



# ORIGINAL

May 19, 2016 REDA Executive Board Meeting Minutes

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

Present:

Chairman Rick Rudometkin  
Kenny Rayroux  
Aubrey Hobson  
Vernon Asbill  
Sandy Farley  
Jim Townsend

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

Artesia Fire Chief Hummingbird  
Artesia Police Chief Raley  
Loving Police Chief Waller  
Danny Kiper

Absent: Glen Collier, and Mayor Phillip Burch

Approval of May 19, 2016 Agenda

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

Review of the Minutes from April 14, 2016 Executive Board Meeting.

Motion to approve made by Vernon Asbill, seconded by Jim Townsend, all yes, motion carried.

### Agenda Items

#### **1. Placement of Member-at-Large on REDA Executive Board (7<sup>th</sup> Member)**

Chairman Rudometkin moved to postpone this item, advised there are one, possibly two more people to add to the list. One of which is Scott London, the others Chairman did not want to give names because they had not given firm response. Advised other name will be given before next board meeting if person is going further.

Director McCormick advised to make contact with each person be contacted to let them know this was postponed until next meeting.

Director McCormick asked if each person needed to be at next board meeting for determination.

Mr. Asbill asked if possibly a committee of three board members should review and possibly interview the candidates so not everyone would have to be at the next meeting, and would help to narrow down possibilities.

Chairman Rudometkin asked for volunteers to be on the committee, Jim Townsend advised if he was available he would be willing, Mr. Chairman advised that he would and most likely Mayor Burch.

Director McCormick was advised to contact each of the candidates, and let them know to have a bio ready to be provided to the committee. Then someone will make contact with them for further. The bio needs to be sent to the committee members.

Motion made to postpone this agenda item until next meeting by Vernon Asbill, seconded by Jim Townsend. All in favor, motion carried.

## 2. Financials Report/ Budget

a. – April Financial Statements and Actuals. – No questions from the board. Director McCormick was asked for comments on this, Director McCormick advised we are right on budget at this time, we should be at 83.33% and we are at 83.39%. We will be reviewing next month but should be right on.

Motion made to approve financials by Vernon Asbill, seconded by Aubrey Hobson, all in favor, motion carried.

## 3. Monthly Invoices

a. April Invoices: City of Artesia and County of Eddy –

Motion made to approve invoices by Kenny Rayroux, seconded by Jim Townsend. All in favor, motion carried.

b. Loving-Eddy County PSA (Discussion/Clarification)

Director McCormick advising that at the last meeting she was requested to send a letter to the Village of Loving about previous Invoices and the invoice for this year. After speaking with Chief Waller a PSA between Eddy County and the Village of Loving was brought to her attention. Director advised that in the PSA it does not directly cover dispatch services. If dispatch was not intended to be covered in the PSA then a proper agreement will need to be put in place for such services, and payment terms will need to be established. If dispatch services were intended to be in the PSA, then the PSA will need to be amended.

Chief Waller spoke to the board advising that at one point, thinking two years ago, Harry Evans (REDA former Director) and Dee Williams (Chief of Operations at the time) came to the Village of Loving and requested financial assistance or donations, which was given. It was not set as an every year, it was voluntary, and there were no obligation set by the Village.

Chairman Rudometkin advised from his understanding was that Loving Dispatch was not included in PSA, he does not remember if dispatch services were covered with this, at this time is unknown. Going to make contact to see what was originally said, or what was meant with PSA.

Kenny Rayroux advised he believed that the 60% from the county would have covered this. Director McCormick is asking for direction on how to proceed, whether it is to continue to invoice and push the issue, or to consider it part of the 60% money from the county.

Chairman Rudometkin and Kenny Rayroux agreed that they will look into the issue a little further, and review to see what needs to be taken care of.

Chief Waller asked about services provided to National Parks Service, National Forrest Service, and Task Force.

Director McCormick advised that both NPS, and NFS both pay for services but Task Force has always been considered part of the Eddy County Sheriff's office, even though they do have officers from ECSO, APD, CPD, Chief Waller sits on the Board for the Task force, and there are also seats available for NMSP.

Kenny Rayroux recommends putting invoices on hold until the issue is resolved with the county.

Kenny Rayroux made the motion to postpone this item, seconded by Jim Townsend. All in favor, motion carried.

## 4. Expenditures Review/ Emergency Business Approval: - None

## 5. Operations Committee Meeting Decisions and Recommendations:

a. Sheriff London, Operations Committee Chairman – Given by Chief Raley, working through transition for new system. Nothing at this time for Executive Meeting. Director McCormick asked about IT MOU, Chief Raley advised it all comes down to language.

i. Approved Minutes April Meeting

ii. Draft Minutes/Decisions May Meeting

## 6. Director Comments / Announcements / Reports

a. Personnel Report- Director McCormick- Personnel report standard format. Director McCormick gave disclosure that Allison Meyers is her daughter, advised there will be two points of supervision between her and the Director and will be working opposite shifts. Nothing further on personnel, no comments from the board.

b. Authority Review & Statistical Information- Director McCormick – Standard format, less calls because of the oilfield, but more calls in other areas, due to burglaries, and shoplifting. Chairman Rudometkin asking if certain items have picked up or if REDA is receiving out of the ordinary calls.

Director McCormick advised that we have less oil field theft, and industrial accidents, less people working in the oilfield, but crime goes up when people are unemployed.

c. Projects Report –

**i. CJIS Compliance –** Given by Director McCormick - Summary synopsis, emails going back and forth from DPS to REDA, broken down to what REDA is responsible for, and what the service agencies are responsible for. REDA has made great strides at this time. We have been advised that REDA is responsible for all network connections leading from REDA, and will be responsible for network diagram.

Chief Raley more focused on city's process and being where they need to be. He has no doubt that REDA knows what they are doing, it will be an issue when it comes down to it on both the City's and County's end, REDA will have brand new software and it will be easier for them to be compliant and will take City and County a little longer. City will have to be audited and inspected before to make sure everything is secure.

Jim Townsend asking if Motorola would be responsible to make sure we are compliant.

Director McCormick advised that they will make sure and we have certain certificates, and Motorola will advise of any deficiencies, and make sure that we are secure. If deficiencies, then Motorola will tell where it is, and go to that source to fix the issue, whether it be city or county.

Jim Townsend asked if Director McCormick knows what it will take to upkeep the compliance for CJIS.

Director McCormick advised that they do, and have a manual with policies and procedures. Has been used with conversations with DPS, to make sure each item is correct. Advised this is information only, since it was brought up in last board meeting.

Chairman Rudometkin asking for this to be brought to next meeting with any updates so Vice Chairman can hear these.

Minimal discussion had about Village of Loving buying seats in this CAD. They will be buying seats from ECSO, so will be running their CAD just like the ECSO does, which will help in a multitude of ways including sharing information, as well if reports need to be shared. It will help REDA with interoperability and make certain items easier on both sides. This will also be more complaint with the PSA so they can share their reports with Eddy County.

Chief Waller did advise that terminals were previously bought, before any CAD was changes, and are also looking at mobile terminals for their vehicles. Chief also advised that Grant money was obtained to buy the seats for this CAD.

**ii. R5 IT/JITT Update –** Everything operational, reached out to all agencies, CJIS compliance spreadsheet has been made and is about 55 pages to go through for each agency to make sure each is CJIS compliant, will continue to work on that and will have updates. Connection to agency is not completely secure, looking into putting a system at the PSC to help with that. City of Artesia's infrastructure is the worst, looking into alternatives on becoming compliant. Some things have had to change with the state stating that everything that comes through REDA, every machine needs to be secure, and governed by REDA. Changed approach on how to do certain things.

Jim Townsend asked if any of these requirements are covered in any MOU.

Director McCormick advising CJIS compliance is required because of them being Law Enforcement. Since they are dealing with CJIS information, this would be the IT MOU will be for.

Gary Romine advising that the state requires this, and we are following the FBI guidelines to create an MOU for each individual agency to sign regarding CJIS compliancy.

Director McCormick advised that JPA attempted to cover it, but it did not do a very good job, and that is why the IT MOU will be produced to sign. These will be very specific on FBI and State requirements.

Jim Townsend asking if a Contractor can administer that, and what gives Mr. Romine the ability to do so.

Gary Romine advising that the contract with REDA makes him accountable and responsible.

Director McCormick asked for clarification on if he could do it before it began, and the answer was yes.

**iii. MCC7100 (Radios) – Cut Over Status –** Operations Manager Kern – A walk through was not done before radios were set to go live, so go live has been pushed back until May 31. The wires that were previously set were not labeled, so instead of testing each individual wire, they have chosen to go back and re-pull each wire from the RF shelter and re-label them as they go. Southwest was the original contractor that did the wiring so unable to get a proper diagram. Software is installed on the consoles, so once wires are fixed, colored coded and labeled, we will be able to go live. This was report and FYI only.

iv. **CAD/RMS – Change Order (Zero Cost to REDA)** – All of agencies have opted for a certain module, City of Artesia opted for both analytics and predictive, ECSO & PVDTF chose the analytics only. Will need a motion since REDA is paying, and invoicing the entities.

Motion made to approve by Vernon Asbill, seconded by Kenny Rayroux. All in favor, motion carried.

v. **Lea County Communication Authority – Quote for Dispatch Capabilities** – Director McCormick was requested to obtain a quote on how much it would cost for Lea County to be REDA's complete back up including taking 9-1-1 calls as well as dispatching officers, and fire and ems responders. That is what this is. Director met with Lea County and Motorola to come up with a plan, this would be a violable plan. REDA would be putting in a MC7100 laptop computer that would cut into the K-Core which would allow them to dispatch our entities, this quote has everything outlined and entailed. The total cost would be \$62,348. The MOU with Lea County would have to be rewritten to include radio dispatching. Have not been able to obtain how much it would cost annually.

Jim Townsend asking about reciprocating for backing them up. Wanting to make sure this will be a complete solution, not a half way fix.

Director advising that this would be a complete fix. As of right now Lea county is only responsible for 9-1-1 calls, that is why the MOU's were included. Second at this time we have a radio set up in REDA that will allow us to communicate over to Lea County's Dispatch. We can talk to their units when we have to. Lea County has provided us with their radio, and we do more for them at this time than they do for us. That is what this quote is for is to provide them with a radio system that will allow them to dispatch for us.

Chairman Rudometkin asked if this was the only quote.

Director McCormick advised yes it is. Carlsbad is in talks about buying MC7100 radios and cutting into our K-Core, which would be at the complete cost of Carlsbad and would allow them to do exactly what we do, they would have REDA's tones and such. Unsure of status due to the fact it would be Carlsbad's quote to receive, and we only know they have requested a quote at this time. Chairman Rudometkin is asking for this to be postponed until the Vice Chairman is present, since he was the one originally requesting this.

Jim Townsend asking for a complete wrapped up cost of what it will be, and what the annual cost will be, and want the Operations Committee to sign off on the plans.

Director McCormick advising that it will be limited on the quotes since Lea County has Harris radios, and we have Motorola. Harris and Motorola will have to work together to make sure that the radios operate together.

Chairman Rudometkin also advising wanting a wrapped up cost.

Jim Townsend advising we need to look a little closer at what Carlsbad is doing and see if we still need to place equipment in Lea County.

Aubrey Hobson is requesting clarification on the Lea County MOU, advising it seems one sided. Director McCormick advised that it is one sided. At this point we back up Lea County's 9-1-1, and Carlsbad backs up our 9-1-1. We do not have a single one entity that entirely backs us up. Some clarification given by Director McCormick on what is considered a Primary PSAP and a Secondary PSAP and what each agency is capable of.

Aubrey Hobson asked if we had recently reviewed the MOU with Carlsbad, he advised it was last dated in 2007, and noted that it should be looked over every year.

Chairman Rudometkin advised we do need to look over the MOU again.

Director McCormick advised she agrees, especially if Carlsbad gets the new radio system it will need to be looked over.

Chairman Rudometkin asking for motion and second for postponing this for next meeting.

Vernon Asbill made the motion to postpone, Kenny Rayroux seconded. All in favor, motion carried.

vi. **Memorandum of Understanding: Lea County and Carlsbad** – This went along with the above.

7. **Advanced Communications Presentation & Report** – Chairman Rudometkin asked if Advanced will be showing up. Director McCormick advised she spoke with Dennis, and relayed what he said. They have nothing to present everything that has been discussed with radio capabilities, with Chief Raley, options have been given and there is in turn nothing to present to the board.

Chairman Rudometkin asking email be sent out to everyone about that, so it can be clarified. Board members need to decide if we would like to keep pressing them to come.

Chief Raley advised Advanced has done nothing for Artesia PD. They have failed to return calls, they failed to return messages, we have two other vendors working on the solution and are much closer to having a solution. As far as they are concerned, Advanced is out of the picture.

Chairman Rudometkin asking if the recommendation of Operation Board is to let this go at this time.

Chief Raley, advising the Mayor seemed to be worried about the connection to Lea County. As far as he is concerned we could take Advanced off the agenda.

Jim Townsend advised that the Mayor emailed him and asked that he asked a question in reference to this. Mayor wanted to relay a conversation with Anthony.

Chief Raley advised Anthony was the only one who would actually answer questions and he was fired for it.

Chairman Rudometkin asked that an email be sent out, to confirm that Advanced be taken off the agenda.

a. Ordinances – None.

b. Legislative Issues – None.

**8. Resolutions:** - None

**9. Agreements/Contracts / MOU's:**

a. IT MOU – Ops Committee – Was cancelled off agenda, needs to be reviewed.

b. Johnson, Miller, & Co. (Audit IPA Contract) – Completed contract online, but do not have what they have returned back. At this time we only have what has been completed on our end. If they review and sign and send it back it will be the same cost. At this time only renewed for one year, had not found notes from previous which was three years.

Aubrey Hobson advising that normally would go for three years, so we are safe with price for three years.

Discussion had on how long auditors can be in contract.

Chairman Rudometkin advising to go ahead and change services to three years. Try to lock them into the three years at same pricing. Asked for this to be brought back to next meeting.

c. FTE for IT CIO vs. RFP for Contract IT Services – Chairman Rudometkin asking that this be tabled for next meeting. Chairman did ask if Gary with R5 would be willing to cover month to month until this was resolved.

Gary Romine advised he would stay and would not leave REDA without IT.

Chairman Rudometkin advised that he believed the Vice Chairman should be there for this item.

Motion made by Sandy Farley to postpone this item for next meeting, seconded by Vernon Asbill. All in favor, motion carried.

i. Convert the \$75K to payroll if an FTE can be posted

ii. Start writing an RFP if we are moving forward with contract services

**10. Consent Agenda:** - None

**11. Public Comments / Announcements:** None

**12. Board Member Comments:**

Vernon Asbill advised very informational meeting.

Chairman Rudometkin thanked Chief Waller for being there, and would work on items on their end and get back with him.

**13. Closed Meeting:** None

**14. Next Board Meeting is scheduled for June 8, 2016 at 1300 hours / Artesia Council Chambers.**

Motion to adjourn, made by Aubrey Hobson; Second made by Sandy Farley, all yes. Meeting adjourned at 1500 hours.

  
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Rick Rudometkin, Executive Board Chairman (or designee)

6-8-16  
Date

  
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Robbie McCormick, REDA Executive Director (or designee)

6/8/16  
Date