



September 17, 2018 REDA Executive Board Meeting Minutes

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

Present:

Chairman Rudometkin  
Mayor Miller  
Aubrey Hobson  
Commissioner Jon Henry  
John Ross Null  
Representative Jim Townsend  
Vernon Asbill

REDA Executive Director Bambi Kern  
REDA H/R Admin. Assistant Kirstene Campbell  
REDA IT Gary Romine  
REDA PST Toni Padilla  
REDA PST Ivette Quijas  
REDA PST Rhonda Ward  
REDA PST Stephanie Lemon

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

Absent: None.

Approval of September 17, 2018 Agenda: No changes.

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

Approval of the August 23, 2018 REDA Executive Board Meeting Minutes:

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

**Agenda Items**

**1. Financials Report / Budget:**

a. Quick View Financial:

Motion made to approve by Rep. Townsend, seconded by Vernon Asbill. All in favor, motion carried.

b. August Financial Statement, Invoice and Actuals: Chris Simons advised the invoices were a little smaller than normal due to payroll and the accruals. Also advised that the PCard was paid in the prior month, and there was an overpayment which is showing. Nothing of note other than those.

Director Kern advised that we should be at 16.667% and we are currently at 16.30%, so currently under budget.

Motion made to approve financials and invoices by Aubrey Hobson, seconded by Jon Henry. All in favor, motion carried.

**2. Expenditures Review/ Emergency Business Approval:**

a. Ratify Job Offer Director's Position: No further discussion.

Motion made to approve form by Aubrey Hobson, seconded by John Ross Null. All in favor, motion carried.

**b. Ratify Posting of Training Coordinator:** Director Kern advised shortly after the decision for Director position, she received a resignation from the training coordinator. Director Kern asking to post it because it will leave REDA in a little bit of a bind and wanted to move the process along as fast as she could. Rep. Townsend asked what kind of bind it would be putting REDA in. Director Kern advised that at that time REDA was putting on their first in house academy, and she will have the Administrative staff covering the floor and teaching the academy, which would have normally been done by the training coordinator. Rep. Townsend wanted to make sure that all certifications will be kept up with even with not having the training coordinator. Director Kern assured that she used to carry the position and would make sure everything is kept up with. Motion made to approve by Mayor Miller, seconded by Commissioner Henry. All in favor, motion carried.

### **3. Operations Committee Meeting Decisions and Recommendations:**

**a. This was an oral report. Operations Committee meeting was September 13th.:**

Director Kern advised there was a quorum, and that Travis has stepped up in the spot of Director Mack, and they have re-elected the positions within the OPS Comm. Chief Roberts is the Chairman, and Travis is vice-chair. It was a very productive meeting, and there have been decisions and guidance given for a few items that were needing to be taken care of. Unfortunately, no one from the OPS Comm. Could make the meeting. Chairman Rudometkin advised that Director Mack stepped down from chairman of the OPS, and Travis will now be taking his place at OPS Comm. Vernon Asbill asked if all departments showed up. Director Kern advised they did.

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

**a. REDA In-House Academy September 11<sup>th</sup> – October 19<sup>th</sup>:** Director Kern advised they will be carrying on with the academy, the administrative staff as well as some inhouse specialist will be teaching at the academy. Director Kern introduced each of the new personnel to the board.

No questions or comments from the board.

**b. August Personnel Report:** Operations Manager and Training Coordinator positions are open, and the resignation from Melissa Wooten is attached. The only direction Director Kern is asking for is when to close the positions.

The board agreed both positions should close Friday afternoon.

Motion made to close postings on the following Friday, made by Mayor Miller, seconded by Aubrey Hobson. All in favor, motion carried.

**c. August Information Technology Report:** Gary Romine advised no major changes. There had been an RMS outage this morning, but it has already been fixed.

No questions.

**d. August Authority Overview & Statistical Information:** Director Kern advised there is a change to the layout since it was requested to have the previous year as a comparison for the volunteer fire departments. No further questions.

i. Call Count Comparison by month August 2018.

ii. Call Average by Day vs. Hour

**e. Staffing Levels:** Director Kern advised we are trying to do a comparison, and she is thinking 4-5 positions would be optimum, OPS Comm. asked that she show the Executive Board how busy an individual can be, and she is working on that.

Director Kern advised there was an influx of calls on September 11<sup>th</sup>, and they are still receive some of the calls, those records of calls were not created because no information was given. From September 11<sup>th</sup> at 1600 until the 12<sup>th</sup> 1800, 76 calls were received on that incident alone, and most callers would not give their information.

Rep. Townsend wanted to make sure that REDA does not over staff, because if there is a reduction at any point then we would have to adjust personnel as well.

**f. Document Storage Solution:** Director Kern advised it was briefly touched on last meeting, but if you look on the REDA floor real-estate there is paperwork everywhere. Gary Romine has been looking into digital options for our workers and the officers as well.

More discussion had regarding the different types, and process for finding a storage solution.

Discussion also had on who will be entering information into the systems, as well as if it will be backed up.

Rep. Townsend asked about hiring temps to help the input. It will be something investigated when it gets closer to implementing. Discussion had regarding backing up the information as well.

No further comments from the board.

Chairman Rudometkin asked if it was okay with the board to go back to item number three since Chief Roberts came in.

Chief Roberts advised he is wanting to get more on track with everything with REDA. Discussion had regarding Motorola and RMS, and reporting, trying to make sure the numbers are correct within the reporting system.

**5. Ordinances:** None.

**6. Legislative:** None.

**7. Resolutions:** None.

**8. Agreements/Contracts / MOU's:**

a. Motorola Upgrade Proposal: Director Kern advised there are some issues or soon to be issues with RMS that this upgrade will help with. It is an upgrade for both CAD and RMS that will help with CRS and NIBERS, which is something that is high up on Chief Robert's important list.

Director Kern advised the board that Chief Robert will be attending the Motorola user Conference with her, so he can take his concerns to Motorola and see if some solutions can be found.

Chairman Rudometkin asked Director Kern what her recommendation would be.

Director Kern advised that she wanted to bring it in front of the board for their review, she also advised she got Motorola to lower down the price a little bit and she would like to work on Motorola while they are at User Conference to see if they can get the price down lower. Director advised she does not have a timeline, but she is working on Chief Robert's timeline. She is wanting to give Chief as much time with UCR and NIBERS as possible.

More discussion had regarding the timeline for this project and getting everything connected and working properly.

Gary Romine advised the upgrade process would take Motorola about 5 months to complete.

Chairman Rudometkin asked if this is needed.

Director Kern advised yes, it is needed.

Gary also advised that he is looking into some grants to see if there is a possibility of receiving one for this, or for NIBERS.

Chairman Rudometkin advised to dig deep with that and try to get the grant, but go ahead and bring a resolution forward.

**9. Consent Agenda:**

**1. Training / Travel Request:** None.

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

**11. Board Member Comments:**

John Ross Null – None

Vernon Asbill – Extended Congratulations to Bambi Kern, wish for a long career as Director.

Mayor Miller – None.

Commissioner Henry – None

Representative Townsend – Very happy OPS Comm. Is working together and he appreciates it.

Chairman Rudometkin – Wanted to thank the Chief for his input, and extended congratulations to the new employees.

**12. Closed Meeting:**

a. Long-Term Leave of Absence

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

Roll Call vote to go into closed session at 1143:

Chairman Rudometkin: Yes

Mayor Miller: Yes

Representative Townsend: Yes

Commissioner Henry: Yes

John Ross Null: Yes

Aubrey Hobson: Yes  
Vernon Asbill: Yes

**12. Reopen Closed Meeting:**

Motion made to come out of closed session by Aubrey Hobson, seconded by Rep. Townsend.

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

Chairman Rudometkin: Yes

Mayor Miller: Yes

Representative Townsend: Yes

Commissioner Henry: Yes

John Ross Null: Yes

Aubrey Hobson: Yes

Vernon Asbill: Yes

**13. Next Board Meeting is scheduled for October 20<sup>th</sup>, 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.

  
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Rick Rudometkin, Executive Board Chairman (or designee)

10-18-18  
Date

  
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Bambi Kern, REDA Acting Director (or designee)

10-18-18  
Date