



Commission Board
Doug Ridenour, Sr., President
Vito Chiesa, Board of Supervisors, District 2
Jim Holgersson, City Manager, City of Modesto
Stan Risen, Stanislaus County CEO
Raul Mendez, City Manager, City of Hughson
Galen Carroll, Police Chief, City of Modesto
Dale Skiles, Stanislaus County Fire Warden

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CONSOLIDATED EMERGENCY DISPATCH AGENCY COMMISSION **MINUTES**

June 21, 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 1:06 p.m. by President, Doug Ridenour, Sr.

Commission Members Present: President, Doug Ridenour, Sr.; Supervisor Vito Chiesa; City of Modesto Deputy City Manager Joel Lopez; Stanislaus County CEO, Stan Risen; Waterford City Manager Tim Ogden (for Hughson City Manager Raul Mendez); City of Modesto Interim Fire Chief Alan Ernst; and Stanislaus County Fire Warden Dale Skiles (for Stanislaus County Sheriff Adam Christianson)

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, March 15, 2017

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

5.0 Regular Agenda

5.1 Accept the Annual Rotation of Dispatch Advisory Board Members and Conduct the Annual Appointment of President, Vice-President, and Secretary to the Consolidated Emergency Dispatch Agency Commission, Effective June 1, 2017

SR911 Executive Director Douglass explained that according to the JPA, the Dispatch Advisory Board will appoint the members to serve on the Commission effective June 1. Douglass met with Tom Boze of County Counsel in order to adjust the rotation process to eliminate annual action in future years. The new rotation will be Sheriff Adam Christianson and City of Modesto Interim Fire Chief Alan Ernst. Alternate years will be County Fire Warden Dale Skiles and City of Modesto Police Chief Galen Carroll. SR911 Staff recommends that the responsibilities of Commission Secretary continue to be share by SR911 administrative staff and Stanislaus County Clerk of the Board staff.

Motion to accept the annual rotation of Dispatch Advisory Board members made by Commissioner Ernst, seconded by Commissioner Risen Approved. 7-0 unan.

Motion to nominate Commissioner Ridenour, Sr. as Commission President and Commissioner Chiesa as Vice-President made by Commissioner Risen, seconded by Commissioner Chiesa. Approved. 7-0 unan.

Motion to continue the shared responsibilities of Commission Secretary made by Commissioner Risen, seconded by Commissioner Lopez Approved. 7-0 unan.

- 5.2 Approve the Fiscal Year 2017-2018 Meeting Dates for the Consolidated Emergency Dispatch Agency Commission and Dispatch Advisory Board
Director Douglass noted that not all months are listed as some months the Commission may not have pending business requiring action. The JPA Agreement requires the Commission to meet quarterly at a minimum.

Motion to approve the Fiscal Year 2017-2018 Meeting Dates made by Commissioner Skiles, seconded by Commissioner Chiesa. Approved. 7-0 unan.

- 5.3 Authorize the Executive Director to Negotiate and Enter into Contract with Avtec, Inc. for the Procurement of a Dispatch Radio Console
Director Douglass discussed the procurement process conducted for the radio console with the vendor Avtec, Inc scoring the highest amongst the participants. After discussion with County Counsel, it was determined that four recommendations were necessary in the procurement process. Commissioner Ridenour, Sr. asked questions about the scoring amongst the vendors.

Motion to accept the staff recommendations authorizing the Executive Director to negotiate and enter into contract with Avtec Inc. for the procurement of a dispatch radio console made by Commissioner Chiesa, seconded by Commissioner Ernst. Approved. 7-0 unan.

- 5.4 Adopt the Stanislaus Regional 9-1-1 Fiscal Year 2017-2018 Final Budget and Approve the Use of Fiscal Year 2017-2018 Member Agency Contributions
Director Douglass discussed the Budget process with the culminating with the approval of the Proposed Budget at the March 15, 2017 meeting. The Commission approved staff's recommendation to present a final budget for adoption at the June 21, 2017 meeting. Staff projects a surplus in the 2016-2017 Budget Year at \$175,000. These funds will be used to subsidize partner costs in the 2017-2018 year. Staff also looked at all major computations in determining the budget as well as charges to participants. Douglass discussed the adjustments to charges based on corrections to incident counts performed in the budget review process. Commissioner Risen asked about the confidence level in the incident counts used to calculate the 2016-2017 Budget. Douglass stated that staff would be analyzing these counts, using the new procedures to determine any inadequacies and present these inadequacies to the Commission at the August or September meeting.

Motion to adopt the Stanislaus Regional 9-1-1 Fiscal Year 2017-2018 Final Budget and used of Fiscal Year 2017-2018 Member Agency Contributions made by Commissioner Chiesa, seconded by Commissioner Ogden. Approved. 7-0 unan.

- 5.5 Authorize the President and Executive Director to Execute and Continue a Professional Services Agreement with Brown Armstrong Accountancy Corporation, for a Fiscal Year 2016-2017 Independent Financial Audit in an amount not to Exceed \$9,100.
Director Douglass explained that this Accountancy Corporation has been used in the previous years for financial audits and bringing agreements and contracts to the Commission is part of the Agency's revised administrative practices.

Motion to authorize the President and Executive Director to Execute a Professional Services Contract with Brown-Armstrong made by Commissioner Risen, seconded by Commissioner Lopez. Approved. 7-0 unan.

6.0 Informational

- 6.1 Status Report Regarding Dispatcher Staffing
Director Douglass discussed the report included in the Meeting packet and the challenges of remaining fully-staffed
- 6.2 Status Report Regarding SR911 Projects
Wendy Silva discussed the list of technical projects included in the project listing in the meeting packet.
- 6.3 Oral Update from SR911 Executive Director

Director Douglass mentioned the new EMS Sub-Committee that was recently formed with staff from MVEMS, AMR and SR911 and the tasks this group would be focusing on. Wendy Silva will be assigned to dispatch operations as well as technical services. Scotty Douglass will spend more time on Administrative services. Douglass plans on reviewing the JPA Agreement for improvement and revising Administrative Policies and Procedures.

7.0 Commissioner Reports.

Commissioner Chiesa asked about the Glenn County interference project. Ms. Silva commented that the Sheriff's Department purchased an antenna that will rectify the issues. Commissioner Lopez thanked Director Douglass and Ms. Silva for their dedication to the Agency.

8.0 Correspondence. None

9.0 Adjournment

Regular meeting adjourned at 2:01 p.m.

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

Special Meeting convened at 2:02 p.m.

- 1) Open and welcome – President, Doug Ridenour, Sr.
- 2) Closed Session: Conference with Labor Negotiator: Agency Negotiators: Scotty Douglass, Wendy Silva, Joe Lopez, Tamara Thomas, Norma Santoyo, Jody Hayes, Brandi Hopkins, Kim Bukhari, and Dania Torres-Wong. Labor Organization: Stanislaus Regional Emergency Dispatchers' Association. Government Code Section 54957.6

Adjourned to Closed Session at 2:04 p.m.

Special Meeting was adjourned at

ATTESTED: John Bettencourt
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.