

INDEX OF MINUTES

SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

January 10, 2013

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE(s)</u>
CALL TO ORDER	Convened	1
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1
APPROVAL OF MINUTES OF NOVEMBER 1, 2012		
	Approved [as submitted]	2
EXECUTIVE SESSION (If determined necessary)		
a. Limited Personnel Issues		
b. Threatened or Pending Litigation	None	2
OLD BUSINESS		
a. Approval of RECC Capital Funding Agreement	Tabled	2
ACTION ITEMS		
a. Election of 2013 RECC Board Chairperson	Motion passed	3
b. Election of 2013 RECC Board Vice Chairperson	Motion passed	3
c. Approval of the 2013 RECC Open Meetings Act Resolution	Approved	3
INFORMATIONAL ITEMS		
a. Notice of Amendment to the DFA/SF County E911 Grant Agreement		3-4
b. Medical Director's Report	Informational	4
c. Financial Update and Director's Report		4-6
MATTERS FROM THE PUBLIC	None	6
MATTERS FROM THE BOARD	None	6
NEXT MEETING DATE		
(The next meeting was scheduled for March 7, 2013 at 9:00 a.m.)		6
ADJOURNMENT		6

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

Santa Fe, New Mexico
January 10, 2013

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Chief Rael, Chair at 9:05 a.m. on this date at the Public Safety Complex, 35 Camino Justicia, Santa Fe, New Mexico.

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

MEMBERS PRESENT:

Chief Raymond J. Rael, Chair
Chief David Sperling, Vice Chair
Chief Jay Daniels
Sheriff Robert A. Garcia
Eric Johnson
Katherine Miller
Robert Romero
Chief Barbara Salas

MEMBER (S) ABSENT:

None

STAFF PRESENT:

Nancy Calhoun, RECC
Ken Martinez, RECC Director
Pablo Sedillo, Public Safety Director

OTHERS PRESENT:

Mark A. Basham, Basham & Basham P.C.
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Mr. Romero made a motion to approve the agenda. Ms. Miller seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: November 1, 2012

Mr. Johnson made a motion to approve the Minutes of the November 1, 2012 meeting as submitted. Sheriff Garcia 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.

OLD BUSINESS

a. Approval of RECC Capital Funding Agreement

At the January 6, 2011 Board Meeting, the Board approved the agreement for provision of RECC Capital funding contributions by the City, the County and the Town of Edgewood. As a result of this agreement, funding was obtained to purchase equipment and software to upgrade the RECC CAD, records management and mapping systems. Because this equipment and software is used by and for all RECC client agencies, sharing of the annual maintenance costs as well as the purchases costs may be appropriate.

Mr. Martinez said this has not been addressed between the City and County because they have not had a meeting as of yet. He reminded the Board that the Town of Edgewood has submitted, for consideration, an amended capital funding maintenance agreement, as they felt that the funding contribution percentages were inequitable.

Mr. Martinez asked the Board for direction on how to move forward on this without the City and County meeting to discuss this.

Mr. Romero said the City will be meeting in the month of February to wrap up the annexation and this will be a good time for them to talk about this.

Ms. Miller suggested that the Board leave this off the table until the annexation is resolved. She said there is desire of the governing bodies to continue having joint meetings because there are also other issues that need to be addressed.

Mr. Romero moved to table. Sheriff Garcia seconded the motion. The motion passed unanimously by voice vote.

ACTION ITEMS**a. Election of 2013 RECC Board Chairperson**

Sheriff Garcia nominated Chief Sperling to serve as 2013 RECC Board Chairperson. Ms. Miller seconded the nomination.

Chief Sperling accepted the nomination.
Motion passed unanimously by voice vote.

b. Election of 2013 RECC Board Vice Chairperson

Sheriff Garcia nominated Chief Salas to serve as 2013 RECC Board Vice Chairperson. Chief Sperling seconded the nomination.

Chief Salas declined the nomination noting that she would be retiring in May of 2013.

Ms. Miller nominated Chief Daniels to serve as 2013 RECC Board Vice Chairperson. Sheriff Garcia seconded the motion.

Chief Daniels accepted the nomination.
Motion passed unanimously by voice vote.

c. Approval of the 2013 RECC Open Meetings Act Resolution

As per the RECC Joint Powers Agreement, the Board of Directors shall, at least annually, adopt a resolution that specifies what notice for a public meeting of the Board is reasonable pursuant to the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 et seq (1974) (as amended).

Board approval was requested to adopt the proposed 2013 Santa Fe RECC Open Meetings Act Resolution.

Sheriff Garcia moved to approve the 2013 RECC Open Meetings Act Resolution. Chief Daniels seconded the motion. The motion passed unanimously by voice vote.

INFORMATIONAL ITEMS**a. Notice of Amendment to the DFA/Santa Fe County E911 Grant Agreement**

The New Mexico Department of Finance and Administration has submitted two original copies of an amendment to the existing E-911 Grant Agreement to be presented and approved by the Santa Fe County Commission during their January meeting.

The grant is a pass-through grant and does not require any matching funds from the County. This grant was effective January 24, 2011 and extends until June 30, 2014.

The Amendment reflects additional funding in the amount of \$56,955.49 that has been approved by the Board of Finance to replace 911 related recording equipment for the Santa Fe Regional Emergency Communications Center. This increases the total amount of the grant from \$1,551,763.00 to \$1,608,718.49.

Mr. Martinez noted that he submitted the grant to the Legal Department and County Finance. He said this item is included for informational purposes only and no action is required by the Board.

b. Medical Director's Report (Dr. Alfredo Vigil)

[The Medical Director's written report was distributed in the Board Members' packets. The QI Summary Report for the period: 12/02/2012 – 12/29/2012 was attached.]

Mr. Martinez said the QI Summary Report shows that the dispatchers continue to provide excellent service to the community; and continue to maintain the levels of compliance ratings that are required to keep the accreditation. Staff continues to do an excellent job.

Chief Rael asked Mr. Martinez to thank staff for all the hard work they do.

c. Financial Update and Director's Report (Ken Martinez)

[Copies of the Year-to-Date Budget Status Report as of 01/02/13 were distributed in the Members' packets.]

Mr. Martinez said everything is on target in terms of the budget and he does not have any concerns and does not foresee any.

Chief Sperling noted that there has been an improvement in the OT line item. He asked what this was attributed to.

Mr. Martinez said he has been able to effectively cut the OT budget by approximately 75%. He said the main reason for this is a new schedule configuration that has been implemented and as a result, the hours of mandatory OT has been cut each week.

Chief Sperling asked if the RECC has increased the staffing levels.

Mr. Martinez said yes. However, the RECC presently has seven vacancies but he is hoping to fill from the current list of the Human Resources. He explained that they have been able to retain employees and the quality of employees is improving thanks to

the RECC Training Academy. There are currently 10 trainees that will go through the Academy.

Mr. Martinez reported that the RECC has conducted the following trainings:

- Courtroom Testimony Class was done by District Attorney, Spence Pacheco.
- The RECC will be hosting an EMD training class. The RECC has been established as the hub for regional training and agencies around the district send their employees to do their EMD training at the RECC.

Mr. Martinez gave a brief update on the GRT for the county noting that GRT collections increased by 9,644; when compared to the prior year collections, which is better than projected.

Mr. Martinez reported that the RECC will be going to a new 911 system next year. He mentioned that they are working a new software initiative where they can send text messages to volunteer firefighters in the County. This way they will get the call on their personal cell phones.

Mr. Martinez said only some GPS units have been activated/installed in the Police Department and the Sheriff's Department vehicles. He said he would like to work with the County Fire Department in getting the GPS units installed in their vehicles.

Chief Rael asked for a list of what needs to be done for the City Police Department, in order to activate those units.

Mr. Martinez explained that the RECC is in dire need of some kind of expansion or upgrade. He said they continue to have space issues and he would like to be able to research the possibility of an upgrade or expansion of the RECC. He mentioned that he will be meeting with Andrew Phelps from the City on an emergency operations center for the City and he would like to consider the possibility of doing a joint regional communications center. He would like to put together a 3-5 year plan to expand, renovate or rebuild the RECC; and possibly restructure the JPA to set this Center back to being independent and what it was intended for. He said this is only an informational item for the Board but he would like the support of the Board to work on this for the future.

Ms. Miller suggested that Mr. Martinez present his idea to City Council and the Board of County Commissioners to get feedback from them because they would be the ones to make a decision to change the structure of this organization; and they are the ones who put the JPA together.

Mr. Romero asked how many other dispatcher centers in the state operate totally independent.

Mr. Martinez said the San Juan Center and Eddy County are the best examples.

Mr. Romero said he has not seen numbers or stats and why this would make it better. He suggested that the Board Members have this discussion first, before proceeding.

Mr. Martinez said he would be willing to get the exact numbers/stats/information for the Board.

Chief Rael suggested that Mr. Martinez put together a proposal for the Board to review; showing the benefit of doing this, so that the Board could make an analysis. Mr. Martinez agreed.

MATTERS FROM THE PUBLIC

There were no matters from the public.

MATTERS FROM THE BOARD

There were no matters from the Board.

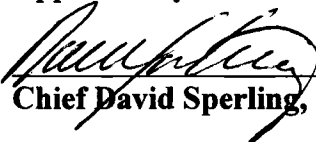
NEXT MEETING DATE

The next meeting was scheduled for March 7, 2013 at 9:00 a.m. at the Santa Fe County Public Safety Complex.

ADJOURNMENT

There being no further business to come before the Board, and the Board having completed its agenda, Sheriff Garcia moved to adjourn the meeting. Chief Salas seconded the motion. The meeting adjourned at 10:00 a.m.

Approved by:


Chief David Sperling, Chair



Respectively submitted by:

Ja Ann G. Valdez, Stenographer

Witnessed by: *Nancy L. Carlson*

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
I Hereby Certify That This Instrument Was Filed for
Record On The 20TH Day Of June, 2013 at 12:04:07 PM
And Was Duly Recorded as Instrument # 1709551
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salas

Deputy *Geraldine Salas* County Clerk, Santa Fe County, New Mexico

REGIONAL EMERGENCY M
PAGES: 7
SEC
CLERK
RECORDED 06/20/2013