

MONTEREY COUNTY EMERGENCT COMMUNICATIONS DEPARTMENT
EXECUTIVE BOARD MINUTES
May 11, 2023

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
Sonia De La Rosa	County of Monterey	County of Monterey	X
Tina Nieto	Monterey County Sheriff	Monterey County Sheriff	
Ben Harvey	City of Pacific Grove	City Managers South Peninsula	X
Vibeke Norgaard	City of Sand City	North Peninsula Cities	
Steve Carrigan	City of Salinas	City of Salinas	
Non-Voting Advisors	Agency	Representing	Present
Lee Ann Magoski	County of Monterey ECD	County of Monterey ECD	X
Gaudenz Panholzer	City of Monterey Fire Chief	ECD Operations Board	X
Dave Hober	City of Monterey Police Dept.	ECD Operations Board	X

Agenda Items:

1. **Call to Order and Introductions** – The meeting was called to order by Chair David Sargenti at 1330 hours.
Roll Call of BOARD Members and Advisors –
Rollcall taken by Laurie Moreno and attendees marked present above.
2. **Additions and Corrections to Agenda:** None
3. **Public Comment for items not on the agenda:** None
4. **Approval of Minutes**
 - April 11, 2023 – Attachment 1 – **Action Item – David Sargenti**

ACTION/MOTION: Ben Harvey made a motion to approve April 11, 2023, minutes. Steve Adams seconded. Roll Call taken. All members were in favor of approving minutes.

5. Budget/Billing

FY2023-24 NGEN Billing Approval – Attachment 2 – **Action Item 23-008**

John Vaught presented the following:

- **Operations & Maintenance (O&M)** – The NGEN O&M fees pay for the regular and ongoing operations and maintenance costs for the County’s NGEN Radio system. The fees include labor costs from the County’s Radio Shop, contract costs for vendor maintenance, site fees, County overhead costs charged through the County Cost Allocation Plan, equipment replacement costs, Emergency Communications Administrative staff charges and other miscellaneous costs to support the radio system. The NGEN O&M budget does not include system upgrades or capital replacement costs. Capital project costs are contained in the NGEN Capital Fund 405.
- **Debt Service** – The final annual payment will be billed in full in Q1 of FY2023?24. The Debt Service payments repay the loan taken out to fund the initial buildout of the radio system. Debt Service costs will be charged by the proportion of total system radios using the April 2023 Radio True-Up.
- **Other Agency Involvement** – True-Up was reviewed by the ECD Operation Board and that Board recommended the use of the True-Up for use in FY2023/24 billing.

Budget/Billing (continued)

ACTION/MOTION: Steve Adams made a motion to approve **Action Item 23-008, FY2023-24 NGEN Billing**. Sonia De La Rosa seconded. Roll Call taken. All members were in favor:

1. **Approve and authorize the Department of Emergency Communications to bill NGEN Operations & Maintenance costs for Fiscal Year 2023/24 quarterly, in advance of each quarter, using the April 2023 Radio True-Up with a Fire Radio weighting of 75%.**
2. **Approve and authorize the Department of Emergency Communications to charge NGEN Debt Service payment 13 of 13 using the April 2023 Radio True-Up as a single charge in Quarter 1 of Fiscal Year 2023/24.**

6. NGEN

NGEN Boards Update & NGEN Agreement Update:

Steve Paxton presented a structured outline of the following:

- NGEN Executive Board
- Agreement for NGEN Services and Governance (NGEN Executive Board)
- NGEN Operations Board
- Agreement for NGEN Services and Governance (NGEN Operations Board)
- NGEN Board Structure with recommendations for the NGEN Executive and Operations Boards
- NGEN ISSI Gateway
- NGEN Phase-2 Upgrade

NGEN Project Updates

Steve Paxton provided project updates on the following:

- Post Ranch Site Construction – AT&T shelter co-location is moving forward and under review
- Mid-Coast radio site - Complete by June 30, 2023
- Lobos Ridge – Pending Phase-2 upgrade completion

7. Directors Report

Lee Ann Magoski provided a status on staffing noting loss of dispatchers and overtime targets. Also discussed was cancellation of this Board's June and August meetings.

8. ECD Operations Board: April 20, 2023. Nothing to report.

9. Future Agenda Items: None.

10. Adjournment: Meeting adjourned at 1430 hours.