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Regional Emergency Dispatch Authority

Operations Committee Meeting Minutes

December 12th, 2019

December 12th, 2019 at 09:00

- Determination of Quorum - Simple Majority Required – Quorum present: Artesia Police Chief Roberts; Eddy County Sheriff Office Lieutenant Decker; Artesia Fire Chief Hope; OEM Radio Communications Supervisor Chavarria
- Approval, December 12th, 2019, Operations Committee Agenda – Strike Item 5-B on the agenda - Motion made by Supervisor Chavarria / Seconded by Lieutenant Decker – Agenda approved with edits
- Approval of November Operations Committee Meeting Minutes - Motion made by Lieutenant Decker / Seconded by Supervisor Chavarria – Minutes approved

Attendance:

- REDA Director Kern
- Artesia Police Chief Roberts
- Eddy County Sheriff Office Lieutenant Decker
- Eddy County Fire Board Chairman Zuniga
- Artesia Fire Chief Hope
- OEM Radio Communications Supervisor Chavarria
- Carlsbad Fire-EMS Chief Tony Souza
- Carlsbad Fire Asst Chief Dwayne Cunningham
- REDA Training Coordinator Headrick
- REDA CIO Romine

1) Director Announcements/Reports

- a) November Personnel Report
 - i) REDA is hiring one applicant from the last hiring process
 - ii) REDA will start another hiring process in January
- b) November Overview & Statistical Information
 - i) Call Count Comparison by Month Personnel Report
- c) Operational Directives / SOGs
 - i) FIRE EMS Texas Response – no new revisions
 - ii) Unit Checks – no new revisions
 - iii) Carlsbad 9-1-1 call flow – Director Kern is standing by for Commander Prell to respond as there were some inconsistencies in what was put out to each communication center after the call flow meeting.
 - iv) REDA Toning SOG – T.C. Headrick advised she met with Fire Marshal Harvey and will be re-writing the

SOG to be broader and will then breakdown the steps in a tutorial for REDA Training. Once revised, the SOG will be brought back to Ops Comm for review/discussion.

- v) TransAero –Director Kern advised the committee of TransAero asking to interview REDA for primary dispatch for their agency. Director Kern stated she would keep the committee updated if any decisions are made.
- vi) Plain Language – Director Kern advised REDA is still moving toward plain language for radio transmissions.
- vii) REDA requesting Incident Command - When 2 or more agencies are on the scene. Lt Decker recommended dispatchers move radio traffic to CW1 or CW2 for an incident. It was asked if units can go to TAC Channel for on-scene communication. Director Kern asked for a list of the zones/TAC channels from ECFS and CFD to make sure that dispatch is not putting units on channels that are not interoperable.
- viii) Chairman Zuniga and Fire Marshal Harvey requested that officers provide more information when requesting EMS/Fire for assistance. Stated that there have been some incidents where LE is not giving dispatch a reason for EMS or Fire assistance and its effects on what resources or equipment might be needed. ECSO and APD asked that REDA let them know which units are not giving a reason for requesting EMS so it can be addressed.

2) Operations Committee Meeting Decisions & Recommendations

- a) APD – Chief Roberts advised he is working on UCR and there are things he cannot work on until he gets a response from his Nivers contact to make sure the calls are set up for the proper code for report writing.
 - i) Shop with a Hero will be Saturday
- b) AFD – none
- c) CFD – EMS Chief Souza and Asst Chief Cunningham requested to be added to the Ops Comm notifications
- d) ECSO – Lt Decker requested that dispatch move radio traffic to CW channels for incidents that require radio silence. Discussion about that being problematic for the officer to change his channel on his portable while holding a subject at gunpoint or during a vehicle or foot pursuit. Director Kern advised that we could discuss a directive for ECSO.
 - i) Lt Decker also asked about the P1 workflows.
 - ii) Director Kern advised that she did send out the CJIS Security Training and is standing by for feedback from Lt Decker.
- e) ECFS – Supervisor Chavarria would like to look at any and all toning directives that involve the cities. He and Deputy Director Olbert have been looking into those directives in an attempt to keep the city in the city. Director Kern asked if that meant there will request for changes. Chief Hope advised those changes effect MOUs and those would have to go through City Council and BOCC.
 - i) Chairman Zuniga discussed a directive for toning all north and all south after 2nd tone with no response from VFDs. So 3rd tone will be all north or all south.
- f) PVDTF – Director Kern advised that the task force has a few special assignments scheduled and are working with APD on those.
- g) LPD – none
- h) NPS – Director Kern advised NPS gave us his direct number and offered assistance for calls in the Guadalupe’s
- i) NMMP – none

3) REDA IT Report

- a) The email migration was not compatible with MyFax and there will be discussions about an alternative.
- b) REDA is re-cabling dispatch
- c) Email migration is complete. Emails have not been set up on cell phones yet
- d) Issues with MDT maps (been working on this with APD units).
- e) CIO Romine asked for a GIS map update prior to the CAD upgrade, Carlsbad is pulling a forced annexation this will change our maps
- f) CAD/RMS upgrade team has gone through the book and there will be a lot of changes in the upgrade.

Director Kern advised our last CAD/RMS meeting will be 12-18-19

- g) CIO Romine got a phone call from Tim Struck and he advised Romine there is no technological difference between LEADs and CAD access
 - h) CIO Romie brought up the CJIS online access and what will be needed from our service agencies. Director Kern advised the CJIS online training is easy to access and covers all the bases needed for CJIS compliance
- 4) REDA Radio Report –
- a) Upgrade technical questions have been forwarded to Motorola technical team at the request of the County Manager and the Mayor.
 - b) Supervisor Chavarria advised December 16th -19th there will be another Motorola test tower in South Eddy County District
 - c) Supervisor Chavarria advised the County Manager has advised the radio project has been placed on hold and ECFS has been advised to hold off on research. Supervisor Chavarria will let Ops Comm know once the County Manager lets them know they can pick the project back up. Chief Roberts asked if they are still going to do the repairs to the towers that still need to be done. Supervisor Chavarria clarified that county-wide radio solution is on hold, not the needed repairs.
- 5) REDA Training Report
- a) 3 Trainees in the Shadow Phase
 - i) State Academy packets sent to Santa Fe; waiting for acceptance letter
 - b) Mandatory Training
 - i) APD Operational Directive
 - ii) FIRE/EMS Refresher
- 6) Agreements/Contracts/Expenditures/MOUs
- 7) Legislative
- 8) Resolutions
- 9) Travel/Training
- 10) **Consent Agenda:** [All items listed below have been distributed to the REDA Executive Board, in advance of this meeting and are routine and non-controversial in nature, they will be enacted by a single motion. Any Board member may remove an item from this Consent Agenda, if a separate discussion is desired]: None
- 11) Public Comments / Announcements: None
- 12) Board Member Comments: None
- 13) Next Ops Comm Meeting: January 9th, 2020 @ 09:00
- 14) Adjourn Meeting: Motion made by Supervisor Chavarria; Second by Lieutenant Decker – Adjourned

X Kirk Roberts

Chief Roberts
Artesia Police Department

X Kevin Hope

Chief Hope
Artesia Fire Department

X Jason W Decker

Lieutenant Decker
Eddy County Sheriff's Department

X Christopher Chavarria

Deputy Director Olbert
Eddy County Fire Service

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