

MINUTES FOR THE REGULAR JPA BOARD MEETING FOR THE  
SOUTHEASTERN ARIZONA COMMUNICATIONS CENTER (SEACOM)

Thursday, May 12, 2022  
SEACOM 1728 Paseo San Luis,  
Sierra Vista, AZ 85635

JPA Chairman Mark Dannels called the regular meeting of the SEACOM Joint Powers Authority Board to Order at 9:00 a.m.

ROLL CALL

JPA: Chair Mark Dannels, Cochise County Sheriff's Office (CCSO); Charles P. Potucek, City of Sierra Vista (CSV); Mark Savage, Fry Fire District (FFD); Suzanne Harvey, Huachuca City (HC); Tom Alinen (CCSO)

Others Present: Michael Cline, SEACOM; Josh Meeker, SVF&MS; Jennifer Dillaha, CSV; Lawrence Boutte, SVPD; Brian Jones, SVF&MS; Jim Adams, TMO; Victoria Yarbrough, CSV; Richard Karwaczka, Cochise County; Susan Papatrefon, SEACOM; Michael Cline, SEACOM; Judy Lynn, CCOES; Tammi Jo Wilkins, CCOES, Joe Casey, CCIT; Daniel Duchon, Cochise County Finance Dept; Brad Dever, SVF&MS; Pablo Duarte, CCIT; Robert Jarvis, WFD

CALL TO THE PUBLIC: No members of the public requested to address the Board.

AGENDA

**Item 1: Discussion and possible action to approve the minutes from the April 14, 2022 JPA Board Meeting.**

**Mr. Potucek moved the minutes for the April 14, 2022 JPA Board Meeting be approved. Mr. Savage seconded the motion. The motion was approved by unanimous vote of the members present (Dannels, Potucek, Savage, and Harvey)**

**Item 2: SEACOM Director Report.**

Ms. Papatrefon presented the Director's Report in the absence of Mr. Cline.

Staffing: Recruiting and processing of applicants continues to be an issue. There are currently 7 full time dispatchers (FTDs) and 4 part time dispatchers (PTDs) one of whom has been on the job for 31 years. There continues to be individuals from member organizations working, currently personnel from Fry Fire, CCSO, SVPD and the City. There is one Guard member currently working as a call taker and there are additional members in training. There is 1 applicant in background and 2 in final review. Testing is scheduled for May 17, there are currently 3 applicants scheduled for that date. There 37 applicants currently in Neogov. There seems to have developed an issue with applicants getting the typing test. Staff is attempting to resolve this issue.

ProQA: Staff is focusing on high compliance calls; the call statistics are in the report in the meeting packet.

AZ Tracks: Per Ms. Echtermach the system is ready to go. Training will start soon.

State 911: Federal Engineering will be onsite next week to do in depth examination of the participating PSAPs operations and call volumes. They will be assisting in development of the map to being the small PSAPs to SEACOM. The 3 PSAPs that are scheduled to lose funding are Benson, Willcox, and Bisbee. Combined the call total average is 26 per day. This traffic will not be a problem. The 100-150 admin calls, however, will have to be handled as well. A plan will have to be developed for this. A grant in the amount of \$563,623 has been approved and will cover the cost of 911 for all PSAPs. Of the 6 seats that will be given up when the small agencies move, 2 are going to Douglas and 1 to SEACOM. SEACOM staff met with and have begun the discussion with the Douglas PSAP to act as the backup agency for SEACOM.

Call Statistics: The report shows statistics for Q1 and April 2022. There has been a significant increase in traffic stops and the fire calls are also increasing. Mr. Savage requested the report include some graphs of the trends in the future.

Mr. Dannels commented on the staffing, SEACOM is still down 7+ FTEs. Ms. Papatrefon indicated they are currently at 30-33%. Discussion was held about the hiring process and the timelines from application to hiring that can take up to 4 months. The length of the process leads to candidates dropping out because of it. It was the consensus of the Board that staff should continue to look for ways to expedite the process. Mr. Potucek commented the position needs to be developed as a career position. They have addressed pay, need to do more. Ms. Papatrefon added a new vendor will be doing the psych evaluations in the near future. This will help as more appointment times will be available.

### **Item 3: Safe Streets Project Update:**

Mr. Alinen provided the board with an update on the Safe Streets project to address the illegal immigration and vehicle pursuit issues in the County. Quite a bit of OT has been paid with DEMA funds, they are also using Stone Garden funds. They are having to reduce some details due to manpower issues. They are trying to figure out how to deal with the minor drivers that are being caught.

### **Item 4: Discussion and Possible Action, Verint Recorder Upgrade**

Mr. Casey the board the Verint upgrade approved by the Board at its last meeting can't be completed this fiscal year as planned. It is best timed to be done in January 2023 in conjunction with the SUA II upgrade. If they do it sooner they will lose some of the warranty coverage and it will cost more. After discussion, it was determined to carry over the funds and plan the upgrade as recommended by Mr. Casey.

### **Item 5: Discussion and possible Action, DEMA Grant Award**

Mr. Dannels announced receipt of \$4.8 million in DEMA funds for Cochise County. Of that, \$3.75 million will go to SEACOM. This has made the budget much easier for the CCSO and the City. Additionally, agencies will be able to obtain new radios, grapplers, and spike strips.

### **Item 6: Discussion and Possible Action, Approval of Sunsites-Pearce (S-P) Subscriber Agreement**

Mr. Cline briefed the Board. He indicated he had been approached by the agencies requesting

to join SEACOM. The agreement in the packet has been verbally approved by Sunsites-Pearce staff and legal. If approved by the JPA today, it will be presented to their Board at their next meeting. The call load will have no significant impact on SEACOM, the agreed upon fee is \$6,000

**Mr. Potucek moved the Subscriber Agreement between SEACOM and Sunsites-Pearce be approved. Mr. Savage seconded the motion. The motion was approved by unanimous vote of the members present (Dannels, Potucek, Savage, and Harvey).**

#### **Item 7; Discussion and Possible Action, Approval of SEACOM FY22/23 Budget**

Ms. Dillaha reviewed the proposed budget found in the meeting packet. The proposed budget amounts to \$2,830,394. This includes proposed salary increases of 4% Class/Comp and 2% Step in July 2022 and a follow-up 2% in January 2023; the SUA II upgrades, the Verint Upgrade. Revenue projections include grant funding, the increase in the Ft. Huachuca Spillman revenues, and the addition of subscriber fees from Bisbee and Sunsites-Pearce. The Verint project will be reflected as a carry over from this fiscal year. The contribution for Cochise County is \$955,000, the City's contribution is \$855,000, both reflecting a reduction as a result of the grant funding received. Mr. Savage thanked the staff for all their work, Mr. Karwaczka thanked for the increased amount of information being provided, Mr. Potucek commented SEACOM is working as it should, they just need to get a handle on the staffing, Mr. Dannels stated SEACOM is truly a team effort and agreed, have to get the staffing issues solved.

**Mr. Potucek moved the SEACOM FY 22/23 Budget be approved. Mr. Savage seconded the motion. The motion was approved by unanimous vote of the members present (Dannels, Potucek, Savage, and Harvey).**

#### **Item 8: Discussion and Possible Action on procedural guidelines and deadlines for submitting agenda items and attachments.**

Mr. Karwaczka commented his experience is that for all Board members and other interested parties, the agenda and all associated documents needs to be distributed sooner then they are getting them currently. He proposed the packet be distributed no later than the Friday before the meeting. After a brief discussion, it was agreed staff will do this. No action was required by the Board.

Comments:

Mr. Potucek thanked the staff and Board for all their hard work. He reiterated the need to keep on the staffing issues.

Mr. Karwaczka thanked Mr. Dannels for his work in obtaining the funding from the State that allowed the County and City contributions to be reduced. Much easier to take to the BOS.

Mr. Savage thanked everyone for their efforts that have resulted in an increase in quality of service at a reduced cost.

Ms. Harvey gave a huge thank you to Mr. Alinen for the grant funding and the staff for their work on the budget.

Ms. Papatrefon updated the Board on the Strategic Plan Committee's progress. They met and

agreed on a work schedule that should have a plan presentation to the Board in October 2022.

Mr. Dannels inquired about the status of the amendments to the IGA. Mr. Karwaczka stated review by the County and the County Attorney is the reason for the delay. Ms. Yarbrough stated they are working through it.

Mr. Dannels informed the Board of his recent attendance at a SEACOM all call meeting. It was a good meeting, the feedback from the staff was positive. All SEACOM staff will now be added to the CCSO newsletter distribution group, representatives will be identified to be members of the Team Advisory Group which addresses operational issues.

He thanked Ms. Papatrefon and Mr. Cline for their efforts

Mr. Dannels also brought up the subject of expansion of partnerships outside the county boundaries. He stated that the Yuma system has the ability to communicate regardless of where they may be physically located. This is beneficial when units have to travel outside the County. He asked staff to look into the process, to make this happen. Mr. Alinen stated they are on that path; he will continue to investigate what is needed to do it. Mr. Dannels stated a Statewide connection is necessary, possibly even an interstate connection, for example with New Mexico.

There being no further business of the Board, Chairman Mark Dannels adjourned the meeting at 09:43 a.m..

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Mark Dannels, Chairman