

INDEX OF MINUTES

SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

May 10, 2012

<b>ITEM</b>	<b>ACTION</b>	<b>PAGE(s)</b>
<b>CALL TO ORDER</b>	Convened	1
<b>ROLL CALL</b>	Quorum	2
<b>APPROVAL OF AGENDA</b>	Approved [as amended]	3
 <b>APPROVAL OF MINUTES OF FEBRUARY 23, 2012</b>		
	Approved [as submitted]	3
 <b>EXECUTIVE SESSION (If determined necessary)</b>		
<b>a. Limited Personnel Issues</b>		
<b>1. RECC Director Annual Performance Evaluation</b>		
<b>b. Threatened or Pending Litigation</b>		
	None	3
 <b>OLD BUSINESS</b>		
<b>a. Consideration of Town of Edgewood's request to amend funding formula regarding capital purchases and the proposed Amended Capital Purchases Agreement, and possible approval of Amended Capital Purchases Agreement</b>		
	Motion passed to postpone	5
 <b>ACTION ITEMS</b>		
<b>a. Request approval to extend professional services agreement for medical direction with Dr. Alfredo Vigil, M.D., FAAFP</b>		
	Approved	6
<b>b. Request approval to extend professional services agreement for legal representation with Basham &amp; Basham, P.C.</b>		
	Approved	6
<b>c. Request approval to continue stenography services with Stenography Services, Inc. (Jo Ann Valdez)</b>		
	Approved	6-7
<b>d. Discussion and possible approval of DFA funding request for EMD ProQA for State Police District 1</b>		
	Motion passed to postpone	7
 <b>INFORMATIONAL ITEMS</b>		
<b>a. Report on status of reverse 911 system implementation</b>		
	*Moved up on the agenda	3-5

**INDEX OF MINUTES  
REGIONAL EMERGENCY COMMUNICATIONS CENTER  
MAY 10, 2012  
PAGE TWO**

<b>b. Medical Director Report</b>	<b>Informational</b>	<b>8</b>
<b>c. Financial Update and Director's Report (Ken Martinez)</b>		<b>8-9</b>
<b>MATTERS FROM THE PUBLIC</b>	<b>None</b>	<b>9</b>
<b>MATTERS FROM THE BOARD</b>		<b>9</b>
<b>NEXT MEETING DATE</b>		
(The next meeting was scheduled for August 9, 2012 at 9:00 a.m.)		<b>9</b>
<b>ADJOURNMENT</b>		<b>9</b>



COUNTY OF SANTA FE                    )  
STATE OF NEW MEXICO                ) ss                    REGIONAL EMERGENCY MIN  
PAGES: 10

I Hereby Certify That This Instrument Was Filed for  
Record On The 8TH Day Of November, 2012 at 11:05:50 AM  
And Was Duly Recorded as Instrument # **1687077**  
Of The Records Of Santa Fe County

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

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

Santa Fe, New Mexico  
May 10, 2012

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Chief Rael, Chair at 9:03 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 Raymond J. Rael, Chair
- Chief David Sperling, Vice Chair
- Sheriff Robert Garcia
- Chief Jay Daniels
- Katherine Miller
- Robert Romero
- Chief Barbara Salas

**MEMBER (S) ABSENT:**

- Eric Johnson, excused

**STAFF PRESENT:**

- Nancy Calhoun, RECC
- Jason Dixon, RECC
- Ken Martinez, RECC Director
- Randy Vallejos, RECC
- Tila Rendon-Varela, Public Safety Office

**OTHERS PRESENT:**

- Mark A. Basham, Basham & Basham P.C.
- Caryn Fiorina, City of Santa Fe IT
- Larry Martinez, Sheriff's Office
- Rene Roque, Santa Fe Fire Department
- Dr. Alfredo Vigil, MD, FAAFP
- Thomas Williams, City of Santa Fe IT
- Jo Ann G. Valdez, Stenographer

## APPROVAL OF AGENDA

The agenda was reprioritized (Item VIII-a - *Report on status of reverse 911 system implementation*) was moved up on the agenda.

**Sheriff Garcia made a motion to approve the agenda as amended. Chief Rael seconded the motion. The motion passed unanimously by voice vote.**

## APPROVAL OF MINUTES: February 23, 2012

**Ms. Miller made a motion to approve the Minutes of the February 23, 2012 meeting as submitted. Sheriff Garcia 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.

## INFORMATIONAL ITEMS

- a. **Report on status of reverse 911 system implementation** (moved up on the agenda)

Mr. Martinez said the RECC recently implemented the pilot project in the initial phases of the upgrade to the CAD and mapping system. He introduced Jason Dixon, the new RECC IT staff member; Larry Martinez, the Sheriff's Office IT staff member; and Rene Roque, the City of Santa Fe Fire Department IT staff member.

Mr. Martinez noted that several GPS-mobile mapping units have been installed in the various agency units and approximately 20 are operational. He explained that they would like to move forward in getting the GPS units install in all of the units and the Board needs to discuss what is required in order to do this.

A demonstration/presentation of the new CAD and mapping upgrade was made.

The Board Members had the following comments/questions:

- Sheriff Garcia said it would be helpful for them to be able to identify the speed of the units.

Mr. Martinez said this was asked by another individual so he asked the vendor and the vendor is working on this. He said this has been identified as a priority.

- Chief Rael asked if there was any data that shows how much this cuts off of the response time.

Mr. Martinez said he did not have any hard data on that presently because they recently implemented the system. However, this will reduce liability; provide quicker response and officer safety.

- Chief Daniels asked if they could develop a report on a daily basis, a weekly basis or a monthly basis that would track which officers are responding to calls.

Mr. Martinez said they can pull a report at any time.

Mr. Martinez is happy with the system and would like to put in a request to install these units in all city and sheriff vehicles this fiscal year.

Mr. Martinez mentioned that he attended training on the Reverse 911 system so that they could implement the self-registration portal. This has been set up and the RECC is ready to move forward with the public education campaign. The portal application is called "*GEO Cast Web Mass Notification System*", which will be on the City, County and RECC's websites. Information about the system will be on the websites. The RECC will be doing press releases to get the word out about the system. People will be able to register and input personal information, as far as cell phone numbers and e-mail addresses, so that they can receive text messages in the event of a mass notification/broadcast. Landline numbers are already in the system.

Chief Salas said the City of Los Alamos used the Reverse 911 system when they had a wildfire and it was a huge success.

Mr. Martinez said he would like to implement a 3-level approval system/policy on when the notification or broadcast system will be activated. He suggested that he be the first to approve when it will be activated; then the RECC Manager when he is not available and then the RECC Board Chairman.

Chief Rael suggested that the RECC Director establish requirements or perimeters to use the system-only in the event of an emergency or ongoing threat, for example, a SWAT situation or hostage situation.

Chief Sperling noted that the Reverse 911 system was also utilized when the state of Colorado had a wildfire and it created havoc. Therefore, the RECC wants to ensure that the policy is carefully crafted.

Chief Daniels said he thinks there is a government policy for this.

Mr. Martinez said there is a federal statute about activation but it wouldn't hurt to have a RECC policy.

Mr. Martinez offered to draft a policy for the GEO Cast Web Activation for the Board's review and approval at the next meeting.

Mr. Martinez recognized, acknowledged and thanked staff for their assistance with this.

## **OLD BUSINESS**

- a. Consideration of Town of Edgewood's request to amend funding formula regarding capital purchases and the proposed Amended Capital Purchases Agreement, and possible approval of Amended Capital Purchases Agreement**

At the last Board meeting Chief Daniels relayed on behalf of Ms. Mahalick and the Town Council that the Town wished to propose a change to their RECC funding contribution that would limit Edgewood's share to 1% of the requested amount. As a result, a meeting was held on Friday, March 23<sup>rd</sup> to clarify the Town's position and intent.

In summary, the Town Council overall is not in agreement with the funding contribution percentage as outlined in the current agreement. They would like to pursue whatever means necessary to bring funding contributions into alignment with call volume from the perspective agencies, as they feel that operational funding for the center is not being provided equitably. Mr. Martinez requested that the Board discuss the request for possible action.

Mr. Romero noted that a meeting has been scheduled with the Board of County Commissioners and City Council in June. He requested that the RECC Board hold off on a decision on this until after the meeting.

Mr. Martinez suggested that Ms. Mahalick be invited or involved in the discussions.

Chief Daniels offered to notify her.

**Sheriff Garcia moved to postpone or delay any action on this until the meeting is held with the respective governing bodies. Chief Daniels seconded the motion. The motion passed unanimously by voice vote.**

**ACTION ITEMS****a. Request approval to extend professional services agreement for medical direction with Dr. Alfredo Vigil, M.D., FAAFP**

For fiscal year 2013, funding was requested in our budget for the RECC to enter into a Professional Services Agreement for medical direction.

According to Section 3, Effective Date and Term, of the current Agreement which was entered into by and between the Santa Fe RECC and Dr. Alfredo Vigil, M.D., FAAFP on July 1, 2011, the Agreement may be extended for three additional years contingent upon funding.

Board approval was requested to extend the current Professional Services Agreement for medical director services between the RECC and Dr. Alfredo Vigil, M.D., FAAFP for fiscal year 2013 beginning July 1, 2012 and ending June 20, 2013.

**Chief Salas moved to approve. Chief Sperling seconded the motion. The motion passed unanimously by voice vote.**

**b. Request approval to extend professional services agreement for legal representation with Basham & Basham, P.C.**

For fiscal year 2013, funding was requested in the budget for the RECC to enter into a Professional Services Agreement for legal services.

According to Section 5, Term and Effective Date, of the current Agreement which was entered into by and between the Santa Fe RECC and Basham and Basham, P.C. on July 1, 2011, the agreement may be extended for 1 (one) additional year contingent upon funding.

Board approval was requested to extend the current Professional Services Agreement for legal services between the RECC and Basham & Basham, P.C. for fiscal year 2013 beginning July 1, 2012 and ending June 30, 2013.

**Sheriff Garcia moved to approve. Chief Daniels seconded the motion. The motion passed unanimously by voice vote.**

**c. Request approval to continue stenography services with Stenography Services, Inc. (Jo Ann Valdez)**

For fiscal year 2013, funding was requested in the budget for the RECC to enter into a Professional Services Agreement for stenography services for the RECC Board meetings.



Jo Ann Valdez is currently the Stenographer for the RECC.

Board approval was requested to enter into a Professional Services Agreement for stenography services for the RECC Board meetings for the fiscal year 2013 with Stenography Services, Inc.

**Sheriff Garcia moved to approve. Chief Sperling seconded the motion. The motion passed unanimously by voice vote.**

**d. Discussion and possible approval of DFA funding request for EMD ProQA for State Police District 1**

In March, it was brought to Ken Martinez's attention that State Police District 1 was looking to purchase ProQA EMD protocols, card sets and training in order to provide Emergency Medical Dispatch services. Mr. Martinez received a quote via e-mail for this purchase to forward to DFA for processing and presentation to the State Board of Finance for approval. Mr. Martinez met with Captain Quintin McShan of the New Mexico State Police at that time to discuss this issue.

Mr. Martinez said this would be paid for out of the E911 grant.

Mr. Martinez expressed his concerns about the request noting that he discussed his concerns with Captain McShan. He said one concern is that State Police District 1 is not a primary PSAP in this district and he spoke to them about this. Through the rules that govern the E911 Fund, DFA will *only* provide funding for primary PSAPs. State Police District 1 indicated that they are a primary PSAP because they are receiving 911 calls. Mr. Martinez explained that Santa Fe is the only primary PSAP for this region and all 911 calls should be going through the RECC first. Mr. Martinez has asked for a study on all the 911 calls for this region to confirm that Santa Fe is the primary PSAP for all 911 calls.

Mr. Martinez said maybe the RECC should start thinking about the possibility of consolidating with the State Police. He said the consolidation that was done at San Juan County is working very well.

Mr. Martinez requested that the Board discuss and consider the request for possible course of action.

Chief Sperling suggested that Captain McShan be invited to the next meeting to speak on their behalf of the request.

**Sheriff Garcia moved to postpone until the State Police can explain the request. Chief Sperling seconded the motion. The motion passed unanimously by voice vote.**



## INFORMATIONAL ITEMS

### a. Report on status of reverse 911 system implementation

This item was moved up on the agenda (pages 3-4).

### b. Medical Director Report (Dr. Alfredo Vigil)

[The Medical Director's written report was distributed in the members' packets. The QI Summary Report for the period 3/1/2012 to 3/31/2011 was attached.]

Dr. Vigil reported as follows:

- As the QI Summary Report shows, the dispatchers continue to provide excellent service to the community.
- With respect to accreditation, the RECC has scheduled an accreditation survey for May 29<sup>th</sup>. They feel they are ready for the survey and have excellent data to present.
- With respect to training, criteria for "obvious death" have been reviewed and modified. A specific change is that the RECC will accept a situation where the victim is cold in a warm environment and is obviously deceased and the RECC will no longer advise resuscitative measures.
- The RECC is very fortunate to have the new services of Randy Vallejos who brings a great deal of experience in the area of training. A high priority is to develop a Master Training Schedule to address new changes and maintenance of basic skills.
- Staffing is now in excellent shape. The process for ongoing recruitment and processing of new hires is going much smoother.

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

[Copies of the RECC proposed budget for FY2013 were distributed in the members' packets. Copies of the Year-to-Date Budget Status Report as of 05/01/12 were also distributed in the Members' packets. ]

Mr. Martinez gave an update on staffing noting that the RECC presently has one vacancy.

Mr. Martinez introduced and welcomed Randy Vallejos, the new Training Coordinator and Jason Dixon, the new IT staff person.

Mr. Martinez reported that the RECC has conducted the following trainings:

- CAD training
- NCIC Class

Mr. Martinez said the RECC completed the budget sessions with the County and everything seems to be in order.

Mr. Martinez gave an update on the GRT status noting that GRT was up 5% over budget; 3.8% better than the previous year and collections in the unincorporated areas were down by 5%.

Mr. Martinez announced that Mary Mangino, the RECC Communication Center Manager has retired.

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

There were no matters from the public.

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

Sheriff Garcia and Chief Rael thanked Ken Martinez for all the hard work he does for the RECC. They also thanked the RECC staff for their work on the accreditation.

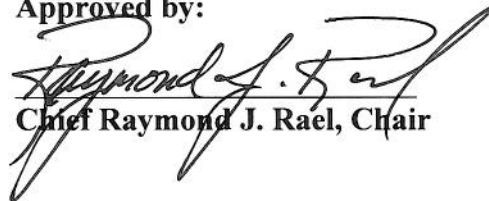
#### **NEXT MEETING DATE**

The next meeting was scheduled for August 9, 2012 at 9:00 a.m. at the Santa Fe County Public Safety Complex.

#### **ADJOURNMENT**

There being no further business to come before the Board, and the Board having completed its agenda, Sheriff Garcia moved to adjourn the meeting. Chief Daniels seconded the motion. The meeting adjourned at 10:15 a.m.

Approved by:



Chief Raymond J. Rael, Chair

Respectively submitted by:

*Jo Ann G. Valdez*, Stenographer

Witnessed by: *Nancy L. Calhoun*