


## **TRC Meeting Minutes**

Date: September 18, 2014

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Paul Chapman, proxy for Peter Ambs
ITSD – Application Manager	Brian Osterloh
ITSD – Communications Manager	N/P Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O’Brien
Animal Welfare	Michael Silva
Aviation	N/P Pat Frias
Cultural Services	N/P Dave Mathews
Cultural Services – Library	John Meier
Environmental Health	Noah Parraz, proxy for Danny Nevarez
Family and Community Services	N/P Eddie Andujo
DFAS – ERP	Dennis Pacheco
DFAS – Purchasing	Cheryl Vigil
DFAS – Risk Management	N/P Alan Gutowski
Fire	David Mowery, Cptn., proxy for Ralph Waddles
Internal Audit (non-voting)	Lew Witz
Municipal Development	N/P Robert Nunez
Parks and Recreation	N/P Tim Martinez
Planning	Darryn Phillips
Police	Tim Espinosa
Senior Affairs	Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Stan Low, proxy for N. Joe Saraphon

WHAT	WHO	TIME	AGENDA
<b>Housekeeping:</b>			Next TRC Meeting is on October 2, 2014
Call to order	Andre	0	The meeting was called to order at 10:03 am.
Roll call	Ramona	0	There was a quorum.
<b>Approve of the Agendum:</b>	Andre	1	<b>Motion to approve the Agenda by Brian Osterloh; second by Andre O’Brien. Motion carried unanimously.</b>
<b>Review Minutes from Previous TRC</b>	Andre	1	Last meeting held September 4, 2014.   TRC 2014-09-04_Minutes.pdf <b>Motion to approve the Minutes for September 4, 2014 by Stan Low; second by Brian Osterloh. Motion carried unanimously.</b>
<b>Routine Business:</b>		0	
<b>Review TRC Request</b>	All	8	<ul style="list-style-type: none"> <li><b>Utility Trac Plus (Jeanne M. Tunell) - \$14,548.25.</b> Online software tool that tracks, analyzes, and reports on PNM/BP utility consumption. Based on pilot it streamlines reporting</li> </ul>

			<p>on utility consumption. Unlimited training &amp; support at no cost. Annual fee on application.</p> <p><b>Call to question/ motion to approve purchase by Brian Osterloh; second by Andre O'Brien. Motion carried unanimously.</b></p> <ul style="list-style-type: none"> <li>• <b><u>EMS report writing (David Mowrey) - \$260,500.00.</u></b> This software will enhance our report writing capabilities. This software will work for both EMS and Fire reporting. Fire runs nearly 80,000 calls for emergency services and each of those calls require documentation. Many reports are requested by other agencies and more accurately track details of an incident that may be used for legal purposes. Maintenance will occur an annual fee. All Field personnel will need minimal amount of training on shift.</li> </ul> <p><b>Call to question/ motion to approve purchase by Brian Osterloh; second by Andre O'Brien. Motion carried unanimously. This item will next move to ISC on October 8, 2014.</b></p>
<b>Review and Approval of Policies, Procedures &amp; Standards</b>	All	0	<p>Policies, Procedures &amp; Standards</p> <ul style="list-style-type: none"> <li>• <b>New:</b></li> <li>• <b>Revised:</b></li> <li>• <b>Retired:</b></li> </ul>
<b>Problems, Warnings, Situational Awareness, Saved Rounds?</b>	All	0	
<b>Total Time</b>		10	<b>Motion to adjourn by Stan Low; second by Paul Chapman. Motion carried unanimously. 10:10 am</b>