



BOARD OF DIRECTORS Meeting Minutes

February 1st, 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
Jason Boaz, Director
Chris Thomas, Director
James Salvante for Bryan Cleaver, Director
Aaron Abbott, Executive Director

Absent: Tony Gossner, Karen Holbrook, Steve Akre

1) Call to Order

Called to order at 2:35 by Vice Chair Caley

- a) Approval of the Agenda Chris Thomas noticed the Consent Calendar should be the approval of the minutes from January 11th, 2018, all agreed.

2) Consent Calendar

- a) ~~Approval of the December 14th, 2017 Meeting Minutes~~ January 11th, 2018 meeting minutes. Chris Thomas mentioned that item 6. d. in the January meeting minutes, needs to be revised to say "Conflict of Interest Code." Also, David Caley mentioned that under item 6. e. the last sentence was cut-off. Aaron stated he will go back fix these items for approval.

3) 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.

Aaron commented that we hosted the REDCOM 15-year anniversary and was well received by those in attendance. Aaron thanked Chair Gossner, Director Thomas, Dean Anderson and Doug Williams for speaking at the event. Aaron presented the REDCOM Board with the 15-year anniversary plaque.

4) New Business

- a) Update, discussion and possible direction to staff regarding the CalOES and FEMA Application for recovery of costs associated with the October 2017 Wildfires. Aaron Abbott- REDCOM's applications to both the state and FEMA were submitted on time. The attorneys from FEMA have reviewed our application and determined that REDCOM is a qualified entity. However, they also made a recommendation to bill our members the additional costs and to have those entities submit for the reimbursement. Aaron has been actively working with our FEMA representative to ensure REDCOM is reimbursed directly, as to not adversely affect our members. A final decision has not been made by the decision makers at FEMA.
- b) Presentation, discussion and possible approval of the DRAFT FY 18-19 Contract Services budget and REDCOM Budget Aaron Abbott – The Contract Services budget is fairly straight-forward. We trimmed the unscheduled OT budget for this FY (17-18) and will carry that over into next FY (18-19). I have provided the contract services detail to you all for your review. The overall change is a 1.34% increase in the contract services budget. Telephone costs carried over in the telecommunications budget from the purchase of back-up cell phone this FY. Aaron mentioned that depreciation will stay the same. David asked when we are depreciating equipment. Aaron answered after 5 years.

The overall budget went up by 0.3% for the year. Aaron had an increase of \$20k for the *Equipment and Tools* line item. However, Aaron was unsure what that cost was going toward since the CLETS Firewall was confirmed it would be paid by the consortium. Aaron and Bobbi will go back and see what those costs were being allocated for.

Line item 19820. Equipment-installation will be removed from the budget. This was a redundant line item that does not need to be in the budget.

Chris Thomas commented that the costs to each member agency goes up by about 4% per member. Chris asked if Bobbi could show how it is the members are having an increase, but the overall cost increase is low. Bobbi mentioned she could add a separate column that did not include one-time costs, so you could see the year to year change for members.

Chris also mentioned the BOD decided to keep 17% of total revenue in undesignated fund balance and we need to show if we are using fund balance or adding to fund balance. We need to add the fund balance percentage and benchmark to the spreadsheet view.

Aaron mentioned that we also needed to create a summary of strategic planning items that had ongoing yearly costs.

Chris Thomas also mentioned there used to be a financial review process for the JPA to review the quarterly financials from the contracted provider to be able to monitor and report back that finances were on track. David Caley mentioned we should put that on the next Board Agenda to discuss.

David mentioned that his board likes to see a footnote for anything over 10% over budget or under 25% underbudget. David said that practice was helpful in evaluating the budget and perhaps that was a method we could adopt.

Aaron and Bobbi will make the appropriate changes to the Budget and bring them back to BOD in March for possible approval.

5) Old Business

a) Executive Director Performance Review - Dean Anderson

Report out to regarding the performance review process for the Executive Director. Dean Anderson reports that the feedback process is completed and will include the feedback into the annual performance review process at AMR. Aaron mentioned that the Board could, if they wished, request additional information since Dean was not present. The board did not express the need for additional information.

Chris added some accolades to Aaron for his comments and dealings with local media outlets regarding the October Fires and during the REDCOM 15 year anniversary. David Caley also commented that he felt Aaron's comments were professional and appropriate for the situation. Aaron stated he appreciated the comments and will try and keep the BOD up to date on future dealings with the media.

James Salvante commented that Aaron did a good job presenting at the Health Care coalition and gave a dispatch perspective of the October Fires. James stated the presentation was well received.

Aaron stated he appreciated the feedback and thanked the BOD for their comments.

b) Private Provider Contracts: AMR, Reach, CalStar, veriHealth, Bells – Update and Discussion of progress with private provider agreements Aaron Abbott – All provider agreement, have been sent to the agencies. We are currently waiting to hear back from these agencies.

- c) Record Retention Policy – Update and Discussion regarding REDCOM's Record Retention Policy. **No progress to report on this item**
- d) Conflict of Interest Code – Update and Discussion of REDCOM's Conflict of interest Code as required by the JPA. **No progress to report on this item**
- e) Lost repeater site – Update to the progress of restoring lost communications reception from the repeater site lost during the October Fires. **Aaron has still not heard back on this item.**
- 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 still has not heard back on this item.**
- g) Update and discussion regarding the Bell's Ambulance outstanding invoices. **Aaron Abbott report that Bell's Ambulance and Aaron, on behalf of the REDCOM Board has signed into the fifth amendment of the tolling agreement that will now expire in February. The current outstanding balance for Bell's Ambulance is now 20 months in arrears and is \$229,752.50.**

6) Adjournment

Chris Thomas made a motion to adjourn at 1537. Seconded by James Salvante.