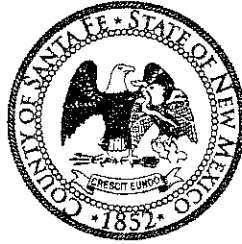


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**Katherine Miller**  
*County Manager*

## Memorandum

**To:** *Santa Fe County Board of County Commissioners*

**From:** *Katherine Miller, County Manager, SFC*  
*Rachel O'Connor, Director, Community Services Department, SFC*

**Date:** *May 7, 2018*

**Subject:** *Community Services Monthly Report*

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### Health Services

CSD staff and I attended the Federal Rural Resources Roadshow held in Los Lunas, New Mexico. The Roadshow, put on by Senators Udall and Heinrich, featured federal representatives from federal and other funding agencies. In particular USDA was prominent. My managers and I are planning to meet with Grow New Mexico, whom I'm hoping can help us with accessing federal funding possibilities for the HealthTracks and AHC projects.

CSD staff attended a meeting between the Mobile Integrated Health Organization, CHRISTUS, DOH and the County to discuss follow up efforts with individuals who are presenting with a drug overdose at local hospitals. MIHO is doing follow up for in City residents but is often facing barriers in trying to find County residents. We will continue to work on this effort.

David Ley, CEO of New Mexico Solutions, met with Medicaid this week over a variety of issues. Apparently they are in the process of drafting the new billing code that we recommended, which allows for bundled billing for non-residential crisis centers. We've not seen it yet---it is not finalized---but apparently it is already being used by Hildago County. We are optimistic, it would be huge for us if this could happen.

Rachel and Patricia met with Peter Bastone, President, and Jerry Jones, Chief Financial Officer, of SVH support. The discussion centered on the community-wide benefits of the Crisis Center and the Accountable Health Community, and our request for foundation funding to support both: specifically, furniture, fixtures and equipment for the Crisis Center, and the wellness/flexible fund for the Accountable Health Community that allows navigators to help clients meet emergency needs for housing, transportation, utilities, food. Both ideas were well received. I also have meeting set up for similar discussions with Presbyterian Healthcare.

CSD/Senior Services and the Health Division are working together to submit a proposal to Delta Dental for a flexible fund to pay for Dental costs of seniors in our community. We are hoping to partner with a non-profit agency in the community who will serve as a fiscal agent. We will be working on drafting a mini-proposal and we expect them to be receptive.

An LOI has been requested for the AHC Story Project, creating a video and print material intended to raise awareness about the AHC by showcasing positive experiences of those who have received navigation services, "brand" the AHC, and contribute to sustainability. We expect this will be about \$20,000.

Patricia participated in the Funders Group quarterly meeting with SVH Support, Santa Fe Community Foundation, Con Alma, and CHRISTUS. Nobody came from the City. People agreed it is useful to share updates on priorities, whether or not at some future point there is agreement to collaboratively fund a particular initiative. Housing was discussed, and Patricia reported on the City/County Working Group on affordable housing, which Joseph Montoya presented at this week's meeting of the BCC/Housing Board, and provided the vision statement and recommendations document from that meeting. Santa Fe Community Foundation has released an RFP for a collaborative grant in conjunction with other funders for planning and implementation of affordable housing.

### **Community Safety**

FY19 Youth Program Grant contracts were submitted to Procurement yesterday. We are still closing out current year grants for programs that run throughout the school year. We will begin site visits in June for programs that take place during the summer months. All year-round programs are required to submit quarter reports based on the measures as outlined in their proposal. Summer programs are required to submit a final report by the end of the first quarter.

On May 5, 2018 (Cinco de Mayo) local law enforcement agencies including Tribal Police conducted Operation Northern Safety. The multi-agency Saturation Patrol took place from Northern Santa Fe County into Santa Fe City limits. The Saturation Patrol is an effort to make the roadways safer, especially this weekend with so many different activities taking place including two high school proms.

DFA announced the projected LDWI Distribution funding total for the DWI program. Santa Fe is projected to receive \$1,129,992.19 in FY 19. The new dollar amount is up \$136,992.12 from the originally estimated amount of \$993,000.00. The increased funding is a result of House Bill 35 that was passed into law this last legislative session.

### **Community Operations**

The pre-proposal conference for the Event Coordinator was held on Tuesday, May 1<sup>st</sup> at the Stanley Cyclone Center. There were ten people in attendance. There were a lot of good questions asked that were answered. The deadline to submit written questions for this RFP is May 8<sup>th</sup> with responses from the Department due back to potential bidders on May 15<sup>th</sup>. The responses to the RFP are due to the Purchasing Department on May 31<sup>st</sup> by 2:00 p.m.

Carol Branch kicked off the first Santa Fe County Rain Garden on Constellation Road. The project was done in partnership with Keep Santa Fe Beautiful, The Masters Program, the Watershed, the Sierra Club and others. I must admit that it is very impressive, and if you have not seen it you should take a drive out and view it. Commissioners Moreno and Hansen were present for the ribbon cutting.

### **Senior Services**

This week our new Senior Services Navigator, Ian Donnelly, began work. He comes to us from AAA. Over the next month he will receive training and will also shadow drivers from home delivered meals as well as CHRISTUS case managers. This aspect of the program is set to go live on June 1, 2018.

Monday, May 7<sup>th</sup> was the first training for the Health Tracks participants, about 35 people were present from CHRISTUS, the Fire Department, the City of Santa Fe and Santa Fe County. The Program kicks off on June 1<sup>st</sup>, and we are laying the groundwork now. It has been a very organized effort.

We received our amended contract from AAA this week, with a decrease in the amount of \$23,000. The decrease is due to a reduction in federal dollars. We have alerted Erika to this issue, and we believe that we can absorb this reduction.

We finalized negotiations with two farmers for local fruit and vegetables to be served at the Senior Centers, and we have submitted paperwork for the vendor system.

Teresa met with the Master Gardeners from NMSU regarding the garden in Edgewood. The first class was held this week.

Teresa is continuing to meet with Vendors for the Information Fair to be held on June 21<sup>st</sup> at the County Fairgrounds. Participants will include MVD, Delta Dental, AmberCare, Alzheimers Association, Home Instead, Nurses with Heart, Legal Aid and others.



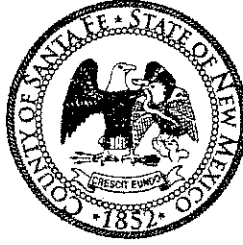




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**Katherine Miller**  
*County Manager*

**Date:** May 11, 2018  
**To:** Board of County Commissioners  
**From:** Penny Ellis-Green, Growth Management Director *PEG*  
**Via:** Katherine Miller, County Manager  
**Re:** Growth Management Monthly Report April 2018

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This report is a summary of projects for Growth Management with statistics from April 2018. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

### **Planning Division**

#### **Affordable Housing**

Two Happy Roof Applications were completed.

Two Subordination Agreements were completed.

#### **Open Space**

The monthly COLTPAC meeting was held on April 4, 2018. The Rail Trail Management Plan was reviewed and COLTPAC recommended approval of the plan which will go to Board of County Commissioners. Economic Development Manager Chris Hyer discussed the economic development plan in relation to open space, outdoor recreation and tourism. COLTPAC held a special meeting on April 17<sup>th</sup> to refine overarching open space goals and policies for the Strategic Plan.

Open Space planning staff attended the second Greater Santa Fe Recreation Planning meeting on April 2. This is a regional initiative with numerous land management agencies including the Santa Fe National Forest, BLM, City of Santa Fe, and many others to develop a cohesive recreation and trails plan for the greater Santa Fe area.

All open space staff attended a SiteWatch training to learn about cultural resources on open space properties and to learn how sites throughout Santa Fe County are monitored and protected by the SiteWatch volunteers.

Open Space planning staff attended the NM Recreation and Trails State Conference April 11- 13. The conference was in Santa Fe and staff were able to learn about and with other land management agencies throughout New Mexico.

Planning staff kicked off the Los Potros Grassland Revegetation and Restoration project in coordination with the Ecotone Landscape Planning, Tooley's Trees, and New Mexico Acequia Association. This project will demonstrate open space and agricultural best practices at the property including fencing, riparian habitat management, best irrigation and water conservation practices, native plant use and keyline design.

Open Space Resource Management Specialist has initiated baseline surveys for all open space properties, and is developing restoration and wildlife enhancement projects on each property.

Open Space staff installed Picture Posts at Los Potros Open Space to implement resource and property monitoring schedule to demonstrate effective management and best management practices.

Open Space staff completed surveys of Thornton Ranch Open Space and access issues, as well as the condition of the lower windmill and the Galisteo Creek in order to implement the Thornton Ranch plans on April 20.

Open Space staff completed a site visit with BLM Taos Field office to survey trail connections from Thornton Ranch Open Space to the Burnt Corn Special Recreation Management Area. This is a grant funded project through National Parks Service Rivers, Trails, Conservation Assistance program to coordinate trail connections from BLM to Thornton Ranch OS.

The Madrid Open Space stormwater and drainage preliminary engineering plan kicked off with the consultants, Riverbend Engineering. This plan will help to determine measures to mitigate flooding hazard, and restore the Madrid Gulch as it impacts the Madrid Open Space as part of implementation of the Madrid Open Space Management Plan..

#### **Santa Fe Food Policy Council (SFPCC)**

Staff attended the monthly meeting of the Food Policy Council on April 26<sup>th</sup>, 2018 and provided an update regarding the AgriGate and Acequia Revitalization - Best Management Practices project.

#### **Agriculture & Ranching Implementation Plan**

Staff continued to work with consultants on the development of the AgriGate, to include the County farming and ranching documentary, the web platform design and marketing and branding.

Staff coordinated with NM Acequia Association to conduct a site visit to the Potrero on April 27<sup>th</sup>, to develop agricultural landscape types for the Acequia Revitalization - Best Management Practices project.

Staff hosted a Kick-off meeting with NMSU and Senior Services for the Edgewood Senior Center Garden Revitalization project on April 27<sup>th</sup>.

#### **Community Planning**

Staff facilitated the third San Marcos Planning Committee meeting on April 25<sup>th</sup>, 2018 at the Turquoise Trail Elementary School. The group participated in an interactive review of the draft write-ups for Agricultural Analysis, Cultural Analysis and Natural Resources Analysis as they relate to the "Vision" and "Connecting Actions," or intermediary connections, of the San Marcos District Plan. Nineteen individuals and four staff attended the meeting.



Staff Facilitated third Village of La Bajada Community Planning Meeting on April 19<sup>th</sup> and is completing the Phase 1 of the Community Plan process.

### **Community Organizations and Registered Organizations**

Two new Registered Organizations were recognized: Northwest Residents United RO and the Salva Tierra HOA RO. Staff reviewed and recommended applications based on the criteria.

Staff is coordinating the logistics and scheduling for the CO/RO workshop for early summer.

### **Transfer of Development Rights (TDRs)**

Staff is coordinating with conservation development project for potential TDR program qualification.

Staff is coordinating opportunities with partners for La Bajada Ranch to include agricultural and TDR options.

### **Transportation**

The new transportation planner, Brett Clavio, started on April 16<sup>th</sup> with the Planning Department

On April 2, staff presented to the Board of County Commissioners the county's draft, *Americans with Disabilities Act (ADA) Transition Plan*, for review and public comment.

On April 6, the North Central Regional Transit District Board of Directors met. Action items included a discussion of the disposal of assets (buses) which have met their useful life, procurement policies and personnel rules. The Executive Director also mentioned that a private security company has been contracted for a pilot program to add a security guard at the NCRTD office and on a variety of the NCRTD bus routes. The experience is reported to be positive so far with the public. NCRTD's GRT tax funding will sunset in 2024. A survey was conducted showing that 81% of survey takers support extending the tax in the future to keep NCRTD's current level of service.

### **SLDC**

Staff coordinated Hardrock Mining draft for internal review and is working with Consensus Planning and Spectrum Engineering to complete a technical review of draft hardrock mining regulations for stakeholder and public review.

## **Economic Development Division**

There was a board retreat for the Northern Rio Grande National Heritage Area (NRGNHA) on April 27<sup>th</sup>. Topics discussed revolved around how the board shall be basing its decisions as things relate to culture and heritage area, if an issue being considered by the board cannot make a reasonable justification of how it applies to the heritage area, it should not be considered. No future board meeting date was set.

There was a board meeting for the North Central New Mexico Economic Development District (NCNMEDD) on April 6<sup>th</sup>. There was much discussion of how to apply for the state's ICIP program. There was also recognition by the executive director that the federal government is concerned about how the district is using the \$18 million grant for aging. There has not been a resolution as to whether this money will be available for the district to use as there are inquiries by the government into the outcomes of other audits; REDI Net is one of them.

The REDI Net board met on April 12<sup>th</sup> for a board meeting and April 25<sup>th</sup> for a strategic planning session. The board meeting revolved around the pending negotiations with Kit Carson Electric Co-op that is based in Taos County. Kit Carson is looking for a way to go south of Taos County and ultimately to Albuquerque, negotiations are still ongoing. The board is moving the REDI Net organization closer to operation of a “private” entity where REDI Net will be competitive in the market place with other broadband providers but REDI Net will not abandon its quasi-governmental mission of providing high speed broadband to underserved or unserved rural communities. The board discussed this during the strategic planning retreat on April 25<sup>th</sup> and will be examining all of the Service Level Agreements to reflect becoming more of a private entity.

The Estancia Valley Economic Development Association (EVEDA) did not have a board meeting for the month of April. EVEDA is having an annual meeting May 17<sup>th</sup> at Alta Mae’s in Edgewood at 6:30 pm.

The Economic Development staff has closed out a Local Economic Assistance & Development Support (LEADS) grant for a feasibility study for a wine incubator/co-op at La Bajada Ranch. The feasibility study shows that the full cost of setting up such an incubator /co-op could range between \$5-\$6 million. The next step is to create a business plan and strategic funding plan, which are to be funded from a second application of grant money through LEADS. Interviews for this grant will take place on May 21<sup>st</sup> and 22<sup>nd</sup>.

**Building and Development Services Division**

**Permits and Development Review**

The following statistics are provided for permits and approvals issued in April 2018:

	April 2018
New Residential Permits - Stick Built Homes	33
New Residential Permits - Manufactured Homes	6
Commercial Building Permits District 1	1
District 5	2
Number of Lots Created – Major Subdivision	0 Lots
Minor Subdivisions	0 Lots
Exemptions	2 Lots
Commercial Business Licenses	1
Home Occupations No Impact	3
Home Occupations Low Impact	0
Film Permits	2

**Code Enforcement**

The following statistics are provided for code enforcement actions in April 2018:

	April 2018
Number of Initial Notices of Violation Issued	16
Number of Final Notices of Violation Issued	3

Number of Notices of Violation resolved without court action	10
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## **GIS Division**

### **E911 Addressing**

The GPS Field Technician continued to handle ongoing constituent requests for address and road sign postings and also continued to assist the Division with development permit screenings. Staff also assisted Planning and Open Space staff to GPS multiple parcels in the Cerrillos Hills area.

Staff and County Fire Inspector met with the Town of Edgewood and Sandia Airpark to discuss air strip road naming and addressing. Five roads in the Sandia Airpark will receive road names and hangers/properties along each of these roads will receive a new addresses.

Staff met with Nambe Pueblo to discuss addressing within the Pueblo, they may consider creating its own addressing authority.

### **GIS Division**

Staff provided 134 Address Verifications to County residents and prepared 106 development permit screening forms and maps which triggered 30 archeological screenings.

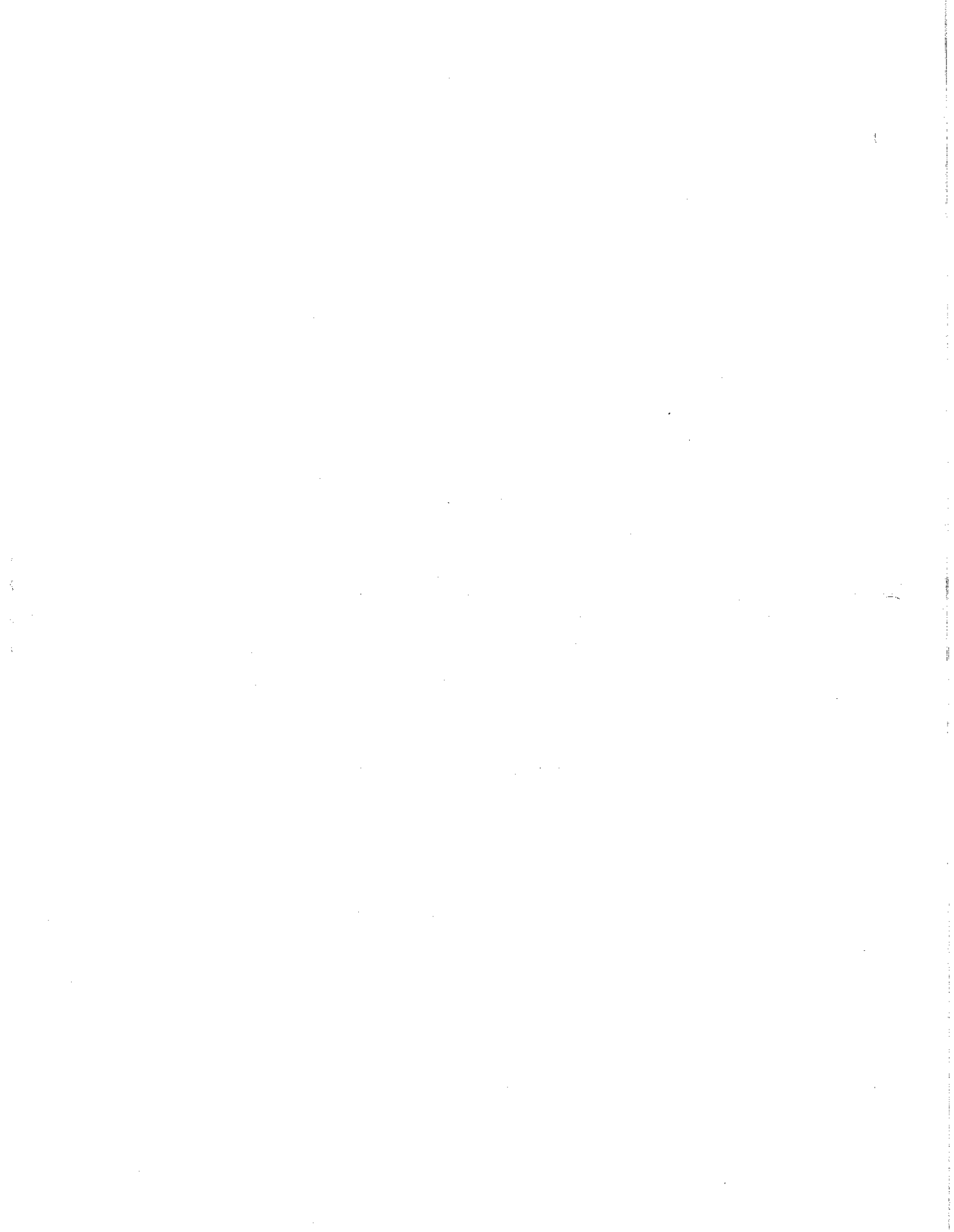
Work continued on testing and refinement of the suite of Web-Based Interactive Maps, a new interactive map was completed for Utilities that displays As-Built Plans. The Geocortex interactive map template remained under development.

Staff completed the extensive review of Computer Aided Dispatch (CAD) records in order to set the stage for an update of the Sherriff's Office Patrol Area GIS layer needed for pending RECC computer system upgrades.

Staff completed a review of addresses in Santa Fe County for the U.S. Census Bureau (Census Bureau) Local Update of Census Addresses (LUCA) Program. Approximately 40,000 County addresses were reviewed. 2,315 addresses were edited or added to improve Census Bureau data. Ensuring the Census Bureau has correct addresses for their upcoming Decennial Census in 2020 is important due to sixteen federal assistance programs that distribute funds based on Decennial Census-derived statistics.

Division staff worked with Economic Development and Purchasing Staff to produce a Mobile App RFP. This RFP seeks services to update and enhance the Santa Fe County Trails mobile application in addition to possible development of new mobile applications.

Two Division staff attended the ESRI Southwest User Conference.



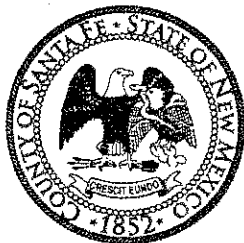




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**Katherine Miller**  
County Manager

**Pablo Sedillo, III**  
Public Safety Director

**To:** Santa Fe County Board of County Commissioners  
**From:** Pablo Sedillo, III  
Public Safety Department Director  
**Via:** Katherine Miller  
County Manager  
**Date:** May 8, 2018  
**Re:** SFC Public Safety Department Monthly Report for April 2018

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The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of April 2018.

### **CORRECTIONS DEPARTMENT**

#### **Adult Detention Facility (ADF)**

- During the month of April the Santa Fe County Adult Detention Facility had 693 intakes and 701 releases.
- Camera project is still underway at the Adult Detention Facility.
- As follow up with my previous discussion and commitment towards the kick off inmate programming inside the Adult Correctional Facility. As mentioned in prior discussions, we have been working on these new enhanced programs (*Substance abuse, life skills, parenting classes, anger management, and more*) for several months now. This is how its rolling out;
  1. Inmates who have self-admitted to having ongoing substance abuse addiction and who have vocally expressed their sincere desire to end a life of drug addiction were identified. Once identified and ran through classification screening, they were all housed together in 1 specific housing unit.
  2. A multi discipline team (*consisting of Case Management, Behavior Health, Psychiatrist, Re-entry, and Security*) was lead to the housing unit, at which point we talked openly about their desires to cease a life of incarceration and drug addiction in order to be better role models to their children and live a better way of life was made.
  3. Education pertaining to Naltrexone and Vivitrol was given (*which included handouts of simplified explanations*). Inmates were given expectations as to being part of this intensive programming housing unit and the understanding that they will be closely monitored, documented, and tracked both while incarcerated and while they get released was made.
  4. All inmates in this housing unit will participate in programming on a daily basis and will obtain facility necessary porter positions to assist in keeping them busy and enhancing facility sanitation standards.

We will be following these selected inmates very closely as they start their Matrix (*Intensive substance abuse programming*), which also will include medication compliance as carefully prescribed on an individual assessment basis from Dr. Ortiz.

# Electronic Monitoring Program

## Population

- Providing services: 421

## Deposits

- \$18,775.05

## Clients Financial Obligation

- Paying- 21%
- Waived- 6%
- Unemployed- 69%
- Out of County- 4%

## Other Client Data

- Arrest- 20
- Absconded- 12
- Intakes- 91
- Releases- 74
- Drug Tested- 329
- Positive Drug Test- 139
- Surety Bonds- 3
- Cash Bonds- 63
- Municipal Bonds- 7
- Municipal Fees- \$70.00
- B.I. Bill for Equipment- \$46,863.53

## Youth Development Program (YDP)

- On April 11, 2018, A teacher and six students from Santa Fe Indian School came for a tour of the facilities. These students are considered "high risk" and were chosen to get a better understanding of the corrections facility/system. Director Sedillo, did small lecture with the students prior to the tour.
- On April 30, 2018, Senior Shift Supervisor Melodie Montoya-Wiuff, Shift Supervisors Matthew Edmonds and Deseray Gallegos and Case Manager Matthew Duran attended the New Mexico Gang Task Force Conference. This was held at the Isleta Casino and lasted three days.

### April 2018

<b>Intakes</b>	<b>36</b>
<b>Releases</b>	<b>31</b>
<b>Male Intakes</b>	<b>26</b>
<b>Female Intakes</b>	<b>10</b>
<b>Average Daily Population</b>	<b>16</b>



## FIRE DEPARTMENT

### *Administration, Facilities, Fleet*

- The Department took delivery of new ambulances for Hondo Medic 80 and Agua Fria Medic 61. New radios will be installed prior to release to service.
- Construction continues on Galisteo Station 1 apparatus bay and training room addition with final walkthrough in May and then release of the facility back to the Fire District.
- Rancho Viejo Station 1 staircase construction underway, completion in May.
- Design work for a new training room addition to Madrid Station 1 continues.
- Architect contracts still in process (Purchasing) for La Puebla, Cerrillos (TT Fire District), and Chimayo Fire Station projects.
- Preparation for a fixed asset audit which is scheduled for May.
- Completed audit for ambulance billing. The Ambulance Billing Section prepared a management response.
- Selected a contractor to complete a 5 Year Plan for the Fire Department specifically to incorporate all 14 volunteer Fire Districts.
- Waiting on contracts so that we can proceed with the purchase of physical fitness equipment, protective gear cleaning services, and auto parts.
- Prepared for and participated in the County Strategic Planning sessions.

### *Operations and Training*

#### Emergency Responses/615 total - 143 Fire Incidents and 472 EMS Incidents

- Eleven career Firefighter Cadets continue with field internships in preparation for graduation (May 10<sup>th</sup>) and final release to the field.
- Eleven other cadets completed their EMT training program. They will be scheduled for National EMT Registry testing in May. They will also graduate on May 10<sup>th</sup> at IAIA.
- 45 candidates from existing staff selected for Fire Officer 1 and Fire Instructor 1 classes. Classes started in April and testing for certification to be completed in July. Classes are going well to this point.
- The Department has started to utilize the Acting in Capacity Lieutenants to fill vacancies on field shifts. This is a good professional and career development tool and assist in daily staffing.
- Final equipment and supplies ordered to outfit and house new staff.

### *Fire Prevention and Wildland*

- Development Reviews, Adjustments and Variances – 63
- Site visits and applicant meetings – 83
- Burn Permits – 3 (special use)
- Complaints and follow-up - 6
- Annual Inspections – 19
- Fire Protection Systems Review – 39
- ISO Requests – 3
- Pre-school/School fire and injury prevention presentations/Health Fair – 9
- Fire Prevention related trainings – 8
- Film and special event management – 14
- Fire Hydrant Operations – 4
- Additional areas of concentration for the Prevention Division include continuing work toward the 2015 IFC Code Adoption, fire code research on cannabis facilities and their use of hazardous materials and storage, and geriatric fire safety education. We also implemented and have been enforcing a 90 day emergency no open burning ordinance.
- Wildfires in the County – 4
- Number of acres burned in the County - 18
- Resource Mobilization Plan fires (RMP) – 1
- FY19 YCC grant was successfully completed and submitted to the State of New Mexico.
- Crews assessed 12 properties and conducted 1 community meeting regarding wildfire prevention.
- The Wildland Division hired 9 new Temp (6 month) employees for the Black Canyon Hand crew. The Division was short staffed for most of the month as a consequence.

### *Volunteer Recruitment and Retention*

- New member applications recruited and approved this month – 3 (YTD 27)
- Organized and taught a new member orientation class to 11 new District volunteers.
- Served as EMS skills proctor for the EMT class and testing site.
- Represented the Department at the funeral for Sandoval Assistant Chief Dave Bervin.
- Contributed to a response configuration and resource deployment strategic planning discussion on behalf of the Districts.
- Continued to coordinate and deliver new uniform allotments to members.
- Assist in the coordination of the Fire Service Instructor 1 class and training presentations.

### *Emergency Management*

- Participated in the Northern Regional Trauma Advisory Board regional table top exercise.
- Reviewed the NMDOH/CDC Point of Dispensing Agreement alongside Department of Health staff.
- Met with the Town of Edgewood in order to establish a core Emergency management Team for the Town. Briefed them on the overall Emergency Management process. Meetings are planned through the foreseeable future.
- Hosted the NM Department of Agriculture Large Animal Evacuation and Triage Tabletop exercise for the NM Penitentiary.
- Conducted an initial meeting with Santa Fe Easter Seals to discuss their Emergency Planning goals.
- Continued engagement with County Legal staff in preparation for BCC approval of the SFC Mitigation Plan.
- The Emergency Management Director was selected to participate on the national planning team for an upcoming Pandemic Influenza exercise scheduled for the fall of 2018. The Director participated in the initial training event which occurred in Atlanta, Georgia.
- Operational Readiness checks conducted as usual on emergency management assets.
- Conducted Technical Rescue Team training.
- The Division also processed and stocked a large supply order for the Fire Department's Rehabilitation response unit which is regularly deployed to structure fires and other larger events around the County.

## **RECC**

- Operations
  - Total Telephone Calls Handled (incoming and outgoing)
    - April – 29,573
  - Total calls Received via 911
    - April – 6,110
  - County calls requiring response agency dispatch
    - April – 6,597
  - City calls requiring response agency dispatch
    - April – 10,966
  - Town of Edgewood calls requiring response agency dispatch
    - April - 792
- Staffing
  - 12 Current vacancies and awaiting final decision from HR on 2 recommended new hires.



