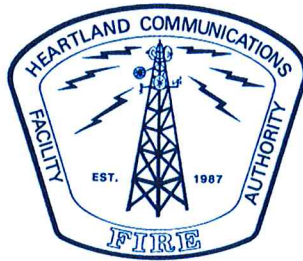


HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

JPA MEMBERS BEING SERVED:

ALPINE FIRE PROTECTION DISTRICT
BONITA FIRE PROTECTION DISTRICT
EL CAJON FIRE DEPARTMENT
LA MESA FIRE DEPARTMENT
LAKESIDE FIRE PROTECTION DISTRICT
LEMON GROVE FIRE DEPARTMENT
SAN MIGUEL FIRE PROTECTION DISTRICT
SANTEE FIRE DEPARTMENT
VIEJAS FIRE DEPARTMENT



ALSO SERVING:

BARONA FIRE PROTECTION DISTRICT
SYCUAN FIRE DEPARTMENT

BOARD OF CHIEFS MEETING AGENDA
TUESDAY, MAY 3, 2022 – 07:00 A.M.
Heartland Communications Facility Authority
Location: Heartland Communications
100 E Lexington Avenue El Cajon, CA. 92020

AGENDA

- Call To Order\Roll Call
- Pledge Of Allegiance
- Postings: The Secretary posted the agenda for the May 3, 2022 regular meeting in accordance with State Law and agency policy.
- Approval of the Agenda
- Public Comment: State Law prohibits taking action or discussing any item not on the posted agenda. The Board of Chiefs may briefly respond to statements or questions by persons exercising their public testimony rights. If appropriate, a matter of business may be placed on a future Agenda.

CONSENT AGENDA ITEMS:

**** Information Attached***

All item(s) listed under the Consent Agenda are considered routine and will be enacted in one motion. There will be no separate discussion of these items prior to the Board of Chiefs action on the motion, unless member(s) of the Board of Chiefs, staff or public request specific items are removed from the Consent Calendar.

1. Approval of the Minutes from the HCFA BOC Regular Meeting held March 15, 2022*

ACTION ITEMS:

2. CLOSED SESSION:

Adjourn to closed session under Government Code 54857.6 & 54957 for a conference with the Chair of the Board of Chiefs, all HCFA JPA Fire Chiefs and the JPA Treasurer.

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

- a) Heartland Fire Dispatch Association (HFDA) - Negotiations
 - b) HCFA All Support Staff Positions – Negotiations
 - c) Interim Director Review (*Government code 54957*)
3. DARK TRACE CYBER SECURITY FOR HCFA*
HCFA Systems Administrator Henry Kozik to report on the need to implement Dark Trace as the cyber security system HCFA uses moving forward.
4. REVIEW DRAFT HCFA BUDGETS*
HCFA Chair of the BOC Fire Chief Garlow to review the draft FY23 budgets with BOC
- a) General
 - b) CIP
 - c) Grants
5. HCFA DIRECTOR POSITION
HCFA BOC Chair of the BOC Chief Garlow to discuss HCFA's current Director situation and moving forward.
- a) Open Up Recruitment for a Director
 - b) Interim Director Needs
6. RECOMMENDATION TO RECLASSIFY TWO HCFA DISPATCH POSITIONS*
HCFA Operations Manager Kristan Johnson to discuss the desire to reclass two dispatch positions into "Lead" dispatchers.

INFORMATIONAL ITEMS:

7. CURRENT UPDATES ON HEARTLAND COMMUNICATIONS
Current updates at HCFA;
- HCFA Remodel - HCFA Operations Manager Kristan Johnson
 - New CAD System Project – HCFA Operations Manager Kristan Johnson
 - Update on VHF Regional Project – Alpine Fire Chief Bogglen
 - Update on NGRCIP – Alpine Fire Chief Bogglen

REPORTS

Chair, Board of Chiefs
Fire Chiefs
HCFA Operations Manager
Administrative Coordinator

NEXT MEETING:

The next Regular meeting of the Board of Chiefs is scheduled for Tuesday, July 5, 2022
Location: Heartland Communications Classroom 100 E Lexington Avenue El Cajon, CA. 92020.

**MINUTES OF
BOARD OF CHIEFS REGULAR MEETING
HEARTLAND COMMUNICATIONS FACILITY AUTHORITY
8:11 A.M. – Tuesday, March 15, 2022
Heartland Fire Training Facility 1301 N Marshall Avenue El Cajon, CA. 92020**

○ **Call to Order/Roll Call**

CHAIR

VICE CHAIR

CHIEFS PRESENT

GARLOW, Santee

SIMS, Bonita

BOGGELN, Alpine

SWANEY, HFR

BUTZ, Lakeside

BRAINARD, San Miguel FPD

PFOHL, Viejas

○ CONTRACT AGENCIS PRESENT

KREMENSKY, Barona

CARILLO, Sycuan

HCFA STAFF PRESENT

JOHNSON, Operations Manager

NELLIS, Administrative Coordinator

SCHOEN, HCFA JPA Treasurer

- Pledge of Allegiance Led by Chief Sims
- Approval of the Agenda – No changes to the agenda
- Public Comment: NONE

CONSENT AGENDA ITEMS:

1. Approval of the Minutes from the HCFA BOC Regular Meeting held January 4, 2022
2. Approval of the Minutes from the HCFA BOC Special Meeting held February 1, 2022
3. Approval of the HCFA Period 6 FY22 Financial Update

MOTION BY BUTZ, SECONDED BY PFOHL TO APPROVE
MOTION PASSES UNANIMOUSLY BY ALL CHIEFS PRESENT

ACTION ITEMS:

4. **CLOSED SESSION:**

Adjourn to closed session under Government Code 54857.6 for a conference with the Chair of the Board of Chiefs, all HCFA JPA Fire Chiefs and the JPA Treasurer.

- a) Heartland Fire Dispatch Association (HFDA)
- b) HCFA Support Staff

RECONVENE TO OPEN SESSION: Direction given to Chair and Vice Chair of the BOC to move forward – no action stated.

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

5. HCFA ORGANIZATIONAL CHART – POTENTIAL STRUCTURE CHANGE

HCFA Chair of the BOC Fire Chief Garlow opens discussion stating HCFA's need to have a clear long-term vision of what they want from the next Director. He would like direction from the BOC to work with Vice Chair Sims and the MAC Group and not just fill the position for convenience but to ensure they find the right fit. A special meeting will be called once the goals are developed.

BOC Vice Chair Fire Chief Sims states Kristan Johnson and Valerie Nellis have really stepped up to keep things moving forward and calm.

INFORMATIONAL ITEMS:

6. CONSIDERATION OF A NEW NAME FOR HCFA

Viejas Fire Chief Pfohl open discussion on changing the name of Heartland Communications to "Central Zone". There is confusion between HCFA, HTF and HFR. After discussion it is agreed the name change will only be within operations and not administratively.

7. AMR DISPATCH DISCUSSION

HFR Fire Chief Swaney opens discussion on how RCIP CAD operations will need to be extended with Kologik past end of April since Central Square will not be ready as first projected. With no RCIP, every call for AMR would be a struggle. A possibility is to have an AMR dispatcher in HCFA's center. AMR might be ready to come on board with Central Square end of May. Chief Brainard and Kristan to work with AMR on options of how to handle.

8. CURRENT UPDATES ON HEARTLAND COMMUNICATIONS

Current updates at HCFA;

- HCFA Remodel - HCFA Operations Manager Kristan Johnson reports she has the draft lease and blue print plans for the remodel. Chief Swaney has been working with Kristan and the plans and design are very good. They are being mindful of the cost of the tax-payers money.
The city plans for Fire Admin's move to the public safety building have been approved and they are targeting a September 2022 move.
- Update on Intterra – HFR Fire Chief Swaney reported he is working with Intterra on adding the analytical module to their dashboard.
- Update on VHF Regional Project – Alpine Fire Chief Bogglen reports Lakeside is working to get two VHF sites through the SD River Conservancy which will; add even more radio coverage in the area. He also reports there was a hiccup with the Cowels Mtn site and it will not be completed with UASI funds this go around.
- BLS Rotation Contract Update - BOC Chair Fire Chief Garlow states there was a couple of responses to the fan out to BLS agencies interest in being added to HCFA's BLS Rotation list. He directs staff to follow through with contacting them.

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

REPORTS

Chair, Board of Chiefs – Chief Garlow reports the transition in HCFA without a current Director in place has been very smooth and working with Operations manager, Kristan Johnson and Administrative Coordinator Valerie Nellis has been very smooth. Chief Garlow and Sims called a HCFA Team meeting and had 100% attendance. A message from Kristan Johnson was to contain any negative energy and keep working as a team. Chief Garlow and Chief Sims are there for any support they may need during his time.

Fire Chiefs – Chief Kremensky asks for the “Buy-In” cost for Barona. The timing is good to present to the Tribal Council for consideration. HCFA Staff will follow through and get this information to him.

HCFA Operations Manager – Kristan Johnson states since the departure of the Director the difference with staff is night and day. This is a clean slate to move forward. There is support from all sides within HCFA.

The new CAD building is going well and Senior GIS Specialist Justin Nettleton is a great help. He has gained so much information and is going to be the backup for CAD support within HCFA.

Kristan Johnson also reports APCO is holding their annual Emergency Communications Center Awards in April at Knotts Berry Farm for presentation by California Public Safety Radio Association 2022 Award Recipients where HCFA was named runner up of the year for Outstanding Performance by a 9-1-1 Team out of 250 nominations. This is for the plane crash in Santee on October 26, 2021. Kristan Johnson, Alexis Sanchez, Cassandra Giller and Matt Dill are named the team of this incident. They will attend, less Cassandra. If any of the BOC would like to attend, let her know.

Administrative Coordinator – A reminder that National Public Safety Telecommunications Week is the week of April 10-16. An email will go out to all agencies asking if they want to participate celebrating the HCFA dispatchers.

NEXT MEETING

The next Regular meeting of the Board of Chiefs is scheduled for Tuesday, May 3, 2022
Location: HEARTLAND FIRE TRAINING FACILITY: 1301 N. Marshall Avenue El Cajon, CA. 92020.

ADJOURNMENT

The regular meeting for the Board of Chiefs of the Heartland Communications Facility Authority held this 15th day of March 15, 2022, adjourned at 9:40 AM.



Valerie Nellis
Administrative Coordinator

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

AGENDA ITEM 3
MEETING DATE: 05-03-22

AGENDA REPORT

DATE: MAY 3, 2022
TO: HCFA BOARD OF CHIEFS
FROM: HCFA SYSTEMS ADMINISTRATOR, HENRY KOZIK
SUBJECT: HCFA PARTNER WITH DARK TRACE FOR CYBER SECURITY

RECOMMENDATION:

1. That the BOC accept the recommendation from HCFA's System Administrator, Henry Kozik to allow HCFA to partner with Dark Trace for our cyber security services and take to the HCFA Commission at their May 26th Regular meeting for final approval.
2. To approve the expense of \$12,900 in the FY23 General Budget (950-950000-8586).

Background

- **Key factors in determining the right Cyber Security partner**

1. Location and by whom is the product developed
2. Ease of use
3. Forensics
4. Monitoring and Notification
5. Reporting detail
6. AI learning
7. Protection
8. Overall is it a tool to protect or a tool to collect data and analyze

- **Compared top two vendors to DarkTrace**

ExtraHop	CrowdStrike	DarkTrace	
		X	Designed for use not just reporting on data analysis
X	X	X	Detection and Protection
X	X	X	Reaction/Reports to events
X		X	AI Learning and adjust to network
		X	AI Learning and system behavior monitoring
X	X	X	Scalability
\$20k+	\$12k+	\$15k+	Approximate Cost

DarkTrace features that benefit HCFA directly:

- DarkTrace meets and exceeds all Federal and State CyberSecurity requirements for grant qualifications.
- The Enterprise Immune System product detects all threat types before they become destructive including small novel attempts and insider threats. Learns on the job and adapts continually, visible across all platforms and systems.
- DarkTrace has the Antigena process that uncovers and maps the behavior of our network. It reacts in seconds to stop unpredictable and fast-moving attacks, responds with surgical precision.
- AI (Artificial Intelligence Analyst) is like having a Cyber Specialist in-house; Autonomously investigates, triages, and reports on threat incidents; Continually investigates 100% of the malicious activity detected; Generates detailed, natural language Incident Reports; Prioritizes security events; Managed by one person.

FISCAL IMPACT:

The fiscal impact would be \$12,900.00 for the year. It has been included in the DRAFT FY23 General Budget that will be presented today.

The continued service into the next three years the cost will remain the same.

PREPARED BY: Valerie Nellis & Henry Kozik

APPROVED BY: 

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

AGENDA ITEM 4
MEETING DATE: 05-03-22

HCFA FY22/23 Draft Budgets

- 1. General Budget**
- 2. CIP Budget**
- 3. HCFA Grant Budgets**

DRAFT HCFA FY 22/23 General Fund Budget Overview

	<i>Adopted</i>	<i>Estimated Actual</i>	<i>DRAFT</i>	Estimated FY 21/22 vs DRAFT FY 22/23	
	<u>21/22</u>	<u>21/22</u>	<u>22/23</u>		
Beginning Balance 21/22 (Unaudited)	1,222,020	1,274,733	520,484	754,249	-59.17%
				\$ Change DRAFT vs <u>Estimated</u>	% Change DRAFT vs <u>Estimated</u>
<u>Revenues</u>	<u>21/22</u>	<u>21/22</u>	<u>22/23</u>		
Member Agency Assessments	3,161,927	3,161,927	3,302,628	140,701	4.45%
Contract Agency Fees	54,960	54,960	56,374	1,414	2.57%
MISC Rev	5,000	3,500	3,500	-	0.00%
Interest	<u>8,000</u>	<u>12,000</u>	<u>8,000</u>	(4,000)	-33.33%
Total Revenues	<u>3,229,887</u>	<u>3,232,387</u>	<u>3,370,502</u>	<u>138,115</u>	<u>4.27%</u>
<u>Expenditures</u>					
Salary/Benefits	2,687,222	2,308,652	2,870,059	561,407	24.32%
Operating Cost	<u>542,665</u>	<u>516,450</u>	<u>479,589</u>	(36,861)	-7.14%
Total Expenditures	<u>3,229,887</u>	<u>2,825,102</u>	<u>3,349,648</u>	<u>524,546</u>	<u>18.57%</u>
Revenues Over/(Under) Expenditures	<u>0</u>	<u>407,285</u>	<u>20,854</u>	(386,431)	-94.88%
Contract Agency Fees & \$50K Transfer to CIP	-104,960	-104,960	-106,374	(1,414)	1.35%
Undesignated General Fund Reserve Transfer to CIP Fund 955	-694,072	-1,056,574	0	1,056,574	-100.00%
Net Change	<u>-799,032</u>	<u>-754,249</u>	<u>-85,520</u>	<u>668,729</u>	<u>-88.66%</u>
Designated for Contingency - 10% Budget	322,989	282,510	334,965	52,455	-59.17%
Emergency \$100K Membership Reserve	100,000	100,000	100,000	-	0.00%
GF Undesignated Reserves Transfer to CIP Fund	<u>0</u>	<u>137,974</u>	<u>0</u>	(137,974)	-100.00%
Estimated Fund Balance	<u>422,989</u>	<u>520,484</u>	<u>434,965</u>	<u>(85,519)</u>	<u>-16.43%</u>

**DRAFT HCFA Revenue General
Operating Budget**

Activity: 950

Activity #: **950000**
DRAFT

%

ACCOUNT/ LINE ITEM NUMBER	JUSTIFICATION FOR REVENUE SOURCE BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 ADOPTED BUDGET	Estimated FY 21/22	CHANGE REQUEST	FY22/23 BUDGET REQUEST	
5310	Interest (Earned & Accrued)	8,000	12,000	0	8,000	0.00%
	Interest earned/accrued on funds in General Control Account	8,000	12000	0	8,000	
6080	MEMBER ASSESSMENTS	3,161,927	3,161,927	140,701	3,302,628	4.45%
	JPA Member Incident Count Calander Yr x 55.90	3,161,927		140,701	3,302,628	
6090	CONTRACT SERVICE FEES	54,960	54,960	1,414	56,374	2.57%
	Estimate Revenue based off historical 3 year average	54,960		1,414	56,374	
6520	MISC	5,000	3,500	-1,500	3,500	-30.00%
	Cal Card Rebates, Records Processing fees, credits etc....	5,000		-1,500	3,500	
	TOTAL REVENUE FOR HCFA GENERAL BUDGET	3,229,887	3,232,387	140,615	3,370,502	4.35%

Activity: 950 **DRAFT** HCFA Salary/Benefit General Operating BudgetActivity #: 950000
DRAFT

ACCOUNT/ LINE ITEM NUMBER	JUSTIFICATION FOR PERSONNEL & BENEFITS BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 ADOPTED BUDGET	CHANGE REQUEST	FY22/23 BUDGET REQUEST	%
7110	SALARIES	1,664,515	130,961	1,795,476	7.87%
	Increase includes: Proposed Negotiations	1,664,515	96,760	1,761,275	
	Increase includes: Proposed Negotiations + CDO, OCA, TRNG, PGR BNS		34,201	34,201	
7120	OVERTIME	134,647	5,407	140,054	4.02%
		134,647	5,407	140,054	
7130	VACA/SICK CONVERSION	33,150	995	34,145	3.00%
		33,150	995	34,145	
		0		0	
7310	PERS	467,515	36,238	503,753	7.75%
	UAL - Per CalPERS Actuary	192,323	30,777	223,100	
	Survivor Benefit	1,500	0	1,500	
	Employer Rate 14.33% CLASSIC / PEPRA Rate 7.65%	173,692	5,461	179,153	
	UAL - Additional Payment	100,000	0	100,000	
7311	Other Retirement Benefits	6,250	-2,596	3,654	-41.54%
		6,250	-2,596	3,654	
7312	PERS Health Post Retirement	6,624	4,002	10,626	60.42%
	Health OPEB @ \$149 monthly (x5 x 6 months) 2022	6,624	2,406	9,030	
	Health OPEB @ \$152 monthly (x5 x 6 months) 2022		1,596	1,596	
	Post Retirement & OPEB Actuary		0	0	
7315	MEDICARE	36,358	-10,905	25,453	-29.99%
		36,358	-10,905	25,453	
7325	CAFETERIA	280,000	20,000	300,000	7.14%
		280,000	20,000	300,000	
7335	WORKERS COMP	32,619	-3,154	29,465	-9.67%
		32,619	-3,154	29,465	
				0	
7336	UNEMPLOYMENT INSURANCE	12,000	0	12,000	0.00%
		12,000	0	12,000	
7340	LIFE INSURANCE	6,771	1,791	8,562	26.45%
		6,771	1,791	8,562	
7345	LTD / SDI	4,272	99	4,371	2.32%
		4,272	99	4,371	
7395	TUITION REIMBURSEMENT	2,500	0	2,500	0.00%
		2,500	0	2,500	
	TOTAL PERSONNEL & BENEFITS	2,687,221	182,838	2,870,059	6.80%

ACCOUNT LINE ITEM NUMBER	JUSTIFICATION FOR SUPPLIES AND SERVICES BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 ADOPTED BUDGET	CHANGE REQUEST	FY22/23 BUDGET REQUEST	%
8120	AWARDS AND PRESENTATIONS	2,850	0	2,850	0.00%
	Plaques/Recognition/Holiday Meals/Dispatcher Appreciation	2,850	0	2,850	
8150	OFFICE SUPPLIES	7,500	0	7,500	0.00%
		7,500	0	7,500	
		0		0	
8160	OPERATING SUPPLIES	10,000	0	10,000	0.00%
		10,000	0	10,000	
		0		0	
8170	UNIFORMS	5,000	1,600	6,600	32.00%
	All Dispatch Uniforms	5,000	1,600	6,600	
8310	ACCTING/AUDIT	3,500	0	3,500	0.00%
		3,500	0	3,500	
8345	LEGAL SERVICES	15,000	0	15,000	0.00%
		15,000	0	15,000	
8350	MEDICAL & EAP - Background	6,000	0	6,000	0.00%
	Medical Backgrounds & EAP	6,000	0	6,000	
8355	Records Management	0	600	600	0.00%
	Data Disposal		600	600	
8363	SYSTEMS/COMPUTER/ANALYST	10,000	0	10,000	0.00%
	MISC/Admin, IT, GIS Support	10,000	0	10,000	
8395	OTHER/PROFESSIONAL/TECHNICAL SERVICES	23,700	8,784	32,484	37.06%
	Outside Professional Services (Admin, Operations Support)	0	0	0	
	GASB 68 Actuary/Reports	2,700	0	2,700	
	OPEB Actuary	3,000	0	3,000	
	EMD-Q Services Priority Dispatch Additional Services	18,000	8,784	26,784	
8510	OVERHEAD /FINANCE CHARGE	56,011	2,801	58,812	5.00%
	City of El Cajon Financial Support to HCFA	56,011	2,801	58,812	
8516	LIABILITY INSURANCE PREMIUMS/CLAIMS	28,500	7,100	35,600	24.91%
	Special District Risk Management JPA	28,500	7,100	35,600	

ACCOUNT LINE ITEM NUMBER	JUSTIFICATION FOR SUPPLIES AND SERVICES BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 ADOPTED BUDGET	CHANGE REQUEST	FY22/23 BUDGET REQUEST	%
8522	ADVERTISING	1,000	0	1,000	0.00%
		1,000	0	1,000	
8528	COMMUNICATIONS	44,050	-13,230	30,820	-30.03%
	AT&T Centrex Business Phones	6,000	0	6,000	
	AT&T CHP Incoming phone line	3,480	-2,480	1,000	
	AT&T Fiber Connection	6,000	1,800	7,800	
	Cox Communications-Cable	8,400	-5,000	3,400	
	American Messaging Paging	1,000	0	1,000	
	Verizon MDC	6,100	0	6,100	
	Verizon Cell phones	4,820	0	4,820	
	PD Line to City of El Cajon	700	0	700	
	Telestaff/T1/Centrix	7,550	-7,550	0	
8536	EMPLOYEE BONDS	250	0	250	0.00%
		250	0	250	
8544	JANITORIAL	2,540	-1,540	1,000	-60.63%
	Carpets Cleaning/Ducts	2,540	-1,540	1,000	
	Data Disposal (moved to code 8355)			0	
8552	MEMBERSHIP, DUES & LICENSES	8,406	0	8,406	0.00%
	Added -Costco, Amazon	8,406		8,406	
	NENA, SDCFCA Admin, CalChief Admin, Calif RM (SDRMA)				
8568	POSTAGE & SHIPPING	700	0	700	0.00%
		700	0	700	
8570	PRINTING & BINDING	600	0	600	0.00%
		600	0	600	
8574	RENT EXPENSE	66,402	3,326	69,728	5.01%
	City of El Cajon	52,927	1,726	54,653	
	Toshiba Copier	6,875	0	6,875	
	VHF Tower Site Leases	6,600	1,600	8,200	
8576	REPAIRS & MAINTENANCE	5,550	0	5,550	0.00%
	Day Wireless Workstation Upkeep & Other MISC Cost	5,550	0	5,550	

ACCOUNT LINE ITEM NUMBER	JUSTIFICATION FOR SUPPLIES AND SERVICES BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 ADOPTED BUDGET	CHANGE REQUEST	FY22/23 BUDGET REQUEST	%
8584	SERVICE/MAINT CONTRACTS	22,804	38,235	61,039	167.67%
	EATON APT-Automated Powered Tech UPS Maint	3,000	200	3,200	
	Backup Exec-Link Source	1,250	360	1,610	
	TIG - Barracuda Internet Protection	3,000	300	3,300	
	Cisco - CDW Smartnet Support	4,000	1,500	5,500	
	Civic Plus Maintenance	2,000	0	2,000	
	ESRI ARC GIS Desktop Maint (moved maint from code 8586)	0	6,800	6,800	
	First Watch - CAD Monitoring	0	600	600	
	RCS/Day wireless	4,104	496	4,600	
	Copier Maintenance Toshiba	3,850	0	3,850	
	Help Desk (Help Star) Cloud Based (moved from code 8586)	0	2,200	2,200	
	Tri Tech CAD Mobile Mapping Support Maint (moved from 8586)	0	22,579	22,579	
	Tri Tech CAD Annual Maint (No cost in FY 22/23. 1 year included with new CAD (moved from code 8586)	0	0	0	
	VHF Maint AmRad	1,600	3,200	4,800	
8586	SOFTWARE AGREEMENTS / LICENSE	157,312	-120,752	36,560	-76.76%
	McAfee - Antivirus Licenses	1,000	100	1,100	
	ESRI ARC GIS Licenses (moved maint cost to code 8584)	10,000	-6,300	3,700	
	Malware Bytes Spam Software	600	0	600	
	Tri Tech CAD Annual Maint (moved to code 8584)	126,031	-126,031	0	
	Aladtec Schedule Software	3,000	0	3,000	
	CritiCall Licenses	800	0	800	
	Go To Assist Online Tech Support	800	0	800	
	Power DMS	4,100	400	4,500	
	Priority Dispatch - License Renewal (moved to code 8584)	8,560	600	9,160	
	Help Desk/Service Pro (Help Star) Cloud Based	2,421	-2,421	0	
	DarkTrace Cyber Security (needs approval from BOC & Commission)	0	12,900	12,900	
8588	SUBSCRIPTIONS	0	0	0	0.00%
	Priority Dispatch - EMD Quality Assurance	0	0	0	

ACCOUNT LINE ITEM NUMBER	JUSTIFICATION FOR SUPPLIES AND SERVICES BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 ADOPTED BUDGET	CHANGE REQUEST	FY22/23 BUDGET REQUEST	%
8594	TRAINING, MEETINGS, & SCHOOLS	20,990	8,000	28,990	38.11%
	Mileage	2,500	0	2,500	
	Recert	990	0	990	
	Navigator x2	2,000	3,000	5,000	
	SDCFCA & AFSS / Mtgs & Conference	700	0	700	
	Liebert Cassidy Whitmore Consortium	0	0	0	
	Centre of Organizational Effectiveness	0	0	0	
	Travel/Lodging/Airfare	2,500	0	2,500	
	MISC Meetings/Training/Classes	2,500	1,000	3,500	
	Central Square TriCon - Tri Tech Conference	4,000	1,000	5,000	
	APCO/Nat NENA	1,500	3,500	5,000	
	IT/GIS Training	500	-500	0	
	Peer Support Training	800	0	800	
	IT Training (VM Ware & SQL Training)	3,000		3,000	
8595	Meals	2,000	2,000	4,000	100.00%
	Per Diem/Meals for training, away meetings	2,000	2,000	4,000	
8599	UTILITIES/Electric & Gas	42,000	0	42,000	0.00%
	City of El Cajon SDG&E 100 E Lexington Building (40%)	41,000	0	41,000	
	VHF Electrical Cost	1,000		1,000	
	TOTAL MATERIALS, SUPPLIES, & SERVICES	542,665	-63,076	479,589	-11.62%
9910	TRANSFER OUT	799,031	-692,656	106,374	-86.69%
	Contract Service Fee Collected Transfer for CIP Contributions	54,959	1,416	56,374	
	Member Contribution to CIP \$50K & Undesignated Reserve	50,000	0	50,000	
	General Undesignated Reserve to CIP Fund 955	694,072	-694,072	0	
	TOTAL MATERIALS, SUPPLIES, SERVICES & Transfers	1,341,696	-755,732	585,963	-56.33%

DRAFT HCFA FY 22/23 CIP Budget Overview

	Adopted	Estimated	DRAFT	\$ Change DRAFT	% Change DRAFT
	21/22	Actual	22/23	vs Estimated	vs Estimated
	21/22	21/22	21/22	FY21 vs FY22	FY21 vs 22
Beginning Balance 21/22 (Unaudited)	4,339,372	4,225,475	4,795,315	569,840	13.49%
Revenue					
Transfer from Contract Agreements Revenue	54,959	54,959	56,373	\$ 1,414	2.57%
\$50K from Operating Budget	50,000	50,000	50,000	\$ -	0.00%
CPC \$5/Member Agencies Contribution	282,820	282,820	295,405	\$ 12,585	4.45%
CPC \$5/Contract Agencies Contribution	5,090	5,090	5,200	\$ 110	2.16%
Investment Earnings	20,000	20,000	20,000	\$ -	0.00%
Total Revenues	412,869	412,869	426,978	\$ 14,109	3.42%
Expenses					
Equipment Replacement	16,000	3,000	21,000	\$ 18,000	600.00%
Reporting/Software - Tablet Command	51,000	44,000	48,000	\$ 4,000	9.09%
Computers/Monitors	11,000	4,500	11,000	\$ 6,500	144.44%
Remodel Current Location	2,000,000	23,103	1,978,000	\$ 1,954,897	8461.57%
New CAD System*	1,000,000	825,000	175,000	\$ (650,000)	-78.79%
Total Expenditures	3,078,000	899,603	2,233,000	\$ 1,333,397	148.22%
Other Funding Sources					
Transfer in from General Fund Undesignated	694,072	1,056,574	-	(1,056,574)	-100.00%
Revenues Over/(Under) Expenditures	-1,971,059	569,840	-1,806,022	\$ (2,375,862)	-416.94%
Net Change	-1,971,059	569,840	-1,806,022	\$ (2,375,862)	-416.94%
Fund Balance / Long Term Planning					
CAD Replacement	-	1,978,000	-	\$ (1,978,000)	-100.00%
Equipment Replacement (Standing Expense)	10,000	10,000	10,000	\$ -	0.00%
Remodel Project	-	175,000	-	\$ (175,000)	-100.00%
Capitol Long Term Projects	2,358,313	2,632,315	2,979,293	\$ 346,978	13.18%
CIP Reserve (Undesignated)	-	-	-	\$ -	0.00%
Ending Balance (Reserve-Estimate)	2,368,313	4,795,315	2,989,293	\$ (1,806,022)	-37.66%

REVENUE
Fund 955 DRAFT HCFA CIP Budget

Activity #: **955000**
DRAFT

ACCOUNT/ LINE ITEM NUMBER	JUSTIFICATION FOR REVENUE SOURCE BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 BUDGET REQUEST	CHANGE REQUESTED	FY22/23 BUDGET REQUEST	%
5310	Interest (Earned & Accrued)	20,000	0	20,000	0.00%
	Interest earned/accrued on funds in General Control Account	20,000		20,000	
6080	MEMBER CIP Contributions	282,820	12,585	295,405	4.45%
	\$5 Cost Per Call Contribution from JPA Members	282,820	12,585	295,405	
6090	Contract Agencies CIP Contributions	5,090	110	5,200	2.16%
	\$5 Cost Per Call Contribution from Contract Agencies	5,090	110	5,200	
6910	Transfer in From General	799,031	362,502	1,162,947	45.54%
	Contract Service Dispatch Fees	54,959	1,414	56,373	
	\$50K JPA Members Contribution	50,000	0	50,000	
	Undesignated Reserves from General	694,072	362,502	1,056,574	
TOTAL REVENUE CIP BUDGET		1,106,941	375,197	1,483,552	34.02%

Activity: 955 DRAFT HCFA CIP Expenditure Budget

Activity #: 955000
DRAFT

ACCOUNT/ LINE ITEM NUMBER	JUSTIFICATION FOR PERSONNEL & BENEFITS BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY21/22 BUDGET REQUEST	CHANGE REQUESTED	FY22/23 BUDGET REQUEST	%
8000 CODE	MISC Equipment less than \$1,000	0	5,000	5,000	
	Equipment	0	5,000	5,000	
9010	EQUIPMENT/FURNITURE REPLACEMENT	16,000	0	16,000	0.00%
	Equipment	10,000	0	10,000	
	Dispatch Chairs	6,000	0	6,000	
9020	COMPUTERS, MONITORS & IPADS	11,000	0	11,000	0.00%
	Computer Replacements	11,000	0	11,000	
9030	SOFTWARE	51,000	-3,000	48,000	-5.88%
	Intterra	0	22,000	22,000	
	ESRI	15,000	-15,000	0	
	Tablet Command - CAD Requirement	36,000	-10,000	26,000	
9035	NEW CAD SYSTEM	1,000,000	-825,000	175,000	-82.50%
	Central Square new CAD system - Equipment/Training/Services	1,000,000	-825,000	175,000	
9060	REMODEL CURRENT LOCATION	2,000,000	-22,000	1,978,000	-1.10%
		2,000,000	-22,000	1,978,000	
	TOTAL CIP EXPENDITURE	3,078,000	-845,000	2,233,000	-27.45%

ACCOUNT LINE ITEM NUMBER	JUSTIFICATION FOR SUPPLIES AND SERVICES BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY 21/22 ADOPTED BUDGET	CHANGE REQUESTED	FY22/23 BUDGET REQUEST	
8395	Expense	\$1,426,928	-\$1,326,928	\$100,000	
1	9-1-1 Nurse Navigator - CMS/NOFO	400,000	-400,000	0	CLOSED/Non Funded
2	UASI FY18 VHF Office Homeland Security/CalOES	99,928	-99,928	0	CLOSED/Received Reimbursement
3	UASI FY18 RCIP Office Homeland Security/CalOES	250,000	-250,000	0	Pending reimbursement
4	UASI FY19 VHF Office Homeland Security/CalOES	100,000	-100,000	0	Pending reimbursement
5	UASI FY19 RCIP Office Homeland Security/CalOES	402,000	-402,000	0	Pending reimbursement
6	UASI FY20 VHF Reimbursement from Office Homeland Security/CalOES	100,000	0	100,000	Will pay in FY23
7	UASI FY20 RCIP Reimbursement from Office Homeland Security/CalOES	75,000	-75,000	0	Will pay in FY23
	TOTAL UASI Grant Reimbursable Expenditures	1,426,928	-1,326,928	100,000	

DRAFT

ACCOUNT LINE ITEM NUMBER	JUSTIFICATION FOR REVENUE SOURCE BRIEF STATEMENTS & ESTIMATED AMOUNTS USED IN CALCULATING TOTALS FOR EACH LINE ITEM	FY 21/22 ADOPTED BUDGET	CHANGE REQUESTED	FY22/23 BUDGET REQUEST	Reimbursement Request Status
4631	Revenue	1,426,928	-1,251,928	175,000	
1	9-1-1 Nurse Navigator - CMS/NOFO	400,000	-400,000	0	Close Grant - Non Funded
2	UASI FY18 VHF Reimbursement from Office Homeland Security/CalOES	99,928	-99,928	0	Received \$99,928.21 November 29, 2021
3	UASI FY18 RCIP Reimbursement from Office Homeland Security/CalOES	250,000	-250,000	0	\$250K Approved - Reimbursement to generate end of April
4	UASI FY19 VHF Reimbursement from Office Homeland Security/CalOES	100,000	-100,000	0	\$54,808.63 Approved - Reimbursement to generate end of May
5	UASI FY19 RCIP Reimbursement from Office Homeland Security/CalOES	402,000	-402,000	0	\$400K Approved - Reimbursement to generate end of May
6	UASI FY20 VHF Reimbursement from Office Homeland Security/CalOES	100,000	0	100,000	Pending submittal by HCFA - will pay in FY23
7	UASI FY20 RCIP Reimbursement from Office Homeland Security/CalOES	75,000	0	75,000	Pending submittal by HCFA - will pay in FY23
	TOTAL REVENUE OUTSTANDING UASI GRANT REIMBURSEMENTS	1,426,928	-1,251,928	175,000	

Money received - or grant closed no expenses
Reimbursements should come in before end of FY22

HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

AGENDA ITEM 6
MEETING DATE: 05-03-22

AGENDA REPORT

DATE: MAY 3, 2022

TO: HCFA BOARD OF CHIEFS

FROM: HCFA OPERATIONS MANAGER, KRISTAN JOHNSON

SUBJECT: RECLASSIFY TWO DISPATCH POSITIONS INTO "LEAD" DISPATCH POSITIONS

RECOMMENDATION:

1. That the BOC accept the recommendation to reclass one Dispatcher and one Dispatch Supervisor position into two "Lead" Dispatch positions and present to the Commission at their May 26th Regular meeting for approval.

Background

Ever since the beginning of HCFA there have only been two dispatch positions; a Dispatcher and a Supervisor. There is no middle role to help prepare for a succession plan. The goal of this reclassification would be to take dispatchers that wish to promote and start to educate and train them to prepare for a future supervisor opening.

This position would be a back-up if there is not a supervisor on shift as well as the ability to take on additional projects that are above what is expected in the dispatcher position.

It is my belief this is a great opportunity and time for this reclassing to take place. If we set this up and show that we promote from within, the dispatchers will see opportunity and become less likely to leave. HCFA has several strong qualified candidates right now. It would be great for morale if our dispatchers can see an opportunity to grow within HCFA. That ripple effect can be overwhelmingly positive.

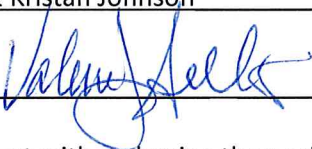
21/22 Staffing Classifications vs 22/23 Request			
<u>Job Classifications</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>Change</u>
Dispatch Supervisors	3.0	2.0	-1.0
LEAD Dispatchers	0.0	2.0	2.0
Full Time Dispatchers	11.0	10.0	-1.0
Part Time Dispatchers	3.0	3.0	0.0
TOTAL HCFA Staff Positions	17.0	17.0	0.0
	Removed 12th dispatcher	Add 2 LEAD Remove 1 Dispatcher 1 Supervisor	

We are not changing the count of dispatchers, only restructuring for our future. There is not increase to the FY23 budget in approving this reclass. The cost is actually less, since we are taking away one budgeted Supervisor position salary.

FISCAL IMPACT:

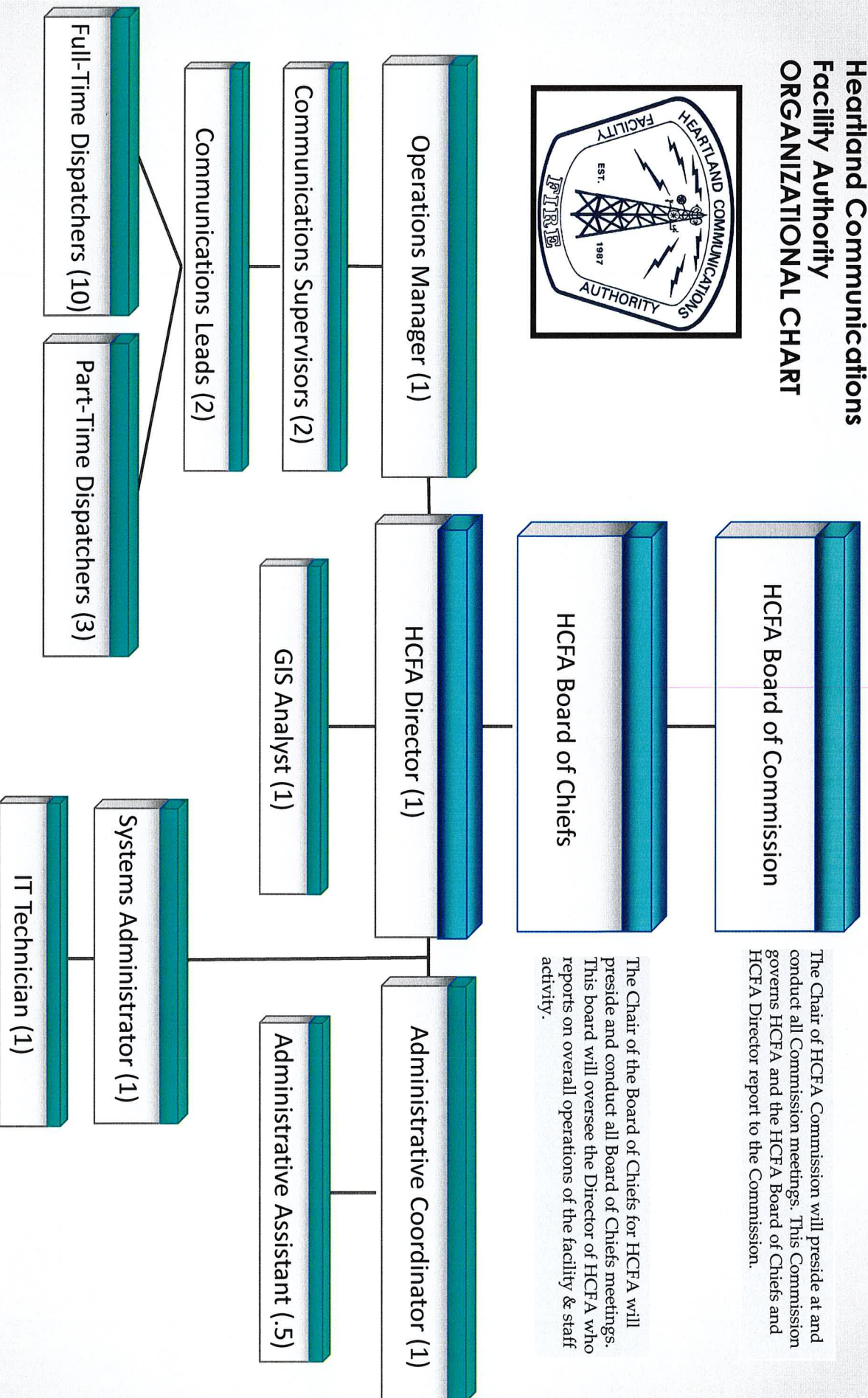
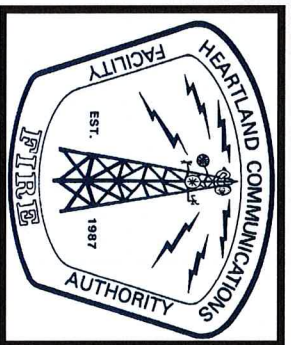
There is no fiscal impact to the Authority in reclassifying the two positions.

PREPARED BY: Valerie Nellis & Kristan Johnson

APPROVED BY: Valerie Nellis 

Attached – HCFA Organization Chart with reclassing the positions.

Heartland Communications Facility Authority ORGANIZATIONAL CHART



The Chair of HCFA Commission will preside at and conduct all Commission meetings. This Commission governs HCFA and the HCFA Board of Chiefs and HCFA Director report to the Commission.

The Chair of the Board of Chiefs for HCFA will preside and conduct all Board of Chiefs meetings. This board will oversee the Director of HCFA who reports on overall operations of the facility & staff activity.