

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

**AGENDA INDEX  
REGULAR MEETING  
WEDNESDAY OCTOBER 14, 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:  
July 8, 2020 Regular Meeting
2. Discussion on Employee Status.
3. Addressing Committee Update (Lori Carpenter/Samantha Mendez).
4. Discussion and Possible Action on Getting the City of Ruidoso Downs Radios Programmed with Motorola Data Communications (MDC).
5. Discussion and Possible Action on Communications Manual Regarding Dispatch Chain of Command.

### **REPORTS FROM BOARD MEMBERS.**

### **CLOSED SESSION.**

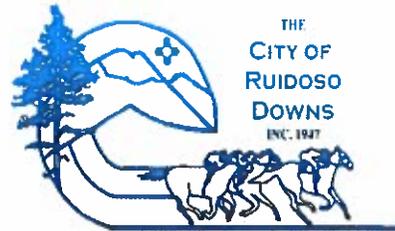
### **ADJOURNMENT.**

I certify that notice has been given in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 2020-02. 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: Tuesday October 6, 2020  
Time: 9:30 a.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:** October 14, 2020

**Re:** Approval of Minutes:  
July 8, 2020 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 July 8, 2020 Regular Meeting.

**Item Discussion:**

See Above.

**Recommendations:**

To Approve Minutes for July 8, 2020 Regular Meeting.

**Required Approvals of Agenda Memorandum and Back-Up Documentation:**

*Bertha De Los Santos*

Bertha De Los Santos, MMC  
Deputy Clerk

(Received on: 10/6/20 9:30am  
Date Time)

**VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS  
CONSOLIDATED DISPATCH JOINT BOARD  
REGULAR MEETING  
313 CREE MEADOWS DRIVE  
RUIDOSO, NM 88345  
JULY 8, 2020**

Chairman Darren Hooker, Village of Ruidoso Chief of Police (present in person) called the regular meeting of the Consolidated Dispatch Joint Board to order at 1:00 p.m. Members Joe Kasuboski, Emergency Manager; Cody Thetford, Village of Ruidoso Fire Chief; and Susan Lutterman, Village of Ruidoso Councilor were recorded present in person; Jimmy Romero, City of Ruidoso Downs Councilor was recorded absent. Carroll Scott, City of Ruidoso Downs Chief of Police; and Kenny Ellard, City of Ruidoso Downs Assistant Fire Chief were recorded present via Zoom (online video-sharing platform), due to mandates issued by the State of New Mexico Attorney General and Governor Offices regarding COVID-19. Village of Ruidoso employee Bertha De Los Santos, Deputy Clerk was present in person. Village of Ruidoso employee Katy Simpson, Dispatcher Supervisor was present via Zoom. City of Ruidoso Downs employee Carol Virden, Clerk/Administrator was present via Zoom. There was no Village of Ruidoso legal counsel present. City of Ruidoso Downs legal counsel present via Zoom was H. John Underwood. Others present via Zoom were Joe Kenmore, Lincoln County Emergency Response Director; and Mike Wood, Lincoln County Sheriff Elect. There were approximately 2 viewers present via YouTube (online video-sharing platform).

**APPROVAL OF AGENDA:**

Councilor Lutterman moved to approve the agenda as presented. Joe Kasuboski seconded and the motion carried with all ayes.

**REGULAR ITEMS:**

**Approval of the Minutes for May 13, 2020 Regular Meeting.**

Fire Chief Thetford moved to approve the minutes for May 13, 2020 regular meeting. Assistant Fire Chief Ellard seconded and the motion carried with all ayes.

**Discussion and Possible Action on Lincoln County Sheriff's Office Joining Consolidated Dispatch.**

Chairman Hooker stated the Lincoln County Sheriff's Office was interested in joining consolidated dispatch.

Mike Wood, Lincoln County Sheriff Elect, stated the following: thanked everyone for allowing him to join in on the meeting; wanted to join in the efforts of the consolidated dispatch; would take office in January 2021; their participation would cover the hurdle of geographic challenge; had witnessed consolidation and knew that it worked; and he wanted to perform a study to see if his officers in Corona could be communicated with from the Horton Complex and/or what it would take to make it happen.

Joe Kenmore, Lincoln County Emergency Services Director, stated he was willing to work with Mr. Wood on all the logistics.

Chairman Hooker stated the Horton Complex location would have to be revisited to make sure it was large enough to handle everyone coming together.

Mr. Wood stated there were currently seven dispatchers at the county and they usually had two working at one time.

Chairman Hooker directed Ms. Simpson to see if there was a larger room and submit it to the company that was working on the mockup so they could revisit it all.

Chairman Hooker stated that would be bringing in approximately eight other entities and they would have to look at the monetary means for each entity.

Joe Kasuboski stated another prime location to be considered to locate consolidated dispatch would be to build a consolidated dispatch building at the Sierra Blanca Regional Airport, which would more than likely improve all communication efforts. Jeffrey Fargarson stated the old science lab in the Horton Complex was a large room and might be considered. Mr. Wood stated they should compare the costs of remodeling vs. a new building for consolidated dispatch.

Councilor Lutterman stated it was important to look at and include Lincoln County now and she was excited about the opportunity to do so. H. John Underwood stated, if all communication issues were resolved, he supported the idea of allowing Lincoln County to be included in the consolidation.

Police Chief Scott stated he looked forward to working out all the issues and becoming one big consolidated dispatch.

#### **Discussion on Vacant Positions.**

Katy Simpson stated the following: currently had eight employees; one new hire beginning August 3, 2020, which was certified in Texas; they would have four vacancies and had been interviewing and could potentially hire two more if they turned in background information.

Chairman Hooker inquired if there were any concerns with how consolidation was working up to that point. Ms. Simpson stated everything had been going smoothly and they were all working together, but the policy needed to have some items revised such as Chain of Command, how to handle disciplinary actions, etc.

#### **REPORTS FROM BOARD MEMBERS:**

There were no Reports from Board Members.

#### **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 1:28 p.m.

**MINUTES ARE DRAFT UNTIL APPROVED ON:**

Passed and approved this \_\_\_ day of \_\_\_\_\_, 2020.

**APPROVED:** \_\_\_\_\_  
Darren Hooker, Chairman

**ATTEST:** \_\_\_\_\_  
Bertha De Los Santos, MMC  
Deputy Clerk



The Communications Manual indicates

Chain of Command for the Communications Officer is as follows:

Communication Trainee

Communications Trainer

Dispatch Supervisor

Consolidated Dispatch Board

I propose we change the Communications Manual to indicate

Chain of Command for the Communications Officer is as follows:

Communication Trainee

Communications Trainer

Dispatch Supervisor

Ruidoso Police Department Administrative Lieutenant

Ruidoso Police Department Chief of Police

Consolidated Dispatch Board

Supervision of the Ruidoso Area Dispatch Supervisor. Dispatch Supervisor shall follow the Ruidoso Police Department chain of command and report to the Ruidoso Police Department Administrative Lieutenant who then reports to the Ruidoso Police Department Chief. Dispatch Supervisor shall be responsible for the day to day operations of the Ruidoso Area Dispatch center. Members of the Board shall not be involved in the day-to day operations of the Ruidoso Area Dispatch.

- a. Duties of the Dispatch Supervisor. The Dispatch Supervisor shall oversee the day to day operations of the Ruidoso Area Dispatch Center. Consistent with decisions, policies, and direction of the Ruidoso Police Department Administrative Lieutenant and Ruidoso Police Department Chief of Police the Dispatch Supervisors administrative and supervisory responsibilities shall include but not be limited to:
- Planning, Directing, and controlling the operations of the Ruidoso Area Dispatch Center
  - Assigning and Scheduling personnel
  - Supervising all Ruidoso Area Dispatch personnel
  - Discipling and firing of any Ruidoso Area Dispatch personnel will be done by following the chain of command at the Ruidoso Police Department with direction and support from the Ruidoso Police Administrative Lieutenant and Ruidoso Chief of Police
  - Liaison with Ruidoso and Ruidoso Downs personnel in regard to Communications and Operations to include Computer Aided Dispatch (CAD), National Crime Information Center (NCIC), this includes setting up new employees for both agencies
  - Attend all Ruidoso Area Dispatch Board meetings whenever possible and if unable to attend provide any pertinent information through the chain of command

