

**MONTEREY COUNTY EMERGENCY COMMUNICATIONS DEPARTMENT- EXECUTIVE BOARD
MINUTES
January 5, 2022**

Participants	Agency	Representing	Present
David Sargenti (Chair)	Monterey County Regional Fire	District Fire Chiefs	X
Steve Adams (Vice Chair)	City of King	South County City Managers	X
Charles McKee	County of Monterey	County of Monterey	X
John Mineau	Monterey County Sheriff	Monterey County Sheriff Bernal	
Ben Harvey	City of Pacific Grove	City Managers South Peninsula	
Vacant	Vacant	City Managers North Peninsula	
Steve Carrigan	City of Salinas City Manager	City of Salinas	X
Non-Voting Advisors	Agency	Representing	Present
Gaudenz Panholzer	City of Monterey Fire Chief	ECD Operations Board	X
Lee Ann Magoski	County of Monterey ECD	County of Monterey ECD	X

Call to Order and Introductions – The meeting was called to order by Chair David Sargenti. Roll call taken. Attendees marked present above.

Additions and Corrections to Agenda: None.

Agenda Items:

1. **Approval of December 6, 2021 Meeting Minutes – Action Item – Attachment 1 - David Sargenti**

ACTION/MOTION: Steve Carrigan made motion to approve December 6, 2021 minutes. Charles McKee seconded. Roll Call Taken. All were in favor of approving minutes.

2. **AB 361 – Katherine Hansen**

- Remote Meeting Approval - **Action Item** - It is recommended that the Emergency Communications Executive Board find, pursuant to AB 361, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the Emergency Communications Executive Board has reconsidered the circumstances of the state of emergency; and the state of emergency continues to directly impact the ability of the members to meet in person.

ACTION/MOTION: Charles McKee made motion to continue to meet remotely. Steve Carrigan seconded. Roll call taken. All were in favor. No Opposed.

3. **NGEN /Billing – John Vaught / Lee Ann Magoski**

- NGEN True-Up Update
- Update from ITD on what high level cost categories the NGEN & O&M Budget

- **NGEN Agreement Update & Milestone Progress**

Steve Paxton reported the following on NGEN True-Up Update:

- The Operations Board was unable to come to a consensus and decision on the true-up methodology. A working group was created and will be meeting tomorrow, January 6, 2022 to discuss and focus on the issues and concerns.
- There were four options presented and these, plus a new usage based option, will be discussed by the sub-working group.

Steve Paxton reported the following on ITD high level cost categories comprise the NGEN & O&M Budget. The NGEN O & M Budget Breakdown was distributed to members and was presented by Steve Paxton with information on each category.

- The NGEN Budget is made up of the following:
- Annual ITD Labor Only Maintenance Services Cost
- External Vendor Costs
- Site Fees
- COWCAP
- Revenue Generating Contracts

Steve Paxton reported the following on NGEN Agreement Update & Milestone Progress.

- The NGEN Agreement was released to the Operations Board on December 17, 2021.
- Comments are due back January 17, 2022.
- We will discuss at the January 20, 2022 Operations Board Meeting.
- Release to the Executive Board January 21, 2022.

ACTION/MOTION: Chair David Sargenti requested Steve Paxton to provide historical trends of the last three years of what has been spent for labor and to provide the surplus amount at the next Executive Board meeting.

4. Director's Report – Lee Ann Magoski

- **1322 Natividad Perimeter Fence/Repaving Update**
- **Cordico – Dispatcher Wellness Software – Update**
- **CueHit Feedback Software - Update**

Lee Ann Magoski reported the following on Perimeter Fence Update:

- ECD has obtained quote in the amount of approximately \$750,000.00.
- Based on square footage allocation of the building between ECD and County OES, ECD shares 45% of the expense with OES at 55%. We will be working internally to see if we can secure the 55% of the funding from the County.
- We will bring this back to this Board as an action to approve using current year reserve contributions to fund ECD's portion of the project. ECD will coordinate with County entities as required.

Lee Ann Magoski reported the following on Cordico – Dispatcher Wellness Software:

- We have a quote from Cordico and looking into this software.
- This is support and wellness for the Dispatchers and their families.

Lee Ann Magoski reported the following on CueHit.

- I am unable to provide satisfaction percentages today due to the holidays.
- We will catch up on this and provide at the next Executive Board Meeting.

- This program has been positive and well received by our dispatchers.

ACTION/MOTION: No action needed. Information only.

5. ECD Operations Report – December 2021 – Olivia Madrigal

- Staffing/Hiring Update

Olivia Madrigal reported the following:

- Our In-House Academy begins January 24, 2022 with four trainees.
- We lost two employees this past month. One was a probationary release, and one was a resignation. Both had been training for four months.
- Answer time continues to be at 88%

ACTION/MOTION: No action needed. Information only.

6. Operations Board – Gaudenz Panholzer

- Everbridge Update

Gaudenz Panholzer reported:

- We discussed the Everbridge Contract and money issues related to this.
- State provides Everbridge Reverse 9-1-1 free.
- Office of Emergency Service presented to the Operations Board a presentation to include Nixle for \$40,000, to be split among all agencies.
- Office of Emergency Service will pay for any overage.
- Operations Board is still discussing the money split amongst the agencies and has requested more information from OES.

ACTION/MOTION: No action needed. Information only.

7. North Peninsula Cities Representative – Steve Adams/Ben Harvey

Steve Adams reported:

- Steve reached out to Marina City Manager.
- The Marina City Manager agreed to speak with North Peninsula agencies and select someone for the Executive Board.

ACTION/MOTION: No action needed. Information only.

8. Future Meeting Schedule – ECD Staff

- FY 2022/23 Budget Schedule – Dispatch / NGEN / Everbridge / Inform Mobile
 - Preliminary Budget Review – January 31, 2022 10:00 am
 - Final Budget Approval – February 22, 2022 11:00 am

John Vaught emphasized the importance of each of these meetings and asked each representative to be present.

9. Future Board Items – All None requested.

ADJOURNMENT:

Meeting adjourned 12:37 pm