

**MONTEREY COUNTY EMERGENCY COMMUNICATIONS DEPARTMENT- EXECUTIVE BOARD
MINUTES
October 13, 2022**

Participants	Agency	Representing	Present
David Sargenti (Chair)	Monterey County Regional Fire	District Fire Chiefs	
Steve Adams (Vice Chair)	City of King	South County City Managers	X
Charles McKee	County of Monterey	County of Monterey	X
Stephen Bernal	Monterey County Sheriff	Monterey County Sheriff Bernal	
Ben Harvey	City of Pacific Grove	City Managers South Peninsula	
Vibeke Norgaard	City of Sand City Acting City Manager	City Managers North Peninsula	X
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 Vice Chair Steve Adams.

Additions and Corrections to Agenda: None
Agenda Items:

1. **Rollcall of Board Members and Advisors – Patty Eddings**
 - Rollcall taken, and attendees marked present above.
2. **Public Comment for Items not on the agenda – Steve Adams**
3. **Approval of Minutes**
 - September 8, 2022 - **Attachment 1 – Action Item**

ACTION/MOTION: Steve Carrigan made motion to approve September 8, 2022 minutes. Charles McKee seconded. Roll Call Taken. All members were in favor of approving minutes.

4. **AB 361 – Samuel Beiderwell presented motion summary:**
 - 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 Carrigan made motion to continue to meet remotely. Charles McKee seconded. Roll call taken.
All were in favor. No Opposed.

5. **ECD Finance**

- **Report on FY 2021-22 Final Financials for Dispatch Fund 028 and NGEN O&M Fund 026 – Attachment 2**
- **Retain FY 2021-22 CAD& Phone System Surplus – Action Item 23-003 Attachment 3**
- **FY 2022-23 Expenditure Increase for Dispatcher Series Raises – Action Item 23-004 – Attachment 4**

John Vaught reported the following on FY 2021 Final Financials:

- FY 2021 Final Revenues & Expenses NGEN O&M – Fund 026.
- Revenue Budget \$1,606,001. Revenue Actuals \$1,613,483. Total Over Budget \$7,482.
- ECD expenses were \$351,345 under budget.
- Net gain to Fund 026 \$358,827.
- FY 2021-22 Final Revenues & Expenses Dispatch Fund 028.
- ECD revenue actual \$13,470,050. Expense Actual \$11,741,450. Pending Obligations (\$1,252,194). Surplus \$476,406.
- Pending Obligations. Refund excess Prop 172 to CAO (\$795,091). Hold FY22 CAD Maintenance (\$291,341). Hold FY 22 AT&T Payment (\$107,302).
- Department recommends using surplus to fund FY 23 Raises

John reported the following on CAD Maintenance:

- Due to delays from the Department's CAD vendor Central Square, the annual maintenance agreement for the term of February 7, 2022 - February 6, 2023 was not executed in time to pay the annual maintenance costs from the FY2021-22 budget as was planned. This annual payment of \$291,342 was made from the FY2022-23 budget. The Department will work with Central Square on payment timing for the February 7, 2023 – February 6, 2024 payment and if possible, will reset the payment schedule for this, and future, years so that only one payment is made during FY2022-23. If this effort is unsuccessful, then use of the funding will be necessary to pay two annual maintenance payments during FY2022-23.

John reported the following on Schilling Center Viper Phone System:

- In FY2021-22 the Department issued a purchase order to AT&T for Phase 2 (of 2) for the installation of a VIPER Phone System at the Schilling Dispatch Center. This project was completed during the fiscal year and AT&T has under invoiced by \$107,302. The AT&T project managers are investigating if this money is owed or not.
- If approved, this FY 2021-22 Surplus will be held as fund balance in Fund 028 and paid to vendors during FY2022-23 as necessary. The Department will update the Executive Board as information becomes available and these funds will be returned to the payers using the FY2021-22 Dispatch billing ratio if they are not required in FY 2022-23 Budget.

John reported the following on Expenditure Increase for Dispatcher Series Raises:

- The Monterey County Board of Supervisors approved a salary increase of 16.94%, effective September 24, 2022, for positions in the Dispatcher Series (Communications Dispatcher I, Communications Dispatcher II, Emergency Communications Shift Supervisor, Emergency Communications Operations Supervisor). This raise impacts 65 budgeted FTEs in the FY2022-23

Emergency Communications Dispatch (Fund 028) budget with an estimated cost impact of \$929,000 in FY2022-23.

- The Emergency Communications Department recommends that the ECD Executive Board approve the plan to fund the cost increase in FY2022-23 using FY2021-22 Surplus of \$476,406 and FY2022-23 Reserve Contributions of \$329,000 for a net FY2022-23 Expenditure Budget Increase of \$805,406 in Fund 028. The Department recommends the Executive Board Recommend that the Monterey County Board of Supervisors authorize this budget increase.
- This will leave an estimated funding gap of \$123,594 which the Department plans to absorb within the current budget through vacant position salary savings and savings due to a budgeted raise for X-Unit staff which was not given.
- The recommended actions allow for the Department to fund this salary increase with no increased charges to any of the ECD User Agencies.
- If this Recommendation is approved, the Fund 028 Dispatch Reserve will have a balance of \$1,711,717 at the end FY2022-23. This is 13% of the FY2022-23 budget and is alignment with the reserve targets approved by this Board (10% minimum and goal balance of 15%).
- Fiscal Impact: No funding will be added to the Dispatch Reserve in FY2022-23 and the FY2021-22 Surplus will not be refunded.

ACTION/MOTION: Vibeke Norgaard made motion to approve Action 23-003 Retain FY 2021-22 CAD & Phone Surplus. Second by Charles McKee. Roll call taken. All were in favor. No opposed. Steve Carrigan made motion to approve Action 23-004 Dispatcher Series Raise of 16.94% Effective 9/24/22. Second by Charles McKee. Roll call taken. All were in favor. No opposed.

6. NGEN – ITD Staff Attachment 5

- **NGEN CIP and O&M Budget Update**
 - No Changes from Last Board Meeting.
- **NGEN Radio Project Update**
 - Microwave Upgrade Update
 - Jamesburg Site Update
 - Other Projects
- **NGEN Agreement Update**

Steve Paxton reported the following on FY 22/23 NGEN CIP and O & M Budget

- There are no changes to the NGEN CIP and O&M Budget. Keeping this on the agenda as a placeholder.

Steve reported the following on NGEN Radio Project updates:

Microwave Upgrade Update.

- Factory acceptance testing successfully completed September 21, 2022
- Equipment is shipping to Monterey County for Staging.
- Install expected to begin October 17, 2022.
- Project complete November 25, 2022
- UASI Grant reimbursement filing, November 25, 2022.

Jamesburg Site Update:

- Site cutover completed October 3, 2022
- Robert's Knoll site cleanup October 7, 2022.
- Robert's Knoll tower and outdoor cabinets to be reused.
- Robert's Knoll site turned over to Lessor October 31, 2022.

Other Projects Update

- South County Interference
- Lazer Broadcast Engineer to install filter system this week.
- L3Harris coming to town October 18, 2022, to discuss coverage solutions.
- Mid Coast Fire Project.
- No change, pending equipment delivery February 2023
- Lobos Ridge Project
- Awaiting ship dates for physical appliance and confirmation of System Release upgrade.

ACTION/MOTION: No action. Information only.

7. Receive Directors Report – Lee Ann Magoski

- **Timing for Agenda Items – Agenda Items and attachments, including a Policy Action document for any Action Items must be delivered in FINAL FORM to ECD 8 business days prior to the Executive Board Meeting date.**
- **CAD Update**
- **Strategic Planning**

Lee Ann reported the following on Timing for Agenda Items

- ECD partners, ITD, OES, etc., will have their items and attachments to ECD 8 business days prior to the meeting so members will have sufficient time to review documents prior to the meeting.

Lee Ann reported the following on CAD update:

- ECD has watched CAD demo from a CAD vendor.
- Waiting for final proposal, contract, cost.
- ECD doing site visits and reference checks.
- ECD hopes to bring this back to this board in January 2023

Lee Ann reported the following on Strategic Planning and Workload Report.

- ECD had three dispatchers resign in September.
- We now have 17 dispatcher vacancies.
- We will provide workload statistics report in future. This will be presented one month behind.
- Due to the high mandatory overtime, we will be looking in to patching channels.

ACTION/MOTION: No action. Information only.

8. ECD Operations Update – ECD Staff

- **Staffing/Workload Report**

Lee Ann Magoski reported on this under # 7 of the agenda.

ACTION/MOTION: No action. Information only.

9. ECD Operations Board Update – Gaudenz Panholzer

Nothing to report.

ACTION/MOTION: No action. Information only.

10. Future Board Items: - All

- Lee Ann acknowledged that Board would like to have a budget “check in” report.

ADJOURNMENT:

Meeting adjourned 2:30 pm

DRAFT