



Regional Emergency Dispatch Authority

Operations Committee Meeting Minutes

February 13th, 2020

February 13th, 2020, 09:00

Determination of Quorum – Quorum present

Attendance:

- REDA Training Coordinator Headrick
- APD Chief Roberts
- AFD Chief Hope
- CFD Asst. Chief Cunningham
- CFD EMS Chief Souza
- Eddy County Fire Board Chairman Zuniga
- Radio Communications Supervisor Chavarria
- Mike Ristom with Trans Aero
- REDA CIO Romine

Approval of February 13th, 2020, Operations Committee Agenda

Motion made by Chief Hope; Second by Supervisor Chavarria – All in favor: Motion passes

Approval of January 10th, 2019, Operations Committee Meeting Minutes

Motion made by Chief Hope; Second by Supervisor Chavarria – All in favor: Motion passes

Agenda

1) Director / Announcements / Reports

- a) January Personnel Report
 - i) T.C. Headrick advised she would be filling in for Director Kern. T.C. Headrick reviewed the report with the board. One hired and one resignation. REDA has attended a few job fairs in an effort to recruit dispatchers. T.C. Headrick advised 2 are moving forward to testing and REDA will continue seeking qualified candidates.
- b) January Overview & Statistical Information
 - i) T.C. Headrick reviewed the attached report with the board. No questions from the board.
- c) Call Count Comparison by Month
 - i) T.C. Headrick reviewed the attached report with the board. No questions from the board.
- d) Operational Directives / SOGs
 - i) Missing Persons (need supplemental information when received)
 - (1) T.C. Headrick asked that LE units let REDA know when additional information is obtained. T.C. Headrick advised that Director Kern learned at Legislative Conference that during audits if there is information missing from NCIC or if NCIC is not updated to include information
 - ii) Paperwork/Reports/Warrants complete circle
 - (1) T.C. Headrick reviewed the attached REDA TAC directive with the board. The board had no recommended revisions.
 - iii) Trans Aero

- (1) Mike Ristom, with Trans Aero, explained the board the process that REDA and Trans Aero are building to have REDA perform primary dispatch for Trans Aero units that are in Eddy County.
- iv) Corona Virus
 - (1) T.C. Headrick reviewed the attached REDA directive with the board. The board had no recommended revisions
- e) Upgrade Status
 - i) CIO Romine gave the board a synopsis of the progress that has been made and what will be coming up
- f) Feature Release
 - i) CIO Romine gave the board a review of the attached report.
- g) NCIC Follow up – Tabled
- h) ASAP to PSAP
 - i) CIO Romine provided information on technology.
- i) Recruiting Process
 - i) 2 moving forward to testing
 - ii) REDA Participated in the Artesia Small Business Expo
 - iii) REDA Participated in the NM Army National Guard Hiring event
 - iv) REDA scheduled two more Applicant Orientations for February
 - v) Posted on the City of Artesia, Eddy County, REDA and Workforce Solution websites
- j) Supervisor Testing February 20th
- 2) Operations Committee Meeting Decisions & Recommendations**
 - a) **Artesia Police Department**
 - i) None
 - b) **Artesia Fire Department**
 - i) None
 - c) **Carlsbad Fire Department**
 - i) None
 - d) **Eddy Country Sheriff's Office**
 - i) None
 - e) **Eddy County Fire Service**
 - i) None
 - f) **Pecos Valley Drug Task Force**
 - i) None
 - g) **Loving Police Department**
 - i) None
 - h) **NPS**
 - i) None
 - i) **NMMP**
 - i) None
- 3) REDA IT Report**
 - i) CIO Romine reviewed the attached report with the board. No questions from the board.
- 4) REDA Radio Report**
 - a) Radio Upgrade Answers
 - i) Attached report provided for the board to review.
 - b) Smart Connect
 - i) CIO Romine provided information on technology
 - c) Maps
- 5) Training Department Report**
 - a) T.C. Headrick advised of upcoming trainings:
 - i) CPR Class
 - ii) Supervisor Training on Effective Employee Discipline

- b) REDA has one PST Graduating from the Academy on Feb 21st in Santa Fe, NM
- 6) **Agreements / Contracts/ Expenditures/ MOUs:**
 - a) None
- 7) **Legislative:**
 - a) 911 Telecommunicators as First Responders. This request for support from the local level comes from the NM Director's Affiliate. I had previously put forward a similar resolution that did not pass the Executive Board. This resolution shows their support to this special group of dedicated individuals as they will officially, be **recognized** as first responders. Not reclassified.
- 8) **Resolutions:**
 - a) OPSCOM 20 - _____ NPSTW Resolution
 - i) All in favor: signed by Chairman
- 9) **Travel / Training:**
- 10) **Consent Agenda:** [All items listed below have been distributed to the REDA OPSCOM 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**
- 12) **Board Member Comments**
- 13) **Set the next Operations Committee meeting date:**
 - a) *Regular Schedule would be March 12th, 2020 @ 09:00*
- 14) **Adjourn Meeting**
 - a) Motion made by Supervisor Chavarria; Second by Chief Hope – All in favor: Meeting adjourned

X

Chief Roberts
Artesia Police Department

X

Chief Hope
Artesia Fire Department

X

Lieutenant Decker
Eddy County Sheriff's Department

X

Volunteer Fire Department Representative