

VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS CONSOLIDATED DISPATCH JOINT BOARD

**AGENDA INDEX
REGULAR MEETING
WEDNESDAY MAY 13, 2020 AT 1:00 P.M.**

**VILLAGE HALL COUNCIL CHAMBERS
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345**

CALL TO ORDER.

ROLL CALL.

APPROVAL OF AGENDA.

REGULAR ITEMS.

1. Approval of Minutes:
February 12, 2020 Regular Meeting
March 12, 2020 Rescheduled Regular Meeting
2. Discussion and Possible Action on Adoption of Resolution 2020-02, a Resolution Declaring Reasonable Notice of Public Meetings for the Consolidated Dispatch Joint Board.
3. Presentation on Fiscal Year 2020-2021 (July 1, 2020 – June 30, 2021) Consolidated Dispatch Joint Board Budget.
4. Discussion and Possible Action on the Name for the Dispatch Center.
5. Discussion and Possible Action on Staffing at the Dispatch Center.
6. Discussion on Vacant Positions.

REPORTS FROM BOARD MEMBERS.

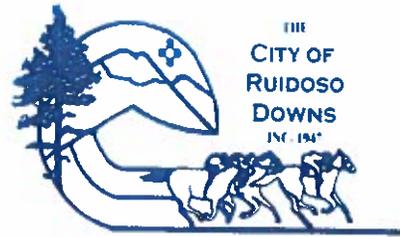
CLOSED SESSION.

ADJOURNMENT.

I certify that notice has been given in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 2020-01. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk if a summary or other type of accessible format is needed.

Bertha De Los Santos, MMC
Deputy Clerk

Posted: Wednesday May 6, 2020
Time: 2:30 p.m.



CONSOLIDATED DISPATCH JOINT BOARD AGENDA MEMORANDUM

To: Village of Ruidoso/City of Ruidoso
Downs Consolidated Dispatch Joint
Board.

Presenter: Bertha De Los Santos, MMC
Deputy Clerk

Meeting Date: May 13, 2020

Re: Approval of Minutes:
February 12, 2020 Regular Meeting.
March 12, 2020 Rescheduled Regular Meeting

<input type="checkbox"/>	Consent Item	1
<input type="checkbox"/>	Public Hearing	
<input checked="" type="checkbox"/>	Regular Item	
<input type="checkbox"/>	Board and Commission Appointments	
<input type="checkbox"/>	Informational	
<input type="checkbox"/>	Workshop Item	
Items valued greater than \$60,000.00 must be placed as a regular item.		

Item Summary:

Approval of Minutes for February 12, 2020 Regular Meeting and March 12, 2020 Rescheduled Regular Meeting.

Item Discussion:

See Above.

Recommendations:

To Approve Minutes for February 12, 2020 Regular Meeting and March 12, 2020 Rescheduled Regular Meeting.

Required Approvals of Agenda Memorandum and Back-Up Documentation:


Bertha De Los Santos, MMC
Deputy Clerk
(Received on: 3/6/20 2:30 pm.)
Date Time

**VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS
CONSOLIDATED DISPATCH JOINT BOARD
REGULAR MEETING
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345
FEBRUARY 12, 2020**

Chairman Darren Hooker, Village of Ruidoso Chief of Police, called the regular meeting of the Consolidated Dispatch Joint Board to order at 1:00 p.m. Members Susan Lutterman, Village of Ruidoso Councilor; Joe Kasuboski, Village of Ruidoso Emergency Manager; Jimmy Romero, City of Ruidoso Downs Councilor; Cody Thetford, Village of Ruidoso Fire Chief; Carroll Scott, City of Ruidoso Downs Chief of Police; and Kenny Ellard, City of Ruidoso Downs Assistant Fire Chief were recorded present. Village of Ruidoso employees present were Bertha De Los Santos, Deputy Clerk; Lawrence Chavez, Lieutenant; and Katy Simpson, Dispatch Supervisor. There were no City of Ruidoso Downs employees present. There was no Village of Ruidoso legal counsel present. City of Ruidoso Downs legal counsel present was H. John Underwood. There were approximately 2 visitors present.

APPROVAL OF AGENDA:

Chief Scott moved to approve the agenda as presented. Assistant Fire Chief Ellard seconded and the motion carried with all ayes.

REGULAR ITEMS:

Approval of the Minutes for January 8, 2020 Regular Meeting.

Councilor Lutterman moved to approve the minutes for January 8, 2020 regular meeting. Joe Kasuboski seconded and the motion carried with all ayes.

Update on Radios Change Over and Service Areas by Rick Sohl.

Rick Sohl stated the following: they were now fully operational and he would begin reprogramming the City of Ruidoso Downs (CORDs) radios and add the MDC and anything else that might be needed; all the radios in both entities supported MDC at this time; had a few little issues on Monday, but yesterday all the glitches were worked out and today it was fully operational; Ms. Simpson needed to request a quote from Ztron to update the third console, since it was an older one and did not have the same features as the other ones; and the CORD would have to keep their console up and operating and set up a backup radio in Chief Scott's office and also leave a radio in Assistant Fire Chief Ellard's office.

Chairman Hooker stated all Law Enforcement was on Ruidoso Channel 4. Mr. Sohl explained what that meant and how it worked and stated it created unification and stated, when all four consoles were operational, they could have a dispatcher for each entity. Ms. Simpson stated with the CAD Program they could actually separate calls, but not until they were fully staffed.

Chief Scott stated radio frequency interference was an issue. Mr. Sohl stated the area by the "Y" and the hospital had issues and a voter could be placed there for Channel 4. Chairman

Hooker recommended Mr. Sohl presented a proposal with options, along with costs, on what it would take to improve those and any other areas of communications to be presented at the next regular meeting.

Ms. Simpson stated Systems MD was installing the new server today.

Discussion on Dispatcher Personnel Status.

Ms. Simpson stated one of the Dispatchers from CORD began on Monday and the other was currently at the Academy, but would begin working graveyards during the week of February 23, 2020 and would also be required to attend the NTO.

Mr. Underwood inquired if those employees from the CORD would have to go through another probationary period if they already completed one. Ms. Simpson stated one of them would not and the other was still on probation and would have to compete it.

Chairman Hooker stated one of the employees had accrued leave and sick time and they would need to discuss exactly how that would be handled, since the City of Ruidoso Downs could pay the Village of Ruidoso for that leave time and it be carried over or she could be paid out for all of that time, depending on what that employee chose to do. Chief Scott stated he was not sure at this time, but would discuss it with CORD staff. Mr. Underwood stated there were probably transfers similar to those that were made from one municipality to another previously and should be reviewed.

Councilor Lutterman recommended Chairman Hooker spoke with the Village Manager, Finance Director, and Human Resource Director to discuss taking care of that employee by best handling their benefits, status, etc. Councilor Lutterman stated she had the opportunity to go and observe the Dispatchers at work on Friday night and was amazed by what they did and how well they did it. Ms. Simpson stated she appreciated Councilor Lutterman for taking the time to go and see for herself how it was done. Councilor Romero stated he had witnessed 911 calls being handled by dispatchers and they deserved a lot of respect for what they did.

Discussion Regarding Emergency Medical Dispatch and a Medical Director.

Chief Scott stated the issue needed clarification. Ms. Simpson stated all employees for the Consolidated Dispatch would fall under the Village of Ruidoso Emergency Medical Director. Chairman Hooker stated the Village of Ruidoso was under the medical direction of Dr. Otero.

Fire Chief Thetford stated Dr. Otero was the Medical Director and the City of Ruidoso Downs should review their agreement to see why they needed a Medical Director. Mr. Underwood asked Fire Chief Thetford to scan and email him a copy of the agreement and they would review it, since they were under the medical direction of Dr. DiMotta.

Ratification of Budget Transfer of Personnel to Capital Outlay in the Amount of \$46,000.00 for the Purchase of a New Computer Server.

Fire Chief Thetford moved to Ratify Budget Transfer of Personnel to Capital Outlay in the Amount of \$46,000.00 for the Purchase of a New Computer Server. Councilor Romero

seconded and the motion carried with all ayes.

REPORTS FROM BOARD MEMBERS:

Chief Scott stated they had the lobby phone up and running and under camera; and they needed to figure out something collectively to begin doing PSAs regarding the consolidation. Mr. Underwood directed Chief Scott and Chairman Hooker to provide a list of bullet points to provide to Kerry Gladden to begin doing PSAs as soon as possible. Councilor Lutterman recommended Chairman Hooker and Chief Scott got with Tim Keithley on Saturday mornings.

Asst. Fire Chief Ellard stated they needed to educate the citizens of Ruidoso Downs on how to call in for emergencies. Chief Scott stated he would also work on getting a second phone line.

Fire Chief Thetford stated there was a lot of confusion on the radio when dispatch called out as to who was needing to respond that needed to be cleared up so there would be no delays in response time and also they needed to come up with a name that they could provide to those calling in to dispatch. Chairman Hooker stated that would be placed on the next regular meeting agenda.

Councilor Lutterman thanked everyone for allowing her to oversee the operations of a dispatch center and stated this was all going to prove very successful in the end.

Mr. Underwood thanked everyone and stated this had been a long process, but now it was just the details that needed to be worked on, but a great job had been done in getting to that point.

CLOSED SESSION:

There was no Closed Session.

ADJOURNMENT:

There being no further business to come before the Consolidated Dispatch Joint Board, Chairman Hooker adjourned the regular meeting at 1:51 p.m.

MINUTES ARE DRAFT UNTIL APPROVED ON:

Passed and approved this 13th day of May, 2020.

APPROVED: _____
Darren Hooker, Chairman

ATTEST: _____
Bertha De Los Santos, MMC
Deputy Clerk

**VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS
CONSOLIDATED DISPATCH JOINT BOARD
RESCHEDULED REGULAR MEETING
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345
MARCH 12, 2020**

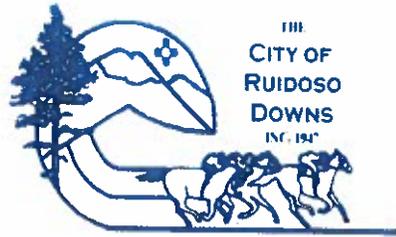
Chairman Darren Hooker cancelled the meeting, per direction of Timothy Dodge (Village Manager), due to an emergency meeting regarding COVID-19 needing to take place at the same time and it was mandatory that all Emergency Personnel attended.

MINUTES ARE DRAFT UNTIL APPROVED ON:

Passed and approved this 13th day of May, 2020.

APPROVED: _____
Darren Hooker, Chairman

ATTEST: _____
Bertha De Los Santos, MMC
Deputy Clerk



CONSOLIDATED DISPATCH JOINT BOARD AGENDA MEMORANDUM

To: Village of Ruidoso/City of Ruidoso
Downs Consolidated Dispatch Joint
Board.

Presenter: Darren Hooker,
Chief of Police

Meeting Date: May 13, 2020

<input type="checkbox"/>	Consent Item	2
<input type="checkbox"/>	Public Hearing	
<input checked="" type="checkbox"/>	Regular Item	
<input type="checkbox"/>	Board and Commission Appointments	
<input type="checkbox"/>	Informational	
<input type="checkbox"/>	Workshop Item	
Items valued greater than \$60,000.00 must be placed as a regular item.		

Re: Discussion and Possible Action on Resolution 2020-02, a Resolution Declaring Reasonable Notice of Public Meetings for the Consolidated Dispatch Joint Board.

Item Summary:

Discussion and Possible Action on Resolution 2020-02, a Resolution Declaring Reasonable Notice of Public Meetings for the Consolidated Dispatch Joint Board.

Item Discussion:

Discussion and Possible Action on Resolution 2020-02, a Resolution Declaring Reasonable Notice of Public Meetings for the Consolidated Dispatch Joint Board.

Recommendations:

To Adopt Resolution 2020-02, a Resolution Declaring Reasonable Notice of Public Meetings for the Consolidated Dispatch Joint Board.

Required Approvals of Agenda Memorandum and Back-Up Documentation:

Bertha De Los Santos, MMC
Deputy Clerk

(Received on: 5/6/20 2:30 pm)
Date Time

**VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS
CONSOLIDATED DISPATCH JOINT BOARD**

RESOLUTION 2020-02

**A RESOLUTION DECLARING REASONABLE NOTICE OF PUBLIC
MEETINGS FOR THE CONSOLIDATED DISPATCH JOINT BOARD**

PREAMBLE

A. Sections 10-15-1 et seq. NMSA 1978, the Open Meetings Act (in this Resolution the "Act"), states that all meetings of a quorum of members of any board, commission or other policy-making body of any municipality held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of such board, are public meetings open to the public at all times; exceptions to this declaration are strictly limited.

B. The Act also provides that no advisory action of any board, commission, committee or other policy making body shall be valid unless taken or passed at a meeting held in accordance with the requirements of the Act.

C. The Act also requires that meetings subject to the Act at which the discussion or adoption of any proposed advisory action occurs shall be held only after reasonable notice to the public.

D. The Act provides that any person violating any of the above cited provisions is guilty of a misdemeanor and may be punished by a fine of \$500.00 for each offense.

E. The Act also requires the public body to determine annually what constitutes reasonable notice of its public meetings.

NOW THEREFORE, BE IT RESOLVED BY THE CONSOLIDATED DISPATCH JOINT BOARD:

1. Notice shall be given at least five (5) days in advance of any regular meeting of a quorum of the members of the Board held for the purpose of discussing public business or taking action within the authority of the Board. Regular Meetings of this Board shall be held on the **2nd Wednesday of January, April, July, and October at 1:00 p.m.** All Meetings shall be conducted in Accordance with the adopted Consolidated Dispatch Board Rules of Procedure and whenever unaddressed, Robert's Rules of Order, Newly Revised 10th Edition.

2. Notice shall be given at least seventy-two (72) hours in advance of any special or workshop meeting of a quorum of the members of the Board held for the purpose of discussing the business or taking any action within the authority of such body.

3. Notice shall be given at least three (3) hours in advance of any emergency meeting of a quorum of members of the Board; an "Emergency Meeting" is for unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. Within ten days of taking action on an emergency matter, the public body shall report to the Attorney General's Office the action taken

and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a State or National Emergency.

4. The notice requirements in Section 1 of this resolution will be complied with by the VILLAGE APPOINTED EX-OFFICIO STAFF MEMBER posting on the bulletin board at the Ruidoso Municipal Building and a copy of this Resolution. Copies shall remain on the bulletin board for the duration of calendar year **2020**. The agenda will be available 72 hours prior to the meeting from the Village of Ruidoso or the City of Ruidoso Downs Clerks Office. Regular Meetings of the Board shall be scheduled and held at the Village of Ruidoso Administrative Offices, 313 Cree Meadows Drive, Ruidoso, New Mexico, unless special notification is given to hold the meeting at another designated place.

5. Notice requirements as set out in Section 2 of this resolution shall be complied with by the Village of Ruidoso or the City of Ruidoso Downs Clerks Office posting a notice on the bulletin board at the Ruidoso Administrative Offices setting out the date, time, and place of meeting. The Board Secretary shall provide telephonic or e-mail notice to those broadcast stations licensed by the Federal Communications Commissions and newspapers of general circulation that have made a written request for notice of public meetings.

6. As an alternative to the notice of regular or special meetings provided by Sections 1 and 2 hereof, notice of regular or special meetings may be given (but shall not be required to be given) by one publication of a written notice in a newspaper of general circulation in the Village by at least the time specified in Section 1 or 2 hereof, whichever is applicable, i.e., depending upon whether the meeting is regular or special.

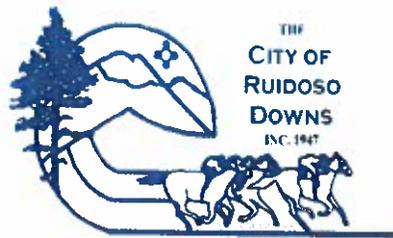
7. In the minutes of each meeting posted as required by this resolution and for which minutes are required by law to be kept, or in the official records of any meeting for which minutes are not required, the Village of Ruidoso or the City of Ruidoso Downs Clerks Office shall certify compliance with the provisions of this resolution. The certification of a special meeting shall also state the time, the date, and the place where notices were posted. Certifications required by this section shall be filed with and become a part of the official minutes or record of any meeting held under this Resolution.

8. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk or Ruidoso Downs Clerk at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Clerk if a summary or other type of accessible format is needed.

PASSED, APPROVED, AND ADOPTED ON THIS 13TH DAY OF MAY, 2020.

Darren Hooker, Chairman

Joe Kasuboski, Secretary



CONSOLIDATED DISPATCH JOINT BOARD AGENDA MEMORANDUM

To: Village of Ruidoso/City of Ruidoso
Downs Consolidated Dispatch Joint
Board.

Presenter: Judi M. Starkovich, Finance
Director

Meeting Date: May 13, 2020

Re: Presentation on Fiscal Year 2021 (July 1, 2020-June 30, 2021)
Consolidated Dispatch Board Budget.

<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Regular Item
<input type="checkbox"/>	Board and Commission Appointments
<input type="checkbox"/>	Informational
<input type="checkbox"/>	Workshop Item
Items valued greater than \$60,000.00 must be placed as a regular item.	

3

Item Summary:

Presentation on Fiscal Year 2021 (July 1, 2020-June 30, 2021) Consolidated Dispatch Board Budget.

Item Discussion:

Each year a budget is prepared for the upcoming fiscal year. The budget defined anticipated revenues as well as spending parameters for Fiscal Year 2021. Enclosed for your review is the budget for the Consolidated Dispatch Board.

Recommendations:

N/A.

Required Approvals of Agenda Memorandum and Back-Up Documentation:

A handwritten signature in cursive script, appearing to read "Bertha De Los Santos".

Bertha De Los Santos, MMC
Deputy Clerk

(Received on: 5/6/20 2:30 pm.)
Date Time

CONSOLIDATED DISPATCH
For the Year Ending June 30, 2021

Acct #	Account Name	Total Budget	JPA (#101-047)	
			VOR 71%	CORD 29%
46400	Ruidoso Downs Reimbursement*	257,155	-	257,155
41XXX	General Fund GRT	584,844	584,844	-
	TOTAL REVENUES	841,999	584,844	257,155
50000	Full Time Salaries	501,330	367,030	134,300
50002	Overtime	30,000	22,500	7,500
50010	FICA	37,840	28,980	8,860
50020	PERA	73,260	54,200	19,060
50030	Health Insurance	148,510	74,270	74,240
50040	Worker's Compensation	130	90	40
	TOTAL Personnel	791,070	547,070	244,000
Acct #	Account Name	Total Budget	VOR 75%	CORD 25%
51002	Subscriptions & Dues	100	75	25
51006	Uniform Laundry	-	-	-
51008	General Office Supplies	10,000	7,500	2,500
51010	Janitorial Supplies	-	-	-
51015	Non-cap Furn, Fix, & Equip	6,000	4,500	1,500
51021	Utilities	-	-	-
51060	Safety Equipment	1,000	750	250
	TOTAL Supplies	17,100	12,825	4,275
52008	Telephone	2,000	1,500	500
52010	Insurance and Bonds	-	-	-
52020	Travel and Training	4,000	3,000	1,000
52103	Equipment Maintenance	6,000	4,500	1,500
52108	Software Maintenance	21,266	15,949	5,317
	TOTAL Services	33,266	24,949	8,317
53001	Equipment/Vehicles	-	-	-
	TOTAL Capital Outlay	-	-	-
	TOTAL EXPENDITURES	841,436	584,844	256,592
	EXCESS OF REVENUES OVER EXP	563	-	563

RECAP CORD WORKERS' COMP:

Salaries	\$ 134,300
W/C Rate	0.419%
Amount Due	\$ 563