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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD MEETING
January 6, 2011

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MINUTES OF THE

SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD MEETING

Santa Fe, New Mexico
January 6, 2011

The Board Meeting of the Santa Fe Regional Emergency Communications Center was called to order by Aric Wheeler, Chair at 9:00 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 Aric Wheeler, Chair
Sheriff Robert Garcia, Vice Chair
Chief Jay Daniels
Eric Johnson
Robert Romero
Chief Barbara Salas

MEMBER (S) ABSENT:
Katherine Miller, excused
Chief Stan Holden, excused

STAFF PRESENT:
Nancy Calhoun, RECC
Penny Ellis-Green, County Manager's office
Mary Mangino, RECC Communication Center Manager
Ken Martinez, RECC Director
Eppie Montoya, RECC ITT

OTHERS PRESENT:
Mark A. Basham, Basham & Basham P.C.
Caryn Fiorina, City of Santa Fe ITT
Dr. Laura Kay
Brad Spencer, City of Santa Fe ITT
Thomas J. Williams, City of Santa Fe ITT
Gil Valenzuela, City of SF Fire Department
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Mr. Romero made a motion to approve the agenda as published. Mr. Garcia seconded the motion, which passed unanimously by voice vote.

APPROVAL OF MINUTES OF OCTOBER 28, 2010

Mr. Garcia made a motion to approve the Minutes of the October 28, 2010 meeting. Mr. Romero seconded the motion, which passed unanimously by voice vote.

APPROVAL OF MINUTES OF NOVEMBER 16, 2010

Mr. Garcia made a motion to approve the Minutes of the November 16, 2010 meeting. Mr. Romero seconded the motion, which passed unanimously by voice vote.

EXECUTIVE SESSION (If determined necessary)

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

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

OLD BUSINESS

a. **Approval of RECC Capital Funding Agreement**

At the October 28, 2010 Board Meeting, Mr. Martinez was requested to bring back, for Board consideration and approval at the January meeting, a draft agreement for provision of RECC Capital funding contributions by the City, the County and the Town of Edgewood.

[A copy of the Agreement {Exhibit A} was included in the Member's packets.]

Staff requested approval of the Agreement as well as direction to present this Agreement for approval and signature by the governing bodies of the RECC JPA. Mr. Martinez said that staff will come before the Board with necessary capital purchases, if any.

Mr. Romero asked if the entities would share the capital purchase costs because there is no language in the Agreement that includes this.

In response, Mr. Basham said the language for this Agreement came directly from the second amendment to the RECC Joint Powers Agreement. Also, the second "*Whereas*" in the Agreement should cover this; however, he will include language that will be more

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specific.

Mr. Basham asked if the City Manager, the County Manager and Chief Daniels will now present the Agreement to their respective governing bodies for approval.

In response, Mr. Romero and Chief Daniels said yes, they would present the Agreement during the budget process.

Mr. Garcia moved to approve the RECC Capital Funding Agreement as amended (to include specific language about the entities sharing the costs of capital purchases). **Chief Salas seconded the motion, which passed unanimously by voice vote.**

ACTION ITEMS

a. Election of 2011 RECC Board Chairperson

Chief Daniels nominated Sheriff Garcia as the 2011 RECC Board Chairperson. Mr. Romero seconded the motion. (Sheriff Garcia accepted the nomination.)
Motion passed unanimously by roll call vote.

b. Election of 2011 RECC Board Vice Chairperson

Mr. Garcia nominated Chief Salas as the 2011 RECC Board Vice Chairperson. Chief Salas seconded the motion. (Chief Salas accepted the nomination.)
Motion passed unanimously by roll call vote.

c. Approval of the 2011 RECC Open Meetings Act Resolution

As per the RECC Joint Powers Agreement, the Board of Directors shall adopt, at least annually, 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).

[A copy of the Resolution was included in the members' packets.]

Staff requested approval to adopt the proposed 2011 Santa Fe RECC Open Meetings Act Resolution.

Mr. Garcia moved to approve the 2011 RECC Open Meetings Act Resolution. Mr. Romero seconded the motion, which passed unanimously by voice vote.

d. Approval of new DFA/Santa Fe County E911 grant agreement

The New Mexico Department of Finance and Administration, Local Government Division has provided the RECC with a new E911 Grant Agreement (10-E-11), which terminates and replaces the current grant agreement (07-E-11) in effect since August

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2007. The grant is to be presented to the Santa Fe County Commission for approval and signature by the County Manager.

This is a pass-through grant that has been approved by the Board of Finance to fund the Statewide E911 Program and does not require any matching funds from the County. The term begins upon approval and signature of both the Grantee (Santa Fe County), and the Division (DFA, LGD), and will be in effect through June 30, 2014.

The total amount of the grant is $1,551,763.00 and is broken down as follows:

- Funding for the Statewide E911 Program, which includes
  - $1,191,984.00 for recurring network/circuit and equipment maintenance items
  - $225,600.00 for GIS consulting services
  - $86,000.00 for PSAP and GIS training, and

- Funding for recording equipment upgrades to State Police District 1, through Santa Fe RECC in the amount of $48,179.00.

This funding provides vital support to PSAPS statewide for network, training and equipment needs related to 911 services the RECC provides to the public.

Mr. Romero asked if this was an annual appropriation; and does the RECC receive this funding for the entire term of the grant.

In response, Mr. Martinez said the funding is appropriated per PSAP; and he believes that the funding is for the entire term of the grant. However, he will get a solid understanding on exactly how this works and how it is disbursed to the PSAPs.

Mr. Romero asked if this was the funding that is at stake; is this the discussion/presentation that took place at the Special Meeting Board Meeting on November 16, 2010.

Mr. Martinez said yes, this funding could be at stake, the Legislature could take the funding and this is why they will be at the Legislature opposing the transfer of the E911 Program from the New Mexico Department of Finance and Administration. He explained that the Statute would have to be amended in order to do this.

Chief Wheeler asked when the RECC would receive the money.

Mr. Martinez said the money "sits" at the Department of Finance and Administration, as a line item.

Mr. Romero moved to approve the Grant Agreement (E-911, Project 10-E-11). Mr. Johnson seconded the motion, which passed unanimously by voice vote.

INFORMATIONAL ITEMS

a. Presentation of CAD Upgrade Plan

At the August 8, 2010 Board Meeting, a presentation was made to the Board regarding improvements and upgrades to equipment within the Center. As a follow up to that presentation, another option was presented today for the Board's review and consideration. The presentation was for information and to facilitate discussion regarding improvement possibilities related to the 5-year plan for the Center and it s direction moving into the future.

Mr. Martinez explained that a group was put together that included the CAD agencies to look at the equipment, the needs and the concerns that were brought up at the previous RECC Board meeting with regards to the CAD. They checked with Sungard to see what they can offer and provide with the current CAD system.

The presentation was hosted by Sungard representatives Dayle Yates and David Donovan (via teleconference) as follows:

- A breakdown of what they believe they can accomplish in three to five years was distributed. This included a spreadsheet on the costs of this option, which would be at a fifth of the cost of purchasing a new CAD system. They are looking at a total cost of $400,000 to implement this.

- The Sungard Public Sector has a variety of solutions that provide a modern public safety agency with the necessary software tools to accomplish their mission.

- CAD400, CRIMES, FIRE and MDB have evolved over the years to meet the needs of customers from coast to coast.

- USER INTERFACE-The original user interface (Green Screen) is still available for those customers who are comfortable using that environment. SunGard Public Sector has advanced all of their products through the development of the NaviLine interface.

- NaviLine provides a browser-based, web-centric interface that is more intuitive to users familiar with modern desktop computing and internet use. The features/applications available are:
    - GIS/Mapping:
      SunGard Public Sector's Community Connect AVL allows for the tracking of vehicles. This information may also feed back into the CAD400 product for recommendation on closest available unit when required.

- GIS-option available. SunGard Public Sector's Looking Glass mapping solution provides agencies with the ability to display multiple layers of ESRI standard data with live or historic data from CAD400, CRIMEs, FIRES, AVL and 911.

- MOBILE MAPPING-Option available. SunGard Public Sector's Looking Glass Mobile works in the field allowing mobile users a simple, clean interface yet has the ability to retrieve a variety of information needed. Optional routing function available.

- REAL TIME MAPPING – Option available. SunGard Public Sector's Looking Glass Dispatch and Looking Glass Mobile allow for the real time viewing of 911 calls, active CAD calls, AVL units, historic call and vehicle information and more.

Mr. Martinez asked if the medical dispatch interface that the RECC utilizes (ProQA) could be loaded into this system.

Mr. Donovan said yes, they could interface with this product and it could work with police and fire software as well. They would see the same data that the dispatcher sees. He explained that all of the icons and displays can be customized at the agency level.

- PUBLIC AWARENESS/REVERSE 911 – Option available. SunGard Public Sector's Looking Glass notifies users the mapping interface from LG Dispatch, LG CRIMES or LG FIRES to allow a user to select a geographic area and create a voice notification message. Users call services from CodeRed and does not require any special telephone hardware.

- CRIMES – SunGard Public Sector's CRIMES Records Management System is a powerful information gathering and processing system. Included in the base produce are a variety of tools for use by various functions within law enforcement agencies. Interfaces are available for those departments that have needs to external software and hardware resources.

Chief Daniels asked if there are reoccurring costs for maintenance and support of the system.

Ms. Yates said on the NaviLine interface, the costs for the core applications would actually be reduced by 10%. She noted that she included the annual maintenance costs per application on the cost spreadsheet.

Dr. Kay asked if there were any organizations similar to the size of the RECC that they can contact who are using the NaviLine and ProQA applications.

Ms. Yates said yes there are, but she would need to do some research on this and get back with Mr. Martinez.

Sheriff Garcia asked where the money would come from.

Mr. Martinez said he would ask the Board for their assistance in finding funding opportunities. He would also follow up on leads in possible grants that may be available.

Chief Daniels asked how old the current CAD equipment is.

In response, Mr. Martinez said the platform (AS400) that the CAD system runs on is two years old.

Chief Wheeler thanked the staff from the City; County IT and Fire Department for all their efforts and phenomenal job they did in researching this.

b. Medical Director Report (Dr. Laura Kay)

[The Medical Director's written report was distributed in the members' packets.]

Dr. Kay reported on the status of CQI Plan noting that the six month cumulative QA report for the period 5/1/10-10/31/10 comprising of 606 calls reviewed gives the RECC an average compliance score of 99.9% which is excellent. They are in compliance for every category, including PAI's, which is 98.8%. The RECC is ready to apply for accreditation and Dr. Kay has been assured that there are no additional or hidden costs other than the approximate $3,000 cost of having the accreditor perform the site visit.

Dr. Kay asked that the Board grant her request to move forward with accreditation in recognition of all the hard work the dedicated dispatchers have put in towards this goal.

Chief Wheeler noted that is not an action item; therefore the Board does not have the ability to act on this. He asked if the $3,000 has been identified.

Mr. Martinez said no, he would budget it in the next upcoming operational budget.

Sheriff Garcia said there are standards that the RECC would have to comply with. He asked if there are costs associated with this.

Mr. Martinez said that the RECC would have to maintain their certification yearly through the continuing education credits; and this would be the only costs that he would.

With regards to accreditation, he does not foresee any additional costs other than keeping the operators certified and keeping their scores where they have to be.

Mr. Johnson asked if they would have to have an accreditation manager.

Dr. Kay said they do not require that.

Mr. Martinez was given direction to find a way to fund this in the upcoming fiscal year.

c. Financial Update and Director's Report

[Copies of the RECC budget status report as of December 22, 2010 were distributed in the members' packets.]

Mr. Martinez reported that the budget is going as planned; there will be a mid-year review on January 10th.

Mr. Martinez gave an update on staffing noting that the RECC has filled the vacant Supervisor position and they will be filling one vacant training position. He said one of the things he is looking to do is asking the County to unfreeze the vacant IT position in the event that they implement the CAD upgrade; so that there would be a direct oversight.

Mr. Martinez reported that there have been seven training classes; three for police; one for fire, two for the sheriff's office and one on phones. Also, since the last meeting, they have sent three people to active shooter training and strangulation investigative training.

Mr. Martinez acknowledged Nancy Calhoun for implementing telestaff training.

Mr. Martinez noted that all equipment has been installed for the RECC Center upgrade. He mentioned that the RECC is adding a radio on the repeater on the Tesuque Peak for San Miguel County dispatch services and they are waiting for the licensure from the FCC. San Miguel County will be paying a $12,000 dispatch operational fee per year.

Mr. Martinez reported that he will be at the Legislative Session this year opposing the proposed legislation to transfer the E911 Fund to the Department of Homeland Security/Emergency Management.

Mr. Martinez noted that the County Commission passed an amendment to the Union Bargaining Agreement that increased the leave accrual for RECC employees who have served for over 10 years. They were given an additional 9 days per year.

MATTERS FROM THE PUBLIC

None presented.

MATTERS FROM THE BOARD

Chief Wheeler welcomed Mr. Johnson and Sheriff Garcia to the Board.

Chief Wheeler thanked all the agencies who were involved with the wrong-way driver fatality on I-25 that took place recently. It was a great collaboration with all the agencies involved.

NEXT MEETING DATE

The next meeting date was scheduled for March 10, 2011 at 9:00 a.m. at the Public Safety Complex.

ADJOURNMENT

There being no further business to come before the Board, and the Board having completed its agenda, Mr. Garcia moved to adjourn the meeting. Mr. Johnson seconded the motion. The meeting adjourned at 10:35 a.m.

Approved by:

Sheriff Robert Garcia, Chair

Respectively submitted by:
Jo Ann G. Valdez, **Stenographer**

Witnessed by: Barbara Salas

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for Record On The 14TH Day Of March, 2011 at 11:24:50 AM And Was Duly Recorded as Instrument # **1629342** Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Valerie Espinoza
Deputy _____ County Clerk, Santa Fe, NM

COUNTY CLERK VALERIE ESPINOZA SANTA FE COUNTY NEW MEXICO