



## BOARD OF DIRECTORS MEETING MINUTES

January 11th, 2018 – 2:00PM  
Santa Rosa Fire Training Tower  
2126 West College Ave.  
Santa Rosa, CA

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

### Present:

David Caley, Vice Chair  
Chris Thomas, Secretary  
Jason Boaz  
Bryan Cleaver  
Karen Hollbrook  
Steve Akre  
Aaron Abbott, Executive Director

### Absent:

Anthony Gossner, Chair

- 1) Call to Order – Meeting called to order by David Caley @ 2pm
- 2) Approval of the Agenda – Motion to approve by Bryan Cleaver, all approved.
- 3) Consent Calendar
  - a) Approval of December 14<sup>th</sup>, 2017 Meeting Minutes – Bryan Cleaver, motioned to approve, Seconded by Karen Hollbrook. All Approved unanimously.
- 4) Public Comment Period
  - a) In this time 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. – No public comment.
- 5) New Business

- a) REDCOM 15-year recognition – Aaron Abbott- The Sonoma County Fire Chiefs Association has mentioned they would like to host a reception for the 15-year anniversary of REDCOM. Doug Williams mentioned that the point of the celebration was to honor the dispatchers for 15 years of service in Sonoma County. Chris Thomas mentioned that a resolution should be read out at the celebration. Chris made a motion that the Board approve a resolution to be handed out and read to the staff at the 15-year celebration. David Seconded. All approved unanimously. The date for this is January 26<sup>th</sup> @ 1700-2000.
- b) State of California Resolution- Discussion and possible approval of California OES form 130, Designation of Applicant's Agent Resolution for Non-State Agencies. This resolution is required for application of State and FEMA disaster reimbursement funding for the October Wildfires. – This is a required resolution by CalOES to move forward with the reimbursement process. This resolution authorizes Aaron Abbott, as the Executive Director, to act as the Designated Agent for REDCOM for the purposes of reimbursement processing to recover disaster related costs for the October Fires. Aaron has a meeting with the FEMA case manager tomorrow, and is currently been assigned a manager from Cal OES. Chris Thomas made a motion to approve the resolution to designate the Executive Director as the acting agent for REDCOM for the next three years, for the purposes of seeking reimbursement from the State of California and FEMA. Jason Boaz Seconded. All approved unanimously.

#### 6) Old Business

- a) Executive Director Performance Review - Dean Anderson  
Progress update to establish a performance review process for the Executive Director. Dean Anderson – Stated that he has a meeting with the representatives selected for performance feedback next week.
- b) Private Provider Contracts: AMR, Reach, CalStar, veriHealth, Bells – Update and Discussion of progress with private provider agreements. Aaron has not yet contacted the other private providers. This will remain a standing item on the agenda to ensure that contracts are signed by each private provider. Dean Anderson states the language in the EOA agreement refers to having a separate agreement with REDCOM for dispatch services. A separate agreement will be pursued between REDCOM and AMR.
- c) Record Retention Policy – Update and Discussion regarding REDCOM's Record Retention Policy. No Current updates on this item. Aaron is still working the DRAFT retention policy. This will remain a standing item on the agenda until completion.
- d) Conflict of Interest – Update and Discussion of REDCOM's Code of Ethics as required by the JPA. – Aaron stated that Chris Thomas pointed out that the language in the REDCOM BYLAWS refer to a "Conflict of Interest Code". Aaron miss-stated this as a "Code of Ethics". Chris has found a copy of a DRAFT "Conflict of Interest Code" for review, but to date, no documentation that one was

approved. Chris Thomas states that before REDCOM contracted with a provider, REDCOM drafted a "Conflict of Interest Code" in the six months before providing services in 2002. Chris Thomas found a copy of a resolution that was presented in September 2002, but cannot find the minutes from the meeting approving the resolution, and we have not taken it up since. Aaron will review the document with legal counsel and bring the document back to Board for review and possible approval. Also, Aaron mention to the Board that form 700s are due and Ethics certificates are due every two years. Aaron will check on who needs to complete the Ethics Certificates and email a reminder the Board and DOAG members.

- e) Lost repeater site – Update to the progress of restoring lost communications reception from the repeater site lost during the October Fires. Aaron has reached out to County Radios. No update has been provided yet. Aaron mentioned there are radio coverage issues. Dean Anderson also mentioned that call tones are not reaching certain areas of Santa Rosa.
- f) SMART communications interference update- Update and discussion regarding the interference to the radio receive in the northern part of the county from the Sonoma Marin Area Transit (SMART) radio equipment. Aaron has reached out to County Radios. No update has been provided yet.

#### 7) Old Business

- a) Closed session \* Scheduled for 2pm to accommodate legal counsel–Discuss Bell's Ambulance Outstanding Balance and Conference with Legal Counsel regarding the Potential Initiation of Litigation pursuant to Govt. Code section 54956.9, subsection (d)(4) in regard to the Bell's Ambulance Outstanding Balance issue
  - David Caley called for public comment. No one from the public came forward for public comment.
- b) Report from Closed Session (item b)
  - Report from the Board of Directors was that direction was given to counsel.

#### 8) Adjournment

- Jason Boaz made a motion to adjourn, seconded by Chris Thomas seconded. Meeting adjourned at 1621.