

# ORIGINAL



## Regional Emergency Dispatch Authority Operations Committee Meeting Minutes

August 13th, 2020

August 13th, 2020, 10:30

Determination of Quorum – Quorum present

### Attendance:

- REDA Training Coordinator Headrick
- APD Chief Roberts
- AFD Fire Marshal Harvey (by phone)
- Eddy County Sheriffs Office Lieutenant Decker
- Radio Communications Supervisor Chavarria
- REDA CIO Romine
- CAD/RMS Admin Chris Walker

Approval of August 13th, 2020, Operations Committee Agenda

Motion made by Supervisor Chavarria; Second by Lieutenant Decker – All in favor: Motion passes

Approval of June 11<sup>th</sup>, 2020, Operations Committee Meeting Minutes

Motion made by Lieutenant Decker; Second by Supervisor Chavarria – All in favor: Motion passes

### Agenda

#### 1) Public Service Agency Comments and Announcements

a) None

#### 2) Director / Announcements / Reports

a) July Personnel Report

i) TC Headrick reviewed the attached report with the board; no questions or recommendations from the board.

b) July Overview & Statistical Information

i) TC Headrick reviewed the attached report with the board; no questions or recommendations from the board.

ii) TC Headrick also discussed the new hires with the board. No questions or recommendations from the board.

c) Call Count Comparison by Month

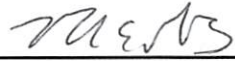
i) TC Headrick reviewed the attached report with the board; no questions from the board.

#### 3) REDA IT Report

i) CIO Romine reviewed the IT report with the board. No questions or recommendations from the board.

- 4) **Radio Report**
  - i) None
- 5) **Training Report**
  - i) TC Headrick discusses the trainees with the board. Stated that they have finished their classes and are currently on-the-job-training. No questions or recommendations from the board.
- 6) **Operations Committee Meeting Decisions & Recommendations**
  - a) Artesia Police Department
    - i) APD Chief Roberts Discussed with the board the progress he has made with the UCR/NIBRs reports.
  - b) Artesia Fire Department
    - i) None
  - c) Carlsbad Fire Department
    - i) None
  - d) Eddy County Sheriff's Office
    - i) CAD/RMS Admin Walker discussed with the board the progress that was being made with the Sheriff's Office workflow on RMS.
    - ii) CAD/RMS Admin Walker also discussed the fix action that was taking place with Detective Smith's computer.
    - iii) CAD/RMS Admin Walker further discussed the change he was prepared to make in regards to the alert sound the Deputies' computers make when a call is created from REDA.
  - e) Eddy County Fire Service
    - i) Radio Communications Supervisor Chavarria discussed radio tower maintenance. The preventative maintenance has been completed with minor issues that are pending resolution. Supervisor Chavarria also mentions the radio contracts. Per Supervisor Chavarria, Fire Services Director Mack is still working with the County Commission on details pertaining to the contract.
    - ii) Radio Communications Supervisor Chavarria discusses the toning procedure when toning for grass fires that threaten structures.
    - iii) Radio Communications Supervisor Chavarria further discusses the procedure when toning for tank battery fires.
    - iv) Radio Communications Supervisor Chavarria states that he can hear other dispatchers in the background during radio transmissions. TC Headrick stated that she was made aware prior to today's meeting and has addressed it and will continue to monitor the issue.
    - v) Radio Communications Supervisor Chavarria reminds the board that Volunteer Fire Departments need to receive updates to the calls and not to wait for a paid department to respond.
  - f) Pecos Valley Drug Task Force
    - i) None
  - g) Loving Police Department
    - i) None
  - h) NPS
    - i) None
  - i) NMMP
    - i) None
- 7) **Agreements / Contracts/ Expenditures/ MOUs:**
  - a) None
- 8) **Legislative:**

- a) None
- 9) **Resolutions:**
  - a) None
- 10) **Travel / Training:**
- 11) **Closed Session:**
  - i) None
- 12) **Consent Agenda:** [All items listed below have been distributed to the REDA OPSCOM Board, in advance of this meeting and are routine and non-controversial in nature, they will be enacted by a single motion. Any Board Member may remove an item from this Consent Agenda if a separate discussion is desired]: None
- 13) **Public Comments / Announcements**
  - a) None
- 14) **Board Member Comments**
  - i) None
- 15) **Set the next Operations Committee meeting date:**
  - a) *Regular Schedule would be September 10<sup>th</sup>, 2020 @ 10:30.*
- 16) **Adjourn Meeting**
  - a) Meeting adjourned

X   
 Chief Roberts  
 Artesia Police Department

X   
 Chief Hope  
 Artesia Fire Department

X   
 Lieutenant Decker  
 Eddy County Sheriff's Department

X   
 Volunteer Fire Department Representative