

# ORIGINAL



## Regional Emergency Dispatch Authority

### Operations Committee Meeting Minutes

January 10<sup>th</sup>, 2020

January 10<sup>th</sup>, 2020, 09:00

Determination of Quorum – Quorum present

#### Attendance:

- REDA Director Kern
- Artesia Police Chief Roberts
- Artesia Fire Chief Hope
- Artesia Fire Marshal Harvey
- OEM Radio Communications Supervisor Chavarria
- Mike Ristom with Trans Aero
- REDA Training Coordinator Headrick
- REDA CIO Romine

Approval of January 10<sup>th</sup>, 2020, Operations Committee Agenda (pg. 1-2)

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

Approval of December 12, 2019, Operations Committee Meeting Minutes (pg. 3-5)

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

#### Agenda

##### 1) Director / Announcements / Reports

- a) December Personnel Report (pg.6)
  - i) Director Kern reviewed the report with the board. She advised we have started another hiring process and we are hiring for 5 positions to fill the line dispatcher positions. Chief Roberts asked how long the positions had been open. Director Kern states its been open for a little while, it boils down to getting qualified candidates.
- b) December Overview & Statistical Information (pg. 7-11)
  - i) Director Kern reviewed the report with the board. No questions from the board.
- c) Call Count Comparison by Month (pg. 12)
  - i) Director Kern reviewed the report with the board. No questions from the board.
- d) Operational Directives / SOGs
  - i) Director Kern advised there are no new directives or SOG changes. Director Kern did advise that she is waiting to hear back from Commander Prell regarding some changes she requested to the 9-1-1 Call Flow SOG. Director Kern stated the changes came up after the department head meeting that was held to discuss the interoperable SOG.
- e) Upgrade Status
  - i) Director Kern states that the upgrade will start on January 13<sup>th</sup>. That will mostly be CIO Romine's day as he and Motorola support will be upgrading the Training side of CAD & RMS to start off with. Director Kern asked Chief Roberts what the status is of the UCR and NIBRS codes. Chief advised that he may have to code them as they are, it's not the best way to do it though. Director Kern asked if we can hold off on the RMS portion of the upgrade for now. CIO Romine advised it is a suite environment and because of the servers, it all has to be upgraded at once.

- ii) Director Kern advised she has asked the dispatchers to get her a list of CAD and RMS functions that are mission-critical and have started building a functions test list. Chief Roberts added that for us to go to NIBRS we have to supply them with 3 months of logs showing the use of the code.
  - iii) Director Kern advised that we will still have our feature release meeting and as discussed and decided in the CAD/RMS Upgrade meetings, we will release features in phases.
- 2) **Operations Committee Meeting Decisions & Recommendations**
- a) **Artesia Police Department**
    - i) Chief Roberts advised that there is nothing new for APD. He did advise that he is still working on the coding for the UCR/NIBRS and will be reaching out to the State for guidance. Chief Roberts asked if the upgrade is supposed to get rid of some of the unused codes or clean that list of codes up. Director Kern and CIO Romine both stated REDA would be the one to have to clean that list up.
    - ii) Director Kern advised that REDA is still moving toward phasing out 10 codes and everyone is working to remember plain language as we work through the learning curve. We have not had any negative feedback on the Directive issued regarding the dispatch of APD units that went out at Chief Roberts' request.
  - b) **Artesia Fire Department**
    - i) Chief Hope advised all is well
    - ii) Director Kern advised REDA is good on our end
  - c) **Carlsbad Fire Department**
    - i) None
  - d) **Eddy County Sheriff's Office**
    - i) Director Kern advised she received a call from Captain Moore with the ECSO. He wanted to know what the hold up was with deploying the MDTs. The hold up is not on REDA's end. The MDTs are deployable. The county is having an issue with the GPS much like the APD GPS issue. The GPS issue does not make the MDTs non-deployable and it has been made clear that the hold up is not on REDA's end. Jason with the county will start next week on getting these pushed out. The other issue that was addressed is that the county cannot wait on all the updates to deploy the MDTs. Those updates are pushed out quarterly so another will be sent out in April.
    - ii) Director Kern also advised that the officers will have to complete the CJIS online training to be able to query from the MDT and this must be done from a computer that is vpn'd to the State for CJIS compliance.
    - iii) Chief Roberts clarified that the GPS issues don't affect the operation of the units or the MDT. Director Kern advised that for the ECSO, the way they want to use it is that if they use F5 to put in a Traffic Stop the GPS (if working correctly) will automatically put the location of the deputy in the CAD. Mike Ristom asked how accurate the GPS is when it's enabled. Director Kern advised it is very accurate as it works off of the vehicle's location. CIO Romine added that it updates every 60 seconds.
  - e) **Eddy County Fire Service**
    - i) Supervisor Chavarria asked that we remind dispatchers to use the all-county north or south tone for structure fires. Fire Marshal Harvey added that a run card came out as a smoke investigation and was toned as smoke coming from the door of a structure. TC Headrick advised she will QA the call and put out a Training Memo to clarify the call-types.
  - 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 (pg. 13-14)**
- a) CIO Romine advised REDA will start the upgrade on Monday. Motorola is projecting one day to upgrade the training side of the P1 suite. He is thinking it'll take maybe two or three days. He let the Ops Board know that REDA will be down a console for the duration of the upgrade as Station 6 will be used for testing and validation.
- 4) **REDA Radio Report**
- a) Director Kern advised there has been no more movement. We are all still waiting on a response from the list of questions that were sent to the Motorola technical team.
- 5) **Training Department Report**
- a) TC Headrick advised REDA has two trainees released from REDA Training as probationary. One will be attending State Academy in February and the other is still pending approval from the State.
  - b) Tanks should have the letters IDLH if there is high H2S

- i) TC Headrick asked if the fire units are aware of the "IDLH" on the tanks. All the Fire Chiefs stated that fire units are aware and are trained on H2S including how it is stored and how it should be labeled. TC Headrick stated she had received that tidbit of knowledge and wanted to be sure to pass it along in case they were not aware.
  - 6) **Agreements / Contracts/ Expenditures/ MOUs:**
    - a) None
  - 7) **Legislative:**
    - a) None
  - 8) **Resolutions:**
    - a) Open Meetings Act OPS20-001 (pg. 15-18)
      - i) Motion made by Chief Hope; Second by Supervisor Chavarria - All in favor: Motion passes
    - b) Correction to Proxies for OPSCOM resolution from REDA Executive Board (pg. 19-21)
- Director Kern advised that the corrected resolution was approved by the REDA Executive Board on January 16<sup>th</sup>, 2020. It was corrected to align with the existing J.P.A. that states a Volunteer Fire Department Representative. Director Kern asks everyone to look on page 20 of the packet and reads "The Board of County Commissioners shall appoint two (2) members, consisting of the County Sheriff and one (1) volunteer fire department representative." Supervisor Chavarria states that the J.P.A. needs to be changed to say Eddy County Fire Services. Chief Hope stated Eddy Fire Services didn't exist when the J.P.A. was written. Director Kern states that the BOCC can decide who to appoint, we revised the resolution to match the J.P.A. so it is legal and binding for the proxies. Chief Roberts asked if anyone had any other questions about the Resolution. There were none.
- 9) **Travel / Training:**
    - a) Legislative Conference January 21st - 23rd (pg. 22)
      - i) Bambi Kern
  - 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**
    - a) Mike Ristom advised that he is working on getting TransAero dispatched directly from REDA for the two helicopters in Eddy County. He is working with Supervisor Chavarria on hardware issues and then TransAero will need tones. Director Kern advised that REDA now has a sign in for Silvereye to see the TransAero Air Meds to determine availability.
  - 12) **Board Member Comments**
  - 13) **Set the next Operations Committee meeting date:**
    - a) *Regular Schedule would be February 13th, 2020 @ 09:00*
  - 14) **Adjourn Meeting**

<p>X <i>M E A S #701</i></p> <hr/> <p>Chief Roberts Artesia Police Department</p>	<p>X <i>[Signature]</i></p> <hr/> <p>Chief Hope Artesia Fire Department</p>
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