



**EMERGENCY DISPATCH
JOINT POWERS AGENCY ADVISORY BOARD
MINUTES**

March 26, 2015

2:00 p.m.

Modesto-Stanislaus Emergency Services Facility
3705 Oakdale Rd
Modesto, CA 95357

Members Present: City of Modesto Chief of Police, Galen Carroll, Stanislaus County Fire Warden, Dale Skiles; Stanislaus County Sheriff, Adam Christianson, City of Modesto Fire Chief, Sean Slamon; SR 9-1-1 Director, Joel Broumas

Also attending: SR 9-1-1 Operations Manager, Wendy Silva, SR 9-1-1 Business Services Manager, John Bettencourt; Deputy C.E.O., Jody Hayes; Simulcast Radio Project Manager; Barbara Jackson

- I. **Christianson/Slamon unan.** Approved Minutes from January 29, 2015, February 26, 2015 and Special Joint Commission Meeting, February 18, 2015 meeting (Closed Session)
- II. Regular Calendar Agenda Items

A-1. FY 15-16 Stanislaus Regional 9-1-1 Budget Discussion

SR 9-1-1 Business Services Manager, John Bettencourt presented the budget as it stands this date to the Advisory Board. This is a living document that is still undergoing changes. CEO's office started to review 3/25/2015. Also included is the cost sharing formula so people could become familiar with it. There is roughly \$8 million in expenses, \$7 million of which is salary.

SR 9-1-1 Director, Joel Broumas commented that part of the Matrix Report recommendations was regarding reviewing the budget, looking at different cost sharing analyses. Jody Hayes (Stanislaus County) and Joe Lopez (City of Modesto) will be meeting 3/27/2015 for Matrix review. Deputy C.E.O. Jody Hayes added that there are several recommendations in the Matrix Report relating to allocation methodologies and the report lays out several different concepts for consideration, providing a menu of options for review. Jody Hayes and Joe Lopez are tasked with reviewing all that and returning to the JPA Commission for consideration. Expect to see some kind of recommendation to come back prior to 7/1/2015.

Fire Warden, Dale Skiles asked if the proposal is for the Advisory Board to look at the budget today, then present to the Commission with tweaks after the recommendation is made. SR 9-1-1 Director, Joel Broumas explained that the Commission expects us to return on 4/15/2015 to approve next year's budget, knowing that Jody and Joe are working with the Matrix report, things could change based on the new methods that might be recommended after Matrix review. We have to get something that we can work with going into next year's budget because there hasn't been any detail yet on what these other methods may look like, and until we have that in front of us, the JPA contract states that the budget is to be presented to the Commission in March and it's been delayed by a month, Joel wants to bring the Commission something with the caveat that this could change based on whatever recommendations or reports that Jody and Joe suggest.

Fire Warden, Dale Skiles commented because we know that very likely significant changes may be coming in the way of cost allocation, would it be the right thing to do a roll over budget, spending our focus on the budget after the recommendations are received, even if we need to do a one month or two month true up possibility for final budget presentation. Chief of Police, Galen Carroll added that the City of Newman has questions. Fire Warden, Dale Skiles asked if what we do today might be in vain, based on what might be recommended after further study, and input from Jody and Joe.

Jody Hayes commented that there are two different things that are going to occur. One is next fiscal year, what will the agency cost? There is no answer today because of a couple of things that can impact that. Recommendations from Matrix Report regarding core staffing which could adjust the cost. Currently in Labor negotiations which could change things in either direction. Second, is how do we allocate those particular costs? Several recommendations were made with options and alternatives. Jody and Joe are charged to getting back to the Commission with a recommendation on allocation prior to July 1. Something will change between now and July, but there's a multitude of ways that things can happen. We could do a roll over budget proposal. If nothing else changes Director Broumas wants you to be aware of what the Budget looks like, because every year something will change in the budget just based on cost increases. There is nothing wrong with Advisors approving the budget with the understanding there could be changes in the allocation or the total cost of the agency to be reflected in a final budget that updated later.

The Advisory Board continued with further questions and detail regarding the budget as presented, more specifically what are the increases attributable to.

SR 9-1-1 Business Services Manager, John Bettencourt pointed out that we don't have the \$300,000 revenue from the COPS grant with the off side being we don't have the expenses in equipment that need to be purchased. There are staffing changes, but overall, they are staying constant. Newer employees enter at lower pay levels, including the loss of revenue from the City of Newman.

Sheriff Christianson was looking to determine the source of the \$271,000 increase. SR 9-1-1 Business Services Manager, John Bettencourt indicated it's the slight change of expenses, and cost allocation formula. He offered to create a comparison sheet to further explain the increase.

Further conversation regarding City of Newman, and City of Oakdale to be sure all the questions are answered, and there is clarity moving forward.

Discussion continued regarding contract dates and agreements for several cities that receive service from SR9-1-1. Understanding that many stakeholders will receive news that there will be changes in the SR 9-1-1 operating budget moving forward. Either contractual amounts, or funding formulas will be re-worked to include everyone that takes part in 9-1-1 services, including when the tech. staff go to another agency and help them, and they are not charged for that work, even though it takes them away from essential projects that benefits the entire City/County as opposed to just that one agency. A lot of this discussion will not begin to be employed until the 2016-2017 fiscal year as the current budget work has already been done for this coming year. This allows the department and city/county finance teams this next year to thoroughly evaluate the changes for the following budget cycle.

Incident counts and population formulas were reviewed in detail in the present budget presentation to determine where the changes will be made in future years, as well as those calls that are counted in two ways based on two agencies responding on one call.

The next JPA Commission meeting is April 15, 2015. The hope was to bring the budget back to the Commission at that meeting.

Stanislaus County Sheriff Adam Christianson offered to send his finance team to evaluate the SR 9-1-1 budget prior to the JPA Commission presentation. Asked how much more time is needed to give the prospective finance teams more time analyze and produce the detail, coming back together as an Advisory Board prior to April 15, 2015 so that Director Broumas can take the presentation to the Commission.

Director Broumas suggested we schedule budget meeting next week with all participating agencies. Jody suggested he will offer the opportunity for all those interested to work together prior to the meeting proposed for next week. Jody said he wants answers next week, not a meeting that people will come and ask more questions. Recommendation to send Jody the names and he will build the team for review.

Joel suggested JPA Advisors will reconvene Tuesday, April 7, 9:00 a.m. Prior to that all finance people will get together. Agenda will include Adoption of FY 2015-2016 SR 9-1-1 Budget.

A-2. Use of Emergency Services Facility

Fire Warden Dale Skiles presented as all 4 members of Advisory Board are present. This facility is a city/county facility as designed in 1990s. There are 3 primary things that occur in the building under agreement. 1. Sharing between OES & SR911. Fire Warden Skiles suggested a square footage review of the building to revise cost allocation based on use. 2. EOC should not affect 9-1-1 budget, but needs to be trued up. There is a shared cost for maintenance in a state of readiness. Pre MRFA the cost was approx. \$15,000. 3. Capitol improvements are needed. Patty Hill Thomas is working on some of those things, i.e. parking lot improvement.

Police Chief Carroll clarified three areas; OES needs, EOC needs, SR9-1-1 needs. Anticipates this could become a larger discussion taking into consideration the square footage of the building, and the use of the building.

Fire Warden Skiles commented that he just wants to make sure the numbers in all the affected budgets are correctly reflected based on the use of the building. Not suggesting we rewrite contracts and agreements, just want further definition for budgeting purposes moving forward.

Police Chief Carroll asked for specific definitions. Understanding the building is cooperatively owned by the City and the County.

Business Services Manager John Bettencourt clarified that, for example right now housekeeping and expenses are 50-50 for share of costs in building between OES and 9-1-1.

Fire Warden Skiles commented that we're going to be working on this review and it may affect budgets positively. This is just to share that information.

A-3. **Diablo Grande**

Systems Engineer Kurt Kline was not present. The update SR 9-1-1 Director Joel Broumas received last week was that TAIT has given a bid, its well within the original \$450,000 quote received some time ago. They are waiting for a few minor adjustments to be made in the budget that TAIT left out, but it should still hit the mark. We'll be able to have the funding for the work that needs to be done at Diablo Grande.

A-4. **800 MHz/Simulcast Radio System Update**

Barbara Jackson reported. We are on schedule with 10th St. Place and Fire Station #9. Going to Board of Supervisors 5/14/2015 with TAIT contract amendment for Fire Station #6. Turlock Police Department and Ceres Police Department are commissioned. Tone issue that TAIT has identified, and they are working on correction. We are not paying TAIT until tone issue is resolved. Anticipating 10th St. Place completion 5/7/2015. 10th St. JPA is reviewing and approving tower structural plans. Working on the tenant/neighbor notification of the tower install. Lease agreement to County Counsel for approval. 10th St Place is waiting for final inspection for electrical, air conditioning is complete, HVAC is complete. Engineering plans are submitted for permit. Projected tower install is 4/25/2015, and then radio equipment will be moved in coordination with the jail and MPD. Fire Station #9, have the permit, poured foundation, waiting for cement to cure. Shelter move will be 4/3/2015, and then radio equipment will be moved and installed. Planned commission date along with 10th St. Place on 5/7/2015. Fire Station #6; FEMA is reviewing EHP Environmental Assessment documents. A Migratory bird survey needs to be completed 2 weeks prior to construction, costs \$925.00. TAIT made an error in their bid formula, (for tower installation), causing a contract amendment. Still need approx. \$30,000 to finish project. Possibility of a \$24,000 COPS savings that might be utilized. Once TAIT contract amendment is signed the permits will be submitted. Barbara had a handout with updates for anticipated go live dates for each site. Fire Station #6 will go live at end of Sept. 2015. Fire Warden Skiles clarified that Fire Station #6 is not part of the Simulcast upgrade, it's part of the 800 band. SO1 and Fire Dispatch are simulcast. SR 9-1-1 Director Joel Broumas asked if the EHP report is with FEMA. Barbara said we anticipate a 40 day return from FEMA. She will contact them 4/3/15 for status update.

A-5. **Staffing Update**

SR 9-1-1 Operations Manager Wendy Silva: We still have 5 dispatcher openings. Two dispatchers, Carrie Frink & Karen Intorf retired March 20, 2015. We have hired 2 new people, Deanna Angelini and Brittney Clements are in their 2nd week of academy training. As of April 7 & 8, the department will interview 27 applicants for Emergency Dispatcher, with another round on weeks of April 20 & 27 for CritiCall testing. Interviews will occur mid-May if needed depending on what happens on the upcoming interview panel. If all goes well, we can fill the 5 Emergency Dispatcher spots, and then hopefully begin filling the part-time Call Taker positions. The department has sped up the recruitment process dramatically, from 6-7 months down to about 45 days.

Director Broumas added that from the 27 interviews he is hoping for 10 quality candidates that will go right into background with the S/O. Sheriff Christianson indicated he's ready for them. Director Broumas continued if we can send 10 applicants to background with the plan to hire 5 dispatchers immediately, then we could offer other 5 from background a part-time call taker position, allowing them to at least get their foot in the door.

Adjournment 3:09

III. Closed Session

1. **Personnel Matters** – Captain Joel Broumas. Government Code section 54954.5(f).
There were no comments following closed session

IV. Adjournment