



Board Meeting Minutes for April 18th, 2024
1000 Hours
Artesia City Council



Called to order by Chairman Mayor Jon Henry @ 10:00 a.m.
Determination of Quorum – Simple Majority Required- Approved

Present:

Chairman Mayor Jon Henry
Vice Chair Eddy County Manager Roberta Gonzales
County Emergency Manager Jennifer Armendariz
Artesia Public Schools Danny Parker

REDA OPCOM

APD Chief Kirk Roberts

REDA ADMINISTRATION

REDA Executive Director Bambi Kern
REDA Training Coordinator Megan Headrick
REDA HR/Finance Kirstene Campbell
REDA CIO Gary Romine

Absent:

New Mexico State Representative Jim Townsend
Artesia City Clerk/Treasurer Summer Valverde
Eddy County Commissioner Bo Bowen

Approval of April 18th, 2024, REDA Executive Board Meeting Agenda

Vice Chair Eddy County Manager Roberta Gonzales motioned for the approval of April 2024 Agenda, Artesia Public Schools Danny Parker 2nd the motion; motion carried April Agenda approved.

Approval of February 15th, 2024, Meeting Minutes

Vice Chair Eddy County Manager Roberta Gonzales motioned for the approval of February 2024 Minutes, Artesia Public Schools Danny Parker 2nd the motion; motion carried February 2024 Minutes approved.

AGENDA

1. Public Comments / Announcement - NONE

2. Financials Report /Budget

A. Audit Presentation

1. Eric presented the financials audit report to the board.

B. Quick View Financials, Invoices, Actuals

1. Director Kern called out that the financials are for February and March. Director Kern announced the items were attached and made no comments. No questions were asked of Director Kern. Vice Chair Eddy County Manager Roberta Gonzales motioned for the approval of February and March Quick View Financials, Invoices, Actuals, Artesia Public Schools Danny Parker 2nd the motion; motion carried February and March Quick View Financials, Invoices, Actuals approved.

C. Budget Options

1. 2024 PayScale Change

- i. Director Kern stated that the Clerk recommended to fix REDA Pay Scale. Director Kern noted that currently is set for every three years, though it was advised that it be changed to every year as it would be beneficial to REDA to decrease retention rates.

2. 2025 April Proposal 2.5% - All Projects

- i. HR/Finance Kirstene mentioned that Summer of doing 30% though after talking with Eddy County, they do 2.5% per year. HR/Finance Kirstene stated that is why it is 2.5% per year, along with a few changes to the Pay Scale proposal. HR/Finance Kirstene mentioned that some positions were elongated due to maxing out within three years. HR/Finance Kirstene stated that this adjustment would allow dispatchers to move up, along with REDA supervisors, but that there will still be a cap, but it would extend out a bit longer to 6 to 7 years. Director Kern stated that this 2.5% pay scale was used in the budget meeting and the recommendation was to move forward with all IT projects. Director Kern mentioned that REDA needs to upgrade so the agencies tie into the REDA system, which is a necessity to have the projects completed. HR/Finance Kirstene called out that with a 2.5% increase, it would be \$35,000 increase this year for salaries. Vice Chair Eddy County Manager Roberta Gonzales motioned for the approval of 2025 April Proposal 2.5% - All Projects, County Emergency Manager Jennifer Armendariz 2nd the motion; motion carried 2025 April Proposal 2.5% - All Projects approved.

3. 2025 April Proposal 0% - All Projects

- i. Director Kern stated that she wanted to put the pay scale up front along with a resolution. HR/Finance Kirstene stated that the 0% Pay Scale is zero increase with salaries.

3. Operations Committee Meeting Announcements / Reports:

A. Reports/Recommendations

- 1. APD Chief Kirk Roberts gave points on three SOGs (revisions and new; one was tabled), RAVE listening (expansion and research for best usage within agencies). No questions.

4. Expenditures Review / Emergency Business / Approval: None

5. Director Comments / Announcements / Reports:

A. Director's Report

- 1. Director Kern announced two new hires, Sydney Admin Assistant and a new dispatcher that will be starting at the beginning of May. Kern stated that REDA is scheduled to attend Eastern New Mexico Career Fair on the 25th of April in hopes to recruit from the event in Roswell.
- 2. Director Kern mentioned that the salary analysis is completed with Paylocity and completed a service agency market analysis too for the dispatcher centers in New Mexico (available for comparison; sent to both finance departments for any questions and comments).
- 3. Director Kern announced that Anita, Gary, and Kern will be attending Summit the coming week in Dallas, Texas.

B. Training Report

- 1. Headrick restated the new hires. Headrick mentioned the current trainees and their performance with the large amount of information needed to be comprehended. Headrick shared that three individuals went to the state conference and brought back a lot of good information. Headrick ended with Bambi taking a leadership class in May.
- 2. Director Kern stated that there is a call taker that will be starting as a dispatcher at the beginning of May.

C. NPSTW

1. Director Kern announced that National Public Safety Telecommunication Week is here and expressed appreciation.
- D. IT Report
1. Gary discussed CAD integration with Motorola and the process of obtaining the new version for REDA.
 2. Gary mentioned to the board that the integration with the State of New Mexico is getting started with ASAP to PSAP alarms, which affects REDA 911 system. It is being funded and completed by the state, so Gary's time should be minimal.
 3. Gary shared about vendor coming down to IT training on products (twice a year; 4 hours each time).
- E. REDA Newsletter1
1. Director Kern shared the new employees' spotlight, projects, RAVE (interviews and social media efforts, campaigns),

6. Legislative: None

7. Resolutions:

- A. 24-002 Pay Scale
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by County Emergency Manager Jennifer Armendariz. All in favor, motion carried.

8. Agreements / Contracts/j MOU's

- A. CAD Upgrade Motorola 24-168160
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by Artesia Public Schools Danny Parker. All in favor, motion carried.
- B. JPA Letter NMSIF Ratification
1. Motion made to approve resolution made by Artesia Public Schools Danny Parker, 2nd by Vice Chair Eddy County Manager Roberta Gonzales. All in favor, motion carried.
- C. MOU PVCC and REDA 2024-2029
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by County Emergency Manager Jennifer Armendariz. All in favor, motion carried.
- D. MOU LCCA and REDA 2024-2029
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by County Emergency Manager Jennifer Armendariz. All in favor, motion carried.
- E. PVDTF IT MOU
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by County Emergency Manager Jennifer Armendariz. All in favor, motion carried.
- F. Event Logger (Ardham #ESTQ-020986V1)
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by Artesia Public Schools Danny Parker. All in favor, motion carried.
- G. Pitney Bowes renewal Ratification
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by County Emergency Manager Jennifer Armendariz. All in favor, motion carried.
- H. Sparks invoice
1. Motion made to approve resolution made by Vice Chair Eddy County Manager Roberta Gonzales, 2nd by County Emergency Manager Jennifer Armendariz. All in favor, motion carried.

9. **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]:

10. **Board Member Comments:** NONE

11. **Closed Meeting:** in accordance with the State of New Mexico Open Meetings Act, Sections [10-15-1-(H)(2)]: - NONE

12. **Set the next Board Meeting:** _____ 2024 / 1000 hours / Artesia Council Chambers
*Normal Monthly Date/Time would be Thursday 16th March 2024 @ 1000

13. **Adjourn Meeting**

X

Jon Henry
Executive Board Chairman (or designee)

Date:

June 27, 2024

X

Bambi Kern
REDA Executive Director (or designee)

Date:

June 27, 2024