



## **APPROVAL OF MINUTES: January 10, 2013**

Mr. Martinez noted that he changed the signature line to Chief Sperling (given that he was elected as Chair at the January 2013 meeting).

**Chief Salas made a motion to approve the Minutes of the January 10, 2013 meeting as amended. Chief Rael seconded the motion. The motion passed unanimously by voice vote.**

### **EXECUTIVE SESSION (If determined necessary)**

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

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

### **OLD BUSINESS**

- a. Report on RECC equipment maintenance cost sharing and possible approval of Amended Capital Purchases Agreement (Ken Martinez)**

At the January 6, 2011 Board Meeting, the Board approved the agreement for provision of RECC Capital funding contributions by the City, the County and the Town of Edgewood. As a result of this agreement, funding was obtained to purchase equipment and software to upgrade the RECC CAD, records management and mapping systems. Because this equipment and software is used by and for all RECC client agencies, sharing of the annual maintenance costs as well as the purchase costs may be appropriate. The Agreement allows sharing of annual maintenance costs for equipment purchased pursuant to the RECC JPA and the Capital Purchases Agreement.

Mr. Martinez said this item continues to be on the agenda because the City and the County have not had a meeting to address this as of yet. He requested that the Board discuss, and possibly approve, the amendment to the Capital Purchases Agreement based on the need to move forward on the equipment maintenance.

Mr. Martinez explained that he broke down the maintenance costs and equipment costs separately (both new and existing) in the FY2014 Budget request. He noted that both the City and County have budgeted for maintenance and equipment costs in past years.

Chief Rael asked Mr. Martinez what specifically he was asking for.

Mr. Martinez said originally the Board approved a Capital Purchases Agreement where the equipment and maintenance costs would be shared between the City, the County and the Town of Edgewood. However, there was some confusion as to the initial

intent of the original Joint Powers Agreement (JPA) - as to whether or not the maintenance costs for the equipment were included or not.

Mr. Martinez said the Board has discussed this and as a result, the Capital Purchases Agreement was amended to include the maintenance costs on the equipment that is purchased for the RECC. He said at that time, the RECC was in the process of purchasing equipment for the upgrade to the CAD and the mapping system. He said the question now is whether all maintenance costs will be shared between the City, the County and the Town of Edgewood – from then, and/or from here forward.

Mr. Romero asked Mr. Martinez how much each entity is required to pay presently for capital purchases, with the existing agreement.

Mr. Martinez said under the existing JPA, capital purchase costs are shared (40% City; 40% County and 20% Town of Edgewood).

Mr. Romero said his recollection was that the original JPA specifically stated \$100,000 per year [for capital purchases]. He asked to see the Agreement that both bodies approved.

Mr. Martinez said the *Second Amended and Restated JPA* (amended in 2008) states that all purchases were to be shared amongst the entities. \$50,000 was only for the year that the Capital Purchases Agreement was established. It was his understanding that the Board would review capital purchases every fiscal year; and the amount that was agreed on would be split according to the above percentages.

Mr. Basham said Article IV of the *Second Amended and Restated Joint Powers Agreement-Financial Responsibilities of City, Town and County*, (2) states as follows:

*“The City and County shall equally divide funds for needed capital expenditures. The Town agrees to contribute 20% towards the needed capital expenditures that do not exceed \$100,000 (i.e., the maximum the Town will contribute on an annual basis for capital expenditures is \$20,000). The City, County and Town agree to review these terms annually.”*

Mr. Romero asked Mr. Martinez what he was asking for this year.

Mr. Martinez said if you include both new and existing maintenance costs for FY2014, the proposed contribution for the County would be \$139,030; the City would contribute \$139,030 and the town of Edgewood would contribute \$20,000. This is according to the Agreement.

Mr. Romero asked if this is for capital purchases and maintenance costs.

Mr. Martinez said yes, that is correct.

Mr. Martinez reviewed the handout entitled "FY 2014" for the equipment and maintenance costs. Please see *Exhibit "A"* for the specifics of this presentation.

Mr. Romero said these are new costs and he does not have a problem in moving this forward in the budget process and taking it to City Council but he would like to have the specifics on what exactly the RECC is asking for.

Mr. Martinez said if it is for new maintenance costs only, the City's portion would be \$111,156; the County's portion would be \$111,156 and the Town of Edgewood's portion would be \$20,000. Again, if it is for new and existing maintenance costs, the City's portion would be \$139,030; the County's portion would be \$139,030 and the Town of Edgewood's portion would be \$20,000.

Chief Sperling said in discussing the Maintenance Agreement at the last Board meeting, he thought the Board discussed waiting on this until annexation is resolved.

*\*Stenographer's note: At the January 10, 2013 meeting, Ms. Miller suggested that the Board leave this off the table until the annexation is resolved. She said there is desire of the governing bodies to continue to have joint meetings because there are also other issues that need to be addressed.*

Mr. Romero said maybe the Agreement should be amended to state that the City will pay its fair share of the maintenance costs for specific systems; and if anything new comes up the Board will review it at that time.

In response, Mr. Basham said this was essentially done when the first Amended Agreement concerning annual capital funding and equipment maintenance was done; and he does not think that the Board needs to amend the JPA to do this.

Mr. Martinez said this is a separate agreement, strictly for equipment.

Mr. Romero asked Mr. Martinez to write a letter to the City Finance Director and City Manager explaining this. Mr. Martinez agreed.

Sheriff Garcia asked what will happen to the existing maintenance agreements – where would the funding come from for those, if the new maintenance costs are approved but not the existing ones.

Mr. Martinez said he understood that the maintenance costs for the equipment that was already at the Center, prior to the upgrade, will have to come out of the RECC budget.

Sheriff Garcia asked if the existing maintenance costs should be split.

Mr. Basham said that becomes a question of whether or not that is a day-to-day issue.

Mr. Romero said he would present both requests (for the existing and new maintenance costs) to City Council in mid April. He noted that the City is presently working on the budget for FY2014 and it should be approved sometime in May.

Mr. Martinez said the difference is approximately an additional \$20,000 for the City and \$20,000 for the County- to pay for both existing and new maintenance costs.

The Board Members requested that Mr. Martinez revise the document to further explain the maintenance costs presently, and prior to the upgrade, and to include information on the vendors for each specific system (i.e., Advanced is for the CAD system, etc.). He was asked also to include the initial investment costs for the County, the City and the Town of Edgewood.

Mr. Martinez agreed to do this and will send it out to the Board Members electronically.

#### **ACTION ITEMS**

**a. Discussion and presentation for approval of FY 2014 Operating Budget (Teresa Martinez)**

[Copies of the proposed FY2014 Operating Budget for the RECC were distributed in the Board Members' packets.]

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.

Board discussion and approval was requested for the prepared RECC Operating Budget to be proposed to Santa Fe County for Fiscal Year 2014.

Mr. Martinez said the budget amount is similar to last year's. The total operating budget is \$474,582. He mentioned that he included additional funding in the travel line item to send staff to training and conferences that are not covered by the E911 Fund.

Chief Sperling asked if the RECC Audit Contract could be incorporated into the County's internal audit.

Teresa Martinez said they distribute the cost of the audit to all functions within the County that have a substantial portion of the audit, but she could ask.

Chief Daniels asked what exempt inventory was.

Mr. Martinez said this is for equipment that is under \$3,000.

Mr. Martinez said he may be asking for one FTE this year to replace an employee who may be retiring. He would like to train someone before this employee retires.

**Sheriff Garcia moved to move forward with the 2014 RECC Operating Budget. Mr. Romero seconded the motion. The motion passed unanimously by voice vote.**

#### **INFORMATIONAL ITEMS**

##### **a. Financial Update and Director's Report (Ken Martinez)**

[Copies of the Year-to-Date Budget Status Report as of 02/28/13 were distributed in the Members' packets.]

Mr. Martinez said he has been able to effectively cut the OT budget significantly; and this has also been great for the moral of the dispatchers. He said the main reason for this is the new schedule configuration that has been implemented.

Mr. Martinez reported that the RECC presently has no vacancies.

Mr. Martinez noted that the second RECC academy is in session now and there are six trainees. He acknowledged Randy Vallejos for being instrumental in realizing his vision for a RECC training academy.

He reported that the RECC has conducted the following trainings:

- Five staff members are presently going through the State Law Enforcement Academy and should graduate on March 22<sup>nd</sup>.
- The RECC will be hosting an EMD training class. The RECC has been established as the hub for regional training and agencies around the district send their employees to do their EMD training at the RECC.

Mr. Vallejos noted that they are hosting one training class every quarter. He said the networking with other agencies has been very successful and they hope to continue this.

- Training for both dispatch and response staff on dealing with mentally-impaired people is now required by statute and this has been held at the RECC for the region.
- The RECC will be hosting another officer communication training class.

- The RECC is becoming more involved with the State Law Enforcement Training Academy and the 911 Directors' Affiliate and their staff are becoming more involved with the RECC's Training Academy curriculum.
- Randy Vallejos was instrumental in the RECC receiving grant funding from the Department of Justice for the dispatchers to attend conferences and specialized training on the Violence Against Women Act. This is grant funding that is available for all PSAPs statewide. The Santa Fe RECC has now become a priority on the list for eligibility for the funding. Mr. Martinez mentioned that he will take this information back to the E911 Directors' Affiliate.

Mr. Vallejos noted that there is an Advocacy and Action Conference coming up and this is open to anyone who provides services to victims, particularly women. The RECC plans to send four dispatchers to the conference.

Ms. Teresa Martinez gave a brief update on the GRT status noting that GRT collections for the County (only) are better than budgeted; however, the GRT collections county-wide are not meeting budget and have not met budget for three years now. These are down by approximately 22% since the economic downturn. County-wide GRT collections are imposed in both the city and the county.

Ms. Martinez said the County may be recommending a 1% increase to the GRT budget next fiscal year.

Mr. Martinez continued with his report noting that the RECC continues to sporadically receive registrations from the public for the E911 Notification system.

Mr. Romero asked Mr. Martinez to send him information about the notification system so the City can do a press release on it and send this information to City staff.

Chief Sperling asked Mr. Martinez to send the information to the County too, so they can send it to the County media person (Kristine Mihelcic) because we are approaching the wild land season.

Mr. Martinez said they have also put a link on both city and county websites.

He mentioned that the GPS system has moved out of the pilot testing phase and is working well. The RECC will be hosting familiarization training for the end users.

Mr. Martinez reported that the RECC just finished a comprehensive 2-day FBI audit of the NCIC system and processes. This turned out extremely well for the RECC

and the auditors commended the RECC Director and staff on an exemplary audit. They indicated that the RECC was a model agency for the state.

#### **MATTERS FROM THE PUBLIC**

There were no matters from the public.

#### **MATTERS FROM THE BOARD**

Chief Sperling acknowledged and complimented the RECC Director and his staff for their academy. He said the Academy provides for great interaction between the client agencies.

Chief Sperling mentioned that RECC staff has also been helpful with resolving the issues that have arisen from the narrow-band project.

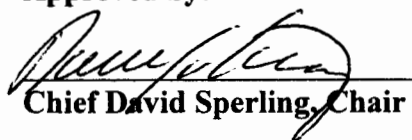
#### **NEXT MEETING DATE**

The next meeting was tentatively scheduled for May 16, 2013 at 9:00 a.m. at the Santa Fe County Public Safety Complex. Another meeting date may be scheduled, if necessary.

#### **ADJOURNMENT**

There being no further business to come before the Board, and the Board having completed its agenda, Sheriff Romero moved to adjourn the meeting. Chief Rael seconded the motion. The meeting adjourned at 10:00 a.m.

Approved by:

  
Chief David Sperling, Chair

Respectively submitted by:

*Ja Ann G. Valdez, Stenographer*

Witnessed by: *Nancy L. Carbon*