



FIRE & EMS DISPATCH

REDCOM Fire / EMS 9-1-1 Center  
2796 Ventura Avenue  
Santa Rosa, CA 95403

Business: (707) 568-5933 Fax: (707) 568-6693

## **BOARD OF DIRECTORS AGENDA**

October 8, 2009 – 2:00 PM  
Santa Rosa 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.

- 1) Call to Order
- 2) Approval Agenda
- 3) Consent Calendar:
  - a) Approval of Minutes of September 10, 2009
- 4) Public Comment Period

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.
- 5) Schedule and Action Items
  - a) Fixed Versus Actual Expense Billing for REDCOM/AMR Contract Budget for Analysis and Discussion
  - b) Membership Fee Allocation Discussion
- 6) Staff and Committee Reports
  - a) Staff Report
  - b) Director Report
  - c) DOAG Report
  - d) Grant Committee Update
- 7) Follow-Up Items
  - a) 5/10 Year Plan Update (if any)
  - b) Microwave Link – Cal Fire Backup Status
  - c) OES Com Van Update
  - d) Allocations Study
- 8) Informational Items
- 9) Adjournment



**REDCOM**  
*Redwood Empire Dispatch  
Communications Authority*

**Staff Analyst Report  
10/08/09**

**Redcom Expansion Project**

- Met with Dick and Barry on 09/23/09 to review current construction plans and agree upon recommended changes.
- Phase 1 construction to begin November 16, 2009. Projected completion date by November 30, 2009. Construction plans modified (main window on east wall) moved out to Phase 2. This will minimize noise and disruptions during construction.
- Coordinate furniture move from SRFD #10 to Redcom storage after completion of Phase 1 (early December 2009). County Facilities has been approved to move the furniture. This is a cost savings as security clearance will not be required.
- Work closely with Redcom, County Architect's Office, and County Facilities Construction during all phases of construction. Monitor progress and report on status.

**Compliance Review & Monitoring**

- Met with Compliance committee on 09/23/09 to review current matrix vs new 2009/2010 Redcom/AMR contract.
- Made changes to Monthly and Annual Matrix's. Dan will deliver to DOAG for review and approval.
- Monthly audit of call volume data retrieval process.
- Ensure call data "scrubbing" follows guidelines (List of 10 exclusions/exceptions).

## **Cost Allocation Methodology Committee**

- Met with Chief Garcia (Chair) on 09/22/09 to review current member agency cost allocation methodologies and modeling.
- Will coordinate and plan regular meetings for committee.
- Reviewed last year's cost allocation spreadsheets and options.
- Met with County Accountant to review last year's methodologies and to prepare for new fiscal year.

## **Surplus Property Policy Recommendations**

- Property owned by JPA. New chairs and consoles funded by State 9-1-1 Grant (\$80K).
- No legal issues/constraints on process of usage/disposal.
- Offer on an "as needed" basis to Member Agencies.
- Items may be sold on a competitive sealed bid.
- Submitted Draft Board Policy on Surplus Property for Board Approval.

<b>REDCOM Redwood Empire Dispatch Communications Authority BOARD POLICY</b>		
<b>Title:</b>  <b>DISPOSITION OF SURPLUS REDCOM PROPERTY</b>	<b>Page 1of 2</b>	<b>Effective Date October 08, 2009</b>
	<b>Approved by:</b>	<b>Policy Number 2009-01</b>

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**1. PURPOSE**

- 1.1 To establish the policies and procedures for the management and disposition of surplus REDCOM property.**

**2. POLICY**

- 2.1 Any property item that was previously purchased by REDCOM, and is no longer required for use within the Dispatch Center, shall be declared surplus and either offered to the member agencies, free of charge, on an “first come, as needed” basis, or may be sold on a competitive sealed bid process.**
- 2.2 Selling to REDCOM Employees. In order to avoid a conflict or appearance of conflict between their public employment and their private lives, in the eyes of the public, it is the policy of REDCOM to only sell surplus property to an employee through a competitive sealed bid process open to the public.**
- 2.3 Public Confidence. Sales of surplus property will be conducted in a manner to inspire public confidence.**

**3. PROCEDURES**

- 3.1 Member Agencies. The member agencies, after receiving the list of surplus property by the Director of REDCOM, must respond within two (2) weeks of receipt of notice if interested in any of the items listed on the inventory sheet. The Director of REDCOM will review each response and determine which agency will be rewarded with the desired property based upon their stated needs.**
- 3.2 Competitive Sale. Items may be sold on a competitive sealed bid, public notice posted for 10 days on Internet/Intranet sites, department bulletin boards, and local newspaper.**
- 3.3 Periodic Review. The Director of REDCOM shall periodically review inventories to identify surplus property and take action outlined herein to remove it from work centers and allow reuse or realize value for it.**

**REDCOM Redwood Empire Dispatch Communications Authority  
BOARD POLICY**

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- 3.4 Authority to Discard. After determining property is obsolete and/or unusable, the Director of REDCOM may discard/scrap the inventory in a safe manner.**
- 3.5 Remittance of Funds and Disposal Notification. Upon sale of property, funds will be remitted and accounting notified of the sale.**
- 3.6 Maintenance of Records. The Director of REDCOM will maintain accurate and complete records for all surplus property sales and transactions for a period of at least 2 years or as required by the REDCOM Board of Directors.**