

## **NORTHERN NEW MEXICO IDOP TEAM: MEETING NOTES**

MEETING DATE: February 5, 2014

LOCATION: Telephone conference call

NOTES BY: John Selkirk, Team Leader

PARTICIPANTS: John Selkirk, Chris Romo, Renee Isackson, Dee Gallegos, Dave Riddle, Marla Rodgers, Lindsey Quam

### Meeting Scheduled for February 25 & 26:

The details of our upcoming 2-day meeting on February 25 & 26 were discussed. Selkirk drafted the expectations for the meeting, with input from R. Morales and S. Miranda. He discussed the expectations, and all team members on the call concurred. The logistics and expectations for the meeting are attached at the end of these notes.

The intent of the meeting is to bring together a small group of people involved in IDOP to focus two days of intense work on IDOP. We hope to push our work forward so that some or most of our tasks are completed so that we can make recommendations to agency administrators and the Southwest Coordinating Group. The members of our core IDOP team should plan to attend if at all possible.

Selkirk has offered separate meetings and/or conference calls prior to the meeting to get people up to speed on what has been done so far. If anyone wants a refresher on IDOP, contact Selkirk.

### Work to do in Preparation for Meeting:

In preparation for the meeting, we need to push ahead and complete as many of our on-going tasks as we can. The more we get done prior to the meeting, the more progress on our project will be accomplished during the meeting. Here is a recap of the work in progress:

Task #1: Dee is working on the task of conducting a cost analysis of the two existing dispatch center operations. This will serve as a baseline from which the efficiencies of various dispatch alternatives can be compared.

Task #2: We will have a small focus group meet on Tuesday, February 11<sup>th</sup> in Santa Fe to establish the staffing that would be needed in a combined dispatch center operation. Selkirk, Dee and Renee will lead this, but anyone else is welcome to participate. Let Selkirk know if you are interested in helping.

Task #3: Renee is working on establishing the space and facility requirements of a combined dispatch center.

Task #4: Matt Heckel (from Taos Dispatch Center) is working on analyzing the feasibility of locating a combined dispatch center at the existing Santa Fe Dispatch Center.

These are the highest priority tasks. Several others will need to be done, so we are looking for volunteers to help with other tasks.

Briefing Paper/Summary Documents:

We have developed a 'briefing paper' format as a method of summarizing our work and recommendations for the various tasks we have completed. The intent is to have a standardized format which succinctly captures the pertinent information to brief administrators on our work. The briefing paper recently completed for the LANL EOC was distributed for review and comment by the team. There is concurrence that we should use this format and method of documenting the work we complete. The completed briefing papers will be distributed to the team members and will be posted on the SWCC web site.

Next Meeting:

-On February 11<sup>th</sup> at 1000 in Santa Fe several of us will meet to work on Task #2. All are welcome.

-The next conference call is scheduled for Wednesday, February 19<sup>th</sup> at 0900, using the same conference phone number: 877-621-1525, pass code 4931827#.

-Don't forget the February 25 & 26 meeting at BIA-NPA in Espanola. The outcome of this meeting will be critical in determining the outcome of the work we are doing.

ATTACHMENT

**NORTHERN NEW MEXICO IDOP TEAM**  
**MEETING LOGISTICS AND EXPECTATIONS**  
**FEBRUARY 25-26, 2014 MEETING**

**Logistics**

- Meeting will be held at the Bureau of Indian Affairs Northern Pueblos Agency Office, in Espanola
- Meeting will start at 0900 each day, and will last until 1700 or later.

**Expectations**

- Our goal is to fast-track the work the team is doing on IDOP, and to make substantial progress.
- Our intent is not to short-circuit what the team is doing.
- Our end product will be completion some or all of our tasks, and have recommendations prepared.
- The meeting will be facilitated by a skilled facilitator and we will use that person effectively.
- We will stay focused on the goals—rabbit trails can destroy the effectiveness of the meeting.
- We will have a dedicated recorder to take notes.
- This will be a working meeting, not an informational presentation.
- This will be a small working group of knowledgeable and involved participants; no casual attendees.
- Participants must review background documents and the work done to date, so they are prepared.

**Notes:**

If any participants would like to attend meetings or teleconferences prior to February 25<sup>th</sup> to review what has been accomplished so far with IDOP, meetings can be arranged and tailored to their needs. These meetings might help bring people up to speed and achieve a base level of knowledge. Anyone interested should contact John Selkirk.

A lot of work needs to be done on several tasks before this meeting . Several people have been assigned tasks they will be working on, but more assistance will be required so that we are prepared to make this meeting a success. With sufficient preparation we might be able to complete most of the Northern New Mexico IDOP study during this meeting.