

DRAFT

Southeastern Arizona Communications (SEACOM)
Joint Powers Authority (JPA)
Minutes of the Regular Meeting of July 8, 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); Mark Savage, Fry Fire District (FFD) (Telephonic); OPS Committee Chair Billy Seamans, Fry Fire District (FFD)

Also Present:

Mark Napier, Cochise County Sheriff's Office (CCSO); Lawrence Boutte, Sierra Vista Police Department (SVPD); Jim Thies, Huachuca City Police Department (HCPD); Joe Casey, CCIT,; Chris Hiser, SVPD, Rich Karwaczka, Cochise County Administrator; Jon Buonaccorsi, Palominas Fire District (PFD); Michael Cline, SEACOM Director; Jennifer Osburn, City of Sierra Vista; Barbara Fleming, City of Sierra Vista; Susan Papatrefon, SEACOM

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

Items 1, 2, and 3: Approval of the Minutes for the May 3, 2021 Regular JPA Board Meeting, the June 10, 2021 Special JPA Board Meeting, and the June 18, 2021 Special JPA Board Meeting (Action Item):

Mr. Potucek moved the JPA Minutes for May 3, 2021, June 10, 2021, and June 18, 2021 be approved as written. Mr. Savage seconded the motion. The motion passed by unanimous vote of all Members in attendance.

Item 4: SEACOM Director Report:

Mr. Michael Cline was introduced by Mr. Dannels as the new Director for SEACOM. He also thanked the Operations Committee members and JPA Board Members who participated in the search and interview process. Mr. Cline thanked the members for the vote of confidence. Mr. Cline briefly discussed his activities since coming on board, specifically some of the challenges in recruitment and retention of personnel.

Mr. Cline updated the board stating there are two dispatch candidates in the final stages of the hiring process. New computers purchased last fiscal year have been installed. The recruitment videos have been delayed due to staffing issues at the City. He is working with Ms. Papatrefon on attending an upcoming job fair. There will be a meeting following this meeting of the committees implementing the law enforcement module of ProQA – Priority Dispatch. There has been a recurrence of the fumes coming into the building. No source has been identified. Updates to the IGA are pending.

Mr. Dannels added the IGA and/or By-Laws need to be reviewed and amended to add the County Administrator as a 5th voting seat on the Board and the manner of calculating a quorum on the Operations Committee also needs to be reviewed.

Ms. Osburn briefed the status of the SEACOM budget. She indicated there is currently an approximately \$250,000 fund balance of which approximately \$154,000 will be used for FY 22.

Item 5: Review and Approval of FY 22 Motorola Maintenance Agreement (Action Item)

Mr. Casey briefed the Board. He stated this is a one-year renewal of the Maintenance Agreement for the radios and other equipment. He indicated the cost of the agreement \$114,870 is \$3,341 higher than budgeted. This agreement provides for repair/replacement of any breakdown of the equipment. He stated this is a single year renewal, there may be cost saving if a multiyear agreement were negotiated.

Mr. Potucek moved to approve the FY 22 Motorola Maintenance Agreement and to request Mr. Casey investigate a possible future multiyear agreement. Mr. Savage seconded the motion. The motion was approved by unanimous vote of the members in attendance.

Item 6: Discussion on new SEACOM Director Performance Expectations

Mr. Dannels indicated he had spoken to Ms. Fleming about developing a formal document to provide Mr. Cline with clear expectations from the JPA Board. It was not done with the two preceding directors. He believes it would be a benefit to all involved.

Mr. Potucek indicated he thinks it could look more like a strategic goal setting exercise so Mr. Cline would understand the expectations of the Board. Some of the items he would like to see included is Staffing and Recruitment; drafting amendments to the Intergovernmental Agreement and the By-Laws, development of a multi-year financial plan with the goal of achieving the status of a stand-alone entity.

Mr. Dannels agreed referring to it as a performance roadmap.

Mr. Savage agreed with the ideas presented. He also indicated he believed it is important for the Director to continue outreach with the rural members.

Ms. Fleming indicated that was a good list to begin with. A draft set of goals can be prepared, or they could do a strategic planning process depending on what the JPA Board wanted. She also mentioned the need for metrics, reporting, etc.

Mr. Dannels stated they don't want to micro-manage. Mr. Cline was hired on the trust concept. The monthly director report is most likely going to provide the updates the Board needs.

Mr. Karwaczka stated he looks forward to tackling the project.

Mr. Seamans added there are currently a lot of things in motion and the Operations Committee will work with Mr. Cline to progress continues.

Mr. Napier commented SEACOM has been affected by a lack of stability. He thinks the development of a Strategic Plan would provide the needed stability now and going forward.

Mr. Potucek commented that a joint work session with the Board and Operations Committee to develop a strategic plan would be helpful. Mr. Dannels agreed stating that after developing the expectations for the Director they should do this.

It was suggested Mr. Cline take the time to visit and meet all the different agencies in the area, including those not currently subscribers of SEACOM. Mr. Cline commented he had started doing this and will continue.

Mr. Thies commented that with SEACOM no longer in survival mode it is time to move forward.

There being no further business before the Board, Chair Mark Dannels adjourned the meeting at 9:27 a.m.

Mark Dannels, SEACOM JPA Chairman