

NGEN Operations Board Minutes
June 6, 2024

Participants	Agency	Representing	Present
Keith Boyd – Chair	Monterey County Sheriffs Dept.	Monterey County Undersheriff	X
Sam Klemek – Vice Chair	Salinas Fire Department	Salinas Fire Chief	X
Dave Hober	Monterey Police Department	Law Enforcement Agency 1 of 3	X
Greg Greenlee	Monterey Fire Department	Fire Protection 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	X
Bill Mixer	Greenfield PD	Law Enforcement Agency 3 of 3	X
John Murray	Salinas Police Department	Salinas Police Chief designee	
Alex Zheng	Information Technology Dept	Deputy Chief Information Officer	X
Olivia Madrigal	Emergency Communications Dept.	Assistant Director of Emergency Communications	X

Agenda Items:

1. **Call to Order and Introductions** – The meeting was called to order by Vice Chair Sam Klemek at 1508 hours.
Roll Call of Board Members and Advisors – Rollcall taken by Leslie Madrigal and attendees marked present above.
Additions and Corrections to Agenda – None.

2. **Approval of April 18, 2024 Minutes – Action Item – (Attachment 1) – Chairperson**

ACTION/MOTION: The April 18, 2024 meeting minutes were approved. All were in favor. None opposed.

3. **NGEN Radio System Access Administrative Policy Update**

Thomas Montoya presented the following:

- Updating the NGEN Radio System Access Administrative Policy. The updated policy will define eligibility criteria, workflows, and standard procedures. It will cover mutual aid interoperability, and general access to NGEN.
- The document is being rebranded to include general access to NGEN as a new party, paying members or mutual aid partners. It will also define the workflow and coordination between ITD and ECD, as well as approvals required through both NGEN boards.
- The policy will address the lack of a policy for lost or stolen radios, prompted by a recent incident.
- The revised document will be presented for approval in a future meeting.
- Thomas mentioned a collaboration with DEM on reviving the interop committee. They will discuss ties with the TICP policy concerning the NGEN Operations Board. A meeting with DEM is scheduled for July to incorporate their feedback on the policy. More details will be provided later.

Board discussion:

In the meeting, Don Clark initiated a discussion with Thomas Montoya regarding the Interop Committee's status and its relationship with DEM. Thomas Montoya informed the group that the Interop Committee hadn't convened in over 5 years and highlighted DEM's role in overseeing it, including a representative responsible for mutual aid and interoperability matters. He mentioned a draft document associated with the committee that had been delayed

Board discussion (continued)

due to its connection with the NGEN services agreement and NGEN Operations board, prompting the need for further stakeholder review.

Don acknowledged the impact of interoperability on ECD, which Thomas confirmed. Alex Zheng queried whether DEM led the Interop Committee or if another department was involved, to which there was a discussion about the committee's leadership structure and its alignment with homeland security policies.

Doug McCoun, drawing from his experience as President of the Interop Committee, emphasized the importance of diverse representation from Emergency Communications, IT, Radio operations, and other disciplines in policy discussions.

Thomas Montoya and Olivia Madrigal agreed to ensure inclusive distribution of information related to the committee's discussions. Thomas noted that the recent implementation of the NGEN services agreement had prompted renewed interest in policy updates, albeit minor ones to align with recent changes.

Sam Klemek directed the conversation towards the administrative policy's drafts, seeking clarity on their availability for review. Thomas indicated that drafts would likely be ready within the next couple of weeks, following comprehensive feedback integration from ECD.

Alex Zheng proposed consolidating a recent draft policy on mutual-aid radio management into a broader radio management policy, acknowledging the importance of ECD's input given a recent incident involving a stolen radio.

Sam Klemek stressed the importance of reviewing policy drafts well ahead of formal voting to allow for meaningful input and adjustments. Thomas confirmed that DEM would aim to provide the drafts for review by mid-July, ensuring adequate time for thorough consideration and collaborative discussion on next steps and policy integration.

4. NGEN Projects and Operation Report

Thomas Montoya presented the following:

- **NGEN Analog Overlay CIP Update** – Request for proposal in progress. ITD is coordinating with Contracts and Purchasing and council to finalize.
- **POM FESD New Party Agreement pending NGEN Executive Board Buy-In Fee discussion** – This item has been pushed back due to POM requesting buy-in fee to be waived. Item was placed on agenda for NGEN Executive Board to reconsider.
- **Phase-II / Encryption Re-key** – Since the last meeting, quote requests increased from 64 to almost 200 and as well as some purchase orders for procuring Phase-II licenses with various agencies. This is progressing slowly without a set deadline. Planning a re-encryption effort around July and coordinating with ECD. This includes rolling out Iden-tables to support mixed-mode operation (Phase-I and Phase-II) for subscriber radios. No Phase-II go-live date for the system yet, but it may precede an upcoming core upgrade project with L3 Harris.
- **Unauthorized Radio Transmitting on NGEN Digital System** – Unauthorized radio linked to the rogue broadcasting incident has been identified on the digital system. The sheriff's investigation concluded successfully, thanks to the deputy's efforts. Thomas highlighted the importance of properly disposing of radios by ensuring they are wiped clean. He also emphasized implementing a NGEN access policy and workflow for lost, stolen, and disposed radios to prevent similar incidents in the future.
- **Greenfield Water Tank Site Buildout** – The microwave vendor Aviat is finalizing frequency coordination for their design. This will lead to a firm fixed quote for the microwave system. Additionally, L3 Harris proposal was received, comments were provided, and the vendor is currently revising the proposal.
- **Lobos Ridge Site Buildout (Carmel PD)** – Currently awaiting a Notice to Proceed (NTP) from the land or site manager for a project. They anticipate receiving the NTP around the summer timeframe, allowing them to begin the build-out process. Once the NTP is received, it will take approximately one to two weeks to schedule the project, another week for implementation, and possibly an additional week for acceptance testing.

- **Mid-coast (Glen Devon) Repeater Site** – The radio system has been fully completed, installed, and tested. Mid-coast fire conducted coverage checks and paging tests, confirming it is operational. Integration with the 9-1-1 dispatch system is pending. Mid-coast fire and ECD are currently negotiating a dispatch services agreement. Once approved, integration with the dispatch console will proceed in collaboration with Don Clark and his team.
- **ERRCS updates & policy** – There have been four inquiries about potentially installing BDA systems in new buildings, with nearly six more since this presentation. A draft policy for managing these inquiries internally is being revived to ensure consistent workflow and environmental management. Thomas aims to track and map all recently installed BDA systems for new constructions with the support of this board and the ITD GIS team, intending to create an interactive map for detailed environmental information, with a policy expected to be presented at a future meeting.
- **EMS Med-Net Repeater Replacements – completed** –
- **ITD HVAC and Power Improvements and Standardization CIP Project** – CIP (Capital Improvement Project) aimed at upgrading power supplies across all radio and microwave systems at various sites. This project was put through the Board of Supervisors. Upon final approval of budgets, they plan to implement improvements including installing monitoring systems for real-time voltage and alarm monitoring. This project aims to modernize and manage power more effectively at their sites, ensuring they meet current standards and are well-maintained.

5. NGEN L3Harris Core Upgrade CIP – Action Item 24-003

Thomas Montoya presented the following:

- The L3 Harris core upgrade CIP project was approved as part of a 5-year plan. The scope includes replacing end-of-life and soon-to-be-unsupported devices for NSC cores at ECD and ITD, including servers and network devices.
- The upgrade also encompasses security enhancements like firewalls.
- Harris conducted a forensic analysis and identified additional potential projects, such as hardware and RF component upgrades at sites, which may be proposed as future CIP projects.

Board discussion:

Don Clark raised concerns about the aging Symphony consoles at the dispatch center, noting an increase in repairs needed over the past eight months. He highlighted that repairs typically take 2 to 3 months, leading to operational challenges when multiple units are out for repair simultaneously. Clark emphasized the criticality of addressing these issues promptly, likening the consoles to computers that typically require replacement every 4 to 5 years.

Thomas Montoya confirmed that the proposal for the L3 Harris core upgrade project includes replacing the dispatch console hardware. He mentioned it is currently in its second revision and falls within the allocated budget. Olivia Madrigal sought clarification if the consoles were included in the first phase of the project, to which Thomas affirmed.

Thomas provided financial details, stating the estimated budget for the system upgrade is \$1.9 million, with additional provisions for contingencies and staff labor bringing the total to \$2.127 million. He explained that the budget would be paid off over five years through equal payments, assuming it is financed. The project's implementation is projected to start in the 2024-2025 fiscal year, with completion expected by early 2026 due to lead times for materials.

Thomas concluded by requesting this board's approval and recommendation for the NGEN Executive Board to approve the project with the following:

- Approve and recommend the NGEN Executive Board approve the NGEN L3Harris Core Upgrade CIP to be completed in FY25-26 with a total expenditures budget of \$2,127,618 to be divided over five fiscal years, starting FY24-25 through FY28-29, with equal amounts of \$425,524;
- Approve and recommend the NGEN Executive Board approve project funding from the NGEN Capital Fee, fund 405, for \$2,127,618 to be divided over five fiscal years, starting FY24-25 through FY28-29,

with equal amounts of \$425,524

Thomas added that L3 Harris included in their proposal milestone payment options for the project. These options potentially allow locking in pricing without incurring interest fees. Thomas emphasized they are still finalizing these details but assured that the project would still align within the approved budget of \$2.127 million.

Keith Boyd confirmed that the top half of the document outlines the plan, while the bottom half details the funding, both adhering to the expenditures budget funded from the 405 fund. Thomas Montoya affirmed this aligns with the original 5-Year Plan, where this project ranked first.

Keith Boyd motioned to approve the project's scope, timeline, and funding as per the action item language. Dave Hober seconded the motion.

Sam Klemek raised the question of when to consider another RFP, suggesting a discussion within the context of the current vendor and technology upgrades, considering the project's completion and the county's technology landscape.

Keith Boyd and others supported the idea of exploring alternatives, noting previous discussions with Motorola for a potential core upgrade, although specific budgetary quotes were pending.

Alex Zheng mentioned his outreach to Motorola for preliminary cost estimates but noted challenges in obtaining quotes without confirmed funding.

Sam Klemek emphasized the importance of exploring future options, given technological advancements and the potential value in refreshing technology.

Thomas Montoya highlighted the use of Source Well for competitive bidding, securing hardware discounts between 26% to 30%.

ACTION/MOTION: Keith Boyd made a motion to approve Action-Item 24-003 NGEN L3Harris Core Upgrade CIP. Seconded by Dave Hober. All were in favor. None opposed.

6. Adjournment: Meeting adjourned at 1606 hours.