



## Regional Emergency Dispatch Authority

### Operations Committee Meeting Minutes

March 11th, 2021

March 11th, 2021, 10:30

Determination of Quorum – Quorum present

#### Attendance:

- REDA Executive Director Bambi Kern
- REDA Training Coordinator Megan Headrick
- APD Chief Kirk Roberts
- AFD Fire Chief Kevin Hope
- Fire Board Chairman Jarod Zuniga (ECFS)
- CFD EMS Chief Tony Souza
- NPS Chief Erik Westpfahl
- REDA CIO Gary Romine
- Fire Marshal Brenden Harvey
- Communications Supervisor Chris Chavarria

Approval of the March 11th, 2021, Operations Committee Agenda

All in favor: Motion passes

Approval of February 11<sup>th</sup>, 2021, Operations Committee Meeting Minutes

All in favor: Motion passes

#### Agenda

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

- a) CFD – EMS Chief Souza Discusses with the board the subject of COVID and how his department has a plan to phase out restrictions on training and travel.
- b) Fire Board
  - i) ID Numbers – Chairman Zuniga discusses with the board the subject of missing ID Numbers and the fact that CIO Romine is assisting him in the task.
- c) Loving Police Department
  - i) None
- d) NMMP
  - i) None
- e) NMSP
  - i) None

- f) OEM
- i) None

**2) Director / Announcements / Reports**

- a) Personnel Report
  - i) Director Kern reviewed the attached report with the board; no questions or recommendations from the board.
- b) Overview & Statistical Information
  - i) Director Kern reviewed the attached report with the board to include the 32 TranAero calls that were received in the first week of Go Live. No questions or recommendations from the board.
- c) Call Count Comparison by Month
  - i) Director Kern reviewed the attached report with the board; no questions or recommendations from the board.
- d) Supervisor Promotion Process
  - i) The Supervisor position has been posted as well as the position for QAQI.
- e) DFA Grant Upgrade Tracker
  - i) Director Kern discusses with the board the DFA grants and the recorder as well as new furniture that is being procured for the center.
- f) Budget
  - i) i) Director Kern discusses the budget with the board. No questions or recommendations from the board.
- g) CAD / RMS Report
  - i) Director Kern Discusses the attached report with the board.
- h) IT Report
  - i) CIO Romine discusses map updates and the use of the Zello app. He will be working with the state GIS updates.
  - ii) We need to add well site info. Copy and paste to CAD so the VFD's can look up well info.
- i) Training Report
  - i) TC Headrick discusses the trainees with the board. She also discusses the upcoming training classes and events. No questions or recommendations from the board



**3) Policy / SOG**

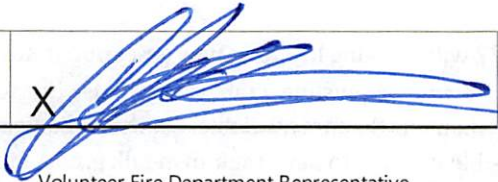
- i) Fire / EMS Toning Procedure Revised 02 2021. - TC Headrick discussed the latest revision with the board. TC Headrick has minor edits to complete before bringing it back to the board
- ii) Electronic Storage of NCIC Records (FYI) – TC Headrick ensures that storing NCIC records electronically is agreeable with the board. The board agrees, TC Headrick needs to verify with ECSO.

**4) Operations Committee Meeting Decisions and Recommendations**

- a) Artesia Police Department
  - i) None
- b) Artesia Fire Department
  - i) Director Kern briefly discusses PST week and the possibility of spending some time with AFD.
- c) Carlsbad Fire Department
  - i) None
- d) Eddy Country Sheriff's Office

- i) Not Available
- e) Eddy County Fire Service
  - i) Fire Board Chairman Zuniga reports no updates to the radio upgrade project. He is waiting on the State contract.
  - ii) There will be a dedicated radio channel for TransAero. Communications Supervisor Chavarria will work on getting all radios reprogrammed.
- f) NPS
  - i) Radio techs will be working on the towers in the next week. Tim Gilik will coordinate.
- g) TransAero
  - i) March 22 will be going live for a new asset out of Roswell.
  - ii) Charlie Nolen is requesting a talk group to use just for TransAero. Supervisor Chavarria will look into the channels that are available. Chairman Zuniga reminds the board that TransAero would be responsible for a fee to have their own talk group. More info to follow.
- 5) **Agreements / Contracts/ Expenditures/ MOUs:**
  - a) Director Kern requests to table the discussion for CAD Query IF Software Modification Milestone.
  - b) Director Kern discusses the REDA Upgrade Completion Milestone Certificate. She will be bringing the subject back to the board next month.
- 6) **Legislative:**
  - a) None
- 7) **Resolutions:**
  - a) Chief Roberts signs the resolution for National Public Safety Telecommunicator Week.
- 8) **Travel / Training:**
  - a) None
- 9) **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
- 10) **Closed Session:**
  - a) None
- 11) **Board Member Comments**
  - i) None
- 12) **Set the next Operations Committee meeting date:**
  - a) *Regular Schedule would be April 8<sup>th</sup>, 2021 @10:00.*
- 13) **Adjourn Meeting**
  - a) Meeting adjourned. Chief Hope made the motion to adjourn, Chief Westpfahl seconds the motion.

X 	X 
Chief Roberts Artesia Police Department	Chief Hope Artesia Fire Department

X	X 
Lieutenant Decker Eddy County Sheriff's Department	Volunteer Fire Department Representative