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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER
BOARD OF DIRECTORS MEETING
November 16, 2017

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

Santa Fe, New Mexico
November 16, 2017

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Brian Snyder, Chair at 9:05 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
Sheriff Robert A. Garcia
Eric Johnson
Chief Erik Litzenberg
Katherine Miller
Chief David Sperling

MEMBER (S) ABSENT:

Chief Patrick Gallagher, excused

STAFF PRESENT:

Greg Lynch, RECC Training Coordinator
Amanda Macias, RECC
Vanessa Marquez, RECC
Ken Martinez, RECC Director
Randy Vallejos, RECC Department Administrator
Debra Witt, RECC

OTHERS PRESENT:

Mark Basham, the Law Offices of Mark Basham
Jaison Dixon, Santa Fe County IT
Gabe Gonzales, Santa Fe Sheriff's Office
Daniel Sanchez, Santa Fe County IT

Bill Taylor, Santa Fe County Purchasing Department
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

The agenda was amended to move down the Executive Session to the end of the agenda.

Chair Snyder asked for a motion to approve the agenda.

MOTION: A motion was made by Chief Litzenberg, seconded by Ms. Miller to approve the Agenda as amended.

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: August 24, 2017

MOTION: A motion was made by Chief Litzenberg, seconded by Sheriff Garcia to approve the Minutes of the August 24, 2017 meeting as presented.

VOTE: The motion passed unanimously by voice vote.

ACTION ITEMS:

- a. **Approval of annual budget appropriation for RECC capital purchases by City, County and Edgewood (Ken Martinez)**

Pursuant to the RECC Capital Purchases Agreement approved at the January 6, 2011 Board meeting, prior to January 31st of each year the RECC Director shall submit to the Board a request for needed capital expenditures for the upcoming fiscal year.

[Copies of the handout on the *Equipment Costs and Maintenance Costs for FY2019* were distributed and reviewed. A handout on the Maintenance and Service Agreements was also distributed.]

Staff requested the Board's approval of the budget appropriation for submission by representatives of the City, County and Town of Edgewood to their respective entities during the upcoming fiscal year budget cycle.

Mr. Martinez explained the total costs for equipment costs for FY2019 is \$43,400 and the total costs for maintenance costs for FY2018 is \$181,692. He noted that this is not a request for maintenance costs, this was for informational purposes only, so the Board knows what the RECC is spending on maintenance costs.

Per the Joint Powers Agreement, the Capital Contribution by Agency for equipment is: City: \$17,360; County: \$17,360 and Town of Edgewood: \$8,680.

Mr. Martinez asked if there were any questions.

Questions/Discussion:

Ms. Miller said Mr. Martinez left out the most expensive items: the CAD and the radios.

Mr. Martinez said because those items have been on the capital budget for the last four years, and they are currently in the process of doing that and he is leaving this to the committees and subcommittees for the CAD and radios to bring this funding up. He believes this is separate from the process for next year's budget, but it is inclusive in the bigger picture. He said the estimated cost for a new CAD system is in a range between \$750,000 to \$2.1 million, depending on the CAD system that they choose.

Chair Snyder said he sees that Mr. Martinez will be providing updates on these items under *Informational Items* below. He asked him what his plan was to bring the finalized or formulized numbers to the Board.

Mr. Martinez said once the processes are finalized with the committees and subcommittees on a selection of a CAD and radio, they will better know what kind of funding request the RECC will have. At that point, he will not only bring this to this Board, but also to the agencies directly to see how they can start addressing those funding needs.

Chair Snyder asked if there were any questions of the Board on what Mr. Martinez has presented.

MOTION: A motion was made by Ms. Miller, seconded by Chief Litzenberg to approve the annual budget appropriation for RECC capital purchases for FY 2019 as presented.

VOTE: The motion passed unanimously by voice vote.

Mr. Martinez said at the conclusion of this meeting, he would be sending this to the Finance Department and once the budget is finalized, the invoices will be sent out to both the City and the Town of Edgewood for their portion.

INFORMATIONAL ITEMS:

a. Update on Two-Way Radio System project (Ken Martinez)

Mr. Martinez said as the Board knows, the RECC went out for a Request for Proposal for a consultant to come in and do a needs assessment and tell them which direction, or what

is the best way to proceed with replacement of the radio equipment, not only for the Center, but for the client agencies as well. He said they are at a point in the process now where the contractor/engineering firm that has been selected to do that, are almost ready to give them the specifications. The subcommittee and the steering committee that were working on the project are almost ready to agree on the first part of the implementation phase. They will be starting with the core of the system and have agreed that they will focus on a solution that will be a joint city/county radio core and dispatch consoles. Then they will move on to the next phase, which will include implementation of mobile and handheld radios, towers and things of this nature.

Mr. Martinez noted that Larry Lynch and Tony Flores are present, and they are part of the steering committee and subcommittees. He asked if there was anything they would like to add.

Mr. Lynch said FE Engineering is the contractor/engineering firm and they have a draft of the RFP. He said the draft is very technical and long, but he is almost ready to have the City give their comments. Then they will present the comments or changes back to FE Engineering and they will adjust the RFP accordingly. At this point, there is no major issue with anything he sees in it.

Mr. Flores said he has a little different opinion on the technical specifications. He said they read the technical specifications from FE Engineering and the concerns, from the County's side, have not been addressed by FE Engineering yet. He questioned if the technical specifications are geared towards a particular provider. He said there is quite a bit of information in the specifications that it appears (from the professionals, and not himself) that they are going towards a "Motorola" type system and that is contrary to what the elected officials and subcommittee members from the County side are currently using. So, there are still some discussions on the County side on what the technical specifications are actually pointing us to. He said he did not want to be too restrictive on a RFP or be "random-specific", if you will, which cannot be done with an RFP and they are still working through that.

Mr. Flores said the other component of the RFP is – and he and Director Martinez met once but haven't closed the loop on that is– the approach that they are trying to do with the RFP once they get the technical specifications nailed down is a phased-approach. He said Director Martinez has indicated that the first phase is the core and dispatch console and then they will build from there having a singular document, issuing a Notice to Proceed as funding is available (for each phase, negotiating them and putting funding in). He said he would agree with Larry that they are closer in the technical specifications, but he does not think they are closer as the two entities that are providing recommendations to the subcommittee. So that is where they stand in that process.

Chair Snyder agreed and thinks this should be open - to make sure they get more than one bid from more than one vendor, so they are not locked into only one vendor. He said

with the funding not being approved by the voters, there really is no funding for this project at this time and they need to identify a funding source. He said the City identified \$250,000 or something in this range, that is in their capital budget for the RECC.

Mr. Martinez said again, they are doing to do this in phases and they are looking at \$1.2 million for the first phase-this is for the core and the dispatch consoles.

Mr. Lynch noted that the City has more CIP funds in their budget for the next three years that were originally associated with this, and they have some this year that have not been spent yet. He said it is not enough, but there is more than \$250,000 available according to the spreadsheets that he has looked at. He said the expense of the core, the consoles and eventually the CAD are a shared expense. He said it is his understanding that the transmission equipment (repeaters, towers and radios) are not shared expenses. He said the most important shared aspect of this project is the core – the network management system.

Chair Snyder said he thinks the City's three-year CIP funding that is available has been identified for radios.

Ms. Miller said she thinks the Board needs a running spreadsheet where Director Martinez includes all the projects that he needs funding for, prioritize them and puts the best cost estimates on them at that time. Also, break them down by each entity that would be contributing and, if you're going to phase it over the years, what years are you talking about. She said the Board should be constantly looking at that as they develop the capital plan and next year's budget; and the agencies can work on how they will collect these funds for the projects.

Mr. Martinez agreed to prepare a spreadsheet and update it as he receives information on the projects.

Chair Snyder said it would be beneficial, and at the suggestion of the Police Chief, that Director Martinez regularly attend the City's Public Safety Committee meetings. Mr. Snyder thinks this is important as they start talking about these projects to start building support.

Mr. Martinez said he has already been attending these meetings regularly and has a spot on the agenda for the meetings.

Chief Sperling said it seems like they are in agreement to go with a phased-approach and asked if the RFP is for phase 1 only. He asked if they are looking to have \$8-10 million in the bank in order to go out for RFP.

Mr. Martinez said no, the RFP would be for the entire replacement project, but they are trying to phase it out for cost purposes and for implementation purposes because they cannot do everything all at once.

Mr. Lynch said they have had various estimates anywhere from a year and a half to two years for the implementation of the entire project and that is if it goes as scheduled. So, as Director Martinez is pointing out, they will spread this money over a number of years.

Chair Snyder asked if there were any other comments or questions and there were none.

b. Update on Computer Aided (CAD) System project (Ken Martinez)

Mr. Martinez said as the Board also knows, they have implemented a project for a new CAD system. This also went out for RFP and they received several responses. He said they have been able to meet as a group and narrow down the choices to a handful of vendors. The next step, in two weeks, is for the vendors to come in and do some demonstrations. At that point, they will narrow down the choices even more and select a vendor that they want to go with and at that point they will know what to budget for.

Questions/Discussion:

Ms. Miller asked how much was cost a factor in the evaluation.

Mr. Martinez said cost was not a factor because it cannot be through procurement - they cannot ask them for a cost until they have selected the top finalists or short-listed the vendors.

Ms. Miller said it could have been if they drafted the RFP that way.

Mr. Flores said the way the RFP was structured, cost was not an evaluation factor for the initial phase 1 evaluation.

Chair Snyder asked if it was an RFP or an RFQ.

Mr. Flores said it was an RFP process that has two phases, similar to the radio project.

Mr. Martinez said they short-listed three vendors from the original list.

Chair Snyder asked if there were any other questions of the Board. He asked Mr. Martinez what his timing was to move this forward.

Mr. Martinez said the vendors will provide demonstrations in two weeks and they hope to make a recommendation for two final choices to the Board in January.

Chair Snyder asked if there was any funding identified at all for this project.

Mr. Martinez said he believes that initially the City and County had each identified money to split the cost but that was about two to three years ago.

Chair Snyder said he is not aware if the City still has it available for this project, but he thinks they have CIP funding for the RECC that was tapped for the radios, but can also be used for projects that this Board prioritizes.

He said talking about procurement-wise, if they go through this process and then at the end of the day, nobody has any money to fund the project or even do an upgrade.

Mr. Flores said that is a concern of the Director of Purchasing from the front– that they are going out for an RFP without a dedicated funding source, so they run the risk of going through this entire process, getting to a negotiation point and then cannot afford what was negotiated. So, he would suggest that they go through the final phase, select the final vendors, get a cost proposal and determine its worthiness; and have the vendors hold that pricing for a period of time; and if that can't do that, we will be at square one and that is the risk of going out for an RFP without funding. He said this is how he would suggest handling the procurement process.

Ms. Miller said they can't start negotiations or have a price when there is no budget. She said you can make price as part of the proposal. She asked how can you come up with a price that all entities can come up with enough money for.

Mr. Flores said he just asked a person who was involved in the RFP process (because he was not) and the RFP did not have cost as part of the base evaluation, but the second part does have cost, so the vendors will have to submit a cost proposal. He said there is not a negotiation of cost because they do not have a budget and again that was a concern of the Purchasing Director – going out for an RFP without budget.

Ms. Miller said it seems to her - before they can even get a cost - they need to get a budget for this and the vendor who comes in closest to that - because she does not know how this could be done otherwise.

Chair Snyder asked if the upgrade, which is supposed to cost \$750,000 in the short list – is it one of the three options?

Mr. Martinez said yes.

Ms. Miller questioned how they would proceed with getting costs without a budget.

Mr. Taylor explained that the RFP process allows for negotiations and part of the second phase would be for vendors to submit their oral presentations and the presentations of their systems. This will be presented by the three firms who made the short list. He said they will also be asking them to submit, in a separate sealed envelope, what their costs would be and this will not be disclosed to the committee until they look at the presentations of the systems. He said once they take the cost into consideration and they open that up, and based on their

presentation of the system and what the needs is for the program, they will be ranked and they will enter into negotiations with the top-ranked vendors.

Chair Snyder said in some ways they followed procurement and in other ways they didn't. He asked Mr. Taylor, in his opinion, what is a realistic time period for vendors to hold their price.

Mr. Taylor said the time period in the RFP is 90 days but they can obtain an extension of the proposal, if necessary, and this would have to be done in writing, which was also a concern in issuing the RFP without having a budget.

Ms. Miller asked Mr. Taylor why cost was not part of the first round, say 60% qualifications and 40% costs.

Mr. Taylor said that is a good question, but the specifications were not detailed enough or appropriate in the first round for them to give a legitimate or realistic cost proposal. They felt that the RFP process that they are doing will allow for the proper questions to be asked by the firms on what the system is, and to visit the site to understand what the business process is for the system.

Chair Snyder said if the specifications were not detailed enough, are they comparing apples to apples with the two vendors.

Mr. Taylor said they are trying their best to make it apples to apples from the information that was provided for the RFP. He said that is the difference between an RFP and an IFB (Invitation for Bid) where you have to have definite specifications. An RFP allows for some flexibility with the specifications to be able to negotiate a reasonable fee or cost.

Chair Snyder said Phase 2 involve costs. He asked what the evaluation criteria was for Phase 1 to even get these two vendors.

Mr. Taylor said he did not have the RFP with him but basically it was a standard qualification-based first phase: their qualifications and experience in working with intergovernmental agencies, their capacity, their support of the system; their past performance and experience.

Chair Snyder said he thinks they need to develop a path forward and figure out what that means and somehow come up with a funding plan.

Ms. Miller asked Director Martinez what needs to be done first-which is the highest priority.

Mr. Martinez said if he had to prioritize them, the radios would be the priority because

they are at the end of life at the end of next calendar year. The second priority would be the CAD.

Chair Snyder said as far as funding, he recalls that part of the hiring of the engineering company was to identify funding and how are they doing in moving in that direction; or how successful has the company who was hired been in that department.

Mr. Martinez said they haven't addressed funding sources with the vendor yet. They just finished the needs assessment and will be providing deliverables on the specifications. They have not reached the point in the process where they are discussing funding as of yet. The deliverables are on a set schedule and he was not sure if these could be amended to get this delivered sooner. He said they could definitely talk to FE Engineering about that.

Chair Snyder said they need to do that because funding has been a big part of the challenge with this project. So, they need to ask them the question to see what is available-whether it is grants or loans, or what the mechanisms are; what the application process is; what the timeframe is for getting the funding, etc. He thinks this is critical for the Board to have in order to move forward.

Mr. Flores said there has been some discussion from both respective bodies about not moving forward with that deliverable and there is about a \$50,000 savings on each side.

Mr. Taylor said implementation was included in that amount.

Mr. Flores said he was not sure if there was anything of value in having a contractor come back and tell us what programs are out there. He said the RFP and the deliverables is not specific enough to say that they would come back and tell us that they will do the application for grants, etc. He said personally, he does not see grants as an opportunity for this implementation.

Mr. Lynch mentioned that the City applied for a grant through Homeland Security for their PSR system and it does not look like they are going to get it even though they were the only P25 radio system in the entire state that applied. He noted that they had a lot of discussions early on about grants and when they negotiated with FE Engineering, their price was \$89,000 more than what they had in the budget to pay, so this is one of the things that they cut back on-the amount of work they did on grants. He said they really did not count on grant monies for this project at this stage.

Ms. Miller asked what would be the life expectancy on the radio system.

Mr. Martinez said the one that they currently have is 10 years or more.

Ms. Miller asked what about the CAD.

Ms. Marquez said the current CAD system is 23 years old.

Mr. Martinez added that the new CAD systems life expectancy is 7-10 years.

Ms. Miller asked Mr. Martinez to consider going to NMFA to see what kind of loan they could get.

Mr. Martinez said they have discussed this as a possibility and he is willing to explore that and pursue that as an alternative.

Mr. Flores said they have talked about this on the County side – to try and do that and the thought was to roll the CAD and the radio projects into one project rather than having two separate projects.

Chair Snyder thinks that there should be an option on the table-whether it means getting a loan, etc.

Mr. Martinez said he will look into this and report back.

Chair Snyder asked the Board if there were any more questions and seeing none, he moved on to the next agenda item.

c. IT and equipment report (Jaison Dixon)

Mr. Dixon said as it stands today, the systems in the RECC are running well and there are no issues. He said they do have an upgrade to the CAD system coming up on November 26th but it should not involve any of the agencies and there should be some minimal downtime.

Mr. Dixon reported that the GPS system is still on track to be updated and they are waiting on some certificates for security purposes.

Mr. Dixon asked if there were any questions.

Chief Crow asked about the Rave Alert system. He asked how this is working out.

Mr. Martinez said they have implemented the public reverse 911 aspect of that system and they are starting to move out with a public education program so people can sign up, so that they can receive alerts, either by text or email. They hope to have it fully running by the beginning of 2018. Mr. Martinez met with HR from the County regarding implementation of the notification system and they can include all city, county and the town of Edgewood employees as well.

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

d. Medical Director report (Dr. Alfredo Vigil)

Mr. Martinez noted that Dr. Alfredo Vigil was unable to be present today because his mother is in the hospital. He said the *RECC Quality Assurance Review reports for July, August and September 2017* were distributed. He reported that the medical scores for accreditation and scoring are within or above compliance of the minimal requirements. They are at 95% and staff continues to do a good job.

Mr. Martinez asked if there were any questions of the Board and there were none.

e. QA and Medical Call Comparison Report (Vanessa Marquez)

Ms. Marquez said copies of the *RECC Quality Assurance Review and Dispatch and Field Call Comparison Reports for the months of July, August and September 2017* were distributed electronically (in the Board Members' packets). She asked if there were any questions of the Board and there were none.

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

[Copies of the *Year-to-Date Budget Status Report* as of November 3, 2017 were distributed in the Board Members' packets.]

Mr. Martinez said everything is in order and there are no issues with the budget.

Mr. Martinez said he stands for any questions on the budget.

Chair Snyder asked him how he was doing with staffing.

Mr. Martinez said they are currently six positions down but they are looking to fill them shortly. They will also be getting four new positions at the beginning of next year.

He noted that the RECC will be making some changes to their recruitment and training process and they are going to endeavor in the next year on working on retaining staffing.

Mr. Martinez introduced Greg Lynch, the new Training Coordinator. He stepped in when Randy Vallejos took the role and responsibilities of the Department Administrator (Nancy Calhoun's position).

Mr. Martinez reported that there have been a lot of trainings in the last couple of months and they will continue to do some.

Mr. Martinez said their current focus is working on implementing the new 911

system, as noted previously.

He said this concludes the Director's report and he stands for any questions.

Chair Snyder asked if there were any questions of the Board.

There were none.

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 is scheduled for January 25, 2018 at 9:00 a.m. at the Santa Fe County, Public Safety Complex, South Highway 14, #35 Camino Justicia, Santa Fe, New Mexico.

***EXECUTIVE SESSION**

a. Limited Personnel Issues

1. RECC Director Performance Evaluation

b. Threatened or Pending Litigation

MOTION: A motion was made by Chief Litzenberg, seconded by Mr. Johnson to go into Executive Session to discuss limited personnel issues and to conduct the RECC Director Performance Evaluation at 10:01 a.m.

VOTE: The motion passed unanimously by voice vote.

MOTION: A motion was made by Sheriff Garcia, seconded by Mr. Johnson to go back into Regular Session at 10:43 a.m.

VOTE: The motion passed unanimously by voice vote.

Chair Snyder said no action was taken during Executive Session and the only matter discussed was the RECC Director Performance Evaluation.

ADJOURNMENT

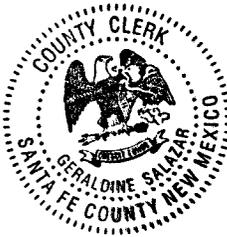
There being no further business to come before the Board, Sheriff Garcia moved to adjourn, second by Mr. Johnson, the meeting adjourned at 10:45 a.m.

FOR BRIAN SNYDER  

Brian Snyder, Chair

Respectively submitted by:
Jo Ann G. Valdez, Stenographer

Witnessed by: 



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

REGIONAL EMERGENCY MIN
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I Hereby Certify That This Instrument Was Filed for
Record On The 8TH Day Of June, 2018 at 02:39:05 PM
And Was Duly Recorded as Instrument # **1859754**
Of The Records Of Santa Fe County

Deputy  Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM

SFC CLERK RECORDED 06/08/2018