executive performance evaluation process for 2025.

#### **BACKGROUND**

On November 12, 2024, REDCOM's HR advisor presented an evaluation and pay for performance tool. The REDCOM Board provided feedback related to the complexity of the tool and amount of time and detail it required for review. With this item, we will 1) present a more efficient and effective tool and 2) request approval for the 2025 evaluation process.

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. On November 7, 2024, the REDCOM Board met in closed session regarding the 2024 performance evaluation for Ms. Stevens. In this item, we also request the Board approve the process to set goals for 2025 and the next executive performance evaluation.

#### **DISCUSSION**

To conduct and deliver a performance evaluation and administer a pay for performance bonus element requires setting fair, attainable, and relatively objective criteria. At the Board's direction and desire, REDCOM's Executive Director exercises considerable autonomy and authority in carrying out the duties of the position. The Board has limited exposure to day-to-day activities and responsibilities. Therefore, the process of evaluating REDCOM's executive must take this into consideration. Staff suggests a process that includes:

- A meeting in closed session with a consultant and the Board to collect information regarding performance using the attached template as a guide.
- A meeting in closed session with the Board to review the Consultant's development of a performance tool.

- A meeting in closed session between the Board and Executive Director to present the evaluation, finalize goals, and determine bonus award which is reported out in open session

Staff suggest this as an effective and efficient method to affect the annual review and bonus award and requests approval of the process.

### **FISCAL IMPACTS**

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

### **ATTACHMENTS**

Attachment 1: Proposed Evaluation Tool



# REDCOM

**Performance Evaluation for the Period from  
January 1, 2025 – December 31, 2025, and  
Goal Setting for the Period of January 1, 2026-December 31, 2026  
Between the REDCOM Board and Executive Director – Evonne Stevens**

---

## INTRODUCTORY COMMENTS

- 
- 
- 
- 
- 

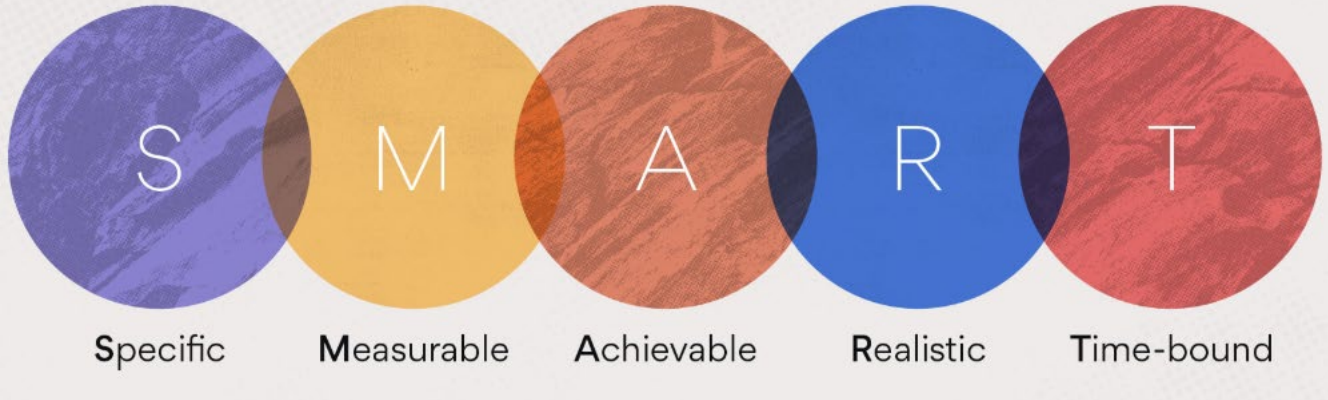
## THINGS THAT ARE GOING WELL

- 
- 
- 
- 
- 
- 

## PROPOSED GOAL STATEMENTS FOR \_\_\_\_\_

- 
- 
- 
- 
- 
- 
- 
- 
-

# SMART goals



## GENERAL COMMENTS

- 
- 
- 
- 

## BONUS ELIGIBILITY

Eligible for full bonus

Eligible for partial bonus \_\_\_\_% or \$\_\_\_\_\_

Not eligible for bonus