July 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
Glen Collier
Aubrey Hobson

REDA Executive Director Robbie McCormick
REDA Operations Manager Bambi Kern
REDA H/R Admin. Assistant Kirstene Campbell
REDA Training Coordinator Emely Stutbs-Ponce
REDA Supervisor Anita Ritter
R5 LLC - Gary Romine
Solutions Group - James Turk
LCCA Director Angela Martinez
LCCA Co-Chair Chief McCall

County Fire Marshal Hope
Artesia Police Chief Raley
Acting Loving Police Chief Harrison
Sandy Farley

Absent: Vernon Asbill, Jim Townsend, Cooper Henderson

Approval of July 14, 2016 Agenda: Two items changed from original agenda sent out. First would be item 2b, which needs to be postponed again, due to County had not had a chance to sit down with Mayor of Loving and Acting Chief of Loving. This meeting should occur around the first of August, and will hopefully be resolved then. Second item would be to add item 5e, which is discussion of DFA grant. DFA grand update would be allowed since only FY1 not full agenda item.

Motion to approve made by Mayor Burch, second by Aubrey Hobson, all yes, motion carried.

Review of the Minutes from June 8, 2016 Executive Board Meeting.

Motion to approve made by Aubrey Hobson, seconded by Glen Collier, all yes, motion carried.

Agenda Items

1. Financials Report/Budget
   
   a. June Financial Statements and Actuals – The actuals seen as part of the packet are representative of year end resolution later in the agenda. No further discussion.
   Motion made to approve financials by Aubrey Hobson, seconded by Glen Collier, all in favor, motion carried.

2. Monthly Invoices
   
   a. June Invoices: City of Artesia and County of Eddy
   Motion made to approve invoices by Aubrey Hobson, seconded by Glen Collier. All in favor, motion carried.

   b. Loving-Eddy County PSA (Discussion/Clarification) – Tabled from June 8, 2016 Request made to postpone this again until August meeting, by then the county should have had a sit down with the Acting Chief of
Loving, as well as the Mayor of Loving. All members agreed.

3. Expenditures Review/ Emergency Business Approval:
   a. Change Order: Motorola Credit $218,000: Director McCormick – notified by the finance department with Motorola, at this time they have found they over charged us on the quote so we have a $218,000 credit. This change order does not change the amount; it just moves some of the money to other items. Items this credit would cover with approval from the board is; 62,000 for LCCA Back Up, 44,000 for years 2-5 Maintenance for LCCA back up, 102,000 for purchase of Command center for ESCO/PVDTF year 2 maintenance/renewal for all agencies; and 6,000 for five REDA personnel to attend Motorola user conference. This would leave some monies behind for credit. The LCCA would be done after CAD implementation. Director McCormick advised that the remaining credit we might look into mobile radios for dispatch. Director McCormick once again advised this is a zero cost change order.
   Chairman Rudometkin clarifying that this change order is the recommendation from REDA on what to do with the overcharge and credit.
   Director McCormick advised yes it is.
   Aubrey Hobson asking if we ever received any other quotes on LCCA.
   Director McCormick advised that there is an issue with LCCA having Harris, and we have Motorola. Harris would have a harder time coming back our way than it would be for Motorola. It will more likely to be higher using a third party radio because it would be starting from scratch, and would require all new equipment.
   Chairman Rudometkin asked that we go ahead and get more quotes at this time.
   Director McCormick advised that she can get more quotes, it will be additional contract, and additional maintenance other than what we already have.
   Chairman Rudometkin worries that we might be violating any procurement in place, advised by Aubrey Hobson it most likely would not be in violation but would be wise to get additional quotes.
   Chairman Rudometkin asked what the board thinks about getting other quotes, or go forward with Motorola.
   Mayor Burch advised the board had not been given any information on these items.
   Director McCormick advised that LCCA proposal was presented two meetings ago, and they did not meet again to speak about this. Director advised that if we want the change order it must be done by October 21st. If we decide after that date then the price will go up.
   Mayor Burch advised he is not comfortable with Motorola nor is he comfortable with the proposal. Mayor also advises seem curious that we have a credit with them, and would just assume that credit go back against the invoice, and would be less on City of Artesia, and County of Eddy’s part.
   Glen Collier asked why Motorola is the only one we ever discuss.
   Chairman Rudometkin advised he appreciates the proposal. Chairman did agree that the credit did sound good going back on the invoice, and agreed that we do need back up with another agency, but after hearing the comments from the board would like for Director McCormick to go back and get other quotes and see what those may be. Chairman advised to keep the credit for now, go out for proposals and come back to the board with how to possibly spend the money.
   Director McCormick asked Director Martinez (from LCCA) if she had Harris look at the proposals. Director McCormick asked if Director Martinez could have Harris look at the connectivity and issue a quote on how much it would cost.

Motion made to post-pone this change order by Aubrey Hobson, seconded by Glen Collier. All in favor, motion carried.

4. Operations Committee Meeting Decisions and Recommendations:
   a. Approved Minutes June Meeting:
   b. Draft Minutes/Decisions July Meeting:

Chief Raley advised no quorum, but did get to look around REDA, and check out equipment and the new systems that were installed. At this time nothing official from operations committee.

5. Director Comments / Announcements / Reports

   a. Personnel Report- Director McCormick – Fully staffed, no promotions, no terminations, etc. Aubrey Hobson asked about procedural changes to gain access to FLETC, advised his badge is expired.

   b. Authority Review & Statistical Information- Director McCormick – Standard format. – No comments.

   c. Johnson and Miller 2015 Audit August 10-12, 2016 – Only advising date has been set.

   d. Projects Report –
       i. R5 IT/JITT Update – Verbal report only. Finished up last part of records database, still looking at few little things to finish up, and finalize connection to the PSC.
ii. CAD/RMS – Bambi, still on schedule for go live October 21st. Ton of training coming up, training coordinator has been very busy making contact with all agencies. Contact has been made with Kiper at FLETC to get a room to have the trainings, and we have also been in contact with Motorola reference connectivity. Servers will be delivered and installed on the 18th and 19th.

iv. Lea County Communication Authority Back Up Discussion – Director Angela Martinez, LCCA & Co-Chair Chief McCall – Given direction from earlier in this meeting may not need further direction.

Director Martinez advised she could answer any questions that the board may have, but will be willing to come back to the next board meeting to try and answer questions.

Mayor Burch asked Director Martinez about the back up to the back up and what Lea County would do in an emergency situation.

Director Martinez is advised that they have REDA as their primary backup, but they also have a full back up at their fire station 1 in the basement, including radios.

Mayor Burch asked physically how far the backup is from them.

Director Martinez advised 5-6 miles away.

ey. DFA Grant Update – Director McCormick spoke about the 9-1-1 surcharge, advised we did get DFA grant, in the amount of $291,153 and included what it has to be spent on. Director McCormick explained some of the items that are included on the list, and explained how they would pay the costs up front for us, but then would be reimbursed by DFA. This will be taken to BOCC, and once fully executed will bring back to the board for review.

6. Ordinances – None

7. Legislative – Attended the Director Affiliate @ NMAC Annual Conference June 22-24, 2016 in Hobbs, NM.
   
   a. Resolution for additional surcharge on VoIP and Pre-Paid Phones

   i. Supported by Managers and Commissioners

   Chairman Rudometkin added before discussion that this was supported by managers in the state, and once approved took to commissioner’s affiliate, and they were in favor as well.

   Director McCormick advised this is being put before the state that this surcharge be put on all phones. At this time it only covers certain phones, so the revenue coming into DFA is diminishing. This Resolution will just be an expansion of a surcharge not an additional tax, like the Governor is looking at it as. Director McCormick advised that they attended the Legislative session in Santa Fe; ICERT from Washington also attended and chose this Resolution to support and assist to get passed.

   Glen Collier asked if support from the board would help.

   Director McCormick advised that any and all help would be appreciated. It does not directly affect REDA but it would help the state with funding for 9-1-1 services.

   Chairman Rudometkin advising that county commissions have passed resolutions showing support, and advised he doesn’t have a problem bringing forward a resolution to the county commissioners, and possibly the Carlsbad City council to see if support can be gained that way as well.

   Director McCormick is going to get a packet put together and send to everyone to be presented.

   Mayor Burch advised that at this time the Municipal league is working on two other items with the Governor, so has slight hesitation to bring yet another item forward. Mayor Burch did advise would go ahead and put it on the Municipal League agenda in November to present to them.

   Chairman Rudometkin and Glen Collier advising that the board of Directors will meet in October so make sure to have the packets for this resolution ready then.

b. DFA Status: Director McCormick advised there is supposed to have three program managers, one retired, unsure if one is termination or resignation, and the last one is on indefinite FMLA so at this time the Program Chief who is brand new to the position trying to take care of all 47 PSAPs. Things will move very slowly for a while. DFA is also thinking about not filling those positions due to budget constraints.

c. Continued discussion on Consolidation and Regional Dispatch Centers – Director McCormick advised they had conversations with a couple of DFA persons about Carlsbad’s waiver and possible future consolidation, the answers Director McCormick received is, there will be no forcing Carlsbad to consolidate the waiver they received is permanent, and there will be no consideration on removing their DFA funding as a PSAP due to waiver. Also received clarification on who assigned backups. DFA advised that REDA can use Lea County as a backup, and REDA does not have to back up Carlsbad, but in the same was also told that since Carlsbad does not have the equipment to utilize further PSAPs as we do, that we cannot tell them we will not be their backup. It is required by law to have a backup. Director McCormick advising that we will always have to be their backup but we do not have to use them as ours.
Discussion had regarding being able to consolidate with Carlsbad later, and how it could be done if Carlsbad agreed. Director McCormick advised that the state continues to talk about 10-12 Regional Dispatch Centers in the state.

Aubrey Hobson advised that Representative Townsend is planning on introducing Legislation to remove funding from non-consolidated PSAPs.

d. Legislative Meetings - June 28, 2016 - Met with ICERT out of Washington and this resolution will be picked up by them as one of the five they support and lobby for nationally each year. See Item A. Director McCormick added that ICERT is familiar with this piece of legislation, and won in Florida so they have the correct statistics.

OM Kern advised that in Florida they also got push back on being considered tax and surcharge.

8. Resolutions:

a. Resolution 16-012 - Budget Adjustments (Vesta Contract) - Director McCormick advised the Vesta Contract that had been put in REDA’s budget will be paid for by DFA. Director McCormick is requesting to move the money around to put in other budget line items.

Chairman Rudometkin asked for a motion to approve Resolution 16-012.

Motion to approve made by Aubrey Hobson, seconded by Glen Collier. Mayor Burch opposed. Majority in favor. Motion carries.

b. Resolution 16-013 - Budget Realignment Year End FY2016 - Director McCormick advised these are the last line item adjustments to close out FY16. This does not change the bottom line of the budget, we came in very slightly under budget for last year.

No further comments from the board.

Motion to approve this Resolution made by Aubrey Hobson. Seconded by Glen Collier. All in favor, motion carries.

9. Agreements/Contracts / MOU’s:

a. IT MOU - Status Report - Changing drastically. Started out trying to change wording of JPA, had continuously worked on this. Chief Raley has spoken with DFA and has received a different answer, and a different form. Director McCormick advised she would like to adopt this form, since it makes it easy and is adopted by the state. Director McCormick asked Chief Raley to speak about the form.

Chief Raley advised the form itself is a one page form, comes from the state, generally stating that they understand that REDA is the parent CJIS, and each agency is the child and has to comply with CJIS compliance. Chief thinks that the board should set up a schedule to check on CJIS compliance with each agency, whether it be annually or semi-annually.

Director McCormick advised that when she and Gary spoke with Tim Struck at the state, and let them know about language and wording, but they do have a form that can be used and would save time, energy, and future problems with any wording.

Director McCormick advised that she will be bringing the agreement to the board in August for review.

Chief Raley advised that other agencies have been using the same form and are in compliance with the state.

Gary Romine advised that he would like a written document just to make sure and cover all bases.

b. CPD MOU - Status Report - Changed due to previous discussion.

c. LCRA MOU - Status Report - Changed due to previous discussion. There will only be minor changes to the current MOU. Minor language issues, just adding connectivity and maintenance issues.

d. IT/CIO RFP - Status Report - Director McCormick advised that she put together an RFP and sent it to Fabian to have him look it over, and hope to bring it to the board in August to have them look it over.

e. R5 LLC - 6-Month Extension Contract - This contract is July 1-December 31. There has been some changes, due to his knowledge of what is going on with CAD, and other items.

Motion to approve is needed.

Motion to approve extension contract made by Glen Collier, seconded by Aubrey Hobson. All in favor, motion carries.

f. SGI - Annual Renewal Contract - Renewal for third party services, sent several versions back and forth. Due to Kirstene’s capabilities we can do a lot of things in house, we are reverting back to 2014-2015 services $1,500 a month. This does include the annual audit. No comments from the board.

Motion to approve made by Glen Collier, seconded by Aubrey Hobson. All in favor, motion carries.
10. Consent Agenda:
   August 13-18, 2016 – APCO National Conference, Orlando, Florida (See attached Travel Request)
   Mayor Burch asked to pull item 10A.
   Mayor Burch asked for clarification to numbers on the travel request.
   Director McCormick advised that most of this has been paid with previous budget. There are only a few items
   that will be paid for out of this year’s budget. Meals were planned as $30/day.
   Chairman Rudomatin advised that by state laws meals are $45/day out of state, for a 24 hour period.
   Chairman also advised to call Roberta with the county about the rules on meals.
   Mayor Burch asked about necessity to take three people to attend. Mayor advised brought it up due to how
   tight money is at this time.
   Director McCormick advised that Emely Stubbs-Ponce as well as her own job description has to attend
   conferences. With Chris being runner up to Supervisor of the year being able to attend.
   Mayor Burch advised if cuts can be made they need to be made, encouraging Director McCormick to think
   about her budget throughout the year. Even if something has been budgeted for does not mean we have to spend it.
   Motion to approve made by Mayor Burch, seconded by Aubrey Hobson. All in favor, motion carries.

11. Public Comments / Announcements: None

12. Board Member Comments: None

13. Closed Meeting: None

14. Next Board Meeting is scheduled for August 11, 2016 at 1100 hours / Artesia Council Chambers.

   Motion to adjourn, made by Glen Collier; Second made by Aubrey Hobson, all yes. Meeting adjourned at 1235 hours.

   [Signatures and dates from Rick Rudomatin, Executive Board Chairman (or designee) and Robbie McCormick, REDA Executive Director (or designee)]