NGEN Operations Board Minutes
August 17, 2023

Participants	Agency	Representing	Present
Gaudenz Panholzer – Chair	Monterey Fire Department	Fire Protection Agency 1 of 3	x
Dave Hober – Vice Chair	Monterey Police Department	Law Enforcement Agency 1 of 3	
Doug McCoun	Marina Fire Department	Fire Protection Agency 2 of 3	x
Chris Bourquin	Del Rey Oaks PD	Law Enforcement Agency 2 of 3	x
Matt Harris	Big Sure Fire	Fire Protection Agency 3 of 3	
Bill Mixer	Greenfield PD	Law Enforcement Agency 3 of 3	
Keith Boyd	Monterey County Sheriffs Dept.	Monterey County Undersheriff	x
Roberto Filice	Salinas Police Department	Salinas Police Chief	
Sam Klemek	Salinas Fire Department	Salinas Fire Chief	x
Alex Zheng	Information Technology Dept	Deputy Chief Information Officer	x
Lee Ann Magoski	Emergency Communications Dept.	Director of Emergency Communications	x

Agenda Items:

Additions and Corrections to Agenda: None

1. **Call to Order and Introductions –** The meeting was called to order by Chair Gaudenz Panholzer at 1510 hours.
   Roll Call of BOARD Members and Advisors –
   - Roll call taken by Veronica Serrano and attendees marked present above.

2. **NGEN Operations Board**
   - Law and Fire Chief's Association to ratify selected representatives to the NGEN Operations Board – Since NGEN is newly formed, Law Chiefs and Fire Chiefs will need to select someone to represent for NGEN Operations Board. Chair suggests keeping the same board as the ECD Operations Board. He will notify Fire Chiefs. Chris Bourquin will notify Law Chiefs.

3. **Approval of NGEN Operations Board Minutes**
   - No minutes. First NGEN Operations Board Meeting.

4. **Staff Update and Radio Shop Management – Presented by Alex Zheng**
   - Steve Paxton retired, the recruitment to fill the vacancy has already started. In the interim, the Radio Shop will report to Alex Zheng.

5. **Project Report – Presented by Alex Zheng**
   - Phase II Upgrade – Completed the Detailed Design Review (DDR) and the Acceptance Test Plan Review (ATP). A proposed project implementation schedule is in place. Don Clark will post an announcement to all the user agencies so that they know the upcoming maintenance window for the Phase II Upgrade. The Phase II Upgrade requires the radios to be on the system Phase II capable. Jeff Ackerman presented the feature set report with list of radios that are required to be upgraded with feature set licenses by each agency. The acceptance test will include agency reps. Brian Landacre will be reaching out to find volunteers to participate in the ATP test. The entire project is estimated to be complete sometime in November 2023. Chair Gaudenz Panholzer asked if project completion will necessitate that all agencies upgrade their radios or is the completion for getting the system upgraded. Alex Zheng - Agencies are not required to upgrade radios before November 2023, but should be encouraged to purchase the feature set licenses as soon as budget becomes available.

- Lobos Ridge Site Buildout – Funded by Carmel PD. The buildout will be depending on the Phase II Upgrade. As soon as the Phase II Upgrade is complete, will proceed with Lobos Ridge Site.

- Buildout and activation of the gears which are already in place. Estimated completion date will be December 2023.

- Bryant Canyon to King City Microwave Diversity Upgrade – Project is to improve existing microwave link so that the link is not subject to fading due to weather conditions. Project is estimated to be completed by Friday, August 25, 2023.

- Mid-Coast (Glen Devon) Repeater Site – Glen Devon signed the site lease and equipment was installed. Now doing site lease negotiations with the two back haul sites. One is the US Coast Guard, Point Sur site location and the Big Sur Campground. Point Sur will get back to us by September 8, 2023. There is a lease agreement in place, we just need them to approve configuration changes. Big Sur Campground, used to be occupied by AT&T, we are negotiating with landlord, estimated completion sometime October 2023. In the case that the Big Sur Campground negotiation fails, we have other means to connect to the Mid-Coast Repeater Site.

- ISSI Gateway – Project is on pause, waiting for Motorola's quote which is due back at the end of this month, August 30, 2023. Depending on the cost that will be coming from Motorola, we may decide to continue this project or stop until we are ready to continue. Undersheriff Keith Boyd asked for a more thorough breakdown of why we would pause the project. Alex Zheng – the project requires two vendors solutions. One system is the L3Harris system, and the other system is the Motorola system. Motorola proposed two options to connect, one is a cloud-based and the second is to utilize an on-prem core. We also discussed with SVRIA regarding leveraging their Motorola core. They are open for us to utilize their core, but they don't have ISSI gateway. We hope the project will proceed if the cost is reasonable. Will be brought back to the board if a decision is made to pause.

- Piedras Blancas – The repeater is online for the Sheriffs office and Big Sur Fire. We are going to add County Fire. Estimated completion date will be December 2023.

6. **Phase II Radio Feature Set Cost – Presented by Jeff Ackerman**
   - Throughout the Phase II Radio Project we have been working on gathering all the radio counts for each agency and verifying whether each radio is phase one only, phase II capable but needs a feature set purchased, or is phase II capable and ready meaning the feature is already installed in the radio. The spreadsheet includes every radio that was included in the True Up. Does not include radios that agencies may have not designated as a billable radio or a spare or a cache radio. Agencies will need to provide the extra radio counts so we can provide accurate total cost. Agencies with phase I only radios will need to replace the radios that are phase II capable and with the right feature set licenses. Phase II capable with feature set are ready to go and there is no cost for the radio features. Lee Ann Magoski asked if these are additional costs that each agency will have to absorb. Jeff Ackerman – Agencies need to purchase feature set. Radio team will assist with radio programming. Alex Zheng – this was not discussed during the budget cycle that passed. There is no tight timeline for us to do the radio upgrade immediately. Two major objectives for the Phase II upgrade, one is to make sure that we can proceed with new site buildout and second is capacity upgrade for all agencies. Chair Gaudenz Panholzer asked if it is just a software programming upgrade. Jeff Ackerman – The radios that are phase II capable already have the programming in place. Chris Bourquin asked if they can wait until next budget

cycle. Alex Zheng – yes. Doug McCoun asked if it is per talk group and if one radio is phase I and the others are phase II will the whole tower go to phase I operations. Jeff Ackerman – No, it is per talk path. Don Clark asked if agencies that are not phase II and they were on the analog side will that impact whether it brings the system down from phase II to phase I. Jeff Ackerman – No. If you have all phase II on the digital and analog side, it will come up phase II. But if you have a mix of phase I and II the digital side will be dragged down to phase II radios registered to that talk group.

7. **Operations Report – Presented by Jeff Ackerman**
   - For the month of June, we had 7 UAS database update requests, July we had 6 UAS database update requests and so far in August we had 4 UAS database requests.
   - For the month of June, we had 10 reported incidents this includes the UAS database updates and maintenance actions or reports of issues on the radio system. In July we had 10 total and in August we had 4.
   - In June we were 5 of 5 or radio techs, in July we had 4 of 5 and in August we are back at 5 of 5.
   - Maintenance report -
     a. In June 2023 frequency changes were made at the King City Ag trunk site and the Bryant Canyon trunk site. To pull frequencies from one site, King City Ag, and moving them to the other site, Bryant Canyon, to eliminate the intermod interference issues that we were having at the Bryant Canyon site for the south cities. Since the changes it has reduced a lot of the issues we have been seeing caused by the interference.
     b. Replaced GPS antennas on the Pebble Beach courtyard simulcast site, to mitigate issues we had during the winter with the GPS clocks going out of lock and into holdover. This was finished in the beginning of July.
     c. July 24, 2023, we had a fan failure on one of the channel PAs. PA was replaced and sent it in for repair.
     d. July 26, 2023, we had a PA failure on channel 6 at the Marina Coast water simulcast site. PA was replaced and sent in for repair.
     e. August 5, 2023, we reinstalled the ECD console 14. It was removed for repairs and reinstalled and has been problem free.
     f. August 8, 2023, we were getting alarms from the notification system on the UPS that runs the simulcast at Penon Peak, the alarms were erroneous the UPS was operating, we reset the alarms to clear them.
   - Call statistic report was shared, no questions on the report.
   - Undersheriff Keith Boyd asked where we can get an accounting of hours spent by IT Staff on NGEN related for billing purposes. To ensure that the hours worked matches up with the invoices.
   - Alex Zheng – Radio invoices are coming from ECD.
   - John Vaught – ECD sends the invoices and does the transfers from the agencies and puts that to NGEN O&M. Under-budget monies will remain in the NGEN O&M fund. We have used surplus to go towards projects. Seeing if actual hours charged to the fund are appropriate or not would have to come from ITD.
   - Sam Klemek – A few months ago or maybe last year we asked for a more traditional way of budgeting. We would have an operational budget and a capital budget.
   - Alex Zheng – Last year ITD made a presentation on how the radio billing works. I can forward the PowerPoint. Right now, the fee we collect is to sustain the daily operations, there is no reserve fund.
   - Chair Gaudenz Panholzer – End result is that ITD will work on how many hours invested in what and what was the billing.
   - Alex Zheng – Will capture that as an Action Item.

- Don Clark – You might want to reach out to Jared Wason as he had created a PowerBi Report for ITD.

8. **Adjournment –** Chair Gaudenz Panholzer adjourned the meeting at 1635 hours.