



August 23, 2018 REDA Executive Board Meeting Minutes

Called to order by Rick Rudometkin @ 1102, determined to have a quorum.

Present:

Chairman Rudometkin
Mayor Miller
Sandi Countryman
Commissioner Jon Henry
John Ross Null
Representative 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

Artesia Fire Department Chief Hope
Artesia Police Department Chief Roberts
Harvey & Simons, CPA's LLC. Chris Simons
Harvey & Simons, CPA's LLC. Cameron

Absent: Vernon Asbill, Aubrey Hobson

Approval of August 23, 2018 Agenda: Acting Director Kern asked that items 2c and 7c be pulled from the agenda. Motion made to approve agenda by Mayor Miller, seconded by Representative Townsend. All in favor, motion carried.

Approval of the July 19, 2018 REDA Executive Board Meeting Minutes:
Motion made to approve minutes by Mayor Miller, seconded by John Ross Null. All in favor, motion carried.

Agenda Items

1. Financials Report / Budget:

Chairman Rudometkin asked if REDA has had their introductory meeting for the audit.
Acting Director Kern advised they had not yet. Auditors are set to come to the center the first week of October.
Chris Simons spoke to the board about financials. Explained some of the variances on the PCard, as well as the multi-line insurance which is paid for upfront at the beginning of the year.

Motion made to approve financials by Mayor Miller, seconded by Rep. Townsend. All in favor, motion carried.
Motion made to approve the invoices by Mayor Miller, seconded by Rep. Townsend. All in favor, motion carried.

2. Expenditures Review/ Emergency Business Approval:

a. Removal of Robbie McCormick from Wells Fargo account:
Motion made to approve form by Mayor Miller, seconded by John Ross Null. All in favor, motion carried.
b. Add Kirstene Campbell to the Wells Fargo account:
Motion made to approve by Sandi Countryman, seconded by Mayor Miller. All in favor, motion carried.
c. Removed (REDA Personnel Polices sections 6-8).

3. Operations Committee Meeting Decisions and Recommendations:

- a. This was an oral report. Operations Committee meeting was August 22nd.: Acting Director Kern advised they did not have a quorum, so they did not have an official meeting. Chief Roberts advised he had no comments, they just need a quorum. Chairman Rudometkin asked if they need a 5th person. Chief Hope advised no, they just need the 4 to show up. It was advised that it is ECFS and ECSO that are not showing up to the meetings. Chairman Rudometkin advised he would try to solve this.

4. Director Comments / Announcements / Reports:

a. NM Counties 911 Bill Presentation August 2nd.: Acting Director Kern advised the bill was not carried as a priority, missed it by one vote. Update given on projects in place, and DFA being moved under DoIT First Net.

No Questions from the board.

b. Vegas – APCO Conference August 4th – 10th.: Acting Director Kern advised it was an awesome conference, had radio classes for IT and they came back with a lot of ideas they will be trying to implement.

c. 911 Director's Affiliate Special Meeting July 26th and 27th.: Acting Director Kern advised this was regarding a bill they are still writing, they are not trying to create a new board, just an advisory board.

d. July Personnel Report: Acting Director Kern advised that two new employees begin on Monday, and an additional new employee is going through the physical testing portion. Kern advised they have one PTE that resigned and will be freezing the position so that REDA can fill it later, possibly as a full-time position.

e. July Information Technology Report: IT Gary Romine discussed the following.

i. ERS: Advised that they are completing ERS for ECFS, and working on them for the VFD's, so far Director Mack is happy with the project.

ii. TraCs: Advised himself and Chief Roberts are working on this system, making sure everything is functioning.

Rep. Townsend asked what TraCs is.

Gary advised it is a Traffic and Crash reporting system.

Chief Roberts advised it is a statewide/national program, it is free, and they are working on using the state's servers, thinking it will eventually be a mandated program.

Gary went on to speak about the Fire Suppression system that was asked about in a previous meeting, advised that Fire Marshall Harvey came to look at the suppression system and he has not gotten back yet.

Gary also spoke of the electronic document system that would help with REDA's amount of paperwork, which would make it easier and free up some space. Gary has reached out to the state for guidance on implementation of a system.

No Questions from the board.

f. July Authority Overview & Statistical Information: Acting Director Kern discussed July's numbers from last year to this year for 911 calls. Advised it is a 20 percent increase on average.

Mayor Miller asked about the staffing and coverage for REDA, asking specifically about night shift, and if there are enough staff on duty.

Acting Director Kern advised the minimum staffing for day shift is 3 people, and night shift is 2 all night, and one person working half shift. Kern advised more staffing will be needed soon.

Mayor Miller advised he agrees that three people are needed on night shift.

i. Call Count Comparison by Month July 2018:

ii. Call Average by Days vs Hour:

5. Ordinances: None

6. Legislative:

a. 911 State Board: See above, spoke about during section 4c. No questions from the board.

7. Resolutions:

a. Resolution No. 18-007 FY 2018-2019 Budget:

Motion made to approve Resolution 18-007 for budget modification made by John Ross Null, seconded by Sandi Countryman. All in favor motion carried.

b. Resolution No. 18-008 Policy Revision Sections 1-5:

Motion made to approve Resolution 18-008, official approval of Policy revision sections 1-5 made by Mayor Miller, seconded by Commissioner Henry. All in favor, motion carried.

c. Removed (Resolution No. 18-009 Policy Sections 1-8).

8. Agreements/Contracts / MOU's: None

9. Consent Agenda:

1. Training / Travel Request:

- a. Mid-Management Training September 5th through the 7th.
(registration fee DFA reimbursement)
 - i. Bambi Kern
 - ii. Melissa Wooten
- b. 911 Director's Affiliate Development Conference September 18th through the 20th.
 - i. Bambi Kern
 - ii. Kirstene Campbell
- c. Radio Tech Class September 17th through 21st.
(Registration, flight and motel cost paid last fiscal year)
 - i. Chris Walker
- d. FMLA Update September. 18th.
 - i. Kirstene Campbell

Motion made to approve Consent Agenda by Rep. Townsend, seconded by Mayor Miller. All in favor, motion carried.

10. Public Comments / Announcements: None

11. Board Member Comments:

Commissioner Henry wanted to compliment Artesia and Carlsbad for working together. Advised that their leadership got together and have been working together.
Sandi Countryman advised that for the past 2-3 months Bambi and Kirstene have been working and reviewing on the policies and procedures, twice a week.
Chairman Rudometkin wanted to thank everyone and thank the interview board.

12. Closed Meeting:

- a. Decision of REDA Executive Director Recruitment.

Roll Call vote to go into closed session at 1132:

John Ross Null: Yes

Mayor Miller: Yes

Chairman Rudometkin: Yes

Commissioner Henry: Yes

Representative Townsend: Yes

Sandi Countryman: Yes

12. Reopen Closed Meeting:

Roll Call vote to come out of closed session at 1148:

John Ross Null: Yes

Mayor Miller: Yes

Chairman Rudometkin: Yes

Commissioner Henry: Yes

Representative Townsend: Yes

Sandi Countryman: Yes

Chairman Rudometkin made a motion to appoint Bambi Kern as new Executive Director, Mayor Miller seconded. Mayor Miller stated he was appreciative they had two good internal candidates and hopes that they are building staff to become their future replacements, it was very pleasing seeing both apply for the position. Representative Townsend stated all the comments made by the committee were very good of both candidates. Chairman Rudometkin thanked both candidates and advised he appreciated all the smiles and answers to the questions. He advised they make a very good team and it was a tough decision, but their choice was made. Chairman Rudometkin advised that Sandi will be coming up with a letter for the position and the salary will be figured out and placed on the agenda for approval. The salary and stipulations will be worked out and finalized. Chairman also congratulated Bambi.

Mayor Miller asked for clarification if it would be effective immediately and just ratified at the next board meeting, regarding the letter and pay.

It was agreed that it would be ratified at the next board meeting.

All board members in favor of the motion, motion carried.

13. Next Board Meeting is scheduled for September 17th, 2018 at 1100 hours / Artesia Council Chambers.

15. Adjourn meeting:

Motion made to adjourn at 1154 by Representative Townsend, seconded by John Ross Null. All in favor, motion carried.



Rick Buddemetkin, Executive Board Chairman (or designee)

9-17-18
Date



Bambi Kern, REDA Executive Director (or designee)

9-17-18
Date