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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

August 11, 2011

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

Santa Fe, New Mexico
August 11, 2011

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Sheriff Robert Garcia, Chair at 9:05 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:

Sheriff Robert Garcia, Chair
Chief Barbara Salas, Vice Chair
Chief Jay Daniels
Eric Johnson
Katherine Miller
Chief Raymond J. Rael
Robert Romero
Chief David Sperling

MEMBER (S) ABSENT:

None

STAFF PRESENT:

Nancy Calhoun, RECC
Mary Mangino, RECC Communication Center Manager
Ken Martinez, RECC Director

OTHERS PRESENT:

Mark A. Basham, Basham & Basham P.C.
Alfredo Vigil
Connie Warren, City of SF Domestic Violence Offender Compliance Program
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

The agenda was revised – Item V (*Executive Session*) was moved down on the Agenda after Matters from the Board.

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

APPROVAL OF MINUTES OF JUNE 9, 2011

Ms. Miller made a motion to approve the Minutes of the June 9, 2011 meeting as submitted. Chief Rael seconded the motion, which passed unanimously by voice vote.

OLD BUSINESS

a. Report on RECC equipment maintenance cost sharing and possible approval of Amended Capital Purchases Agreement

[Copies of the following handouts were distributed: *First Amended Agreement Concerning Annual Capital Funding And Equipment Maintenance for the Santa Fe Regional Emergency Communications Center ("RECC")*; *Listing of New Equipment Maintenance Agreements 2012-2013*; and *New and Existing Maintenance Agreements*]

At the June 9, 2011 Board Meeting, in response to a request to approve an amendment to the RECC Capital Funding Agreement, the Board asked that a comparison of costs be brought back to them before considering approval of the amendment to the Capital Funding Agreement. Currently, there is no agreement in place for the costs of ongoing maintenance for equipment purchased for the RECC.

Mr. Martinez explained that in order to ensure ongoing maintenance support for equipment purchased, a process must be implemented and the costs of ongoing maintenance of capital equipment should be shared equally by the client agencies.

Mr. Martinez said the final analysis of the maintenance costs for the new equipment for 2012-2013 is as follows:

- \$33,300.00 for the Emergency Notification Dialogic System (reverse 911 system)
- \$1099.00 for the QUATRED Mobile Bar Coding
- \$13,475.00 for Sun Gard HTE, Inc.
- \$26,225.00 for the NaviLine Migration
- \$22,458.00 (Third Party Applications: Upgrade to Community Connect LG Dispatch Map; Community Connection Mobile Map; LG Route – LK; and LG Notify – LH)
- Tax @ 5.125% = \$3185.60

Total of Annual Maintenance Fees: \$99,742.60 (for 2011-2012). The maintenance costs for the following year (2012-2013) will go up to \$154,711.55.

Mr. Martinez requested that the Board discuss, and possibly approve the Amendment to the Capital Funding Agreement that includes the sharing of annual maintenance costs for equipment purchased pursuant to the RECC Joint Powers Agreement (JPA) and the Capital Funding Agreement.

Mr. Romero asked if the JPA was silent about maintenance costs – or does it specifically state that the RECC and the County would pay for maintenance.

Mr. Martinez said the JPA is silent in that it does not specify maintenance costs – it states that all costs related to capital purchases. He said the Board could ask Mr. Basham if maintenance costs would be included in this.

Chief Rael asked Mr. Martinez if he is changing the JPA as well.

Mr. Martinez said the changes that he is asking the Board include the annual maintenance costs under the JPA.

Mr. Johnson noted that there was discussion in the past about changing the JPA. He asked if the JPA was ever amended.

Mr. Martinez said there was discussion about revisiting the JPA in this forum, however, this never materialized.

Mr. Romero thinks this is something that should come from the level of the governing bodies.

Chief Daniels asked if the proposal – where a GRT tax would be collected to help pay for these types of costs for the RECC – ever passed.

Mr. Martinez said as he understands this, back in 2007, there was a proposal to collect a gross receipt tax for the RECC, and as part of negotiations between the City and the County, the County was going to collect the tax to supplement the RECC costs.

Ms. Miller said the County was in the process of putting the proposal in place for a GRT tax for EMS and Fire; and to cover the operation costs of the RECC; however, there were some issues with this. She explained that this revenue source was over-committed and the County has had to supplement both the operations for the RECC and Fire.

Chief Sperling said the additional maintenance cost of \$30,000 for the dialogic system seems a bit high for one year.

Mr. Martinez explained that the hosted dialogic system is a web-based system that will enable the RECC to utilize a mass call out system, if necessary. The system is user-friendly, efficient and the RECC would also be buying the mobile-mapping/ GPS units, as well as the NaviLine migration package. Therefore, the additional cost is well worth it.

Chief Sperling asked if a big portion of the NaviLine package is specific to the Santa Fe Police Department, and if so, are they paying separately for this.

Mr. Martinez said yes, a big portion of the NaviLine package is specific to them and they pay the maintenance costs separately; however, he is proposing that they incorporate these costs because the license will be transferred to the RECC, as the holder of the license, and the RECC will be billed for these costs.

Chief Sperling asked if the new system will utilize cell phone technology.

Mr. Martinez said yes, cell phone technology, as well as text and e-mail. He noted that they will do a public information/education outreach and announcements to let the public know that the RECC is updating the system.

Mr. Romero asked for clarification as to whether or not a part of these costs are costs that the City paid for in the past and will not have to pay them now because the RECC will be the license holder.

Mr. Martinez said some of the licenses were transferred to the RECC, in order for them to run as a communications center. The RECC could like to recoup the costs from the City because they will now be paying them as the license owner.

Mr. Romero said he would prefer that there was only one spreadsheet that would show all of the maintenance costs.

Chief Rael said he understood that that maintenance fees are still applied to the Police Department agency. He requested clarification as to whether or not the City is presently paying these fees.

Mr. Martinez explained that the Police Department would continue to pay fees to Sun Gard for other items that are not related to dispatch.

Ms. Miller asked Mr. Martinez to show this differently on a spreadsheet, possibly breaking it down by the number of licenses needed for each agency to show the advantages/savings for the agencies, given that the RECC will now be billed for these maintenance costs. Mr. Romero agreed with Ms. Miller.

Mr. Martinez said he would make his best attempt at this and e-mail the spreadsheets with different iterations before the October Board meeting.

Referring to the JPA, Chief Sperling asked if maintenance fees are considered as related costs of capital purchases.

Mr. Romero asked legal to check on this.

Chief Daniels moved to table this agenda item until the next meeting. Chief Rael seconded the motion. The motion passed unanimously by voice vote.

ACTION ITEMS

a. Request for approval to accept proposal for Medical Direction

[Copies of the Professional Services Agreement between the Santa Fe Regional Emergency Communications Center and Dr. Alfredo Vigil, M.D., FAAFP were distributed in the members' packets.]

In April 2011, a Request for Qualifications was issued for Medical Direction Services for the RECC. Four qualified candidates responded and were interviewed. Dr. Alfredo Vigil emerged as the best candidate for the contract and was selected by the interview panel.

Mr. Martinez introduced Dr. Vigil.

Dr. Vigil provided a brief history of his background.

Mr. Martinez requested approval to enter into a Professional Services Agreement with Dr. Alfredo Vigil, M.D., FAAFP for Fiscal Year 2012, beginning July 1, 2011 and ending June 30, 2012.

Ms. Miller moved to approve the Professional Services Agreement with Dr. Alfredo Vigil, M.D., FAAFP for Medical Direction for Fiscal Year 2012, beginning July 1, 2011 and ending June 30, 2012. Chief Sperling seconded the motion. The motion passed unanimously by voice vote.

INFORMATIONAL ITEMS

a. Establishment of Regional Public Safety Advisory Committee

Mr. Martinez said because the RECC's law enforcement, fire and emergency response duties are performed on a regional basis, he would like to establish a committee to meet and consider issues of regional impact and jurisdiction. He requested the Board's approval to form a group to address response procedures between client agencies for large events, holidays, and other similar situations.

Mr. Romero moved to approve. Chief Salas seconded the motion. The motion passed unanimously by voice vote.

b. Briefing on CAD and Mapping Upgrade

Mr. Martinez gave an update on the CAD noting that they are currently working on loading all the software for the CAD.

He reported that the reverse 911 system has been approved and it will be installed in the next two weeks. The NaviLine Interface and software for the mapping should be installed the week of August 22nd. They are in the process of purchasing the GPS units.

c. Financial Update and Director's Report

[Copies of the RECC budget status report as of August 3, 2011 were distributed in the members' packets.]

Mr. Martinez explained that the contract for the purchase of the GPS units did not make it in time for the budget cycle; therefore he will probably have to take a Resolution (to finish the project) to the Board of County Commissioners for approval.

MATTERS FROM THE PUBLIC

a. Safety First Initiative

Connie Warren distributed information about the Domestic Offender Pilot Project. She gave an overview of the "Safety First" Initiative as follows:

- The purpose of the Program is to reduce and/or eliminate domestic homicides; to identify high-risk domestic violence offenders and define strategies to maximize the safety of their victims and increase offender accountability; efficient use of resources by focusing on those offenders who are most dangerous and cause the most damage.
- The intended outcomes are: increased bonds, successful prosecution, and jail time for safety first clients; free up resources throughout the system as highest "users" are incarcerated or successfully monitored/supervised; increased communication between system players when safety first client is in the system and development of no or low-cost interventions.
- The Safety First client list and files will be held and managed by the Domestic Violence Offender Compliance Program, which is a City program that is funded by the Violence Against Women Act (VAWA). This is the only program in New Mexico presently.
- Safety First clients who have no additional incidents of domestic violence for a period of [*yet to be determined*] years from inclusion on the Safety First List will be removed to the Watch List and periodically reviewed.

- Each agency will have a primary Safety First contact person [Team Contact] who will attend monthly team meetings or send a representative in his/her place. The Safety First Team will meet monthly
 - The Team Contact will be responsible for the following:
 - o Maintaining a current Safety First Client List in their agency
 - o Notifying the rest of the team through the Safety First Alert System when a Client enters the system through their agency.
 - o Maintaining the agreements of their agency/organization as detailed and for arranging any necessary training.
-

Ms. Warren noted that the RECC is part of the team that is implementing this project.

Ms. Warren mentioned that they went to Boston, Massachusetts in early spring to attend national training on Safety First and they were very impressed with the program. She said the city of Boston has cut homicides significantly since implementing this program.

Ms. Warren reported that there are approximately 250 offenders in the community that the Safety First Project is supervising. She said they have identified approximately 50 offenders, county-wide, that are serious enough to include in this project.

Ms. Warren requested that the Board ask their agencies to flag those offenders who would benefit from the Safety First program. She said there is no additional cost to anyone. She said they are looking at federal funding to pay for the database.

Chief Rael asked Mr. Martinez if this is feasible within the RECC's capabilities.

Mr. Martinez said the RECC just finished the process of flagging the top 100 burglary suspects; and this came at a good time because the process is already in place.

MATTERS FROM THE BOARD

EXECUTIVE SESSION (If determined necessary)

a. Limited Personnel Issues

1. RECC Director Annual Performance Evaluation

Mr. Romero noted that the RECC Director Annual Performance Evaluation was done less than a year ago. He suggested that the Board postpone this until the next meeting.

Mr. Romero moved to table the RECC Director Annual Performance Evaluation until the next meeting. Chief Rael seconded the motion. The motion passed unanimously by voice vote.

b. Pending or Threatened Litigation

There was no pending or threatened litigation.

NEXT MEETING DATE

The next meeting was scheduled for November 3, 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. Johnson moved to adjourn the meeting. Chief Salas seconded the motion. The meeting adjourned at 10:10 a.m.

Approved by:

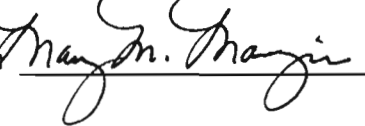


Sheriff Robert Garcia, Chair

Respectively submitted by:

Ja Ann G. Valdez, Stenographer

Witnessed by:



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

REGIONAL EMERGENCY MIN
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I Hereby Certify That This Instrument Was Filed for
Record On The 3RD Day Of January, 2012 at 10:30:38 AM
And Was Duly Recorded as Instrument # 1656314
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Valerie Espinoza

Deputy *Julie M. Banya* County Clerk, Santa Fe, NM

SFC CLERK RECORDED 01/03/2012