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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

January 12, 2012

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

Santa Fe, New Mexico  
January 12, 2012

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Sheriff Robert Garcia, Chair at 9:00 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  
Chief Raymond J. Rael  
Robert Romero  
Chief David Sperling

**MEMBER (S) ABSENT:**

Katherine Miller, excused

**STAFF PRESENT:**

Nancy Calhoun, RECC  
Ken Martinez, RECC Director

**OTHERS PRESENT:**

Mark A. Basham, Basham & Basham P.C.  
Alfredo Vigil  
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.

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

## APPROVAL OF MINUTES: November 3, 2011

Chief Sperling made a motion to approve the Minutes of the November 3, 2011 meeting as submitted. Chief Salas seconded the motion. The motion passed unanimously by voice vote.

### OLD BUSINESS

#### a. Approval of RECC Capital Funding Agreement

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.

Mr. Martinez said at the last two meetings, the Board has been discussing and contemplating approval of the RECC Capital Funding Agreement. He noted that copies of the amended Capital Funding Agreement were distributed in the Members' packets. He requested direction from the Board, and approval, of the Amendment to the Capital Funding Agreement allowing sharing of annual maintenance costs for equipment purchased pursuant to the RECC JPA and the Capital Funding Agreement.

Mr. Romero said the City will be going through a mid-year budget review on January 30<sup>th</sup> and he will take this to the Finance Committee and City Council process and should have an answer by February.

Mr. Martinez offered to attend the City Council meeting to give a report on the maintenance costs based on the new equipment.

Chief Daniels said he was not prepared to make a decision on this today. He noted that the paperwork is presently being reviewed.

Mr. Martinez reminded the Board that they will have a meeting in March - before the next budget cycle. He said the County will also be having a mid-year budget review on January 25<sup>th</sup>.

Sheriff Garcia said the Sheriff's Office will be doing their mid-year budget review on January 27<sup>th</sup>. He invited Mr. Martinez to join them.

**Mr. Romero moved to table this; and approval of the annual budget appropriation for RECC capital purchases by City, County and Edgewood, until the next meeting. Chief Daniels seconded the motion. The motion passed unanimously by voice vote.**



**b. Approval of annual budget appropriation for RECC capital purchases by City, County and Edgewood**

Pursuant to the RECC Capital Purchase Agreement approved at the January 6, 2011 Board Meeting, prior to January 31<sup>st</sup> of every year, the RECC Director shall submit to the Board a request for needed capital expenditures for the upcoming fiscal year.

Mr. Martinez requested the Board's approval of the budget appropriation and submission by representatives of the City, County and the Town of Edgewood to their respective entities during the upcoming fiscal year budget cycle.

**The motion passed above also included this agenda item.**

**ACTION ITEMS**

**a. Election of 2012 RECC Board Chairperson**

**Sheriff Garcia moved to nominate *Chief Daniels* to serve as the 2012 RECC Board Chairperson. Mr. Romero seconded the motion.**

Chief Daniels declined the nomination because he felt that he was too far away.

**Sheriff Garcia moved to nominate *Chief Rael* to serve as the 2012 RECC Board Chairperson. Chief Sperling seconded the motion. The motion passed unanimously by voice vote. *Chief Rael accepted the nomination.***

**b. Election of 2012 RECC Board Vice Chairperson**

**Sheriff Garcia moved to nominate *Chief Sperling* to serve as the 2012 RECC Board Vice Chairperson. Chief Salas seconded the motion. The motion passed unanimously by voice vote. *Chief Sperling accepted the nomination.***

Chief Sperling mentioned that the County is in the process of hiring a Fire Chief.

**c. Approval of the 2012 RECC Open Meetings Act Resolution**

[Copies of the Resolution were distributed in the Members' packets.]

As per the RECC Joint Powers Agreement, the Board of Directors shall, at least annually, adopt a resolution that specifies what notice for a public meeting of the Board is reasonable pursuant to the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 et seq. (1974) (as amended).

Mr. Martinez requested the Board's approval to adopt the proposed 2012 Santa Fe RECC Open Meetings Act Resolution.

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

**d. Approval of Agreement Regarding Installation of AVL GPS Equipment**  
[Copies of the proposed Agreement were distributed in the Members' packets.]

Installation is necessary for the Automatic Vehicle Location GPS equipment purchased during the recent CAD upgrade and mapping. The equipment was purchased by the RECC, but needs to be installed in the vehicles owned by the City, the County and the Town of Edgewood.

Mr. Martinez requested the Board's approval of the proposed agreement to have the City's radio shop install the GPS units in the vehicles of all RECC client agencies. He said this would be for this pilot project only. Each agency would be responsible for the maintenance of the equipment after it is installed.

Mr. Martinez said he used a statewide purchase agreement to purchase the units.

Mr. Martinez noted that legal has reviewed the proposed agreement.

Mr. Romero said he did not see the words "pilot project" in the agreement and he didn't know how many vehicles they are talking about.

Mr. Martinez said 42 vehicles.

Mr. Romero said this should be spelled out in the agreement to ensure that the City's radio shop has the time to do this.

Mr. Martinez said this agreement is only a beginning.

Mr. Romero asked what the timeline was to do all of the units.

Mr. Martinez said he wants to get the pilot project up and running and test the units this fiscal year; then budget in the next fiscal year for the remainder of the units. He noted that there are over 200 units from the respective agencies that will need to be installed at a later time.

Mr. Romero asked Mr. Martinez if he budgeted for this.

Mr. Martinez said no, he did not, because he did not know if he should budget for equipment and maintenance costs. Again, this falls back to the Capital Purchases Agreement.



Sheriff Garcia said the Sheriff's Office will have to look at the costs regarding this at the next budget cycle.

Sheriff Garcia said the installation of 42 units could put a burden on the City's radio shop and Mr. Martinez should make sure that they have the time to do this.

Mr. Martinez said he spoke with Eduardo Catanach and Thomas Williams about this and they are willing to do this as long as it is a pilot project.

Mr. Romero said he was not inclined to approve the agreement today without talking with the City's radio shop first to make sure they have the time to do this and that this is clear to them (that this is a pilot project).

Mr. Basham said this agreement is drafted to include the City, County, the Town of Edgewood and the RECC; however, it would be possible for the City and County to enter into an agreement. He questioned who would be insuring these but he understood that the County has agreed to insure them.

Mr. Martinez said he checked with the County Risk Management Department (Mark Lujan) and he did not believe it would be an issue because they are still County equipment even though they will be installed in other agencies' units. He has to present him with the equipment information and the agreement.

Mr. Romero asked Mr. Martinez to take a lead on this and find out what it will cost to install all of the units and provide this information at the next meeting.

Mr. Martinez agreed and offered to check with Geno Zamora on this also.

Chief Sperling said he would like to know approximately how long installation will take on each unit and how they will be installed. He said a briefing to the Board in that regard would be very helpful-- to better understand what the agencies are getting into.

Mr. Martinez will get this information and report back at the next meeting.

Chief Daniels asked if installation costs were attached to these units -- did the company state that they would install the units, free of charge, if the RECC bought so many?

Mr. Martinez said this was not provided in the agreement -- they are the provider of the equipment but they do not necessarily install the equipment.

Mr. Martinez said another issue with these GPS units is that they run off of a Verizon air card; and those agencies that already have some type of GPS air card services should be able to piggy-back off of the signal that they currently got. If not, the agencies may have to look at paying costs for air time. He will check with IT on whether or not they can add this to the existing Verizon account.

Chief Daniels requested that Mr. Martinez provide the cost information for this.

Mr. Martinez agreed. He asked who will make changes to the agreement.

Mr. Basham said his understanding is that the City and County representatives will do an agreement separate from this.

## **INFORMATIONAL ITEMS**

### **a. Update on Airport Road Data Collection Project**

At the last Board Meeting, Cynthia Delgado and Councilor Dominguez requested the Board's approval regarding a request for information from the RECC CAD system. They wanted data from the Airport area as it pertained to health and public safety. They want to start looking at densities for alcohol and the correlation between alcohol and certain types of crimes.

Mr. Martinez reported that the RECC has done some research, along with the County IT, with regards to the data codes - and ran a draft on the query. Therefore, they should start mapping this data by next week. Mr. Martinez will provide an update to Ms. Delgado and Councilor Dominguez.

### **b. Medical Director's Report (Dr. Alfredo Vigil)**

[The Medical Director's written report was distributed in the members' packets. The QI Summary Report for the period 5/1/2011 to 10/31/2011 was attached.]

Dr. Vigil reported as follows:

- With respect to accreditation, the RECC is ready for the survey visit. The process for scheduling the visit is progressing; and the RECC is identifying the fee for the survey.
- In terms of training, the RECC is looking at a couple of areas: The protocols relating to abdominal pain with additional information relating to Domestic and Sexual Violence. A training schedule will be created several months in advance so that the RECC can identify future presenters.



- As the QI Summary report shows, the dispatchers continue to provide excellent service to the community. Dr. Vigil said we all should be very proud of the high quality work that is performed under very demanding circumstances.
- Staffing is improving significantly with new hires going through orientation on an accelerated schedule.

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

[Copies of the RECC budget status report as of January 4, 2012 were distributed in the members' packets.]

As reported previously, the RECC will be going through the mid- year budget review on January 25<sup>th</sup>; and Mr. Martinez did not see any problems with this.

Mr. Martinez reported that the RECC received the Financial Audit for last year and there were no findings.

Mr. Martinez gave an update on staffing noting that the RECC is presently filling 12 trainee positions and seven of them are going through the training program – 5 of the 7 will complete their training by April.

Mr. Martinez said the new Training Coordinator position was posted internally and the RECC should be hiring someone soon.

Mr. Martinez noted that the RECC has changed the schedule for employees from 4 days on and 3 days off due to the present staff levels. He said the employees are on also on call and are working overtime.

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

- CPR
- Advanced EMD certification
- NCIC Class
- Defensive Driving and Safety First-the first steps of response
- Harassment

Mr. Martinez said with regards to the GRT status, the County-wide collection of GRT was up approximately 3% over budget; and when compared to the prior year.

Mr. Martinez gave an update on the RECC Center upgrade noting that they are working on finishing the last aspect of the upgrade. The installation of the Naviline system should be completed by next week and the records management system for the Sheriff's Office should be in place soon. The property evidence and bar code scanning



will be done soon and the RECC will conduct training after that. The Reverse 911 system has been installed and tested. Mr. Martinez noted that in-depth staff training was included with the purchase of the system and he may attend the training.

Mr. Martinez noted that testing has begun on the new radio sites and the coverage in the County should be improved with the new sites. He mentioned that the transmission frequency power at Tesuque Peak has increased.

Mr. Martinez concluded his report noting that the application for the new radios for the Sheriff's Office is in the works.

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

There were no matters from the public.

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

Chief Sperling said with regards to hiring trainees, the RECC has a history of hiring trainees and sometimes they don't pan out. He suggested that the RECC ask the County to allow them to hire or explore the possibility of double-filling a couple of positions just in case this happens. He said possibly the RECC could explore this.

Mr. Martinez offered to explore this further.

#### **NEXT MEETING DATE**

The next meeting was scheduled for February 23, 2012 at 9:00 a.m. at the Santa Fe County Public Safety Complex.

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

- a. Limited Personnel Issues**
  - 1. RECC Director Annual Performance Evaluation**

**Mr. Johnson moved to go into Executive Session at 9:40 a.m. to conduct the RECC Director Annual Performance Evaluation. Chief Rael seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Chief Rael moved to go back into Open Session at 10:00 a.m. Chief Salas seconded the motion. A roll call vote was taken and the motion passed unanimously by voice vote.**

Sheriff Garcia said no action was taken during Executive Session other than the evaluation of the RECC Director.

**b. Pending or Threatened Litigation**

There was no pending or threatened litigation.

**NEXT MEETING DATE**

The next meeting was scheduled for February 23, 2012 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, Chief Salas moved to adjourn the meeting. Chief Daniels 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:** *Nancy Cochran*



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 12TH Day Of March, 2012 at 10:31:42 AM And Was Duly Recorded as Instrument # 1662902 Of The Records Of Santa Fe County

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