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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

February 23, 2012

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

Santa Fe, New Mexico
February 23, 2012

The Meeting of the Santa Fe Regional Emergency Communications Center Board of Directors was called to order by Chief Sperling, Vice 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 David Sperling, Vice Chair
- Sheriff Robert Garcia
- Chief Jay Daniels
- Eric Johnson
- Katherine Miller
- Robert Romero

MEMBER (S) ABSENT:

- Chief Raymond J. Rael, Chair, excused
- Chief Barbara Salas, excused

STAFF PRESENT:

- Nancy Calhoun, RECC
- Joe Crofts, ERA/911
- Ken Martinez, RECC Director
- Debra Garcia, Santa Fe County GIS
- Amanda Hargis, Santa Fe County GIS
- Teresa Martinez, Santa Fe County Finance
- Pablo Sedillo, Public Safety Director

OTHERS PRESENT:

- Mark A. Basham, Basham & Basham P.C.
- Cynthia Delgado, Santa Fe Underage Drinking Prevention Alliance
- Councilor Carmichael Dominguez
- Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES: January 12, 2012

Chief Daniels made a motion to approve the Minutes of the January 12, 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**
 - 1. **RECC Director Annual Performance Evaluation**
- 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**

[Copies of the amended Capital Funding Agreement were distributed in the Members' packets.]

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 noted that the Amended Capital Funding Agreement will have to go before the respective governing bodies; therefore he suggested that this agenda item be tabled until it is agreed upon and approved. He said there may be some discussions regarding the cost sharing for capital sharing and maintenance.

Mr. Basham explained that the Town of Edgewood has issue with the First Amended Agreement concerning annual capital funding and equipment maintenance expenditures for the RECC. They are proposing that the City of Santa Fe contribute 64%, the County contribute 34% and the Town of Edgewood contribute 1%.

Mr. Martinez said he did not know the ramifications or consequences of this.

Mr. Basham said they just learned about the proposal this morning. He noted that the JPA does state that the terms can be reviewed annually. He questioned whether or not the second Amended JPA needs to be reopened.

Ms. Miller asked where these percentages came from – is it based on call volume.

In response, Chief Daniels said he believes it is.

Mr. Martinez said he would be willing to meet with the Town of Edgewood to renegotiate this.

Ms. Miller asked if this is a separate agreement from JPA.

Mr. Basham said he thinks so, because they are referring to maintenance but he does not know for sure. Possibly, they can rewrite this so it doesn't refer back to the JPA.

Mr. Martinez offered to schedule a meeting with the Town of Edgewood and Mark Basham and provide an answer via e-mail to the Board Members.

Mr. Romero asked that they let the Board know if the JPA has to be amended as a result of this.

Mr. Martinez mentioned that there is an upcoming election on March 6th in Edgewood.

Chief Garcia moved to table this item until the next meeting. Mr. Johnson seconded the motion. The motion carried unanimously by voice vote.

ACTION ITEMS

a. Discussion and presentation for approval of FY13 Budget

[Copies of a spreadsheet on the proposed FY13 Budget 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.

Mr. Martinez requested that the Board discuss and approve the prepared RECC operating budget to be proposed to Santa Fe County for Fiscal Year 2013. He noted that this includes costs for all the equipment that was upgraded last year for the AVL, GPS and mobile mapping. This was made based on a complete contribution for maintenance costs for all equipment for the RECC.

Mr. Martinez said the proposed budget does not reflect personnel costs, salaries and benefits because this has not been provided to him by the County.

Chief Sperling asked about the increase in costs for the software licenses from the prior year.

Mr. Martinez said this is for the upgrades to the CAD and Naviline.

Chief Sperling asked if this includes the reverse 911.

Mr. Martinez said the costs for the reverse 911 will be included in the maintenance costs.

Chief Sperling noted that there was a significant increase in the contract line item.

Mr. Martinez said the contract line item includes the costs for the maintenance agreements, such as H.T.E. Sunguard. He said the increase in costs is due to the upgrades. This also includes the costs for the attorney.

Mr. Martinez introduced Ms. Teresa Martinez, Santa Fe County Finance Director.

Ms. Martinez explained that the County made a leap this year to go towards performance-based budgeting. She noted that the County will conduct training for staff with regards to this.

Ms. Martinez said the County Finance Department is not recommending any cuts for the RECC. She noted that the revenue for the County has remained flat and GRT is 2% over budget; however, it is down approximately 10-13% in the unincorporated areas.

Ms. Martinez noted that they have authorized the RECC to advertise three positions that had been previously frozen for this FY. Due to staff turnover, there was a cost savings in salaries.

Chief Sperling asked if the RECC will participate in the performance-based budget.

Ms. Martinez said yes.

Ms. Miller referred to Mr. Martinez's comment earlier about the fact that the increase in software license costs was separate from the maintenance costs. She asked him if the \$165,521 for the Capital Funding Request (per JPA) is inclusive of this.

Mr. Martinez said the \$165,521 includes all the maintenance costs.

Ms. Miller requested that Mr. Martinez break down the costs for each software license.

Mr. Martinez said he has this broken down and offered to provide a copy to the Board.

Mr. Romero said he could not commit to this budget without the City Council's approval. He explained that the budget needs to be taken before the respective governing bodies. He noted that the City will have a new City Council and the City will be going through the budget process sometime in late March or early April.

Chief Sperling asked if it would make sense to have a special meeting to approve the budget once the Board has all the answers to the maintenance-cost questions.

Ms. Martinez suggested that the Board meet before mid May to approve the budget.

Ms. Miller asked Mr. Martinez what would happen if the City, the County or the Town of Edgewood does not agree to support the software licenses and maintenance costs. She asked what would happen if the RECC does not have the funding for the maintenance costs for capital equipment.

Mr. Martinez said this could jeopardize operations of the RECC.

Sheriff Garcia said it (maintenance costs) could cost more later.

Ms. Miller said it would be incumbent on the Board Members to talk to the elected officials about what is at stake here-and that perhaps some kind of cooperation with regards to capital purchases would be well worth it for the RECC.

Mr. Romero said the City, the County and the RECC have invested in all of the equipment and he will recommend that the City pays their share for the maintenance costs for this equipment.

Ms. Miller moved to approve the RECC Budget for FY2013 for submittal to the County; however, there still needs to be discussion on the capital funding side. Sheriff Garcia seconded the motion. The motion passed unanimously by voice vote.

INFORMATIONAL ITEMS

a. Update on Airport Road Data Collection Project

[Copies of maps that were done by County and City GIS staff were distributed and reviewed.]

At the November 3, 2011 Board meeting, City Councilor Carmichael Dominguez and Cynthia Delgado with the SF Underage Drinking Prevention Alliance presented to the Board their request for data to be collected from the RECC CAD for tracking and mapping of crime calls in the Airport Road area.

Mr. Martinez said that County IT and GIS staff have done a great job in processing this request and providing the RECC with a map and raw data to present to Ms. Delgado, Councilor Dominguez and the Board.

Mr. Martinez said one of the requests was to identify the top 20 locations (hot spots) of the calls that could be related to underage drinking along the Airport Road area.

Debra Garcia and Amanda Hargis presented the information to the Board. Ms. Hargis said they pulled calls from the CAD system that were related to underage drinking and drinking , such as burglaries, larceny, shoplifting, DWIs, aggravated assaults, attempted rape, etc. There were over 8,000 calls in the Airport Road area over a 2-year period. There were 8 homicides over the 2-year period.

Ms. Hargis noted that there were a large amount of calls in the east end, at the Santa Fe Place Mall, the City Police and Electronic Monitoring areas.

Mr. Johnson asked how they came up with the criteria to determine how they were alcohol-related without actually going into each call. He wondered if this skews the results and if this information is misleading because some calls did not occur at the location where the call was generated.

In response, Mr. Martinez said the project that was undertaken by Cynthia Delgado and the Underage Drinking Prevention Alliance used data from a study that was done in California. They found that certain categories of calls lend themselves to either being contributed by, or caused by alcohol consumption. All the calls that fell within these categories were pulled from the CAD.

Ms. Delgado said there could also be other drug s or substances involved.

Ms. Delgado mentioned that the Airport Road Study is also looking at parks, and what goes on at parks; and what this says in terms of future planning at parks.

Mr. Johnson said they are using a model from a state that is different than New Mexico.

Councilor Dominguez thanked Mr. Martinez and County staff for working with them on this. He said as they try to make data-based decisions, this data is really important.

Ms. Miller asked if they are working with the County Assessor on their efforts to

assess and pinpoint properties - to update their records and validate property addresses for emergency purposes, which could be helpful to law enforcement.

Ms. Hargis said yes, they are working collaboratively with them. They are using aerial photography to match certain overlays so they can overly the 911 response point.

b. Discussion of proposed cell tower sector programming changes between Santa Fe and Rio Arriba Counties

[Copies of maps outlying the areas were distributed.]

On February 8, 2011, Mr. Martinez attended a meeting in Espanola with Marti Griego, Espanola 911 Director, and several members from both Santa Fe and Rio Arriba County EMS, Fire and Law Enforcement agencies. This meeting was requested by Rio Arriba County and the Espanola 911 Center in order to discuss cell tower sector programming and some proposed changes to the routing of cellular telephone calls in the areas along the Santa Fe/Rio Arriba Counties boundaries.

Mr. Martinez requested that the Board discuss and provide direction regarding the proposed changes to sector programming and the routing of cellular telephone calls to both Santa Fe and Rio Arriba 911 Centers.

Mr. Martinez gave a brief history of the background noting that all of the cell tower sectors were programmed to direct calls to Santa Fe because the enhanced 911 in Rio Arriba was not done. However, Rio Arriba has done this and has finished their rural addressing. Mr. Martinez said it makes sense to have some of the cell sectors programmed to route 911 calls in areas of their jurisdiction to their center rather than to the RECC.

Mr. Martinez reviewed the maps. He said he would be open to switch over Alltel Tower 252 and the western sector.

Chief Sperling asked Mr. Martinez to explain what this change will mean to the operation of the RECC.

Mr. Martinez said any calls that are placed in those areas will go to Rio Arriba County. He said this will not have a big impact on the response time or call processing. He said they may see a decrease in phone calls

Ms. Miller said when she was DFA one of the major complaints from the Espanola 911 Center was that they had to transfer a lot of calls to the RECC; and they wanted the County to compensate them for these calls. She asked if they are aware of the fact that they will be getting more calls, or that they will have an increase in calls. She said she wants to make sure that the request is understood by both parties, and that both parties know what the impact is.

Mr. Martinez said they would only be receiving the calls from their area/jurisdiction. He said he could not speak as to their intent of the request. He introduced Joe Crofts of the Espanola 911 Center and asked him if he could address this.

Mr. Crofts explained that they want to receive the calls in their jurisdiction and answer the calls as soon as possible, rather than having to re-route the calls.

Mr. Martinez said his recommendation would be *not* to transfer the calls from the sector (north-facing sector) that has Santa Fe County residents. His recommendation is to transfer Verizon Cell Tower 252-western and northern sectors and Alltel western sectors.

Ms. Miller asked if they are considering the T-mobile cell tower as well.

Mr. Martinez said no, there are not that many calls. However, he could consider the T-mobile sector as well.

Mr. Martinez offered to meet with the Espanola 911 Center representatives; try this on a trial basis and transfer back the calls, if necessary.

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 02/16/12 were also distributed in the Members' packets.]

Mr. Martinez reported that the RECC had an overage on overtime due to the high turnover. He thanked the County and the County Manager in allowing them to advertise the three frozen positions. He mentioned that there are eight new staff members coming on- four will start on 02/27th and the remaining four will start the week after. The Training Coordinator has been selected and should start in March. Mr. Martinez noted that they have not conducted any external training because they did not have a Training Coordinator.

Mr. Martinez said the reverse 911 system is operational and they are getting ready to do some public service announcements notifying the public of this and asking them to subscribe to it. He mentioned that they have activated the reverse 911 system several times in the past two months and it was successful.

Mr. Martinez said there has been a change with regards to the agreement between the City and County to install the GPS units – the Sheriff's Office and Fire Department will pay for their own installation. The City Shop will install the GPS units in the City vehicles.

Ms. Miller asked Mr. Martinez if he could put together some kind of proposal with respect to the RECC Center upgrade. Mr. Martinez said he would be happy to put together a proposal.

Mr. Johnson suggested the legislative delegation be invited for a tour of the RECC so they can see the needs.

Mr. Martinez introduced and welcomed the new County Public Safety Director, Mr. Pablo Sedillo. Mr. Sedillo will oversee the newly formed Public Safety Department, the County Corrections Department, the Fire Department and will be liaison to the Sheriff's Office.

MATTERS FROM THE PUBLIC

There were no matters from the public.

MATTERS FROM THE BOARD

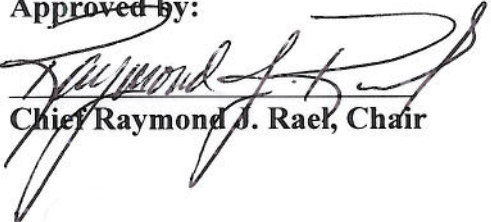
There were no matters from the Board.

NEXT MEETING DATE

The next meeting was scheduled for May 10, 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 11:05 a.m.

Approved by:

Chief Raymond J. Rael, Chair



Respectively submitted by:
Jo Ann G. Valdez, Stenographer

Witnessed by: *Nancy L. Cochran*

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 18TH Day Of May, 2012 at 12:35:48 PM
And Was Duly Recorded as Instrument # **1669762**
Of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Valerie Espinoza
Deputy County Clerk, Santa Fe, NM