

DRAFT

Southeastern Arizona Communications (SEACOM)  
Operations Committee  
Minutes of the Special Meeting of May 3, 2021

Chair Billy Seamans, FFD called the meeting to order at 8:00 a.m. at SEACOM, 1728 Paseo San Luis, Sierra Vista, AZ, 85635.

Committee Members Present:

Chair Billy Seamans, Fry Fire District (FFD)  
Vice Chair Mark Napier, Cochise County Sheriff's Office (CCSO)  
Brain Jones, 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)  
Jim Adams, Tombstone Marshall's Office (TMO) (Remote)

Others Present:

Joe Casey, CCIT, Pablo Duarte, CCIT; Josh Meeker, SVF&MS; Chris Hiser, Acting Director SEACOM, Rich Karwaczka, Cochise County Administrator; Melissa Clark, SEACOM; Marie Arnold, SEACOM; Tom Alinen, Cochise County Sheriff's Office (CCSO); Susan Papatrefon, SEACOM; Mark Savage, Fry Fire District

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

**Item 1: Approval of the Operations Committee Minutes for the 04/08/21 Meeting**

Mr. Jones moved the Operations Committee Minutes for 04/08/21 approved as written. Mr. Thies seconded the motion. The motion passed by unanimous vote of Committee Members in attendance excepting Mr. Thrasher who had left the room.

**Item 2: SEACOM Director Report:**

Staffing: A new dispatcher started on 4/26/21. Two others made it through oral boards and are in background. A video focusing on recruitment is being made.

Mr. Hiser gave a shout out to the agencies for their support during National Public Safety Telecommunicator's Week. It was much appreciated by the staff.

ProQA: The DRC/DSC continues to meet to discuss policies and procedures for law enforcement calls which is still scheduled to go live in July.

Non-Designated Fire Area Protocols: Call protocols are being developed and implemented for State Land not in designated fire areas for the upcoming fire season.

Environmental Scan: Mr. Hiser stated he is working with HR on an environmental scan of SEACOM. With new leadership it is very beneficial to be able to provide the new director a document giving them a clear picture of the organization, the job, what has been done, what needs to be done etc. Basically, a SWOT analysis.

A follow up visit with Willcox will be scheduled in the near future. Mr. Alinen, CCSO will accompany Mr. Hiser.

Mr. Hiser will be preparing a new agreement for Spillman server hosting soon to be brought before the JPA for a vote.

Staff is working with CCIT to implement an AZ traCS / Spillman interface with a go live target after the Law Enforcement go live in July. AZ traCS is a platform for auto population of forms, reports, and citations. There are numerous grant opportunities to fund this, Sierra Vista has already received \$8,000 for the hardware. Since it will be on the CCSO server, Ms. Echternach will be involved in the implementation.

A new subscriber agreement is being prepared between SEACO and Palominas. Their annual fee is being increased to \$10,000. The agreement will be provided to the JPA for a vote next month.

Mr. Seamans inquired what an environmental scan was. Mr. Hiser explained it is basically a SWOT (Strength-Weaknesses-Opportunities-Threats) analysis. Looking at everything from the top down to give the new leadership a full picture of the organization, bad and good.

### **Item 3: Budget Update:**

The FY 22 SEACOM budget is scheduled to be presented to the JPA later this morning. The major change is an increase to the personnel budget of 6%. This represents a 4% market increase and a 2% step (step increase is only to existing eligible employees). There is a projected fund balance of \$367,787.00.

The IGA is a priority for the coming year to better identify cost sharing items for the City and County.

Mr. Napier asked if the shared costs are in the budget and if staff could provide a clearer breakdown of the in-kind services, revenues, grants etc. Mr. Hiser reviewed the budget spreadsheet that includes much of this information but agreed it could be better represented in the budget presentation.

Mr. Casey stated the Fire West project will not be completed in FY 21 so some of the funds allocated for that project will need to be included in the FY 22 budget. The project is expected to be completed in the July – August timeframe. The carryover will have to be in the budget the JPA votes on later this morning.

### **Item 4: State Land Fire/Non-Designated area Dispatching Protocol Discussion/Approval**

SEACOM has been approached by the State Dept. of Forestry with the request all parties work together to be on the same page for dispatching calls in Non-Designated Fire Areas. The State indicated they were not getting notice of calls in these areas. Ms. Clark indicated they are now using ProQA to dispatch and assign a State Land Unit to the calls. Mr. Thrasher stated if the

current solution is working the OPS committee probably doesn't need to act. Mr. Seamans requested the SOP be documented and circulated to the members.

**Item 5: Discuss Fire & EMS Response Inquiry for Northern Cochise County:**

Mr. Seamans attended the CCMS and CCFA meetings at the direction of the Committee. He briefed the groups on SEACOM's protocols for dispatching calls. If a call comes in the first responding entity is notified first. The holder of the CON will also be notified either directly or by the PSAP dispatching in the area of the call. Mr. Hiser will prepare a formal response to the inquiry to close the loop.

**Item 6: Fire West Upgrade Project Update:**

Mr. Casey reported some of the equipment needed for the project is backordered and will not be here until July – August. The contract requires a 50% up front payment so the remaining 50% will have to be built into the FY 22 budget as carry over funds. They are seeking quotes for installation which is expected to cost \$5,000-\$7,000.

**Item 7: Spillman / ERS Bridge:**

Staff continues to work on the bridge. Ms. Papatrefon has been in constant contact with Motorola and other agencies to see if other agencies facing the same issue had been able to resolve it. Ms. Papatrefon stated there was a way to manually make the correction but due the volume she asked if the affected agencies may be able to assist.

**Item 8: SEACOM Director Search Process Update:**

The subcommittee performed a SME review and narrowed the pool of applicants from nine to five for initial oral boards. He asked for two additional members of the OPS Committee to join the Oral Board Committee. The committee was set with Mr. Hiser, Mr. Seamans, Mr. Napier, Mr. Thies, Mr. Meeker, Mr. Foster, and Ms. Papatrefon. It was agreed Oral Boards would be scheduled for May 26, 2021. It was further agreed the first round of Oral Boards would be conducted virtually.

Chair Billy Seamans adjourned the meeting at 8:47 a.m.

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Billy Seamans  
Operations Committee Chairman