ORIGINAL

911 REGIONAL EMERGENCY DISPATCH AUTHORITY

April 26, 2018 REDA Executive Board Meeting Minutes

Called to order by Rick Rudometkin @ 1100, determined to have a quorum.

Present:
Rick Rudometkin
Aubrey Hobson
Jon Henry
John Ross Null
Mayor Miller

REDA Acting Director Bambi Kern
REDA Training Coordinator Melissa Wooten
REDA H/R Admin. Assistant Kirstene Campbell
REDA QA/QI Skylar Calicoat
REDA Acting Supervisor Megan Headrick
REDA IT/CIO Gary Romine
REDA IT Chris Walker

Artesia Police Department Chief Roberts
Eddy County Fire Services Director Joshua Mack
City of Artesia HR Sandi Countryman
Harvey & Simons, CPA's LLC. Chris Simons

Absent: Vernon Asbill, Jim Townsend

Approval of April 26, 2018 Agenda: Only change needed is under section 4, item B should state AFD, not APD.
Motion made to approve agenda by John Ross Null, seconded by Aubrey Hobson. All in favor, motion carried.

Approval of the March 15, 2018 REDA Executive Board Meeting Minutes:
Motion made to approve minutes by Aubrey Hobson, seconded by Mayor Miller. Chairman Rudometkin abstained due to not attending the last meeting. All other members in favor, motion carried.

Agenda Items

1. Thank you (National Public Safety Telecommunicator Week): Acting Director Kern thanked all of REDA's service agencies for the gifts, food and recognition given to REDA's staff. Board members thanked REDA staff. No further comments.

2. Financials Report / Budget: Acting Director Kern advised that Kirstene caught some differences, ended up being coding differences and the financials will be presented correctly at the next meeting.
Motion made to approve financials by John Ross Null, seconded by Jon Henry. All in favor, motion carried.

a. March Financial Statements, Actuals & Invoices:
   i. Insurance Increase: An increase was originally budgeted for at 2.5% which was abnormally high, but this year the insurance will be increasing by 4%. There will need to be a budget adjustment brought to the next board meeting.
   ii. DFA/DoIT Training Increase: Acting Director Kern advised that DFA had originally decreased REDA's reimbursable money available due to non-use, but at this time has increased the training budget.

3. Expenditures Review/ Emergency Business Approval:

a. Approval of 5% pay increase per policy for Acting/Interim Director Bambi Kern retro March 15th, 2018.

Chairman Rudometkin introduced this item to the board, advised it is part of policy to have the increase for Acting Director.

Motion made to approve the pay increase for Acting Director Kern with retro pay by Aubrey Hobson, seconded by Mayor Miller. All in favor, motion carried.

4. Operations Committee Meeting Decisions and Recommendations: (For the following items transcripts will be available upon request) Acting Director Kern advised they did have an OPS Comm. All were in attendance; Josh Mack was in attendance by phone.

a. ECSO request for Loving PD and Hope PD be moved off the SO frequency: Discussion had regarding the amount of traffic on ECSO radio channel, and how it would be helpful to move Loving PD traffic, and Hope PD traffic to another frequency. ECFS Director Josh Mack spoke about options of doing this, and advised more personnel at REDA will be needed to help cover the additional frequency.

REDA board members requested information be provided regarding additional positions, including part-time employees and call takers. These are requested to be brought to next board meeting.

b. APD Image Trend: (Correction made above for this item, should be AFD, not APD) Acting Director Kern advised AFD is almost ready to go, except for the County's ERS this is one of the last pieces of integration for service agencies with the Motorola CAD. Just an FYI, no action needed.

c. ECFS would like to take over REDA and build a dispatch in Seven Rivers: Discussion had regarding ECFS the topic and a four-increment tax, especially for EMS and Dispatch to be put in place to help fund it. Discussion also had regarding the hopes of consolidation with Carlsbad Dispatch.

More discussion had regarding regional consolidation as well. This is just an FYI item as well.

d. Auto-Launch SOG: Acting Director Kern advised this is just an FYI.

i. Subcommittee for Auto Launch to study results: New item, so review or edit as necessary. It will be a growing and living document. Just FYI only.

e. Brine Well SOG: This is the protocol and plan for if the Bravo incident occurs. This plan has been worked on with Carlsbad and the office of Eddy County Emergency Management. Just FYI. Very well could have changes upcoming with NM DOT making plans for constriction at that intersection.

f. Updated contact protocols for OEM and ECFS: Just FYI only.

5. Director Position Discussion: Agreeance from the board to review the job specification for the Executive Director position and then post it. Rest of board in agreeance.

Acting Director Kern advised she would get them the job specifications for them to review.

6. Director Comments / Announcements / Reports:

a. March Personnel Report: Acting Director Kern advised REDA currently has the four Supervisor positions open and the Director position, no other changes.

b. March Information Technology Report: Gary Romine advised nothing new at this time, they are assisting ECSO in their go live.

Sandi Countryman asked to speak, just wanted to thank Gary Romine for being available to help and advised they could not have done it without REDA's IT. Sandi advised their new IT will start at the end of May.

c. March Authority Overview & Statistical Information: Acting Director Kern advised this was the normal format. No questions or comments.

d. NMSP PSAP Meeting: Acting Director Kern advised she has spoken with NMSP regarding the amount of strain that is being caused to REDA staff by entering and maintaining the warrants for D3.

7. Training / Travel Request:

a. April 23, 2018 Administrative Assistants Conference – Roswell

i. Kirstene Campbell ** This was not seen on previous board meeting agendas **

Motion to approve Administrative Assistance Conference retro made by John Ross Null, seconded by Mayor Miller. All in favor motion carried.

b. May 2 – May 3 Dealing with difficult Employees Effectively – Albuquerque

i. Bambi Kern, Kirstene Campbell, and Skylar Calicoat.

Motion to approve Dealing with difficult employees effectively training made by Aubrey Hobson, seconded by Jon Henry. All in favor, motion carried.

c. May 15 – 18 APCO State Conference – Albuquerque

i. Alexis Kohler, Lynette Benzie, and Christina Hernandez.

1. DFA Pre-Approved reimbursement

Motion to approve attendance at the APCO State Conference made by John Ross Null, seconded by Mayor Miller. All in favor, motion carried.

d. May 21 – 25 Instructor Development

i. Christina Hernandez and Nicole Herring

1. DFA Pre-Approved reimbursement

Motion made to approve attendance at the Instructor Development course made by Aubrey Hobson, seconded by Mayor Miller. All in favor, motion carried.

8. Ordinances: None

9. Legislative:

a. SMJ008 Study of Statewide 911 Program Oversight Board

i. Passed by the Senate and House of Representatives: This was approved to study other states and how their E911 funds are ran, and go through approvals to ensure that the most important items are being upgraded, and items like furniture are not being put before 911 programing upgrades.

10. Resolutions:

a. #2018 – 006: REDA Vehicles Donation to Eddy County Fire Services.: Acting Director Kern advised that 2018 – 005 was approved to give the vehicles back to Eddy County, and Eddy County does not want the vehicles back, so Acting Director Kern spoke with the Training Coordinator at Eddy County Fire Services who advised they would like the vehicles to use during trainings. 2018-005 will be brought back next meeting to possibly resend. Motion to approve resolution 2018-006 made by Mayor Miller, seconded by John Ross Null. All in favor, motion carried.

11. Agreements/Contracts / MOU's: None

12. Consent Agenda: None

13. Public Comments / Announcements: None

14. Board Member Comments:

Rick Rudometkin advised thank you for everything, and thanks to OPS Comm. for meeting this month.

15. Closed Meeting: Limited Personnel Issues: Employee Discipline

Motion to go into closed meeting made by Aubrey Hobson, seconded by Mayor Miller.

Roll Call vote for Closed Meeting:

John Ross Null – Yes.

Mayor Miller – Yes.

Chairman Rick Rudometkin – Yes.

Aubrey Hobson – Yes.

Jon Henry – Yes.

15. Re-Open Meeting: @1228

Motion to re-open meeting made by Aubrey Hobson, seconded by John Ross Null. All in favor.

16. Next Board Meeting is scheduled for May 17, 2018 at 1100 hours / Artesia Council Chambers.

14. Adjourn meeting: Motion made to adjourn by Mayor Miller, seconded by Aubrey Hobson. All in favor, motion carried.

Rick Rudometkin, Executive Board Chairman (or designee) — Date 5-17-18

Bambi Kern, REDA Acting Director (or designee) — Date 5-17-18