



Commission Board
Doug Ridenour, Sr., President
Vito Chiesa, Board of Supervisors, District 2
Joe Lopez, Interim City Manager, City of Modesto
Jody Hayes, Stanislaus County CEO
Ken Irwin, City Manager, City of Patterson
Adam Christianson, Stanislaus County Sheriff
Alan Ernst, Fire Chief, City of Modesto

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CONSOLIDATED EMERGENCY DISPATCH AGENCY COMMISSION **MINUTES**

December 20, 2017

Regular Meeting Minutes
1:00 p.m.

City-County Administration Building
1010 10th Street, Board Chambers – Basement Level
Modesto, CA 95354

www.stan911.com/consolidated.shtm

1.0 Open and Welcome

Meeting called to order at 1:00 p.m. by President, Doug Ridenour, Sr.

Commission Members Present: President, Doug Ridenour, Sr., City of Modesto; Supervisor Vito Chiesa; Stanislaus County CEO, Jody Hayes; Interim Modesto City Manager, Joe Lopez; Stanislaus County Sheriff, Adam Christianson; City of Modesto Fire Chief, Alan Ernst; and Patterson City Manager, Ken Irwin

2.0 Pledge of Allegiance to the Flag

3.0 Public Comment Period

No public comment

4.0 Consent Calendar

4.1 Approval of Minutes – Regular Meeting, November 15, 2017

Motion to approve consent calendar made by Commissioner Christianson, seconded by Commissioner Chiesa. Approved. 7-0 unan.

5.0 Regular Agenda

5.1 Accept the Stanislaus Regional 9-1-1 Purchasing Card Audit as Prepared by the Controller for the Consolidated Emergency Dispatch Agency

Stanislaus County Auditor Controller Internal Auditor Manager, Sandeep Singh, presented the Purchasing Card Audit report for Fiscal Year 2015/2016.

Motion to accept Stanislaus Regional 9-1-1 Purchasing Card Audit as Prepared by the Controller made by Commissioner Chiesa, seconded by Commissioner Christianson. Approved. 7-0 unan.

- 5.2 Accept the Consolidated Emergency Dispatch Agency Financial Statements for the Year Ended June 30, 2017

Stanislaus Regional 9-1-1 (SR911) Administration Service Manager, John Bettencourt, presented the Consolidated Emergency Dispatch Agency Financial Statements for the year ended June 30, 2017 which were prepared by Brown Armstrong, Certified Accountants.

Motion to accept the Consolidated Emergency Dispatch Agency Financial Statements for the Year Ended June 30, 2017 made by Commissioner Christianson, seconded by Commissioner Irwin. Approved. 7-0 unan.

- 5.3 Accept the Stanislaus Regional 9-1-1 Fiscal Year 2017-2018 Midyear Financial Report, and Direct Staff to Present Midyear Budget Reviews to the Dispatch Advisory Board and Consolidated Emergency Dispatch Agency Commission Prior to the End of January in Future Years to Include a Minimum of Five (5) Months of Financial Data Beginning in 2019.

John Bettencourt presented the Fiscal Year 2017-2018 Midyear Financial Report. Stanislaus Regional 9-1-1 (SR911) Executive Director (Director) Scotty Douglass discussed the value in presenting future midyear reports prior to the end of January in future years to ensure a minimum of five (5) months of financial data is used beginning in 2019.

Motion to accept the Stanislaus Regional 9-1-1 Fiscal Year 2017-2018 Midyear Financial Report and Direct Staff to Present Midyear Budget Reviews to the Dispatch Advisory Board and Consolidated Emergency Dispatch Agency Commission Prior to the End of January in Future Years made by Commissioner Ernst, seconded by Commissioner Christianson. Approved. 7-0 unan.

- 5.4 Authorize the Executive Director to use Remaining Funds within Project 2016-01, Radio System Console Replacement in an Amount not to Exceed \$102,768 to 1) Add a Voice Recording System and Associated Interface Software Equipment and to Add a Software Interface Connection to the Computer Aided Dispatch (CAD) System and 2) Authorize the Executive Director to Execute all Associated Contract Amendments, Change Orders, and Purchase Orders with Avtec, Inc., and TriTech, Inc. to Complete the Project within the Fiscal Parameters

Director Douglass shared at the June 2017 Consolidated Emergency Dispatch Agency Commission meeting the Executive Director had approval to retain the remainder of the funds for the radio console project in case the need of

contingency and was authorized to execute any change orders not to exceed \$25,000 without Commission approval. It is now necessary to obtain approval from the Commission.

Motion to Authorize the Executive Director to use Remaining Funds within Project 2016-01 to Add a Voice Recording System and Associated Interface Software Equipment, Add a Software Interface Connection to the Computer Aided Dispatch (CAD) System and Authorize the Executive Director to Execute all Associated Contract Amendments, Change Orders, and Purchase Orders with Avtec, Inc., and TriTech, Inc. made by Commissioner Chiesa, seconded by Commissioner Christianson. Approved. 7-0 unan.

- 5.5 Authorize the Consolidated Emergency Dispatch Agency Commission President to Execute a Three (3) Year Amended and Restated Lease Agreement with the Kenneth C. Moeller Trust for Continued Use of the Mount Oso Communications Site in Amounts not to Exceed \$15,507.24 in Year One, \$15,972.48 in Year Two, and \$16,451.64 in Year Three Beginning January 1, 2018 and Expiring December 31, 2020

Director Douglass discussed the importance of retaining this site within the existing communications network. Continuing an agreement will ensure reliable ongoing county-wide public safety communications.

Motion to Authorize the Consolidated Emergency Dispatch Agency Commission President to Execute a Three (3) Year Amended and Restated Lease Agreement with the Kenneth C. Moeller Trust made by Commissioner Lopez, seconded by Commissioner Irwin. Approved. 7-0 unan.

- 5.6 Authorize the Executive Director to Negotiate and Execute an Agreement for an Enhanced Telephone Call Distribution Solution from AT&T as a Sole Source Vendor in an amount not Exceed of \$14,801.81

Director Douglass shared that they now have a solution with AT&T for the call-tree. The current call-tree is not sufficient to handle the existing call volume and telephone calls. If there is a busy line when the public calls it is looping the call back to the beginning of the call tree. AT&T has proposed a solution to enhance the call-tree. Following the enhancement, the caller would be placed into a call queue where an auto-attendant will announce that the call will be answered in the order it was received and in case of an emergency, to hang up and call 9-1-1. The estimate to purchase an enhanced telephone call distribution solution from AT&T has been quoted at \$14,801.81. Funds are available within the Services and Supplies budget item within the SR911 Fiscal Year 2017-2018 Budget to support the purchase. President Ridenour clarified this was for non-emergency calls. Commissioner Hayes shared that the County and the City are working with SR911 on sharing out with members of the public on what is a non-emergency call and what numbers to call.

Motion to Authorize the Executive Director to Negotiate and Execute an Agreement for an Enhanced Telephone Call Distribution Solution from AT&T made by Commissioner Ernst, seconded by Commissioner Lopez. Approved. 7-0 unan.

6.0 Informational

6.1 Monthly Dispatch Operations and Staffing Report for November, 2017

Stanislaus Regional 9-1-1 (SR911) Operations and Technical Services Division Manager, Wendy Silva, presented the enclosed report.

6.2 Status Report Regarding SR911 Technical Projects

Wendy Silva discussed technical projects.

6.3 Oral Update from SR911 Executive Director

Director Douglass provided 16-17 Dispatch Billing Adjustment-Fire Agencies Based on Revised Incident Counts handout and Revised Cost Allocation handout. In preparing the Fiscal Year 2017-2018 Budget there was an error discovered in the counting of calls for services as it pertained to three (3) of the SR911 partner agencies. As a result, a new process was implemented to ensure accurate count of calls for service when preparing future fiscal year budgets. When re-counting the calls for service in Fiscal Year 2014-2015, it was discovered that while some counts were slightly different, the most notable were calls for service counted for Stanislaus Consolidated Fire and Oakdale City Fire. Director Douglass will be coming back to the Commission in January with a recommendation from the Dispatch Advisory Board.

7.0 Commissioner Reports.

Commissioner Hayes shared that Fire Warden/Assistant Director of Emergency Services Dale Skiles is retiring at the end of December 2017 and congratulated him on his 30 plus years of service. Commissioner Hayes also shared on an interim bases Lt. Dennis Cordova, from the Sheriff's Department, will be serving as acting Assistant Director of Emergency Services until the position is filled on a permanent bases in the next couple of months. Going forward Deputy Executive Officer Tina Rocha will be Commissioner Hayes alternate and attend on behalf of Stanislaus County. President Ridenour thanked Dale Skiles for all his work and wished him well on his retirement.

8.0 Correspondence

No correspondence

9.0 Adjournment to Closed Session

Regular meeting adjourned at 1:36 p.m.

10.0 Closed Session: Conference with Legal Counsel – Anticipated Litigation: One Case. Government Code Section 54956.9(d).

No reportable items from Closed Session. Meeting adjourned at 1:50 p.m.

11.0 Special Meeting of the Consolidated Emergency Dispatch Agency Commission and the Dispatch Advisory Board

No reportable items from Closed Session. Meeting was adjourned at 2:27 p.m.

ATTESTED: Melissa Parikh
Consolidated Emergency Dispatch Agency Commission Clerk

The above is a summary of the minutes of the governing board of the Consolidated Emergency Dispatch Agency Commission. Complete audio minutes are available from the Stanislaus Regional 9-1-1 Administrative Office.