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**SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER**

**BOARD MEETING**

**March 10, 2011**

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<b>ADJOURNMENT</b>		<b>6</b>

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

Santa Fe, New Mexico  
March 10, 2011

The Board Meeting of the Santa Fe Regional Emergency Communications Center 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
- Chief Stan Holden
- Eric Johnson
- Robert Romero

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 16TH Day Of June, 2011 at 04:42:41 PM  
And Was Duly Recorded as Instrument # 1637719  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Valerie Espinoza

**MEMBER (S) ABSENT:**

- Katherine Miller, excused

Deputy Philip Ramirez County Clerk, Santa Fe, NM

**STAFF PRESENT:**

- Nancy Calhoun, RECC
- Carole Jaramillo, County Finance Department
- Mary Mangino, RECC Communication Center Manager
- Ken Martinez, RECC Director
- Commissioner Danny Mayfield
- Juan Rios, Commissioner Mayfield's office



**OTHERS PRESENT:**

- Mark A. Basham, Basham & Basham P.C.
- Jo Ann G. Valdez, Stenographer

**APPROVAL OF AGENDA**

**Chief Holden made a motion to approve the agenda as published. Mr. Johnson seconded the motion, which passed unanimously by voice vote.**

**APPROVAL OF MINUTES OF JANUARY 6, 2011**

**Chief Salas made a motion to approve the Minutes of the January 6, 2011 meeting. Chief Daniels seconded the motion, which passed unanimously by voice vote.**

**EXECUTIVE SESSION (If determined necessary)**

- a. Limited Personnel Issues**
- b. Pending or Threatened Litigation**

It was determined that there was no need for an Executive Session.

**OLD BUSINESS**

There was none.

**ACTION ITEMS**

- a. Discussion and Presentation for Approval of FY12 Budget**

[Copies of the proposed FY12 Operating Budget were distributed in the 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.

Board discussion and approval was requested for the prepared RECC operating budget to be proposed to Santa Fe County for Fiscal Year 2012.

Mr. Martinez said that the County is looking at flat budgets for 2012.

Mr. Martinez explained that the New Mexico E911 Directors' Affiliate has met and decided, along with the Department of Finance and Administration, and the GIS Affiliate, to allow for \$9,000 in funding for Santa Fe County (out of \$250,000 of the E911 Fund) to help pay for GIS training and equipment. Mr. Martinez asked Santa Fe County Finance Director (Theresa Martinez) and Carole Jaramillo to assist him with submitting an amendment for an increase to the budget based on this grant revenue. Therefore, there will be a line item added in the budget to allow for the \$9,000 to be disbursed for GIS training and equipment. This has been approved by the New Mexico Association of Counties and the Interdisciplinary Committee.

Chief Holden asked about the capital improvement fund request in the amount of \$420,000.00.

Mr. Martinez said this is to purchase the upgrade for the current CAD system-the NaviLine interface will provide mobile mapping for all units. He said he spoke with the City, the County and Edgewood and he has obtained a commitment from each of them. He noted that the City and County Fire Chiefs went before City Council for a request for funding for this purpose and they approved it. He met with Teresa Martinez, the County Finance Director and Carol Jaramillo and they believe that there is money in the County budget for this purchase. He spoke with the town of Edgewood's Finance person (Karen) and she advised him that the town of Edgewood is prepared to match the amount, according to the Joint Powers Agreement.

Chief Holden noted that Commissioner Mayfield was in attendance and asked Mr. Martinez to expand on what the capital request is for.

Mr. Martinez gave an overview of the Navi-Line interface noting that this equipment (the NaviLine interface) is necessary to upgrade the current CAD system. He explained that many dispatch centers around the state have already done this. The interface allows for the real time viewing of 911 calls, active CAD calls, AVL units, historic call and vehicle information. Mr. Martinez said this is a critical system for the public and allows the RECC to provide better services to the public.

Commissioner Mayfield asked if this system would allow the RECC to interface with other systems in the surrounding areas – so that they can share data.

In response, Mr. Martinez said the system that the RECC presently has already allows them to interface with other systems- the new interface is a more friendly-user system that allows them to have communications with other centers.

Chief Wheeler added that a lot of work went into researching this. He acknowledged staff from the City; County IT and Fire Department for their efforts and phenomenal job they did in researching this. He noted that a new system would cost an excess of \$2 million dollars.

Mr. Martinez said that the NaviLine system would be a fifth of the cost of purchasing a new CAD system.

Sheriff Garcia asked if the funding on the County side has been identified.

Ms. Carole Jaramillo explained that the County believes they can use some funding from revenue that they did not anticipate that has come into the RECC. They received some revenue from the town of Edgewood that was not in the original budget and they also received reimbursement from the City of Santa Fe for a previous capital

purchase; therefore between the two sources they should have enough money to purchase this equipment.

**Chief Holden moved to approve the FY12 Budget as presented** (to submit to the County). **Chief Salas seconded the motion.**

**A roll call vote was taken.**

**Motion passed unanimously.**

### **INFORMATIONAL ITEMS**

#### **a. Financial Update and Director's Report**

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

Mr. Martinez said that he anticipates no problems with the budget as they move forward for the fiscal year.

Chief Holden asked about the status of vacancies – how many vacancies does the RECC presently have.

Mr. Martinez said the RECC has three vacancies by attrition. The RECC received two letters of resignation this past week; and five positions have been on a “hard freeze” by Human Resources and he understands that this should only be four, as directed by the County Commission; and he is working with the Human Resources Department to get this corrected; overall there is a total of eight positions that are frozen.

Chief Holden asked if they know the estimate of the savings due to these vacancies.

Ms. Jaramillo said that the hard frozen positions were not funded so they never appeared in the budget. The estimated savings from the vacancies is approximately \$200,000.

Mr. Martinez gave an update on staffing noting that the RECC has four trainees in process presently and they should finish the training by July.

Mr. Martinez reported on training as follows:

- First Line Supervision CPR training was conducted last month.
- NCIC training will be conducted next month.
- Domestic violence intervention training will also be conducted next month.
- HazMat classes, as well as in-house fire training is scheduled.
- Customer service and radio etiquette classes for the dispatchers will be conducted.

Ms. Jaramillo gave an update on the gross receipt taxes for FY2011 to date (through February 2011). Gross receipt taxes collected county wide were approximately 1-2% above budget; however collections have been very volatile.

Ms. Jaramillo said in the unincorporated areas, that is another matter. She explained that this does not impact the RECC program and they are not predicting that they will have to make any cuts. She said that they intend to budget between a flat GRT or a small decrease for next year's budget.

Mr. Martinez continued with this report noting that the RECC will be submitting an application for accreditation. The RECC has met the requirements for the last six months. The cost to do this has been included in the budget. Mr. Martinez has also pursued reimbursement for accreditation from the Department of Finance and Administration grant and is waiting to hear back from them.

Mr. Martinez reported that he has been active in following the legislation that could potentially impact the E911 Fund. House Bill 328 and Senate Bill 422 allows for voice over IP technologies and pre-paid wireless cards. These bills have passed in the House and Senate Committees and are moving to the next Committees.

The other proposed legislation that could impact the E911 Fund is House Bill 54, which proposes a transfer of the E911 Fund from the Department of Finance and Administration to the Department of Homeland Security/Emergency Management. The City of Santa Fe, the County of Santa Fe and several other counties and municipalities; and PSAPs throughout the state have passed resolutions opposing the transfer. The bill has presently passed the House Committees and the House Floor and is scheduled to be heard by the Senate Rules Committee; the Senate Public Affairs Committee; and the Senate Finance Committee. Mr. Martinez will keep the Board updated.

Mr. Romero asked if the Municipal League is supporting the bill.

Mr. Martinez said that they have not formally taken a position.

Mr. Romero asked Mr. Martinez if he has heard from other cities, and if so, how about Las Cruces and Albuquerque. Mr. Martinez said yes, he has a total of 13 Letters of Support/Resolutions; however he has not received one from the cities of Albuquerque or Las Cruces.

Mr. Romero noted that Dr. Mier of the City's Public Safety Committee expressed some concerns at the last Public Safety Committee. He asked Mr. Martinez if he could explain what Dr. Mier's concerns were.

Mr. Martinez said that members of the E911 Directors' Affiliate spoke to Dr. Mier directly and he did not believe that he had the same perspective. Dr. Mier was concerned

that the Department of Finance and Administration was not being as judicious as they should be administratively, with the E911 Fund. This has been addressed in a couple of different ways. Also, an executive board was created that is acting as a voice for the 911 centers around the state; and they will speak to the Legislators and educate them about 911 issues. There is now more focus on management of the E911 Fund and the E911 Directors' Affiliate have demanded more accountability of the Department of Finance and Administration-there are now quarterly meetings with DFA.

**MATTERS FROM THE PUBLIC**

None presented.

**MATTERS FROM THE BOARD**

Sheriff Garcia announced that Chief Holden will be retiring March 31, 2011. He thanked and acknowledged Chief Holden for his many years of service he provided for Santa Fe County.


**NEXT MEETING DATE**

Mr. Martinez noted that a Request for Qualifications for a Medical Director will be done because there is no clause in the current contract to extend the term.

The next meeting date was scheduled for June 9, 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, Chief Holden moved to adjourn the meeting. Mr. Johnson seconded the motion. The meeting adjourned at 9:40 a.m.

Approved by:  
  
Sheriff Robert Garcia, Chair

Respectively submitted by:  
*Jo Ann G. Valdez*, Stenographer

Witnessed by: 