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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER
BOARD OF DIRECTORS MEETING

June 1, 2017

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SFC CLERK RECORDED 09/06/2017

MINUTES OF THE
SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER
BOARD OF DIRECTORS MEETING

Santa Fe, New Mexico
June 1, 2017

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Brian Snyder, Chair at 9:08 a.m. on this date at the Santa Fe County Public Safety Complex, South Highway 14, #35 Camino Justicia, Santa Fe, New Mexico.

Roll Call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Brian Snyder, Chair
Chief Ron Crow, Vice Chair
Chief Patrick Gallagher
Sheriff Robert A. Garcia
Eric Johnson
Chief Erik Litzenberg
Katherine Miller
Chief David Sperling

MEMBER (S) ABSENT:

None

STAFF PRESENT:

Nancy Calhoun, RECC
Amanda Macias, RECC
Vanessa Marquez, RECC
Jason Martinez, RECC
Ken Martinez, RECC Director
Debra Witt, RECC

OTHERS PRESENT:

Mark Basham, the Law Offices of Mark Basham
Jaison Dixon, Santa Fe County IT
Tony Flores, Deputy County Manager

Daniel Sanchez, Santa Fe County IT
Pablo Sedillo, Santa Fe County Public Safety Department
David Silver, Santa Fe Office of Emergency Management
Bill Taylor, Santa Fe County Purchasing Department
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

The agenda was amended – Item VII (*Informational Items-Opioid Update*) was moved up on the agenda before Item VII-a (*Update on radio system replacement and CAD system progress*).

Chair Snyder asked for a motion to approve the agenda as amended.

Chief Litzenberg made a motion to approve the agenda as amended. Ms. Miller seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: March 9, 2017

The following changes were offered to the Minutes of the March 9, 2017 meeting:
Page 4, 6th and 7th paragraphs, the word: Dewitt was changed to read: **DOIT**
Page 8, 6th paragraph, the Santa Fe County Emergency Communications Center was changed to read: **Sandoval** County Emergency Communications Center

Chief Litzenberg made a motion to approve the Minutes of the March 9, 2017 meeting as amended. Ms. Miller seconded the motion. The motion passed unanimously by voice vote.

EXECUTIVE SESSION (If determined necessary)

- a. **Limited Personnel Issues**
- b. **Threatened or Pending Litigation**

It was determined that there was no need for an Executive Session.

ACTION ITEMS

- a. **Request approval to enter into a professional services agreement for medical direction with Dr. Alfredo Vigil, M.D., FAAFP**

For Fiscal Year 2018, funding was requested in the RECC budget for the RECC to enter into a Professional Services Agreement for medical direction.

According to Section 4, Effective Date and Term, of the current Agreement which was entered into by and between the Santa Fe RECC and Dr. Alfredo Vigil M.D., FAAFP on July 1, 2015, the Agreement may be extended for one additional year contingent upon

funding. The RECC will request letters of interest again in 2018.

Staff requested Board approval to enter into a Professional Services Agreement with Dr. Alfredo Vigil M.D. FAAFP for Fiscal year 2018, beginning July 1, 2017 and ending June 30, 2018.

Chair Snyder asked if there were any questions and there were none.

Ms. Miller moved to approve the request for the RECC to enter into a Professional Services Agreement with Dr. Alfredo Vigil, M.D., FAAFP for Fiscal Year 2018, beginning July 1, 2017 and ending June 30, 2018. Chief Litzenberg seconded the motion. The motion passed unanimously by voice vote.

b. Request approval to enter into a Professional Services Agreement for legal representation with Basham & Basham, P.C.

For the 2018 Fiscal Year, a total of \$25,000 was requested in the RECC budget to enter into a Professional Services Agreement for legal services.

In March of this year, the RECC distributed solicitation for Letters of Interest to three different Santa Fe area attorneys requiring response by sealed bid on or before May 17, 2017. The only response received complete and before deadline was from Basham & Basham, P.C.

Staff requested Board approval to enter into a Professional Services Agreement for legal services for the RECC for the Fiscal Year 2018 with Basham & Basham, P.C.

Mark Basham noted that the name of the law firm has been changed to: The Law Offices of Mark Basham. He requested an amendment be made to the Professional Services Agreement to reflect this.

Chair Snyder asked if there were any questions and there were none.

Ms. Miller moved to approve the RECC enter into a Professional Services Agreement with the Law Offices of Mark Basham. Sheriff Garcia seconded the motion. The motion passed unanimously by voice vote.

c. Request approval to continue stenography services with Stenography Services, Inc.

For the Fiscal Year 2018, funding was requested in the RECC budget to enter into a Professional Services Agreement for stenography services for the RECC Board meetings.

Jo Ann Valdez is currently the Stenographer for the RECC.

Staff requested Board approval to enter into a Professional Services Agreement for stenography services for the RECC Board meetings for Fiscal Year 2018 with Stenography Services, Inc.

Chief Litzenberg moved to approve the request for the RECC to enter into a Professional Services Agreement for stenography services for the RECC Board meetings for Fiscal Year 2018 with Stenography Services, Inc. Sheriff Garcia seconded the motion. The motion passed unanimously by voice vote.

d. Request approval of evaluation panel's recommendation to move forward with new emergency notification system

The RECC's current contract for emergency notification services expires this year in October. In order to look at different providers, services and technology, an Evaluation Panel was established earlier this year to assess different options and make a recommendation regarding replacement. Three different services were evaluated and the Panel has made a recommendation.

Mr. Martinez noted that the Evaluation Panel consisted of himself, David Silver of the Office of Emergency Management for the City; Martin Vigil of the Emergency Management Department for the County; and Major Gabe Gonzales of the Sheriff's Department. They evaluated and looked at services and presentations from three different providers and the Panel decided to make a recommendation to move forward with one of them.

Board approval is requested to move forward with the notification system recommended by the Evaluation Panel.

Mr. Martinez said he has already spoken to the County Purchasing Department and they have all of the information necessary to move forward with a new notification system.

He said as the Board knows, the RECC just began the roll out for the public education for the SMART 911 and the notification system they are moving to works in conjunction with the SMART 911 system. They will now be able to join the two databases and utilize one system for both. They plan to have that implemented, installed and working prior to the end of the current system in October, so that there is no break in service.

Mr. Martinez asked if there were any questions.

Questions/Discussion:

Chair Snyder said Mr. Martinez is making a recommendation for approval and there is no name of the company or person in the packet. He asked if there is a reason why the

Board does not have that information in the packet.

Mr. Martinez said there is no specific reason other than the fact that he needs to go through the procurement process to review the three quotes they received. He noted that it is a small purchase and he omitted this information from the packet because he has not started the procurement process.

Chair Snyder said it seems like this is an informational item and asked why Mr. Martinez is bringing this to the Board.

Mr. Martinez said to begin the process to acquire the services and again, the current contract expires in October and he would like to have the new system in place by then.

Chair Snyder asked what the dollar amount is. He said the Board is approving something without a dollar amount and any information on the three vendors, like the service that they will be providing. He asked if Mr. Martinez is planning to bring this back to the Board.

Mr. Martinez said he will bring this back to the Board for approval to enter into an agreement with the vendor at the next meeting. He said the RECC is currently paying \$33,000 annually for the current system and the new system will cost approximately \$14,000.

Chief Litzenberg asked Mr. Martinez if everyone on the Evaluation Panel agreed with the recommendation.

Mr. Martinez said yes.

Chief Sperling asked if the vendor will provide training for the RECC staff and is this part of the agreement.

Mr. Martinez said yes, once they implement the web-based applications, they will be providing training on how to implement and use the system. He said it won't be much different from what they are doing now.

Chief Sperling asked if the contract term is for a year.

Mr. Martinez said the contract term is for three years but they can only enter into one year at a time.

Chief Gallagher asked Mr. Martinez if he could bring this back to the Board at the next meeting with a list of the vendors.

Mr. Martinez said yes, he will bring a list of companies that they looked at through this

process.

Chief Gallagher asked him if he could also include a breakdown of the abilities that the new system could do as compared to the current system.

Mr. Martinez said yes, absolutely.

Chair Snyder asked Mr. Martinez if he is going to bring the contract back to the Board at the next meeting for approval, how can the Board approve this now.

Mr. Martinez said he is asking for approval to move forward and again he has to go through the procurement process through County Purchasing.

Ms. Miller said this is confusing because Mr. Martinez has said who he wants but he hasn't done the procurement process.

Mr. Martinez said he is sorry for the confusion but they did the evaluation to determine who they want to go with. He said he has spoken to Bill Taylor, and because of the amount, it is considered a small purchase and it does not have to go out for RFP. They only have to submit the three quotes they received with the procurement request.

Ms. Miller asked why Mr. Martinez cannot tell the Board who that is.

Mr. Basham explained that this is a Request for Quotes for a vendor and because of the way it is listed on the agenda, the Board cannot approve the vendor they have chosen but Mr. Martinez could tell the Board the recommendation that the Evaluation Panel made and the Board can approve that.

Mr. Martinez said the Evaluation Panel's recommendation is to move forward with Rave Alert, which is a great mobile safety product and company. The systems that were evaluated were Ever Ridge, Cassidian and Rave Alert and the Evaluation Panel was unanimous in moving forward with Rave Alert. He said if the Board is okay with this, he can move forward with the recommendation from the Panel.

Ms. Miller asked why Rave Alert was the best one and what were the differences.

Mr. Martinez said the services that are provided by each of the vendors were similar but one of the benefits of Rave Alert is that it works with the SMART 911 system and will utilize the same database. The larger other consideration was cost, which is about a quarter of the costs of the current system and the other vendors' costs.

Chair Snyder asked Mr. Martinez if he has checked references for Rave Alert.

Mr. Martinez said yes, and they also looked at the City of Seattle, Washington who is

using this system as well. He spoke to the Police Chief in Washington and David Silver has also spoken with members of that organization.

Chief Litzenberg asked Mr. Martinez if he needs this Board's approval for this purchase or is this simply approving the fact that he put together a panel and that we agree with the collaborative nature of this.

Mr. Martinez said he could go ahead and purchase this because it is a small purchase but he also likes to inform the Board of operational changes.

Chair Snyder said he does not think the Board needs to take any action.

Mr. Martinez will bring back a report at the next meeting, as requested.

INFORMATIONAL ITEMS

***b. Opioid Update (Dr. Alfredo Vigil) (moved up on the agenda)**

Dr. Alfredo Vigil made a PowerPoint presentation on the Opioid crisis. A copy is available for review at the office of the RECC.

Dr. Vigil explained that he wanted to make this presentation/update to the Board because everyone in this room deals with this issue on many levels and the rapidity at which this problem is getting worse. He said this issue affects all aspects of our community and is connected to the high school drop-out rate, to domestic violence and crime, etc.

He noted that there was an article in the *Albuquerque Journal* recently about the fact that there are a high number of jobs that are going unfilled and a major factor of this is because they cannot find people who can pass a drug test.

Dr. Vigil explained that we need more treatment programs and the community has not looked at this problem as an epidemic, which it could become.

Mr. Johnson mentioned that he works with the Drug Court programs and sometimes treatment does not work because people come out to the same environment.

Chief Litzenberg said the problem of high-dose synthetic drugs coming into our country can be a much bigger problem because they can be very potent. They are now seeing cases in emergency responses where responders are being exposed to lethal doses by just skin contact and either are being hurt or killed because of exposure to these. He asked if the RECC has heard about this and is there a way where they can start looking at having a protocol in place where dispatchers can ask questions regarding this.

Mr. Martinez said yes, and at the next medical meeting, they will be looking at protocols for ways to deal with exposure, etc.

Dr. Vigil said the system and resources are overwhelmed with these issues and this is a very difficult problem and they may need to start doing something different.

a. Update on radio system replacement and CAD system progress

Mr. Martinez said the RECC is moving forward with the radio project and they have been working with the City and the State on this. He gave the floor to Tony Flores (Deputy County Manager) to provide an update on the project.

Mr. Flores said the radio and mobile project was initiated about two years ago but was not started until a couple of months ago. He said as the Board recalls, this is a joint City/County funded project - both Governing Bodies put up \$100,000 to have a consultant come in and do an analysis of the existing system, as well as provide alternatives for the future. He said as we know, the current radio systems for both Governing Bodies has an end of life of 2019.

He said with that thought and Director Martinez's insistence that they put this on the Five-Year Capital Improvement Plan, and that process, they held some stakeholder meetings.

He said a couple of weeks ago, from a County's perspective, they were aware of a step ahead by the City on their alternative analysis and determinations. He said he had a discussion with Deputy City Manager Martinez and put everybody back on track and determined that they were a little premature on some of the decisions of the Consultant. He said they have not received all of the information from the Consultant and there were already some alternatives identified as to exactly what we were doing.

Mr. Flores said based upon those discussions, the first alternative or the preferred methodology for this would be a City/County stand-alone core with a redundant back up system potentially with the State. He said with that understanding and the information from the City, they had a couple of meetings with the State Department of Information and Technologies who was identified in the City's Plan as the alternative method they were going to. As a result of those meetings, the County's stakeholders: the Sheriff, IT, the RECC Director gave direction to Jaison Dixon, the Project Manager and Tony Flores to go on the path of having the first alternative of a City/County core and a second alternative of looking at a potential partnership with the State and using their core as the system.

Mr. Flores said they are moving in that direction and he and Ms. Martinez have committed to having a little more engagement and involvement in the stakeholder meetings. He said he wanted to provide this update to the Board and he stands for any questions.

Questions:

Chief Gallagher asked if there was an impediment for the City and County using two different systems.

Mr. Flores said they are on two different systems but the impediment is really what they decide to do at the end of the day; and the other impediment is ultimately going to be costs and what both sides are willing to contribute and how to get there. He said he wouldn't call these impediments but they are obstacles and they need to be addressed.

CAD System Progress

Mr. Martinez said he understands the RFP for the CAD is ready to be released. He turned the floor over to Bill Taylor.

Mr. Taylor said as Director Martinez indicated, the RFP is drafted but he wants to review the Scope of Work with the parties associated, such as the County and City Fire Departments, the Sheriff's Office and the City Police Department. He anticipates the RFP will get out and advertised next week. He asked if there were any questions and there were none.

b. Opioid Update

This item was moved up on the agenda and discussed above.

c. IT Report (Jaison Dixon)

Mr. Dixon did not provide a report because the IT items were discussed above.

d. Financial Update and Director's report (Ken Martinez)

[Copies of the Year-to-Date Budget Status Report as of May 26, 2017, were distributed in the Board Members' packets.]

Mr. Martinez said there are no issues going into the end of the fiscal year and they are ready to move into the new fiscal year.

Mr. Martinez reported that there are currently six vacancies and three employees are in the process and awaiting HR signature. One employee started on Monday.

Mr. Martinez gave an update on training noting that several employees are attending national trainings and conferences.

Mr. Martinez announced that Nancy Calhoun, the Administrative Assistant for the RECC, will be retiring at the end of July. She has been a huge asset to the Center and will

be sorely missed.

MATTERS FROM THE PUBLIC

There were no matters from the Public.

MATTERS FROM THE BOARD

Chief Litzenberg asked if the Board can receive the meeting packet electronically.

Mr. Martinez said yes, absolutely.

NEXT MEETING DATE

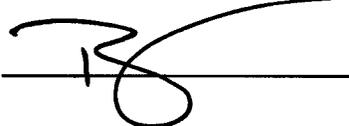
The next meeting is scheduled for August 24, 2017 at 9:00 a.m. at the Santa Fe County, Public Safety Complex, South Highway 14, #35 Camino Justicia, Santa Fe, New Mexico.

ADJOURNMENT

There being no further business to come before the Board, Sheriff Garcia moved to adjourn, second by Chief Crow, the meeting adjourned at 10:15 a.m.


Brian Snyder, Chair

Respectively submitted by:
Ja Ann G. Valdez, Stenographer

Witnessed by: 

SFC CLERK RECORDED 09/06/2017

COUNTY OF SANTA FE) REGIONAL EMERGENCY MIN
STATE OF NEW MEXICO) ss PAGES: 11

Hereby Certify That This Instrument Was Filed for
Record On The 6TH Day Of September, 2017 at 10:33:00 AM
and Was Duly Recorded as Instrument # 1835519
The Records Of Santa Fe County



Witness My Hand And Seal Of Office

County Clerk, Santa Fe, NM