



April 14, 2016 REDA Executive Board Meeting Minutes

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

Present:
Chairman Rick Rudometkin
Mayor Phillip Burch
Aubrey Hobson
Vernon Asbill

REDA Executive Director Robbie McCormick
REDA Operations Manager Bambi Kern
Gary Romine- R5 LLC
James Turk-Solutions Group
REDA H/R Admin. Assistant Kirstene Campbell
REDA Training Coordinator Emely Stubbs-Ponce
REDA Supervisor Anita Ritter
REDA Supervisor Skylar Calicoat

Kenny Rayroux
Artesia Fire Chief Hummingbird
Artesia Police Chief Raley

Absent: Jim Townsend, Glen Collier,

Approval of April 14, 2016 Agenda

Motion to approve made by Vernon Asbill, second by Aubrey Hobson, all yes, motion carried.

Review of approved April 14, 2016 REDA Operations Committee Meeting minutes.

Review of Minutes of the REDA Executive Board Meeting March 24, 2016

Motion to approve made by Vernon Asbill, seconded by Aubrey Hobson, all yes, motion carried.

Agenda Items

1. Financials Report/ Budget

a. – March Financial Statements and Actuals.

Aubrey Hobson asked why there are receipts for local restaurants. Director McCormick advised these were during meetings for items such as Motorola meetings, and meetings for the CAD. Mr. Hobson also pointed out that some of the prices seemed high, one of which was for \$30. Director advised multiple meals might be purchased on one P-Card, but require each person to sign the receipt.

Chairman Rudometkin asked about REDA's policy, advising that the county follows the state, giving \$30 for 24 hour stay. Director McCormick advising we do have policy in place, which determines the length of time, mileage away, etc. The Director then asked for direction from the board on how to move forward.

Mayor Burch is asking about the approval of each P-Card purchase. Director advising that receipts must be provided with every purchase, Kirstene then collects them and provides those to Director. They then get sent to Solutions Group for payment. Chairman advising that there needs to be check and balance, especially on who approves Directors purchases. Chairman advising county has just redone their policies regarding P-Card, and per diem, asking that Director make contact with Roberta with the county to get a copy of their purchasing policy. The board agrees the Director should make contact with Roberta, and look into basing our agreement off of county and state.

Mayor Burch moved to approve financials; Mr. Asbill seconded, all yes, motions carried.

2. Monthly Invoices

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

Mayor Burch moved to approve, Mr. Hobson seconded, all yes, motion carried.

3. Second Review of FY17 Budget (Version 2)

a. 218 Agreement Modification Discussion

Mayor Burch had requested side by side comparison, given to the board. Chairman went over the Fact that the county is looking to cut 39%, every agency has been asked to "buckle down" on the budget.

Director McCormick brought forward a budget with a cut from the current budget of 7.31%, grand total of a 20% decrease from last budget brought to the board. Biennium Training cut in half, no additional purchases, raises have been frozen, cutting two PRN positions, anticipated overtime cut in half, put in expected contract amount for IT instead of FTE IT position, no salary increases, except graduate from academy since that is part of the contract they have to sign. Chairman asking board members if they have any questions or further questions. Mr. Hobson asking about the Loving recapture on the budget, showing how Loving money being taken back out of the budget. Director advising that when Loving money comes in, it is applied towards the invoices so it is that much less than what is paid. Advising that REDA has never received the full amount from Loving. Agreed that Loving has been billed, but Artesia and the County may have to cover that as well. Director advised would go to Loving, but did not want to overstep and would like direction from the board. Chairman stating courtesy call to Loving for now. Going to act like the 82 thousand is not coming from Loving, and City and County are going to have to cover those costs as well. Vernon asked if a letter should be sent to Loving, with co-signs from Artesia and the County, Chairman Rudometkin and Mayor Burch advised they will sign.

Mayor Burch asking about benefits and salaries changes to budget. James with Solutions Group advised that GSD had initially reported a possible 12% increase, which was misreported and there will only be a 3% increase. 192 to 168 was the decrease in salaries, we are full enough staff to see actual numbers, instead of projected numbers for benefits taken out.

Chairman advising that it is at the discretion of the board on where to go on the budget, if they would like a further decrease.

Mayor Burch asking the charge to become CJIS compliant. Mayor wants to know if REDA is CJIS compliant. Director McCormick advising that we will not be until all the new systems are put into place. Director advising in the future there will be costs in the future, not at this point to become compliant. Mayor Burch wants to know if REDA will have to become CJIS complaint. Director responded that yes REDA will have to be, due to the fact they are a public safety operation. Mayor Burch wants how much it will cost. Director asked Gary if he knew the numbers. Gary is advising that offhand it could cost \$80 thousand to become fully CJIS compliant, we are looking at other cheaper routes that may not service as we need but will make us CJIS compliant. Mayor asking why these numbers were eliminated from the budget. Since asked to cut budget, and Gary was willing to look into other options, they are not perfect but were less, this is another "out of the box" solution. 2018 will be out CJIS complaint audit, spreading out the budget and rechecking the budget for 2018 to see what has to be done then that was not done now.

Chairman Rudometkin asking if we can make it through the year with this budget, the Director advising that yes, unless something majorly unforeseen takes place then yes this budget will work for this year. Kirstene tallied what has been used, and extrapolated through the end of the year, and we have been in talks of paring down on supplies. Director is confident FY17 with this budget.

Chairman Rudometkin asking for further comments. Asking for motion to approve budget, as stated.

Vernon Asbill moved to approve budget, Mayor Burch seconded, all yes, motion carried.

Aubrey asking about the 218. Director advising that REDA qualifies as an agency to not have to pay FICA, we offer PERA. What that will require resolution from the board, referendum from and voting from employees. There are two different ways to do so, either a majority vote where all employees would not have to pay FICA or divided vote make certain seats not having to pay into FICA. If person that is still paying FICA, that position would always have to pay FICA, we would go for a majority vote, which would make all positions exempt from FICA. It is a good possibility if we are granted this resolution, it would put another 29,000 dollars into FICA that was budgeted for. If put forward for majority and some vote against then it would die out, if divided certain employees can still pay into FICA. 9.04% decrease, which would increase revenue. Since it will take a majority of the year to complete left in budget at this time.

Chairman asking for further discussion or questions, Vernon Asbill bringing up that oil field is taking pay cuts, and wants to know if the Director has spoken with employees about pay cuts. Director McCormick advised that she has not discussed pay cuts with employees only that there would be no pay increases, "I would rather freeze two of the open positions, than cut salaries than faithful and proficient employees".

Mayor Burch asking what it would cost to allow Eddy County to be able to dispatch our personnel as a backup for Lea County. Director advising do not have numbers, just notes. I have options, and what the alternatives are. The primary option we have and being discussed would be a mutual agreement would be to stand up consoles at each agency. Costs would be split, it would benefit both agencies. Hard numbers need to be provided, and we need to move forward with this budget. Bring back hard numbers for next meeting.

Chairman asking again if any further on budget. With motion and second on table, will do roll call vote.

Vernon Asbill – Yes
Rick Rudometkin – Yes
Aubrey Hobson – Yes
Mayor Burch - Yes

4. Expenditures Review/ Emergency Business Approval: - None

5. Operations Committee Meeting Decisions and Recommendations:

a. Sheriff London, Operations Committee Chairman – Given by Chief Raley, Bambi keeping them updates, Sheriff's Dept. going forward with mobile data. Conversation had on radio systems. Dean's will be coming in to look at the systems, no other major happening.

- i. Approved Minutes March Meeting
- ii. Draft Minutes/Decisions April Meeting

- No comments from the board.

6. Director Comments / Announcements / Reports

a. Personnel Report- Director McCormick- Personnel report was attached, no item by item was requested.

b. Authority Review & Statistical Information- By Director McCormick- Broken down and put into board packet for review. Chairman asking if any questions, no questions at this time.

c. Projects Report –

i. R5 IT/JITT Update – Meeting regularly with Motorola systems, few things just need to reach out to get those items. Working with Motorola with the CAD, JIS updates. May 9-11 will be the go live for new radios, have been going over how the transition will work.

ii. MCC7100 (Radios) – Change Order Report – Director it is a zero change order, it is mainly for their documentation, when signing the regulary contract after warranty is over, when divided by year when things requested to be paid early it got meshed together. This is only report just a no bill change order, only cleans up red tape.

iii. CAD/RMS – Bambi – Staying in close contact with service agencies to make sure their needs will be met and providing demos for them. Going very well at this time.

iv. Jay Francis – Legal Fees for Eric Luna Estate Claim – Director McCormick – Requested invoice for work so far, right now at \$608, hearing on April 22nd to see how to proceed with that.

v. CPD Call Report – Director – Finally have numbers from CPD, took several emails. Included in packet. Summary 118,732 total number of calls including 9-1-1 and admin lines. They are reporting 45,135 calls for service. Seems very off, so asked for clarification emails sent back were also included in packet.

No comments from the board.

vi. Advanced Communications Presentation – Artesia Public Safety Radios – Chief Raley touched on this with the Ops Comm meeting.

vii. Lea County Communication Authority – Progress Report on Dispatch Capabilities – This was brought up earlier in board meeting. Numbers will need to be provided, meeting only happened this morning. Chairman advised even just ball park number would work.

d. Ordinances – None.

e. Legislative Issues – None.

f. REDA Service Awards & Presentation – National Telecommunicators Week. Added service awards this time.

Service Awards:

Christina Vega – 8 years
Dee Williams – 7 years
Robbie McCormick – 7 years
Anita Ritter – 6 years
Skylar Calicoat – 7 years
Kirstene Campbell – 6 years

Telecommunicator of the year:

Emely Stubbs-Ponce

PRN of the year:

Kirstene Campbell

Supervisor of the year:

Skylar Calicoat

Rookie of the year:

Courtne Robinson

Certification of Appreciation awarded to Bambi Kern from Director Robbie McCormick.

Lifesaver Award: 3-Way tie.

Nicole Herring (Ramsey Plant)
Sandra Barley (Ramsey Plant)
Emely Stubbs-Ponce (Ramsey Plant)
Melissa Wooten (Ramsey Plant)
Bambi Kern (Ramsey Plant)
Kirstene Campbell (Accident call 7 patients)
Skylar Calicoat (cardiac patient)

Excellent Service and Duty to Serve: (Winter storm Goliath)

Mindy Pettit
Melissa Rutledge
Sandra Barley
Chris Chavarria
Anita Ritter
Skylar Calicoat
Robbie McCormick

7. Resolutions:

a. Resolution 16-006: Changes to JPA – OpCom Voting Member

[Section IV(B) (4)] (Tabled 03.24.16)

Chairman Rudometkin asked for discussion from the board, about this. Bottom line is there are three at large positions. Tabled last month, with that any comments. Mayor Burch pointing out that the background of the formulation of this board committee, happened because the operations were in tuned to operations stuff, but when it came down to accounting and marketing they had some difficulties. Decision was then made to make up the operations committee, with them on it, and now has the board as it is. Thinks the operations board can still have an opinion and stay as the operations board, and the board composition should stay as it is. Mr. Asbill agrees.

Chairman advising nothing needs to be changed at this time, just keep member at large, and find one to replace the open spot for at large at this time.

Motion made to decline changes to JPA, Mayor Burch moved to approve the declination, Mr. Asbill seconded. Motion carried to decline the change to JPA.

8. Agreements/Contracts / MOU's;

a. IT MOU – Ops Committee – Further direction from Ops committee has been given and will be taken back next meeting. Changes need to be made will be brought back next month.

b. UPS Maintenance and Monitoring Quote/Contract – Gary – Two options, quote from them based on a few ideas, in event that we go down would need immediate turn around. Price of \$603 that would send out notifications, for extra \$500 they would monitor for us, the other option we would monitor for ourselves.

Chairman asking for recommendations for the board. Director advising that the failure to alarm us we were running on UPS was the problem with going down. We need to put something in place, them

monitoring for us would be nice, but not necessary as long as we are alerted about it. Eaton monitoring would be an extra \$500 a year. Directors recommendation is option 2, which includes the \$500.

Chairman asking for motion.

Aubrey Hobson moved to approve, Mayor Burch seconded, all yes, motion carried.

9. Consent Agenda: - None

10. Public Comments / Announcements: None

11. Board Member Comments: None

12. No closed session.

13. Next Board Meeting is scheduled for May 19, 2016 at 1100 hours / Artesia Council Chambers.

Motion to adjourn, made by Mayor Burch; all yes. Meeting adjourned at 1300 hours.



Rick Rudometkin, Executive Board Chairman (or designee)

5-19-16
Date



Robbie McCormick, REDA Executive Director (or designee)

5/19/16
Date