



June 26, 2018 REDA Executive Board Meeting Minutes

Called to order by Rick Rudometkin @ 1500, determined to have a quorum.

Present:  
Rick Rudometkin  
Aubrey Hobson  
Jon Henry  
Mayor Miller  
Jim Townsend

REDA Acting Director Bambi Kern  
REDA Training Coordinator Melissa Wooten  
REDA H/R Admin. Assistant Kirstene Campbell  
REDA QA/QI Skylar Calicoat  
REDA IT Gary Romine

City of Artesia HR Sandi Countryman  
Harvey & Simons, CPA's LLC. Chris Simons

Absent: John Ross Null, Vernon Asbill

Approval of June 26, 2018 Agenda: No Changes.

Motion made to approve agenda by Jim Townsend, seconded by Mayor Miller. All in favor, motion carried.

Approval of the May 17, 2018 REDA Executive Board Meeting Minutes:

Motion made to approve minutes by Mayor Miller, seconded by Aubrey Hobson. All in favor, motion carried.

### Agenda Items

#### **1. Financials Report / Budget:** Standard financials.

Chris Simons gave explanation on the budget and differences between the printed copies.

Mayor Miller requested a simplified budget detail.

Motion made to approve financials by Mayor Miller, seconded by Jon Henry. All in favor, motion carried.

##### a. May Financial Statements, Actuals & Invoices:

- i. Self-Insured Fund Increase – Acting Director Kern advised that the CAD was not included on the self-insured policy so that has now increased our premium. Discussion had regarding having the system insured, why, and if someone can look into a fire suppression system for IT equipment.  
Will bring back a resolution later to fully make the changes.

Motion made to approve the addition of the CAD onto the self-insured policy made by Mayor Miller, seconded by Aubrey Hobson. All in favor, motion carried.

#### **2. Expenditures Review/ Emergency Business Approval:** All items will be approved or denied as a group. If there is one specific item it can be pulled, per Chairman Rudometkin.

- a. Ford Focus Vehicle Repair: This has already been paid for and has been sent to NMSIF for possible reimbursement.
- b. Storage Unit / Portable AC: REDA currently has a small storage building, but it is completely full. Looked at options in the area and have a quote, that is in current packet.

c. Printer / This has already been approved for the next budget year: This has been approved for next year, but would like to purchase it with the surplus in this budget to help with the above increase on next years budget.

d. Lockers: REDA currently has more employees than we have lockers. Other avenues have been explored, but cannot find any others to be donated.

e. IT Software: Previously approved, but they have not been purchased.

Motion made to approve all of the above in the current budget year made by Mayor Miller, seconded by Jim Townsend. All in favor, motion carried.

### **3. Operations Committee Meeting Decisions and Recommendations: Cancelled due to funeral.**

#### **4. Director Position Discussion:**

a. Posting Directors Position: All requested items have been changed or removed.

Aubrey advised to post it in NMML, Taleo, and local paper for three weeks.

Motion made to approve the posting by Aubrey Hobson, seconded by Jon Henry. Discussion had regarding why the position is being opened instead of appointed. It was advised that since this is a public agency it must be posted.

Four in favor of posting position, one opposed. Majority carries motion.

#### **5. Director Comments / Announcements / Reports:**

a. May Personnel Report: No Questions.

b. Other PSAP Employee Count: Discussion had regarding number of dispatchers and calls, this was brought up at a meeting before regarding hiring more dispatchers. Acting Director Kern brought Employee count along with other PSAP numbers to compare to.

c. May Information Technology Report: Gary Romine advised no major changes since end of budget year. Discussion had regarding a few projects to be completed to help. No questions.

d. May Authority Overview & Statistical Information: Acting Director Kern advised the numbers are slowly creeping up.

Mayor Miller asked that his be reformatted to make the numbers larger than they are now to make it easier to read.

e. Revised Policies Sections 1-5: Acting Director Kern advised that they have been meeting with City of Artesia HR Sandi Countryman regarding the new policies and procedures that these are the five sections they have completed. Kern is requesting approval before moving forward with the rest.

Motion made to approve sections 1 – 5 of the policies and procedures as presented by Mayor Miller, seconded by Jon Henry. All in favor, motion carried.

f. Revised Discipline Actions: Discussion had regarding the complexity of the previous discipline matrix, this is to simplify the process to six steps and defines what comes next if there are further infractions.

Motion made to approve the revised discipline made by Mayor Miller, seconded by Jim Townsend. All in favor, motion carried.

g. Approval to share Training Program and SOGs with PVRCC: Request to share REDA's training program and SOG's with PVRCC.

Motion made to approve sharing the program and SOG's by Mayor Miller, seconded by Jon Henry. All in favor, motion carried.

h. Electronic Waste Disposal: Advised that all electronics were demagnetized and wiped, and there were no other agencies needing the equipment so items were disposed of with the City's Ewaste program. No approval needed.

#### **6. Ordinances: None**

**7. Legislative:** Two items are being pushed. One of which has to do with Fire having a board and sharing funds with EMS and 9-1-1, the other would be 9-1-1 having a board that mimics other states to watch funds. Discussion had regarding Sheriff Cage becoming the president elect and other positions.

#### **8. Resolutions:**

i. Resolution 18-004 Budget Change: Requested to remove this item due to earlier discussion. Will be asking for a budget adjustment later.

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

- a. WIPP: Discussion had regarding MOU that WIPP has been trying to get signed for some time, without modifying the verbiage as requested before.  
Mayor Miller asked if the board could go ahead and make a motion that if the County approves the MOU then REDA can just sign, but only when the County agrees on it first.  
Motion made to approve the MOU once County agrees by Mayor Miller, seconded by Jon Henry. All in favor, motion carried.
- b. DFA Grant Agreement: Annual grand agreement, needs to go to fiscal agent. This is reimbursable funds for training and equipment.  
Motion made to approve grant agreement by Mayor Miller, seconded by John Henry. All in favor, motion carried.

**10. Consent Agenda:** None.

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

**12. Board Member Comments:**

Aubrey Hobson advised he noticed that employees are a little happier than they used to be.  
Rick Rudometkin advised thank you very much.  
Jim Townsend advised with that they may want to reconsider if they want to go out for the Director's position or not.

**13. Closed Meeting:** Pending Litigation

Motion to go into closed meeting made by Mayor Miller, seconded by Aubrey Hobson.

Roll Call vote for Closed Meeting:

Mayor Miller – Yes.

Chairman Rick Rudometkin – Yes.

Aubrey Hobson – Yes.

Jon Henry – Yes.

Jim Townsend – Yes.

**13. Re-Open Meeting:** @1610


Motion to re-open meeting made by Mayor Miller, seconded by Mayor Miller. All in favor.

**14. Next Board Meeting is scheduled for July 19, 2018 at 1100 hours / Artesia Council Chambers.**

**15. Adjourn meeting:** Motion made to adjourn by Aubrey Hobson, seconded by Jim Townsend. All in favor, motion carried.

  
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Rick Rudometkin, Executive Board Chairman (or designee)

7-19-18  
Date

  
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Bambi Kern, REDA Acting Director (or designee)

7-19-18  
Date