



April 15, 2021 REDA Executive Board Meeting Minutes

Called to order by Chairman Mayor Miller @ 1000, determined to have a quorum.

**Present:**

Chairman Mayor Miller  
County Manager Allen Davis  
Aubrey Hobson  
John Ross Null

REDA Executive Director Bambi Kern  
REDA H/R Admin. Assistant Kirstene Campbell  
REDA Training Coordinator Megan Headrick  
REDA CIO Gary Romine

City of Artesia Police Chief Roberts

Absent: Vice Chairman Rep. Jim Townsend, Commissioner Henry, Vernon Asbill

Approval of April 15, 2021 Agenda: No changes.

Motion made to approve agenda by JR Null, seconded by CM Davis. All in favor, motion carried.

Approval of the March 18, 2021 REDA Executive Board Meeting Minutes:

Motion made to approve minutes by Aubrey Hobson, seconded by CM Davis. All in favor, motion carried.

## **Agenda Items**

### **1. Financials Report / Budget:**

A. Quick View Financials: Under budget in most categories.

Motion made to approve financials and invoices, items A-D, made by CM Davis, seconded by JR Null. All in favor, motion carried.

B. Invoices:

C. Actuals:

D. Breakout of OT:

E. Budget Proposal: CM Davis and Mayor Miller met with staff before the board meeting to discuss the budget and where they want it to be. There was some discussion about license fees and compensating in the budget for those fees. The board asked that the licensing fees be split up on the budget to show the City and County portion.

Mayor Miller asked that the board allow staff to use under budget on IT expenses.

### **2. Expenditures Review / Emergency Business / Approval: None.**

**3. Operations Committee Meeting Decisions & Recommendations:** Chief Roberts advised nothing major, mainly had to do with fire dispatch and changes. They also had the RAVE presentation.

Mayor Miller asked if there were any updates from the County in regard to radio.

CM Davis advised they are still in discussions about what is state and local. Advised contract is imminent. They are in discussions about a tower in Carlsbad around Chill and the microwave at Fire Services is gone. They are also looking into strengthening the FLETC connection. In essence, it is progressing, hardware is on hold for now.

### **4. Directors Comments / Announcements / Reports:**

**A. Personnel Report:** Director Kern advised different format.

- Supervisor Promotion Process: This process will wrap up next week.
- QA/QI Promotion Process: Will wrap up by the end of April beginning of May.
- Hiring Process: Currently have one moving through the hiring process and will have one position open with the direction of freezing one position.

Mayor Miller advised he is wanting to close one open position, advised that the current employees are accustomed to having OT. Mayor Miller asked for a motion to reduce open positions from two to one.

CM Davis made the motion, seconded by Aubrey Hobson. All in favor, motion carried.

**B. DFA Grant Agreement Tracker:** Quotes have been turned into DFA for Verint, Furniture, and UPS. At this time, they are moving forward with everything.

**C. Overview & Statistical Information:** Landline calls are up, could be attributed to Trans Aero calls, they are looking at adding a fixed-wing in Roswell and El Paso. Calls had gone up substantially with the Roswell bird added. There had been discussion on what else could have attributed to the increase in calls, it was discussed that the Trans Aero calls take three times longer to take than LEO calls.

**D. Information Technology Report:** CIO Romine advised he reviewed RAVE and sent about 40 questions to them and he is waiting on answers. Right now, they are working on Map updates and adding property owner information for dispatch. CIO advised he is working on an upgrade to the memories of computers. Chief Roberts spoke about how important REDA's IT infrastructure is, advised that REDA houses RMS reports as well as many other reports that are required for the agencies. Chief advised that if REDA were to break down it would impact the agencies REDA serves as well.

**E. Training Report:** TC Headrick provided the board with a chart breakdown of where each rookie is and how far they are to being a released dispatcher.

The board asked about how long until each trainee will be released.

TC Headrick advised Trainee Craig is about a month and a half away, and the other two are about 3-4 months out, but working on pushing them through as fast as they can.

**F. CAD RMS Report:** There is a list of changes that are currently being worked on. Few tickets still open with Motorola.

**G. Trans Aero Report:** Report provided to the board.

**H. National Public Safety Telecommunicator Week:** Wanting to give a shout-out to the dispatchers.

**5. Legislative:**

A. Kari's Law and Section 506 of Ray Baum's Act: PBX system in a particular room instead of just in the general building.

CM Davis advised the County is currently going through the process to upgrade.

It was advised that IT Newman was working on it for the City.

**6. Resolutions: None.**

**7. Agreements / Contracts / MOU's: None.**

**8. Consent Agenda:**

A. APCO Conference: August 14<sup>th</sup> – 20<sup>th</sup> Option of 1 or 2 persons:

Mayor Miller advised he visited with CM Davis about it, and they are only wanting one person to attend due to short staffing.

Calculations were done incorrectly on the mileage. Should be \$0.55 per mile and it was calculated at a much high rate.

Motion made to send only one person by Aubrey Hobson, seconded by CM Davis. All in favor, motion carried.

**9. Public Comments / Announcements: None.**

**10. Board Member Comments:**

CM Davis thanked REDA personnel for the budget talk.

It was agreed by CM Davis and Mayor Miller that REDA is not underappreciated, just worried about being able to pay for it.

**11. Closed Meeting: None.**

**12. Set next Board meeting date: May 20<sup>th</sup>, 2021 @1000.**

14. Adjourn meeting:

Meeting adjourned at 1058.

Raye Miller

Mayor Raye Miller, Executive Board Chairman (or designee)

5/20/2021

Date

Bambi Kern

Bambi Kern, REDA Executive Director (or designee)

5-20-2021

Date