



Minutes
911 Board Meeting
Thursday, April 8, 2021 10:00 am
Microsoft Teams Meeting

I. Call Meeting to Order

- a. Meeting called to order at 10:03 am.

II. Roll Call 911 Board Members

The meeting was presented virtually via Microsoft Teams. All members present were communicated with virtually during the meeting.

- a. Village of Los Lunas
- i. Greg Martin, Village Administrator – Present
 - ii. Naithan Gurule, Police Chief – Present
- b. Valencia County
- i. Danny Monette, County Manager – Present
 - ii. Denise Vigil, Sheriff – Present
- c. Village of Bosque Farms
- i. Gayle Jones, Village Clerk/Administrator – Present
 - ii. Andrew Owen, Police Chief – Present
- d. City of Belen
- i. Andrew Salas, City Manager – Present
 - ii. James Harris, Police Chief – Present
- e. City of Rio Communities
- i. Martin Moore, City Manager – Present
 - ii. Peggy Gutjahr, Mayor Pro-Tem – Present
- f. Member-at-Large
- i. Russell Griego – Absent

III. Approval of Agenda – April 8, 2021

- a. Discussion
Mr. Martin established that all action items would be presented as a roll call vote.
- b. Motion
Mr. Monette motioned to approve the agenda.
- c. Second
Ms. Gutjahr seconded the motion.
- d. Vote
Motion passed on a vote of 10 for and 0 against.

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



- | | |
|--|--|
| Greg Martin, Village Administrator - Yes | Andrew Salas, City Manager - Yes |
| Naithan Gurule, Police Chief - Yes | James Harris, Police Chief - Yes |
| Danny Monette, County Manager - Yes | Martin Moore, City Manager - Yes |
| Denise Vigil, Sheriff - Yes | Peggy Gutjahr, Mayor Pro-Tem - Yes |
| Gayle Jones, Village Clerk/Administrator - Yes | Russell Griego, Member-at-Large - Absent |
| Andrew Owen, Police Chief - Yes | |

IV. Approval of Meeting Minutes for May 28, 2020 and February 4, 2021

a. Discussion

Mr. Martin asked for comments or questions regarding the minutes. There were none. Mr. Martin then commented that as he read the minutes, he noticed that there were misspelled names of board members and asked if the Director could have those corrected on the minutes. Mr. Martin also asked that a statement be added to the minutes that indicated that the meetings were held virtually via Microsoft Teams as he thought that it would be a more accurate reflection if they need to be reviewed. Mr. Martin then asked about Mr. Moore and Sheriff Vigil’s names missing from the approval of the agenda in the minutes of February 4, 2021. Mr. Martin confirmed with Sheriff Vigil and Mr. Moore that they were present for the vote and asked that the minutes reflect their votes and asked that in the future, the minutes show the names and votes. Mr. Martin asked if the Director understood his comments, and Director Valdez indicated that she did and that she would make corrections on the minutes were indicated. Mr. Martin asked for any additional comments, and Chief Owen noted that in the minutes for May 28, 2021 during the comments regarding the budget, Chief Linson is referenced when it actually his comment. Director Valdez said that she would correct the name to the proper individual. Mr. Martin asked for any additional comments and noted that the board would approve the minutes together. There were no additional comments.

b. Motion

Ms. Jones motioned to approve the minutes with corrections.

c. Second

Mr. Moore seconded the motion.

d. Vote

Motion passed on a vote of 10 for and 0 against.

- | | |
|--|--|
| Greg Martin, Village Administrator - Yes | Andrew Salas, City Manager - Yes |
| Naithan Gurule, Police Chief - Yes | James Harris, Police Chief - Yes |
| Danny Monette, County Manager - Yes | Martin Moore, City Manager - Yes |
| Denise Vigil, Sheriff - Yes | Peggy Gutjahr, Mayor Pro-Tem - Yes |
| Gayle Jones, Village Clerk/Administrator - Yes | Russell Griego, Member-at-Large - Absent |

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



Andrew Owen, Police Chief - Yes

V. Public Input

Mr. Martin asked if there were any public comments for items not included on the agenda and asked that any public who would like to speak to raise their hand virtually and Mr. Martin would call on them. There was no response.

VI. New Business – VRECC FY 2021-2022 Budget Workshop

Mr. Martin reminded everyone that this item was an informational item to inform the board and that the board would discuss the information present and arrange to vote on the budget at a later time that they could schedule after the presentation.

a. Calls for Service – Presentation by Tommy Sanchez

Tommy Sanchez, VRECC’s GIS Administrator, presented this item in a PowerPoint presentation. Mr. Martin thanked Mr. Sanchez for his presentation and asked for questions from the board. Mr. Salas thanked Mr. Sanchez for his work and asked Mr. Sanchez if he was getting what he needed to complete his work from the GIS data providers. Mr. Sanchez replied that he is getting their regular data updates but that while he understands that the GIS providers are busy, there are regular quarterly error reports sent out by the state and that for the last three years those error reports have remained stagnant in certain areas but he prefers to address those concerns with administrators and staff in a different venue and that if an organization wants to know if they are meeting the state and federal laws, he would need to be with them individually. He reiterated that while he does what he can to make responders and citizens safe, he can only inform and make recommendations to agencies. Mr. Salas asked that given the demands of municipal administrators, if there was a way that Mr. Sanchez could communicate with municipal administrators to raise their awareness regarding GIS-related issues that might affect their municipalities. Mr. Sanchez replied that he is beginning this process with the GIS Oversight Committee that has been started and shared that the state also calls it an Address Oversight Committee. He also stated that municipalities can begin updating their address ordinances and SOPs with all of the state and federal regulations and that would suffice for most municipal administrators regarding awareness of GIS-related issues in 911. He also stated that he would not mind doing the research if there is specific information needed and informed Mr. Salas that the monthly reports have been edited to include more plain language for incidents instead of codes. He said that if anyone else needed more information or additional reports that he will work to get it to them and to send it to the VRECC support desk at support@vrecc-nm.gov so that he can ensure requests are documented and completed. Mr. Salas requested that Mr. Sanchez follow-up on this discussion with an email to municipal administrators with a

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



few key items that are actionable that would guide municipal administrator so that they can take actions on items of which they need to be aware. Mr. Sanchez indicated that he would include that kind of information in the March monthly reports that were going to be sent out the following week and stated that his information would be 911 GIS-related but that there may be more research undertaken by administrators for related state and federal laws that would affect them in other areas. He also stated that vendors are required to follow these laws as well and are not allowed to sell anything out of compliance so any recent or future purchases should already be in compliance. Mr. Salas thanked Mr. Sanchez again for the information. There were no other comments or questions.

b. Gross Receipts Revenue – Director Valdez

Director Valdez presented this information in a PowerPoint presentation. Director Valdez asked for questions or comments after the first slide, and Mr. Martin commented that after reading the minutes and remembering the previous year’s budget discussion and the potential impact that COVID might have on revenues, he was thrilled that we have exceeded what we expected for this year. Mr. Martin then indicated that Valencia County had a question and called on them. Mr. Monette asked where the excess revenue from the GRTs went. Director Valdez answered that VRECC had a reserve account and that at the end of the fiscal year she could report how much from excess GRTs would be deposited into that account. Mr. Monette indicated that that information might play a part when discussing the budget and thanked Director Valdez for the answer. Mr. Martin commented that from reading the minutes, one of the concerns from the previous year would be using reserves to cover expenses this fiscal year and agreed that projections would be useful regarding where the reserves are this fiscal year as well as next fiscal year. Director Valdez continued her presentation showing year-to-date expenses before moving on to the proposed budget presentation.

Mr. Martin briefly interrupted on the YTD Budget Totals slide to indicated that Ms. Jones had a question. Ms. Jones thanked Director Valdez for being diligent regarding their budget and being good stewards of the budget and staying within the budget and that the budget looked great and that VRECC is right on target of where it should be. Mr. Martin also indicated that there was a question from the meeting chat from Valencia County asking what the bookkeeping/admin fee was. Director Valdez indicated that this fee was for services provided to VRECC by the Village of Los Lunas including finance, accounts payable, payroll, human resources, building and grounds, and fleet maintenance. The admin fee is calculated at 3% of VRECC’s budget and the

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



number listed is what they came up with last year. Mr. Martin asked for any additional questions and stated that the summary was very thorough and that he appreciated the update and that the presentation and numbers looked good.

c. VRECC Budget FY 2021-2022 – Director Valdez & Staff

Director Valdez presented this information in a PowerPoint presentation. During the discussion of GRT revenues over the past three years and the averages used to project the following years GRT revenues, a question came in from Mr. Moore asking what the GRT increment charged with the assumption that it was county-wide was. Mr. Martin asked Director Valdez to explain the GRT to the board and how VRECC receives it. Director Valdez explained that the monies are collected by Tax and Revenue. VRECC receives 60% of the amount and County Fire/Medical receives the remaining amount. Director Valdez then resumed her presentation.

While Director Valdez was discussing the changes in calls for service from 2019 to 2020, she received a question from Chief Harris.

Chief Harris asked the director to confirm that the way each agency was billed was based on a percentage of calls.

Director Valdez did confirm that agencies were billed on a percentage of all member agencies calls for service and explained that we would go into detail further in the presentation.

Chief Harris then asked what VRECC considered a call for service.

Director Valdez explained that any time an incident is created in CAD a call for service is generated.

Chief Harris then asked if business checks or traffic stops were considered calls for service, and Director Valdez confirmed that they were.

Director Valdez resumed her presentation.

When Director Valdez was sharing a slide showing the FY 21-22 agency allocations and explaining the process by which VRECC calculates the amount an agency is billed, Mr. Martin added that he appreciated Director Valdez recently sending out a copy of the Joint Powers Agreement (JPA) which was originally created in 2006 and the amendment to the JPA which was signed in 2016 to all board members and stated that this exact process and methodology is outlined in the JPA and that Director Valdez is implementing a process that was already approved by the board. Director Valdez resumed her presentation.

Director Valdez paused her presentation when showing how the amounts per agency were calculated to address questions from the board.

Mr. Martin noticed that the slide shows that non-member agencies are billed \$8.46 per call and that in this current fiscal year, member agencies are billed an

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

average of \$8.52. He asked how long has VRECC and the 911 Board used \$8.46 per call to bill non-member agencies and how did we come to that number. Director Valdez responded that in 2013, a private ambulance company did not want to become a member agency of VRECC but wanted VRECC to dispatch for them. The way the calculation came about is that the board took the population and the amount of calls received and broke it down to an hourly amount. If the board does try to raise that amount per call, then they will have to have public hearings and public input. In a future meeting, VRECC would like to start the process of raising the amount per call to up to \$9.52 to account for inflation because the price per call has gone up for member agencies.

Mr. Martin then stated to clarify that the idea to raise the per call amount is a different topic for a different day, but for now, this budget includes the agreed upon \$8.46 per call for non-member agencies.

Director Valdez affirmed.

Mr. Martin then indicated that he was receiving a few other questions and that he would call on people in the order he received them.

Mr. Salas asked Director Valdez what the invoicing process was for VRECC to bill agencies for services rendered.

Director Valdez replied that agencies will get billed quarterly, and VRECC will send an invoice for that quarterly amount. She believed that all agencies had agreed to be billed on that quarterly basis, and that she has not heard of any changes regarding invoicing at this time.

Sheriff Vigil then asked a question regarding AMR. She stated that in the contract it states that they get billed \$8.46 per call and considering that they are able to bill insurance companies for their services unlike law enforcement, she asked if there were a time frame in which VRECC could raise the amount of what they bill AMR.

Mr. Martin responded that this is something that the board needs to discuss though it is not on this agenda for discussion or to act on, but the board can direct Director Valdez to bring the issue up on the next scheduled board meeting and provide more information for the board's discussion at that time. Director Valdez reiterated the process stating that the process of coming to a per call billed amount for non-member agencies requires public hearings, public input, and a calculation of per call billing amount determined by calls for service and population. The existing per call amount was determined in 2013, and Director Valdez did agree that this was an important item to bring back to the board to increase the amount to take into account inflation as well as current services provided. She also stated that AMR was paying two services for dispatch, and they have asked if they could interface with our CAD to eliminate

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

the need for the second dispatch center and that VRECC is in the process of making that interface available. Aaron, VRECC's Technical Operations Manager, has completed all the steps on VRECC's end and is waiting for them to complete whatever they need on their end. Director Valdez then stated that once that is complete, they would be more available to be part of the discussion regarding raising the per call amount. She stated that she agreed that the per call amount needed to be increased.

Mr. Monette then stated that he felt that the board needed to increase the per call amount because as government entities we are subsidizing their private business and that the government agencies were seeing increases in the proposed budget to the member agencies and that the non-member agencies need to carry their load as well, so the board should move forward on increasing the per call amount.

Ms. Jones agreed with Mr. Monette and stated that this came about in 2013 and that we were basically in a lawsuit with Living Cross Ambulance Service at the time and that dispatching for them without any pay in return went against the Anti-Donation Clause of the state constitution which was the whole point of the lawsuit. Because of the lawsuit, the board had to sit down and come up with the population, the calls for service, and prove what we were charging. As we know, the lawsuit didn't go anywhere, but it's vitally important that AMR pay their share because they take dispatch's time dispatching their calls, so we've got to continue to charging AMR. Mr. Martin thanked Ms. Jones and the other board members and then stated that he is hearing consensus that this issue needs to be brought up at a future board meeting and that he didn't know how long they wanted to wait but did know it was a process like Director Valdez stated with public hearings and so forth. To the extent that that affects the timeline budget-wise, he didn't know how the difference will be made in the current budget that they were discussing, but it sounded like an agenda item the board definitely wants, as he hadn't heard any objection and the topic wasn't an action item, but he thought they were getting direction from the board to, at least, bring this item back to consider at the next possible board meeting. Director Valdez further clarified the process stating we would have to have two public hearings to invite the public into discuss especially having AMR and the Town of Peralta being involved with this action. Mr. Martin asked for clarification that for now the board needed to understand that the budget as it is currently being presented has \$8.46 per call budgeted, and if for some reason we are able to change it through the proper process, then, of course, the change would have a positive increase in terms of revenue on the budget that does get approved. Mr. Martin then asked for any additional comments at that

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

point and mentioned he did not want to go too long without giving attendees a small break and then asked when would be a good time for a break as the meeting was approaching the two hour mark. Director Valdez stated that now would be a good time for a break as the presentation would transition into expenditures. Mr. Martin asked if Director Valdez was going to be moving onto the next slide which was a summary of revenues and then expenditures.

Director Valdez confirmed his statement. Mr. Martin then called for a five-minute recess of the meeting at 11:39 to resume at 11:45.

Mr. Martin resumed the meeting at 11:46, and Director Valdez resumed her presentation.

While presenting the summary of proposed revenues that compared the 2020-2021 fiscal year revenues to the proposed 2021-2022 fiscal year revenues, Mr. Salas asked where are the calls for service defined as he was surprised that when they do a business check or a welfare check that it is counted as a call for service and thought that he needed a better understanding of what constituted a call for service and asked where those categories are defined as he assumed everyone was using a unified template of some kind.

Tommy Sanchez, VRECC's GIS Administrator, answered the question stating that the calls for services are listed in the reports he sends out every month and that the break down is there. He also stated that he worked with Valene Mitchell to modify the reports so that the call types will be listed in plain language instead of CAD codes. He then stated that as far as where an officer is represents an officer safety issue and that depends on an agency's internal SOPs, but anything that we receive to CAD, we establish a location based on GIS information and if it's within your boundary, it gets allocated as a call.

Mr. Salas thanked Mr. Sanchez for the information and stated that Mr. Sanchez's response was a good explanation and satisfied his question.

Mr. Martin asked for additional questions. There were none.

Director Valdez continued her presentation presenting the information regarding FY21-22 salaries and benefits expenditures.

Mr. Martin added a comment stating that the VRECC employees are offered the same benefit package as the Village of Los Lunas employees, and the medical benefits for this upcoming year are estimated to increase about 4.4%. He also added that the vision and dental should be staying the same, but he wanted to provide the information to the board to help explain part of the medical benefits increase.

Mr. Monette asked a question regarding the slide as the slide shows that some of the items within the table have expenditures for this current fiscal year and then no expenses for the proposed year and some items have no expenditures

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

for the current fiscal year and expenditures for the proposed fiscal year, and he wanted to know why the information was displayed in that fashion.

Director Valdez explained that the information is displayed in that fashion because the Village of Los Lunas has created new GL codes for each particular item and that our budget reflects these new GL codes that the Village of Los Lunas is using.

Mr. Martin thanked Director Valdez for her explanation and stated that this is something that the Village of Los Lunas as fiscal agent is responsible for and the changes are due to the Finance Director, Rebekah Kline, to help the Village better define their GL codes per the account codes that are recommended and that is what Director Valdez is displaying. For example, FICA is listed at the top in FY 20-21 and that is the only one, but then FICA-Social Security and FICA-Medicare is broken out in FY 21-22 in a little bit more detail. PERA, for example, has been named renamed to a more generic name. Medical Insurance has been broken out into Health, Dental, Life and Disability in FY 21-22.

Mr. Monette stated that that did help answer his question on that and then asked a question about Tuition Reimbursement displayed at the bottom of the benefits slide asking if they had had Tuition Reimbursement before.

Mr. Martin answered for Director Valdez as this was something the Village was doing stating that the Village has always offered a tuition reimbursement program and by virtue of the Village being the fiscal agent, it's been extended to VRECC employees. The difference here is we are trying to break out the GL Code to be more detailed and transparent. Tuition Reimbursement has always been offered and paid out of the Training line item before, but now, it's being paid out of its own line item called Tuition Reimbursement. Mr. Martin continued asking Director Valdez to correct him if he was wrong, but he didn't know if VRECC has had any employees take advantage of it, but it is its own line item and may be a new amount.

Director Valdez stated that yes, we've used this before in that Training line item, and we've split it out because she does have an employee that will be using this tuition reimbursement.

Director Valdez continued her presentation. Director Valdez presented her first new position request for a Training & QA Specialist and asked for questions.

Mr. Monette stated that he could appreciate Director Valdez's request as everyone present was likely overwhelmed and needed to budget for positions for IPRA requests, but he wanted to vent stating the he appreciated the slides and the job everyone was doing but when they get back to the JPA it said that VRECC would have this preliminary budget to the board by March 1 and that the county had prepared their budget and that the county's allocations were going

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

up roughly \$33,500 in the proposed budget and the county sheriff's department had to cut four (4) positions in the last year due to funding and the Fire Department is understaffed and they need people and Code Enforcement is understaffed etc. Mr. Monette further stated that he thought when this program originally started, the GRT was supposed to fund VRECC one hundred percent, and now, all of the member agencies were subsidizing it.

Mr. Martin stated that he appreciated those comments and that having a proposed budget by the time stated in the JPA had been brought up prior to this point. Mr. Martin continued stating that he had discussed the issue with Director Valdez and noticed that when he had reread the JPA what Mr. Monette was referring to and knowing that it is not an easy process to get a budget put together as he is very involved here. As the fiscal agent, Mr. Martin agreed with Mr. Monette that the board needs the VRECC budget to be developed and be approved much sooner than it has been and, certainly, sooner than now, so that agencies can build those expenses in and not have any surprises. Mr. Martin agreed that Los Lunas could put in a timeline for VRECC's budget as well as the Village's budget so that they can mesh, and all of the board members could get the data they needed much sooner.

Director Valdez stated that she had told the Village that the JPA states that the VRECC budget must be submitted by March 1, and the way it works with the Village is that when they are preparing their budget and meeting with their departments, VRECC is included in all of that. She met with Mr. Martin and the Village's Finance Director and told them that VRECC will need to meet and work on their budget one month prior to the Village's process. While she prepares the budget, she continuously makes changes especially in regards to the amount of allocations and ensuring those amounts do not increase or to change the monthly projection amount for GRTs just so that she can continuously help member agencies. She continued stating that Mr. Monette is right that everybody is cutting and that a lot of things she is asking for now, she had never asked for previously and that the biggest reason for never asking for help just for trying to get IPRA's or doing whatever needs to be done in here to just keep VRECC's functioning is because she has been trying to keep member agency allocations down. She does realize and is very conscientious regarding other agencies having that type of money either. Currently, the situation is that if IPRA's are not sent out in a timely manner then VRECC may receive a tort claim. Valencia County is growing in so many ways even just with VRECC's admin calls and VRECC's 911 calls that it's getting a lot harder for Director Valdez to do it by herself. She states that she is drowning with the work, and she feels that in covering that liability is necessary. She agrees with Mr. Monette and Mr. Martin

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

and that she has spoken with Mr. Martin and the Village of Los Lunas Finance division and this next fiscal year, they will be moving up the budget timeline to get it out sooner. She knows it was difficult for everyone, and that even for the Village, they have a lot to do there and a lot of growing and a lot of things to look at. She continued saying that she has always said that she is on an island by herself, so she is waiting for her turn to get in there and create a budget. She states that Mr. Martin has agreed that VRECC and the Village will fix this and, of course, abide by the JPA and get as close to the March 1 date as quick as VRECC can. She agrees that all of the agencies are feeling growing pains at this time and don't have the funding to do these types of things. She added the position because she was drowning.

Mr. Martin said he could appreciate Director Valdez's statements and stated that the board could appreciate what she just described many of them feel the same way in their respective positions and agencies. Focusing not so much on the need for new positions but the calendar and the JPA, Mr. Martin stated that VRECC and the board needs these numbers prepared as soon as they can before the rest of the agencies begin their budget. Speaking as the Village Administrator of the fiscal agent, Mr. Martin stated that he is committed to helping the director and the board get VRECC's budget done as soon as possible so all of the agencies can use that information in their effort to put together their own budgets. He continued stating that he's going to have to look at the calendar as March 1 could have been chosen as a somewhat arbitrary date in 2006, so he doesn't know that it is going to work from a budget calendar standpoint even if it is the date stated in the JPA. If it doesn't work for the budget calendar, then the board can look at changing it but not by much because they already know they have to prepare their agency budgets by a certain time frame. In the Village's case, they are having their budget workshops at the end of this month, so today's meeting is still okay timing. It would have been great to do it a little earlier, but the board also knows that budget is an imperfect sometimes evolving effort. Take benefits, for example. The Village didn't know until two weeks ago what they were looking at as far as the benefit costs, so even two weeks ago, VRECC would not have known before March 1 what they were looking at for a cost increase for the benefits. That's a moving target. It's not an excuse, but it's just to recognize the realities of the budget process. Mr. Martin continued stating that in spirit the Village and VRECC are definitely going to work together to get everybody the information much sooner knowing that things can change during the process and that Mr. Martin would do his part to help Director Valdez be accountable for that and communicate as best they can to the rest of the board.

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

Director Valdez continued her presentation.

After Director Valdez presented her slide on the requested HR Generalist position, Mr. Martin stated that he had a comment himself and invited others with questions to raise their hand before stating to Director Valdez that he does support this position and he does support the effort in general to allow the VRECC become a little more self-sufficient. He continued stating that reading again from the JPA that it was very interesting to see how the Village of Los Lunas was designated as the fiscal agent, but it also mentions that in Article 4, Section A the Village would be used as the fiscal agent for all of the financial aspects of the district until such time as self-supporting finance office and staff were created. Mr. Martin continued stating that they were not talking about finance at this time, but HR which is another pretty big responsibility that as the fiscal agent the Village of Los Lunas has been handling. Mr. Martin stated that if as much as the VRECC, based on VRECC and the board's ability to fund it, wishes to become that independent, he was all in favor and that was why he supported this position. He went on further to state that with that being said, HR is a big area, and there's a lot to it as those of you who are involved know that. There are a lot of regulations, a lot of paperwork, and a lot of challenges in regard to it especially with the disciplinary process and all the rest, but certainly, Mr. Martin thought this was a step in the right direction, and if VRECC can fill the position with a qualified individual and hold them accountable for the duties that go along with it which relieves some of the burden off of the fiscal agent and that he was supportive of reducing some of those costs out of the fiscal agent bookkeeping fee that was brought up earlier depending on what the estimated impact was. Mr. Martin finished by stating that by those were his comments in regard to this position, and he really just hoped for the best filling it and operating it appropriately.

Sheriff Vigil asked regarding this new position, the \$75,000 to pay this person with the exception of payroll, are you asking for the increase for the services represented by the admin fee as well as for that new position? Earlier on the budget, Director Valdez spoke of the bookkeeping/admin fee going to the Village of Los Lunas and asked for an increase of it going from \$71,000 to \$86,000, and this is for the services that they provide as the fiscal agent which includes HR and payroll. This new position that VRECC is asking for is an extra position in addition for what they're already paying the Village?

Director Valdez answered the question stating that that was a great question and that what she is hoping for is that if VRECC gets this new position that the Village of Los Lunas admin fee will be decreased. She continued stating that's all dependent on whether the board approves this position or not and that VRECC

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

would continue using the Village for payroll because they are VRECC's fiscal agent.

Sheriff Vigil responded that she was just going to make a suggestion and that she knew this was just a budget hearing and that the board was getting some ideas, but she felt that as a board, they should sit and discuss these things more thoroughly and decide what avenue they were going to take because a lot of money is being asked for here, and they were not really sure they're going to be able to fit any of this into their budget.

Mr. Martin followed up Sheriff Vigil's statement that as the fiscal agent, the Village of Los Lunas was willing to recalculate the admin fee that they were powered by the JPA to receive to recoup some of the costs associated with being VRECC's fiscal agents and providing a variety of services to VRECC and then reminded the board that the bookkeeping/admin fee would no longer be charged once VRECC was its own agent. He then asked Director Valdez if the \$86,000 present on the budget was correct as he thought it should have been recalculated.

Director Valdez responded stating that Mr. Martin was correct and that the fee was recalculated and needed to be corrected to about \$72,000 and then thanked Mr. Martin for catching the error.

Mr. Martin then stated that he appreciated the discussion regarding the admin fee and that, for the newer board members, it was one that was brought up annually during the budget, but that he hoped the other agencies could appreciate that there are costs associated with acting as the fiscal agent and that while the Village is 100% a partner with VRECC that they didn't feel they should have to subsidize it either. He then clarified that, in round numbers, the admin fee was increased from \$71,000 to \$75,000.

Mr. Martin continued stating that lastly, with regard to the HR Generalist position, the position would have a starting salary of about \$44,000 with the cost of benefits added to that for a total impact of \$75,000 estimate. This position is within the salary line item, and the salary line item showed about an 18% increase going from last year's budget to this year's budget. Between these two positions, it explains most of the increase. He also stated that he thought there was another slide regarding step increases as well and stated that his point was that personnel costs were going up due to the inclusion of the two proposed positions and implementing step increases for eligible employees. Mr. Monette asked if the Village was okay currently handling HR duties for VRECC. He suggested that rather than approving both positions at once, that possibly funding one position this year, and maybe another one next year or maybe looking at it mid-year and seeing where VRECC GRT revenues might be a

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

better idea as he was concerned regarding the fiscal impact was having on agency allocations.

Mr. Martin stated that yes, the Village has been providing HR services and that Director Valdez had been able to rely on the Village's HR department quite a bit. VRECC, for whatever reason, has quite a bit of turnover and quite a bit of work that goes into the HR component of the organization, so the Village is handling it with the HR staff it has which includes an HR manager, HR specialist, and a payroll/benefits specialist who serve the 200+ employees of the Village as well as VRECC. He continued that he heard what Director Valdez was saying and that the new position would relieve some of the burden currently associated with these duties off herself and other employees as well as off the Village which was growing itself and that he supported the idea of shifting those duties over to VRECC. He then stated that the suggestion to delay approving the new position or positions was one the board could certainly consider as part of the budget approval and that it might have merit when trying to find ways to reduce overall costs.

Director Valdez continued her presentation presenting the proposed FY 21-22 Grade Order List. Director Valdez asked for questions following the slide. Mr. Martin reminded the board that they had already adopted this grade order list, and the two new positions would be added to it. Mr. Monette commented that he did not have a problem implementing the step increases for the current employees and that it was something the board should approve. Mr. Martin thanked Mr. Monette for his comments and stated that Director Valdez was correct in stating that the board adopted this grade order list at the same time as the Village of Los Lunas though the Village has their own version and referenced the information at the bottom of the slide that referenced when employees received step increases adding that step increases were always subject to the ability of the organization to fund those increases and then stated that the organizations always tried to make sure funds were available to fund those step increases for employees.

Director Valdez returned to the previous slide and pointed out the fiscal impact of the step increases which amounted to \$23,442 and clarified that these increases were going to those employees who did not receive increases the previous year.

Mr. Martin stated that yes, that was the number he was curious about and summarized stating that for all of the employees that were eligible for a step increase, the total impact for the whole year is \$23,000 roughly.

Director Valdez confirmed that.

BOARD OF DIRECTORS		SHERIFF VALENCIA COUNTY	MANAGER VALENCIA COUNTY	POLICE CHIEF VILLAGE OF LOS LUNAS	ADMINISTRATOR VILLAGE OF LOS LUNAS	
POLICE CHIEF CITY OF BELEN	ADMINISTRATOR CITY OF BELEN	POLICE CHIEF VILLAGE OF BOSQUE FARMS	CLERK VILLAGE OF BOSQUE FARMS	ELECTED OFFICIAL RIO COMMUNITIES	MANAGER RIO COMMUNITIES	COMMUNITY-AT-LARGE MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

Mr. Martin continued stating that each employee based on their next step would get some incremental increase so that's how he understood it and thanked Director Valdez for the information.

Director Valdez continued her presentation moving on to discuss the VRECC organization chart. Director Valdez invited questions, and Mr. Martin indicated he had a question. He stated that he had no problem with the two positions being added, but he did have a question regarding the connection between the Administrative and Technical Support Specialist which is under the Technical Operations Manager but also, according to this chart, under the Executive Director and asked Director Valdez to explain that reporting relationship to him as it looked unusual.

Director Valdez stated that she was originally going to ask for an Executive Assistant to assist with her current workload that was going to be a separate salary from this position; however, when considering the potential impact that another position would have on agency allocations, she decided to instead combine the Technical Support Specialist with the proposed Executive Assistant position. Director Valdez discussed the decision with the employee who would assist with some of the duties for which she requires assistance and implemented a 5% salary increase for this position.

Mr. Martin thanked Director Valdez and stated that he didn't want to convey that he was getting involved with operations or personnel but that he wanted to understand how that position would operation and stated that sometimes when someone has more than one boss it can be a challenge but stated that Director Valdez would work it out and it would be doable. He then stated that he appreciated Director Valdez's effort to combine positions instead of requesting additional positions.

Director Valdez stated that she took the board's critiques of meetings, minutes, agendas, and other duties of hers very seriously, and that given the growing pains that VRECC has experienced, the way she had operated in the past was no longer feasible, and to provide the best service for the board and follow all the required laws, Director Valdez needed assistance to do that. Director Valdez stated that is also why she is requesting these two positions this year because she needs to improve VRECC operations, take care of her employees, and keep her employees as training new employees has a major fiscal impact.

Mr. Martin asked Director Valdez how much longer the presentation had as two board members had left the meeting at this point.

Director Valdez stated that there was about fifteen (15) minutes left of the presentation and that she wanted to be as thorough as possible and provide the

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

board with as much information as she could so that they could understand how this process works.

Mr. Martin stated that he did not want to rush the Director or the board but wanted to establish expectations regarding the length of the meeting. He also stated that he did appreciate the Director's efforts to provide detail and transparency and that Director Valdez did a phenomenal job being responsive to some of the questions and concerns that had been brought up already. Mr.

Martin then called on Ms. Gutjahr who indicated she would like to speak.

Ms. Gutjahr stated that she really appreciated the whole presentation and all of the comments and questions as they had been very helpful in fleshing out some of the misunderstandings that she had or not actually understanding in that certain area. She also thought that Mr. Monette's suggestions of adding new positions on a timeline were very valuable and thought that given everything that Director Valdez had said and some of the issues that have been brought up that the board looks long-term at VRECC where it needs to be. Based on the JPA and given the growth of the county and the, sometimes, difficulty with funding sources, it might be helpful to have a plan of where VRECC was going to go and when these new positions will come up.

Mr. Martin stated that Ms. Gutjahr's idea was a great idea, and if the board would choose to do so, they could look at a strategic planning type process that gets maybe from where they are to where to where they think they're going to be in the future. Mr. Martin stated that he didn't know that they'd ever done that before, and he thought it was a great suggestion. Mr. Martin then asked Director Valdez to note a long-term strategic plan as a possible future agenda item once they got through the budget process. He also stated that they didn't know the final outcome of the budget process and that it was 100% up to the board members to decide you know what they want in or not in this budget, and it was Director Valdez's job is to implement it as best she can. If the board adds these positions, they hope to get the benefit of them, and if they can't or don't, then they have to accept the implications of that as well. Mr. Martin concluding by stating that he heard where Ms. Gutjahr was coming from though and thanked her for those comments.

Director Valdez continued with her presentation showing a slide with an alternative budget that did not include the proposed positions. Mr. Martin asked her to clarify that she was showing the board an alternate budget that did not include the proposed new positions and then asked what the overall impact was.

Director Valdez stated that the two new positions increased the salaries and benefits budget by \$144,000.

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC)

Mr. Martin stated that was about the amount he expected and stated that the next time Director Valdez presented the budget it might be useful to show how removing those new positions would affect the agency allocations. Director Valdez finished her presentation with no further questions. Mr. Monette asked if Director Valdez could prepare alternate budgets for the next meeting that could combine the positions as he didn't feel a full-time HR position was needed given that VRECC only had 29 employees. Director Valdez confirmed that she would provide alternative budgets to all board members prior to the next meeting.

VII. Executive Session

- a. Executive Session did not occur.

VIII. Adjournment

- a. Meeting adjourned at 1:15 pm.

BOARD OF DIRECTORS

SHERIFF
VALENCIA COUNTY

MANAGER
VALENCIA COUNTY

POLICE CHIEF
VILLAGE OF LOS LUNAS

ADMINISTRATOR
VILLAGE OF LOS LUNAS

POLICE CHIEF
CITY OF BELEN

ADMINISTRATOR
CITY OF BELEN

POLICE CHIEF
VILLAGE OF BOSQUE FARMS

CLERK
VILLAGE OF BOSQUE FARMS

ELECTED OFFICIAL
RIO COMMUNITIES

MANAGER
RIO COMMUNITIES

COMMUNITY-AT-LARGE
MEMBER