

Resolution No. 02-001

Date July 11, 2002

RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY ADOPTING BYLAWS

WHEREAS, the Board of Directors of the Redwood Empire Dispatch Communications Authority (REDCOM) desire to have a set of bylaws to guide the operation of the joint powers authority;

NOW, THEREFORE, BE IT RESOLVED, that the following bylaws shall be enacted and in effect until modified as specified herein:

1. Officers. There shall be three officers of REDCOM as elected by the Board of Directors. These are: Chair, Vice-Chair, and Secretary.
 - a. Duties
 1. Chair shall preside over meetings and set the agenda, shall sign contracts, payments consistent with the approved budget, and other documents as the authorized representative of the Board.
 2. Vice-Chair shall perform the duties of the chair in the event that the Chair is absent.
 3. Secretary shall perform the duties of the chair in the event that both the Chair and the Vice-Chair are absent. Shall also provide minutes of the Board Meetings.
 - a. Election and Terms. At the first meeting in July of each calendar year the officers shall be elected by the Board. No individual may hold the same office for two or more consecutive years. Term of office shall begin with the first action following the election and continue until the next election. Special elections can also be called as necessary by super majority (5 votes) of the Board.
1. Regular Business Meetings. The REDCOM Board shall hold regular business meetings on the first Thursday of each quarter at 3:00 p.m. in the Training Room of the Sheriff's Department Building at 2796 Ventura Avenue in Santa Rosa.
2. Conduct of Meetings. Meetings of the REDCOM Board of Directors shall be conducted in an orderly fashion and, at the request of any Director, shall refer to "Robert's Rules of Order" for clarification or to specify any individual procedure. Speakers shall be recognized by the Chair before making remarks. Motions may be made by any member and do not require a second for consideration. The Chair can stop debate and call for a vote at any time. Amendments to a motion

can only be made with the consent of the motions originator. Meetings will also be conducted in compliance with the Brown Act.

3. Conflict of Interest Code. The Board shall adopt a conflict of interest code and shall review and update the code at least annually.
4. Committees. The Chair, subject to approval by the Board, shall appoint committees and provide direction as to the purpose and deadlines for each committee. Once appointed, committees shall elect a Chair and organize themselves as appropriate to complete their purpose. Committees shall be abolished by majority vote of the Board.
5. Amendments. These bylaws may be added to or otherwise amended by resolution of this Board.

Anderson ____ Chrystal ____ Fuson ____ Hall (alt.) ____ Hill ____ Lee ____

Lewis (alt.) ____

Ayes 7 Noes _____ Abstain _____ Absent _____

SO ORDERED

Resolution No. 02-002

Date July 11, 2002

**RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY ESTABLISHING THE DISPATCH OPERATIONS ADVISORY GROUP
AND APPOINTING MEMBERS THERE TO**

WHEREAS, the Board of Directors of the Redwood Empire Dispatch Communications Authority desire to have an advisory body to assist in, recommend, and review operational policies and procedures to guide the day-to-day operations of the dispatch center, to provide technical advice to the Board of Directors, and function as a link between field operations resources and the dispatch center.

NOW, THEREFORE, BE IT RESOLVED, that the Dispatch Operations Advisory Group is hereby established.

BE IT FURTHER RESOLVED, that said group shall organize itself and adopt rules and regulations for meetings to be conducted in accordance with the Brown Act, Government Code Section 54950 et seq.

Bart Lewis, Deputy Chief of Santa Rosa Fire Department

Mike Cahill, Chief of Sonoma Fire Department

Vern Losh, Director of Emergency Services, representing County Services Area #40

Mike Mickelson, or the current Emergency Communications Center Chief of the California Department of Forestry or his or her designee

Kent Reynolds, Chief of Goldridge Fire District and Bennett Valley Fire District

Mike Duvall, EMS Coordinator, Coastal Valleys Emergency Medical Services Agency

Eric Polan, Director of Operations, Sonoma Life Support Operations

Anderson ____ Chrystal ____ Fuson ____ Hall (alt.) ____ Hill ____ Lee ____
Lewis (alt.) ____

Ayes 7 Noes _____ Abstain _____ Absent _____

SO ORDERED

**RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY (REDCOM) ESTABLISHING THE TERMS AND CONDITIONS UNDER
WHICH THE CITY OF SEBASTOPOL MAY JOIN THE AUTHORITY**

WHEREAS, the Board of Directors of the Redwood Empire Dispatch Communications Authority have indication that the City of Sebastopol desires to join the Authority as a member agency; and

WHEREAS, the Board of Directors find that the addition of the City Sebastopol would benefit the citizens of Sebastopol as well as the citizens of the City of Santa Rosa and those served by the Gold Ridge and Rincon Valley Fire Protection Districts with increased coordination for emergency responses and reduced duplication of dispatch efforts; and

WHEREAS, the Board of Directors are charged with setting the terms and conditions for new member agencies, pursuant to Section 25 of the joint powers agreement establishing the Redwood Empire Dispatch Communications Authority; and

WHEREAS, the Board of Directors find that the addition of the City Sebastopol would not add any new cost and no other member agencies have been assessed any start-up or operational costs to date; and

WHEREAS, the Board of Directors find that the best information available suggests that the City Sebastopol has the same call volume as the Gold Ridge Fire Protection District;

NOW, THEREFORE, BE IT RESOLVED, that the City of Sebastopol shall pay the same cost for fire dispatch services as the Gold Ridge Fire Protection District until the call volume review scheduled for the third year of service at which point its actual call volume shall be used in the same manner as all other agencies for determining cost allocations.

BE IT FURTHER RESOLVED, that the City of Sebastopol shall not be assessed any "buy-in" costs to become a member of the Authority and that the revenues from the City of Sebastopol shall be used to reduce the cost per call of fire dispatch for all agencies paying the full cost per fire call.

Anderson Aye Chrystal Absent Fuson Aye Hall (alt.) Aye Hill Aye Lee Aye Pini Aye

Ayes 6 Noes _____ Abstain _____ Absent 1

SO ORDERED

Resolution No. 02-004

Date 9/05/02

RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY ESTABLISHING A CONTRACTING FOR BASELINE SERVICES
POLICY

WHEREAS, the Board of Directors of the Redwood Empire Dispatch Communications Authority (REDCOM) will define baseline services during the first year of operations; and

WHEREAS, such baseline services shall consist, at a minimum, of fire and emergency medical services dispatching vital to the health and safety of the public; and

WHEREAS, the REDCOM Board of Directors may wish to provide baseline services to other legal entities that are not members of REDCOM in order to provide more coordinated fire and ambulance response services to the public; and

WHEREAS, the REDCOM Board of Directors wishes to encourage representative local governmental participation in REDCOM to ensure that the public are served on an equal footing;

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall guide the consideration of contracting to provide baseline services to others:

Contracts for REDCOM to provide baseline services shall not be offered to local governmental agencies that are eligible to become members of REDCOM unless the local governmental agency cannot obtain the approval of the majority of existing REDCOM members to join.

Recognizing that the public interest may best be served by providing baseline services to the citizens of a local governmental agency which is unable to secure the approval of the majority of existing REDCOM members to join, REDCOM may offer a contract to provide such services so long as at a minimum all direct and indirect costs for such services are paid by the local governmental agency. These costs shall include, but not be limited to, equivalent costs per call volume as other member agencies being provided the same services and compensation for any additional liabilities or risks borne by REDCOM as a result of providing such service under the proposed contract.

Resolution No. 02-005

Date October 3, 2002

RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY (REDCOM) ESTABLISHING THE TERMS AND CONDITIONS
UNDER WHICH THE CITY OF HEALDSBURG MAY JOIN THE AUTHORITY

WHEREAS, the Board of Directors of the Redwood Empire Dispatch Communications Authority have indication that the City of Healdsburg desires to join the Authority as a member agency; and

WHEREAS, the Board of Directors find that the addition of the City Healdsburg would benefit the citizens of Healdsburg as well as the citizens of the County served by independent fire districts and County Services Area #40 with increased coordination for emergency responses and reduced duplication of dispatch efforts; and

WHEREAS, the Board of Directors are charged with setting the terms and conditions for new member agencies, pursuant to Section 25 of the joint powers agreement establishing the Redwood Empire Dispatch Communications Authority; and

WHEREAS, the Board of Directors find that the addition of the City of Healdsburg would not add any new cost and no other member agencies have been assessed any start-up costs to date; and

WHEREAS, the Board of Directors find that the best information available suggests that the City of Healdsburg's average annual call volume would equate to \$31,228 annually for fiscal year 02-03 if charged on the same basis for fire calls as other existing members;

NOW, THEREFORE, BE IT RESOLVED, that the City of Healdsburg shall pay and be assessed for the same prorated share of the fiscal year 02-03 annual cost as existing members and shall pay on the same cost basis for fire dispatch services as other members thereafter.

BE IT FURTHER RESOLVED, that the City of Healdsburg shall not be assessed any "buy-in" costs to become a member of the Authority and that the revenues from the City of Healdsburg shall be used to reduce the cost per call of fire dispatch for all agencies paying the full cost per fire call or to assist in deferring Transition Period costs as directed by the Board when such costs have been determined.

Resolution No.: 03-002

Date: October 14, 2003

**RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY (REDCOM) APPOINTING PAUL PIGONI AS A MEMBER OF THE
DISPATCH OPERATIONS ADASDAVISORY GROUP**

WHEREAS, the Board of Directors of the Redwood Empire Dispatch Communications Authority have established the Dispatch Operations Advisory Group (DOAG) to assist in, recommend, and review operational policies and procedures to guide the day to day operations of the dispatch center, to provided technical advice to the Board of Directors, and to function as a link between field operations resources and the dispatch center; and

WHEREAS, the Board of Directors appointed Chief Kent Reynolds of the Gold Ridge Fire Protection District to represent independent fire protection districts on the DOAG; and

WHEREAS, the Board of Directors have learned of the retirement of Chief Reynolds effective as of the end of March 2003; and

WHEREAS, Chief Paul Pigoni, of the Geyserville Fire Protection District has been closely involved and instrumental to the development and operations of the dispatch center, particularly in the provision of assistance and information on behalf of a number of independent fire protection districts; and

WHEREAS, Chief Pigoni is willing, is well respected in the fire community and has been recommended by the DOAG as a replacement representative for the retiring Chief Reynolds;

NOW, THEREFORE, BE IT RESOLVED, that Chief Pigoni is hereby appointed to the DOAG to fill the vacancy created by the retirement of Chief Reynolds.

Anderson Chrystal Duignan Fuson Lee Maddux

Coleman

Ayes 7 Noes 0 Abstain 0 Absent 0

SO ORDERED

**RESOLUTION OF THE REDWOOD EMPIRE DISPATCH COMMUNICATIONS
AUTHORITY ESTABLISHING ALTERNATE MEMBERS TO THE
DISPATCH OPERATIONS ADVISORY BODY (DOAG)**

WHEREAS, the Joint Powers Agreement (JPA) of the Redwood Empire Dispatch Communications Authority (REDCOM) established a Dispatch Operations Advisory Body, hereinafter referred to as the "DOAG" and established the initial membership make-up of this Body: and

WHEREAS, the JPA also stipulates that the REDCOM Board of Directors may amend the membership list after the first six months of dispatch center operation; and

WHEREAS, the Board of Directors has previously appointed regular members of the DOAG; and

WHEREAS, the DOAG has requested and the Board of Directors has agreed that it is prudent to also establish alternate DOAG members to assure that a quorum will be present for DOAG meetings and the conduct of business.

WHEREAS, Mike Duvall has been appointed to the Board of Directors representing Coastal Valleys EMS Agency.

NOW, THEREFORE, BE IT RESOLVED by REDCOM Board of Directors that the following alternate membership of the DOAG is established:

1. Any regular member of the DOAG may appoint an alternate member from the regular member's own agency to serve in place of the regular member, should that member be absent from a DOAG meeting. The regular member shall provide the name and title of the alternate member to the DOAG Chair prior to the start of any DOAG meeting where the alternate member will be sitting in place of the regular member.
2. An alternate-at-large position is hereby created for the DOAG. The alternate-at-large position shall not serve on the DOAG unless there is less than a quorum of regular DOAG members present at a meeting. If less than a quorum is present, the alternate-at-large shall become a setting member of the DOAG for that meeting in order for the DOAG to conduct business.
3. Fire Chief Bill Murray of the Glen Ellen Fire Protection District is appointed as the alternate-at-large member of the DOAG.
4. Kent Coxon is appointed to the DOAG representing Coastal Valleys EMS Agency.

Anderson Duignan DuVall Fuson Maddux Thomas Varner
Ayes 6 Noes 0 Abstain 6 Absent 1

SO ORDERED