

LEA COUNTY COMMUNICATION AUTHORITY

Meeting of the Board of Directors

Wednesday, June 9, 2021

Lea County Event Center, Front Meeting Room, 5101 Lovington Highway, Hobbs, NM

Call to Order

Chairman Mike Gallagher called the meeting to order at 9:30 a.m. Undersheriff Michael Walker led the Board in the Pledge of Allegiance.

Roll Call

Members present were, Lea County Manager Mike Gallagher, Lea County Emergency Management Director Lorenzo Velasquez, Lea County Undersheriff Michael Walker, Hobbs Fire Battalion Chief Kevin Shearer, Hobbs Police Chief John Ortolano (*Arrived at 9:35*), Hobbs Deputy Police Chief August Fons (*Arrived at 9:35*) and Hobbs City Manager Manny Gomez.

Absent was Lea County Sheriff Corey Helton.

Also present were Mr. Chip Low, Lea County Finance Director and Ms. Angela Martinez, Lea County Communication Authority (LCCA) Director.

ITEM01: Action Items

Consideration of Approval of May 19, 2021, Meeting Minutes

Lea County Emergency Management Director Lorenzo Velasquez moved to approve the minutes of the regular meeting held on May 19, 2021. The motion was seconded by Hobbs City Manager Manny Gomez. The vote was recorded as follows: Gallagher yes, Velasquez yes, Shearer yes, Walker yes, Gomez yes. The motion carried.

Consideration of Approval of FY 21/22 Budget

LCCA Director Angela Martinez briefly reviewed the LCCA FY 2021-2022 Budget and stated it is very similar to the preliminary budget discussed by the Board at the February 17, 2021, LCCA Board meeting. She stated there was an increase to the cost of the FX Software to include after-hours support. She also stated the cost for personnel was not included in the preliminary budget; however, the budget now includes salaries, merit increases, a cost of living increase and longevity pay.

In response to City Manager Gomez' inquiry, Lea County Manager Mike Gallagher explained the proposed merit increase is 3%, the cost of living increase is 2% and longevity pay is \$20 per month up to the employee's anniversary date. He further stated it will cost Lea County approximately \$570,000 for FY 2022. He added Lea County employees begin receiving their longevity pay after their probationary year and the longevity pay amount is capped at 192 months total payout.

Hobbs Police Chief John Ortolano and Hobbs Deputy Chief August Fons arrived at the meeting at 9:35 am.

There being no further comments or questions, Lea County Emergency Management Director Velasquez moved to approve the FY 2021-22 Budget as presented. The motion was seconded by Hobbs Fire Battalion Chief Kevin Shearer. The vote was recorded as follows: Gallagher yes, Velasquez yes, Shearer yes, Walker yes, Ortolano yes, Fons yes, Gomez yes. The motion carried.

ITEM02: Comments

Comments from the Public

There were no comments from the public.

Comments from the Board

Hobbs Fire Battalion Chief Shearer stated there have been issues recently with the invoices from Spillman. LCCA Director Martinez stated the invoices she has received from Spillman have been combined. She further explained once the final set up for Spillman was complete, individual departments were able to purchase their own modules for the software. She stated the invoices for these individual modules have been combined with her invoice for the regular Spillman use. LCCA Director Martinez stated she is having to break up the invoice and determine how much each department owes on the invoice. She stated breaking up the invoice is necessary because LCCA has not budgeted for the additional modules.

A lengthy discussion was held regarding the number of modules, how the invoices are prepared and where the invoices should be mailed. Mr. Chip Low, Lea County Finance Director, suggested sending the entire Spillman invoice to Lea County and they could collect funds from the other departments. LCCA Director Martinez stated LCCA could also invoice the individual departments for their modules; however, the departments must let her know what Spillman modules they have ordered. Mr. Low suggested before FY 2023, each department make a list of the modules they use and get it to LCCA Director Martinez.

Lea County Manager Gallagher stated the drainage on College Lane, in front of Hobbs Fire Station 4/LCCA, needs to be addressed. He stated there is no barrier between the drainage and the street. He further stated this is a safety issue. City Manager Gomez stated he will talk to the Hobbs City Engineer about a solution to the drainage issue.

Hobbs Fire Battalion Chief Shearer stated Native Air, the helicopter service, has moved its field office to Carlsbad, New Mexico. He further stated the medical flight service in Hobbs is now AeroCare. He reminded everyone that when calling dispatch for medical air service to ask for a helicopter or AeroCare by name.

Lea County Emergency Management Director Velasquez stated the Emergency Services Department will be conducting a tabletop exercise on June 15, 2021, to prepare for the airplane crash simulation which will be held on June 29, 2021, at the Lea County Regional Airport.

Lea County Emergency Management Director stated the All Hazard Mitigation Plan is now in the process of being rewritten. He added the contractor is contacting the municipalities for contact information before moving further.

In response to a question from Hobbs Police Chief John Ortolano, LCCA Director Martinez stated the addition of the Hobbs Code Enforcement is causing more chatter on the common radio channel than was originally expected. She added she has discussed the chatter with Captain Shane Blevins and Hobbs Police Lieutenant Marina Barrientes, who supervise the Code Enforcement Department, and they are working on a solution. LCCA Director Martinez stated the Code Enforcement Department is very busy.

In answer to City Manager Gomez' inquiry, LCCA Director Martinez stated the chatter is necessary for the operation of the Code Enforcement Department. She further stated she never realized how busy the Code Enforcement Officers were. She suggested training Ms. Tanya Sanchez, Code Enforcement Coordinator, so she can enter calls into Spillman and use the radio to dispatch calls directly to the Code Enforcement Officers instead of calling LCCA.

A brief discussion was held on the number of dispatchers needed for the amount of calls received for Code Enforcement.

In response to Lea County Manager Gallagher's question, LCCA Director Martinez stated the number of dispatchers at LCCA did not increase with the number of officers hired at the Hobbs Police Department and the Lea County Sheriff's Office. She added there are currently seven vacancies at LCCA.

City Manager Gomez stated the City of Hobbs will host a groundbreaking ceremony for the new Veterans Memorial Park on June 14, 2021, at 3 pm. He expressed his thanks to Lea County for their \$300,000 contribution for the construction of the Veterans Memorial Park. A reception will be held at Rockwind Grill following the groundbreaking ceremony. The groundbreaking will be held at the Veterans Memorial Park location on Jack Gomez Blvd, east of the New Mexico State Police Office. City Manager Gomez stated completion of the project is scheduled for November 9, 2021.

City Manager Gomez stated the City of Hobbs is actively recruiting a new Fire Chief. He stated Hobbs Fire Battalion Chief Shearer currently represents the Hobbs Fire Department on the LCCA Board.

ITEM03: Discussion Items

Discussion of Director's Report

LCCA Director Martinez stated the Call Volume Report is in the packet for review. She added there are currently seven open positions at LCCA. She stated there have been several no-shows for scheduled interviews.

LCCA Director Martinez stated she will be working at the upcoming job fair on June 25, 2021.

LCCA Director Martinez stated the equipment for the Auto-Attendant has arrived and Motorola will begin installing the equipment on June 13, 2021, and the job should not take longer than four days to complete. She further stated she hopes the Auto-Attendant will cut down the number of telephone calls coming in to LCCA.

The Board briefly discussed a press release and informing the public of the Auto-Attendant and telephone lines available to the public.

ITEM04: Other Business

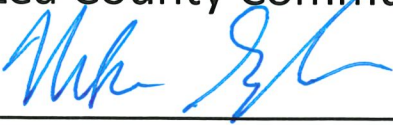
Set Next Meeting(s)

The next meeting was scheduled for 9:30 a.m., on Wednesday, July 21, 2021, at the Lea County Event Center, Front Meeting Room.

Adjourn

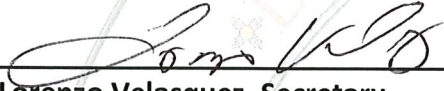
City Manager Gomez moved to adjourn the meeting at 10:15 a.m. The motion was seconded by Lea County Emergency Manager Velasquez. The vote was recorded as follows: Gallagher yes, Velasquez yes, Shearer yes, Walker yes, Ortolano yes, Fons yes, Gomez yes. The motion carried. The motion carried.

Lea County Communication Authority



Mike Gallagher, Chair
Lea County Manager

Sheriff Corey Helton, Member
Lea County Sheriff's Office



Lorenzo Velasquez, Secretary
Lea County Emergency Manager



Deputy Chief August Fons, Member
Hobbs Police Department



Battalion Chief Kevin Shearer, Vice Chair
Hobbs Fire Department



Manny Gomez, Hobbs Fire Chief, Member
City of Hobbs Acting City Manager



Chief John Ortolano, Board Member
City of Hobbs Police Department