



**Sandoval County Regional Emergency Communications Center
Regular Board Meeting
Village of Corrales Council Chambers
4324 Corrales Rd., Corrales NM
Tuesday, October 24, 2023
10 AM**

Minutes

JPA Board Members	Attendees
<u>Board Members Present</u>	
Chief Vic Mangiacapra, Corrales PD	Manager Jolene Madrid, SCRECC
Chief Anthony Martinez, Corrales FD	Assistant Manager Staci Tipton, SCRECC
Chief Eric Masterson, Sandoval County FD	
Sheriff Jesse Casaus, Sandoval County SO	
Chief James Defillippo, Rio Rancho FD	
Chief Michael Legendre, Bernalillo FD	
Chief Roger Foster, Santa Ana PD	
<u>Board Members Not Present</u>	
Chief Stewart Steele, Rio Rancho PD	
Chief Chirs Stoyell, Bernalillo PD	

1. Call to order 10:01
2. Roll Call see above
3. Presentation by Tyler Fossett
 - a. No show
4. Motion to approve agenda by RRFD Chief Defillippo, 2nd by SCSO Sheriff Casaus
 - a. Non-opposed
5. Motion to approve minutes by RRFD Chief Defillippo, 2nd by SCSO Sheriff Casaus
 - a. Non-opposed
6. Election of Chair and Vice-Chair
 - a. A question was raised about how the vote proceeded last meeting. This meeting will proceed with a new election following the JPA
 - b. Based on the JPA the position of Chair is offered to the Vice-Chair CPD Chief Vic Mangiacapra
 - i. Chief Vic Mangiacapra respectfully declines the position of Chair
 - c. Chair election
 - i. Chief Masterson nominates Chief Martinez

1. Chief Martinez accepts the nomination
- ii. Chief Defillippo nominates Chief Steele
 1. Chief Steele accepts the nomination via email
- iii. Roll Call Vote- Congratulations **Chief Anthony Martinez – New Chair** by roll call vote
 1. Corrales For Martinez, No Steele
 2. Sandoval County For Martinez, No Steele
 3. Santa Ana For Martinez, No Steele
 4. Bernalillo For Martinez, No Steele
 5. Rio Rancho No Martinez, For Steele
- d. Vice-Chair election
 - i. Chief Mangiacapra nominates Chief Masterson
 1. Chief Masterson accepts the nomination
 - ii. Chief Defillippo nominates Chief Steele
 1. Chief Steele accepts the nomination via email
 - iii. Roll Call Vote-Congratulations **Chief Eric Masterson – New Vice-Chair**
 1. Corrales For Masterson, No Steele
 2. Sandoval County For Masterson, No Steele
 3. Santa Ana For Masterson, No Steele
 4. Bernalillo For Masterson, No Steele
 5. Rio Rancho No Masterson, For Steele

7. Center Updates

a. Manager Jolene Madrid

- i. Deputy Chief Andrew accepted a position with APD and Deputy Chief Salgado will assume his role.
- ii. Motorola Router replacement went well.
- iii. Planned Power Outage between SCRECC and Santa Fe RECC went well.
- iv. MSAG updates for CoRR have been completed to match city GIS and work continues with the rest of the county.
- v. Next Gen 911-We are in the process of updating our infrastructure. With Next Gen 911 on the way, we appreciate support in our efforts to re-classify dispatchers as First Responders in the next legislative session.
- vi. SCRECC has two new Peer Support members, Nikki Scotti and Ciara Thacker bringing our team to 5 active members. Recently our Peer Support team reached out to staff who were affected by the loss of a current Officer with Jemez PD.
- vii. Extreme Risk Firearm Protection Order (ERFPO) is a temporary order or a one-year order that requires the person to relinquish all firearms to LE or a federal firearms licensee within 48 hours of service of the order. Our NCIC Coordinator is working on recent changes and will be pushing out a MEMO to staff and will add this to our future training.
- viii. Directors are working on a plan for Interoperability between all PSAPs in the state. Our center has radio interoperability on the state digital system. Directors are looking at using the free state WEB EOC as a CAD.
- ix. Social media postings that have been pushed out by agencies to inform the public are much appreciated. Another flyer will be sent out soon with a list of phone numbers for other departments to help alleviate some calls made to SCRECC.
- x. Some edits have been made to our SOPs and will be pushed out to members of the JPA Board for review.

- xv. The County Fire resource book has been updated and will be pushed out to Chief Masterson for review and any additional edits.
 - xii. Voting sites have been flagged. If a call for service comes into one of the polling sites, we will notify the on-duty SCSO Sgt. as well as Chief Masterson.
 - xiii. Complaints or questions for SCRECC on how a call was handled or dispatched need to be addressed immediately. Please remind your staff to call in and speak to a dispatch shift supervisor when the situation occurs, not the operator. It is hard to backtrack and determine how a call occurred when it is days or weeks later.
 - xiv. SCRECC Budget overview, see handout.
 - xv. Thanks to Chief Mangiacapra for always including our staff in events the village holds.
 - xvi. Deputy Chief Marc Sandoval is retiring. Jake Bailey was promoted to Deputy Chief of Rio Rancho Fire.
- b. Chief Martinez asks if there is an SOP in place for peer support and contacting the different agencies when a difficult call occurs.
- i. Manager Madrid answers, including the dispatchers in the debrief with the different agencies are very important. We will work on getting coverage to have dispatchers attend and would appreciate including our RECC staff when a debrief occurs.
8. Subscriber Fees – Chief Masterson
- a. See PowerPoint
 - b. Everyone will be getting an email from the Sandoval County Commission to attend a special meeting on Monday, Oct. 30th at 2 pm. The meeting will be all things radio communications.
 - c. Chief Martinez-Had training with Tyler at NM911. Program is offered to entities in NM to help find 911 addresses. Ruel roads and roads with no names. This allows us to update streets in-house and send out the information. Chief Martinez will send out his contact information.
9. Public comment
- a. Sandoval County Manager Wayne Johnson advised that they are now in the process of putting together the county’s legislative agenda. He would like the info for the First Responders Act to be added to the agenda.
10. Open Discussion Among Members
- a. Chief Martinez advises they will start working on the budget.
 - i. Manager Madrid stated the budget will be entered in February or March with the City of Rio Rancho. A budget is not ready for an October JPA meeting, and one of the issues that was addressed to be changed within the current JPA document to reflect the actual budget cycle.
 - b. Chief Martinez sees an APCO conference coming up Aug 4-7th in Orlando. Would like to see if maybe a board member could attend. Also, a call for speakers has been made. He would like for someone to attend as a speaker and talk about Sandoval County.
 - c. Manager Madrid stated we do send our staff to these conferences. It would also be a good idea for departments to send I.T. and GIS. There is a lot of information they could pass on.
11. Announcements/future agenda items
- a. Manager Madrid advises we will be having an open house for dispatch and she will be sending out invites soon.

- b. Chief Martinez wants to add to the next agenda a guest, Randy Van Vleck. He teaches councilors and elected officials proper procedures for conducting open meetings.
 - c. Chief Martinez would like work sessions between the agencies to streamline some things. For example, Pre-Alerts. Would like to put together a committee to have a representative report to the board.
 - d. Manager Madrid stated it would be a great idea to have an operations committee. Dispatching and training as a whole rather than by the agency would help CTOs when training new dispatchers and also cut down on mistakes.
12. Next Board Meeting
- a. Motion to hold next meeting at the Village of Corrales Council Chambers
 - i. Non-opposed
 - b. January, 30 2024 at 10am
13. Adjournment
- a. Motion to adjourn
 - i. Non-opposed
 - ii. 11:21



SANDOVAL COUNTY REGIONAL EMERGENCY COMMUNICATIONS CENTER

RESOLUTION NO. 24-001

OPEN MEETINGS ACT RESOLUTION

WHEREAS, The Sandoval County Regional Emergency Communications Center (SCRECC) Board met in a regular quarterly meeting on January 30, 2024 at 10 am as required per the Joint Powers Agreement dated July 1, 2015; and

WHEREAS, upon adoption of this resolution, Resolution No 6-9-21.1 and any amendments thereto are hereby rescinded in their entirety; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, §10-15-1 to §10-15-4) states that, except as may otherwise be provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policy-making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the Constitution of New Mexico or the Open Meetings Act; and

WHEREAS, any meetings subject to the Open Meetings Act, at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs, shall be held only after reasonable notice to the public; and

NOW THEREFORE, BE IT HEREBY RESOLVED by the SCRECC Board:

- 1. Location of Meetings** The physical location of meetings of the SCRECC Board will be held at a designated government building owned by one of the SCRECC Board organizations (Sandoval County, Rio Rancho, Corrales, Town of Bernalillo, Santa Ana Pueblo). Notice of meetings will include the formal location. The public may attend in person or electronically as indicated by the notice. In the event, due to extenuating circumstances, public gatherings are restricted, options for viewing the meeting remotely will be displayed on the meeting notice. All meetings shall be broadcast live, and recorded, from a publicly accessible website identified in the agenda.
- 2. Regular Meetings** a. Regular meetings will be held quarterly as pursuant to the JPA. The final agenda will be available at least seventy-two (72) hours prior to the meeting from the SCRECC Manager. b. A member of the Board may participate in a meeting by means of a telephone or other electronic means when it is unadvisable, difficult or impossible for the member to attend the meeting in person. Any member participating by electronic means shall be identified when speaking. The Board shall ensure that all members of the Board are able to hear any member of the board who speaks during a meeting.

Special or Informal Meetings a. Special Meetings may be called as required by law or by the Chair or a majority of the members (in a prior open meeting) upon seventy-two (72) hours notice. The notice shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. The agenda shall be available to the public, when requested, at least seventy-two (72) hours before any special meeting. b. A member of the Board or the Manager may schedule informal meetings, attendance at events, inspections, trips, or retreats. When a quorum of the Board will or may be present, notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made by an individual designated by the Chair.

3. Emergency Meetings. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or the Manager upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Manager 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. Location of Notice for all Meetings. For the purpose of all meetings, as described in Paragraphs 2, 3, and 4 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted on the bulletin board located in the Sandoval County Administration Building, located at 1500 Idalia Rd, Building D, Bernalillo, New Mexico.

5. Accessibility. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the Dispatch Manager at (505) 891-7226, if a summary or other type of accessible format is needed. In addition to the information specified above, all notices shall include the following language:

“NOTICE TO PERSONS WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign or language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Manager's Office at (505) 891-7226 as soon as possible before the meeting date, preferably one week prior to the meeting date.”

7. Closed Meetings. The Board may close a meeting to the public only if the subject matter of such discussion or action is excerpted from the open meeting requirements under § 10-15-1(H) and (I) of the Open Meetings Act.

8. Cancellations and Different Meeting Times and Locations. Meetings may be cancelled or scheduled at different times and locations than set forth herein. The announcement of such changes should be made, when possible, at a prior meeting of the full Board.

APPROVED AND ADOPTED by the SCRECC Board during its meeting on this 30th day of January, 2024.

BOARD OF DIRECTORS

SCRECC Board Chairman

Anthony J Martinez, Corrales

SCRECC Board Vice-Chairman

Eric Masterson, Sandoval County

SCRECC Board Member

, Rio Rancho

SCRECC Board Member

, Bernalillo

SCRECC Board Member

, Santa Ana Pueblo



**SANDOVAL COUNTY REGIONAL EMERGENCY
COMMUNICATIONS CENTER**

RESOLUTION NO. 24-002

**RESOLUTION REQUESTING THE STATE AUDITOR TO CONDUCT
A SPECIAL AUDIT OF THE SANDOVAL COUNTY REGIONAL
EMERGENCY COMMUNICATIONS CENTER**

Whereas, the Sandoval County Regional Emergency Communications Center (SCRECC) was originally established in 2003 for the purpose of overseeing the operations of Enhanced 911 (“E-911”) communications services in order to provide emergency communications services to the emergency services and public safety agencies of Sandoval County;

Whereas, the SCRECC was established pursuant to the New Mexico Enhanced 911 Act, NMSA 1978 § 63-9D-1 et seq., and the New Mexico Joint Powers Act, NMSA 1978 § 11-1-1 et seq., for the express purpose of exercising certain powers conferred upon local governing bodies;

Whereas, the original members of the JPA include Santa Ana Pueblo, the Town of Bernalillo, the Village of Corrales, the City of Rio Rancho, and Sandoval County (“Members”);

Whereas, the joint powers agreement creating the Center designated the City of Rio Rancho to be the fiscal agent and administer the Center on behalf of the Members;

Whereas, the Joint Powers Agreement Act, NMSA 1978, § 11-1-4(D) (1961) requires “strict accountability of all receipts and disbursements” made under an agreement entered into under the Act;”

Whereas, the City of Rio Rancho has given notice to the Santa Ana Pueblo, The Village of Corrales, the Town of Bernalillo, and Sandoval County, that it intends to withdraw from the joint powers agreement creating the SCRECC effective July 1st, 2025;

Whereas, the remaining Members of the SCRECC are now planning for the provision of the emergency communications system and dispatch services;

Whereas, the SCRECC is an “agency” subject to the Audit Act, NMSA 1978, § 12-6-2 (2009) as it is “any political subdivision of the state, created under either general or special act, that receives or expends public money from whatever source derived, including counties, county institutions, boards, bureaus or commissions; municipalities; drainage, conservancy, irrigation or other special districts; and school districts; (3) any entity or instrumentality of the state specifically provided for by law, including the

New Mexico finance authority, the New Mexico mortgage finance authority and the New Mexico lottery authority; and (4) every office or officer of any entity listed in Paragraphs (1) through (3) of this subsection;”

Whereas, the Audit Act, NMSA 1978, § 12-6-3(A) (2011) provides that “the financial affairs of every agency shall be thoroughly examined and audited each year by the state auditor, personnel of the state auditor’s office designated by the state auditor or independent auditors approved by the state auditor;”

Whereas, the SCRECC has never been audited separately from the general audits of the City of Rio Rancho;

Whereas, the Audit Act, NMSA 1978, § 12-6-3(C) (2011) provides that “[i]n addition to the annual audit, the state auditor may cause the financial affairs and transactions of an agency to be audited in whole or in part;”

Whereas, the County of Sandoval, City of Rio Rancho, the Town of Bernalillo, the Village of Corrales, and the Pueblo of Santa Ana have made contributions of money and property to the Center;

Whereas, the Board of Directors and remaining Members of the SCRECC desire additional information on the financial position and assets of the Center in order to plan for the provision of emergency communications after July 1st, 2025;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sandoval Regional Emergency Communications Center as follows:

Section 1.

The Board requests the State Auditor exercise his authority under the Audit Act to conduct a special audit of the Sandoval County Regional Emergency Communications Center.

Section 2.

The Board Chair and Vice-Chair are hereby authorized to negotiate the scope of the engagement with the Office of the State Auditor.

APPROVED AND ADOPTED by the SCRECC Board of Directors during its meeting on this 30th day of January, 2024.

SCRECC Board Chairman

Anthony Martinez, Village of Corrales

SCRECC Board Vice-Chairman

Eric Masterson, Sandoval County

SCRECC Board Member

, City of Rio Rancho

SCRECC Board Member

, Town of Bernalillo

SCRECC Board Member

, Santa Ana Pueblo