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November 1, 2012

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

Santa Fe, New Mexico  
 November 1, 2012

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Chief Rael, 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:**

Chief Raymond J. Rael, Chair  
 Chief Jay Daniels  
 Sheriff Robert Garcia  
 Eric Johnson  
 Robert Romero

**MEMBER (S) ABSENT:**

Chief David Sperling, Vice Chair, excused  
 Katherine Miller, excused  
 Chief Barbara Salas, excused

**STAFF PRESENT:**

Nancy Calhoun, RECC  
 Ken Martinez, RECC Director  
 Pablo Sedillo, Public Safety Director

**OTHERS PRESENT:**

Mark A. Basham, Basham & Basham P.C.  
 Erik Litzenberg, Santa Fe Fire Department (for Chief Salas)  
 Mike Neely, Santa Fe County Fire Department  
 Dr. Alfredo Vigil, Medical Director  
 Jo Ann G. Valdez, Stenographer

**APPROVAL OF AGENDA**

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

## APPROVAL OF MINUTES: August 9, 2012

**Mr. Romero made a motion to approve the Minutes of the August 9, 2012 meeting as submitted. Chief Daniels 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.

Mr. Martinez explained that this has been tabled several times until the County and City can meet to discuss this further. Another meeting has been scheduled for the end of November.

Mr. Romero asked Mr. Martinez if he is holding off on purchasing equipment until they figure out the maintenance part of it.

Mr. Martinez said no, the equipment that is part of Phase 1 of the pilot project has been purchased but they are waiting for next fiscal year to purchase the equipment for the next phase.

**Mr. Romero moved to table this agenda item until the County and City meeting and discussions of the governing bodies has taken place. Chief Daniels seconded the motion. The motion passed unanimously by voice vote.**

### ACTION ITEMS

- a. **Approval of annual budget appropriation for RECC Capital Purchases by City, County and Edgewood**

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

Mr. Martinez referred to the handouts entitled “*Budget Projection for the RECC Equipment*” and “*New and Existing Maintenance and Service Agreements*” that were included in the Board Members’ packets. He reviewed the handouts noting that this includes the maintenance fee of \$40,081 for eight Geoblade licenses for the AVL GPS software and \$45,000 for the maintenance fee for the servers (GIS-ESRI).

Mr. Martinez said he is also including funding in the amount of \$7,500 for a camera system for the RECC. He would like to have a surveillance camera outside the door to better monitor the area.

Mr. Martinez noted that the total budget projection to cover the maintenance agreements for the RECC equipment for FY2014 is \$161,131.80. He mentioned that the annual maintenance costs have been highlighted in yellow because they do not have a final decision on whether or not annual maintenance fees for equipment are going to be included as part of the capital expenditures. He said the maintenance annual fees highlighted in yellow will not kick in until 2014 and will be added to the maintenance amounts at that time.

Mr. Romero asked Mr. Martinez if this would be in addition to what he has already asked for.

Mr. Martinez said yes, that is correct. If this is approved by the governing bodies, the split for the maintenance costs for the city, county and the town of Edgewood would be 40/40/20.

Mr. Martinez said he is also looking into the Motorola radios that the RECC has been operating on because they are running out of their life cycle. The radios have become obsolete and there is a need to buy new ones. Support for them will end because Motorola no longer sells these radios and parts are not available for them. The cost to replace the radios could be approximately \$3 million.

Mr. Martinez said in discussions with IT and the new technology that is coming in, the RECC would like to move into an infrastructure for a regional system. He asked the Board to consider allowing him to start coordinating or working towards having a unified/consolidated regional dispatch center.

Mr. Romero requested that Mr. Martinez document this for the Board to consider and list the pros and cons of what he wants to do.

In response, Mr. Martinez said he is not requesting action from the Board at this

point and this is only an informational item. He said he would like to present a plan to the Board before requesting action from the Board.

Mr. Romero said the Board could discuss this at the next meeting so that they can give Mr. Martinez direction.

Mr. Martinez said at this point in time he is requesting 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.

**Mr. Romero moved to approve the budget appropriation and submission by the representatives of the City, County and the Town of Edgewood to their respective entities during the upcoming fiscal year budget cycle. Sheriff Garcia seconded the motion. The motion passed unanimously by voice vote.**

**INFORMATIONAL ITEMS**

**a. Medical Director Report (Dr. Alfredo Vigil)**

[The Medical Director's written report was distributed in the Board Members' packets. The QI Summary Report for the period September 2, 2012 to September 29, 2012 was attached.]

Dr. Vigil said the QI Summary Report shows that the dispatchers continue to provide excellent service to the community and continue to maintain excellent scores.

Dr. Vigil reported that Randy Vallejos is using a more sophisticated "academy" style curriculum which is proving to be very effective and enjoyable to the students.

Dr. Vigil mentioned that there has been some staff turnover but they are presently screening and processing applicants.

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

[Copies of the Year-to-Date Budget Status Report as of 10/24/12 were distributed in the Members' packets.]

Mr. Martinez said everything is going as planned for this budget year.

Chief Rael asked if there were any questions on the budget from the Board. There were no questions.

Mr. Martinez gave an update on staffing noting that the RECC presently has two vacancies.

Mr. Martinez said as Dr. Vigil reported, the RECC Academy has been

implemented and has been very successful. The RECC has already conducted trainings at the Academy and has brought in additional trainers.

Chief Daniels asked Mr. Martinez if the RECC is coordinating with the Law Enforcement Academy.

Mr. Martinez said they have met with staff of the Law Enforcement Academy and the RECC is getting more involved with the curriculum that the Law Enforcement Academy is putting out for dispatchers. The RECC is providing adjunct instructors to teach at the Law Enforcement Academy. Also, three dispatchers are going to attend CTE classes at the Law Enforcement Academy to become certified trainers.

Mr. Martinez mentioned that the RECC will be sending two new dispatchers to the Law Enforcement Academy beginning in March.

Mr. Martinez gave a brief update on the GRT for the County noting that there was a decrease of \$144,000 in the total GRT collected for this last fiscal year, when compared to the prior fiscal year; however, it was better than the budgeted/projected amount.

Mr. Martinez reported that the RECC did an assessment to upgrade the 911 equipment and they will be getting some specifications and details soon. He noted that the RECC will be getting approximately \$2 million in 911 equipment upgrades for this year from the E911 fund.

Mr. Martinez reported that 17 of the Sheriff's 20 GPS units have been installed; 20 of the 22 City's units have been installed and 18 are currently active. They are working on installing the GPS units in the Edgewood vehicles.

Mr. Martinez said he would like an opportunity in the future to make a presentation to the Board on the SMART 911 system. This system allows the public to log into the SMART 911 website and provide specific information that they would like first responders to know, for example, if your son is on special medication, etc.

Sheriff Garcia asked if the funding for this would come out of the E911 fund.

Mr. Martinez said no, this would be an additional cost. Initially, the cost for the system is \$10,000 for implementation and \$7,500 per station per year to run it. He mentioned that the San Juan Center has the system and the RECC would be the second center to have it and because of this they could cut the cost of implementation to \$5,000 and \$3,700 to run it.

The Board requested additional information on the SMART 911 system.

**MATTERS FROM THE PUBLIC**

Mr. Sedillo (County Public Safety Director) said the establishment of the RECC Academy is very important for staff development and the retention of RECC staff and a big plus for the Center; therefore he fully supports it. The Academy gives new employees an opportunity to get information first-hand and to be part of the Center.

**MATTERS FROM THE BOARD**

There were no matters from the Board.

**NEXT MEETING DATE**

The next meeting was scheduled for January 10, 2013 at 9:00 a.m. at the Santa Fe County Public Safety Complex.

**Mr. Romero moved to accept the date for the next meeting. Chief Daniels seconded the motion. The motion passed unanimously by voice vote.**

**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. Mr. Johnson seconded the motion. The meeting adjourned at 10:00 a.m.

Approved by:

*Raymond J. Rael*  
Chief Raymond J. Rael, Chair



Respectively submitted by:

*Jo Ann G. Valdez*, Stenographer

Witnessed by: *Nancy L. Colborn*

COUNTY OF SANTA FE ) REGIONAL EMERGENCY MIN  
STATE OF NEW MEXICO ) ss PAGES: 7

I Hereby Certify That This Instrument Was Filed for Record On The 1ST Day Of March, 2013 at 02:20:25 PM And Was Duly Recorded as Instrument # 1698052 Of The Records Of Santa Fe County

*Geraldine Salazar*  
Witness My Hand And Seal Of Office  
Geraldine Salazar  
Deputy County Clerk, Santa Fe, NM