

# 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

## HEARTLAND COMMUNICATIONS FACILITY AUTHORITY BOARD OF CHIEFS REGULAR MEETING AGENDA TUESDAY, MARCH 5, 2024 – 08:00 A.M. Location: HCFA Classroom 100 E Lexington Avenue El Cajon, CA. 92020

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### **AGENDA**

- Call To Order\Roll Call
- Pledge Of Allegiance
- Postings: The Secretary posted the agenda for the March 5, 2024 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.

### **AWARDS AND PRESENTATIONS:**

- Introduction of Information Systems Technician Paul Stepler
- Introduction of Fire Communications Dispatcher Trainees Kyle Gaut and Olivia Smith

### **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 Regular Minutes from the HCFA BOC Meeting held January 9, 2024\*
2. FY24 Period 7 Financial Update\*

## HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

### **ACTION ITEMS:**

3. PRELIMINARY FY25 BUDGET OVERVIEW

HCFA Executive Director, Jeff Logan to open discussion on the preliminary budget development of the HCFA FY25 Budgets and seek recommendation of option(s) to move forward with.

### **INFORMATIONAL ITEMS:**

4. CURRENT UPDATE ON HEARTLAND COMMUNICATIONS

HCFA Executive Director Jeff Logan reports on current status at HCFA

- NPSTW April 14 – 20, 2024
- Medical Director Update
- CAL NENA 9-1-1 Goes to Sacramento
- Central Zone VHF Project Update
- HCFA Remodel Update

### **REPORTS**

Chair, Board of Chiefs  
Fire Chiefs  
Executive Director of Communications  
HCFA JPA Treasurer  
Administrative Coordinator

### **NEXT MEETING:**

The next Regular meeting of the HCFA Board of Chiefs is scheduled for Tuesday, May 7, 2024 at 8:00 AM. Location: HCFA Classroom – 100 E Lexington Avenue, El Cajon, CA. 92020

### **ADJOURNED**

**HEARTLAND COMMUNICATIONS FACILITY AUTHORITY  
BOARD OF CHIEFS REGULAR MEETING AGENDA  
TUESDAY, JANUARY 9, 2024 – 08:00 A.M.  
Location: HCFA Classroom  
100 E Lexington Avenue El Cajon, CA. 92020**

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**AGENDA**

- Call to Order - BOC Vice Chair, Fire Chief Brian Boggeln
- Roll Call - Boggeln, Alpine (Vice Chair)  
Koch, HFR  
Butz, Lakeside  
Brainard/Lawler, San Miguel  
Matsushita, Santee  
Pfohl, Viejas
- Absent - Sims, Bonita (BOC Chair)
- Other Fire Chiefs Present - Kremensky, Barona
- Pledge of Allegiance - Boggeln, Alpine
- Postings: The Secretary posted the agenda for the January 9, 2024 regular meeting in accordance with State Law and agency policy.
- Approval of the Agenda - MOTION BY BRAINARD, SECONDED BY KOCH TO APPROVE THE AGENDA AS PRESENTED TODAY.  
  
MOTION PASSES UNANIMOUSLY BY ALL BOC FIRE CHIEFS PRESENT
- 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.

**AWARDS AND PRESENTATIONS:**

None

**CONSENT AGENDA ITEMS:**

1. Approval of the Regular Minutes from the HCFA BOC Meeting held November 1, 2023
2. Preliminary Fund Financial Statements with Summary Revenue and Detail Expenditure Reports for the Period Ended June 30, 2023 (Unaudited)

## HEARTLAND COMMUNICATIONS FACILITY AUTHORITY

4. Investment Report for the Quarter Ended June 30, 2022
5. Investment Report for the Quarter Ended September 30, 2022
6. Investment Report for the Quarter Ended December 31, 2022
7. Investment Report for the Quarter Ended March 31, 2023
8. Investment Report for the Quarter Ended June 30, 2023
9. Investment Report for the Quarter Ended September 30, 2023

MOTION BY BUTZ SECONDED BY BRAINARD TO APPROVE  
CONSENT ITEMS 1 – 9 AS PRESENTED TODAY

MOTION PASSES UNANIMOUSLY BY BOC FIRE CHIEFS  
PRESENT

### **ACTION ITEMS:**

10. ELECT A CHAIR AND VICE CHAIR FOR THE HCFA BOARD OF CHIEFS 2024 CALENDAR YEAR

MOTION MADE BY CHIEF BUTZ, AND SECONDED BY CHIEF  
PFOHL TO REELECT FIRE CHIEF SIMS AS HCFA BOC CHAIR  
AND FIRE CHIEF BOGGELN AS VICE CHAIR.

MOTION PASSES UNANIMOUSLY BY ALL BOC CHIEFS  
PRESENT

11. APPROVE CENTRAL ZONE CHIEFS LIAISON TO THE EMS SECTION TO SERVE AS SUPERVISOR TO THE CENTRAL ZONE MEDICAL DIRECTOR

HCFA Executive Director opens discussion on his recommendation that a Central Zone Liaison to the EMS Section put in place to serve as Supervisor to the Central Zone Medical Director. A Central Zone Medical Director and a Central Zone EMS Committee was established at the direction of the Central Zone Fire Chiefs. There is a Central Zone Fire Chiefs established a liaison to this group.

For consistency throughout the Zone HCFA Executive Director Jeff Logan recommends appointing a Central Zone Chiefs Liaison to the EMS Section serve as Supervisor to the Central Zone Medical Director.

MOTION BY PFOHL, SECONDED BY MATSUSHITA TO  
APPROVE A CENTRAL ZONE CHIEF'S LIAISON TO THE EMS  
SECTION TO SERVE AS SUPERVISOR TO THE CENTRAL  
ZONE MEDICAL DIRECTOR

MOTION PASSES UNANIMOUSLY BY ALL BOC CHIEFS  
PRESENT

12. VHF AND MICROWAVE EQUIPMENT AND INSTALLATION PROJECT

HCFA Executive Director opened discussion on the current status and timeline on HCFA RFP #2023-01 for the VHF Microwave equipment and installation project for Central Zone. Due to the timeline to get this process approved to make the end of May 2024 UASI timeline, he is asking;

- a) The HCFA Commission accepts the recommendation by the Executive Director, Jeff Logan, to award RFP #2023-02 "VHF and Microwave Radio Equipment and Installation" to Commline;
- b) That the HCFA Commission allow HCFA Executive Director, Jeff Logan the ability to enter into an agreement with Commline for their expertise on designing, upgrading and installing our VHF and Microwave Equipment;

MOTION BY CHIEF BUTZ, SECONDED BY MATSUSHITA TO APPROVE TAKING THE RECOMMENDATIONS TO THE HCFA COMMISSION AT THEIR JANUARY MEETING ALLOWING EXECUTIVE DIRECTOR, JEFF LOGAN, TO AWARD RFP #2023-02 "VHF AND MICROWAVE RADIO EQUIPMENT AND INSTALLATION" TO COMMLINE, AND ALLOW HCFA EXECUTIVE DIRECTOR, JEFF LOGAN THE ABILITY TO ENTER INTO AN AGREEMENT WITH COMMLINE FOR THEIR EXPERTISE ON DESIGNING, UPGRADING AND INSTALLING OUR VHF AND MICROWAVE EQUIPMENT

MOTION PASSES UNANIMOUSLY BY ALL BOC CHIEFS PRESENT

**INFORMATIONAL ITEMS:**

**13. CURRENT UPDATE ON HEARTLAND COMMUNICATIONS**

HCFA Executive Director Jeff Logan reports on current status at HCFA;

➤ Thank you to Chief Brainard, Service to JPA Board of Chiefs

This is the last JPA Chiefs Meeting for Chief Brainard, before he enjoys a much-deserved retirement from San Miguel. On behalf of HCFA, we are extremely thankful for your leadership in the Zone and here with the JPA Board of Chiefs. For the awareness of all, we will be recognizing Chief Brainard formally at the Commissioners Meeting scheduled for January 25, 2024 and we hope you can all attend.

➤ Executive Director End of Calendar Year 2023

This year comes to a close, and we have had a chance to review all of the dedicated work from our HCFA Staff. Just a couple things to bring to your attention that we accomplished:

- Addition of 2 New Shift Supervisor positions and internal promotions
  - o Establishment of a task book / career path to be completed by both
- Creation and Implementation of New Dispatchers Academy
  - o 2 Academies have been held, and a 3rd and 4th scheduled for March and May of 2024
- Development of Communications Training Officer Program
- New interactive and updated website
- New Vision and Mission Statements as well as Core Values

➤ HCFA Information Services Technician Recruitment

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We ran a successful recruitment that yielded many great candidates. We have a candidate currently in backgrounds with our agency. Depending on how the process goes, we are hoping for an early February start for this much needed position.

➤ HCFA Fire Communication Dispatcher Recruitment

Much like our IT Recruitment, we ran a successful dispatcher recruitment. We changed up our process slightly for this recruitment. The first round of interviews were conducted and these interviews consisted of all candidates that met minimum qualifications. This particular interview panel consisted of all 3 of our Shift Supervisors and it was a great opportunity to utilize their skills as Supervisors in our center, but also coach and mentor them as new interview panel members. Next, all candidates that qualified to move onto selection interviews were required to complete a 2 hour sit along with an HCFA Supervisor prior to selection interviews.

Our center has 4 openings, and we have a ranked eligibility list of 5 dispatchers. We are unable to hire all at once as we do not have the resources to train all at once. We have started 4 of the 5 candidates into backgrounds and we our next academies scheduled to start in March and May (2 dispatchers each).

➤ Central Zone Wellness / Peer Support Application

There has been some discussion in the Central Zone of our agencies pooling together for web-based application that could be used for wellness and peer support. There is a model in place currently being used by City of San Diego (Metro Fire). I wanted to bring forth a topic for discussion for the JPA Chiefs on desire to include a product like this for management or funding through the JPA. We are not opposed to this type of a program that could be valuable for all of the HCFA agencies, but depending on the cost, this is something that would be realized by our member and contract agencies.

➤ HCFA Website – JPA Chief Info

As I mentioned in our last BOC meeting, we are live with our new website. One thing we are looking for is to include headshots of each of you for your respective agencies. Administrative Assistant Jette pulled up our website on our monitors to show how we have included our own headshots and where that we would like to include all the HCFA BOC Chiefs head shots.

➤ HCFA MAC Meeting January 18,2024

In accordance with the JPA agreement, we are scheduled to have our MAC Meeting on January 18, 2024. Our agenda is in the final stages, but essentially this meeting is designed to be a mid-year check in. The MAC Meeting (according to the JPA Agreement) is to be conducted with the provisions of the Brown Act. The MAC consists of the 4 City Mangers and the JPA Member Agency Fire Chiefs. We have only had 1 meeting with this group in my time, and in addition to the City Managers, the HFR and Santee Fire Chiefs, the BOC Chair and Vice Chair attended to represent the rest of the JPA.

I will send out a meeting invite to the HCFA BOC which is scheduled on Thursday, January 18, 2024.

## **REPORTS**

### Fire Chiefs:

Fire Chief Butz-Lakeside wants to thank HCFA staff for working and arranging with the Chinese Delegations on their HCFA tour. There were lots of positive comments with the main one on how impressive it was to see so many agencies working together as one.

HCFA Executive Director of Communications: Remodel update, the city has completed their RFP which allowed them to set up a meeting on our remodel. We have a planning meeting scheduled for Wednesday, January 17<sup>th</sup>. This will start the process of generating our own RFP for an architect.

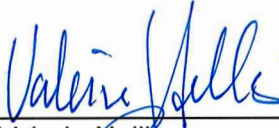
On another note, next Monday, HCFA support staff offices will be closed for Presidents Day.

## **NEXT MEETING:**

The next Regular meeting of the HCFA Board of Chiefs is scheduled for Tuesday, March 5, 2024 at 8:00 AM. Location: HCFA Classroom – 100 E Lexington Avenue, El Cajon, CA. 92020

## **ADJOURNED:**

08:48 AM



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Valerie Nellis  
Administrative Coordinator

# HEARTLAND COMMUNICATIONS FACILITY AUTHORITY



## MEMORANDUM

DATE: March 5, 2024  
TO: Board of Chiefs  
Jeff Logan, Executive Director  
FROM: Clay Schoen, Controller/Treasurer  
SUBJECT: FY24 Period 7 Financial Update

The following information is presented in summary form and is provided as an informational item in advance of the regularly scheduled Board of Chiefs meetings. It is intended to supplement the typical full financial package prepared for the Agency's Commission meetings however, additional information can be provided upon request.

### Financial Status as of January 31, 2024 (Unaudited)

#### General Fund

	Budget \$	Actual \$	Remaining \$	Remaining %
Revenue*	3,724,491	3,198,621	525,870	14.1
Expenditure	3,894,763	2,279,770	1,614,993	41.5

#### Special Revenue

	Budget \$	Actual \$	Remaining \$	Remaining %
Revenue*	875,000	-	875,000	100.0
Expenditure	875,000	-	875,000	100.0

#### Capital Improvement Fund

	Budget \$	Actual \$	Remaining \$	Remaining %
Revenue*	447,508	317,466	130,042	29.1
Expenditure	2,441,260	5,328	2,435,932	99.8

\*Does not include interest income.