



February 25, 2016 REDA Executive Board Meeting Minutes

Called to order by Mayor Burch@ 1100, determined to have a quorum.

Present:

Mayor Phillip Burch
Aubrey Hobson
Mayor Phillip Burch
Jim Townsend
Glen Collier
Terry Todd
Lorraine Alan-Munoz
Kenny Rayroux

REDA Executive Director Robbie McCormick
REDA Operations Manager Bambi Kern
Gary Romine- R5 LLC
James Turk-Solutions Group
REDA Staff Assistant Pam Bell

Artesia Police Chief Raley
James Cleveland- Eddy County Fire Services
Eddy County Sheriff London

Absent: Rick Rudometkin, Vernon Asbill

Approval of February 25, 2016 Agenda

Motion to approve made by Lorraine Alan-Munoz, second by Mr. Rayroux, all yes, motion carried.

Review of approved January 11, 2016 REDA Operations Committee Meeting minutes.

Review of Minutes of the REDA Executive Board Meeting January 14, 2016

Motion to approve made by Aubrey Hobson, seconded by Jim Townsend, all yes, motion carried.

Agenda Items

1. Financials Report/ Budget

a. – Approval of the January Financial Statement and Actuals.

Mayor Burch had questions regarding insurance cost and the training budget. Since training is significantly over budget are we going to suspend training for the rest of the year?

Director McCormick answered that there is a resolution that will be discussed later to move some money to send three employees to academy, which will be the last of the training until the new budget year.

James Turk reported that insurance costs were currently over budget by \$1600.00; REDA usually runs slightly over budget, but normally during the insurance audit there is a refund of a couple of thousand dollars. He expects that to be refunded and to back within budget by the end of the year. The Worker's Compensation Policy is audited and adjustments are made based upon anticipated payroll versus actual payroll. Historically REDA has stayed under budget and receives a refund, usually in February or March.

Ms. Alan-Munoz moved to approve, Mr. Hobson seconded – all yes, motion carried.

b. – Approval of January Monthly Invoices for Artesia and Eddy County.

2. Monthly Invoices

a. January Invoices: City of Artesia and County of Eddy

Mayor Burch moved to approve City of Artesia invoices and Eddy County invoices for REDA's January operating expenses. Mr. Townsend seconded, all yes, motion carried.

3. Expenditures Review/ Emergency Business Approval:

PRN / PTE Policy. (Resolution 16-004) -Director McCormick informed the board that there is a REDA employee that has been employed full time as a supervisor who has requested to convert from full time to a part time employee for personal reasons. Director McCormick explained that it has become necessary to use the policy previously written, but it is contradictory and confusing; the PRN and Part Time Employee titles were interchanged in the wrong places, so we could not solidify what is required for minimum hours, maximum hours and part time benefits for part time, as opposed to PRN. She has rewritten it to better categorize those two types of employees and what their benefits and/or lack thereof are and what the minimum and maximum hour requirements are. The supervisor wants to go to part time with half of her benefits. We cannot make that move for her until we have something more clear on the PRN and Part Time Employee status.

Mayor Burch stated that in the future he would prefer to see a "Red Line Version" for approval, to be able to see exactly what the changes were being made to the policy.

Director McCormick agreed, and explained in the previous version as it was outlining the minimum hours that were required either per week or per pay period the numbers kept changing, then it would talk about Pro Re Nada employees, and then change to part time employees.

The crux of the change is that it is now clearly delineated between PRN and Part Time Employees, and what is expected, regular hours and regular schedules, and minimum hours. The new resolution outlines the specific steps for full time employees desiring to transition to part time or PRN status. There has to be a vacancy, and they have to redo their personnel change notices.

Work hours for part time employees will be 24 hours a week, or 48 hours in a pay period, no greater than 36 hours in a week or 72 hours in a pay period, it outlines their half-time benefits with those.

Also missing before, which is included now, was that any part time or PRN employee has to be certified, so they have to continue their CE's to keep that certification. Work hours for PRNs are no longer going to be governed by specific hours, but how often they respond. Most PRNs work somewhere else. The Pro Re Nada process is so they are available to us, when we need them, not for them to tell us when they would like to work. They can only turn us down half of the time, when they are offered opportunities to work.

Mr. Townsend asked for clarification of PRNs and part time employees. Part time employees are regularly scheduled employees the work part time hours and receive partial benefits. PRN's are employees who work as needed. There are 2 in particular, that regularly sign up for assignments and special projects, which is very helpful.

Previously, the policy stated that a part time employee worked at least 20 hours per week but less than 40 and received partial benefits. The resolution would change the minimum hours from 20 to 24 due to the fact a shift is 12 hours. There are no part time employees now; there are 3 PRN's.

PRNs and part time employees can also transition into full time, if there is a vacancy, and they are in good standing, etc. Evaluations, discipline and compensation is included in the resolution, where it was not included prior. Wording in the resolution containing a double negative was corrected.

Before voting the changes to the policy have been labeled Resolution 16-004.

Mr. Townsend asked if allowing the employee to go from a FTE to a PTE would have an impact on the budget, Director McCormick answered that it would decrease payroll, unless the FTE were to be filled.

Kenny Rayroux moved to accept the changes;, the motion was seconded by Jim Townsend, all yes, the motion carried.

4. Operations Committee Meeting Decisions and Recommendations:

a. Sheriff London, Operations Committee Chairman, asked to reserve his comments until Resolutions were to be discussed.

5. Director Comments / Announcements / Reports

a. Personnel Report- Director McCormick- Two new hires, Angel Gonzales and Nicole Herring have passed their exams, seven applied for the training coordinator position, there are four remaining applicants to interview, scheduled for Monday. If the training coordinator is promoted from within, there will be a full time PST vacancy. If we hire from outside, we will remain where we are.

b. Authority Review & Statistical Information- By Director McCormick- January of 2016 is within 100 calls of January 2015.

c. Projects Report –

I. MCC7100- By Bambi Kern-Timeline, Equipment Installation starts March 21 all the way through April; plan to go live in mid-May. REDA's console equipment is scheduled to go live in May.

II. P1 CAD/RMS Projection date for CAD going live is October 15, 2016. March 1 Meeting planned with the master scheduler that will give us our timeline. We are having weekly meetings with Motorola either on site or on the phone to touch base, throughout the project to see what is needed. Motorola is going to go to each agency and sit with the people that run records and patrol and see what it is that they need and want in this CAD. Ops Com reviews the information; people are being asked what they need, not told what they are getting.

Mayor Burch asked if we appreciate the differences in what specific agencies need, and how that would work together. OM Kern explained that there are certain baselines we have to follow and REDA will have the complete master information, it will feed back to REDA uniformly, each agency owns how they want to set up their systems. It will look the way the specific agencies need it to, but on REDA's side it will all look the same. OM Kern will report back at the next meeting, following the business reviews and what the project time line is.

Operations committee met on the 16th before the kickoff. They are reviewing REDA's standard operating guidelines and procedures, some are very agency specific.

Director McCormick and OM Kern participated in the after action review of the Ramsey Plant Fire, at the Anadarko plant explosion in Texas. We are setting up an emergency plan with them since we are usually the first on scene down there. There may be some MOUs coming from talks with Texas, because we are closer than their own people are.

Director McCormick and OM Kern participated in the Fire Fighter I Academy, providing instruction for the communications block.

They have also completed evaluations for three supervisors and one part time employee at this time.

Mayor Burch asked about the CAD project schedule as it relates to spending and how it will impact the budget for this year versus what we have to budget for next year.

Director McCormick distributed copies of the contract which explains payments due when tasks are accomplished. The tasks are identified by names, which will also have dates in the master schedule. We anticipate one more payment prior to July, depending on the schedule. The schedule will be available at the March 1 meeting and will include dates for payments. The installation date will be pushed out somewhat further, because of the new furniture provision, to avoid having new equipment installed on old furniture and again on new furniture.

III. IT/JITT By Gary Romine – Reported IT activity is normal. The CAD system experienced a system failure on January 19, 2016 temporarily, due to interference caused by a procedure performed by Arizona and Kentucky sites. The failure was handled; REDA got through it and was restarted successfully. Mr. Townsend inquired as to whom all was affected. Mr. Romine answered that there is really no way of knowing who all was affected. The procedure had been done in the past and did not cause a shut down. Notification of the procedure was issued beforehand but since it is one of thousands of notices that come from NCIC it was not caught. It was agreed that it would be helpful if those notifications were highlighted. Mr. Romine stated that there should be a specific email group that such notices could be sent to by email, which would prevent similar issues in the future.

Jim Townsend referred to previous discussions about many calls REDA handles, as compared to how many Carlsbad dispatches. Mayor Burch stated that it has been said that the dispatch center in Carlsbad handles more calls than REDA. Mr. Townsend said this is going to come up in budget meetings, and requested to be provided with an exact number of calls that REDA receives and dispatches. Director McCormick stated that

REDA's CAD system is capable of running the report accurately, where possibly Carlsbad's dispatch center might not have the up to date equipment to give an accurate count.

d. Ordinances – None.

e. Legislative Issues-

HB311- By Jim Townsend- House Bill 311 Passed; did not sweep our money, there is three million dollars left in the account after sweeping four million, which is enough to operate in 2016, 2017 and 2018. He believes it is "probably safe until legislature convenes next year."

HB95- House Bill 95- Director McCormick- House Bill 95 passed, making crimes against law enforcement officers, firefighters, and emergency medical technicians under certain circumstances to be included in the definition of "Hate Crimes".

HB112-Director McCormick- House Bill 112 passed, appropriating reserve funds for the Carlsbad Brine Well Remediation Authority. Director McCormick and OM Kern attended Brine Well meeting and plan to write an emergency response plan for when it collapses; the bill would provide funds for Brine Well collapse mitigation. Mr. Rayroux and Mr. Townsend believe the bill died in Senate Finance. Mr. Townsend said there was a lot to consider about the brine well, as to who owns it, one company built it and there are different kinds of brine wells and caverns. It has been enlarged over the years. The risk associated with it should not be ignored; when it collapses it will be catastrophic.

f. Civic – Growing Bolder Health Fair- Director McCormick- REDA is participating in the Health Fair being held by the Carlsbad Chamber of Commerce Retirement Council on February 27th, at the Pecos River Village Conference Center. Director McCormick and Ops Manager Kern will give a 15 minute presentation on dialing 911 and will have promotional giveaway items for children as well as older adults.

g. Disaster Recovery Site Presentation – Power Point- Prepared and presented by Director McCormick- The presentation provided information as to what APCO and NENA consider best practices in case of a disaster and the need for a Disaster Recovery Site. (DRS) Dir. McCormick advised that if REDA had to relocate to CPD only two REDA staff members could operate at CPD. There is not a place currently available for REDA to go live in a disaster, nor a contingency plan. NENA advises that all E911 systems have a disaster recovery plan. Some of the points made by the presentation are as follows.

A disaster recovery plan is not only about the place. The only contingency plan in REDA's file is the ECCCA plan from 2008 which says our backup PCAP is CPD.

Mr. Townsend asked what the fix would be and Mayor Burch inquired as to what APD's contingency plan is. Director McCormick answered that there is not a contingency plan at this time. We want a place with redundancy, and the same systems REDA currently has. Mayor Burch wanted to know how many PSAP's have a plan to go to a Disaster Recovery Site with continuity and that are fully equipped. Mr. Romine stated that there is only one. Bernalillo and Valencia are opting for the same plan REDA is considering. Eddy County has a mitigation plan from 2005, which identified several vulnerabilities and critical facilities. She pointed out that an EOC (Emergency Operations Center) has been used 3 times in the last 3 years, and that no one should say something "won't happen here." We have had 19 declared disasters by the state or federal government in the last 10 -12 years. Director McCormick described the risks documented for the area REDA covers and emphasized the importance of redundancy in equipment and facilities in an emergency at a Disaster Recovery Site.

REDA was not at FLETC when the mitigation plan was put into place. Mayor Burch said that the reason that REDA was located at FLETC is because that is the most secure place in Artesia. Director McCormick agreed but noted that also makes it a target.

We cannot move forward without a plan.

FEMA advises that we have to have, EOC's, alternate work site facilities, safe guard vital records and databases, we need a place that we can test and exercise "what if this happens?" The first thing lost in a disaster is loss of communications then abandonment of post because people were trying to take care of their own families, because they were out there on their own.

Glen Collier asked about possibly using the Eddy County Training Center for a DRS location, with a significant number of reasons it could be used. He suggested looking at it for the DRS. Jim Townsend asked why not get a verbal agreement with another dispatch center to take over, in case of an emergency, Mayor Burch thought that was what we had with Lovington. Director McCormick explained that there are different types of systems which do not match and there is no radio capability. They would need extra manpower, only two REDA dispatchers could immediately go to work at Carlsbad right now.

Dir. McCormick answered Mr. Collier that we do have a place of the Eddy County Fire complex, where they will give us a space. The county will pay to move the old furniture down there. We are seeking a grant from OEM for money to do the rest of what we need to do. We have until October in the implementation phase of our CAD RMS to exercise our option to put the same systems that are here down there, at a discount price while they are already down there working. That option is over after the implementation is over. If we do not exercise that option the backup plan is to try to get grant money. Unknown as to how much would be available. The county has agreed to pay for moving the furniture. The computer equipment would go in next budget year for the operation of the EOC, if it needed to be replaced.

Ms. Alan-Munoz asked the cost. Discounted cost is \$152,000.00 to set up duplicate systems in that building.

Mr. Rayroux explained the need for a dispatch center associated with the emergency operations center to help the emergency responders which benefits all the citizens in the county. At this time Eddy County has the space and the availability to house the equipment they are replacing in the DRS that would benefit everybody in the county.

Mr. Townsend stated that the backup would help the county as a whole, but REDA partners should not have to bear the cost of the DRS on a day to day basis. He believes how to do it is the issue, not whether or not we need it. Mr. Rayroux stated that the county is paying for all of the calls from outside city limits. All the organizations win, and during an emergency event the citizens of Eddy County get what they need. Director McCormick noted that exercising the option puts that equipment under the same terms of maintenance agreement as the new equipment. Mr. Collier said that Eddy Co. Pays 60% Artesia pays 40%. He believes that those that benefit from the project, such as Carlsbad they should pay their share.

Mayor Burch asked for any further discussion and stated that this is something that we are going to have to deal with. The Director commented that she in hopes of funding this with grant money. The Motorola option expires when the new equipment is installed. Mr. Townsend that we need to make a decision by early summer.

6. Resolutions:

a. Resolution 16-003: Line Item Budget Adjustments- by James Turk. Mr. Turk explained REDA's budget and actuals are in the black, although there have been unanticipated increases in costs due to having to replace Luna Technical Services, following the death of Eric Luna; the CAD replacement system and REDA having become full contingency. The resolution would realign the funds for certain line items, would balance the budget and have zero impact on the total budget for FY 2016.

Mayor Burch moved to approve the resolution, a second was made by Mr. Rayroux, all yes, motion passed.

b. Resolutions 16-006: Changes to JPA, -Removal of One Member at Large. The resolution would remove one member at large on the Executive Board, to be replaced with one member of the Operations Committee. Sherriff London would like for the Operations Committee to have more of a voice in matters handled by the board (Res. 16-007). Mayor Burch explained that in the beginning there were more operational people on the board, and those people and the management portion of the board did not communicate very well. Mayor Burch stated they don't want to go back to that. Sheriff London assured him he didn't want go back, he just would like to have one vote on the board that represents the operations committee. Ms. Alan-Munoz suggested that the entire JPA needs to be looked at. Director McCormick agreed the entire JPA needs to be looked at, but there are changes that need to be made now.

Motion to table the discussion of Resolutions 16-006, 16-007 and 16-008 was made by Aubrey Hobson, seconded (unknown), all yes, motion carried.

c. Resolution -16-007 Changes to JPA Op Com voting Member - By Sheriff London.
TABLED

d. Resolution -16-008: Changes to JPA – Allowance of Designated Representative for Operations Committee- By Sherriff London. Sheriff London suggests allowing one proxy to attend meetings whenever a regular member could not attend.
TABLED

e. Resolution – 16-009: Changes to JPA –Revision to Contact with Software Companies – By Director McCormick- Refers to wording in the JPA that REDA is to be the sole contact to Motorola or other vendors.

Mr. Townsend believes the JPA allows the vendors to talk to anyone, but changes can only be made by going through REDA. Chief Raley asked about Premier and the need to make changes specific to a particular agency. Mayor Burch said it was his understanding that an agency could make changes that only they could see, but it would not change things for other users.

The resolution was stricken, there is to be an agreement formulated on limitations of change.

7. Agreements/Contracts / MOU's;

a. Value Point User Agreement- By Director McCormick. There are no changes in the agreement, only the number was changed. This was previously discussed, and requires Mr. Rudometkin's signature.

b. Notice of Disallowance of Claim; Luna Services & Eric Kristian Luna Estate. By Director McCormick- REDA's \$12,737.00 claim against the estate has been rejected. The claim was for services and products purchased by REDA that were not received, due to the death of Mr. Luna. Mail packages were sequestered by his girlfriend and it is possible there will be a criminal investigation. It has been reported that the estate was personal and no company debts were paid by the personal estate. Mr. Rayroux stated that if we don't do anything that it will appear that we have let it go. It was agreed that REDA should not have paid in advance. Mr. Rayroux said Mr. Luna submitting invoices and requesting payment in advance was fraudulent and in violation of state procurement law.

The board agreed to respond to the probate, and to contact REDA's attorney about disputing the case. A last resort would be to make a claim as a casualty loss against REDA's insurance.

8. Consent Agenda:

a. Training requests for three employees to attend April Academy in Hobbs.
Motion to approve was made by Mayor Burch, seconded by Mr. Townsend. All yes, motion carried.

9. Public Comments / Announcements: None

10. Board Member Comments: None

11. No closed session.

14. Next Board Meeting is scheduled for March 24, 2016 at 1100 hours / Artesia Council Chambers.

Motion to adjourn, (unknown); all yes. Meeting adjourned at 1400 hours.



Rick Rudometkin, Executive Board Chairman (or designee)

3-24-16
Date



Robbie McCormick, REDA Executive Director (or designee)

3-24-16
Date