



January 23, 2019 REDA Executive Board Meeting Minutes

Called to order by Mayor Miller @ 1100, determined to have a quorum.

Present:

Vice Chairman Mayor Miller
Aubrey Hobson
Vernon Asbill
John Ross Null
Commissioner Jon Henry

REDA Executive Director Bambi Kern
REDA H/R Admin. Assistant Kirstene Campbell
REDA Training Coordinator Megan Headrick
REDA IT Gary Romine
REDA PTE IT Chris Walker

Artesia Police Chief Roberts
Artesia Fire Chief Hope
Eddy County Finance Roberta Smith
Harvey & Simons, CPA's LLC. Chris Simons
City of Artesia HR Sandi Countryman
Absent: Chairman Rick Rudometkin, Representative Jim Townsend

Approval of January 23, 2019 Agenda:

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

Approval of the November 19, 2018 REDA Executive Board Meeting Minutes:

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

Election of new REDA Executive Board Officers:

Motion made by Vernon Asbill to keep the officers the same as they have been for the last two years, seconded by Commissioner Henry. All in favor, motion carried. The officers are as listed below.

Chairman: County Manager Rick Rudometkin

Vice Chairman: Mayor of Artesia Raye Miller

Secretary/Treasurer: Aubrey Hobson

Agenda Items

1. Financials Report / Budget:

a. Quick View Financial: Chris Simons advised that the budget is on track or under everything seems normal and he is currently waiting on the adjustments from the auditors. Chris also wanted to let the board know that he really enjoys working with REDA and they are some of his easiest clients, have items to him on time, and if he needs anything they are quick to get it to him.

b. November 2018 Financial Statement, Invoice and Actuals:

c. December 2018 Financial Statement, Invoice and Actuals:

Motion made to approve financials and invoices, and to ratify the payment of November invoices by Aubrey Hobson, seconded by Vernon Asbill. All in favor, motion carried.

2. Expenditures Review/ Emergency Business Approval: Travel Request that was not brought before the board in December and occurred in January. It was for NMC Legislative Conference in Santa Fe, NM. Director Kern advised she spoke with Chairman Rudometkin regarding this before attending and received his approval. Motion made to ratify the travel request by John Ross Null, seconded by Commissioner Henry. All in favor, motion carried.

3. Operations Committee Meeting Decisions and Recommendations:

a. This was an oral report.: Chief Roberts advised there was a quorum, Chief Hope, Travis from Eddy County Fire Services, they had good discussion, they had tabled a few items, but other than that not much to report. Mayor Miller asked if OPS Comm was happy. Chief Roberts advised yes. No further questions.

4. Director Comments / Announcements / Reports:

a. November - December Personnel Report: Director Kern advised there was a spelling error, 5 open positions at this time, once the trainees are released they can begin to hire new employees. As of right now it looks like end of February, beginning of March to be able to hire more. The process has already been started for that.

b. November – December Information Technology Report: Gary Romine advised they started to review the CGIS information in December and it is a huge task, there were questions on who does what part. Gary also advised they are working on getting MDTs in ECSO vehicles and making sure they have the equipment needed. Village of Hope is now also looking on coming on board with the MDTs as well. Mayor Miller asked if the federal shut down is causing any issues. It was advised no issues so far.

c. Year End Authority Overview and Statistical Information:

i. Call Count Comparison by Month – November – December 2018:

5. Ordinances: None.

6. Legislative: Oral report from Director Kern. NMC Conference January 15th – 17th. Discussion had regarding different legislative issues and House Bills brought up during this conference. Some of the items touched on were, Municipal League being part of NMC now, Consoles being included during upgrades for 9-1-1 centers, GIS discussions, and how the state is going to try and tap into the local GRT funds to fund the state radio project.

7. Resolutions:

19-001: 2019 Approved Holidays (2 options): Discussion had regarding the two options. One option included 13 paid holidays, which follows Eddy County and the second option was 11 paid holidays which was a compromise between Eddy County (13) and City of Artesia (9).

Vernon Asbill asked for Director Kern's recommendation.

Director Kern recommended option two, with 11 paid holidays.

Discussion had regarding option two, and what City of Artesia currently has.

Mayor Miller asked for this item to be tabled.

Commissioner Henry advised to move a couple of the dates around and have 10 paid holidays.

Motion made to table this item by Commissioner Henry, seconded by John Ross Null. All in favor, motion carried.

The board requested that Director Kern bring back a resolution with 10 paid holidays next meeting.

19-002: Open Meetings Act:

Motion made to approve 19-002 made by Aubrey Hobson, seconded by Vernon Asbill. All in favor, motion carried.

19-003: QA/QI Job Description:

Motion made to approve 19-003 made by Vernon Asbill, seconded by Commissioner Henry. All in favor, motion carried.

19-004: Job Descriptions (Amending to remove salaries listed on each one): Director Kern asked that this item be postponed and tabled for another meeting.

Motion made to postpone item by Vernon Asbill, seconded by Commissioner Henry. All in favor, motion carried.

8. Agreements/Contracts / MOU's:

a. FirstNet Nighthawk Hotspot: Director Kern advised this would not be an additional cost, it is currently in the budget she is just needing the contract signed. Director advised that as of right now to be able to use wifi on tablets they are currently having to use their personal cell phones to hot spot them.

Motion made to approve by John Ross Null, seconded by Commissioner Henry. All in favor, motion carried.
One question asked, whether REDA provides cell phones.
Director Kern advised no. REDA does not provide cell phones to any employees.
b. Cisco Malware Protection and URL Filtering Subscription, Cisco SMARTnet Service: Gary advised that Cisco provides internet protection to maintain compliance for CJS. This is currently in the budget, will advise board if this becomes an issue.
Question asked if this is an annual subscription. Gary advised yes.
Motion made to approve by Commissioner Henry, seconded by John Ross Null. All in favor, motion carried.

9. Consent Agenda: Aubrey Hobson moved to pull item 1 from the consent agenda. Motion made to approve remaining Consent Agenda made by Aubrey Hobson, seconded by Commissioner Henry. All in favor, motion carried.

1. Job Descriptions reflecting most recent COLA Increase:

- (1) Executive Director
- (2) Operations Manager
- (3) Training Coordinator
- (4) Information Technology Chief Information Officer
- (5) Information Technology Part Time
- (6) PST Supervisor
- (7) Public Safety Telecommunicator I
- (8) Public Safety Telecommunicator II
- (9) Administrative/HR Assistant

2. Training:

- (1) State DPS Academy Public Safety Telecommunicator (Santa Fe, NM)
 - (a) Feb. 4th – 22nd – Kelly Grigg
- (2) ReTrac Trauma Board (Roswell, NM)
 - (a) March 14th – Skylar Calicoat, Megan Headrick, Kirstene Campbell

10. Public Comments / Announcements: None

11. Board Member Comments:

Chairman Rudometkin introduced Roberta Smith to the board.

12. Closed Meeting:

a. Limited Personnel Issues: Threatened or Pending Litigation

Motion made to go into closed session made by Aubrey Hobson, seconded by Commissioner Henry.

Roll Call vote to go into closed session at 1153:

John Ross Null: Yes

Commissioner Henry: Yes

Mayor Miller: Yes

Aubrey Hobson: Yes

Vernon Asbill: Yes

12. Reopen Closed Meeting:

Motion made to come out of closed session by Aubrey Hobson, seconded by Commissioner Henry.

Roll Call vote to come out of closed session at 1200:

John Ross Null: Yes

Commissioner Henry: Yes

Mayor Miller: Yes

Aubrey Hobson: Yes

Vernon Asbill: Yes

13. Next Board Meeting is scheduled for February 21, 2019 at 1100 hours / Artesia Council Chambers.

15. Adjourn meeting:

Motion made to adjourn at 1200.

Boye Miller

~~Rick Rudometkin, Executive Board Chairman (or designee)~~

Boye Miller

Bambi Kern

Bambi Kern, REDA Executive Director (or designee)

3/15/19

Date

3-15-19

Date