



November 19, 2018 REDA Executive Board Meeting Minutes

Called to order by Rick Rudometkin @ 1100, determined to have a quorum.

Present:

Chairman Rick Rudometkin
Vice Chairman Mayor Miller
Sandi Countryman
Vernon Asbill
John Ross Null
Representative Jim Townsend

REDA Executive Director Bambi Kern
REDA H/R Admin. Assistant Kirstene Campbell
REDA IT Gary Romine

Artesia Police Chief Roberts
Eddy County Finance Roberta Smith
Harvey & Simons, CPA's LLC. Chris Simons
LCCA Director Angela Martinez
LCCA Lorenzo

Absent: Aubrey Hobson, Commissioner Jon Henry

Approval of November 19, 2018 Agenda: Requesting item 8A be tabled.

Motion made to approve agenda by Vernon Asbill, seconded by Sandi Countryman. All in favor, motion carried.

Approval of the October 18, 2018 REDA Executive Board Meeting Minutes:

Motion made to approve minutes by John Ross Null, seconded by Rep. Townsend. All in favor, motion carried.

Agenda Items

1. Financials Report / Budget:

a. Quick View Financial: 2.32% under budget at this time.

b. October Financial Statement, Invoice and Actuals: Chris Simons advised nothing substantial, normal radio contract was doubled up prior month.

Motion made to approve Quick view and financials and invoices by Vernon Asbill, seconded by John Ross Null. All in favor, motion carried.

c. Reimbursement NM Self Insured Fund \$5,699.05: No comments, information only.

2. Expenditures Review/ Emergency Business Approval: None.

3. Operations Committee Meeting Decisions and Recommendations:

a. This was an oral report. Operations Committee meeting was November 8th.: Director Kern advised there was a quorum
Chief Roberts advised he was not there but his representative was, they advised not a lot going on LEO side but there was a lot with the Fire side.

Director Kern advised three SOG's were passed, and one was tabled until January. The one tabled was for Aero care, there is more discussion regarding how to launch, when to launch and who to launch when it comes down to

using medical helicopters.

AirMethods is used in the County and Transero has a higher level of care, are some aspects of what is being considered.

Rep. Townsend asked if there were any issues brought up.

Chief Roberts advised no conflicts, going in positive directions.

b. Discussion: Director Kern advised there was a lot of feedback and good conversation.

4. Director Comments / Announcements / Reports:

a. October Personnel Report: Director Kern advised there has been a few changes since the spreadsheet was made, one of REDA dispatchers was elected Magistrate Judge, and then there was a finalization on a meeting that had been going on. There are now 4 open positions at this time.

b. Operations Manager and Training Coordinator Positions: Director Kern advised interviews were conducted and some of the questions had been changed to make it fresh and new, focusing more on Leadership skills. There were two front runners and OPS Comm. Reviewed and also ratified the decision of Skylar Calicoat as Operations Manager and Megan Headrick as Training Coordinator. These positions are still going to be floor positions for the time being due to staffing levels.

c. October Information Technology Report: Gary Romine explained his spreadsheet that shows planned and budgeted projects for the year and where REDA is on each of them. The spread sheet also shows how much time is used to help out other agencies.

d. October Authority Overview and Statistical Information: Director Kern advised REDA is 26% above the call volume from last year.

i. Call Count Comparison by Month – October 2018:

ii. Call Average by Day vs. Hour:

e. Staffing levels: Director Kern advised it was requested to have the annual cost for new positions and increases. Discussion had regarding the spread sheets and what each show.

Mayor Miller advised he is not in a position to vote in favor, because the City has not been able to do the same for their employees when it comes to an increase for the employees. Mayor also advised that he prefers to see where REDA sits as fully staffed before talking about hiring more positions.

Chairman Rudometkin advised to hold on to the sheets for now and come March or April and start looking at the new budget, and adding those into the new budget, or at a later date.

Director Kern advised it is a slow wheel because it takes 6 months to train people, thinking by March should have a better idea.

More discussion had regarding City of Artesia pay and increases as well as Eddy County increases.

Discussion also included certification increases.

f. Individual Dispatch position information: Same as above.

g. Document Storage Solution: Gary advised they evaluated an external document management solution.

There are some high-quality scanners and have the dispatchers test out scanning the documents in and attaching them in the records management system, should make it easier for officers and dispatchers. This was an alternative to the \$1700 system we brought to the board, and it has only cost about \$200 so far.

5. Ordinances: None.

6. Legislative: None.

7. Resolutions:

a. Motorola Contract: Asked for this to be tabled for next meeting.

Motion made to table for next meeting by Mayor Miller, seconded by Vernon Asbill. All in favor, motion carried.

8. Agreements/Contracts / MOU's:

a. Motorola Upgrade Proposal: Tabled.

b. REDA/LCCA MOU: Director Kern introduced Director Angela Martinez from LCCA and Lorenzo who is one of Director Martinez's board members. Updates to the MOU were pointed out in packet given to board, it just required information on NCIC.

Motion made to approve the REDA/LCCA MOU made by Mayor Miller, seconded by John Ross Null. All in favor, motion carried.

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

1. Training / Travel Request:

- a. NMC
 - i. December 4th – 6th
 - ii. Bambi Kern
- b. Director's Affiliate / Training Coordinator Training
 - i. December 11th – 13th
 - ii. Bambi Kern, Skylar Calicoat, Megan Headrick

10. Public Comments / Announcements: None

11. Board Member Comments:

Chairman Rudometkin introduced Roberta Smith to the board.

12. Closed Meeting:

- a. Limited Personnel Issues: Possible Litigation

Motion made to go into closed session made by Rep. Townsend, seconded by John Ross Null.

Roll Call vote to go into closed session at 1145:

John Ross Null: Yes

Vernon Asbill: Yes

Mayor Miller: Yes

Chairman Rudometkin: Yes

Sandi Countryman: Yes

Representative Townsend: Yes

12. Reopen Closed Meeting:

Motion made to come out of closed session by Vernon Asbill, seconded by Sandi Countryman.

Roll Call vote to come out of closed session at 1158:

John Ross Null: Yes

Vernon Asbill: Yes

Mayor Miller: Yes

Chairman Rudometkin: Yes

Sandi Countryman: Yes

Representative Townsend: Yes

13. Next Board Meeting is scheduled for January 23rd, 2019 at 1100 hours / Artesia Council Chambers.

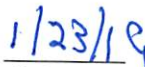
It was decided to skip a meeting in the month of December, If staff believes there should be meeting this decision could be changed then.

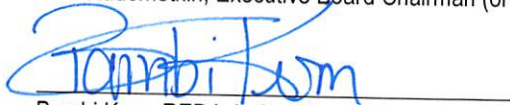
Motion made to skip December meeting made by Chairman Rudometkin, seconded by Mayor Miller. All in favor, motion carried.


15. Adjourn meeting:

Motion made to adjourn at 1203 by Sandi Countryman, seconded by Mayor Miller. All in favor, motion carried.


Rick Rudometkin, Executive Board Chairman (or designee)


Date


Bambi Kern, REDA Acting Director (or designee)


Date