



September 8, 2016 REDA Executive Board Meeting Minutes

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

Present:

Mayor Phillip Burch  
Kenny Rayroux  
Aubrey Hobson  
Jim Townsend

REDA Executive Director Robbie McCormick  
REDA Operations Manager Bambi Kern  
REDA H/R Admin. Assistant Kirstene Campbell  
R5 Gary Romine

Artesia Police Chief Raley  
Acting Loving Police Chief Harrison  
Danny Kiper

Absent: Rick Rudometkin, Glen Collier, Vernon Asbill,

Approval of September 8, 2016 Agenda

One minor addition to the agenda. It will be 9c, it is a report that is now fully executed, no action will be needed. They changed a line item, not the bottom number.

Motion to include made by Kenny Rayroux, seconded by Aubrey Hobson. All in favor, motion carried.

Motion to approve made by Kenny Rayroux, second by Mayor Burch, all yes, motion carried.

Review of the Minutes from August 11, 2016 Executive Board Meeting.

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

#### Agenda Items

##### **1. Financials Report/ Budget**

a. – August Financial Statements and Actuals. – Director McCormick – Over on the budget to actuals by about 3%. July budget to actuals have not been received at this time, even after several attempts to obtain those.

Mayor Burch asked where the 3% overage is.

Director McCormick advised the primary two sections would be computer services, since we have a few extraneous things from CAD. Also since the maintenance money had not been moved yet, we are also over in payroll, due to overtime due to training. She advised that it should even out by next month since there is more money in the budget. Also advised that overtime had been eliminated to help with the budget.

Jim Townsend asked why there is built in overtime when we are fully staffed.

Director McCormick advised that it is the way the schedule works out. We work twelve hour shifts, 2 on, 3 off, so that is the way the schedule works out. Other overtime was cut out, but while supervisors and CTO's are in training we will have to find coverage for their shifts.

Jim Townsend asked if we had looked at a way to cut out the extra overtime.

Director McCormick advised that she has created a couple of different prototype schedules one includes four ten hour shifts with multiple days off. One is a long change type of schedule, where there is seven

days off every month. The problem with that one would be a short pay period and a long pay period. It all culminates how it is supposed to. Sent out surveys to employees and one item that they are enjoying more than the four hours of overtime is having every other weekend off. At this time employees have a three day weekend every other weekend off. There is a little bit of a push back, but at this time Director McCormick is working on other schedules.

OM Kern advised that when all the trainees are released having everyone flex out those four hours. At this time though we do not have any flex time available.

Jim Townsend asked what the savings would be if there was no overtime at all on the annual basis. Director McCormick advised she does not know the bottom line at this time, do have the figure from when working on the budget though, each employee is scheduled for 104 hours of overtime per year. Calculations were done guessing that each employee makes about \$30 per hour during overtime, at 104 hours a year, and the total number of employees that use that overtime is 17, it would equate to about \$54,000 a year.

Jim Townsend advised that this would be the best way to help with possible future shortfalls. Jim advised he can understand push back but maybe it can be changed back at a later date.

Mayor Burch asked about the schedules being worked on and how the days off would fall and if they would be consistent.

Director McCormick advised that it would be static days off, some would get a weekend some would not get it.

OM Kern advised that shift compositions have been pulled from other agencies as well as oil rigs, mines, etc. they have been looking at other options .

Chief Raley advised that the twelve hour shifts would be the best option for if we lose employees. It is the best option to be able to move people around for coverage. Chief advised that the twelve hour shift in an emergency management position has been a positive; you can do a lot more with less people. Chief advised that he would advise caution moving forward with other schedules.

Chief Raley advised might check with Albuquerque Police Dept. believes that they have just put in motion twelve hour shifts, but eighty hours every two weeks. It is a three twelves' and a four or an eight. It is a complicated formula but it works. Chief advised his recommendation is to do what we can to keep the twelve hour shifts in place.

Jim Townsend gave a word of caution for spending, because GRT have not been great, along with other economic activity.

Mayor Burch advised that the two payments we receive each month may be in question due to budgets and money being received all around.

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

## **2. Monthly Invoices**

a. August Invoices: City of Artesia and County of Eddy – Director McCormick advised nothing noteworthy for August, did want to advise as of yesterday had not received payment from either the city or the county for July invoices.

Aubrey Hobson advised that they had only received August invoices, and had not received the July invoices by email.

Kirstene advised that she asked James if he sent them out. James had advised her that they were not sitting in his outbox, but he would try to send them again. Kirstene also advised could not move forward with payroll on Monday without one of the invoices paid.

All parties will be looking into those.

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

## **3. Expenditures Review/ Emergency Business Approval:**

a. LCCA Back Up Quotes – Status: Director McCormick advised that she has not received anything in writing from any other radio vendors. She advised that while she was at the APCO conference in Florida did have a chance to speak with several representatives and their IT personnel about this back up option. Their general consensus was to do this backup with Motorola, there is not another vendor that would be able to create this option other than Motorola because it would be too complex, and expensive. Their cards have been obtained, and are not just waiting on written confirmation from those conversations. Director advised she spoke with Benedicts King, Cobra and Harris, and all of them gave the same general consensus of how it would go.

Jim Townsend advised that even if they could find a way to do it, it may not be advisable to go ahead with it.

Mayor Burch advised to keep the board informed.

## **4. Operations Committee Meeting Decisions and Recommendations:**

Director McCormick advised that she did not include anything because she did not believe she received

anything for them.

OM Kern advised that she did send them.

Mayor Burch asked Chief Raley if there was anything noteworthy.

Chief Raley advised he was not at the meeting but his representative was, it was just progress reports on the projects. They have also been working on the training schedules but that is all at this time.

## 5. Director Comments / Announcements / Reports

a. Personnel Report- Director McCormick – Includes one resignation, Lisa Connell, her husband is being relocated so she will be moving. Her resignation letter was included behind the report. Director advised that she will not be filling that position until February. Due to training, and will help with the payroll budget. Kenny Rayroux asked if that was the only vacancy.

Director McCormick advised yes, other than the one all other positions minus internship is filled. At this time there doesn't seem to be any prospects for the internship, so only the one FTE position. Her last day will be 08/15/2016. Director advised that without filling that position it will still be four man shifts, as well as admin staff can still work the floor if needed.

b. Authority Review & Statistical Information- Director McCormick – Standard format. Calls are still down slightly, but rising steadily. 53,102 calls for service so far.

### c. Projects Report –

i. **R5 IT/JITT Update** – Gary Romine – Not many changes at this time. Big part of the projects is working with P1 projects and Motorola. Warren with the county was down last week, and we will have more trainings soon. One of the biggest things that have recently happened is that everyone is now connected to the firewall through the PSC. It has helped with many aspects, and have heard a lot of good things from records division. Nothing further at this time.

ii. **CAD/RMS** – OM Kern – MCC7100 our radio system, all consoles are up and running at this time. CFD switched to simulcast and we have been working well with them. There are a few punch list items on the contract that need to be taken care of, one being the FLETC channel and the raven bridges, those will both be completed in December.

Mayor Burch asked about the raven switches.

OM Kern advised that as of right now we have patches with the South district, it acts like a mega phone so we can receive their transmissions. The raven switches are the actual technology that is supposed to be in place there. Part of the contract is for those to be fixed the correct way, and it will be fixed in October.

Premier One CAD go live date has been moved to December 2<sup>nd</sup>, all of the service agencies have been advised of that. Have been working with Motorola, and service agencies on training dates to make sure that it fits with everyone's schedules.

GIS is still working on the map layers for the new system. At this time have reached out to Warren to have a meeting to make sure he is still on pace with us.

Kenny Rayroux asked if Warren had accepted that saying he would be there.

OM Kern advised that as of this morning he had not.

Kenny Rayroux advised he would check on it, and speak with Warren.

Jim Townsend asked what the mechanism is in place to keep the new CAD updated.

OM Kern advised we have a maintenance contract with them for five years.

Director McCormick advised that the updates come either as needed or quarterly for regular maintenance. If there is some kind of patch they will remote in. Gary has been working on all of that, with them remoting in.

OM Kern advised that we also have a 1-800 number to call and create tickets if something is needed. Severity one would require response within 1-4 hours, etc.

Jim Townsend clarified he was requesting about updates to GIS.

Director McCormick advised those are pushed quarterly from the state to the county, to us. We have two sets of maps. One of which is connected with records of calls, as well as maps that are connected to 9-1-1. The 9-1-1 comes directly to the state.

Jim Townsend asked about new subdivisions, and the platting and how it would come about for our maps to be updated.

OM Kern advised that those would be provided to Warren then pushed to our system, as soon as he has that layer ready he will push it to our system.

Director McCormick advised that sometimes we will have them in list form before we get them on the CAD so that way our employees know about the addresses.

Clarification had on response areas, and why aspects are important to dispatch.

Mayor Burch asked who would be responsible for the input of the new subdivision, the layers of the map.

Director McCormick advised they would go to respectively whatever district they would be in. If it is a new subdivision in Artesia it would go to Jason Jerrell, and if it's going to be in the county then it would go to the GIS office at the county which would be Warren. The contractors are responsible for going through their permitting and as it goes through would hit the correct departments.

Mayor asking about protocols for adding new subdivisions, giving example of new subdivision being added, some of the streets may not be actual streets for several years. Mayor wanted to know how we would get the information to be added to CAD.

Director McCormick advised that all the information is received at the same time, whether there is housing there or not, once the plan is put in place it will be in the Master Street Address Guide, and that is what we use. This gives us addressed that may not be yet, but could be there.

Director McCormick advised that it is very timely and they are very good with updates.

OM Kern advised that just hearing about certain things then we can keep an eye out for those.

Asked that if anyone hears anything like changes to the mapping to let them know, so those changes can be watched for.

Image Trend was brought up, Director McCormick advised that Image Trend would be something next month. Director also advised that there may possibly be a change order, but will not affect our budget, she will be moving the money away from something we had wanted and use it to take care of Image Trend. Director advised in summary what happened was that our paid departments use Image Trend for their reporting. During conversations with Image Trend they failed to inform us, until 3<sup>rd</sup> week in August that it would require the service agencies have the CAD interface in them. When AFD and CFD purchased Image Trend they did not purchase the CAD interface. That will need to be purchased before we can effectively do what we said we could do. Director advised that it is undecided if CFD and AFD will have to purchase that, or if that will be a REDA solution to get that there. Director McCormick advised she has the numbers and possible solution just need a couple more meetings to get everything ironed out. It would be \$5000 per agency. Director McCormick advised when the money was moved around from the maintenance contract, \$32000 was moved to be used for APCO electronic EMD guide cards, that may be what is used to purchase this.

Jim Townsend more worried about the precedence that is set by the purchase of the interface for the members.

Director McCormick advised that her only dilemma is that while speaking with Image trend there was an understanding that there is an IRD for getting information to Image Trend, and assuring agencies that it could happen, and then to go back and tell the agencies it is going to cost to make it happen, because their system doesn't have what they need to make it happen.

Jim Townsend advised that it is unfortunate, but if that is the only oversight during the project, then job well done.

AFD ride longs have begun, this helps our dispatchers understand what goes on during the calls. We have been doing these with APD as well as ECSO in the past. CFD has also reached out and allowed that opportunity to us, however it would be additional overtime so we are not taking advantage of that at this time.

AFD went to new software called crew sense, which allows us to send a text notification when everyone is out on calls and they are needing someone to man the station. All employees have been training on it.

OM Kern advised as far as volunteer fire departments, she has been working with Josh Mack at Eddy County Fire Services, to get information on all county resources, have gone to each station and keyed up each radio at each station to confirm IDs and what we have listed. This has also helped narrow down the list of resources to what each department currently has. Queens is the only one left to do at this time.

OM Kern advised there has been a change to sub-contractors. Advanced will have to finish out their contract with the MCC7100, the only items they have left is the FLETC channel and raven

bridges, after that Advanced will no longer be the sub-contractors. Motorola will now be using RTC, they have been out a couple of times now and they are very professional, very responsive as well.

Shop with a Hero meetings will begin this month, REDA will be attending those as we have each year.

OM Kern advised a Thank you needs to go to Danny Kiper and his staff for help with training rooms for both CAD and RMS. FLETC has given REDA a room to set up in to allow for all of the trainings to come.

Jim Townsend advised that once the new systems are up and running, he believes that the appropriate folks with Carlsbad should be invited to come and tour everything.

OM Kern asked to be given about a month for the dispatchers can become proficient with the new systems first.

Jim Townsend advised it needs to be before the new session starts, on January 20<sup>th</sup>.

OM Kern advised she would make it happen.

## 6. Ordinances – None

## 7. Legislative –

a. E911 Surcharge Status Report: Brief report. Director McCormick advised she was able to get the same packet she sent to Mayor Burch and Chairman Rudometkin into the cabinet boards hands at DPS and believe a meeting with the Governor is imminent. Hoping this meeting can provide explanation enough to have this pass. The more money we get from this source, from the state to us, the less Director McCormick has to get from elsewhere. The main obstacle is the Governors belief that it is a tax. There are many agencies backing it at this time.

## 8. Resolutions: - None

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

a. IT/CIO RFP – Director McCormick – There are two different packets, Mr. Hobson brought to Director McCormick's attention that the RFP received from the county was not just a sample but was one for another company. The original with notes from Bob Fabian is in the packet, as well as what he sent to show as reference. There is one item that was left blank and that is an agreement number. Unsure if the agreement number is the RFP or if it was assigned after the RFP is granted. This has also been sent to Tabor the County attorney as well as Francis REDA's attorney for review, also requested that Bob Fabian take another look at it.

Kenny Rayroux advised that the RFP number would be the RFP agreement number. Kenny advised that the "B" number on the document stands for bid number.

Director McCormick advised Bob Fabian originally sent it as a "B" document and asked if she needed to change it.

Kenny Rayroux advised that it needs to say RFP with the same numbers.

Director McCormick advised that the proposed date to publish this would be October 1, if she can get all of the reviews back in time to do so, so she can bring it to the board by December 8 which would be a normal board meeting day.

Director McCormick asked the attorneys if the RFP goes out jointly County of Eddy or REDA since County is the fiscal agent, or if REDA can post it on their own. If they go with the former, then since County is the fiscal agent is it just Eddy County. Also who would need to award this bid, if it would be a culmination of both City and County then how would REDA go about that.

b. IT MOU- Director McCormick – These would be for network compliance, at this time have a blank copy of what everyone had agreed on. These have the schedule of when things would be provided, which was what everyone had proposed. If this is approved, Director McCormick advised she has all of the packets ready for each agency to send out, that could be signed by the board. Director McCormick advised on the second page she cited the most recent CJIS compliance handbook that was from October 2015, where she arrived at the items that are needed by REDA to go through the audit. Director McCormick asked Chief Raley if he had gotten a chance to read over the update.

Chief Raley advised he read over quickly but sent it over to the IT department. Chief advised that he did not see any issues with it.

Director McCormick advised that she added sample diagrams and other documents to provide examples and ideas of what is being asked.

Mayor Burch asked if any action needed to be taken.

Director McCormick advised that unless it is going to be deferred until we hear back from city IT department.

Would need an approval from the board to go to agencies to show what is expected from other agencies to connect back to REDA. Director did mention that the longer we wait, the longer it will take to make sure our new systems will be able to connect to NCIC. This document is required to we can connect the new systems.

Mayor Burch advised approval would be an option contingent on what city IT comes back and says about it.

Motion to approve the IT MOU, contingent on city IT, made by Aubrey Hobson, seconded by Jim Townsend.

All in favor, motion carries.

c. DFA amended report – Director McCormick advised that two numbers were adjusted by DFA, neither of which affected the bottom line number. REDA will still get the same amount, but just for different items. DFA did not require any kind of approval since it did not change. It only required Director McCormick's signature.

**10. Consent Agenda:** - None

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

**12. Board Member Comments:** -

Aubrey Hobson advised check is right in the other room. Advised the other invoice would be sent once we got back to the office.

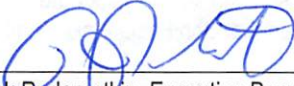
Kenny Rayroux advised he just received a response back from the county, records were checked and the invoice for July was not received from Mr. Turk. Kenny asked that both invoices be sent to both the county and city. Kirstene advised she would send them.

No other comments.


**13. Closed Meeting:** None

**14. Next Board Meeting is scheduled for October 13, 2016 at 1100 hours / Artesia Council Chambers.**

Meeting adjourned at 1203 hours by Mayor Burch.

  
Rick Rudometkin, Executive Board Chairman (or designee)

11-9-16  
Date

  
Robbie McCormick, REDA Executive Director (or designee)

11/9/16  
Date