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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER
BOARD OF DIRECTORS MEETING
April 4, 2018

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SFC CLERK RECORDED 06/08/2018

Nancy Calhoun, visitor
Jaison Dixon, Santa Fe County
Tony Flores, County Manager's office
Gabe Gonzales, Sheriff's Office
Erika Lovato, Santa Fe County Finance
Renee Roque, Santa Fe Fire Department
Daniel Sanchez, Santa Fe County
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Ms. Miller said she sees a need for an Executive Session to discuss a personnel matter. She requested that this agenda item be moved to the end of the meeting, right before adjournment.

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

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: January 25, 2018

Chief Sperling offered the following change to the Minutes of the January 25, 2018 meeting:

Page 6, under IT Report, 1st paragraph, the word "EMTs" was changed to read: "EMDs".

MOTION: A motion was made by Ms. Miller, seconded by Chief Sperling to approve the Minutes of the January 25, 2018 meeting as amended.

VOTE: The motion passed unanimously by voice vote.

EXECUTIVE SESSION: (if determined necessary)

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

As noted above, it was determined that an Executive Session is necessary and this agenda item was moved to the end of the meeting, right before adjournment.

ACTION ITEMS:**a. Approval of FY 19 Budget (Ken Martinez)**

As per the RECC Joint Powers Agreement, the RECC Board of Directors shall propose to the County an annual operating budget for operation of the RECC.

Staff requested that the Board discuss and approve the prepared RECC operating budget that has been submitted to Santa Fe County for Fiscal Year 2019.

[Copies of the *FY19 RECC Budget* were distributed in the Board Members' packets.]

Mr. Martinez noted that the salaries, wages, employee benefits and insurance amounts are all calculated by the County so he forwarded last year's numbers as an estimate.

Mr. Martinez said he stands for any questions.

Chief Sperling asked if there were any comments or questions from the Board.

Questions/Discussion:

Ms. Miller asked Mr. Martinez if he has capital purchases included in here.

Mr. Martinez said the capital items on the bottom are only the capital expenditure items that the Board approved at the November meeting. He said the CAD and radio projects are being budgeted separately. He noted that he is working with Mark Basham and Tony Flores to include the radio project in the long-term capital project plan. For budgetary purposes, the amounts that they are looking at for the CAD is approximately \$1 million, depending on how they decide to procure it and fund it. They are looking at approximately \$10 million for the radio project, which will be broken up in phases (about \$1.2 million for Phase 1; and about \$4.2 million for the next two phases).

Ms. Miller asked Mr. Martinez how much he is going to need from the city and county for the CAD project. The Town of Edgewood's contribution is a maximum of \$20,000. She asked Mr. Martinez if he is going to request that this go towards the CAD, and if so, what is left will have to be split 50/50 between the two entities.

Mr. Martinez said that is correct. He said there were two amounts quoted for the CAD project; initially, the RECC was looking at \$842,000 for the CAD but after discussions and negotiations with Superior, they came back with a \$1.9 million cost estimate. So, the RECC went back to the table and brought them back for negotiations and they were able to bring the costs back down to the \$842,000. At that same discussion, IT staff recommended that the RECC include some of the redundancy

components for the system and if they include these, the costs went up to \$1 million. He said if they budget the \$842,000; they are looking at \$410,000 for each entity (County and City) and \$20,000 for the Town of Edgewood and if they include the redundancy components, they are looking at \$500,000 for each entity and \$20,000 for the Town of Edgewood.

Ms. Miller said she knows they have a limited time to issue purchase agreements for the CAD; and the County Commission approved it based on getting a commitment from the City (through the City Manager). She said the City has this in their budget (\$410,000) and she thinks this should be included in this budget-knowing that the County and the City both have to come up with that amount. She recommended that Mr. Martinez put the \$842,000 in the budget and have a separate budget approved for the radio project - in order to move forward with a purchase.

Mr. Martinez said okay, they can go to budget for the radio project separately and they will do that. As for the redundancy components for the CAD system, it is his understanding that the RECC could add this afterward, and he can confirm that with the vendor.

Mr. Snyder said after talking about the CAD and the radios for the last four years, and we pushed the issue on priorities and the priority that he heard was the CAD, and the radios took a backseat to the CAD. He asked if the budget for FY18-19, includes the CAD and the radios. He asked when the first phase of the radios is anticipated.

Mr. Martinez said they were hoping to find the monies this fiscal year but because of the magnitude of the radio replacement project, they will probably have to do this next fiscal year, and get the CAD done now.

Mr. Snyder asked what the plan was for this – will the RECC be asking for funds in successive fiscal years, or will they sometimes be in the same fiscal year.

Mr. Martinez said it is his understanding that the plan is to see about getting the funding for this as soon as they possibly can, and maybe getting funding for them in the same fiscal year – this is all contingent on whether they find the money.

He said it is important to note that the radios are reaching their end of life and the vendor will no longer support them. He noted that the vendor extended this for another year but the RECC will lose support for the radio system completely in 2020. He said they want to do the radio project in phases because of the cost of the project.

Mr. Snyder asked where they are finding money.

Mr. Martinez said the RECC is following the County process for the 5-Year long range capital planning to see if they can allocate money now. He said this is one of the

reasons why he met with New Mexico Finance Authority because it is a possibility that they could fund the radio project. Another possibility is to go out for bond monies.

Mr. Martinez said for budgetary purposes, they are looking at \$10 million for the radio project.

Mr. Snyder said he is hearing that the County and City need to come up with \$5 million each and he does not know how they can do that.

Ms. Miller explained that the Board has talked about the radios being a priority in terms of the end of life perspective but they also need to take care of the CAD project.

Chief Sperling asked if there were any other comments from the Board.

There were no other comments from the Board Members.

Chief Sperling said he did want to follow up on – if the recommendation is to put the money from the City, the County and the Town of Edgewood into this budget to purchase the CAD (and they have already gone out for bid), what is the purchase time period.

Mr. Martinez said they are trying to push to get this purchased now. He said last Tuesday, the Board of County Commission approved an expenditure for the CAD purchase, contingent upon commitment from the City that they will submit their portion whenever they can. He explained that they wanted to start the procurement for this before March 31st because there is a first-quarter discount in the amount of \$500,000 and they would like to get this. The RECC talked to procurement and to the vendor and asked for a 30-day extension on the discount but they have not heard back from them.

Chief Sperling asked if they were already into the 30-day period.

Mr. Martinez said yes, they are four days into the 30-day period.

Chief Sperling said if he is hearing Mr. Martinez correctly, if they get a commitment from the City, the County would be in a position to move forward with the purchase.

Mr. Martinez said that is correct.

Ms. Miller mentioned that the County received a letter from the Mayor yesterday indicating that the City has this in their budget request and they are going to advocate to keep it in their budget.

Mr. Snyder said the City budget won't be approved until the May 23rd City

Council meeting. The money would not be available until July 1st.

Mr. Martinez said he will reflect the \$842,000 in the budget and send it out to the Board Members.

Ms. Miller asked if the County actually did a budget adjustment for the RECC budget for the CAD.

Erika Lovato of Santa Fe County Finance said no, they are waiting for the commitment from the City. She said she has it ready once she receives the go ahead.

Tony Flores said they could amend the agenda and take a budget resolution for the budget increase at the next [County Commission] Board meeting.

Ms. Miller asked if it would be helpful for County representatives to meet with the new City Councilors and explain this.

Mr. Snyder said he did not think it could hurt. He offered to coordinate the meeting.

Ms. Miller asked if they have let Edgewood know.

Chief Crow said they have the funding and are in the process of reallocating from one-line item to another.

Chief Sperling said he also gets the sense that they don't need a motion for this.

He asked if there were any other questions of the Board and there were none.

Chief Sperling asked Mr. Martinez how he would propose moving forward with a common-sense budget approach to Phase 1 of the radio project. He said they need to start talking now how the City and County are going to come up with the funding to move forward with Phase 1.

Mr. Martinez said the first phase will be for \$1.2 million, so it would be ideal to try and allocate or budget \$600,000 for the following fiscal year (2020); however, it would be better to try and allocate funding for this in FY2019.

Chief Sperling thinks they need to have a multi-year funding plan to do this.

Mr. Martinez said, at the request of the Board, he started seeking alternative methods for funding both systems - and in his research and with discussions with both the City and County Finance Directors and the Finance Authority - there are means to work with. One of the options is to go for a bond and ask for money, or a joint loan with

the Finance Authority that commits gross receipt taxes.

Chief Sperling said it would be great if Mr. Martinez could bring something written to the Board about that.

Mr. Flores said in addition to those discussions, Director Martinez has also been working through the County's capital outlay planning process. Therefore, he is not only working on the CAD and the radio project, but also other capital needs that he foresees for the RECC - short-term and long-term (short term: five years out and long term: 10 years out).

Chief Sperling asked if there were any more comments or questions from the Board. There were none.

MOTION: A motion was made by Ms. Miller, seconded by Chief Crow to approve the 2019 RECC Budget as proposed (with the CAD) and with the caveat that salaries and benefits may change based upon what the County Commission does relative to the bargaining unit for compensation and medical leave; and contingent upon receiving a commitment from the City.

VOTE: The motion passed unanimously by voice vote.

INFORMATIONAL ITEMS

a. Update on CAD & Land Mobile Radio system purchases (Ken Martinez)

The CAD project was discussed above.

Mr. Martinez said he had one update to report on the radio system purchases. He said they completed the contract with Federal Engineering and they are now ready to issue a Request for Proposal once they have a budget. Federal Engineering has delivered the deliverables.

Ms. Miller asked if one of the deliverables was for Federal Engineering to find money to pay for the radios.

Mr. Martinez said initially that was part of the discussion but the RECC was paying for services that Federal Engineering was not able to provide.

Mr. Flores said part of the selling point, if you will use that term, was that they were supposed to bring money to the table for us but they only received 80% of what they thought they were going to get from them.

Ms. Miller asked if they ended up using all the funding that both the City and

County put towards the contract for Federal Engineering.

Mr. Flores said no, there is about \$55,000 left on the contract which was supposed to be for the future deliverables but the contractor was unable to meet the deliverables, as expected.

Chief Sperling asked if there were any more questions.

Seeing none, he moved to the next agenda item.

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

[Copies of the *Year-to-Date Budget Status Report* as of March 29, 2018 were distributed in the Board Members' packets.]

Mr. Martinez said the RECC is on target with what they expected at this point in the finances and budget going into the end of the fiscal year.

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

Questions:

Chief Sperling said under Capital Purchases, what is the line item for buildings and structures for. He noted that this line item has not been expended yet.

Mr. Martinez said he is not sure, but he thinks it is a combination of things. He offered to look into it and get back with him.

Mr. Flores said the only suggestion he would have per Director Martinez and his discussion this morning, it seems that they hit high-center again on the RECC expansion project. He said he knows this has been going on for a while and it might be wise for the Director to brief the Board on the status of the project. He thinks this is an important component (that is outside of this) because large dollars will be expended through GRT and general obligation bonds.

Mr. Martinez agreed to make a report on the RECC expansion project to the Board at the next meeting.

Mr. Martinez continued with his Director's report.

He noted that there are presently eight vacancies and they are in the process of hiring three people and the other trainees are progressing nicely. He introduced new employee, Craig Hamilton.

Mr. Martinez said their current focus items are staffing, training and projects. Staffing is their main concern and the RECC is trying to get all of the positions that have been allocated filled and they would like to start working on lessening the response times on the calls to dispatch.

Mr. Martinez said there was a request at the last Board meeting for some statistics and these have been compiled already. He will work with staff to get these out to the Board Members and to the respective departments.

Ms. Macias said these will be statistics from 2015 to 2017 for the Police Department, the Fire Department, City and County, and the Town of Edgewood.

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

Chief Sperling said at the last Board meeting, there was discussion about the changes that have been made to the dispatch protocol-sending out units prior to doing the Pro-QA questions, and whether that has in fact made a difference in getting emergency medical services, in particular, out the door sooner. He said he was hoping that Mr. Martinez would have some statistics on that and he wasn't sure if this is included in these reports.

Mr. Martinez said he is not sure it is but he will make sure that this information gets out to the Board. He noted that the dispatch time to med units has decreased since making that change. He said the information/calls will be broken down by priority.

Chief Sperling said the reason he asked for specific numbers is because he receives feedback from the field staff that they get frustrated because they don't receive the Pro-QA information sooner.

Chief Sperling asked if there were any questions of the Board.

There were no more questions of the Board.

MATTERS FROM THE PUBLIC

Chief Sperling asked if there were any matters from the public.

Mr. Dixon said he had one thing. He would like to introduce Jim Vennes, who is the new IT support for dispatch. Mr. Dixon said Mr. Vennes started in January and has been a huge help and has a ton of knowledge. Mr. Vennes came from New Mexico State where he worked for 25 years.

MATTERS FROM THE BOARD

Chief Sperling asked if there were any other Matters from the Board and there were none.

NEXT MEETING DATE:

The next meeting is scheduled for June 7, 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: (Moved down on the agenda)

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

MOTION: A motion was made by Mr. Snyder, seconded by Sheriff Garcia to go into Executive Session at 9:46 a.m. to discuss a personnel matter.

VOTE: The motion passed unanimously after a roll call vote was taken.

REGULAR SESSION:

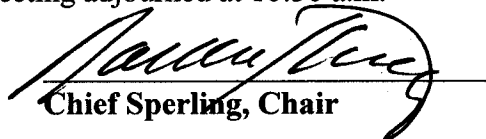
MOTION: A motion was made by Sheriff Garcia, seconded by Mr. Johnson to go back into Regular Session at 10:25 a.m.

VOTE: The motion passed unanimously after a roll call vote was taken.

Chief Sperling noted that no action was taken during Executive Session and the personnel matter was the only item discussed.

ADJOURNMENT

There being no further business to come before the Board, Sheriff Garcia moved to adjourn, second by Mr. Johnson, the meeting adjourned at 10:30 a.m.


Chief Sperling, Chair

Respectively submitted by:

Jo Ann G. Valdez, Stenographer

Witnessed by: 

Regional Emergency Communications Center
Board Meeting: April 4, 2018