



**911 REGIONAL  
EMERGENCY  
DISPATCH  
AUTHORITY**

**ORIGINAL**

Board Meeting Minutes for January 30<sup>th</sup>, 2025

1400 Hours

Artesia City Council

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

**Present:**

County Manager Michael Gallagher  
Mayor Pro Tem Jeff Youtsey  
Artesia City Clerk/Treasurer Summer Valverde  
Eddy County Emergency Manager Jennifer Armendariz  
APD Chief Kirk Roberts  
Eddy County Fire Rescue Chief Josh Mack

**REDA ADMINISTRATION**

REDA Executive Director Bambi Kern  
REDA Training Coordinator Megan Headrick  
REDA HR/Finance Kirstene Campbell  
REDA Administrative Clerk Nicole Herring

**Absent:**

Chairman Mayor Jon Henry  
Vice Chair Eddy County Finance Roberta Gonzales  
New Mexico State Representative Jim Townsend  
Eddy County Commissioner Bo Bowen  
Artesia Public Schools Danny Parker  
REDA CIO Gary Romine

**Approval of January 30<sup>th</sup>, 2025, REDA Executive Board Meeting Agenda**

Director Kern asked that item 8 and 9 be moved to before item 4.  
City Clerk Valverde motioned for the approval of January 30<sup>th</sup>, 2025 Agenda as presented with the changes, Pro Tem Youtsey 2<sup>nd</sup> the motion; motion carried agenda approved.

**Approval of December 19<sup>th</sup>, 2024, Meeting Minutes**

OEM Armendariz motioned for the approval of December 19<sup>th</sup>, 2024, Minutes, City Clerk Valverde 2<sup>nd</sup> the motion; motion carried, minutes approved.

**AGENDA**

**1. Public Comments / Announcement - None**

**2. Financials Report / Budget**

- A. Quick View Financials, Invoices, Actuals  
Motion to approve made by City Clerk Valverde, OEM Armendariz 2<sup>nd</sup> the motion; motion carried.  
Financials, Invoices, Actuals approved.

Prepared by Kirstene Campbell 12/23/2024

Reviewed by

1

**3. Operations Committee Meeting Announcements / Reports:**

Chief Roberts advised he was not at the last meeting, but was told it was a very active meeting. Director Kern gave a brief rundown of what was discussed at the meeting, which included the APCO Intellicomm GuideCards, 10 codes, DV call types, Life House and CTWs. There was a lot of participation.

**4. Expenditures Review / Emergency Business /Approval: NONE**

**5. Agreements / Contracts / MOU's: (Originally Item 8)**

- A. **PVT:** Change in contract that will bring cost savings of about \$500-600/month. Motion made to approve by City Clerk Valverde, 2<sup>nd</sup> by OEM Armendariz, all in favor. Motion carried.
- B. **VoIP Provider:** Another cost savings, annually, is about \$1,500. Motion was made to approve by OEM Armendariz and 2<sup>nd</sup> by City Clerk Valverde, all in favor. Motion carried.
- C. **APCO Intellicomm Deliverables:** This is in budget. Motion made to approve by City Clerk Valverde, 2<sup>nd</sup> by OEM Armendariz, all in favor. Motion carried.
- D. **Paylocity Employee Voice:** Should have enough in budget to cover this item. Slight increase to current monthly price. Motion made to approve by City Clerk Valverde, 2<sup>nd</sup> by Pro Tem Youtsey, all in favor. Motion carried.

**6. Consent Agenda: (Originally Item 9) [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]:** Motion to approve all items under consent agenda made by Pro Tem Youtsey, motion 2<sup>nd</sup> by City Clerk Valverde. All in favor, motion carried.

- A. Travel Requests - Past
  - 1. Cristina Vega Albuquerque Magnus Leadership Training January 19-21
- B. Travel Requests
  - 1. Bambi Kern, Gary Romine, Anita Schneider Motorola Summit Grapevine, TX May 11-16

**7. Director Comments / Announcements / Reports:**

- A. Director's Report: Director Kern advised she may be asking to unfreeze positions soon. Also wanted to highlight Anita Schneider's 15-year anniversary.
- B. Training Report: Gave a rundown of where trainee's are currently.
- C. IT Report: Director Kern advised that February 18<sup>th</sup> is the Go Live for the CAD upgrade, there had been some discussion about downtime and how they are trying to minimize it. Director Kern advised of the projects that will come after the CAD upgrade is completed, including enhancement requests, phone over headsets, 911 and radio console installations. Discussion had regarding needing repeaters to help with APD and AFD radio coverage, and when they may switch to digital.

**8. Legislative:**

- A. **Surcharge Increase:** Currently going to legislative, Director Kern advised the surcharge has been the same \$0.51 for 36 years and they are requesting it increase to \$1.50.
- B. **Reclassification:** Discussion had about the reclassification, and it also being taken to legislative this year. Director Kern spoke about the importance of reclassification, and what it could/would mean for dispatchers. County Manager Gallagher asked Director Kern to find out what all states have reclassified.
- C. **NMAC:** Director Kern advised that dispatch now has a representative on the board.

**9. Resolutions: None.**

**10. Board Member Comments:**

**11. Closed Meeting:**

A. In accordance with the State of New Mexico Open Meetings Act, Sections [§10-15-1-(H)(2)]:  
Closed Session Items: NONE

12. **Set the next Board Meeting:** Not set at this time. The board asked Director Kern to send an email out at the beginning of January to see what may work for everyone else.

\*Normal Monthly Date/Time would be *Thursday, 20<sup>th</sup> February 2025 @ 1000*

13. **Adjourn Meeting @ 1500**

X 

Jen Henry *Mike Gallagher*  
Executive Board Chairman (or designee)

Date: \_\_\_\_\_

X 

Bambi Kern  
REDA Executive Director (or designee)

Date: *02/20/2025*