

DRAFT

Southeastern Arizona Communications (SEACOM)  
Joint Powers Authority (JPA)  
Minutes of the Special Meeting of May 3, 2021

Chair Mark Dannels called the meeting to order at 9:00 a.m. at SEACOM, 1728 Paseo San Luis, Sierra Vista, AZ, 85635.

Members Present:

Mark Dannels, Cochise County Sheriff's Office (CCSO) Charles Potucek, City of Sierra Vista (CSV); Suzanne Harvey, Huachuca City (HC) (Remote); Mark Savage, Fry Fire District (FFD); OPS Committee Chair Billy Seamans, Fry Fire District (FFD)

Also Present:

Mark Napier, Cochise County Sheriff's Office (CCSO); Josh Meeker, Sierra Vista Fire & Medical Services (SVF&MS); Adam Thrasher, Sierra Vista Police Department (SVPD); Jim Thies, Huachuca City Police Department (HCPD); Sam Foster, Whetstone FD, (WFD) (Remote); Joe Casey, CCIT, Pablo Duarte, CCIT (Remote); Chris Hiser, Acting Director SEACOM, Judy Lynn, Cochise Co. Emergency Services (CCOES); Rich Karwaczka, Cochise County Administrator; Melissa Clark, SEACOM; Marie Arnold, SEACOM; Tom Alinen, Cochise County Sheriff's Office (CCSO); Jennifer Osburn, CSV; Daniel Duchon, Cochise County Finance Director

**Call to the Public** –No member of the public requested to address the Board.

**Item 1: Approval of the Minutes for the 04/08/21 JPA Board Meeting (Action Item):**

Mr. Potucek moved the JPA Minutes for 04/08/21 be approved as written. Mr. Savage seconded the motion. The motion passed by unanimous vote of all Members in attendance except Ms. Harvey who was experiencing audio and could not be heard.

**Item 2: SEACOM Director Report:**

Staffing: One new dispatcher started 04/26/21, there are two in background. The GIS tech is assisting with the background checks to expedite the process. Mr. Hiser reported that, coordinated by Chief Meeker, the show of support during National Public Safety Telecommunicator's Week as great and well received by the staff at SEACOM.

ProQA: Headway is being made with the policies for the law enforcement module scheduled for go-live in July. Mr. Seamans and Mr. Hiser met with the State Fire Agency to address dispatching issues.

Mr. Hiser is working on an Environmental Scan to develop a report to provide to the new director to ensure continuity of leadership.

Mr. Hiser and Mr. Alinen will be following up with Willcox and the new agreement with Ft. Huachuca is being prepared.

Staff continues to work on the AZ traCS system interface. The system allows agencies to use technology to auto populate citations and forms in the field. Because the system will live on the County server they are working with Ms. Echternach and Ms. Papatrefon to get this done.

Mr. Dannels reported he met with Susan and the State on the status changes to the funding of PSAPs. Mr. Dannels indicated the legislation had to go through congress, but they are attempting to push it through while Governor Ducey is in office.

An extra 911 seat is being transferred to SEACOM from Willcox. The cost is \$800.00 This is a one-time cost. The seat is not needed at this time but now will be there when needed.

FY 22 Budget: The joint work session was beneficial in helping all the parties get on one page and it is moving in the correct direction.

Mr. Savage asked about the computer replacements. Mr. Duarte indicated each dispatch console has three systems (911, Radio, and Spillman). The towers being replaced are the Spillman towers.

### **Item 3: New SEACOM Director Recruitment Update:**

The OPS Committee subcommittee met last week and narrowed the pool of nine applicants to five. An Oral Board Committee will be set and oral boards will be scheduled on 05/26/21 to narrow the pool to two or three. Mr. Hiser stated the candidates could be to the JPA before the end of June. Mr. Potucek requested they attempt to schedule on June 10 which is the next Board meeting.

### **Item 4: Discussion and Approval of Transfer of 911 position from Willcox PD to SEACOM:**

Mr. Hiser stated that Willcox approached SEACOM offering one of its three 911 seats at a cost of \$800.00. SEACOM currently has six seats, and the goal is to get to eight.

Mr. Potucek moved to approve the purchase of the 911 Seat from Willcox PD. Mr. Savage seconded the motion. The motion passed by unanimous vote of all Members in attendance. Ms. Harvey was experiencing audio issues, she could not be heard so her vote was not included.

### **Item 5: Discuss and Approve FY 22 Budget (Action Item):**

Mr. Hiser briefed the Board on the current proposed FY 22 Budget. The budget includes a 6% increase for staff (4% comp and 2% step), and increased OT funds. Until the staffing situation gets better this will continue to be the case. Added to the proposal after the OPS Committee meeting is a 50% carryover of the cost of the Fire West Project due to delays in delivery of equipment. Mr. Hiser stated staff had gone through the numbers looking at actuals expenditures and actual need and reduced several lines. The current proposed budget is \$65,000 less than FY 21.

Mr. Savage asked if the personnel budget remained constant. Mr. Hiser indicated yes, the proposed budget does not include any unfunded positions as discussed.

Mr. Potucek stated the outstanding grant fund issue would be best solved by applying it to this year's budget. By applying those funds, the contributions of the City and County would drop for the year and would not affect the fund balance as it is not currently in the budget. Mr. Potucek further stated that the City and County contribution for FY 22 are higher than FY 21. He would rather not see an increase and suggested \$100,000 be moved from the fund balance so this could happen. If the contribution amounts can be the same or lower it is much easier to present to the City Council and Board of Supervisors.

Mr. Karwaczka stated the budget as proposed makes sense for FY 22. Going forward, however, the IGA needs to be reworked and the subscriber fee metrics need to be clarified.

Mr. Potucek moved to approve the budget as changed to include \$100,000 of the fund balance being applied. Mr. Savage seconded the motion. The motion passed by unanimous vote of all Members in attendance. Ms. Harvey was experiencing audio issues, so her vote was not included.

Mr. Potucek, Mr. Hiser, and Ms. Osburn will be presenting the budget to the County Board of Supervisors at a work session on 05/05/21.

Comments of the Board:

Mr. Savage stated it was good to have the issues with the State Forest Dept. resolved.

Mr. Potucek stated that with new leadership in Bisbee it may be time to look at them.

Mr. Seamans stated the clarification of the subscriber fee metric is important to give existing and potential subscribers a road map and allow them to better predict their costs going forward.

Mr. Napier agreed saying it is problematic to bring on new subscribers with an unclear cost metric. He also agreed the IGA needs to be reworked. He further suggested the development of a Strategic Plan could be good.

Mr. Dannels stated the budget and the new Director are the priorities at this time. Additionally, he agreed the bylaws need to be updated so that Mr. Karwaczka can officially be added to the JPA Board. Mr. Dannels stated he met with Megan from the Governor's Office. She will be checking on funds available. Regional communications is coming, SEACOM is just ahead of the curve. DPS is behind due their own infrastructure issues. Will continue to push to get them on.

There being no further business before the Board, Chair Mark Dannels adjourned the meeting at 9:34 a.m.

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Mark Dannels, SEACOM JPA Chairman