



**DISPATCH ADVISORY BOARD**  
**MINUTES**

**June 3, 2020**

**Regular Meeting Minutes**  
**2:00 pm**

**Stanislaus Regional 9-1-1**  
**3705 Oakdale Rd, Modesto, CA 95357**

1.0 Open and Welcome

Meeting called to order at 2:02 pm by Chairman, Alan Ernst

Advisory Board Members Present: City of Modesto Fire Chief/Chairman, Alan Ernst; Stanislaus County Chief Probation Officer, Mark Ferreira; Stanislaus County Director of OES\Fire Warden, Richard Murdock; City of Modesto Police Chief, Galen Carroll

Advisory Board Members Absent: Stanislaus County Sheriff, Jeff Dirkse

Others Present: Wendy Silva, Desiderio Calzada, John Bettencourt, Shaun Porter, Melissa Parikh, Stanislaus Regional 9-1-1

2.0 Public Comment Period

No public comments.

3.0 Consent Calendar

3.1 Approval of Minutes from Dispatch Advisory Board Regular Meeting March 4, 2020

*Motion to Approve the Minutes from the Dispatch Advisory Board Regular Meeting March 4, 2020 approved by Murdock, seconded by Ferreira unam. 4-0*

#### 4.0 Regular Agenda

##### 4.1 Approval to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission an updated Stanislaus Regional 9-1-1 Archives and Records Management Program Policy and Procedures

Stanislaus Regional 9-1-1 (SR911) Executive Director, Wendy Silva (Silva), shared SR911 maintains a comprehensive Archives and Records Management Policies and Procedures outlining the various records SR911 is required to archive and maintain. SR911 management team have reviewed the existing policy and recommending several minor changes. The most significant change is Section 1002-04, Master 24-Hour Audio Records. Current policy requires incoming calls and radio transmission to be retained for three (3) years. SR911 is recommending changing it to one (1) year retention policy unless it is part of an audit, ongoing investigation, litigation or homicide. County Counsel has reviewed and approved the policy revisions. Chief Carroll suggested the retention for Policy and Historical Records (1000-01) be revisited.

*Motion to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission an updated Stanislaus Regional 9-1-1 Archives and Records Management Program Policy and Procedures approved by Murdock, seconded by Carroll, unam. 4-0*

##### 4.2 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Stanislaus Regional 9-1-1 Fiscal Year 2020-2021 Final Budget

SR911 Administration Service Manager, John Bettencourt (Bettencourt), presented the Fiscal Year 2020-2021 Final Budget for recommendation to forward to the Consolidated Emergency Dispatch Agency Commission (Commission). A surplus of \$325,000 is projected to materialize upon Fiscal Year 2019-2020 closing. Staff recommends using a portion of surplus funds to off-set the Fiscal Year 2020-2021 Allocation to Participating Agencies. Chief Ernst requested two options be presented to the Commission. One option is present the budget as proposed and the second option is to present the budget showing no increases from fiscal year 2019-2020 to the member agencies.

*Motion to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Stanislaus Regional 9-1-1 Fiscal Year 2020-2021 Final Budget to include two options; option one to present the proposed budget as is and option two is present the budget with a flat contribution for the member agencies. Approved by Carroll, seconded by Ferriera, unam. 4-0*

4.3 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Meeting Dates for the Dispatch Advisory Board and Rotate the Chairperson and Vice-Chairperson in Fiscal Year 2020-2021

Silva shared the Dispatch Advisory Board (Advisory Board) meeting dates are calendared in advance to allow Commission members to plan attendance at regular meetings. Additionally, the Chairperson and Vice-chairperson rotate each fiscal year in accordance with Policy 201, Dispatch Advisory Board By-laws. During the fiscal year 2020-2021, the assigned Chairperson is the Stanislaus County Fire Warden and the Vice-chairperson is the Stanislaus County Sheriff. In the past the rotation of chairs is voted on at the May Board meeting and the rotation would take effect at the June Board meeting but due to COVID-19 the May Board meeting was canceled.

*Motion to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Meeting Dates for the Dispatch Advisory Board and Rotate the Chairperson and Vice-Chairperson in Fiscal Year 2020-2021 approved by Carroll, seconded by Ferriera, unam. 4-0*

After the approval of Item 4.3 Chief Murdock rotated in as Chair.

5.0 Informational

5.1 Monthly Dispatch Operations and Staffing Report

Silva presented the staffing report included in the packet. Silva shared that SR911 will be suspending the Emergency Dispatcher and Emergency Call-taker continuous recruitment. Chief Ernst requested another graph showing overall budget expense.

5.2 Status Report Regarding Stanislaus Regional 9-1-1 Technical Projects

SR911 Deputy Director, Desiderio Calzada (Calzada), presented a technical project tracking spreadsheet and asked the Advisory Board for feedback on the spreadsheet. Advisory Board Members agreed they like to see the progress of the technical projects but don't need to see all the details. Silva gave an update on the Technical Services projects.

5.3 SR911 Financial Update

SR911 Administration Service Manager, John Bettencourt (Bettencourt) provided an update regarding the Fiscal Year 2019-2020 Budget.

#### 5.4 Executive Director Report

Silva welcomed Calzada to the team and shared he will oversee Operations and Technical Services. Silva shared they had received direction to suspend work on the Matrix due to COVID. The preliminary Matrix's draft is available and SR911 was recently notified that work on the draft can begin again. Silva also shared they are looking at APCO accreditation for the agency. Silva asked the Board members if it would require commission approval. Chief Murdock suggested Silva take the item to the Commission for approval because the accreditation will involve a lot of staff time. Chief Ernst inquired if there were any other projects or technical items that had been suspended and are still suspended. Silva commented that everything is back to normal, there are no suspended items.

#### 5.5 Dispatch Advisory Board Member Report

Chief Carroll commented that he appreciates the dispatchers and all their help. Chief Ferriera mentioned that a large number of inmates from Chino State Prison, who have been exposed or tested positive for COVID-19, have been released. When the inmates get released they have a quarantine order and they are put on a GPS which will notify Probation if they leave the area they said they would be at. Premise history has been entered on the inmates. Murdock shared they received SB109 money for radios for the County. Today was the Install RFQ conference. There were three vendors who were interested. They are now working on the RFP for the mobile install. They will also bring in a consultant for that stage of the process.

#### 6.0 Adjournment

Regular meeting adjourned at 2:55 pm

ATTESTED: Melissa Parikh  
Dispatch Advisory Board Clerk

*The above is a summary of the minutes of the Governing Board of the Dispatch Advisory Board. Complete audio minutes are available from the Stanislaus Regional 9-1-1 Administration Office.*