

GOVERNING BOARD MEETING

April 25, 2017

GOVERNING BOARD MEMBERS

Division Chief Chad Wilson	City of Folsom Fire Department
Deputy Chief Chris Costamagna	City of Sacramento Fire Department
Assistant Chief Maurice Johnson	Sacramento Metropolitan Fire District
Deputy Chief Mike McLaughlin	Cosumnes Community Services District

GOVERNING BOARD MEMBERS ABSENT

COMMUNICATIONS CENTER MANAGEMENT

Teresa Murray	Chief Executive Director
Joyce Starosciak	Administrative Services Manager
Linda Luis	Communications Manager

OTHERS IN ATTENDANCE

Walt White	Fire Chief, City of Sacramento
Lindsey Moore	General Counsel, SRFECC
Janice Parker	Administrative Analyst, SRFECC
Wendy Crosthwaite	Executive Assistant, SRFECC
Cindy Chao	Financial Analyst, SRFECC
Cierra Lewandowski	Payroll/Benefits Technician, SRFECC
Sara Roush	Office Assistant, SRFECC
Kylee Soares	Operations Supervisor, SRFECC
Joe Thuesen	Administrative Supervisor, SRFECC
Julee Todd	Training Supervisor, SRFECC
Jill Short	Local 856 Representative
Theresa Miller	Local 856 Representative

1. The meeting was called to order and roll call taken at 9:01 a.m.
2. The Pledge of Allegiance was recited.
3. Correspondence from Metro Fire appointing Assistant Chief Maurice Johnson as primary Board Representative was taken out of order to ensure there was a quorum at the meeting.
4. There were no further agenda updates.

5. PUBLIC COMMENT

None

6. **CONSENT AGENDA:** Matters of routine approval including, but not limited to, Board meeting synopsis, payroll reports, referral of issues to committee, other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

A motion was made by Deputy Chief McLaughlin and seconded by Assistant Chief Johnson to approve the consent agenda and Board Meeting minutes, April 5, 2017.

AYES: Folsom Fire, City of Sacramento, Sacramento Metro, Cosumnes
Community Services District

NOES:

ABSENT:

ABSTAIN:

Motion carried.

6. PRESENTATION:

1. Longevity Recognition:

1. Matthew Wooden – 4 yrs. - 4/ 8, 2017
2. Kelly Campbell – 2 yrs. – 4/13/2017

Chief Executive Director Murray thanked both Matthew Wooden and Kelly Campbell for their years of service.

Matt Wooden had been detained, but upon his arrival, Administrative Services Manager Starosciak congratulated him on his longevity. She shared that he is always willing to help and in his four years has closed 717 help desk tickets; helped to implement ARC GIS portal; and is part of the CAD build team.

In addition, Matt has implemented a product called First Two which saves us money and has been incorporated onto our dispatch floor to allow more information access for our dispatchers.

He was also an integral part of the team to accomplish the integration of River Delta/Isleton into our dispatch services network.

2. Presentation of Proclamation by Deputy Chief McLaughlin From the Cosumnes Community Services District Board Honoring Telecommunicators' Week

Deputy Chief McLaughlin read the Proclamation acknowledging and honoring the Telecommunicators at SRFECC.

He presented CED Murray with a plaque commemorating this Proclamation. She expressed her appreciation.

7. COMMITTEE REPORTS:

A. Finance Committee

The Finance Committee met on April 11, 2017, and a copy of the minutes was contained in the Board packet. During the meeting the committee discussed the Preliminary Budget, FY 2017/2018.

B. Personnel Committee

The Personnel Committee did not meet.

8. ACTION ITEMS:

- a. **Old Business:** Items from previous Board Meeting(s) that have not been resolved and require attention.

None

- b. **New Business:**

1. Staff Report – Reclassification of Payroll/Benefits Technician Job Description

The staff report was contained in the Board packet.
Items 1 and 2 were addressed together.

2. Resolution #1-17, Resolution to Reclassify Payroll/Benefits Technician to Accounting Specialist

Administrative Services Manager explained that this reclassification is necessary in order to reflect the actual duties performed by the Payroll/Benefits Technician. She further stated that there is no fiscal impact as a result of this reclassification.

A motion was made by Division Chief Wilson and seconded by Deputy Chief McLaughlin to adopt Resolution #1-17.

AYES: Folsom Fire, City of Sacramento, Sacramento Metro, Cosumnes
Community Services District

NOES:

ABSENT:

ABSTAIN:

Motion passed.

3. Approve "Form" of Business Associate Agreement for Sharing HIPPA

The position of the Center is that HIPPA information/record(s) belongs to each agency and as such this form would allow "sharing" of that information with the Center. The agreement has been vetted and reviewed by the joint defense counsel.

A motion was made by Deputy Chief McLaughlin and seconded by Division Chief Wilson to approve the Form of Business Associate Agreement for Sharing HIPPA.

AYES: Folsom Fire, City of Sacramento, Sacramento Metro, Cosumnes
Community Services District

NOES:

ABSENT:

ABSTAIN:

Motion passed.

9. PRESENTATION/DISCUSSION/POSSIBLE ACTION:

1. Regional RMS Tyler/New World Solution

During CAD build sessions several agencies requested we revisit the Tyler/New World RMS component as a regional solution. We have already negotiated a price for a portion of the RMS with the new CAD, but not the entire platform. The additional costs for the remainder of the regional platform would be \$110,000, which would be divided by among the agencies.

The next step would be to schedule a demo by Tyler/New World of the RMS platform and then a cost proposal would come before the full Board for approval. We have looked at other RMS solutions and have interfaces built in as part of our Tyler/New World CAD to accommodate them.

Deputy Chief McLaughlin asked to have the CAD build team do a presentation for the County and OPS Chiefs regarding their interest in pursuing a regional RMS solution through Tyler/New World.

CED Murray suggested creating a separate sub-group to explore various RMS solutions and scheduling demos outside of CAD build.

Deputy Chief Costamagna gave direction to table the RMS solution demos until each agency has an opportunity to meet formally with the sub-group.

10. INFORMATION:

1. Communications Center Statistics

The statistics were contained in the Board packet.

11. CENTER REPORTS

A. Chief Executive Director Report

1. In mid-June we will be conducting a Tyler/New World DSS reporting module demo for the OPS Chiefs.
2. The West Net regional meeting will be May 11th at the Conference and Training Center at 1:00 p.m. The President of West Net will be in attendance to meet with all of us and to discuss the role of the JPA.
3. The Motorola P-25 project is moving forward smoothly and completion is expected at the end of May. Our team is doing a great job managing this project.

CED reminded the members to get their P-25 radios flashed as soon as possible. SRRCS is available to assist with radio programming.

4. The second CAD build week was very successful and the third CAD build week will be May 15th.
5. Tyler/New World Users Conference begins May 6th.
6. The Tyler/New World regional RMS solution will be revisited (see earlier discussion under – Presentation/Discussion/Possible Action).
7. Staten Island antenna is up and running and a ribbon cutting ceremony will be conducted this afternoon at 1:00 p.m.
8. Amador Fire will not be moving forward with the feasibility study.
9. Communications Manager Linda Luis will be retiring and an event will be hosted at the Center on July 5th from 11:00 a.m. to 4:00 p.m.

Her position will be posted and the desire is to have it filled by June.

B. Administrative Services Manager Report

1. The Accounting Team was acknowledged for receiving the GFOA Distinguished Budget Award for the third year in a row. This award is a result of diligent, professional effort on the part of the entire Accounting Team and Administrative Services Manager Starosciak expressed her appreciation and pride in the team. She has great confidence and trust in their abilities and the Board agreed with this assessment of her team.

2. AT&T Metro E is up and running at all the agencies and Galt will join Metro E this week.
3. The Nice log on has been completed and the agencies are able to access recordings without having to physically pick up a "burned" CD at the Center. We will work with your staff to assist you with this access either on line or through a secured link.
4. The UPS kick-off has taken place and the equipment has been ordered. This project will move forward once the P-25 implementation has been completed and tested.
5. If at all possible we hope you will be able to attend the Staten Island ribbon cutting today.

C. Communications Manager Report

1. The Dispatch team continues to be amazing, not only with excellent performance in their daily dispatch duties, but also with their participation on the CAD build team, in public education events, performing EDQ evaluations and being a part of peer support.
2. Supervisor Soares attended the Sac City officer classes, both presenting and receiving information.
3. SRFEC took over Region IV for two days for the last of three scheduled drills.
4. We hosted a ROSS class at the CTC on April 13th. It was well attended and included some administrative personnel from the Center as well.
5. We have four trainees on the floor and all are doing well.
6. Thank you for the support of Telecommunicators' Week and our dispatchers.

We appreciate all of you who were able to attend the banquet. We also want to publically acknowledge Elizabeth Strong and Theresa Miller for all of the time and effort they put in to making the banquet such a success.

12. CORRESPONDENCE

1. Letter From Melissa Penilla, Sacramento Metropolitan Fire District Clerk of the Board, Announcing the Appointment of Assistant Chief Maurice Johnson as Representative to the JPA Board and Deputy Chief Eric Bridge as Alternate JPA Board Representative effective as of April 13, 2017.

A copy of the letter was contained in the Board packet.

13. COUNSEL REPORT

None

14. BOARD MEMBER COMMENTS

None

15. ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON FUTURE AGENDA:

None

16. CLOSED SESSION

1. CONERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

District Negotiator(s)

Counsel, Robert Kingsley

Employee Organization(s)

Teresa Murray, Chief Executive Director

Teamsters Local 856

Teamsters Local 150

2. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation*

Pursuant to California Government Code Section 54956.9(b)

The Board will meet in closed session to discuss significant exposure to litigation.

Three (3) potential cases

3. PERSONNEL ISSUES

Pursuant to California Government Code Section 54957

Provide direction to Center negotiators concerning contract for Fire Services Medical Director

Closed session was convened at 9:39 a.m.

Open session was reconvened at 10:40 am.

The Board received updates on labor negotiations, anticipated litigation and a personnel issue.

No action was taken.

17. The meeting of the Governing Board was adjourned at 11:40 a.m. until the next Meeting of the Governing Board scheduled for 9:00 a.m., May 30, 2017, at Metro Board Chambers, 10545 Armstrong Ave – Rooms #384-385, Mather, CA 95655-4102.

Respectfully submitted,



Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Eric Bridge, Vice Chairperson