

**NGEN Operations Board Minutes**  
**April 18, 2024**

| <b>Participants</b>     | <b>Agency</b>                  | <b>Representing</b>                  | <b>Present</b> |
|-------------------------|--------------------------------|--------------------------------------|----------------|
| Keith Boyd – Chair      | Monterey County Sheriffs Dept. | Monterey County Undersheriff         | <b>X</b>       |
| Sam Klemek – Vice Chair | Salinas Fire Department        | Salinas Fire Chief                   | <b>X</b>       |
| Dave Hober              | Monterey Police Department     | Law Enforcement Agency 1 of 3        | <b>X</b>       |
| VACANT                  | Monterey Fire Department       | Fire Protection Agency 1 of 3        |                |
| Doug McCoun             | Marina Fire Department         | Fire Protection Agency 2 of 3        | <b>X</b>       |
| Chris Bourquin          | Del Rey Oaks PD                | Law Enforcement Agency 2 of 3        | <b>X</b>       |
| Matt Harris             | Big Sure Fire                  | Fire Protection Agency 3 of 3        | <b>X</b>       |
| Bill Mixer              | Greenfield PD                  | Law Enforcement Agency 3 of 3        | <b>X</b>       |
| John Murray             | Salinas Police Department      | Salinas Police Chief designee        | <b>X</b>       |
| Alex Zheng              | Information Technology Dept    | Deputy Chief Information Officer     | <b>X</b>       |
| Lee Ann Magoski         | Emergency Communications Dept. | Director of Emergency Communications | <b>X</b>       |

**Agenda Items:**

- 1. Call to Order and Introductions** – The meeting was called to order by Chair Keith Boyd at 1452 hours.  
**Roll Call of Board Members and Advisors** – Rollcall taken by Leslie Madrigal and attendees marked present above.  
**Additions and Corrections to Agenda** – Yes, NGEN L3Harris Core Upgrade action item removed.

- 2. Approval of February 15, 2024 Minutes** – **Action Item** – (Attachment 1) – Chairperson

**ACTION/MOTION: Matt Harris made a motion to approve the February 15, 2024 meeting minutes. Seconded by Sam Klemek. All were in favor. None opposed.**

- 3. NGEN Executive Board Overview**

Thomas Montoya presented the following:

- Approval of the O&M Budget, 5-year Capital Fee and CIP Plan by the NGEN Executive Board.
- Department of Emergency Management (DEM) shared a funding opportunity of \$363k through a HSGP Grant. The NGEN Overlay was identified as suitable for execution before May 2025 with the help of this grant by funding a portion of this project with requests for additional funding to complete this project, will be made to this board.
- The grant application process and awarding of this grant, will be completed in collaboration with DEM.
- Thomas noted this grant is reimbursable and has gone through the County approval process with BOS approval. The hardware to be procured, will be handled directly by DEM.

- 4. NGEN Analog Overlay Upgrade CIP**

Thomas Montoya presented the following:

- Identified 65 radios needing replacement due to being at end of life and end of service.
- Difficulty in procuring replacement parts, leading to in-house repairs during incidents.
- Total project budget estimated at \$1 million, covering hardware, vendor support, radio labor, and contingency.
- Project deployment planned over 2 years:
  - Year 1 budget estimate: \$600k, with \$363k funded by the HSGP Grant, leaving \$236k.

- Year 2 budget estimate: \$400k.
- Evaluation ongoing with DEM to determine procurement method, either full RFP or cooperative agreement.
- Requesting this board approval to initiate the Analog Overlay upgrade project with:
  - \$600k expenditure budget for FY 24-25.
  - \$400k expenditure budget for FY 25-26, totaling \$1 million.
  - Requesting funding from Fund 405:
    - \$236,401 for FY 24-25.
    - Total funding request of \$636,401 for both fiscal years.

*Board discussion:*

Thomas opened for discussion and approval from the board.

Chris Bourquin inquired about the financial impact of the project on agency contributions to NGEN.

Thomas Montoya explains that the \$1 million project cost is accounted for in the 5-year Plan, with \$363k offset by the grant, improving the overall financial outlook.

Keith Boyd asks about the timing of bringing the Harris project for discussion.

Thomas Montoya expects the quote soon and aims to discuss it in the next meeting if possible.

Lee Ann Magoski seeks clarification on whether the Executive Board or DEM receives the grant.

Ashley English clarifies that DEM handles the grant entirely, separate from NGEN.

Keith Boyd proposes a motion to approve the request for DEM to accept a grant award of \$363,599 for fiscal year 24-25 to fund a portion of the NGEN Analog overlay upgrade CIP, with completion required by May 2025, before proceeding with the full funding motion.

**ACTION/MOTION: Board Chair requested Action Item 24-004 be voted on as listed below. All voting members in favor. None opposed to the following:**

- Approve and recommend the NGEN Executive Board to request Department of Emergency Management (DEM) to accept grant award in the amount of \$363,599 from the Homeland Grant Security Program (HSGP) for fiscal year 24-25, dedicated to funding a portion of the NGEN Analog Overlay Upgrade CIP with completion requirement of May of 2025.

Motion by Dave Hober                      2<sup>nd</sup> by Matt Harris

- Approve and recommend the NGEN Executive Board approve the NGEN Analog Overlay Upgrade CIP to be completed within two fiscal years, FY 24-25 in the amount of \$600,000 and completing in FY 25-26 in the amount of \$400,000 with total expenditures of \$1,000,000.

Motion by Sam Klemek                      2<sup>nd</sup> by Dave Hober

- Approve and recommend the NGEN Executive Board approve project funding streams from the NGEN Capital Fee fund 405 in fiscal year 24-25 in the amount of \$236,401 and FY 25-26 in the amount of \$400,000 with grand total of funding request of \$636,401 with the remaining balance of this \$1,000,000 project funded by HSGP grant of \$ 363,599.

Motion by Chris Bourquin   2<sup>nd</sup> by Doug McCoun

## 5. NGEN Mutual-aid Interoperability Radio Administrative Policy

Thomas Montoya presented the following:

- Review of the previously approved agreement template by both the NGEN operations and executive boards. He presents the workflow, procedure schedule, and standard operating procedures related to this agreement, which constitute the policy. Montoya requests the board to approve and recommend to the Executive Board for the approval of this policy.

### *Board discussion:*

Don Clark raised a question regarding the process for accessing NGEN recordings, suggesting it should involve the record custodian.

Lee Ann Magoski asks about the extent of discussion with emergency communications regarding the final draft of this policy.

Alex Zheng confirms the policy's consistency with the previously approved agreement and suggests involving 911 for requests related to recordings.

Leslie Ragghianti seeks clarification on the policy's coverage, particularly its impact on dispatch.

Dave Hober expresses concern about potential miscommunication and suggests postponing the discussion to allow for further clarification and discussion with ITD and Communications.

Keith Boyd agrees to postpone the discussion to the next month's meeting and invites ITD and communications to ensure everyone is comfortable with the policy.

Alex Zheng and Thomas Montoya agree with the decision to postpone for further discussion.

**ACTION/MOTION: NO ACTION. Item tabled until next meeting.**

## 6. NGEN Projects and Operations Report

Thomas Montoya presented the following:

- **POM FESD New Party Agreement** - The Presidio of Monterey Fire (POM FESD) has a new party agreement that is currently under approval process. After passing through various layers of POM, they are questioning the previously recommended buying fee by the Executive Board. New information was and forwarded to Chief Sargenti, the chair of the Executive Board, for review.
- **Phase-II** – In the phase-II implementation, there has been significant progress with many agencies reaching out for quotes. Some units have already been programmed where licenses were obtained, indicating progress. There's been discussion with vendors about running the system in mixed mode, potentially allowing for phase-II capabilities at the talk group level. This could be seamlessly integrated into the system. They plan to bundle programming required for phase-II with the re-encryption piece, addressing it later. As agencies purchase phase-II licenses, they can work with them to add the phase-II component. They will report progress to the board and continue discussions about the implementation timeframe.
- **Lobos Ridge Site Buildout (Carmel PD)** - Site buildout is progressing well. The Radio team is collaborating with the site owner who reached out last week and has cleaned up documentation with other leases at the site. The owner is decommissioning old carrier tower equipment and cleaning up the site. They are working together to optimize antenna layout at the site. They aim to receive notice to proceed in the next couple of weeks and plan to implement and install on-site by early summer, pushing for swift completion.
- **Mid-coast (Glen Devon) Repeater Site** - The Starlink solution was deployed, but during testing, hardware issues affecting coverage were identified. Repairs were made on-site last week, including swapping out faulty components. Local testing for paging and coverage is ongoing. Collaboration with Chief Getz and her team is underway to test the system further. Integration with ECD for console-side implementation will occur when ready. Acceptance testing is progressing steadily.

Thomas also added, the StarLink interim solution underwent testing, including on-site and lab testing,

confirming its viability. The long-term solution involves utilizing memo max from the site to Point Sur, and then through relays via Big Sur campgrounds and Post Ranch. However, last month, AT&T confirmed fiber availability in the Point Sur area, potentially reducing the need for Big Sur campgrounds and offering a permanent solution with reduced recurring fees. The original plan's implementation was delayed due to leases and coordination with landowners. However, confirmation has been received from Point Sur Federal Government for installation, pending the signing of an agreement.

- **Greenfield Water Tank Site Buildout** - The microwave backhaul connectivity design for the Greenfield water tank site is currently in progress. Once completed, it will provide a firm, fixed price for the microwave implementation. The study for this design was finished a couple of weeks ago, and a proposal is expected within the next 2 or 3 weeks, with an approximate lead time of 6 weeks. Additionally, a proposal for the LMR piece, the digital radio aspect, has already been received. However, it came in higher than expected, so further discussions with Harris are underway to ensure it meets the required specifications and needs.
- **EMS Med-Net Repeater Replacements** - The EMS Med-Net repeater replacements are currently ongoing. This involves replacing the analog UHF radios used for that purpose. The project is expected to be completed in May.
- **Unauthorized Radio Transmitting on NGEN Digital System** - Thomas Montoya addressed the issue of unauthorized radio transmissions on the NGEN digital system, likely stemming from a lost or stolen radio equipped with NGEN encryption. While there have been no recent unauthorized transmissions since March 30th, efforts are underway with ECD dispatch to file complaints and reports with the FCC, and potentially initiate a criminal investigation. The immediate action is to rekey the system due to attempts to brick the radio by the user. However, the user appears to have the ability to reprogram the radio and change their ID, making it difficult to permanently disable it. Collaborative efforts with ECD are ongoing to finalize a plan for the comprehensive rollout of rekeying to all law enforcement agencies involved.

*Board discussion:*

The discussion began with Dave Hober informing Keith Boyd about an investigation into unauthorized radio transmissions discussed at the County Chief's Law Chiefs meeting. Leslie Ragghianti praised Deputy Geng's thoroughness in the investigation, and Thomas Montoya acknowledged the technical collaboration with ECD. Chris Bourquin inquired about potential cost adjustments if POM came online, prompting Thomas to explain the surplus agreement and potential capital project use.

Thomas then discussed immediate and long-term solutions, including Link Layer Authentication (LLA) licenses to prevent user ID spoofing. Keith expressed concerns about costs and negligence, leading to a discussion about accountability and potential restitution. Dave Hober highlighted the incorporation of re-encryption costs into Phase-II radio updates. Sam Klemek emphasized the importance of addressing security measures as a collective decision.

Thomas clarified the functionality of LLA licenses, indicating they would only affect digital transmissions. Keith raised questions about tracking staff time for potential restitution. Thomas and Lee Ann discussed tracking mechanisms for incurred costs. Leslie Ragghianti suggested a thorough review of radio programming during updates.

Thomas outlined a plan for rekeying implementation and collaboration with ECD. Leslie Oliver noted the need for further coordination on the plan's dissemination. Keith sought any final questions before moving to the next agenda item.

## 7. Schedule for 2024 Board Meetings

Thomas Montoya discussed the current schedule for monthly meetings, which aligns with the schedule presented to the Executive board. He mentioned the need to meet to fulfill quarterly goals. However, he noted that August might be challenging for Executive-level meetings and suggested moving it to July. Additionally, due to the delay in the Core upgrade project, he proposed pushing back another meeting date. He expressed the intention to seek approval for both the Core and Analog projects together at a future Executive board meeting. Thomas concluded by indicating his readiness to collaborate with Undersheriff Boyd to determine the next meeting date.

### *Board discussion:*

Lee Ann Magoski initiated a discussion about the meeting frequency of the Emergency Communications Operations Board, suggesting that they continue to meet as needed but avoid unnecessary meetings. She proposed the idea of scheduling meetings on opposite days from other meetings to focus on specific topics like NGEN or Emergency Communications. Keith Boyd agreed to discuss this further offline. Dave Hober expressed concern about adding another meeting time, suggesting that they might consider alternating every other month to avoid this. Lee Ann acknowledged the challenges faced in the past year with the current meeting setup but emphasized the importance of having action items for meetings, suggesting that they should have a quarterly meeting regardless. Thomas Montoya supported this idea, stating that they should aim to have action items and meet the minimum quarterly, emphasizing the need to be mindful of everyone's time. He then concluded the presentation.

## 8. Adjournment: Meeting adjourned at 1600 hours.