



**AGENDA**  
**PECOS VALLEY REGIONAL COMMUNICATION CENTER**  
**Board of Directors**  
**Wednesday, April 7, 2021 – 1:30 p.m.**  
Chaves County Administration Building-Commission Chambers  
1 St. Mary's Place, Roswell, NM 88203

CALL TO ORDER

ROLL CALL

APPROVAL OF THE AGENDA

1. Consider approval of the agenda for the April 7, 2021, meeting.

APPROVAL OF THE MINUTES

2. Consider approval of the minutes from the February 3, 2021 minutes.

NON-ACTION ITEMS

3. Radio project update (David Jones-Code 3).
4. Staffing/Dispatch Report (Teri Best)

INFORMATION

Members and proxy list  
Next meeting – May 5, 2021

CHAIR ANNOUNCEMENTS / REPORTS

PUBLIC PARTICIPATION

ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 21-7. NOTICE OF POTENTIAL QUORUM – A quorum of the City Council or the Chaves County Commission may or may not attend, but there will not be debate by the City Council or the Chaves County Commission and no action will be taken.

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 Human Resources at 575-624-6700 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 City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: **Friday, April 2, 2021**

# DRAFT

Pecos Valley Regional Communications Center  
Board of Directors Minutes  
Held in the Chaves County Administration Building, Commission Chambers  
Wednesday, February 3, 2021 1:30 p.m.

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 20-26.

## ROLL CALL

The meeting convened at 1:30 p.m. with Deputy City Manager Mike Mathews presiding, Mike Mathews is proxy for Joe Neeb, Bill Williams, Phil Smith, Matt Miller, Dennis Kintigh

Others attending: Jeff Bechtel, Teri Best, Duane Carroll, Jennifer Garcia, Alison Herring, David Jones, Karen Sanders.

## APPROVAL OF THE AGENDA

1. Bill Williams motioned to approve the agenda for the February 3, 2021 meeting and Matt Miller was the second. A voice vote was 5-0, and motion passed.

## APPROVAL OF THE MINUTES

2. Phil Smith motioned to approve the minutes from the meeting of January 6, 2021 and Matt Miller was the second. A voice vote was 5-0, and the motion passed.

## ACTION ITEMS

3. Discussion of Hagerman Tower. Bill Williams advised that nothing new has taken place since last meeting. Bill Williams explained that the MOU had been signed. Equipment had been ordered and was scheduled to be installed. Concerns were raised concerning possible needed fortification of the tower for the new equipment. Discussions have been initiated concerning the feasibility of a STAR guide versus a new tower and the budget implications of each.

## NON-ACTION ITEMS

1. Digital Radio Project Update: David Jones Code 3 – System is assembled in Dallas and will be picked up and brought to Chaves County. Waiting on microwave people but equipment has been ordered. Three servers received for dispatch. Working with Zetron on the backside of the integration. Transition from transmitting from radios in the back room to transmitting over the microwave with repeaters.
2. Staffing/PVRCC Operations Report: Alison Herring updated the Board on the State Dispatcher Academy. One class is scheduled for March and another for May. Still need two dispatchers to go currently. There are still six vacancies. One who was in training has had to be placed in remediation. Training Coordinator and Director still working floor. State DFA financed projects proceeding. E911 cutover scheduled for March 3. Finalizing background checks on applications received. Have one candidate in the final stages. Some speaker issues on the consoles, have ordered new ones. Two consoles went down, one was down for about a week, all back up and running. Four 911 trunks went down the other day for a period, 911 calls were transferred during that time. System came back online late into the evening. RPD1 has continuing static, was down completely for a while the other day, traffic was switched to RPD2. Volume reports are not

# DRAFT

available at the time of this meeting due to some problems with the system. Mike Mathews asked David Jones if the static issues would improve with the full implementation of the microwave system. David indicated that the areas of town that were a problem would have coverage with the new system as the system would be repeating back on itself. Alison mentioned that the previous day was extremely busy and there were no issues on that day.

## ANNOUNCEMENTS AND REPORTS

3. Announcements and reports will be added to this agenda. Teri sends out a monthly report that will be added to this agenda and will be sent out to the county as well as per the JPA.
4. Discussed PVRCC staff request to cancel March meeting due to E911 Call System cutover being scheduled for the same date. Mike Mathews asked if postponing it would be sufficient. Teri requested that the meeting be cancelled due to the project. As the bylaws state meetings are required only once a quarter so cancelling is acceptable if everyone agrees. No notes of disagreement.
5. Official proxies are needed for all board members. Sheriff Herrington and Monte Baker need official proxies. Everyone else has an official proxy.
6. Mike Mathews proposed moving the meeting to the Roswell Convention Center for better facilitation of discussion can take place. He requests that board members consider this option and he will put it on the next agenda for action.

## PUBLIC PARTICIPATION

None

## ADJOURNMENT

Meeting was adjourned at 1:49 p.m.



**Consolidated Dispatch Monthly Report**

**Reporting Period:**

- February 2021

**Past Month Accomplishments and Activities:**

**Staffing and Training**

- Fingerprint access issues holding up Academy applications
- Transferred 1 recruit to RPD front desk
- 6 positions open with 1 potential candidate waiting on final HR documentation and acceptance of offer
- Position has been posted on City Website. Lt. Joe Smith is also going to assist in recruiting.
- Director and Training Coordinator are still working full shift schedules on the floor to support and minimize OT.

**Grant Update-**

- New recorder has been installed and is functioning. Finishing touches are being done to the system daily and the administrators will be participating in focused online training in March.
- E911 Call System Cutover date was pushed back due to a modem delivery issue. Date is tentatively scheduled at this time for March 15. All training on the new system has been completed.
- Furniture installation tentatively scheduled for April 5
- State advises that Emergency Medical Dispatch Software agreements are in the works and will be available for grant consideration for fiscal year 2022. Letters are due April 6.

**Plans for March 2021**

- Application review, preliminary background checks, and testing on candidate submissions
- Cable and electrical line project in anticipation of the coming furniture install and updated floor plan of the center
- Continue to work with Chaves County Facilities on mitigating problems until ultimate solution can be found for center location
- Grant facilitation and project management
- Several training classes taking place for the administration of the new systems
- Continual support of center staff through facility and equipment issues and pandemic conditions

**Issues and Concerns:**

**Equipment-**

- Static continues to be a problem in the Valley
- RPD1 radio traffic is poor quality extreme North and South in the city
- Superior portables default to the analog channel
- CAD freezing issues remain a problem. They seem to resolve quickly without rebooting.

- Air conditioner issues in the server room. Found that one of the thermostats that regulates the center also regulates the server room. This is going to require the center remain at a very low temperature to ensure the server room stays below 70%. County maintenance left a portable air conditioner unit to be used in cases of emergency. No solution on heating for the center but as the season is coming to an end, will revisit in a few months.

**Monthly Statistics**

Figure 1. is a graph of telephonic calls facilitated by the Pecos Valley Regional Communications Center for the Month of February 2021. This is total volume through landlines, wireless, and voice over IP phone lines, as well as administrative calls for the many departments served by PVRCC.

\*Note-Numbers specific to the 911 center and dispatch will differ from statistics reported by the agency departments for various reasons to include multiple calls for the same incident, a call that does not produce a call for service, officer initiated calls for service, and calls that require the dispatch of multiple agencies to the same incident.

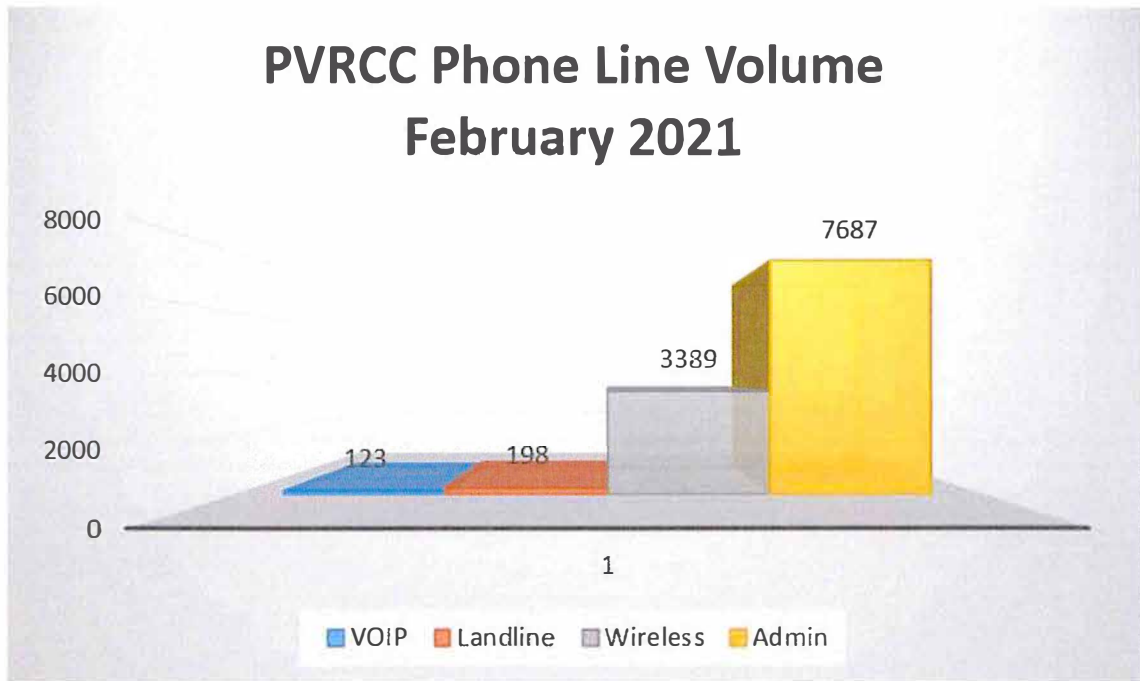


Fig.1

# PECOS VALLEY REGIONAL COMMUNICATION CENTER

## Board of Directors

City – City Manager Joe Nebb (Chair)

Proxy – Deputy City Manager Mike Mathews

County – County Manager Bill Williams

Proxy –

Sheriff – Mike Herrington

Proxy – Undersheriff Charles Yslas

Police Chief – Phil Smith

Proxy – Deputy Police Chief Mike Stanton

Fire Chief – Matt Miller

Proxy – Deputy Fire Chief Daniel Fuller

County Fire Board – Chief Monty Baker

Proxy – Mike McClain

Agreed upon member – Mayor Kintigh

Proxy – OEM Karen Sanders