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SANTA FE REGIONAL EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

June 9, 2011

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

Santa Fe, New Mexico  
June 9, 2011

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

Sheriff Robert Garcia, Chair  
Chief Barbara Salas, Vice Chair  
Chief Jay Daniels  
Katherine Miller  
Chief Raymond J. Rael  
Robert Romero  
Chief David Sperling

**MEMBER (S) ABSENT:**

Eric Johnson, excused

**STAFF PRESENT:**

Nancy Calhoun, RECC  
Mary Mangino, RECC Communication Center Manager  
Ken Martinez, RECC Director

**OTHERS PRESENT:**

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

## APPROVAL OF AGENDA

The agenda was revised – Item VII-a (*Request approval to accept proposal from Dr. Alfredo Vigil, M.D., FAAFP for medical direction*) was tabled.

**Ms. Miller made a motion to approve the agenda as amended. Mr. Romero seconded the motion, which passed unanimously by voice vote.**

## APPROVAL OF MINUTES OF MARCH 10, 2011

**Mr. Romero made a motion to approve the Minutes of the March 10, 2011 meeting. Chief Salas seconded the motion, which passed unanimously by voice vote.**

## EXECUTIVE SESSION (If determined necessary)

- a. **Limited Personnel Issues**
- b. **Pending or Threatened Litigation**
- c. **Matters Related to Collective Bargaining**

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

## OLD BUSINESS

There was no old business.

## ACTION ITEMS

- a. **Request for Approval to accept proposal from Dr. Alfredo Vigil, M.D., FAAFP for medical direction**

This agenda item was tabled.

- b. **Request approval to extend Professional Services Agreement for legal representation with Basham & Basham, P.C.**

For fiscal year 2012, funding was requested in the RECC 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 & Basham, P.C. on July 1, 2008, the agreement may be extended for up to four years contingent upon funding.

Approval was requested to extend the current Professional Services Agreement for legal services between the RECC and Basham & Basham, P.C. for fiscal year 2012 beginning July 1, 2011 and ending June 30, 2012.

Mr. Romero asked how much was spent last year.

Mr. Martinez said approximately \$16,000.

**Ms. Miller moved to approve the request to extend the current Professional Services Agreement for legal services between the RECC and Basham & Basham, P.C. for fiscal year 2012 beginning July 1, 2011 and ending June 30, 2012. Mr. Romero seconded the motion, which passed unanimously by voice vote.**

**c. Request approval to continue stenography services with Jo Ann's Secretarial Service**

For fiscal year 2012, funding was requested in the RECC budget for the RECC to enter into a Professional Services Agreement for stenography services for the RECC Board of Directors' 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 of Directors meetings for the fiscal year 2012 with Jo Ann Valdez.

**Mr. Romero moved to approve the request to enter into a Professional Services Agreement for stenography services for the RECC Board of Directors meetings for the fiscal year 2012 with Jo Ann Valdez. Chief Salas seconded the motion, which passed unanimously by voice vote.**

**d. Request approval of Amended Capital Purchases Agreement**

[Copies of the Amended Capital Purchases 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 purchased costs may be appropriate.

Mr. Martinez requested that the Board discuss and approve the Amendment to the Capital Funding Agreement that would allow the sharing of annual maintenance costs for equipment purchased pursuant to the RECC JPA and the Capital Funding Agreement.

Mr. Martinez noted that this would save the agencies money for the maintenance costs on the equipment and software that they currently use.

Mr. Romero asked how much the annual maintenance costs are.

Mr. Martinez explained that the RECC will incur costs for the maintenance of the reverse 911 system when the RECC upgrades to the new web-based system and hosted dialogic system; this is approximately \$33,000 every year. He said that he estimates that the capital purchases going forward will be approximately \$50,000-\$60,000.

Mr. Romero said these are more operating costs than maintenance costs, which changes the agreement.

Mr. Martinez said the \$50,000 (\$20,000 for City; \$20,000 for County and \$10,000 for Town of Edgewood) that was appropriated is for purchasing new capital purchases/new equipment; this is for things like new computers, monitors, etc.

Mr. Martinez said this upgrade that they are doing is coming out of the \$200,000 that was allocated from the City Impact Fees. This will be used to purchase the new Navi Line software and equipment.

Mr. Romero asked Mr. Martinez if he is asking for another \$60,000.

Mr. Martinez said no, the maintenance costs that he is asking to be shared will not kick in for another year. This Amended Agreement will appropriate money in 2013 for annual maintenance costs. This way the costs of capital purchases will be shared, as well as the maintenance costs.

Mr. Romero asked Mr. Martinez if he had anything that would quantify what those costs could be over the next five years.

Mr. Martinez said no, he does not have anything that would quantify what the costs would be over the next five years.

Mr. Romero asked if he had a capital purchase plan.

Mr. Martinez said that a 5-Year capital purchase plan was done about two years ago. This included an upgrade to the CAD; and the only other capital costs he foresees is the possible expansion of the RECC Dispatch Center.

Mr. Romero requested that the Board get a capital purchase analysis/plan and information on what the maintenance costs would be for existing equipment and future equipment – to better understand what kind of impact this will have on the agencies over the next 3-5 years.

Ms. Miller said it was also important for Mr. Martinez to quantify what the benefit is for the agencies-what savings the agencies will have as a result of this.

**Mr. Romero moved to postpone this agenda item until the next meeting. Ms. Miller seconded the motion, which passed unanimously by voice vote.**

**INFORMATIONAL ITEMS**

**a. Briefing on CAD and Mapping Upgrade**

Mr. Martinez gave an update on the CAD noting that they are currently working to get all the contracts in place and they believe that they can have the Navi Line interface installed within the next couple of months. The bar code scanning is scheduled to be installed July 11<sup>th</sup> and 12<sup>th</sup>.

Mr. Martinez said he hopes to have the dialogic reverse 911 system up and operational by July. He noted that the Santa Fe Police Department and Santa Fe County Fire Department have been using it quite frequently. He plans to put a link on the RECC website so that the public will be able to subscribe to the reverse 911 system. They will be notified by their cell phones and text messaging anytime there is an evacuation; or something of this nature. This will be a web-based hosted system that will be used to notify the public in the event of an emergency situation.

Mr. Martinez reported that the RECC will be starting to put GPS units in the Police Department and fire units.

Chief Sperling asked if the public will have to purchase an upgrade to their cell phones in order to receive notification from the reverse 911 dialogic system.

Mr. Martinez explained that the reverse 911 dialogic system works off of land lines. The public will have to provide cell phone information to the RECC in order for them to input this information into the system.

Chief Sperling said the RECC will have to do a public information campaign because most people do not use land lines anymore.

Mr. Martinez said he would get together with City and County IT staff to assist him with this.

**b. Financial Update and Director's Report**

[Copies of the RECC budget status report as of June 2, 2011 were distributed in the members' packets.]

Mr. Martinez gave an update on the budget noting that there are no issues with the current fiscal year budget; and the RECC is looking to end the fiscal year well.

Mr. Martinez reported that the RECC is currently trying to fill four vacancies. He noted that the RECC lost one employee to the State Police Dispatch Department; two others to the City of Santa Police Department and one to resignation.

Mr. Martinez gave an update on training as follows:

- There are 8 trainees in various stages of progression; 2 of the 8 are expected to be fully functional by December and the other 6 will not be ready until March 2012.
- The RECC is going to try a different shift schedule, which they do sometimes when they are short-staffed.

Sheriff Garcia asked Mr. Martinez if he has thought about the 8-hour shifts.

Mr. Martinez said they have tried different combinations between the 8, 10 and 12 hour shifts. He noted that staff prefers the 12-hour shifts.

Mr. Martinez continued to report on training:

- The RECC staff had haz-mat training; work place harassment training and in-house fire training. They also had deaf and hard-of-hearing awareness training.
- Staff of the RECC participated in the Emergency Exercise that took place at the Santa Fe Municipal Airport on May 19<sup>th</sup>; and this went well.
- The RECC continues with EMD certification.
- The upcoming EMD training in August will be for the new hires.

Mr. Martinez reported that the EMS GRT that funds the RECC for this upcoming year is approximately \$4.3 million, which is \$200,000 below what was collected at this time in the prior year.

Mr. Martinez gave an update on equipment noting that there were some transmission issues recently, particularly some static issues from the Tesuque Peak; and they are addressing these issues.

Mr. Martinez requested approval from the Board to install radios in his unit so that he can monitor the transmission and operating issues.

Mr. Martinez said the RECC is waiting for the FCC to clear up some frequency licensing issues for San Miguel County and this should be taken care of in the next couple

of months. He mentioned that the RECC will bill San Miguel County \$12,000 (annually) for dispatch services once the issues are resolved.

Mr. Martinez said with regards to the current focus items; the RECC is working on the contract for the new Medical Director; if this issue is not resolved, the RECC will move to the second choice. The RECC is also working on implementing the new Navi Line software and hopefully it will be up and running by the fall; and the RECC will start installing the GPS devices in the units.

Mr. Martinez concluded his report noting that the RECC has entered into collective bargaining and negotiations with the CWA Union and it seems to be going smoothly.

Chief Sperling asked if the RECC had a lateral-hiring policy for already trained dispatchers. This could save the RECC some money from training new hires.

In response, Mr. Martinez said yes, they do have a lateral-hiring policy in place. He explained that the RECC has been recruiting and soliciting operators from other dispatch centers.

Mr. Romero asked if this is a common problem (with regards to staffing); or is this a problem at this point in time.

Mr. Martinez said the RECC has been very fortunate with little staff turnover; however, industry-wise, dispatch work is tough, high-stressed and shift work and working holidays are not popular.

Mr. Romero suggested that the RECC ask the Community College if they would consider putting together a dispatch training program. Also, the Department of Workforce Solutions may help put a program together.

Mr. Martinez said this is a good idea and he will look into this.

Chief Salas asked what the starting pay for a dispatcher is.

Mr. Martinez said it is presently \$12.00 an hour; they go to \$14.00 an hour after one year, \$16.00 an hour after two years, and \$17.50 after three years.

Sheriff Garcia asked how many positions are frozen.

Mr. Martinez said a total of 8 positions are frozen and he will be talking with the County Finance and Human Resource Departments about this.



Chief Sperling asked if the GPS location devices will work in County apparatus, and if so, what will the vehicles need.

Mr. Martinez explained that the RECC is looking at providing 40 of the GPS location devices at a cost of \$1400 per unit. He is waiting on City IT to get this information: what the GPS devices are and how they will get implemented, etc.

**MATTERS FROM THE PUBLIC**

None presented.

**MATTERS FROM THE BOARD**

Chief Sperling acknowledged and thanked the dispatchers for their great work in the last six weeks with the recent fires. The dispatchers do a great job coordinating the radio communication traffic for the multiple agencies involved.

Mr. Romero noted that the City is thinking about opening the recreation and senior centers for individuals who have to leave their homes due to the fires and smoke issue.

**NEXT MEETING DATE**

The next meeting was scheduled for August 11, 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, Mr. Romero moved to adjourn the meeting. Chief Rael seconded the motion. The meeting adjourned at 9:50 a.m.

Approved by:

**Sheriff Robert Garcia, Chair**



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

Witnessed by: *Nancy L. Calhoun*

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 18TH Day Of August, 2011 at 04:21:01 PM And Was Duly Recorded as Instrument # 1642985 Of The Records Of Santa Fe County

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