

**MONTEREY COUNTY EMERGENCY COMMUNICATIONS DEPARTMENT- EXECUTIVE BOARD
MINUTES
January 31, 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 January 5, 2022 Meeting Minutes – Action Item – Attachment 1 - David Sargenti**

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

3. **FY 2022-23 Budget/Billing – John Vaught / Lee Ann Magoski**
 - **CY2021 Dispatch Workload for FY23 Budget/Billing – Attachment 2**
 - **Preliminary Dispatch Budget Overview – Attachment 3**
 - **Inform Mobile Billing Update**
 - **Everbridge Billing Update**

John Vaught reported the following on Dispatch Workload:

- Dispatch costs based on Three Factor Allocation formula of workload, property value within the jurisdiction, population of the jurisdiction.
- The workload component makes up one third of the billing.
- Operations Board recommended the 2021 calendar year workload be used for the billing/budget in FY 22/23.
- Workload data will be by incident rather than by comment line as was done in previous years.

John Vaught reported the following on Preliminary Dispatch Budget Overview:

- Cost drivers this year's budget versus next year's budget.
- 2.5% increase for represented staff beginning July 1, 2022
- Unrepresented management staff would get a similar raise. This has not been approved.
- FICA, PERS Healthcare and Workers Compensation increases.
- Overtime increasing.
- We are cross-training staff in all law and fire channels. This will qualify staff for competency pay.
- Requesting to add Information System Coordinator. This will not increase staff count. Reclassify Shift Supervisor position to Information System Coordinator.
- Universal Power Supply is end of life next year.
- Fence and paving project will be in next year's budget.
- Decrease in COWCAP \$480,000 year over year.
- Reduction in IT budget, due to over-budget in the current year.
- Final payment for the Schilling phone system was made.
- Everbridge costs will be going down. Payment/contract will not be held by ECD. OES will have this.
- Operations Board is currently discussing retaining Nixle at \$40,000. Anything cost above \$40,000 would be paid by OES.
- 2% year over year increase. Status quo budget is 12.9 million dollars versus 12.63 this year.

John Vaught reported the following on Inform Mobile Billing and Everbridge update:

- There is a 5% contractual increase from our CAD vendor.
- This will be billed using new device counts. Counts will be available January 2023.
- The maximum amount the agencies will be billing out is 2023 is \$40,000 for Everbridge. Operations Board is still discussing this.

4. NGEN – Steve Paxton / John Vaught

- **Preliminary NGEN O&M Budget Overview – Attachment 4**
- **O&M Labor & Labor Surplus by Year & Fee Compare – Attachment 4**
- **NGEN Project – Attachment 4**
- **NGEN True-Up for FY 2022/23 Update – Data collection in progress**
- **NGEN Agreement Update – Draft Agreement shared on MS Teams**
- **NGEN Debt Service Billing**

Steve Paxton reported the following O&M Labor and labor surplus:

- The labor hours were built based on projections for how much labor it would take to maintain the system.
- The budget labor costs will drop by \$260,000.
- FY 22/23 budget will include drop in labor hours but increase in labor fee.
- Vendor cost drop is \$30,000.
- ITD will absorb the training expense that was previously in the O&M budget.
- Site fees increase due lease increases. Utility cost for each site has been reduced.
- Expenditures were reduced. Due to labor cost increase, this will create an increase to site fee overall.
- The increase in labor rate cost is a result of the comp study and other salary and benefits, and MOU. Increase in Unit J Radio Technicians salaries. Result \$136.50 increase to \$156.50.

Steve Paxton reported the following on FY22/23 budget proposal NGEN projects:

- Microwave upgrade for NGEN links that will coincide with the countywide microwave project that is in its third and final year. The cost will be \$538,000 for the NGEN four links. \$75,000 of the \$538,000 is grant funded by UASI.
- Post Ranch Phase Two Construction
- Phase One has been funded and completed.
- Phase Two is the replacement of the Post Ranch Shelter.
- Replace this with a purpose-built concrete shelter. Cost will be \$285,000.
- ITD would like to fund these projects with the O&M \$900,000 surplus.

John Vaught reported:

- The 1.3 million dollars does not include these projects. This is open for discussion for how the Executive Board would like to see this funded.

Steve Paxton reported the following:

- Silicon Valley Regional Interoperability Authority and East Bay Regional Interoperability Communication Authority were contacted to do a comparison with their type of system.
- Our system is smaller. Technology is similar.
- Using the proposed 22/23 budget, Per radio cost \$25.75 per month. This does not include the reserve fund.
- If we increased our reserve fund fee to \$500,000, the increase in radio cost would be \$35.00 per radio per month.

Eric Chatham reported the following on Chair David Sargenti's concerns on the \$20.00 increase in ITD's Hourly Rate.

- Monterey County did a Class and Comp study which created a 14% average increase.
- ITD has been carving out and minimizing the impact on the NGEN budget. There is a certain amount of overhead that is applied to staff on the NGEN side.
- Steve Paxton and Alex Zheng are looking in to outsourcing some of the higher expenses.

Eric addressed the Capitol Improvement Projects that were presented by Steve Paxton:

- We have built a five-year plan of the CIP projects.
- We want to make sure we have provided enough information on the two CIP projects so all under the importance of each.

- We would like to talk about a method that is easy for all to absorb to start building a funding mechanism so that costs may be covered in the future and not have a large impact to individual groups all in one year.

Steve Paxton reported the following on NGEN True Up:

- Radio True-Up continues.
- Information has been submitted to the respective agencies and receiving information from the agencies and then we will update UAS.
- Accurate updated count will be provided at the February 22, 2022 Executive Board Meeting.

Steve Paxton reported the following on NGEN Agreement:

- The agreement is on Microsoft Team Site for all Operations Board members to review and provide comments.

Steve Paxton reported the following on NGEN Debt Service Billing:

- The Debt Service continues for NGEN. This will be 12 of 13 payments this year.

ACTION/MOTION: Chair David Sargenti requested Eric Chatham to include CIP information in the NGEN agreement and then bring back to the Executive Board for discussion

5. Director's Report – Lee Ann Magoski

- **CueHit Software – December Results – Attachment 5**
- **Wage Study Update**
- **Strategic Planning**

Lee Ann Magoski reported the following on CueHit update:

- December update of CueHit distributed.
- CueHit is providing good feedback.

Lee Ann Magoski reported the following on Wage Study:

- During contract negotiations, the Labor group was able to push for a wage study. This was pushed to the top.
- Monterey County dispatchers are not in the market target area.

Lee Ann Magoski reported the following on Strategic Planning:

- Stay interviews were conducted with staff.
- We received feedback.
- We are below market rate.
- We need to address the long-term strategic planning and leadership and culture in the center.
- We continue to have challenges with retention.
- Management team is working to identify resources and tools to improve this center and make this employer of choice and get fully staffed.

ACTION/MOTION: No action needed. Information only.

6. Operations Board – Gaudenz Panholzer

Gaudenz Panholzer did not report on the Operations Board Meeting. Everything that was discussed at the Operations Board meeting was covered here on previous agenda items.

ACTION/MOTION: No action needed. Information only.

7. North Peninsula Cities Representative – Steve Adams/Ben Harvey
 - Nothing reported.

ACTION/MOTION: No action needed. Information only.

8. Future Meeting Schedule – ECD Staff
 - Final Budget Approval – February 22, 2022 11:00 am
9. Future Board Items – All None requested.

ADJOURNMENT:

Meeting adjourned 11:03 am

DRAFT