

GOVERNING BOARD MEETING

March 27, 2018

GOVERNING BOARD MEMBERS

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

GOVERNING BOARD MEMBERS ABSENT

Division Chief Chad Wilson	City of Folsom Fire Department
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COMMUNICATIONS CENTER MANAGEMENT

Joe Thuesen	Interim Chief Executive Director
Kylee Soares	Interim Communications Manager

OTHERS IN ATTENDANCE

Bob Kingsley	Counsel, SRFECC
Paul Zehnder	Deputy Chief, Cosumnes Community Services District
Janice Parker	Administrative Analyst, SRFECC
Elizabeth Strong	Supervisor, SRFECC
Julee Todd	Administrative Supervisor, SRFECC
Casey Quintard	Operations Supervisor, SRFECC
Matthew Wooden	GIS Coordinator, SRFECC
Cindy Chao	Financial Analyst, SRFECC
Jill Short	Local 856 Representative

1. The meeting was called to order and roll call taken at 9:06 a.m.
2. The Pledge of Allegiance was recited.
3. There were no agenda update updates.

4. PUBLIC COMMENT

None

5. **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 Chief McLaughlin and seconded by Deputy Chief Costamagna to approve the consent agenda and Special Board Meeting minutes, March 12, 2018.

AYES: City of Sacramento, Folsom, Sacramento Metro

NOES:

ABSENT: Cosumnes Community Services District

ABSTAIN:

Motion carried.

6. PRESENTATION:

None

7. COMMITTEE REPORTS:

A. Finance Committee

The Finance Committee met on March 14, 2018. A request to amend the agenda was made by Counsel. He removed three items from the Closed Session portion of the agenda:

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
(1 case)*

Employee Performance and Evaluation: Chief Executive Director

3. PERSONNEL ISSUES

*Pursuant to California Government Code Section 54957
The Board will meet in closed session to:*

Discuss employment contracts for:

Contract Renewal for Administrative Services Manager:	Joyce Starosciak
Contract Renewal for Executive Assistant to Ex. Dir.:	Wendy Crosthwaite

4. 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.
Two (2) potential cases*

Deputy Chief Costamagna had a scheduling conflict and was unable to be in attendance.

The Preliminary Budget, FY 2018/2019, was briefly discussed.

ICED Thuesen provided a copy of the Personnel Authorization Document for the Committee to review. He briefly discussed the various positions and said this document will become the baseline for future Personnel Authorization Documents and will be utilized during the creation of the FY 18/19 Budget.

The recommendation was to bring this Personnel Authorization Document before the full Board for approval at the regular March Board Meeting.

The Committee addressed the creation of a five year Strategic Plan for SRFEC. The next Strategic Planning Workshop will include representation from the Unions.

Chief Rodriguez suggested that when establishing our future goals we keep in mind they should be realistic and attainable.

The Committee also received an update in Closed Session regarding labor negotiations.

B. Personnel Committee

The Personnel Committee met on March 14, 2018, and discussed Policies and Procedures and provided some direction as to how to proceed to update them.

The Personnel Authorization Document was reviewed and will be brought before the full Board for approval at the regular March Board Meeting. This document will become the baseline for future Personnel Authorization Documents and will be utilized during the creation of the FY18/19 Budget.

The Committee discussed the Strategic Planning Document and felt it important to remember this should be a living document which incorporates future staffing needs,

facilities, marketing and messaging to the field and changes as necessary to maintain relevant goals.

The suggestion was made to create committees to help establish the plan's goals.

In Closed Session the Personnel Committee received updates on labor negotiations and two cases of potential litigation. No action was taken.

Employment contract renewals were discussed for Executive Assistant and the Administrative Services Manager in Closed Session. The contract for the Executive Assistant was affirmed. The contract for the Administrative Services Manager was not renewed.

The meeting was adjourned at 10:20 a.m.

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. Approval of Telecommunicators Week Proclamation

CED Thuesen told the Board the Telecommunicators Banquet will be Friday, April 6th. He said there will be many surprises throughout the week and invited our member agencies to come by and acknowledge our dispatch personnel and their 67 many contributions to the JPA.

Chief McLaughlin expressed his appreciation to all personnel of the Center.

A motion was made by Chief McLaughlin and seconded by Deputy Chief Costamagna to approve the Telecommunicators Week Proclamation.

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

NOES:

ABSENT: Folsom

ABSTAIN:

Motion carried.

2. Approval/Recognition of Personnel Authorization Document

CED Thuesen said this document establishes our current positions and will continue to be updated as needed and used in the preparation of fiscal year budgets.

Assistant Chief Johnson said he was very excited to have this document and felt it was a great accomplishment as we have not had this type of document previously.

A motion was made by Chief McLaughlin and seconded by Deputy Chief Costamagna to approve the Telecommunicators Week Proclamation.

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

NOES
ABSENT: Folsom
ABSTAIN:

Motion carried.

3. Approval of "Amendment to" Contract With Hermocillo-Azevedo Strategic Communications, LLC

The original contract had been set to expire on March 31, 2018. However, the scope of work will not have been completed by then and this amendment will extend it out through June 30, 2018.

A motion was made by Chief McLaughlin and seconded by Deputy Chief Costamagna to extend the contract through June 30, 2018.

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

NOES
ABSENT: Folsom
ABSTAIN:

Motion carried.

9. PRESENTATION/DISCUSSION/POSSIBLE ACTION:

None

10. INFORMATION:

1. Communications Center Statistics

The statistics were contained in the Board packet.

2. Help Desk Statistics

The statistics were contained in the Board packet.

3. OPST Banquet Announcement/Invitation

A copy of the Banquet Announcement/Invitation was contained in the Board packet.

11. CENTER REPORTS

A. Chief Executive Director Report

1. CED Thuesen said with the recent changes in management staff, Administration and Accounting will be reporting to him and Operations and IT will be reporting directly to Communications Manager Soares.

2. We are still working with MBS to complete our cost analysis. Eight agencies have been contacted and four of them have provided valuable information. We are hoping to have the analysis completed in the near future.

3. An operations meeting was conducted with our dispatch staff. In order to facilitate the dispatchers attending the meeting, dispatch Supervisors helped to cover the floor. CED Thuesen thanked Deputy Chief Costamagna for attending the meeting.
4. The Assistant City Manager, Colonel Collin, did a sit-along at the Center. After his visit he sent an email letting us know what a good job he thought the dispatch center and its personnel were doing.
5. The Board-up RFP has been completed, with only one construction company inquiring as to why they had not been selected to participate in the program.
6. CED Thuesen attended an SRRCS Finance Meeting. SRRCS is anticipating a cost increase resulting in an approximate cost of \$2,000 per console by 2020. This would be a significant increase to the Center's budget. The costs per portable radio will also increase, but no specific dollar figure has been mentioned.
7. Pro Q.A. is still moving forward and a workshop is being planned for the EMS Chiefs with Dr. Mackey.

CED Thuesen received a preliminary cost of \$100,000 from Northrup Grumman for the Pro Q.A. interface with CAD

8. The Accounting Team is working on the Preliminary Budget, FY 2018/2019.

In addition we are looking at purchasing the HR module from Kronos.

B. Communications Manager

1. IT has replaced two UPS systems. It has been an eight month planning process and phase I has now been completed. Help Desk Technician Kelson Patterson did a great job of orchestrating this replacement project.
2. The server for the Nice recording system was also replaced.
3. The GIS team had requests for more than 25 maps for use during the Sentinel Drill last week.
4. We have a scheduled CAD restart tomorrow and will transition from SRF2 back to SRF1. We anticipate no interruptions for service during this transition.
5. We are waiting for several quotes from Northrup Grumman. They provided a demo of their mobile solutions last week at our Communications Meeting.
6. Operations has been extremely busy as indicated by the statistics contained in the Board packet. However, Communications Manager Soares highlighted notable portions of the statistics.

She told the Board that during the month of February we received 15,600 calls for dispatch service, but a total of 31,900 calls incoming/outgoing. We had ten "life saves" and 14 working fires, one of which was a fatality.

7. We had open recruitment for dispatchers and will be conducting an entry level written exam tomorrow, with successful candidates invited to oral interviews scheduled for April 4th.

8. We had some ROSS orders that we filled in conjunction with the Sentinel exercise. While we did not staff OES Van 5264, we did facilitate its use at that event.
9. ROSS training has been scheduled for this week and we conducted Supervisor training last week.
10. We will be meeting to begin the process of updating our policies and procedures manual.

Deputy Chief Costamagna thanked Center personnel for all of their assistance at the Sentinel Drill. He said the drill was the culmination of two years of planning.

D. Medical Director

No report.

12. **CORRESPONDENCE**

None

13. **COUNSEL REPORT**

None

14. **BOARD MEMBER COMMENTS**

Deputy Chief Costamagna thanked everyone for their continued support.

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

16. **CLOSED SESSION**

1. **CONFERENCE WITH LABOR NEGOTIATOR***

Pursuant to Government Code Section 54957.6

<i>District Negotiator(s)</i>	<i>Counsel, Robert Kingsley</i>
	<i>Joe Thuesen, Chief Executive Director</i>
<i>Employee Organization(s)</i>	<i>Teamsters Local 856</i>
	<i>Teamsters Local 150</i>

2. **PERSONNEL ISSUES***

*Pursuant to California Government Code Section 54957
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*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*

Closed session was convened at 9:35 a.m.

Open session was reconvened at 11:01 a.m.

The Board received updates on labor negotiations and general direction was given.

The Board discussed employee evaluation of Chief Executive Director; no action was taken.

The Board received updates on two potential cases of anticipated litigation; no action was taken.

17. The meeting of the Governing Board was adjourned at 11:02 a.m. until the next Special Meeting of the Governing Board scheduled for 9:00 a.m., April 25, 2018, at Metro Headquarters, 10545 Armstrong Ave – Rooms #320, Mather, CA 95655-4102.

Respectfully submitted,



Janice Parker
Clerk of the Board

Maurice Johnson, Chairperson

Chris Costamagna, Vice Chairperson