

# Emergency Communications Executive Board

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## Action Item – ECD Executive Board 24-006

**Date:** 4/11/2024

**Presented by:** ECD Staff **On behalf of:** Mid-Coast Fire Brigade

**Request:**

- 1: Receive a Letter of acknowledgement of costs and to Intent to join the 9-1-1 Services Agreement from the Mid-Coast Fire Brigade (**Exhibit 1**);
- 2: Approve and authorize the Director of the Emergency Communications Department to sign an amendment to the 9-1-1 Services with the Mid-Coast Fire Brigade making Mid-Coast Fire Brigade a party to the Agreement contingent upon the successful completion of NGEN Radio System testing; and
- 3: Consider Recommending a buy-in fee, if any, for the Mid-Coast Fire Brigade.

**Summary/Discussion:**

The 9-1-1 Services Agreement dictates the process for a new Party to join the agreement. This process is as follows:

*Any government organization that is not a party to this agreement on the effective date of this agreement may become a Party upon: (a) the recommendation of the Emergency Communications Department; (b) the recommendation of the Executive Board by majority vote; (c) payment of a pro rata share of all previously incurred costs that the County determines will benefit the requesting organization and are thereby appropriate to assess to the organization; and (d) execution of a written agreement with the County subjecting the requesting organization to the terms and conditions of this agreement. The County may execute an amendment to this agreement to include a new Party.*

*The Executive Board may recommend by majority vote, imposing one-time fees upon new Parties to offset costs incurred in previous fiscal years (buy-in fees). Buy-in fees include but are not limited to facility construction, major equipment purchases, and software. Buy-in fees will be incorporated into the budget for emergency communications services.*

It is anticipated that there will be little long-term operational impact on ECD as Mid-Coast Fire reported having 55 calls in calendar year 2023. Some initial training and configuration will be needed to onboard them as a member of the dispatch center. Mid-Coast will need to confirm their agreements with CALFIRE in the event that Mid-Coast is unavailable for dispatch incidents.

**Other Agency Involvement:**

The Monterey County Information Technology Department (ITD) has already added Mid-Coast Fire Brigade as a Party to the NGEN Services Agreement and Mid-Coast Fire Brigade paid Operations and Maintenance costs in fiscal year 2023-24.

The Monterey County Board of Supervisors has provided authorization to the Director of the Emergency Communications Department to sign amendments to the 9-1-1 Services Agreement to add new parties where said amendments are approved by County Counsel and the ECD Executive Board.

**Financial Impact:**

ECD staff has estimated the costs to Mid-Coast Fire Brigade for fire dispatch services based the call count of 55 in calendar year 2023 provided by Mid-Coast Fire Brigade, FY24 budgeted costs for ECD Dispatch, and FY24 allocation factors for all other agencies who receive dispatch services.

Using these forecast factors, Mid-Coast Fire Brigade would pay \$1,757. This payment would be a net offset to all Cities and Fire Districts and would reduce each party’s cost proportionally based on their billable ratio.

Mid-Coast Fire Brigade would be billed as a Fire Only User. In the 9-1-1 Services Agreement Fire Only Users net cost ratio is multiplied by 10% : *Party net percentage (Derived by applying equal weight to Party Percentage of Assessed Valuation, Resident Population and Dispatch Workload.) For Fire Districts and Fire Only Users this net percentage is multiplied by 10%.*

Mid-Coast Fire Brigade's share of the Dispatch Reserve, based on the above billable ratio and the estimated FY2023-24 year end reserve balance is \$410.

**Staff Recommendation:**

ECD staff recommend that the Executive Board approve these actions and recommend no buy-in fee for the Mid-Coast Fire Brigade. Due to budget timelines, the entry of Mid-Coast Fire Brigade into the 9-1-1 Services Agreement will not be factored into the FY2024-25 budget. Staff recommends that if Mid-Coast Fire Brigade joins the 9-1-1 Services Agreement at anytime before July 1, 2025 then they will be charged the full estimated amount based on the above factors of \$1,757 which will be received as surplus revenue in a one-time payment and used at the direction of the ECD Executive Board.

\_\_\_\_\_ **Executive Board Action** \_\_\_\_\_

Modification to requested action: Yes \_\_\_ No \_\_\_

Vote Date \_\_/\_\_/\_\_

Motion by \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Approved: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

/s/ Chair \_\_\_\_\_

Yeas:

Nays:

**EXHIBIT 1**



**Mid-Coast Fire Brigade  
38000 Palo Colorado Rd  
Carmel, CA 93923  
(831) 625-8175**

**[www.midcoastfirebrigade.org](http://www.midcoastfirebrigade.org)**

Date:

To: Monterey County Emergency Communications Department Executive Board

From: Cheryl Goetz, Fire Chief

Hello,

This letter is to confirm the following:

Acknowledgement of the Buy-In Fees totaling \$135,020 and annual estimated fees of \$15,060.

Thank you.

A handwritten signature in black ink that reads 'Cheryl Goetz'.

Cheryl Goetz  
Fire Chief  
Mid Coast Fire Brigade