



# Sacramento Regional Fire/EMS Communications Center

10230 Systems Parkway, Sacramento, CA 95827-3007  
(916) 228-3070 – Fax (916) 228-3079

9:00 a.m.

**Tuesday, September 10, 2019**

**MEETING OF THE GOVERNING BOARD**  
**10545 Armstrong Ave – Rooms #384-385**  
**Mather, CA 95655-4102**

**The Board will convene in open session at 9:00 a.m.**

**Call to Order**

Chairperson

**Roll Call of Member Agencies**

Secretary

### **Primary Board Members**

Chris Costamagna, Chairperson

Deputy Chief, Sacramento Fire Department

Mike McLaughlin, Vice Chairperson

Fire Chief, Cosumnes Fire Department

Chad Wilson, Board Member

Division Chief, Folsom Fire Department

Tyler Wagaman, Board Member

Assistant Chief, Sacramento Metropolitan Fire District

### **Pledge of Allegiance**

**AGENDA UPDATE:** An opportunity for Board members to (1) reorder the agenda; and (2) remove agenda items that are not ready for presentation and/or action at the present Board meeting.

**PUBLIC COMMENT:** An opportunity for members of the public to address the Governing Board on items within the subject matter jurisdiction of the Board. Duration of comment is limited to three (3) minutes.

### **RECESS TO CLOSED SESSION: Approximately 1 hour (9:00 – 10:00 a.m.)**

#### **1. CONFERENCE WITH LABOR NEGOTIATOR\***

Pursuant to Government Code Section 54957.6

Center Negotiator(s)

Lindsay Moore, Counsel

Marc Bentovoja, Executive Director

Employee Organization(s)

Teamsters Local 150

Teamsters Local 856

#### **2. PERSONNEL ISSUES\***

Pursuant to California Governing Code Section 54957

a. Discipline/Dismissal/Release (1 matter)

#### **3. CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\***

a. Pursuant to California Government Code Section 54956.9(b)

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

One (1) potential case

### **RECONVENE TO OPEN SESSION: Begins at 10:00 a.m.**

**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.

1. Board Meeting Synopsis (August 27, 2019)

Page

4-9

\*INDICATES NO ATTACHMENT

PROPOSED ACTION: Motion to Approve Consent Agenda

**ACTION ITEMS:**

None

**DISCUSSION/POSSIBLE ACTION:**

None

**INFORMATION:**

None

**CENTER REPORTS:**

None

**CORRESPONDENCE:**

None

**ITEMS FOR DISCUSSION AND POTENTIAL PLACEMENT ON A FUTURE AGENDA:**

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

The next scheduled Board Meeting is September 24, 2019.

Location: 3121 Gold Canal, Rancho Cordova, CA 95670

Time: 9:00 a.m.

Distribution: Board Members, Alternates, and Chiefs

Posted at: 10230 Systems Parkway, Sacramento, CA 95827

[www.srfecc.ca.gov](http://www.srfecc.ca.gov)

10545 Armstrong Ave, Mather, CA 95655-4102

**DISABILITY INFORMATION:**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director's Office at (916) 228-3070. Notification at least 48 hours prior to the meeting will enable the Center to make reasonable arrangements to ensure accessibility to this meeting.

**POSTING:**

This is to certify that on September 6, 2019, I posted a copy of the agenda:

-at 10230 Systems Parkway, Sacramento, CA 95827

*\*INDICATES NO ATTACHMENT*

-on the Center's website which is: [www.sfecc.ca.gov](http://www.sfecc.ca.gov)  
-10545 Armstrong Ave, Mather, CA 95655-4102

A handwritten signature in black ink that reads "Juise Parker". The signature is written in a cursive, flowing style.

Clerk of the Board

*\*INDICATES NO ATTACHMENT*

# GOVERNING BOARD MEETING

August 27, 2019

## GOVERNING BOARD MEMBERS

Deputy Chief Chris Costamagna	Sacramento Fire Department
Assistant Chief Tyler Wagaman	Sacramento Metropolitan Fire District
Deputy Chief Paul Zehnder	Cosumnes Community Services District
Division Chief Chad Wilson	Folsom Fire Department

## GOVERNING BOARD MEMBERS ABSENT

## COMMUNICATIONS CENTER MANAGEMENT

Marc Bentovoja	Interim Executive Director
Kylee Soares	Deputy Director - Operations
Diane House	Deputy Director – Administration

## OTHERS IN ATTENDANCE

Lindsay Moore	Counsel, SRFEC
Niko King	Deputy Chief, Sacramento Fire Department
Scotty Williams	Assistant Chief, Sacramento Fire Department
Janice Parker	Administrative Analyst, SRFEC
Marissa Shmatovich	Interim Executive Assistant, SRFEC

The meeting was called to order and roll call taken at 9:00 a.m.

1. The Pledge of Allegiance was recited
2. There were no agenda updates.
3. There was no public comment.
4. **CLOSED SESSION:**

Closed session was convened at 9:01 a.m.

1. **PERSONNEL ISSUES\***  
Pursuant to California Governing Code Section 54957
  - a. Discipline/Dismissal/Release (2 matters)
2. **CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation\***
  - a. Pursuant to California Government Code Section 54956.9(b)  
The Board will meet in closed session to discuss significant exposure to litigation.  
One (1) potential case

## 5. OPEN SESSION:

Open session was re-convened at 10:00 a.m.

The Board met in closed session regarding two personnel issues no action was taken; the Board was given direction.

No action was taken on anticipated litigation.

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.

1. Board Meeting(s) Synopsis (August 15, 2019)

A motion was made by Division Chief Wilson and seconded by Deputy Chief Zehnder to approve the consent agenda.

AYES: Sacramento Fire Department, Sacramento Metro, Cosumnes Community Services District, Folsom

NOES:

ABSENT:

ABSTAIN:

Motion carried.

7. **ACTION ITEMS:**

1. Approve Revised Credit Card Policy

A copy of the Revised Credit Card policy was contained in the Board packet.

A motion was made by Assistant Chief Wagaman and seconded by Division Chief Wilson to approve the Revised Credit Card Policy.

AYES: Sacramento Fire Department, Sacramento Metro, Cosumnes Community Services District, Folsom

NOES:

ABSENT:

ABSTAIN:

Motion carried.

8. **DISCUSSION/POSSIBLE ACTION:**

1. Discussion/Direction Regarding SRFECR Remaining the Back-up to Region IV

E/D Bentovoja told the Board the Center is seeking support to have a conversation with representatives of Region IV to explore the possibility of no longer assuming the role of back up to Region IV. The impact on the Center of assuming Region IV has significantly increased and is very taxing to our limited dispatch staff.

D/D Soares said in 2015, SRFECR entered into a partnership with Cal OES and Grass Valley to assume this Region IV back-up role.

In 2018, the Center processed 91 out of 443 calls (20% of the entire region's workload) for Region IV, in addition to our regular number of calls. While we are making strides to increase our dispatch staffing, presently we do not have enough personnel to continue assuming this role.

Additionally, in order to remain proficient in this role, SRFECR must conduct annual training for its dispatchers. When we are functioning as Region IV, we designate a workstation or two for this purpose which may require additional personnel and usually extends over a two-day

period of time. Any overtime incurred is not reimbursed by OES.

We have had some preliminary conversations with Chief Bailey (OES) coordinator, and would like to engage in additional conversations with Chief Walder, Region IV Coordinator, Grass Valley and Chief Augustine SSA Coordinator. Prior to our assuming this back-up role, Camino had served in this capacity.

There is no benefit to our being back-up to Region IV and draws on our already depleted personnel resources. There is no official agreement with Region IV, but only an SOP; and the most recent copy has been requested from Chief Mueller.

In summary, we are requesting the Board to support further engagement in these conversations.

## **9. INFORMATION:**

### 1. Update of SRFECC Projects

A list of the projects in process and completed was contained in the Board packet.

### 2. Center Personnel Update

An up-to-date PAD was contained in the Board packet.

### 3. Center Financial Reports

#### a. Monthly Credit Card Report

The monthly credit card report was contained in the Board packet.

### 4. Communications Center Reports

The Communications Center statistics were contained in the Board packet.

## **10. CENTER REPORTS:**

### 1. Executive Director Bentovoja

- a. E/D Bentovoja said one of our primary focuses at the Center remains security. We are moving forward with improvement of our surveillance cameras and the capability of dispatch personnel to see who may be on our premises at any given time.

We are reviewing the number of non-employees who currently possess badges to the Center and the times they are authorized for entry to the building.

On September 4, 2019, we will have a vulnerability assessment performed at the Center.

Once this assessment has been performed in conjunction with the improved surveillance cameras and badge review, we will no longer have a need for the private security company services; which will save us some money.

- b. One of our dispatchers will be leaving us to work closer to her home, which brings our dispatcher vacancy rate to seven. We have three on probation from our most recent

academy.

We have two Supervisor vacancies.

We are trying to fill all of our FTE dispatcher vacancies and in the future, based on our call volume we will be requesting Board approval for additional dispatch positions.

2. Deputy Director Soares (Operations)

- a. On July 11, 2019, we began a dispatch academy with three candidates.
- b. We participated at the State Fair this year, which also impacted our staffing at the Center.
- c. We have two dispatch employees in radio training and both are doing very well and two additional dispatch employees have been signed off as call takers.
- d. This past 4th of July, the dispatch floor saw a 1% increase when compared with last year. The July average call volume for a 24-hour period is 577 calls. However, on July 4<sup>th</sup> this year from 9:00 p.m. to midnight (3 hour period) we dispatched 603 calls. Our dispatchers did a great job.
- e. D/D Soares and staff have been working with the EMS Chiefs to make revisions to the medic move-up plan which will be going live on September 1.

She is also working with the EMS Chiefs to review some EMD codes and to make some recommendations to the OPS Chiefs for enhanced responses.

- f. Beginning September 1<sup>st</sup>, SRFEC will discontinue tracking backyard control burns.

3. Deputy Director House (Administration)

- a. The annual financial audit is in progress. We experienced a minor set-back which resulted in our having to recreate financial information for the entire year. The beginning balance was incorrect and we had no monthly closes completed. We will come to an agreement with the auditors as to what our beginning balance will be and we will move on from that point.

4. Medical Director Dr. Mackey had provided a written report at our previous Board Meeting so there was no additional report at this meeting.

**11. CORRESPONDENCE:**

1. Correspondence From Jeff Armstrong, Fire Chief, Rio Vista Fire Department, Requesting the Termination of the Automatic Aid Agreement with River Delta Fire District was contained in the Board packet.

**12. ITEMS FOR DISCUSSION AND POTENTIAL PLACEMNT ON A FUTURE AGENDA:**

None

**13. BOARD MEMBER COMMENTS:**

Assistant Chief Wagaman said he fully supports further conversations regarding region IV.

He said it was very refreshing that we continue to have conversations about “doing things

better” and going back to basics.

Division Chief Wilson expressed his appreciation for the way in which Center personnel continues to exceed his expectations.

Deputy Chief Zehnder said thank you to the staff for the wonderful job they did on the 4<sup>th</sup> of July with such increased volume.

Deputy Chief Costamagna thanked the Command staff for their continued efforts on behalf of the JPA and expressed his appreciation to all Center personnel.

The meeting of the Governing Board was adjourned at 10:29 a.m.

The next scheduled Board Meeting is Tuesday, September 10, 2019, at 9:00 a.m., at Metro Headquarters, 10545 Armstrong Ave – Rooms #320, Mather, CA 95655-4102.

Respectfully submitted,



Janice Parker  
Clerk of the Board

---

Chris Costamagna, Chairperson

---

Mike McLaughlin, Vice Chairperson