

**MONTEREY COUNTY EMERGENCT COMMUNICATIONS DEPARTMENT  
EXECUTIVE BOARD MINUTES  
October 12, 2023**

<b>Participants</b>	<b>Agency</b>	<b>Representing</b>	<b>Present</b>
David Sargenti (Chair)	Monterey County Regional Fire	District Fire Chiefs	<b>X</b>
Steve Adams (Vice Chair)	City of King	South County City Managers	
Sonia De La Rosa	County of Monterey	County of Monterey	<b>X</b>
Tina Nieto	Monterey County Sheriff	Monterey County Sheriff	<b>X</b>
John Guertin	City of Del Rey Oaks	City of Del Rey Oaks	<b>X</b>
Vibeke Norgaard	City of Sand City	North Peninsula Cities	<b>X</b>
Jim Pia	City of Salinas	City of Salinas	<b>X</b>
<b>Non-Voting Advisors</b>	<b>Agency</b>	<b>Representing</b>	<b>Present</b>
Lee Ann Magoski	County of Monterey ECD	County of Monterey ECD	<b>X</b>
Gaudenz Panholzer	City of Monterey Fire Chief	ECD Operations Board	<b>X</b>
Dave Hober	City of Monterey Police Dept.	ECD Operations Board	

**Agenda Items:**

1. **Call to Order and Introductions** – The meeting was called to order by Chair David Sargenti at 1330 hours.
2. **Roll Call of BOARD Members and Advisors** –  
Rollcall taken by Laurie Moreno and attendees marked present above.
3. **Additions and Corrections to Agenda:** None
4. **Public Comment for items not on the agenda:** None
5. **Approval of Minutes**
  - o July 13, 2023 – Attachment 1 – **Action Item – David Sargenti**

**ACTION/MOTION: Sonia De La Rosa made a motion to approve July 13, 2023, minutes. Jim Pia seconded. Roll Call taken. All members were in favor of approving minutes.**

6. **Budget & Billing** – Attachment 2 – **Action Item 24-001**  
John Vaught reported on FY 22-23 surplus and ECD Dispatch Reserve status. Discussed were options for surplus use.

The Emergency Communications Department ended FY 22-23 with an operating surplus in fund 028 of \$491,428 that is available for use at the direction of this Board. Primary drivers of the surplus were presented. John discussed the ECD dispatch reserve status.

The ECD Executive Board is being asked to provide direction on the use of this surplus. The options for its use are:

1. ECD hold the surplus and uses it to offset billable costs in FY 24-25. (*Staff Recommendation*)
2. ECD credits the surplus against Quarter 3 invoices in FY 23-24.
3. ECD adds the surplus to the Dispatch Reserve.

**(Budget & Billing continued)**

**Staff Recommendation:**

The Department recommends the ECD Executive Board direct staff to proceed with Option 1 – hold the surplus and use it to offset billable costs in FY 24-25. Presumably, all Parties have budgeted adequate funding to pay the full costs in the current year.

By applying the surplus to the FY 24-25 billing costs, all parties will be able to create budgets that includes this offset allowing all parties to optimize available funding.

**ACTION/MOTION: Jim Pia motioned to approve Option 1. John Guertin seconded. Roll call taken and all members were in favor.**

**7. Future Meeting Schedule**

Lee Ann Magoski presented the following:

- Future ECD Executive Board meeting to begin at 1:00pm instead of 1:30pm.
- NGEN Executive Board meetings will be agendized to begin at 1:30pm although they may start late at 2:00pm if the ECD meeting goes a full hour. If there is no ECD meeting, then the NGEN meeting will begin at 1:30pm. Meetings will still be held on the 2<sup>nd</sup> Thursday of the month.
  
- November 2023 – Cancel Meetings
- December 2023 – Tentatively cancel pending required action.
- January 2024 – Move meeting to January 25, 2024, 1:00pm (ECD) and 1:30pm (NGEN). This meeting will be a preliminary review of the FY25 budgets.
- February 2024 – Move meeting to February 22, 2024, 1:00pm (ECD) and 1:30pm (NGEN). This meeting will be to approve the proposed FY25 budgets.

No Board members opposed this change; staff will send updated meetings.

**8. Directors Report**

Lee Ann Magoski explained staffing has continued to be a challenge. In 2023 ECD has hired four times and is set to hire a fifth time on Oct. 13<sup>th</sup>. This will bring the department up to hiring 25 dispatcher positions this year. There are currently 18 trainees.

ECD is currently budgeted for 75 positions and the majority of the positions are dispatcher positions. 56 Dispatchers, 9 Shift Supervisors, 8 Administrative positions, and 2 technical staff.

Lee Ann discussed span of control and expectations to be able to support 18 trainees, dispatchers and current supervisors. There are retention issues and not having adequate support staff to be able to meet the needs of not only the dispatchers in the room, but also the field responders. Law and Fire are asking for some technical projects and want them prioritized. ECD also has many technical projects, specific emergency communications projects to be prioritized. The Department is working Human Resources and the CAO office to look at additional support positions including additional levels of supervision and a project manager. These were similar positions that were approved during budget preparations but not approved by the county process in the end. The Department is looking for ways to get support for these positions in the future.

**(Directors Report continued)**

ECD went live with AI through Amazon Web Service and currently two agencies, City of Sand City and City of Seaside are participating. ECD can monitor call flow. Pathways can be built so people can be helped without potentially talking to an actual dispatcher.

**9. ECD Operations Board:** August 17, 2023. Nothing to report.

**10. Future Agenda Items:** None.

**11. Adjournment:** Meeting adjourned at 1415 hours.