

**SANTA FE COUNTY
RESOLUTION 2020- 70**

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT

(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

1	Please summarize the request and its purpose in the area below. The RECC presented a request for additional funding in the amount of \$74,013.13 for recording channels for the P25 Radio Upgrade on September 5, 2019 to the RECC Board of Directors (RECC Board). The RECC Board approved the additional cost by a unanimous vote. The purchase was not completed due to a disagreement between the County and the City of Santa Fe (City) regarding sharing costs for the project. In July 2020, the County and the City have agreed on cost sharing terms for the P25 Radio Upgrade project; therefore, moving the purchase of the recording channels forward. A new quote for the recording channels was obtained for a total cost of \$82,000.00, which will be split 50/50 between the County and the City.	Recurring <input type="checkbox"/>	Non-Recurring <input checked="" type="checkbox"/>
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2	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring <input type="checkbox"/>	Non-Recurring <input checked="" type="checkbox"/>
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3	Does this request impact a revenue source?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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A.	Is this a State Special Appropriation? If Yes, cite Statute and attach a copy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Does this include state or federal funds? If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

C.	Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D.	Is a match required? If Yes, please identify funding source in the line below.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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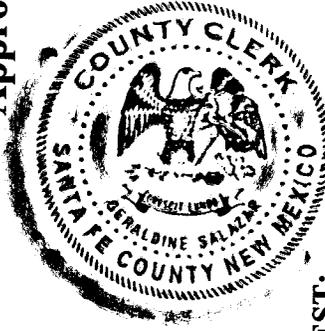
FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)

SEC CLERK RECORDED 10/01/2020

SANTA FE COUNTY
RESOLUTION 2020- 70

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 29th Day of September, 2020.



ATTEST:

Geraldine Salazar
Geraldine Salazar, County Clerk

Santa Fe Board of County Commissioners

H P R
Henry P. Roybal, Chairperson



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 21

I Hereby Certify That This Instrument Was Filed for Record On The 1ST Day Of October, 2020 at 10:24:53 AM And Was Duly Recorded as Instrument # 1929798 Of The Records Of Santa Fe County

0202/10/01 RECORDED 10/01/2020
Deputy County Clerk, Santa Fe, NM
Witness My Hand And Seal Of Office
Geraldine Salazar

Martinez

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

Santa Fe, New Mexico
September 5, 2019

I. CALL TO ORDER

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Chief Andrew Padilla, Chair at 9:08 a.m. on this date at the Regional Emergency Communications Center, #35 Camino Justicia, Santa Fe, New Mexico.

II. ROLL CALL

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

MEMBERS PRESENT:

Chief Andrew Padilla, Chair
Chief Ron Crow, Vice Chair
Erik Litzenberg, City Manager
Sheriff Adan Mendoza
Katherine Miller, County Manager
Chief Bobby Montoya

MEMBER(S) ABSENT:

Chief Paul Babcock, excused
Eric Johnson, excused

STAFF PRESENT:

Pablo Sedillo, Public Safety Director
Amanda Macias, RECC
Vanessa Marquez, Interim Director
Amanda Portillo, Department Administrator
Nick Martínez, Quality Assurance Specialist

OTHERS PRESENT:

Breanna Contreras, Legal Consultant
Carl Boaz, Stenographer

SFC CLERK RECORDED 10/01/2020

III. APPROVAL OF AGENDA:

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

VOTE: The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES: June 13, 2019

Director Marquez requested one correction. Camryn Cornell is not staff but an intern.

MOTION: A motion was made by Ms. Miller, seconded by Mr. Litzenberg to approve the Minutes of the April 11, 2019 meeting as amended.

VOTE: The motion passed unanimously by voice vote.

V. EXECUTIVE SESSION:

- a. **Limited Personnel Issues (Section 10-15-1(H)(2) NMSA 1978).**
 - 1. **Interview of Candidate for RECC Director Position and Possible Hiring Recommendation to Santa Fe County.**
- b. **Threatened or Pending Litigation (Section 10-15-1(H)(7) NMSA 1978).**

Ms. Miller requested to put Exec Session at end of the agenda and the Board agreed.

VI. ACTION ITEMS:

- a. **Request approval of additional expenses for CAD Project. (Vanessa Marquez)**

Director Marquez explained that to continue training requires added funding in a contract with purchasing. She had estimated \$36,000 for travel and RECC has already exceeded that amount. An added \$30,000 is needed to continue with training and implementation. She referred to an attachment and showed where the detail was located. She clarified that there are rolled over funds to cover the added expense.

Ms. Miller noted this is for the CAD Project and is jointly funded.

Director Marquez agreed. It will be added to the contract and the County will be reimbursed for \$15,000 under the joint agreement.

Mr. Litzenberg reasoned that it would be a request from all partners.

Ms. Miller said the County has put in the maximum per the JPA. It would be an additional \$15,000 requested from the City.

Chair Padilla asked who is being trained.

Director Marquez said it is refresher training for all departments and the original funding did not cover all of it. She shared the list of training yet to be done. She added that lodging rates were all over \$100 per night.

MOTION: A motion was made by Mr. Litzenberg, seconded by Ms. Miller, to approve the request for additional expenses for the CAD Project.

VOTE: The motion passed unanimously by voice vote.

b. Request approval of additional expenses for Recording System. (Vanessa Marquez)

Director Marquez clarified they were implementing the P-25 project and when rolling it out, certain channels (for fire) were not being recorded. The original call and original dispatch is not being recorded. We requested adding 32 channels for growth and give the Sheriff Mendoza an additional channel. The requested amount is \$74,013.13, with the City portion of 50%. She explained the recording system is with a separate vendor and they interface. Without a recording, it becomes a liability. She also clarified that this increase means an increase to the operating budget which will be split 50/50 with the City.

Sheriff Mendoza asked if it is a compatibility issue or just not enough room.

Director Marquez said the issue was not compatibility but not enough channels to record all. The request is to add 32 channels.

Sheriff Mendoza asked if there will be enough to expand in the future.

Director Marquez agreed.

Ms. Miller wanted to know the cost on an annual basis and the impact on the operating budget.

Director Marquez agreed to provide that. She also will provide the annual maintenance costs for the Board. A funding source was identified for this.

SFC CLERK RECORDED 10/01/2020

Ms. Miller asked if it is urgent to do this now.

Director Marquez wanted to do it before Erica left and hoped to accomplish the purchase at the first week of November. She did not anticipate significant maintenance costs but could provide it later. She asked if it could be approved at this meeting.

Mr. Litzenberg was alarmed that we are not recording everything now.

Director Marquez agreed to provide the information with a conference call.

Chair Padilla asked the attorney, Ms. Contreras, if the conference call would have to be recorded. She did not know.

MOTION: A motion was made by Ms. Miller, seconded by Mr. Litzenberg, to approve the request for additional expenses for Recording system on condition of more information being provided.

VOTE: The motion was approved on a unanimous voice vote.

c. Request approval to enter into a professional services agreement for stenography services. (Vanessa Marquez)

Director Marquez explained the PSA for stenography was prepared since JoAnn Valdez has retired. She sent out three different invitations and got two responses. She requested the PSA with Carl G. Boaz, Inc.

MOTION: A motion was made by Mr. Litzenberg, seconded by Chief Montoya, to approve the request to enter into a Professional Services Agreement for stenography services with Carl G. Boaz, Inc.

VOTE: The motion passed unanimously by voice vote.

d. Request approval of changes to EMD Standard Operating Procedures (Nick Martinez)

Director Marquez went to get Mr. Martinez to present and asked the Board members to review the red-line version which she distributed. She said the changes were needed to comply with requirements for medical services.

Mr. Martinez reported further. He said the major change was in the section for priority medical dispatch. He met with Dr. Vigil and went through the changes and Dr. Vigil supported all of them. The changes came about when talking to priority dispatch and they wanted a copy of our Standard Operating Procedure during re-accrediting and

recommended some other changes. They sent examples of the policies they wanted to see for accreditation to not only accommodate priority dispatch but also NM EMS Regulations. He affirmed that this version has consistent language.

Mr. Litzenberg said section 5.09 was confusing.

Mr. Martinez explained that the one with yellow highlighting was the procedure used before which was percentage based. We now use a new version (9) for scoring. 5.09 is scratched out and a new section 5.10 is at the bottom of the page. It is a scoring matrix. We used a software program to do the scoring with tabulating and keeping points, so we don't do the math any longer. the software does it for us.

Director Marquez added that it can be used in training.

Mr. Martinez offered to show how the software works, now or later.

Sheriff Mendoza asked if this would dictate Law Enforcement response to calls. He saw the criteria for LE dispatch that goes to EMS, with the Fire Chief and Director Martinez when LE is needed to secure the scene.

Director Marquez said these protocols go with what is in place. There was a question in the City on 911 calls about who would respond. If it doesn't require Law Enforcement and you decide not to respond until the Fire Dept requests it. But a gunshot or stabbing always will involve LE.

Chief Crow noted the animal services protocol said it will require a Law Enforcement Officer.

Director Marquez said Animal Control is on duty and can request Law Enforcement if one is needed.

The Board felt they needed more time to evaluate the changes.

MOTION: A motion was made by Ms. Miller, seconded by Sheriff Mendoza, to table this item pending a resubmittal by staff, so that the Board can evaluate the changes made to the policies.

The Staff will provide the changes made, highlighted in red so that the Board will know what has been changed.

VOTE: The motion passed unanimously by voice vote.

e. Request approval of changes to Standard Operating Procedure, Section 2.03 Appearance Standards. (Vanessa Marquez)

Director Marquez presented the request. We are in process of ordering new uniforms for dispatchers and she hoped to have them here for the Board to see them, but she had pictures of the uniforms. At present, there are no appearance standards. She explained they have to keep the computer room cold and she asked for approval.

Mr. Litzenberg asked if this was affected by the bargaining agreement.

Director Marquez said uniforms are provided in the agreement. She briefly explained the restrictions on pants and said they can wear jeans, shorts or slacks.

Ms. Miller said there are things they cannot wear to work. It has been a problem. She recommended adding what is inappropriate for the lower half.

Director Marquez asked if we should table this until the uniforms come in.

Ms. Miller agreed there should be a standard, even though they are in a back room.

Chair Padilla commented also on footwear and if the uniform is renewed annually

Director Marquez said footwear has never been brought up before. Flip flops could be worn but she did not think flip flops were appropriate, otherwise, she would clarify it.

Mr. Litzenberg pointed out this is the best time for appearance standards. He thought the matter should come back and did not see urgency in this. Get this to what you think it should be and bring it back.

Director Marquez suggested implementing what she is currently proposing and next time she would include pants and footwear.

Ms. Miller favored approving this for her, but it should go further for professional appearance standards at work.

Director Marquez said exceptions were granted in the past and employees pushed the envelope. She let the union know that she was changing the policy. She asked for approval and she would bring more next time.

MOTION: Ms. Miller moved, seconded by Chief Crow, to approve the proposed changes to Section 2.03, appearance standards.

VOTE: The motion was approved on a unanimous voice vote.

INFORMATIONAL ITEMS

**a. Review copy of contracts for legal services and medical director.
(Vanessa Marquez)**

Director Marquez said she included copies of the contracts in your packet, as requested last time.

Ms. Contreras was introduced as the legal person on the legal contract. She said she was available for assisting.

There were no other questions.

b. Update on CAD project (Veronica Marquez)

Director Marquez reported the issue now is VPM connections. Initially, the Sheriff's office came up with the funding and not looking at costs for the system. Mobile data terminals need replacement at a cost of \$40,000 to the City and \$20,000 to the County. She thought they could set up the computers to produce the reports and was not sure how soon the terminals would be replaced. The first year of maintenance would be included in the contracts. The minute we signed the contracts - the maintenance contract started, and got a bill for \$200,000, but didn't get the equipment until January 1, 2019.

Chair Padilla was made aware of it yesterday. If our computers are not compatible, our officers would be in the dark and would have to go back to the station to provide the report.

Director Marquez said that is where we are. She didn't know how impactful it will be for the officers, but the funding needs to be held up.

Chair Padilla said they are doing a full audit of our computers and tablets, to make sure they are compatible. We don't want to hold it back. Eventually, we will have to scramble for a budget increase, but we will not hold back.

Sheriff Mendoza said they have the capability of replacing those and are working on it to figure out how to do it.

Director Marquez said they are shooting for November 12-14.

c. Discussion on telephone answering tree (Vanessa Marquez).

Director Marquez said they are moving forward for testing and have a script and would like a date from the agency to get it tested to see if it will work.

Sheriff Mendoza discussed this with Director Martinez several times. Most people are just trying to get the right Law Enforcement agency for their location. It will complicate the customer service part in dispatch.

Director Marquez explained the tree is for administrative calls and when they don't know the right number, they call dispatch. She understood the concern. Dispatchers are overwhelmed with the phone ringing all the time and especially with accidents that shut down the interstate. We would like to have customer service transfer people quickly.

The Board discussed the problem with too many non-emergency calls made to dispatch when emergency calls might be on hold. It might need more community education on what number they should be calling.

Director Marquez agreed to follow up on it.

Ms. Contreras suggested delegating authority to Director Marquez before next meeting to make the necessary changes.

d. Medical Director Report (Dr. Alfredo Vigil)

Director Marquez said Dr. Vigil was not able to attend but submitted his written report (in the packet).

Ms. Miller saw he noted several vacancies and asked if any were filled.

Director Marquez said there were 18 vacancies and three just started a couple of weeks ago and 4 on Tuesday and two more are waiting. Increases in starting pay has helped. She hoped to be fully staffed by end of year. We have about 13 applicants now and currently, have nine vacancies.

e. IT report and update on radio systems replacement project. (Jaison Dixon)

Director Marquez said Mr. Dixon was not here but there was nothing to be updated and looking to first week in November to activate the new equipment and get the stations set up.

f. Financial Update and Director's Report (Vanessa Marquez).

Director Marquez attached the current budget status to the packet. She used part of the uniform budget to get new pullovers and shirts. She just ordered new chairs for staff, minor purchases and they were good on budget status now.

Ms. Miller said all the overtime in the budget and asked what the rationale is behind it.

Director Marquez said they must maintain full staffing and have to use 12-hour shifts. Even though they just hired ten new people, they cannot help right away to relieve current staff. They must be certified by the State after they get through 12 weeks of telephone training and then training on the radios. They start at \$16.40/hour.

The Board briefly discussed the HR issues, including recruitment, training, pay rates and reducing overtime.

Director Marquez said they sometimes just train people to work at other dispatch agencies. She shared the new payrate schedule.

Mr. Litzenberg said we should be concerned to not violate collective bargaining agreements.

Director Marquez said the County is working with her on trying to increase starting pay.

Sheriff Mendoza said they have testing twice each month and get 1-2 people who pass. He suggested sending the recruiter to our last day of testing to at least review some of the applicants.

Director Marquez appreciated that. Dispatch is a place to start.

She noted they are implementing a new training program that gives 16 hours of training each year. It is Continuing Education accepted at DPS.

Sheriff Mendoza invited RECC staff to attend their CPR training which is done right here.

Director Marquez announced she is going to training next week for Director's training through DFA.

V. EXECUTIVE SESSION:

- a. **Limited Personnel Issues (Section 10-15-1(H)(2) NMSA 1978).**
 - 1. **Interview of Candidate for RECC Director Position and Possible Hiring Recommendation to Santa Fe County.**
- b. **Threatened or Pending Litigation (Section 10-15-1(H)(7) NMSA 1978).**

MOTION: Ms. Miller moved, seconded by Mr. Litzenberg, to go into Executive Session pursuant to NMSA 1978 Section 10-15-1(H)(2) - Limited personnel matters.

VOTE: The motion was approved on a unanimous roll call vote.

The Board members held the Executive Session in the Conference Room at retired to that room at 10:52 a.m. The Executive Session ended at 11:22 a.m.

MOTION: Ms. Miller moved, seconded by Mr. Litzenberg, to return to open session, noting that during the executive session, no actions were taken, and the only matters discussed were limited personnel matters.

VOTE: The motion passed by unanimous voice vote.

MOTION: Ms. Miller moved, seconded by Mr. Litzenberg, to confirm Vanessa Marquez as Executive Director.

VOTE: The motion was approved by unanimous roll call vote.

VIII. MATTERS FROM THE PUBLIC

There were no matters from the public.

IX. MATTERS FROM THE BOARD

Ms. Miller suggested a meeting soon to deal with the recording system and uniform policy and any other matters needed.

Chair Padilla thanked Mr. Litzenberg for his service as City Manager and looked forward to his service as County Fire Chief.

There were no other matters from the Board.

X. NEXT MEETING DATE:

Director Marquez asked if last of September or early October.

The Board members agreed to meet on September 25 at 10:30 a.m.

XI ADJOURNMENT

There being no further business to come before the Board, upon motion by Ms. Miller and second by Mr. Litzenberg, the meeting was adjourned at 11:28 a.m.

Chief Andrew Padilla, Chair

Respectively submitted by:

Carl G. Boaz, Stenographer

Witnessed by: _____

SFC CLERK RECORDED 10/01/2020



Phone:

Email: sandrews@goserco.com

Web: www.goserco.com

We have prepared a quote for you

Integration to Motorola AIS-TG recording

Quote: #010403 v1

Prepared for

SANTA FE RECC

Prepared by

Shaun Andrews

Wednesday, May 13, 2020

SANTA FE RECC
Jaison Dixon
35 Camino Justicia
Santa Fe, NM 87508
jdixon@santafecountynm.gov

Dear Jaison,

Motorola AIS Server Package Requirement:

For integrated recording of any telephone/PBX or digital radio communications system, the customer will provide or otherwise arrange for purchase, installation, and configuration of all related telephone/PBX and or radio system hardware and software (including any required licensing that may be necessary to support recording in the customer environment). The customer will provide or otherwise arrange for purchase, installation, and configuration of any and all related/required network infrastructure (such as switches, firewalls, communications circuits, etc.). The customer will provide or otherwise arrange for purchase of all telephone/PBX and or radio system configuration, testing, and troubleshooting services, as well as any required network configuration, testing, and troubleshooting necessary to establish or support proper recording connectivity and communications to the telephone/PBX and or radio system, and the customer network.

The Following items are taxable and taxed at a rate of 8.125%

Tax only applies to labor items.

- The Professional Services item is all labor related.
- The item labeled "*Mandatory Remote Install Prep for ASTRO 25/AIS; NON-DISCOUNTABLE*" for \$3,500.00 is labor.



Shaun Andrews
Sales Account Manager
Goserco HQ

Phone:

Email: sandrews@goserco.com

Web: www.goserco.com

Eventide NexLog Hardware		Price	Qty	Ext. Price
	Record Boards			
CE-INT-324720	DVSI 2-Port USB Decoder Unit (for P25, DMR, MOTOTRBO, NXDN) - Max 8	\$2,250.00	1	\$2,250.00
	DVSI 2-Port USB Decoder Unit (for P25, DMR, MOTOTRBO, NXDN) - Max 8			
Subtotal:				\$2,250.00

Eventide NexLog Software		Price	Qty	Ext. Price
	VoIP			
CE-VIN-271052	Internal IP Recorder with First 8 G.711 Channels	\$2,887.50	1	\$2,887.50
CE-VIN-271035	Add-on License Pack (Internal IP Recorder) with 8 Channel Licenses for G.711	\$1,312.50	3	\$3,937.50
CE-INT-115015	Mandatory Remote Install Prep for ASTRO 25/AIS; NON-DISCOUNTABLE	\$3,500.00	1	\$3,500.00
	Mandatory Remote Install Prep for ASTRO 25/AIS; NON-DISCOUNTABLE			
CE-SW-271141	Mandatory license fee for Initial System Release - For end-customer wit ONE AIS or FIRST AIS (Non-Discountable; must be per-paid)	\$54,995.00	1	\$54,995.00
	Mandatory license fee for Initial System Release - For end-customer wit ONE AIS or FIRST AIS (Non-Discountable; must be per-paid)			
CE-INT-209220	Integration to ASTRO 25 system via AIS	\$11,246.25	1	\$11,246.25
	Integration to ASTRO 25 system via AIS			
Subtotal:				\$76,566.25

Phone:

Email: sandrews@goserco.com

Web: www.goserco.com

Professional Services		Price	Qty	Ext. Price
CG-SVC-Implementation Pkg	Installation package: includes remote project management, on-site installation, configuration, testing, all travel time and expenses. Installation package: includes remote project management, on-site installation, configuration, testing, all travel time and expenses.	\$2,000.00	1	\$2,000.00
Subtotal:				\$2,000.00

Integration to Motorola AIS-TG recording

Quote Information:

 Quote #: 010408
 Version: 1
 Delivery Date: 05/13/2020
 Expiration Date: 07/12/2020

Prepared for:

 SANTA FE RECC
 35 Camino Justicia
 Santa Fe, NM 87508
 Jaison Dixon
 jdixon@santafecountynm.gov
 505-986-2451

Prepared by:

 Goserco HQ
 Shaun Andrews
 480-964-8911 x 5117
 Fax
 sandrews@goserco.com


Quote Summary		Amount
Eventide NexLog Hardware		\$2,250.00
Eventide NexLog Software		\$76,566.25
Professional Services		\$2,000.00
	Subtotal	\$80,816.25
	Tax	\$446.86
	Total	\$81,263.11

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

QUOTE RECORDED 10/01/2020

Project Scope Detail

Integration to Motorola AIS-Talk group recording

Project Scope Detail

- Remote project management, planning, and documentation
- On-site installation of IP licenses and API for Motorola AIS recording, configuration, and recording testing during business hours
- All travel time and expenses included

APPENDIX D - Signatures**SANTA FE RECC**

Communications Recording Solution Upgrade or Implementation

Document prepared for signature on May 13, 2020

We, the undersigned representatives of SANTA FE RECC and Goserco, Inc. have read and understand this statement of work and the details contained herein. We agree to this Statement of Work as attached, the services to be provided as detailed in project scope detail, as well as the terms, conditions, specific responsibilities, provisions, and appendices:

SANTA FE RECC**Goserco, Inc.**_____
Signature of authorized customer representative_____
Signature of authorized Goserco, Inc. representative_____
Printed Name_____
Printed Name_____
Title_____
Title_____
Date: (MM/DD/YYYY)_____
Date: (MM/DD/YYYY)

SEC CLERK RECORDED 10/01/2020