

FINANCE COMMITTEE MEETING

January 9, 2018

COMMITTEE MEMBERS

Deputy Chief Chris Costamagna
Division Chief Chad Wilson

Sacramento City Fire Department
Folsom Fire Department

COMMUNICATIONS CENTER MANAGEMENT

Joe Thuesen
Kylee Soares
Joyce Starosciak

Interim Chief Executive Director
Interim Communications Manager
Administrative Services Manager

OTHERS IN ATTENDANCE

Kim Kingsley Bogard
Janice Parker
Cindy Chao
Ingrid Shepline

Counsel, SRFECC
Administrative Analyst, SRFECC
Financial Analyst, SRFECC
Richardson & Company, Auditor

1. The meeting was called to order and roll call was taken at 11:04 a.m.
2. There was no public comment.

OPEN SESSION:

1. Presentation of Financial Audit FY 2016/2017

Ingrid Shepline, Richardson & Company, reviewed the Financial Audit, FY 2016/2017 with the Committee. She stated the audit represented a clean opinion.

Ms. Shepline told the Committee that the document they were reviewing was a CAFR (Comprehensive Annual Financial Report) which is more comprehensive than a standard audit report.

The reporting of OPEB and pension liabilities has created the negative unrestricted net position on the financial statement. The only contribution toward these liabilities is the annual payment contribution by the employer and employee contributions. Cal PERS has adjusted their discount downward and this has also increased our pension liability.

Statement of revenue and assessment show the operating expenses have increased mainly due to salary and benefits and the pension adjustment.

Construction in progress incorporates the new CAD system.

The audit found that our internal controls were good. Only four adjustments were suggested in the audit. There were no difficulties encountered when performing this audit.

One adjustment recommended by this audit was to perform an inventory of the Center's physical assets and further suggested that our asset policy should be broader.

The audit document will be brought before the full Board at the January Board meeting for approval.

2. Electronic Board Meeting Management
 - a. Web-Ex by Convene

The Committee watched a Web-Ex about the "meeting" software, Convene. The software assists with electronic meeting setting, agenda creation, board packet review prior to and during the actual meeting.

Meeting attendees are able to make annotations on the packet – either privately or publically. Various permissions can be established to approve agenda items, staff reports and to access documents in the document library. When a meeting has been scheduled and published, an automatic calendar notice is sent to all Board members and designated attendees.

3. Discussion of Financial Proposal for Pro Q.A.

The cost for the Pro Q.A. software is \$108,470 for 12 workstations, 16 licenses and includes accreditation. This does not include the cost for CAD integration which is estimated to be an additional \$25,000 and approximately \$16,000 annually for the service, support and maintenance agreement (SSMA). This integration fee could be higher based on our current Northrup Grumman system which has been highly customized. When we implement a new CAD, however, an additional integration fee would be incurred.

McLaughlin and Johnson suggested at the Personnel Committee meeting that they would like to have a demo done for the full Board and then move forward with an action item to include these Pro Q.A. costs in the Preliminary Budget FY 2018/2019.

4. Position Authorization Document

We do not currently have a position authorization document. Assistant Chief Johnson said that it is an important document in the Metro organization, especially during preliminary budget preparation. Metro will forward a copy of their document for our review.

5. Agency Feasibility Study Updates

We have initiated several feasibility studies, but have yet to arrive at a fee per call for new JPA members who are not voting members, and have therefore, not completed these studies. It is important for us to respond to these agencies who formally expressed interest in joining our JPA.

At a recent Board workshop the recommendation had been to create a scope of work for an RFP to procure a consultant to determine an appropriate fee base for dispatch services.

CLOSED SESSION:

1. PERSONNEL ISSUES

Pursuant to California Government Code Section 54957
The Committee will meet in closed session to discuss employment contract

Interim Chief Executive Director
Interim Communications Manager
Contract Renewal for Administrative Services Manager

Joe Thuesen
Kylee Soares
Joyce Starosciak

2. PERSONNEL ISSUES

Pursuant to California Government Code Section 54957
Action/Discussion to Appoint, Employ, Dismiss, Accept the Resignation of or Otherwise Affect the Employment Status of a Public Employee
The Committee will meet in closed session to discuss staffing requirements

3. CONFERENCE WITH LABOR NEGOTIATOR*

Pursuant to Government Code Section 54957.6

District Negotiator(s)

Counsel, Robert Kingsley
Joe Thuesen, Interim Chief Executive Director

Employee Organization(s)

Teamsters Local 856
Teamsters Local 150

Closed session was convened at 12:08 p.m.

Open session was reconvened at 12:36 p.m. and counsel reported out that an update was received, but no action had been taken.

* *INDICATES NO ATTACHMENT*

6. ADJOURNMENT:

The meeting was adjourned at 12:39 p.m. until the next regularly scheduled meeting of the Finance Committee – February 13, 2018 at 10:30 a.m.

Respectfully submitted,

Janice Parker
Clerk of the Board

Chris Costamagna, Chairperson

Chad Wilson, Vice Chairperson